

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

**Tuesday, September 15, 2020 - 10:00 a.m.
North Pine Government Center, Sandstone, Minnesota**

Commissioner Matt Ludwig called the meeting to order at 10:00 a.m.

Commissioner Ludwig 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.

Commissioner Ludwig called for public comment. There was no public comment.

Commissioner Ludwig requested the following revisions to the agenda:

Additions:

1) Regular Agenda #4.1: Bond Proceed Reimbursement Resolution

Consider approval of Resolution 2020-62 to allow expenditures prior to the issue of the 2020A GO CIP refunding bond planned for November. Authorize Board Chair and County Administrator to sign.

2) Regular Agenda #4.2: Cooperative Agreement Windemere Township

Consider approval of Pine County Cooperative Agreement with Windemere Township for bridge replacement on Sturgeon Island Road. Authorize Board Chair and County Administrator to sign.

3) Regular Agenda #5C Cares Act Funding Distribution Update

- Consider funding the Pine County Historical Society/Museum with \$50,000 of CARES Act funds and the Pine County Agricultural Society (fair board) with \$25,000 of CARES Act funds.
- Approve the agreement with Pine Technical and Community College for the *Workfast* program, subject to legal review by the county attorney. Authorize Board Chair and County Administrator to sign.

4) Regular Agenda #5.1: 2021 Budget Discussion

Correction:

- 1) **Regular Agenda #1/Personnel Committee Minutes, Paragraph 11(c), 2021 County Attorney and County Sheriff salary review, page 5** to clarify the elected official salary discussion.

Motion by Commissioner Mikrot to adopt the amended Agenda. Second by Commissioner Mohr. A Roll Call vote was called by Commissioner Ludwig: 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 Chair Hallan to approve the Minutes of the August 31, 2020 and September 9, 2020 Special Meeting-Committee of the Whole (Budget Committee); and the September 1, 2020 county board meeting and Summary for publication. Second by Commissioner Chaffee. A Roll Call vote was called by Commissioner Ludwig: 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 Housing and Redevelopment Authority (HRA) Board of Directors regular meeting Minutes – July 22, 2020

Motion by Commissioner Mohr to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. A Roll Call vote was called by Commissioner Ludwig: 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 Chaffee to approve the Consent Agenda. Second by Chair Hallan. A Roll Call vote was called by Commissioner Ludwig: 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 August, 2020 Cash Balance**

Fund	August 31, 2019	August 31, 2020	Increase/Decrease
General Fund	4,870,157	5,144,065	273,908
Health and Human Services Fund	1,420,318	1,921,092	500,774
Road and Bridge Fund	4,974,308	6,088,312	1,114,004
CARES Act	0	3,392,681	3,392,681
Land Management Fund	1,426,270	1,481,534	55,263
TOTAL (inc non-major funds)	15,068,741	21,185,456	6,116,715

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

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

3. **Donations**

- A. Approve anonymous \$50 donation to the Pine County Sheriff’s Office Shop with a Cop/Back to School program.

- B. Approve anonymous \$500 donation to the Pine County Sheriff's Office Shop with a Cop/Christmas program.

4. **Law Enforcement Contracts**

Approve the Agreement for Law Enforcement Services for the following:

A. City of Pine City

Term: January 1, 2021 through December 31, 2023, with a three percent increase in the rate per year. 2021 rate - \$57.77 per hour (\$210,861/year); 2022 rate - \$59.50 per hour (\$217,175/year); and 2023 rate - \$61.29 per hour (\$223,709/year).

B. City of Sturgeon Lake

Term of September ____, 2020 through December 31, 2020. The hourly rate for 2020 is \$56.09 per hour. This is an "as needed" contract allowing enforcement of city ordinances and the city will be billed for time spent on the enforcement.

Authorize Board Chair and County Administrator to sign.

5. **School Resource Officer Contracts**

Approve the School Resource Officer Contracts for the following:

A. Pine City Schools

One, full-time School Resource Officer; 40 hours per week; one-year term commencing September, 2020; for school year 20-2021 the hourly rate will be \$36.26 (for a 9-month period)

B. Hinckley-Finlayson Schools

One, half-time School Resource Officer; 20 hours per week; one-year term commencing September, 2020; for school year 20-2021 the hourly rate will be \$36.26 (for a 9-month period)

C. East Central Schools

One, half-time School Resource Officer; 20 hours per week; one-year term commencing September, 2020; for school year 2020-2021 the rate will be \$36.26 per hour (for a 9-month period)

Authorize Board Chair and County Administrator to sign.

6. **Monarch Counseling Services**

Approve the contract between Health & Human Services (HHS) and Monarch Counseling Service to provide required clinical supervision to HHS case managers. The hourly rate for the service is either \$60 or \$100 dependent upon the number of people involved in the supervision process. Through this contract HHS could also utilize Monarch for reflective practice supervision in the future and the rates for this service are the same as clinical supervision rates. The term of the contract is September 1, 2020 through December 31, 2021. Authorize Board Chair and County Administrator to sign.

7. **Letter of Support – Ascertain Recovery Centre LLC**

Approve the letter of support for Ascertain Recovery Center LLC in their request to open an outpatient chemical dependency treatment facility in the city of Sandstone. Authorize Board Chair to sign.

8. **Septic Fix-Up Special Assessments**

Approve Resolution 2020-61 extending a special assessment as follows:

Donald Miska, PID 08.0480.000, \$15,500

Linda Schaumburg, PID 13.027.400, \$14,600

Alexandra Hesse-Alghamdi & Mohammed Alghamdi, PID 17.0124.000, \$5,105.10 (previously

levied; being redone due to refinancing)
Authorize Board Chair and County Administrator to sign.

9. **Timber Auction – Sealed Bid**

Approve to offer approximately 500 cords of wind damaged aspen stumpage by sealed bid beginning at \$8.00/cord, due September 21, 2020, 3:00 p.m., at the Land Department in Sandstone.

10. **Personnel / Completion of Probation**

Approve regular employment status to Social Worker Kelly Becker, effective September 24, 2020.

REGULAR AGENDA

1. **Personnel Committee Report**

Commissioner Mohr provided an overview of the September 8, 2020 Personnel Committee meeting. The Personnel Committee made the following recommendations:

A. **Health & Human Services**

- i. Acknowledge the resignation of Office Support Specialist Jennifer Burlak, effective September 4, 2020, and authorize backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the internal transfer of Eligibility Worker Donna Olsen to the open Office Support Specialist position (vacated by Jennifer Burlak), effective September 28, 2020, and authorize backfill of the vacant Eligibility Worker position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. **Public Works**

- i. Acknowledge the retirement of Building Maintenance Worker Rich Prihoda, effective September 8, 2020.

C. **Sheriff's Office**

- i. Acknowledge the resignation of part-time Deputy Chad Wiener, effective August 24, 2020, and authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.

D. **Sheriff's Office - Dispatch**

- i. Acknowledge the retirement of Dispatcher Leo McNally, effective November 30, 2020, and authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.

E. **Sheriff's Office - Jail**

- i. Acknowledge the resignation of Corrections Officer Taylor Peterson, effective August 20, 2020, and authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.

F. **County Attorney's Office**

- i. Acknowledge the promotion of Legal Assistant Barbara Nascene to Office Manager, effective September 1, 2020, grade 8, \$27.39 per hour, non-union
- ii. Authorize backfill of the vacant Legal Assistant position and any subsequent vacancies due to internal promotion or lateral transfer.

G. **Administration**

- i. Acknowledge the county's compliance with the Local Government Pay Equity Act.
- ii. Consider adoption of the proposed Telework Policy.

Paragraph 11(c), page 5, of the Personnel Committee minutes regarding the 2021 County Attorney and County Sheriff salary review was amended to clarify the elected official salary discussions.

Motion by Commissioner Mohr to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. A Roll Call vote was called by Commissioner Ludwig: 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.

2. **New Hire**

Motion by Commissioner Ludwig to approve the hiring of Legal Assistant Tracy Anderson, effective September 30, 2020, grade 6, step 2, \$20.37 per hour. Second by Commissioner Hallan. A Roll Call vote was called by Commissioner Ludwig: 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.

3. **Insurance Committee Report**

Justin Kroeger, Health Insurance Representative from Gallagher, provided an overview of health insurance options and health insurance premium rates. The options include continuing with Resources, Training & Solutions; a self-insurance option through Blue Cross/Blue Shield and a self-insurance option through United Health Care. The county should make a decision by the end of October on health insurance for 2021.

4. **2019 Financial Statements (Audit)**

County Auditor-Treasurer Kelly Schroeder stated the 2019 audit was complete and requested authority for publication of the Financial Statements. The county received an unmodified opinion relating to the financial statements.

Motion by Commissioner Hallan to accept the 2019 audit with an unmodified opinion for the financial statements and authorization publication of the 2019 Pine County Financial Statement. Second by Commissioner Mohr. A Roll Call vote was called by Commissioner Ludwig: 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.

4.1. **Bond Proceed Reimbursement Resolution**

County Administrator David Minke stated approval of Resolution 2020-62 would allow the county to reimburse expenditures, from bond proceeds, prior to the issue of the 2020A GO CIP refunding bond.

Motion by Commissioner Ludwig to approve Resolution 2020-62 Declaring the Official Intent of Pine County to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the County. Second by Commissioner Mikrot. A Roll Call vote was called by Commissioner Ludwig: 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.

4.2. **Cooperative Agreement With Windemere Township**

County Engineer Mark LeBrun requested approval of a cooperative agreement with Windemere Township for bridge replacement R0726 on Sturgeon Island Road. The county will manage the project, the township will reimburse the county for items not covered by Township Bridge Funding.

Motion by Commissioner Chaffee to approve the Cooperative Agreement with Windemere Township for bridge replacement on Sturgeon Island Road. Authorize Board Chair and County Administrator to sign. Second by Commissioner Mikrot. A Roll Call vote was called by

Commissioner Ludwig: 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 Ludwig called a 5-minute recess at 11:30 a.m.

The county board meeting reconvened at 11:35 a.m.

The order of the Coronavirus Response Update was adjusted to move the CARES Act Funding Distribution Update prior to the Public Health Update.

5. Coronavirus Response Update

A. Workfast Program

Pine Technical and Community College President Joe Mulford provided an update on current events taking place at the college. He also presented information and the framework of the proposed *Workfast* program; the proposed programs include Auto Technical Certificate, Basic Machining, Basic Shop & Safety, Business Computer Applications, Certified Nursing Assistant, Introduction to Welding. The program would require \$120,000 of CARES Act funding.

B. CARES Act Funding Distribution Update

County Administrator David Minke provided an update on the allocation of federal CARES Act funds, stating that when the initial funds were allocated, it was anticipated there would be reallocations. The proposed reallocation table below contains two suggested reallocation of funds (Pine Technical and Community College/\$120,000 and East Central Regional Library/\$10,000)

Proposed Use of Funds	Initial Allocation	Proposed Reallocation	Adjusted Total Allocation	Expended YTD	Amount Remaining
Contingency	356,478		\$356,478		\$356,478
Pine County	900,000		\$900,000	\$357,821	\$542,179
Reserved for Twps/Cities <200	54,116		\$54,116		\$54,116
Lakes & Pines (housing support)	50,000		\$50,000	\$50,000	\$0
Family Pathways (food support)	30,000		\$30,000	\$30,000	\$0
Business Assistance	1,800,000	-230,000	\$1,570,000	333,890	\$1,236,110
Nonprofit Assistance	400,000		\$400,000		\$400,000
HHS Directed Assistance	40,000		\$40,000	\$10,000	\$30,000
ECRL (hotspots)		\$10,000	\$10,000	\$10,000	\$0

After discussion, the following small businesses or non-profit organizations were awarded an allocation of CARES Act funds as follows:

- i. **Motion** by Commissioner Hallan to allocate \$120,000 of CARES Act funds to Pine Technical and Community College for the *Workfast* program and approve the contract with Pine Technical and Community College contingent upon the revisions as recommended by the county attorney and authorize the county administrator to sign.

Second by Commissioner Mohr. A Roll Call vote was called by Commissioner Ludwig: 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.

- ii. **Motion** by Commissioner Mohr to allocate \$100,000 of CARES Act funds to Pine Habilitation and Supported Employment, Inc. (PHASE). Second by Commissioner Chaffee. A Roll Call vote was called by Commissioner Ludwig: 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.
- iii. **Motion** by Commissioner Mikrot to allocate \$50,000 of CARES Act funds to the Pine County Historical Society. Second by Commissioner Chaffee. A Roll Call vote was called by Commissioner Ludwig: District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/recused himself as he is a member; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye. Motion carried 4-0.
- iv. **Motion** by Commissioner Chaffee to allocate \$25,000 to the Pine County Agricultural Society (Fair Board). Second by Commissioner Mikrot. A Roll Call vote was called by Commissioner Ludwig: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/recused himself as he is a board member; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye. Motion carried 4-0.
- v. **Motion** by Commissioner Mohr to allocate \$52,957.07 to the East Central Regional Library for invoice costs incurred, hand sanitizing stations, regional cost recovery, and self checkout. Second by Commissioner Hallan. A Roll Call vote was called by Commissioner Ludwig: 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.

C. Public Health Update. Community Health Services Administrator Sam Lo provided an update on the current public health situation.

5.1. **Budget Discussion**

Commissioners discussed the preliminary 2021 budget and property tax levy. A preliminary levy of \$19,935,014 is a 3% increase from 2020.

Motion by Commissioner Chaffee to set the 2021 preliminary budget at \$19,935,014. Second by Commissioner Hallan. A Roll Call vote was called by Commissioner Ludwig: 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.

6. **Commissioner Updates**

Facilities Committee – Cancelled

1W1P – Nemadji – Cancelled

Central MN Council on Aging / Board of Directors: Chair Hallan stated the need for mental health services and an increase in meal requests due to the pandemic were the two main topics discussed.

Soil & Water Conservation District: Commissioner Ludwig stated he was unable to join the meeting remotely due to technology difficulties; he then drove to Soil & Water Conservation District office to attend the meeting in person. He stated Chair Thomson updated the SWCD board on the recent meeting with Pine County officials. Remainder of the meeting was a general meeting.

Negotiations Committee – HHS / Courthouse Unit: County Administrator Minke stated initial meetings were held with HHS & Courthouse. Second meeting is scheduled for September 29th. Next week the Negotiations Committee is scheduled to meet with Highway Maintenance, Highway Tech and Sheriff's Administrative.

Central MN Jobs and Training Service: Chair Hallan stated when unemployment goes up, services provided by Central MN Jobs and Training Service also increase.

East Central Solid Waste Commission: Chair Hallan stated deer carcass will no longer be accepted due to chronic wasting disease transfer. The cost to the commission to get rid of tires has gone up—the commission will be increasing the fee accordingly (cost will increase \$1 per tire).

East Central Regional Library: Commissioner Mohr stated all libraries are up and running at least in a partial capacity. CARES Act funding was discussed—ECRL received \$10,000 in CARES Act funding from Pine County for hotspots.

Pine County Century Link update: Meeting will be rescheduled. Availability of service and enhancement of current internet service to be discussed.

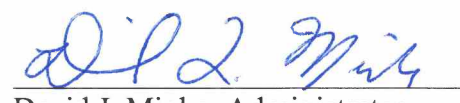
Pine County Chemical Health: Commissioner Mikrot stated tobacco compliance, checks and training was discussed. Supplies for outside learning was donated to East Central Schools.

7. **Other**
None.

8. **Upcoming Meetings**
Upcoming meetings were reviewed.

9. **Adjourn**
With no further business, Commissioner Ludwig adjourned the meeting at 12:44 a.m. The next regular meeting of the county board is scheduled for Tuesday, October 6, 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