

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, March 17, 2020 - 10:00 a.m.  
Board Room, Pine County Courthouse  
Pine City, Minnesota**

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

The Pledge of Allegiance was said.

Chair Hallan stated that due to the World Health Organization's determination of a COVID-19 pandemic and the Center for Disease Control's recommendation of no public meetings of greater than 50 people and to practice social distancing, County Board Chair Commissioner Hallan determined the requirements of Minnesota Statute 13D.021, Subd. (1) have been met and it is not practical or prudent for the county board to meet in person and that members of the county board may join the meeting via telephone. Present in the meeting room were Chair Hallan, Commissioners John Mikrot and Matt Ludwig; Commissioners Josh Mohr and Steve Chaffee were present via telephone.

The agenda was amended to reduce the need for public attendance and to focus the meeting on the business necessary to continue county operations. Chair Hallan reviewed the amendments:

Removed from the agenda:

Public Forum

Regular Agenda Item #1: Public Hearing – Ordinance 2020-19 Concerning Septic Systems

Regular Agenda Item #2: Public Hearing – Ordinance 2020-20 County Zoning Ordinance Amendment

Regular Agenda Item #3: Public Hearing – Sales Tax For Transportation

Regular Agenda Item #6: 2<sup>nd</sup> Amendment Discussion

Regular Agenda Item #9: 2019 Juvenile Out-of-Home Placements

Regular Agenda Item #11: Scheduling of Special Meetings/Committee of the Whole

Proposed Tobacco 21 Ordinance Discussion

Courthouse Annex Project Discussion

Additions:

Consent Agenda Item #4A: City of Askov Law Enforcement Agreement

Consent Agenda Item #4B: City of Willow River Prosecution Agreement

Commissioner Ludwig moved to adopt the amended 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.

Commissioner Mikrot moved to approve the Minutes of the March 3, 2020 county board meeting and Summary for publication. Second by Commissioner Ludwig. 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.

Minutes of Boards, Reports and Correspondence

Pine County Zoning Board Minutes – December 19, 2019 and January 23, 2020

Presidential Nomination Primary Canvassing Board Minutes – March 5/6, 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 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.

Commissioner Mikrot moved to approve the amended Consent Agenda. 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.

**CONSENT AGENDA**

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

<b>Fund</b>	<b>February 28, 2019</b>	<b>February 29, 2020</b>	<b>Increase(Decrease)</b>
General Fund	3,607,572	3,113,692	(493,880)
Health and Human Services Fund	1,010,002	769,661	(240,341)
Road and Bridge Fund	1,742,423	4,635,595	2,893,173
Land Management Fund	1,826,766	2,482,249	655,483
TOTAL (inc non-major funds)	10,825,492	12,004,415	1,178,924

2. **February 2020 Disbursements/Claims Over \$2,000**

Approve February 2020 disbursements and claims over \$2,000.

3. **Application for Exempt Permit**

Approve Application for Exempt Permit from the Kerrick Firefighter’s Relief Association to conduct Minnesota lawful gambling on September 12, 2020 at the Nickerson Bar, 94430 Main St., Nickerson, Minnesota.

4. **2020 Household Hazardous Waste Staffing Contract**

Approve the Professional Services Contract for Household Hazardous Waste Staffing for 2020 and authorize Board Chair and County Administrator to sign. The contract amount (\$23,500) is within the Solid Waste budget for staffing.

4A. **City of Askov Law Enforcement Agreement**

Approve the contract for law enforcement services, on an as needed basis to enforce city ordinances, with the City of Askov. Term of the contract is upon signature of contract through December 31, 2020. Rate: \$56.09 per hour. Authorize Board Chair and County Administrator to sign.

4B. **City of Willow River Prosecution Agreement**

Approve the Agreement for Prosecution Services between the City of Willow River and Pine County for a one year term beginning March 1, 2020. Authorize Board Chair and County Auditor to sign. The City will pay \$100 per case file submitted to the County for review or charging of misdemeanor violations of Willow River Ordinances.

5. **New Hire**

- A. Approve the hiring of Social Worker Kelly Becker, effective March 23, 2020, Grade 10, Step 1, \$24.70 per hour, contingent upon successful background check.

6. **Training**

- A. Approve Public Health Nurse Dawn Moffett to attend the Minnesota Early Hearing Detection and Intervention and Birth Defects (EHDI/BD) annual meeting, March 19-20, 2020, in Minneapolis. This is a required meeting for all recipients of EHDI/BD funding. With the exception of mileage, all costs associated with attending the meeting are covered by the Minnesota Department of Health. Mileage: approx. \$100.
- B. Approve Registered Nurse Mallory Wilder to attend the Growing Great Kids (GGK) training, April 14-17, 2020, in St. Paul. Lodging: \$450, Meals: \$136. Total cost: \$586. All costs associated with attendance are budgeted for in the Evidence Based Home Visiting (EBHV) Grant.
- C. Approve County Commissioner Steve Hallan and County Administrator David Minke to attend the Blandin Broadband Leadership Workshop in Grand Rapids, Minnesota, April 30-May 1, 2020. Authorize lodging and mileage for other team members if required. Lodging: \$119 + tax each for the five attendees.
- D. Approve Social Worker Nikki Wiener to attend the 2020 Association of MN Family Child Care Licensors Spring Workshop, April 29-30, 2020 in St. Cloud. Registration \$140; Lodging \$100. Total cost: \$240.

**REGULAR AGENDA**

1. **Removed from Agenda: Public Hearing – Ordinance 2020-19 Concerning Septic Systems**

2. **Removed from Agenda: Public Hearing – Ordinance 2020-20 County Zoning Ordinance Amendment**

3. **Removed from Agenda: Public Hearing – Sales Tax for Transportation**

4. **Personnel Committee**

Commissioner Ludwig stated the Personnel Committee met March 10, 2020 and made the following recommendations:

A. **Health and Human Services**

- i. Acknowledge the retirement of Eligibility Worker Colleen Nelson, effective March 27, 2020 and authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.

B. **Sheriff's Department**

- i. Acknowledge the retirement of Dispatcher Jodie Benson, effective April 28, 2020 and authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.

C. **Auditor-Treasurer**

- i. Approve the SAFE System point increase from 238 to 240 for the Payroll Clerk position.

D. **Highway Department**

- i. Approve the recruitment of an Assistant County Engineer, the proposed job description and SAFE System Grade 16 with a minimum starting wage of \$36.08 per

hour, and authorize backfill of any subsequent vacancies due to internal promotion or lateral transfer.

E. Administration

- i. Approve adoption of Section 33 Employee Recognition, to the Pine County Policies and Procedures Manual.

**Motion** by Commissioner Ludwig to approve the recommendations of the Personnel Committee. Second by Commissioner Chaffee. 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.

5. Health & Human Services Advisory Committee

Chair Hallan stated the Health & Human Services Advisory Committee met March 11, 2020. Updates were given on the Health & Human Services budget, the Women Infant Children (WIC) program, the Public Health COVID-19 pandemic, and recent meetings with legislators and the Department of Human Services.

6. **Removed from Agenda: 2nd Amendment Discussion**

7. Soil & Water Conservation District (SWCD) Property Tax Levy Pilot Project

Commissioner Ludwig and County Administrator Minke stated the Pine County Soil and Water Conservation (SWCD) district is requesting a letter of support in favor of proposed legislation which would allow the SWCD to levy a property tax. The revenue from this property tax would be used for the local share of SWCD funding. Currently this local share is levied by the county. Because SWCD supervisors are elected officials and directly accountable to the residents of the district, the county board believes it is appropriate for the local share for the SWCD to be levied directly by the supervisors rather than the county board. The county board supports the continued state funding for the SWCD and would oppose the shift of the state share onto the local SWCD Levy.

**Motion** by Commissioner Hallan to direct the county administrator to write a letter of support from the Pine County Board of Commissioners in favor of a 3-year pilot project allowing the Soil & Water Conservation District to levy a property tax. Second by Commissioner Ludwig. 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.

8. DNR Regional Trail Grant

County Auditor-Treasurer Kelly Schroeder explained that Resolution 2020-17 was passed at the March 3, 2020 county board meeting supporting a grant application to the DNR for a Regional Trail Grant for the James L. Oberstar Trail from Rock Creek to the Pine City High School. Schroeder stated it recently came to light the construction under the trail grant would need to be completed by June 30, 2022, which deadline the county will be unable to meet until 2023. Schroeder recommended that the county not apply for the trail grant until the 2021 grant cycle and requested the board's acknowledgement.

Chair Hallan acknowledged Schroeder's request that the 2020 Trail Grant not be applied for but rather a 2021 DNR Trail Grant be applied for once the cycle opens in early 2021.

9. **Removed from Agenda: 2019 Juvenile Out-of-Home Placements**

10. **MN GreenCorps Host Site Application**

Land and Resources Manager Caleb Anderson attended the meeting via telephone. Anderson requested to host a GreenCorps member, sponsored by the Minnesota Pollution Control Agency (MPCA), to lead a recycling educational and outreach campaign. The goal of the project is to increase participation and develop new recycling product collections. The county would provide member supervision, office space, program materials, and access to vehicle will all be provided within the Solid Waste budget. All other position costs are covered by the state and federal government.

**Motion** by Commissioner Mikrot to approve Resolution 2020-21 committing to Pine County's Minnesota GreenCorps' 2020-2021 host site and authorize County Auditor-Treasurer Kelly Schroeder to sign a host site agreement with the MPCA upon successful application. Second by Commissioner Mohr. 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.

11. **Removed from Agenda: Schedule Special Meeting/Committee of the Whole**

12. **Commissioner Updates**

Lower St. Croix 1W1P Policy Committee: Chair Hallan stated Pine County is a signatory to the Lower St. Croix One Watershed One Plan Memorandum of Agreement for purposes to collectively develop, adopt and implement a coordinated watershed management plan. On March 3, the LSC1W1P plan writer released a full draft for review by all partnership organizations. The next step of the process is to consider submittal of the draft watershed plan to the MN Board of Water and Soil Resources (BWSR) for a 60-day review.

**Motion** by Commissioner Ludwig to authorize Commissioner Hallan to vote affirmatively at the March 30, 2020 LSC1W1P meeting to submit the draft water plan to BWSR for a 60-day review period. Second by Commissioner Chaffee. 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.

Canvassing Board: Commissioner Ludwig stated the canvassing Board met to review the results of the March 3, 2020 Presidential Nomination Primary. There was one error with the manual entry of the Sturgeon Lake Township results. Candidate Amy Klobuchar was originally listed with zero votes and should have been listed with two votes; Candidate Pete Buttigieg was originally listed with two votes and should have been listed with zero.

1W1P-Nemadji – cancelled.

East Central Solid Waste Commission: Chair Hallan stated difficulties with the trucking company who does the hauling. ECSWC is going to take over the trucking in a couple of months.

East Central Regional Library: Commissioner Mohr stated business as usual. COVID-19 policies were put into place, including library closures.

Minnesota Rural Counties: Commissioner Hallan unable to attend, however stated he did speak with Minnesota Rural Counties Executive Director Dan Larson at Broadband Day on the Hill.

East Central Regional Development Commission: Commissioner Mikrot unable to attend; County Administrator Minke had been provided information and stated that the ECRDC audit results were back and were sound.

Pine County Chemical Health Coalition: Commissioner Mikrot and Ludwig unable to attend.

Soil & Water Conservation District: Commissioner Ludwig stated this was a regular meeting; the request for county board support for levy authority was discussed. Only 31 bundles of trees are left for sale. Introduction of new supervisor Gerald Weis.

Rural Broadband Coalition Broadband Day at the Capitol: lack of availability of broadband was discussed.

Central Minnesota Jobs and Training Service: Chair Hallan stated due to the COVID-19 pandemic unemployment numbers are going to skyrocket.

Lakes and Pines Community Action Council: Chair Hallan stated the need for services provided by Lakes and Pines are going to skyrocket due to COVID-19.

Health Insurance Committee: Chair Hallan stated this was an unproductive meeting. Thought that Resources and Training Services was going to provide information for a long-term rate stabilization solution, but no ideas were offered. The county is considering other alternatives including self-insurance.

Other: None.

### 13. **Other**

Community Health Services Administrator Samantha Lo provided an update on the Coronavirus (COVID-19). Sixty confirmed cases in Minnesota currently. Encouraged working remotely, via telephone and email, to mitigate the spread through face-to-face encounters. Reviewed public health's services and availability during this period.

County Administrator reviewed two interim policies in place—interim work from home directive and utilization of paid leave during a public health emergency. Also discussion of limiting face-to-face interaction and using social distancing to mitigate the spread. Discussion of business continuity planning and outreach to media.

**Motion** by Commissioner Ludwig to approve Resolution 2020-22 authorizing the Temporary Closure of Select County Facilities Due to COVID-19 Pandemic. Second by Commissioner Mikrot. 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.

**Removed from Agenda: Proposed Tobacco Ordinance**

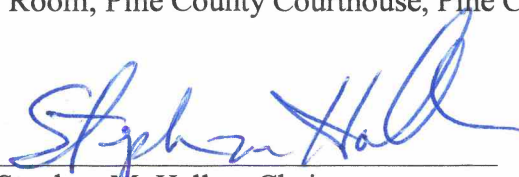
**Removed from Agenda: Discussion of proposed courthouse annex project**

### 14. **Upcoming Meetings**

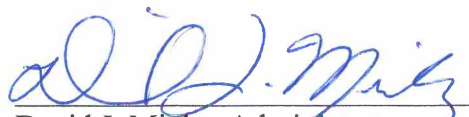
Upcoming meetings were reviewed.

### 15. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:19 a.m. The next regular meeting of the county board is scheduled for Tuesday, April 7, 2020 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.



Stephen M. Hallan, Chair  
Board of Commissioners



David J. Minke, Administrator  
Clerk to County Board of Commissioners