

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Special Meeting  
Tuesday, March 24, 2020 - 10:00 a.m.  
Jury Assembly Room, Pine County Courthouse  
Pine City, Minnesota**

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 Josh Mohr, John Mikrot and Matt Ludwig; Present via telephone were Commissioner Steve Chaffee, State Senator Jason Rarick and State Representative Nathan Nelson.

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

The Pledge of Allegiance was said.

Chair Hallan requested the following revision to the Agenda:

Additional Information to Regular Agenda Item 7: County Board Discussion/Direction on any Other Matter Related to Responding to the Current Public Health Emergency Revenue Consideration of Resolution 2020-24 for Declaration of a Local Emergency for Pine County.

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.

**1. Situation Update Public Health**

Community Health Administrator Samantha Lo provided an update on the current public health situation including a summary of the current cases and spread of the COVID-19 virus, best practices to slow the spread of COVID-19, and the status of local community health resources. Lo stated there currently are not enough test kits; priority testing is reserved for hospitals, nursing homes, long-care facilities, and health care workers. Shelter-in-Place option is being discussed at the state level.

**2. Emergency Management (EM) Update**

Emergency Management Coordinator Denise Baran updated the county board on the current emergency management situation. The county Emergency Operations Center (EOC) has been activated at level 3, during regular business hours to monitor the situation and to coordinate with Public Health. Emergency Management is in contact with fire departments and first responders. Emergency Management will be reaching out to organizations today requesting donations of personal protection equipment (PPE).

**3. County Service Delivery and Deployment/Status of County Staff**

Pine County department heads provided an update on current service delivery their departments and employee telework. County Auditor-Treasurer Schroeder stated that statutorily the Local

Board of Appeal and Equalization (LBAE) requires meeting dates between April 1 and May 31, with a quorum of the local board, at least one of whom is trained, and assessment staff be present for each meeting. If a trained member and quorum are not present at every LBAE, an Open Book meeting must take place for at least two years. Senator Rarick and Representative Nelson addressed these concerns and stated they will bring it forward for legislation for an amendment on the current meeting requirements.

4. **Temporary Closure of County Facilities to Walk-In Public Due to COVID-19 Pandemic**

County Administrator David Minke stated Minnesota statute allows for county facilities to be closed and retroactively approved by the county board in the event of an emergency. Resolution 2020-23 will retroactively approve the closing of the Pine County Courthouse and South Pine Government Center to walk-in public effective March 18, 2020, at 4:30 p.m., and allow the County Administrator, with the concurrence of the County Board Chair, to reopen facilities, or reclose facilities, without further county board action during the current peacetime emergency. **Motion** by Commissioner Ludwig to approve Resolution 2020-23 retroactively authorizing the Temporary Closure to Walk-in Public of County Facilities (Courthouse and South Pine Government Center) Due to COVID-19 Pandemic. 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.

5. **County Board Discussion/Direction on any Other Matter Related to Responding to the Current Public Health Emergency**

Emergency Management Coordinator Denise Baran stated the approval of Resolution 2020-24 declaring a state of emergency will expedite access to any emergency management funding. **Motion** by Commissioner Mohr to approve Resolution 2020-24 Declaring a Local Emergency for Pine County due to the COVID-19 pandemic. 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. **Other**

- A. Property tax statements will be mailed on March 30, 2020 and the first half remains payable on May 15<sup>th</sup>.
- B. The March 28, 2020 Township Officials Meeting has been cancelled.
- C. Video shorts recorded by Chair Hallan, County Administrator Minke and County Auditor-Treasurer are on the county website and social media providing information and resources to the public.
- D. A Special Meeting- Coronavirus Update and County Operations and Future Planning meeting is scheduled for Tuesday, March 31, 2020 at 10:00 a.m. at the Courthouse, Pine City, Minnesota. Due to social distancing recommendations, the county will provide a remote viewing option for the public. Information on joining remotely will be posted on the county website.

7. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:08 a.m.



Stephen M. Hallan, Chair  
Board of Commissioners



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