MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, May 19, 2020 - 10:00 a.m.
Pine City, Minnesota

Chair Steve Hallan called the meeting to order at 10:00 a.m.

Chair Hallan stated 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 members of the county board to meet in person. Members of the county board will join the meeting remotely.

The public was invited to join the meeting remotely by phone, WebEx or watch via live stream on YouTube.

Present via electronic means were Chair Hallan and Commissioners Josh Mohr, Steve Chaffee, John Mikrot, and Matt Ludwig. Also present via electronic means were County Attorney Reese Frederickson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Auditor-Treasurer Kelly Schroeder stated the filing period for the 2020 General Election began today and ends June 2, 2020. Candidates may still file with the County Auditor-Treasurer, but will need to do so through the mail or the drop box.

Chair Hallan requested the following revision to the agenda:

1. Addition: Consent Agenda Item #8.B.: New Hire: Consider approval of the hiring of part-time Corrections Officer Shaun Mitchell, effective June 2, 2020, grade 7, step 1, $20.74 per hour.
2. Additional Information: Regular Agenda #4/Pine County Sheriff's Squad/Body Camera Program: Powerpoint presentation by Sheriff Jeff Nelson
3. Additional Information: Regular Agenda #5/U of M Extension Update: Summary of Activities
4. Additional Information: Regular Agenda #6/Coronavirus Response
   A. Memorandum from County Administrator Minke dated May 17, 2020
   B. Powerpoint presentation by HHS Director Becky Foss
   C. Update from Court Administrator Amy Isaacson on limited reopening of courts on 5/18

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

Motion by Commissioner Mikrot to approve the Minutes of the May 5, 2020 county board meeting and Summary for publication. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye;

District 1-Chair Hallan/Aye, District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
Pine County Extension Committee Minutes – February 20, 2020
Pine County Zoning Board Minutes – February 27, 2020

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye. Motion carried 5-0.

Motion by Commissioner Mohr to approve the amended Consent Agenda. Second by Commissioner Mikrot. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4- Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

CONSENT AGENDA

1. **Approve April, 2020 Cash Balance**

Fund	April 30, 2019	April 30, 2020	Increase(Decrease)
General Fund	1,486,498	916,637	(569,860)
Health and Human Services Fund	234,324	(27,295)	(261,619)
Road and Bridge Fund	1,005,605	4,616,220	3,610,616
Land Management Fund	1,943,364	2,439,647	496,283
TOTAL (inc non-major funds)	11,195,907	14,248,713	3,052,806

2. **April 2020 Disbursements/Claims Over $2,000**
   Approve April 2020 disbursements and claims over $2,000.

3. **Applications**
   Approve the following applications:
   A. Homestead Abatement
      i. Jennifer C. Thompson, 3243 Blueberry Ln, Sturgeon Lake, PID 46.5093.000, relative homestead not entered, taxes payable 2020.
   B. Classification Abatement
      i. Matthew and Angela Degerstrom, 36158 Jackson Rd, Askov, PID 25.0056.000, ag classification not entered, taxes payable 2020.
   C. Valuation Abatement
      i. Rodney and Anne Carter, 55347 Popular Rd, Sandstone, PID 30.0420.000, property was not reduced for acreage of an exception to the legal description (should have been 17.15 acres, not 19.83 acres), taxes payable 2018 and 2019.
   D. Local Option Disaster Abatement
      i. Lynette Hischer, 7246 Rock Dam Rd, Rutledge, PID 44.0049.004, total loss of house due to fire, taxes payable 2019.
      ii. Gary Lazinaki, 4496 State Hwy 23, Brook Park, PID 06.0150.001, total loss of house due to fire, taxes payable 2019.

E. Temporary Liquor License
   i. Jack Pine Riders ABATE of MN, July 10-12, 2020 pending approval from county sheriff and State of Minnesota.

F. Premises Permit
   i. Pokegama Lake Association to hold lawful gambling at the Floppy Crappie, 10762 Lakeview Shore Dr., Pine City (Pokegama Township).

4. **Donations**
Accept a $10 donation from Hazel Olson and $750 donation from Spire Credit Union (on behalf of their "Give Big" initiative), to be used to help offset the expense of the K-9 program.

5. **2020 Equipment Rental**
Accept the 2020 Equipment Rental Bids. Bids were opened May 11, 2020.

6. **2020 Timber Auction Results**
Acknowledge the actual results of the May 13, 2020 timber auction: Six timber sales were offered consisting of 8,073 cords with an appraised value of $188,140. All six sold with bids totaling $227,642. Down payments of $28,376 were collected the day of the auction.

7. **Personnel (Employment Status / Promotion)**
A. Authorize the regular employment status for Office Support Specialist Jennifer Burlak, effective May 12, 2020.
B. Approve promotion for the following employees, pay rate and grade remain unchanged:
   i. Part-time dispatcher Isaac Simpson to full-time dispatcher, effective May 24, 2020.
   ii. Part-time correction officer Courtney Hart to full-time correction officer, effective May 24, 2020.
   iii. Part-time correction officer Grant Crider to full-time correction officer, effective May 25, 2020.

8. **New Hires**
A. Authorize the hiring of the following temporary watercraft inspectors, effective May 19, 2020: Jay Kaelberer, $15 per hour; Brian Rippey, $15 per hour; Kelly Saumer, $15 per hour; Robert Sunstrom, $16 per hour.
B. Authorize the hiring of part-time Corrections Officer Shaun Mitchell, effective June 2, 2020, grade 7, step 1, $20.74 per hour. After successful completion of the Jail Training Academy, administration will exercise the option to increase his wage to a step 2 as written in the labor agreement.

REGULAR AGENDA

1. **Facilities Committee**
Commissioner Mohr stated the Facilities Committee met May 6, 2020. An update was given on preparations to reopen the courthouse to walk-in public traffic including the installation of plexiglass, floor stickers, stanchions, hand sanitizer/dispensers. Health & Human Services (HHS) long-term space planning has shifted from the construction of a courthouse annex to the continuation of employees working remotely when possible and the relocation of other HHS employees to available space within the courthouse and the phasing out usage of the South Pine Government Center. Projects completed include installation of LED lights in the courtrooms and the restriping of parking lots.

2. **Personnel Committee**

Commissioner Ludwig stated the Personnel Committee met May 20, 2020 and made the following recommendations:

A. Health and Human Services

i. Approve the PERA Phased Retirement Option (PRO) for case aide Betty Kosloski, beginning June 1, 2020 and ending no later than May 31, 2021, at which time she will retire from county employment. All applicable terms of employment, county policies and collective bargaining agreement conditions will continue to apply throughout the term of the PRO.

ii. Approve the hiring of a new health educator position and eliminate a vacant case aide position in the Health and Human Services Department. The health educator is a grade 10 with a minimum hourly starting rate of $24.70. The increase in staff expense will be offset by third-party billing and the number of FTE's in Public Health will remain the same.

B. Sheriff's Office – Jail

i. Acknowledge the resignation of part-time Corrections Officer Preston Oetterer, effective April 22, 2020 and authorize backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. Sheriff's Office – Dispatch

i. Acknowledge the resignation of part-time probationary dispatcher Amanda Morris, effective April 23, 2020 and authorize backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

D. Highway Department

i. Acknowledge the retirement of County Right-of-Way Manager Todd Lindstrom, effective May 29, 2020 after 37+ years of dedicated service. Backfill is not requested due to the recent hiring of an assistant county engineer.

Motion by Commissioner Ludwig to approve the recommendation of the Personnel Committee. Second by Commissioner Chaffee. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

3. **Health Insurance Committee**

Commissioner Ludwig stated the Health Insurance Committee met May 12, 2020. Justin Kroeger, insurance representative from Gallaher Consultants, provided an overview of employees' past claim usage and the county's future health plan goals. The county has experienced large swings in annual premium cost and the volatility makes it difficult to forecast and budget. Kroeger provided additional health insurance options in addition our current arrangement with the Service Cooperative. Alternatives include Public Employee Insurance plan (PEIP), fully-insure, other insurance pools, or self-insure. After board discussion, it was the **consensus of the board** directing Justin Kroeger to research all platforms of insurance or take out a formal request for proposal to research insurance options and costs and submit his findings to the Insurance Committee.

4. **Pine County Sheriff's Squad/Body Camera Program**

Sheriff Jeff Nelson stated five Request for Proposals were received from vendors for consideration for a squad and body camera system for the sheriff's office. The sheriff's office and IT department reviewed the proposals received and narrowed the selection to three vendors who then

provided onsite demonstrations. After review, Utility Associates was determined as the best, and the lowest cost, product.
The cost of the squad/body camera program is $379,000, with $238,00 paid from the Technology Fund. The remaining balance of $141,000 would be paid from the General Fund, in annual installments of $34,750 over a four-year period.
Motion by Commissioner Mohr to identify Utility Associates as the preferred vendor and authorize negotiating a contract for implementation and a five-year service contract not to exceed $380,000. Second by Commissioner Ludwig. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

5. **Extension Update**
U of M Extension Regional Director Susanne Hinrichs stated all Extension staff have been working remotely. Hinrichs provided an overview of the programs and services the Master Gardeners, 4-H, agriculture educator, SNAP-Ed, and the Tribal Community facilitator continue to provide via electronic technology, emails or by phone.

Chair Hallan called a five-minute recess at 11:20 a.m.

The meeting reconvened at 11:25 a.m.

6. **Coronavirus Response Update**
   A. Health & Human Services Director Becky Foss provided information addressing the science and scientific data (coronavirus in Minnesota and the United States, risk factors for illness, and what safeguards should be considered in the county's anticipation of reopening the county buildings to the walk-in public.
   B. Court Administrator Amy Isaacson stated May 18th onsite Order for Protection and Harassment Restraining Order courtroom hearings were held in staggered, 1.5 hour intervals. Court Security met parties at the main door of the courthouse and they were escorted to the courtroom. Additional Court Security staff was located in the courtroom to assist with the social distancing within the courtroom. Isaacson reviewed the precautions taken to ensure the safety of the participants and court staff.
   C. County Board discussion was held regarding reopening of county facilities.
   It was the consensus of the board: (i) The courthouse will be reopened to the walk-in public on June 1st, (ii) employees who can work from home will continue to work from home, (iii) the North Pine Government Center will be by appointment only, with a focus on veterans, (iv) communication will continue with the City of Pine City as to the reopening of city hall at the South Pine Government Center. If the city desires the opening of access, the county will limit accessibility to the main floor as Health & Human Services will continue to provide services on by appointment until further notice.
   D. The county board discussed when the board would meet in person versus solely by electronic means. The board determined that the June 2nd board meeting would be electronic and at that meeting the board would evaluate meeting in person for the June 15th Board of Equalization and June 16 County Board meeting. It is likely that as in-person meetings are phased in, they will be held at the NPGC because the room is larger and that there would be a remote option to avoid overcrowding the room.
   E. Auditor-Treasurer Kelly Schroeder provided information related to first half real estate taxes collected. Because of the economic downturn, the county board adopted Resolution 20-26 proving a partial abatement of the penalty for late property taxes. The 2020 collection

percentage was slightly lower than the past two years. However, not all payments have been posted yet. It does not appear the penalty abatement will have a negative impact on collections.

7. **Commissioner Updates**

1W1P – Nemadji: Commissioner Ludwig stated the meeting was cancelled, however stated the water plan is basically complete

East Central Solid Waste Commission: Chair Hallan stated there is a tremendous amount of waste being generated with additional amount of public staying home.

East Central Regional Library: Commissioner Mohr stated the new library building is complete in Cambridge--scheduled to open in June; every branch will be able to provide curbside services this week; the library is processing library cards online; and there has been a shift in funding to digital materials and the library has received some additional grants with unrestricted funds to be used towards digital purchases.

Pine County Chemical Health Coalition: Commissioner Mikrot stated education seminars were reviewed; 1:1 interviews among teens are still needed; East Central schools recognized their seniors with a parade; and the Tobacco 21 bill passed at the state level.

Soil & Water Conservation District: Commissioner Ludwig stated the sale of trees through the tree program went exceptionally well; the no-till drill has a long waiting list for rental; the water tech has resigned and Commissioner Ludwig remarked if the county comprehensive water plan should come back under the county jurisdiction. Commissioner Chaffee inquired of SWCD's responsibility relating to the water plan. It was suggested that further conversation of this be addressed at a Committee of the Whole meeting.

Lakes & Pines Community Action Council: Chair Hallan stated Lakes & Pines provides great services to the community including food distribution and support.

AMC Blue Ribbon Committee on County Government Operations: Chair Hallan stated he was appointed to this committee, with the main focus being to determine lessons learned by counties from the Coronavirus pandemic and how to improve services and become more efficient from what is learned.

Other: Central Minnesota Council on Aging: Chair Hallan stated the number of monthly meals provided by Catholic Charities has increased in the past two months from 26,000 to 73,000.

8. **Other**

Commissioner Ludwig stated he has been informed by the Land Department that someone has bulldozed a road across tax-forfeited land to construct a deer stand. Commissioner Ludwig stated he would like further discussion on what is allowable use on public lands.

9. **Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 12:48 p.m. The next regular meeting of the county board is scheduled for June 2, 2020 at 10:00 a.m.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board