

ADDITIONS/REVISIONS/CORRECTIONS

**Regular Meeting
May 18, 2021**

REVISION:

1. Personnel Committee Report, Regular Agenda Item #3Ai – part-time Dispatcher Tiphonie Stromberg Resignation
Last date of employment changed from June 15, 2021 to May 31, 2021.

ADDITIONAL INFORMATION:

1. Award Highway Contract, Regular Agenda Item 7B – Contract #2102
Bid Abstract

ADDITIONS:

1. Transportation Committee Report Update – Regular Agenda Item 4.1
Transportation Committee will meet May 18, 2021. A recommendation may be presented at the meeting.

Contract 2102 - Bid Abstract By Project

Report Date: 5/17/2021

Contract Name: 2102

Contract Number: 2102

Release Date: 4/26/2021

Bid Opening: 5/17/2021, 10:00 AM

CP 058-021-001 Located on Parkview Drive Between Lords Lake Road and approx. 2017' Southeast of Lords Lake Road Reclaim/Paving

CP 058-127-001 Resurfacing Reclaim/Paving

CP 058-143-003 Located on CR 143 Between West County Line and CSAH 28 Reclaim/Paving

SAP 058-614-018 Mill Bituminous Pavement, Surfacing and Aggregate Surfacing Reclaim/Paving

SAP 058-655-007 Bituminous Milling and Reclamation, Bituminous Surfacing, Turn lane and Aggregate Surfacing Reclaim/Paving

SAP 058-661-030 Bituminous Milling, Bituminous Paving, Ped-Ramp Improvements Reclaim/Paving

SAP 058-667-002 Aggregate Base., Bituminous Milling and Reclamation, Bituminous Surfacing and Aggregate Surfacing Reclaim/Paving

Totals

Engineer's Estimated Amount	KNIFE RIVER	Central Specialties Inc.	Anderson Brothers Construction Company Of Brainerd LLC	Duininck, Inc.
\$6,512,151.32	\$5,173,709.95	\$5,330,081.13		\$6,488,454.94
	20.55% UNDER	18.15% UNDER	\$5,495,120.93	0.36% UNDER
			15.62% UNDER	

I hereby certify that this is an exact reproduction of bids received.

License Number:

40478

Signature:

Marna JEB

Date:

5-17-21



AGENDA

PINE COUNTY BOARD REGULAR MEETING

District 1	Commissioner Hallan
District 2	Commissioner Mohr
District 3	Commissioner Lovgren
District 4	Commissioner Waldhalm
District 5	Commissioner Ludwig

Tuesday, May 18, 2021, 10:00 a.m.

North Pine Government Center

1602 Hwy. 23 No.

Sandstone, Minnesota

- **The Meeting Will be In Person and Via WebEx (video/phone conference) and streamed live on the internet.**
- **The public may join the meeting via WebEx, in person at the meeting room, or watch the livestream.**
- **If joining the meeting in person, the total number of persons (including commissioners) cannot exceed 10 and social distancing of at least 6 feet will be in effect.**

The Governor of the State of Minnesota has issued Executive Order 20-01 Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19. On March 24, 2020 the Pine County Board of Commissioners declared a local emergency for Pine County.

Based on these conditions, the Chair of the Pine County Board of Commissioners has determined that the requirements of Minnesota Statute 13D.021, Subd. (1) have been met and it is not practical or prudent for all members of the county board to meet in person.

The public is invited to join the meeting in person or remotely: by phone call 1-650-215-5226, (access code): 163 001 5006, (password): 9xhWTKBcz74. Click the link on the county website (www.co.pine.mn.us) for more information and to watch a live stream broadcast of the meeting.

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
Approve Minutes of May 6, 2021 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Reports and Correspondence
Pine County Housing and Redevelopment Authority Board of Directors Minutes
March 24, 2021 regular meeting, April 2, 2021 special meeting, April 16, 2021 special meeting
- G) Approve Consent Items

CONSENT AGENDA

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. **Review April, 2021 Cash Balance (attached)**

Fund	April 30, 2020	April 30, 2021	Increase/Decrease
General Fund	916,637	2,169,872	1,253,235
Health and Human Services Fund	(27,295)	1,105,007	1,132,303
Road and Bridge Fund	4,616,220	1,442,986	(3,173,235)
Land Management Fund	2,439,647	2,629,059	189,413
Self Insurance	N/A	599,858	599,858
TOTAL (inc non-major funds)	14,248,713	16,344,366	2,095,652

2. **April 2021 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the April 2021 disbursements and claims over \$2,000.

3. **Applications**

Consider approval of the following applications:

A. **2021 Waste Hauler License**

- i. Consider approval of 2021 Solid Waste Collection and Transportation License for STEMM Enterprises, LLC

B. **Exempt Permit**

- i. Moose Lake Fire Relief Association to conduct Minnesota lawful gambling on November 27, 2021 at Doc's Sports Bar & Grill, 34427 Majestic Pine Dr., Sturgeon Lake, MN (Windemere Township)

4. **Liquor License Credit**

Consider approval of Resolution 2021-35 providing a \$375 credit to all on-sale liquor license holders for the 2021 renewal cycle. Authorize Board Chair and County Administrator to sign. There are 13 on-sale license holders in the unincorporated areas of the county.

5. **Donations**

Consider acceptance of a \$500 donation from Foster Transportation Services, designated to the Sheriff's Office Reserve Program. The donation will be used to help offset the cost of training, uniforms, and equipment.

6. **2021 Timber Auction Results**

Acknowledge the results of the May 12, 2021 timber auction. Seven timber sales were offered consisting of 5,745 cords with an appraised value of \$144,000. All seven sold with bids totalling \$177,245. Down payments are collected at the auction with the remaining amounts due as the harvesting progresses.

7. **Grants**

Consider approval of the following grants and authorize Board Chair and County Administrator to sign:

A. **2021 MN Federal Boating Safety Supplemental Equipment Grant**

Amount: \$4,178. Grant term: March 2, 2021 – September 30, 2021. This grant may be used for only safety enforcement equipment purchases; 20 inflatable life jackets and 15

throw bags will be purchased. The grant does not require matching funds.

B. **2021 Federal Supplemental Boating Safety Patrol Grant**

Amount: \$4,500. Grant term: May 14, 2021 – September 6, 2021. This grant may be used for enforcement hours only and does not require matching funds.

8. **Personnel (Employment Status)/Promotion**

Consider approval of regular employment status to the following:

A. Adult Protection Social Worker Sarah Manor, effective April 28, 2021.

9. **Training**

- A. Consider approval for any commissioner interested, and County Administrator David Minke, to attend the in-person AMC District 1 Spring Meeting, June 2-3, 2021, Two Harbors, Minnesota. Costs are yet to be determined. For those unable to attend in person, there will be a state-wide virtual district meeting on June 21, 2021. Funds are available in the respective budgets.
- B. Consider approval for the following Probation staff: Senior Agent Michelle Sellner (MACPO Board of Directors), Senior Agent Devin Petersen (MACPO Board of Directors), Senior Agent Jami Tuve, Senior Agent Christopher Stolan, Supervisor Kevin Glass, Administrative Assistant Sue Thompson, Case Aide Justine Ward to attend the Minnesota Association of County Probation Officers 64th Annual Conference, September 15-17, 2021, Madden's on Gull Lake. Registration \$1,000. Senior Agent Sellner and Senior Agent Petersen's registration is waived due to being MACPO Board members. Lodging/Meals: \$2,487.16. Total \$3,487. Staff to carpool and use county vehicle as available. Funds are available in the 2021 Probation budget.

REGULAR

1. **Health & Human Services Advisory Committee Report**

The Health & Human Services Advisory Committee met May 5, 2021. Minutes are for information only. No board action is necessary.

2. **Facilities Committee Report (Minutes attached)**

The Facilities Committee met May 6, 2021. Minutes are for information only. No board action is necessary.

3. **Personnel Committee Report (Minutes attached)**

The Personnel Committee met May 10, 2021. The Personnel Committee made the following recommendations:

A. **Sheriff's Office – Dispatch**

- i. Acknowledge the resignation of part-time Dispatcher Tiphany Stromberg, effective June 15, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. **Health and Human Services**

- i. Acknowledge the resignation of Child Protection Investigator Haeley Newman, effective June 11, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. **Administration**

- i. Approve the following changes to the Personnel Policies and Procedures:
Section 8.6: Deferred Compensation Plans
Specific vendor names were removed.
Section 25: Photo ID Proximity Card/Key Access

Previous policy focused on the Courthouse location. Policy was updated to cover all areas of access. Language requiring supervisor and Human Resources notification for a lost card remained.

Section 26: Vacation Donation Program

The term “catastrophic” was removed to allow employees more donation request opportunities for qualifying illness, injury, or medical condition

Other items are for informational purposes only.

4. **Public Safety Committee Report (Minutes attached)**

The Public Safety Committee met May 11, 2021. Minutes are for information only. No board action is necessary.

5. **Introduction of Economic Development Coordinator**

Introduction of Economic Development Coordinator Lezlie Sauter by County Administrator David Minke.

6. **Tax/CAMA RFP Award**

Consider identifying Tyler Technologies as the preferred vendor and authorize negotiating a contract not to exceed \$518,046 (Plus travel expenses up to \$25,000) for the purchase of the software and the first three years of maintenance and support.

7. **Award Highway Contracts**

Award contract to the lowest responsible bidder as determined by the County Engineer.

A. **Contract #2101**

SAP 058-599-047 Windemere Twp Box Culvert located on Rush Blvd; 0.17 mi. W. of Military Road

B. **Contract #2102**

SAP 058-614-018 Located on CSAH 14 from CSAH 61 to CSAH 10; 6.0 miles

SAP 058-655-007 Located on CSAH 55 from CSAH 61 to CSAH 67; 0.6 miles

SAP 058-661-030 Located on CSAH 61 from the North County Line to City of Rutledge; 11.0 miles

SAP 058-667-002 Located on CSAH 67 from CSAH 55 to CSAH 9; 1.9 miles

CP 058-021-001 Located on Parkview Dr. from Lords Lake Rd to 2017 FT East

CP 058-127-001 Located on CR 127 from CSAH 61 to CSAH 14; 0.6 miles

CP 058-143-001 Located on CR 143 from the West County Line to CSAH 28; 1.8 miles

8. **One Watershed One Plan – Kettle River, Upper St. Croix**

A. Consider adoption of Kettle and Upper St. Croix Watershed Memorandum of Agreement.

B. Appoint County Commissioners to serve as primary participant on the Policy Committee and an Alternate.

9. **Housing and Redevelopment Authority (HRA) Commissioner Vacancy**

A. Consider appointment of Traver Gahler as District 3 representative to the Pine County Housing and Redevelopment Authority to fill the remaining term, expiring October 4, 2023. This appointment follows the appointment process set forth in Resolution 2020-68.

B. Authorize a letter of appreciation to Jan Oak to recognize her 16 years of service as an HRA commissioner.

10. **Legislative Update**

11. **Coronavirus / Public Health Update**

- A. Public Health
- B. American Rescue Plan Update

12. **Commissioner Updates**

- AMC Coffee and Conversation
- Central MN Council on Aging
- Meeting with Congressman Stauber
- CBR: Accelerate Program
- East Central Solid Waste Commission
- Chemical Health Coalition
- East Central Regional Library Trustees Board
- Soil & Water Conservation District
- Lakes & Pines Community Action Council
- Other

13. **Other**

14. **Upcoming Meetings (Subject to Change)—All meetings to be conducted remotely unless otherwise indicated. Contact the organization hosting the meeting for call-in information.**

- a. Pine County Board of Commissioners, Tuesday, May 18, 2021, 10:00 a.m., 1602 Hwy. 23 No., Sandstone, Minnesota
- b. AMC County Government 101, Wednesday, May 19, 2021, 9:00 a.m.
- c. Arrowhead Counties Association, Wednesday, May 19, 2021, 6:00 p.m.
- d. CBR: Accelerate Program, Friday, May 21, 2021, 9:00 a.m.
- e. Snake River Watershed Management Board, Monday, May 24, 2021, 9:00 a.m.
- f. AMC Futures Past Presenters, Virtual Coffee, Monday, May 24, 2021, 10:00 a.m.
- g. Snake River Watershed Policy Committee, Monday, May 24, 2021, 10:30 a.m.
- h. MN Rural Counties, Monday, May 24, 2021, 1:00 p.m.
- i. Lower St. Croix Policy Committee, Monday, May 24, 2021, 4:00 p.m.
- j. Technology Committee, Tuesday, May 24, 2021, 9:00 a.m.
- k. NLX, Wednesday, May 26, 2021, 10:00 a.m.
- l. Insurance Committee, Wednesday, May 26, 2021, 1:00 p.m.
- m. Housing & Redevelopment Authority (HRA), Wednesday, May 26, 2021, 1:00 p.m.
- n. Northeast Emergency Communications Board/Radio Advisory Committee, Thursday, May 27, 2021, 10:00 a.m.
- o. CBR: Accelerate Program, Friday, May 28, 2021, 9:00 a.m.
- p. Pine County Board of Commissioners, Tuesday, June 1, 2021, 10:00 a.m., 1602 Hwy. 23 No., Sandstone, Minnesota

15. **Adjourn**