

WORKING MEETING

October 22, 2020

Convened: 11:00 am

Roll Call was taken

Present: Commissioner Gordon, Commissioner Matthew, Commissioner Kolcz and Commissioner Hazelbaker all via remote video access.

Also Present: Sheriff Pollack; Undersheriff Eichler; Jim Measel-WTVB; Don Reid-Daily Reporter; Tim Miner-Emergency Mgr.; Matt Fosdick-IT Director; Jon Houtz; Tim Stoll; Pam Gilchrest; Scott Walls-Complex Mgr.; Kevin Kearns-IXP (via video access).

Commissioner Norris; Ann Vrablic-Treasurer; County Clerk Kubasiak and Administrator Norman (Commissioners Boardroom)

The agenda was approved.

PERSONNEL, PLANS & POLICY

(Commissioner Norris)

2021 Wages for Board of Commissioners

Commissioner Norris requested that the Board of Commissioners wages and per diem be reviewed. She stated that there should be an increase for the next Board of Commissioners, who will start their term in January, noting that there is a lot of time put into the job. Norris recommended that the Chair receive a base salary of \$9,000; other members receive a base salary of \$8000; per diem should stay at \$50 per meeting for meetings up to two hours/\$100 for meetings over two hours with a maximum of \$200 per day. The Board per diem has not been increased since 2005. The Committee recommends:

Motion by _____ **seconded by** _____ **to increase the BOC chairman's salary to \$9000 per year; the other Board members salary to \$8000 per year with a per diem of \$50 per meeting up to two hours/\$100 per meeting over two hours with a maximum of \$200 per day.**

2021 Wages for Elected Officials

Commissioner Norris recommended a 2.6% increase for Elected Officials for 2021. The Committee recommends:

Motion by _____ **seconded by** _____ **to approve a 2.6% increase for the Elected Officials for 2021.**

2021 Wages for Non-Union and Management Personnel

Commissioner Norris recommended a 2.6% increase for Non-union and Management personnel for 2021. The Committee recommends:

Motion by _____ **seconded by** _____ **to approve a 2.6% increase for the Non-union and Management personnel for 2021.**

Board Per Diems

At the previous Board meeting there was discussion about the per diem paid for the various county boards. It was noted that the amount varies from Board to Board and that per diems should be reviewed. The Administrator provided a spreadsheet that listed the different County boards, the per diem given, if any, and the statute for reference. The per meeting amount ranges from \$25 - \$60 with some board members also receiving mileage. It was suggested that the per diem be the same for all of the county boards. This issue will be brought back to a future meeting after more information can be obtained.

IXP Update

Kevin Kearns, the consultant from IXP, gave an overview of his findings after spending time at the 911 facility the last couple of weeks. He reviewed documents, training materials, conducted interviews employees, 911 Board members and Commissioners. He said that four areas were reviewed; Governance, Operations, Technology, Facilities. Kearns stated that the current Service Plan has a number of poorly defined responsibilities. He recommended that two documents be should be drafted; a Service Plan and a Governance Plan, so duties and responsibilities can be clearly and specifically defined. During the interviews, several people raised the idea of the Center becoming a stand alone authority. He would not recommend this. Proper governance would resolve many of the current issues. Kearns stated that the staff is doing a good job. He recommends that two people should be on duty at all times. Operational documentation, policies, procedures and training materials are generally well organized, noting that many documents are becoming out dated and an update is needed. The 12-hour shift model works well. With the exception of the radio system problems that are being addressed, the center’s technology systems are up to date. Kearns stated that the amount paid to the County for IT support should be increased and IT support needs to be expanded. There should be long range lifecycle model drafted to keep up with technology changes. He noted that the facilities are adequate but need to look at security and serviceability enhancements. A full draft report will be submitted to the Board of Commissioners early next week.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

911 Report

2020 Law Enforcement: 3267 **2020** Fire: 291 **2020** Emergency Medical: 336

2019 Law Enforcement: 3575 **2019** Fire: 318 **2019** Emergency Medical: 347

Total Events: September 2020 – 3894

September 2019 - 4240

CodeRED Totals:

CNE Business: 215 CNE Residential: 4,065
CNE Phones: 4,318 Texts: 2,688
Emails: 1,821 Weather Warning: 3,907

(CNE - Community Network Enrollment]

Emergency Management Report

Tim Miner stated that they are continuing monitoring COVID-19 within the County. Plans are continually being updated.

Life Care Ambulance Report

Tim Miner stated that they are seeing quite a few COVID cases. They are keeping their PPE supplies available.

Sheriff Report

The Sheriff stated that Deputies had to be called out over the weekend in the early morning hours as MSP got called out of County. He has also received a letter of retirement from one of his deputies who will be leaving at the end of the year.

Undersheriff Report

(September 2020)

Total Complaints:	711
Total Arrests:	32
Total Citations:	239 of the 239, Secondary Road: 197
Traffic Accidents:	33
Total Car/Deer Accidents :	12
Reserve Deputies:	74.25 hours
Posse:	0 hours
Marine Patrol:	341 hours
Inmate Transport	37.50 hours (Warrants, Writs, Hospital, etc.)
Governor Order Violation	0
Overtime: Road patrol – 183 hours	Corrections – 639 hours- Court – 55.50 hours- SRP 52 hours
57 pounds of prescription drugs collected.	0 Meth Lab.
Foreclosures – For this year	11 – Sale 110 – prepared \$722,959.57

Jail Administrator’s Report

(September 2020)

Average Daily Count for August: 89
Average break down: 76 males/13 females

As of 10/01/2020 count is 91 with 18 females

Jail Incidents for September: 82

Safety Committee Report

The Safety Committee met on October 6th. There were no job related injuries in the 2nd quarter. There was one for the 3rd quarter. The next meeting is scheduled for February 2, 2021.

HOUSE

(Commissioner Matthew)

Teen Share Project Bid

A bid from Parrish Excavating was presented to the committee for the water and sewer project at the Teen Share buildings. The total amount submitted was \$60,340. There will be additional costs for permits so the Administrator is asking that \$70,000 be approved for the project. Original estimates were for \$80,000 - \$120,000. The Committee recommends:

Motion by _____ seconded by _____ to accept the bid from Parrish Excavating to complete the water & sewer project at the Teen Share buildings, with the total cost not to exceed \$70,000.

Annex Building – HVAC Replacement

The HVAC unit at the Annex is in need of repair or replacement. A proposal was received from Aker, Inc. Two options were presented. Option #1 – replace the defective heat exchanger for \$2170. Option #2 – replace the unit, which is 21 years old, with a Bryant 12.5 ton HVAC unit for \$12,880. This is the main heating unit for the Annex. The Committee recommends:

Motion by _____ seconded by _____ to replace the HVAC unit at the Annex building at a cost of \$12,880 with the work to be done by Aker, Inc.

Jail Progress Update

Work on the new jail is progressing. They are working on several areas including the parking lots, installing siding, new stairs, plumbing for the restrooms and they are starting the interior wall installation. Building completion is still set for September 30, 2021.

FINANCE

(Commissioner Hazelbaker)

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, 3rd Quarter Investment Report.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts in the amount of \$260,911.99 (Jail Operations Board & Care-27%, Vehicle Repair & Maintenance-16%, Supplies-12%, Legal Fees-11%, Jail Operations-Commissary-9%) to make up 75% of the invoices. The Committee Recommends:

Motion by _____ seconded by _____ to approve the Bills and Accounts in the amount of \$260,911.99.

3rd Quarter Investment Report - Treasurer

Treasurer Vrablic presented the 3rd Quarter Investment Report. She stated that there hasn't been much change since the last quarter.

Motion by _____ seconded by _____ to accept the 3rd Quarter Investment Report.

2021-Department Proposed (Draft #2) General Fund Budget

The Administrator presented Draft #2 of the General Fund budget. The deficit is at \$2.5M down from \$2.7M in Draft #1. Additional expenses to consider are Reclassifications; Sheriff's Department requests; Public Health; the DHS Parking Lot; Union settlement results; and pension costs. Insurance costs are unknown at this point. Areas that could be reduced are Capital Outlay; Contingencies; Fund Balance; Workforce Hours. Some decisions will need to be made in Draft #3. Funds will need to be taken from the Fund Balance, we don't know how much. The Administrator noted that the Auditors recommend that the Fund Balance be 17% - 22%. He stated that he anticipates it could be at 16% in 2021.

2021-Department Proposed (Draft #1) Special Fund Budget

The Administrator presented Draft #1 of the 2021 Special Funds. There were several funds that were not balanced. The Administrator stated that it is not a concern at this time.

2021-Appropriations Act (Draft #1)

A Draft of the 2021 Appropriations Act was presented for review. The document was basically the same as 2020. There were some changes noted to dates and dollar amounts.

LEGISLATIVE

(Commissioner Gordon)

CDBG Authorization Resolution

A resolution for a Community Development Block Grant was presented for review and approval. The Administrator would like to apply for the grant to receive funds for the County through the CARES Act. The Committee recommends:

Motion by _____ **seconded by** _____ **to approve the resolution for the**
Community Development Block Grant.

COVID-19 Resolution

A resolution for COVID-19 financial support was presented to the committee for review. It will be brought back to the next work meeting for action.

Other

It was moved and seconded to go into closed session to discuss union negotiations.

The committee went into closed session at 12:52pm and returned to open session at 1:12pm.

It was moved and seconded to go into closed session to discuss the attorney/client privileged letter dated 07/08/2019.

The committee went into closed session at 1:13pm and returned to open session at 1:39pm.

The meeting was adjourned at 1:39pm.

Submitted by:

Commissioner Matthew Commissioner Kolcz Commissioner Hazelbaker
Commissioner Norris Commissioner Gordon