

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – May 14, 2024 – 2:00 P.M.

The Regular Meeting of the Knox County Commission was held on Tuesday, May 14, 2024, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Edward B. Glaser, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2 and Sharyn L. Pohlman, Commissioner District #3 (via ZOOM).

County staff present included: Interim County Administrator Gordon Page, IT Support Specialist Noah Allen, Administrative Assistant Wendy Galvin, Maintenance Jim Hagan, Interim Airport Manager Jeff Northgraves, Sheriff Patrick Polky, Chief Deputy Curt Andrick, Communications Director Robert Coombs,

Others: Mildred Melgard, Peter Lammert, Joanne Richards, Rockland Police Chief Tim Carroll, Deputy Chief Alex Gaylor, City of Rockland Manager Tom Luttrell, and Camden Resident Marc Rattner

Regular Meeting – Agenda

Tuesday – May 14, 2024 – 2:00 P.M.

****UPDATED****

Town Hall Streams:

https://townhallstreams.com/stream.php?location_id=50&id=60209

ZOOM link:

<https://us06web.zoom.us/j/81783893727>

- I. 2:00 Meeting Called to Order**
- II. 2:01 Presentation**
 - 1. Spirit of America Awards for 2023
- III. 2:05 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the Chair.
- IV. 2:06 Consent Items**
 - 1. Approve Consent Items as Presented:
 - i. Agenda - Non-Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Special Commission Meeting of March 22, 2024.
 - iii. Minutes of Regular Commission Meeting of April 10, 2024.
 - iv. Minutes of Special Commission Meeting of April 29, 2024.
 - v. Minutes of Special Commission Meeting of May 6, 2024.
 - vi. Minutes of Special Commission Meeting of May 10, 2024.
 - vii. Department Reports.
 - viii. Warrants.
 - ix. Reserve Withdrawals.
- V. 2:07 Action Items**
 - 1. Act to Approve the 2024 Knox County Personnel Policy.
 - 2. Act to Approve the Transfer to Reserves from the 2023 Budget and Undesignated.
 - 3. Act to Award the Mowing, Trimming, Lawn Care, and Landscaping Bids for the Knox County Courthouse, Knox County Public Safety Building and Knox County Correctional (Jail) Facility Complex for 2024,2025 and 2026.
 - 4. Act to Award the Snow Removal, Sanding and Hand Shoveling/Snow Blowing Bids for the Knox County Courthouse, Knox County Public Safety Building, Knox County Regional Airport and the Knox County Correctional (Jail) Facility Complex for 2024-2025,2025-2026 and 2026-2027.
 - 5. Act to Approve and Authorize the Interim County Administrator to Execute an Updated Runway Access

		Agreement with Owls Head Transportation Museum.
		6. Act to Approve and Authorize the Interim County Administrator to Contract with Stantec for Engineering Services and Planning Services for Another Five (5) Years.
		7. Act to Approve and Authorize the Interim County Administrator to Execute and Sign Any/All Other Grant Related Documents for the Project to Install Automobile and Aircraft Electric Charging Stations.
VI.	2:20	Discussion Items
		1. Recognition of National Corrections Officer Week
		2. Recognition of National Police Week
		3. Discussion of County Property Identified for Potential Sale
		4. Staffing Discussion
VII.	2:30	Other Business
VII.		Adjourn

I. Meeting Called to Order

Commissioner Glaser called the Special Meeting of the Knox County Commission to order at 2:0 P.M.

II. Presentation – Spirit of America Awards for 2023

III. Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the Chair.

IV. Consent Items

1. Approve Consent Items as Presented:

- i. Agenda - Non-Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Special Commission Meeting of March 22, 2024.
- iii. Minutes of Regular Commission Meeting of April 10, 2024.
- iv. Minutes of Special Commission Meeting of April 29, 2024.
- v. Minutes of Special Commission Meeting of May 6, 2024.
- vi. Minutes of Special Commission Meeting of May 10, 2024.
- iii. Monthly Department Reports
- iv. Warrants
- v. Reserve Withdrawals

- *A motion was made by Commissioner Parent to approve the consent items 1-9 as presented. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

V. Action Items

1. Act to Approve the 2024 Knox County Personnel Policy.

HR Manager Christie will go over changes and answer any questions.

- *A motion was made by Commissioner Parent to Act to Approve the 2024 Knox County Personnel Policy. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

2. Act to Approve Transfer to Reserves from the 2023 Budget and Undesignated.

The transfer from budget is for specific retirements and projects that were budgeted, and delayed. The transfer from undesignated is to pay for Knox 5% expense for AIP projects as well as ineligible costs for CARES, AIP and BIL projects.

- *A motion was made by Commissioner Parent to Act to Approve Transfer to Reserves from the 2023 Budget and Undesignated. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*
- *A motion was made by Commissioner Parent to Add an Item to the Agenda by Unanimous Consent. The Motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

3. Act to Approve a Transfer of Funds From the General Fund Undesignated Accounts to Airport Undesignated Accounts.

- *A motion was made by Commissioner Parent to Act to Approve A Transfer of Funds From the General Fund Undesignated Accounts to Airport Undesignated Accounts. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

4. Act to Approve and Authorize the Interim County Administrator to Execute an Updated Runway Access Agreement with Owls Head Transportation Museum.

The current agreement (valid thru Oct 2029) includes access for both the Museum and the hangars, they had owned, on Benner Lane. This amendment eliminates their access lease for the hangars recently purchased by the County. (Minutes from the APAC meeting are included)

- *A motion was made by Commissioner Parent Act to Approve and Authorize the Interim County Administrator to Execute an Updated Runway Access Agreement with Owls Head Transportation Museum. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

5. Act to Award the Mowing, Trimming, Lawn Care, and Landscaping Bids for the Knox County Courthouse, Knox County Public Safety Building and Knox County Correctional (Jail) Facility Complex for 2024,2025 and 2026.

- *A motion was made by Commissioner Parent Act to Table Awarding the Mowing, Trimming, Lawn Care and Landscape Bids for the Knox County Courthouse, Knox County Public Safety Building and Knox County Correctional (Jail) Facility Complex for 2024, 2025 and 2026 Until May 21, 2024. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

6. Act to Award the Snow Removal, Sanding and Hand Shoveling/Snow Blowing Bids for the Knox County Courthouse, Knox County Public Safety Building, Knox County Regional Airport and the Knox County Correctional (Jail) Facility Complex for 2024-2025,2025-2026 and 2026-2027.

- *A motion was made by Commissioner Parent Act to Table Awarding the Snow Removal, Sanding and Hand Shoveling/Snow Blowing Bids for the Knox County Courthouse, Knox County Public Safety Building, Knox County Regional Airport and Knox County Correctional (Jail) Facility Complex for 2024, 2025 and 2026 Until May 21, 2024. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

7. **Act to Approve and Authorize the Interim County Administrator to Contract with Stantec for Engineering Services and Planning Services for Another Five (5) Years.**

The APAC met on April 15 (meeting minutes attached) and scored the proposals from 4 Consulting Firms, based on Qualifications. The scores considered Background (5%), Ability to Perform (20%), Local Knowledge (15%), Staff (10%), Experience (20%), Performance (25%) and References (5%). The airport manager checked references and the ME BBB for complaints. The Interim Airport Manager was recused from scoring, but participated in the Executive Session discussions. Three of the four applicants were scored very, very close in both Engineering and Planning. The APAC voted 5-0. Since the Airport is going through an Airport Manager transition, now is not the time to also transition to a new Engineering Consultant, therefore rather than interview the 2 or 3 Consultants, the APAC recommends the County Commission **Reselect Stantec as its Engineering and Planning Consultant.**

- *A motion was made by Commissioner Parent to Act to Approve and Authorize the Interim County Administrator to Contract with Stantec for Engineering Services and Planning Services for Another Five (5) Years. The motion was seconded by Commissioner Glaser. A vote was taken with all in favor.*

8. **Act to Approve and Authorize the Interim County Administrator to Execute and Sign Any/All Other Grant Related Documents for the Project to Install Automobile and Aircraft Electric Charging Stations.**

The APAC meets on May 13 to score the two submissions (based first on Qualifications and then to factor in price). They will recommend award to either Revision Energy or Headstrom Electric.

- *A motion was made by Commissioner Parent to Act to Authorize the Interim County Administrator to Execute and Sign Any/All Other Grant Related Documents for the Project to Install Automobile and Aircraft Electric Charging Stations to Headstrom Electric. The motion was seconded by Commissioner Glaser. A vote was taken with all in favor.*

VI. **Discussion Items**

1. **Recognition of National Corrections Officer Week.**

- Sheriff Polky spoke.

2. **Recognition of National Police Week.**

- Sheriff Polky spoke.

3. **Discussion of County Property Identified for Potential Sale.**

- **Commissioner Glaser** – There is a hold up on the property. It may be that it'll be impossible to get rid of that piece of property

4. **Staffing Discussion –**

HR Manager Christie – We are interviewing for Airport Maintenance currently. The Airport Manager decision will be made around end of May, and an offer was made today for the County Administrator.

VII. **Other Business**

IX. **Adjourn**

- *A motion was made by Commissioner Parent to adjourn the meeting. The motion was seconded by Commissioner Glaser. A vote was taken with both in favor.*

The special meeting adjourned at :311 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on June 11, 2024.