

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting**

**Tuesday, November 17, 2020 - 10:00 a.m.  
North Pine Government Center, Sandstone, 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 all 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.

Commissioner John Mikrot and Commissioner Matt Ludwig were present in the meeting room. Members present via electronic means were Chair Hallan, Commissioner Josh Mohr and Commissioner Steve Chaffee. Also present in the meeting room was County Administrator David Minke and present via electronic means was County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. There was no public comment.

Chair Hallan requested the following revisions to the agenda:

**Corrections**

A. November 3, 2020 Minutes – Consent Item #4Bii/New Hires

Correction of spelling of first name of part-time corrections officer: Zackrie Carter

B. Regular Agenda Item #5 – Jail Camera System Request

The updated amount for the jail camera final phase is \$237,125. The revised amount includes additional switches to be installed by Life Safety Systems at the recommendation of Pine County's IT Department.

**Motion** by Commissioner Mohr to adopt the amended Agenda. 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.

**Motion** by Commissioner Ludwig to approve the amended Minutes of the November 3, 2020 county board meeting and Summary for publication. Second by Commissioner Mikrot. 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 – September 24, 2020

Pine County Housing and Redevelopment Authority Minutes – September 23, 2020

Pine County Chemical Health Coalition Minutes/approved – October 12, 2020

Pine County Chemical Health Coalition Minutes/unapproved – November 9, 2020

**Motion** by Commissioner Mikrot to acknowledge the Minutes of Boards, Reports and Correspondence. 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.

**Motion** by Commissioner Ludwig to approve the 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 October, 2020 Cash Balance**

<b>Fund</b>	<b>October 31, 2019</b>	<b>October 31, 2020</b>	<b>Increase/Decrease</b>
General Fund	3,015,928	3,290,417	274,489
Health and Human Services Fund	352,105	1,023,356	671,251
Road and Bridge Fund	4,883,973	2,543,952	(2,340,021)
CARES Act	0	1,974,633	1,974,633
Land Management Fund	2,043,829	2,124,543	80,714
TOTAL (inc non-major funds)	14,578,320	23,886,101	9,307,780

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

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

3. **Tax Forfeit Repurchase Application**

Approve Resolution 2020-77 authorizing James and Jamee Mossengren, former owners, to repurchase the property described as Lot 1, Block 2, Royal River Chase, PID 29.5169.000, in full. Authorize Board Chair and County Administrator to sign.

4. **Donations**

Accept an anonymous \$50 donation and designate to the Benjamin Neel Gun Range fund.

5. **Law Enforcement Contract with City of Hinckley**

Approve the renewal of an agreement for law enforcement services for the City of Hinckley for years 2021-2023. 2021 rate: \$57.77 per hour; 2022 rate: \$59.50 per hour; and 2023 rate: \$61.29 per hour. This is a three percent increase from the last contract. Authorize Board Chair and County Administrator to sign.

6. **Personnel / Promotion**

Acknowledge the promotion of part-time Corrections Officer Tristan Schroeder and part-time Corrections Officer Michelle Pickar to full-time corrections officers effective November 22, 2020. Grade and wage remain unchanged.

**REGULAR AGENDA**

1. **Public Hearing – 2021 Fee Updates (at 10:00 a.m. or as soon thereafter as practicable)**

County Auditor-Treasurer Kelly Schroeder provided an overview of requested new and amended county fees. The board discussed how the fee amounts were determined and how they related to the cost of providing the service.

Chair Hallan opened the public hearing at 10:12 a.m. and called for public comment. Ailene Croup stated she is concerned with an increase in fees for electronics or tires that more of these items will be discarded into ditches rather than recycled. There being no additional public comment, Chair Hallan closed the public hearing at 10:15 a.m. Discussion of commercial use for tire recycling was discussed.

**Motion** by Commissioner Mikrot to approve adoption of the following new and amended 2021 county fees:

<b>Department</b>	<b>Fee</b>	<b>Original Fee</b>	<b>Approved Fee</b>
Jail	Fingerprints-2 copies	\$10.00	\$20.00
Jail	Fingerprints-additional copies	n/a	\$1.00
Solid Waste	Arm chair disposal	\$10.00	\$15.00
Solid Waste	Couch disposal	\$20.00	\$25.00
Solid Waste	Electronics recycling-miscellaneous	\$ .50	\$ 2.00
Solid Waste	Mattress recycling	\$ 6.00	\$ 8.00
Solid Waste	Mattress, wet or dirty, unable to recycle	\$10.00	\$12.00
Solid Waste	Tires – small RV	\$ .50	\$ 1.00
Solid Waste	Tires – Auto 17” or less	\$ 1.50	\$ 2.00

Second by Commissioner Mohr. 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.

2. **Personnel Committee Report**

Commissioner Ludwig provided an overview of the November 10, 2020 Personnel Committee meeting. The Personnel Committee made the following recommendations:

a. **Health & Human Services**

- i. Acknowledge the resignation of Child Protection Services Social Worker Samantha Ziegler, effective September 29, 2020, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Approve the hiring of Social Worker Brittney Hogleund, effective November 23, 2020, \$24.70 per hour, Grade 10, Step 1.

b. **Sheriff’s Office**

- i. Approve the promotion from part-time to full-time deputy status for Blake Richert, effective October 12, 2020, \$25.44 per hour, Grade 10, Step 1.

- c. Land Services
  - i. Approve the hiring of a part-time recycling attendant, non-union, \$14.62 per hour, Grade 1, step 1.
- d. Auditor-Treasurer
  - i. Acknowledge the retirement of Chief Deputy Auditor Terry Lovgren, effective January 3, 2021.
  - ii. Add additional election duties to the current Property Records Specialist position and rename the position Property Records & Elections Specialist. Approve the updated job description and regrade position from Grade 5 to Grade 7 with a new minimum hourly starting wage of \$20.74. Adjust the incumbent's pay to align with the new grade. Changes to be effective January 4, 2021.
  - iii. Approve the hiring of a new Clerk III position to backfill duties from the Property Records Specialist along with other departmental duties. Clerk III is Grade 4 with a minimum starting wage of \$17.41/hour.
- e. Administration

Approve amending Section 7 of the Personnel Policy to allow the cash out of up to 80 hours / 2 weeks of paid time off (PTO) per year. This change will align the county policy with recently negotiated collective bargaining agreement language.

**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 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.

### 3. Health & Human Services Advisory Committee Report

Chair Hallan provided an overview of the November 10, 2020 Health & Human Services Advisory Committee meeting. The Health & Human Services Advisory Committee made the recommendation to provide notice to the Commissioner of the Minnesota Department of Human Services of Pine County's intent to develop its own personnel system, and upon certification, withdraw from the Minnesota Merit System. A one-year advance notice is necessary to exit the merit system; Pine County must give notice by December 31, 2020 to leave the merit system on January 1, 2022. Chair Hallan stated updates were given on the COVID-19 pandemic, Health & Human Services budget, telework/space planning, and legislative updates.

**Motion** by Commissioner Mohr to provide notice under Minnesota Statutes 256.012, Subd. 2(b), to notify the commissioner of the Minnesota Department of Human Services of Pine County's intent to develop its own personnel system and upon certification withdraw from the Minnesota Merit System. 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. Motion carried 5-0.

### 4. Essential Health Fiscal Year 2020 Annual Report

Essentia Health-Sandstone EMS Senior Director Joe Newton provided the Fiscal Year 2020 Annual Report providing information as to financial status, staffing, projects, equipment, training activities for first responders and EMTs/paramedics, and upgrades related to COVID response and infection control measures. Newton also provided information on the tele-stroke and pre-hospital sepsis care upgrades providing for early recognition prior to the patient arriving at the hospital.

### 5. Jail Camera System Request

Jail Administrator Rod Williamson stated this is the final phase of a 3-phase replacement of the jail camera system. Williamson stated there is a correction in the original bid amount of \$231,865; the revised amount for the replacement of cameras, cabling and software is \$237,125,

which reflects installation of additional switches by Life Safety Systems at the recommendation of Pine County's IT department.

**Motion** by Commissioner Ludwig to award the contract for the jail camera implementation to Life Safety Systems, Inc. in the amount of \$237,125 and approve the Professional Services Contract to implement the installation. 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.

6. **Pine City Compost Site Purchase Agreement**

Land Resources Manager Caleb Anderson explained the city of Pine City and the county have operated the compost site/solid waste facility in a joint venture since June of 2019. Anderson explained the site can be run most efficiently by one entity and the county is a more suitable owner/operator. With this purchase the County will operate the yard waste compost program in conjunction with solid waste programming for any county resident.

**Motion** by Commissioner Mohr to approve a Purchase Agreement for the Pine City compost site, at a cost of \$1, to assume ownership of parcels 28.0273.000 and 28.0435.000; authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. 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.

7. **Lower St. Croix Watershed Plan Adoption and Joint Powers Agreement**

Land Resources Manager Caleb Anderson stated upon the adoption of the Lower St. Croix Watershed Plan, it will replace the county water plan for that region of the county within the Lower St. Croix watershed. This plan provides for protection and restoration of water resources within the watershed.

**Motion** by Commissioner Mohr to approve Resolution 2020-76 to adopt the Lower St. Croix Comprehensive Watershed Management Plan and enter into a Joint Powers Agreement for implementation of the plan. 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.

8. **Labor Negotiations Update**

County Administrator David Minke provided an update on the status of the 10 bargaining units. Nine labor agreements will expire at the end of the year. The county has settled new 3-year agreements with three of them, has tentative agreements with three others, and continues to negotiate with the remaining three. Minke stated the Collective Bargaining Agreement with AFSCME represented Pine County Sheriff's Office Administrative Support Unit for 2021-2023, has been approved by the bargaining unit.

**Motion** by Commissioner Mohr to approve the Collective Bargaining Agreement with the Pine County Sheriff's Office, represented by AFSCME, for 2021-2023, with an amendment to Section D, *PTO Accrual Cash Out to HCSP*, page 6, to allow the cash out of up to 80 hours / 2 weeks of paid time off (PTO) per year to the Health Care Savings Plan. 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.

9. **Coronavirus Response Update**

- A. Community Health Services Administrator Sam Lo provided an update on the current public health situation.
- B. CARES Act Funding Update  
County Administrator David Minke provided an update on CARES Act funds and deadlines. There is an estimated \$1.1 million in CARES Act funds remaining. The county will recoup eligible COVID-related staff expenses, with the remaining funds to be distributed to school districts.

10. **Commissioner Updates**

Nemadji 1W1P Committee: No meeting

Central MN Council on Aging: Chair Hallan stated a large amount of people, not previously served, have been utilizing the programs available.

East Central Solid Waste Commission: Chair Hallan stated deer carcass disposal was discussed.

East Central Regional Library: Commissioner Mohr stated all libraries are fully functional. The Library is looking into self checkouts utilizing CARES Act funding.

Pine County Chemical Health Coalition: Commissioner Mikrot stated training opportunities and public comments on 1-on-1 discussions were reviewed. Two new billboards on I-35 will be up shortly.

Canvassing Board: Commissioner Ludwig stated the meeting went well. The vote tally for Pine County was 16,068 (86.5% of eligible voters).

Soil & Water Conservation District: Commissioner Ludwig unable to attend the meeting due to attendance at the Canvassing Board.

AMC Policy Committees: Very informative committee meetings; this is the platform that the Association of Minnesota County lobbyists use to campaign/keep funding.

Lakes & Pines Community Action Council: Chair Hallan said cold weather programs/heating assistance programs are scaling up.

Other: None.

11. **Other**

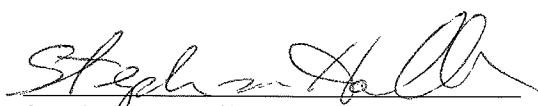
Ailene Croup, an election judge for Sandstone Township, commented on the election process.

12. **Upcoming Meetings**

Upcoming meetings were reviewed.

13. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:47 a.m. The next regular meeting of the county board is scheduled for Tuesday, December 1, 2020 at 10:00 a.m., North Pine Government Center, 1602 Hwy 23. No., Sandstone, Minnesota.



Stephen M. Hallan, Chair  
Board of Commissioners



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