



AGENDA

PINE COUNTY BOARD REGULAR MEETING

District 1	Commissioner Hallan
District 2	Commissioner Mohr
District 3	Commissioner Chaffee
District 4	Commissioner Mikrot
District 5	Commissioner Ludwig

Tuesday, July 21, 2020, 10:00 a.m.

North Pine Government Center

1602 Hwy. 23 No.

Sandstone, Minnesota

- **The Meeting Will be In Person and Via WebEx (video / phone conference) and streamed live on the internet.**
- **Not more than two county commissioners will be present in the meeting room.**
- **The public may join the meeting via WebEx, in person at the meeting room, or watch the livestream.**
- **If joining the meeting in person, the total number of persons (including commissioners) cannot exceed 10 and social distancing of at least 6 feet will be in effect.**

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.

The public is invited to join the meeting in person or remotely: by phone call 1-650-215-5226, (access code): 163 774 9030, (password): xVCSWYNX364. Click the link on the county website (www.co.pine.mn.us) for more information and to watch a live stream broadcast of the meeting.

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
July 7, 2020 county board Minutes and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
Pine County Zoning Board Minutes – May 28, 2020
Lessard-Sams Outdoor Heritage Council (LSOHC) Habitat Conservation Projects
Pine County Chemical Health Coalition Minutes – July 13, 2020

G) Approve Consent Items

CONSENT AGENDA

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. **Review June, 2020 Cash Balance (attached)**

Fund	June 30, 2019	June 30, 2020	Increase/Decrease
General Fund	\$ 5,516,800	\$ 5,542,757	\$ 25,957
Health and Human Services Fund	\$ 1,490,610	\$ 1,868,057	\$377,447
Road and Bridge Fund	\$ 4,207,368	\$ 4,346,288	\$138,921
Land Management Fund	\$ 2,002,082	\$ 1,323,230	\$(678,852)
TOTAL (inc non-major funds)	\$15,389,309	\$15,843,003	\$ 453,694

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

Consider approving June 2020 disbursements and claims over \$2,000.

3. **Applications**

Consider approval of the following applications:

A. **Application to Repurchase**

- i. Consider approval of Resolution 2020-46 authorizing Holly A. Holmes, former owner, to repurchase the property described as Lot 1, Block 1, Pathfinder Village, 4th Addn Replat 1, PID 09.6475.000, in full.
- ii. Consider approval of Resolution 2020-47 authorizing Jeffrey & Laurie Plzak, former owners, to repurchase the property at 51991 Stark Rd, Bruno, PID 07.0373.001, in full.
- iii. Consider approval of Resolution 2020-48 authorizing Darla Quinn, former owner, to repurchase the property at 87190 Woodstock Rd, Sturgeon Lake, PID 33.6064.000, in full.
- iv. Consider approval of Resolution 2020-49 authorizing Mira Investments, former owner, to repurchase the property at 15881 Cross Lake Rd, Pine City, PID 08.0462.011, in full.

Authorize Board Chair and County Administrator to sign.

B. **Temporary On Sale Liquor License**

- i. Consider approval of a temporary on sale liquor license for the Rock Creek Lions for an event to be held September 4-7, 2020 pending approval from the State of Minnesota.

4. **Septic Fix-Up Special Assessments to Upgrade Non-Compliant Septic Systems**

Consider approval of Resolution 2020-44 extending special assessments to the property taxes of:

- Evergreen Park, LLC, PID 15.0113.000, \$94,350
- Terry & Cordilla Clark, PID 15.0277.000, \$14,550
- Chad & Erin Mans, PID 15.0370.000, \$19,200
- John Casterton & Caitlin Westman, PID 27.0175.002, \$18,400
- Michael & Barbara Clafin, PID 33.5788.000, \$6,975
- David Pursi, PID 41.0035.000, \$15,985
- Renee Walker, PID 47.0114.004, \$10,300

as a septic fix-up special assessment. Authorize Board Chair and County Administrator to sign.

5. **Personnel (Employment Status)**

A. Consider granting regular employment status to Social Worker Amanda Manley effective August 11, 2020.

6. **New Hires**

A. Consider approval of the hiring of Environmental Technician, Jeremy Williamson, effective July 27, 2020, \$21.98 per hour, Grade 8.

B. Consider approval of the hiring of Zoning & Solid Waste Support Specialist, Jessica Sonstebly, effective August 3, 2020, \$17.41 per hour, Grade 4.

REGULAR AGENDA

1. **Recognition of Retirement**

Recognition of County Attorney's Office Manager Terri Janssen and her 25+ years of service to Pine County.

2. **Personnel Committee Report**

The Personnel Committee met July 14, 2020 and made the following recommendations:

A. **Health & Human Services**

i. Acknowledge the retirement of Child Support Officer Claire Nelson, effective August 28, 2020 and to authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.

ii. Approve recruitment for the open Adult Protection Social Worker position that was vacated in March 2020 and held open due to the unknown impact on caseload and budget related to the pandemic, and allow backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. **Sheriff's Office – Dispatch**

i. Acknowledge the retirement of Lead Dispatcher Marcella Danielson, effective June 30, 2020 and to authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.

C. **Informational Technology (IT)**

i. Approve the recruitment of a new IT Support Specialist position, grade 7, non-union, non-exempt with a minimum starting wage of \$21.36/hour. Approval also to allow backfill of subsequent vacancies due to internal promotion or lateral transfer.

D. **Administrator**

i. Employee Survey Results—Telework (presentation by Jen Frederickson)

ii. Administrator's performance evaluation will take place at a closed meeting during the July 21st county board meeting.

3. **Assessor Reappointment**

Consider reappointing Lorri Houtsma as the County Assessor for term January 1, 2021-December 31, 2024.

4. **Award Contract #2002**

Award bid for Contract #2002 to lowest responsible bidder as determined by the County Engineer for the following:

SAP 058-652-012	Located on CSAH 52, from C.R. 157 to CASH 61. 5.4 miles
SAP 058-661-028	Located on CSAH 61 in Pine City, from CSAH 7 to the Snake River Bridge. 0.702 miles
SAP 058-670-001	Located on CSAH 70, from CSAH 61 to TH 70. 0.46 miles

CP 058-020-003	Located on 2 nd St. in Sturgeon Lake from Lake Ave. to CSAH 61. 0.7 miles
CP 058-020-004	Located on Cemetery Rd in Sturgeon Lake from CR 161 to 0.268 miles south. 0.268 miles
CP 058-052-003	Located on CSAH 52 from CR 157 to 1.0 mile North. 1.0 miles
CP 058-108-001	Located on CR 108 from CR 109 to TH 70. 0.5 miles
CP 058-109-001	Located on CR 109 from CSAH 61 to Fairfield Ave. in Rock Creek. 0.982 miles
CP 058-157-001	Located on CR 157 in Denham, from CSAH 41 to CSAH 52. 0.979 miles.

5. Coronavirus Response Update

- A. Kathy Wills, Director of Food Equity for Family Pathways
- B. Dawn Beseman, Outreach Program Manager for Lakes and Pines Community Action Council
- C. CARES Act Funding Distribution
 - i. General division of funds for various purposes
 - ii. Direction on general parameters of the Phase 1 business assistance program
 - iii. Formal partnerships with several organizations

6. Second Quarter 2020 Budget Report

Presentation of second quarter 2020 budget report by County Administrator David Minke.

7. Commissioner Updates

Northeast Minnesota Area Transportation Partnership – Cancelled
 Soil & Water Conservation District
 East Central Solid Waste Commission
 Pine County Chemical Health Coalition
 GMPTC Summer Membership Meeting
 Extension Committee
 Lakes & Pines Community Action Council
 Other

8. Other

9. Upcoming Meetings (Subject to Change)—All meetings to be conducted remotely unless otherwise indicated. Contact the organization hosting the meeting for call-in information.

- a. Pine County Board Meeting, Tuesday, July 21, 2020, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.
- b. CANCELLED: NLX, Wednesday, July 22, 2020
- c. Northeast Emergency Communication Board/Regional Advisory Committee, Thursday, July 23, 2020, 10:00 a.m.
- d. Rush Line Task Force Meeting, Thursday, July 23, 2020, 4:30 p.m., by Zoom
- e. Snake River Watershed Management Board, Monday, July 27, 2020, 9:00 a.m.
- f. Technology Committee, Tuesday, July 28, 2020, 9:00 a.m.
- g. Central Regional EMS, Friday, July 31, 2020, 10:00 a.m.
- h. Pine County Board Meeting, Tuesday, August 4, 2020, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota

Procedure for Conducting a Closed Meeting via Electronic Means

During the open meeting, the county board will consider a motion to close the meeting. If passed, the commissioners will leave the public electronic meeting and enter a separate electronic closed meeting. Once the closed meeting business is concluded, the commissioners will rejoin the public electronic meeting. The public will be able to stay on the public electronic meeting until the commissioners reconvene the public meeting. It is likely that no additional business will be conducted and the public meeting will be adjourned.

10. Labor Negotiations

This portion of the meeting may be closed pursuant to M.S. §13D.03 to consider negotiation strategies and develop, discuss and review labor negotiation proposals for negotiations conducted pursuant to Minnesota Statutes §179A.01 to §179A.25.

11. County Administrator Annual Performance Review

This portion of the meeting may be closed pursuant to M.S. §13D.05, Subd. 3, to conduct the annual performance evaluation of County Administrator David Minke. The county board may also consider a performance pay adjustment.

12. Adjourn