

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, June 16, 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 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.

Members present in the meeting room were Commissioners John Mikrot and Matt Ludwig. Members present via electronic means were Chair Hallan, Commissioners Josh Mohr and Steve Chaffee. Also present were 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 revision to the agenda:

Addition: Regular Agenda Item 2: Investment Committee – Consider approval of Resolution 2020-36 to Credit 2020 On-sale Liquor License Renewals and authorize Board Chair and County Administrator to sign.

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

**Motion** by Commissioner Mikrot to approve the Minutes of the June 2, 2020 county board meeting and Summary for publication. 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 4-0.

Minutes of Boards, Reports and Correspondence

Pine County Housing and Redevelopment Authority (HRA) Board of Directors regular meeting Minutes – February 26, 2020 and April 22, 2020

Pine County Zoning Board Minutes – April 23, 2020

Initiative Foundation correspondence – May 19, 2020

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

**Motion** by Commissioner Mohr to approve the Consent Agenda. 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 Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

**CONSENT AGENDA**

1. **Review May, 2020 Cash Balance**

<b>Fund</b>	<b>May 31, 2019</b>	<b>May 31, 2020</b>	<b>Increase(Decrease)</b>
General Fund	512,251	(177,625)	(689,876)
Health and Human Services Fund	352,115	13,651	(338,464)
Road and Bridge Fund	769,482	3,802,922	3,033,441
Land Management Fund	1,990,318	2,480,123	489,805
TOTAL (inc non-major funds)	19,980,349	26,545,738	6,565,388

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

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

3. **Applications**

Approve the following applications:

A. **3.2 License On/Off Sale**

- i. Duquette General Store
- ii. Ray & Marge’s Resort
- iii. Duxbury Store

Pending approval from the state, township, county sheriff.

B. **Repurchase Applications and Applications for Contract Reinstatements**

- i. Approve Resolution 2020-33 authorizing Fred and Cheryl Willert, former owners, to repurchase the property at 8274 Government Rd., Pine City (Parcel ID 26.0271.000) in full.
- ii. Approve Resolution 2020-34 authorizing Daniel Lang, former owner, to repurchase the property described as Lot 14, Block 3, Townsite of Sandstone (Parcel ID 45.5024.000) in full.
- iii. Approve Resolution 2020-37 authorizing David Durand, former owner, to repurchase the property at 62099 Lake Alma Rd, Hinckley (Parcel ID 23.0292.001) on a 4-year repurchase contract.
- iv. Approve Resolution 2020-38 authorizing David Durand, former owner, to repurchase the property described as the E½ of NW¼, Sec. 33, Twp. 41, Rge. 17 (Parcel ID 23.0323.000) on a 4-year repurchase contract.
- v. Approve Resolution 2020-39 authorizing Charlotte Compton, former owner, to

repurchase the property at 80346 Trails End Rd, Bruno (Parcel ID 24.0064.001) in full.

- vi. Approve Resolution 2020-40 authorizing Michael Reed, former owner, to reinstatement on the purchase contract on the property described as part of the E½ of the SE¼, Sec. 32, Twp. 44, Rge. 21 (Parcel ID 05.0263.005).
- vii. Approve Resolution 2020-41 authorizing Craig Williams, former owner, to reinstatement on the repurchase contract on the property at 28233 Horned Owl Ln, Brook Park (Parcel ID 06.0154.000)

4. **2020-2021 State Boat and Water Safety Grant**

Approve the 2020-2021 State Boat and Water Safety Grant in the amount of \$7,094 to be used for enforcement hours and annual maintenance. This grant does not require matching funds.

Authorize Board Chair and County Administrator to sign.

5. **Joint Powers Agreement Amendment #3 – Minnesota Department of Correction (boarding process)**

Approve Amendment #3 of the Joint Powers Agreement between the Minnesota Department of Corrections and the Pine County Jail. The State is requesting an extension of this JPA to include a new contract end date of June 30, 2022, and increasing the original agreement of \$800,000 to \$1,400,000, a total increase of \$600,000 for the extended two-year period (July 1, 2020 – June 30, 2022). Authorize Board Chair and County Administrator to sign.

6. **Body/Squad Camera Contract**

Approve contract between the Pine County Sheriff's Office and Utility Associates to provide 30 squad and 30 body cameras with installation, training and outfitting. The five-year cost is \$379,000. Authorize Board Chair to sign the Offer of Acceptance and the County Administrator to sign the Customer Service Agreement.

**REGULAR AGENDA**

1. **Facilities Committee Report**

Commissioner Ludwig provided an overview of the June 3, 2020 meeting. Ludwig stated permanent glass barriers will be installed at the courthouse and jail to provide viral aerosol protection and will also enhance worker safety as a security upgrade; onsite jail visitation will resume by appointment only; re-opening county buildings to public walk-in traffic; flag pole and signage discussions are taking place for the North Pine Government Center; and telework.

2. **Investment (Finance) Committee Report**

Commissioner Hallan provided an overview of the June 5, 2020 Investment Committee meeting and stated COVID-19 has allowed for off-sale liquor sales only. The recommendation of the committee was to provide a three-month credit of \$375 to existing license holders when renewing on-sale liquor licenses issued by Pine County. For eligible applicants, the on-sale liquor license renewal fee will be \$1,125.

**Motion** by Commissioner Ludwig to approve Resolution 2020-36 to Credit On-sale Liquor License Renewals. Second by Commissioner Mohr. 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.

3. **Personnel Committee Report**

Commissioner Ludwig provided an overview of the June 9, 2020 meeting. The Personnel Committee made the following recommendations:

A. **County Attorney**

- i. Acknowledge the retirement of County Attorney Office Manager Terri Janssen, effective July 31, 2020, and authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.

B. **Jail**

- i. Acknowledge the resignation of Corrections Officer Jennifer Neel, effective June 5, 2020, and authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.

C. **Zoning**

- i. Acknowledge the resignation of Environmental Technician Leah Hart, effective June 12, 2020 and authorize backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Approve restructure of the current Zoning and Environmental Technician Support position including additional job duties, revised job description, title change to Zoning and Solid Waste Technician, grade change from 5 (minimum starting wage \$18.46/hour) to 7 (minimum starting wage \$20.74/hour). Current job incumbent Joy Hix will receive a pay increase from \$22.45/hour to \$23.40/hour effective July 1, 2020. Her anniversary date will remain March 9, 2015.
- iii. Approve the newly created Zoning and Solid Waste Support Specialist position (AFSCME Road and Bridge Contract, grade 4, minimum starting wage of \$17.41/hour) along with the proposed job description.

**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 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. **Performance Measurement Program Participation**

County Auditor/Treasurer Schroeder gave an overview of the Performance Measurement Program which is offered by the State Auditor's Office. Schroeder stated that by participating and completing a set of ten performance measures and publishing those results, Pine County will receive an additional \$4,000 in county program aid. The county can participate in this program annually.

**Motion** by Commissioner Ludwig to approve Resolution 2020-35 to continue participation in the Council on Local Results and Innovation Performance Measurement Program and authorize Board Chair and County Administrator to sign. 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. Motion carried 5-0.

5. **Elections Overview**

County Auditor/Treasurer Schroeder gave a presentation on the upcoming election process and stated there have been discussions regarding voting and COVID-19. Schroeder stated the AutoMARK assistive voting machines purchased in 2006 are outdated and will need to be replaced in the future, however, grants could be obtained to assist with costs incurred for this expense.

6. **Nemadji One Watershed One Plan**

Melanie Bomier, Water Resources Technician for the Carlton Soil & Water Conservation District gave a presentation on the Nemadji One Watershed One Plan; this partnership includes members of Pine and Carlton counties. Bomier explained the goals and priorities of the Plan, which include streams, wetlands, forests, farms, ground water and lakes. Bomier outlined the proposed timeline to implement the Comprehensive Watershed Management Plan and stated the plan is currently in draft form. Bomier stated plan administration will be conducted through a Memorandum of Agreement between Pine and Carlton counties.

Chair Hallan called a recess at 11:38 a.m.

The board reconvened at 11:43 a.m.

7. **East Central Regional Juvenile Center Update**

Probation Director Terry Fawcett provided an overview from the June 4, 2020 East Central Directors meeting. Fawcett stated the current Joint Powers Agreement expires in 2021 and recruitment of other counties is being pursued. Fawcett expressed the value of the East Central Regional Juvenile Center and but also expressed financial concerns. Health & Human Services Director Becky Foss also expressed budget concerns and paying for beds that may not be used. Partnering with another county may be an option to alleviate costs.

8. **Coronavirus Response Update**

A. **Public Health:** Community Health Services Administrator Sam Lo provided an update on the current public health situation, including a summary of the current cases and spread of COVID-19. Lo stated there are still a lot of unknowns with the coronavirus.

B. **Probation:** Probation Director Fawcett stated the probation office will open to walk-in traffic beginning July 1, 2020. Modifications are being made to work schedules.

C. **Administrator's Office:** County Administrator Minke provided information on the CARES Act which was enacted in March 2020 by the federal government. The CARES Act will provide funding for entities affected by COVID-19 and monies can be used as outlined by the federal government. . Minke also stated, to access funds, each jurisdiction is required to certify; Pine County could certify as early as June 22, 2020.

**Motion** by Commissioner Ludwig to allow Pine County Administrator to certify on behalf of the county any certification required by the state of Minnesota to access the funds. Second by Commissioner Mikrot. A Roll Call vote was taken by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Unavailable; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 4-0.

It was the consensus of the board to schedule a Special Meeting/Committee of the Whole meeting to discuss CARES Act funding and Coronavirus updates on June 29, 2020 at 9 a.m. This meeting will be via telephone/video conference as allowed by MS 13D.021

9. **Commissioner Updates**

AMC Blue Ribbon Committee on County Government Operations: Chair Hallan stated the committee has been working with Health and Human Services waivers. Hallan also stated a meeting is scheduled with State Representative Nelson on June 17, 2020 at 9 a.m.

Arrowhead Counties Association: Commissioner Mikrot reported at the last board meeting.

Central MN Council on Aging: Chair Hallan reported at the last board meeting.

Central Regional EMS: Commissioner Ludwig stated supplies, including sterilizer spray guns, are backordered. A new grant is being worked on, an update will be provided at a later date.

East Central Solid Waste Commission: Chair Hallan states the landfill continues to be busy. Hallan also noted a contract with a trucking firm was terminated however, another driver was hired. Hallan also commented that less water has been going into the landfill resulting in less leachate.

East Central Regional Library Board: Commissioner Mohr was unable to attend the meeting; however, it was noted plans are underway to open libraries soon and East Central Regional Library is moving into its new headquarters.

Pine County Chemical Health Coalition: Commissioner Mikrot stated the Coalition is looking at completing tobacco compliance checks this year; compliance checks should be done annually. Mikrot also stated funds have been set aside for opioid prevention/intervention.

Soil & Water Conservation District: Commissioner Ludwig stated the highlight is forestry and management plans, it is a good strong program. Ludwig also stated soil tests are still being completed.

Law Library: Commissioner Mohr and County Attorney Reese Frederickson were unable to attend the meeting.

Central MN Jobs and Training Service: Chair Hallan stated the work force unemployment numbers are triple of what they were in January and February. Hallan stated there are predictions that numbers will change as businesses start opening again.

Board of Equalization: Commissioner Ludwig stated the meeting went well.

Association of Minnesota Counties Public Safety Committee: Commissioner Ludwig the meeting went well and information will be brought to the legislative bodies.

10. **Other**

Commissioner Hallan reported that as of today, all but eight county fairs have been canceled due to COVID-19.

County Engineer Mark LeBrun provided an update on current and upcoming road projects. LeBrun also stated the sales tax income should not be affected from last year.

11. **Upcoming Meetings**

Upcoming meetings were reviewed.

12. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 12:46 p.m. The next regular meeting of the county board is scheduled for Tuesday, July 7, 2020 at 10:00 a.m.

  
Stephen M. Hallan, Chair  
Board of Commissioners

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