

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

**Tuesday, July 21, 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.

Chair Hallan turned the meeting over to Vice Chair Josh Mohr for the remainder of the meeting.

Vice Chair Mohr called for a moment of silence for former sheriff Steve Haavisto who passed away July 14, 2020. Sheriff Nelson paid tribute to former sheriff Haavisto.

The Pledge of Allegiance was said.

Vice Chair Mohr called for public comment. Ailene Croup stated she is aware the county 2021 preliminary budget discussions will begin soon. She requested the county be mindful and take into consideration the additional financial stressors upon businesses and individuals in the county this year when considering the proposed tax levy for 2021. There was no additional public comment.

Vice Chair Mohr requested the following revisions to the agenda:

1. Addition: Consent Agenda Item #6 / New Hires
 - 6C. Consider the hiring of part-time Dispatcher Tiphonie Sanda, effective July 28, 2020, \$20.74 per hour, grade 7, step 1.
 - 6D. Consider the re-hire of part-time Dispatcher Jodie Benson, effective July 28, 2020, \$21.63 per hour, grade 7, step 2.
2. Additional Information for Regular Agenda Item #4 / Contract #2002
Additional bid opening information
3. Additional Information for Regular Agenda Item #5Cii / CARES Business Assistance Grant
More detail on the criteria for the business assistance program.

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Chair Hallan. A Roll Call vote was called by Vice Chair Mohr: District 2-Vice Chair 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.

Motion by Commissioner Mikrot to approve the Minutes of the July 7, 2020 county board meeting and Summary for publication. Second by Commissioner Chaffee. A Roll Call vote was called by Vice Chair Mohr: District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Vice Chair Mohr/Aye. Motion carried 5-0.

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

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. A Roll Call vote was called by Vice Chair Mohr: District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Vice Chair Mohr/Aye; District 3-Commissioner Chaffee/Aye. Motion carried 5-0.

Motion by Chair Hallan to approve the amended Consent Agenda. Second by Commissioner Chaffee. A Roll Call vote was called by Vice Chair Mohr: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Vice Chair Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye. Motion carried 5-0.

CONSENT AGENDA

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

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**

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

3. **Applications**

Approve the following applications:

A. **Application to Repurchase**

- i. 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. 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. 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. 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. 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

Approve 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 Claflin, 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. Approve regular employment status to Social Worker Amanda Manley effective August 11, 2020.

6. New Hires

- A. Approve the hiring of Environmental Technician, Jeremy Williamson, effective July 27, 2020, \$21.98 per hour, Grade 8.
- B. Approve the hiring of Zoning & Solid Waste Support Specialist, Jessica Sonstebly, effective August 3, 2020, \$17.41 per hour, Grade 4.
- C. Approve the hiring of part-time Dispatcher Tiphonie Sanda, effective July 28, 2020, \$20.74 per hour, grade 7, step 1.
- D. Approve the re-hire of part-time Dispatcher Jodie Benson, effective July 28, 2020, \$21.63 per hour, grade 7, step 2.

REGULAR AGENDA

1. Recognition of Retirement

The board recognized the retirement of County Attorney Office Manager Terri Janssen and thanked her for her 25+ years of service to Pine County.

2. Personnel Committee Report

Commissioner Ludwig stated 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 the 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 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 and authorize backfill of any subsequent vacancies due to internal promotion or lateral transfer.

Motion by Commissioner Ludwig to approve the recommendations of the Personnel Committee. Second by Commissioner Chaffee. A Roll Call vote was called by Vice Chair Mohr: District 1-Chair Hallan/Aye; District 2-Vice Chair Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

Human Resources Generalist Jennifer Frederickson presented the employee telework survey results. This survey was completed by 128 employees June 1, 2020 through June 14, 2020. Results included employee productivity, efficiency, and ease or difficulties in teleworking.

3. Assessor Reappointment

County Auditor-Treasurer Kelly Schroeder stated Minnesota Statutes 273.061 requires county assessors to be reappointed every fourth year after 1973. The current assessor term ends December 31, 2020.

Motion by Commissioner Mohr to reappoint Lorri Houtsma as the county assessor for the term January 1, 2021-December 31, 2024. Second by Commissioner Chaffee. A Roll Call vote was called by Vice Chair Mohr: District 2-Vice Chair 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.

4. Award Contract #2002

County Engineer Mark LeBrun stated one, good quality bid was received for Contract #2002 and opened on July 20, 2020. County Engineer stated this bid was 10.01% under the engineer's estimate and recommended the contract be awarded to Knife River Corp. Contract #2002 includes

SAP 058-652-012	Located on CSAH 52, from C.R. 157 to CSAH 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.

Motion by Commissioner Hallan to award the bid for Contract #2002 to Knife River Corp. in the amount of \$3,933,387.09. Second by Commissioner Ludwig. A Roll Call vote was called by Vice Chair Mohr: District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Vice Chair Mohr. Motion carried 5-0.

5. **Coronavirus Response Update**

- A. Community Health Services Administrator Sam Lo provided an update on the current public health situation. Lo stated Public Health would like to purchase a van with CARES Act funds to be used for community outreach to make coronavirus testing more accessible to the rural residents, and ultimately would be used for coronavirus vaccinations when that becomes available.
- B. Kathy Wills, Director of Food Equity for Family Pathways (food assistance) and Dawn Beseman, Outreach Program Manager for Lakes & Pines (housing assistance), provided information on what they see as significant impacts on the community during the pandemic and described the proposed use of the CARES Act funds by their organizations.
- C. Don Hickman, Initiative Foundation Vice President for Community and Workforce Development stated the Initiative Foundation would welcome assisting the county in creating the process to award the CARES Act small business assistance grants in Pine County.
- D. **General allocation of CARES Act funding:** The county board discussed the proposed use of the CARES Act funds.

Motion by Chair Hallan to authorize distribution of the CARES Act funds as follows:

Proposed Use of Funds	Total
Contingency	356,478
Pine County	900,000
Reserved for Twps/Cities <200	54,116
Lakes & Pines (housing support)	50,000
Family Pathways (food support)	30,000
Business Assistance	1,800,000
Nonprofit Assistance	400,000
HHS Directed Assistance	40,000

The designated allocations may be reconsidered and adjusted based on actual demands and needs. Second by Commissioner Chaffee. A Roll Call vote was called by Vice Chair Mohr: District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Vice Chair Mohr; District 3-Commissioner Chaffee/Aye. Motion carried 5-0.

- E. **General Parameters:** The proposed Pine County CARES Act Business Assistance Grant was reviewed. This document reflects the eligibility requirements and eligible expenses. The grant will reimburse up to \$10,000 of documented costs. Depending upon the number of applications, applicants may receive less than the full amount and business may be prioritized based on impact. It is anticipated the grant applications will open mid-August with funds dispensed in early September.

Motion by Commissioner Ludwig to approve the Pine County CARES Act Business Assistance Grant general parameters. Second by Commissioner Mikrot. A Roll Call vote was called by Vice Chair Mohr: District 5-Commissioner Ludwig/Aye; District 1-Chair

Hallan/Aye; District 2-Vice Chair Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4: Commissioner Mikrot/Aye. Motion carried 5-0.

F. **Formal Partnerships with Several Organizations**

County Administrator David Minke stated the county will be entering into agreements with Family Pathways, Lakes and Pines and the Initiative Foundation for the administration of the CARES Act funds. As the agreements are not yet finalized, Administrator Minke requested a motion to delegate authority to him to enter into those agreements, up to \$10,000.

Motion by Commissioner Mikrot to authorize County Administrator David Minke to enter into agreements for the purpose of distributing CARES Act funds with Family Pathways (food support), Lakes and Pines Community Action Council (housing support), and Initiative Foundation (business assistance). Second by Commissioner Chaffee. A Roll Call vote was called by Vice Chair Mohr: District 1-Chair Hallan/Aye; District 2-Vice Chair Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

6. **Second Quarter 2020 Budget Report**

County Administrator David Minke provided an update of the budget through June 30, 2020 by reviewing the expenditure and revenue of the major funds. The county made business decisions to balance needs and exercise prudence with regards to spending during the uncertainty of the pandemic. At the end of the second quarter, the budget reflects these choices and the county is reasonably well positioned to move forward through continued uncertainty.

7. **Commissioner Updates**

Northeast Minnesota Area Transportation Partnership – Cancelled

Soil & Water Conservation District: Commissioner Ludwig stated SWCD again reviewed the Nemadji one watershed one plan and approved the water plan.

East Central Solid Waste Commission: Chair Hallan stated the landfill is collecting a lot of garbage at every location. ECSWC will be purchasing a couple of roll offs to try to separate out the building construction materials such that these materials will not be put into the landfill.

Pine County Chemical Health Coalition: Commissioner Mikrot stated the year-end report was given. Tobacco 21 becomes effective in August and the Coalition will be designating \$1,000 towards compliance checks.

Greater Minnesota Parks and Trails (GMPT) Summer Membership Meeting: Commissioner Mikrot stated fund balance is good. GMPT is sending out a survey to park managers as to park usage. Commissioner Mikrot stated Bemidji parks are being creative and hosting a virtual 5k run in their park. Bemidji parks also provide park clean up kits to the public who wish to help clean up the parks during usage.

Extension Committee: Commissioner Mohr stated there was a lot of discussion how COVID-19 has affected the fairs and 4-H. Extension is looking at hosting virtual events to keep the kids engaged. CARES Act funding for agriculture was discussed and the creative use of social media by our ag educator.

Lakes & Pines Community Action Council: Chair Hallan stated Pine County is setting the example for housing and partnership for housing through the CARES Act funding usage.

Other

East Central Regional Juvenile Center: Commissioner Ludwig stated the county has contracted use for 365 beds; to date 31 have been utilized.

8. **Other**

Chair Hallan stated the AMC Blue Ribbon Task Force is scheduled to meet July 22nd. An update will be given on the legislative session that just concluded.

9. **Upcoming Meetings**

Upcoming meetings were reviewed.

County Administrator Minke reviewed the procedure for conducting a closed meeting via electronic means.

10. **Closed Meeting – labor negotiation and County Administrator Annual Performance Review**

Motion by Commissioner Ludwig to close the meeting in accordance with Minnesota Statutes 13D.03 to consider strategy for labor negotiations, including negotiation strategies and development, discussion and review of labor negotiation proposals and to go into closed session as allowed by Minnesota Statutes 13D.05 for the purpose of evaluating the performance of the county administrator. Second by Commissioner Mikrot. A Roll Call vote was called by Vice Chair Mohr: District 2-Vice Chair Mohr/Aye; District 3-Commissioner Chaffee/was unavailable due to leaving the meeting to enter into the closed virtual meeting; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/was unavailable due to leaving the open meeting to enter into the closed virtual meeting. Motion carried 3-0.

A 5-minute recess will be taken.

The meeting was closed at 12:07 p.m.

The closed session for labor negotiations convened at 12:13 p.m. Present were Commissioners Hallan, Chaffee, Ludwig, Mohr, and Mikrot. Also present were County Attorney Reese Frederickson, County HHS Director Becky Foss, County Auditor/Treasurer Kelly Schroeder, County HR Manager Jackie Koivisto, and County Administrator David Minke. Ludwig, Mikrot, and Minke were present in the meeting room. All others joined via electronic means.

The closed session for the annual performance review of Administrator Minke convened at 12:59 p.m. Present were Commissioners Hallan, Chaffee, Ludwig, Mohr, and Mikrot. Also present was County Administrator David Minke. Present in the meeting room were Ludwig, Mikrot, and Minke. All others joined via electronic means.

The open session reconvened at 1:16 p.m.

11. **Adjourn**

With no further business, Vice Chair Mohr adjourned the meeting at 1:16 p.m. The next regular meeting of the county board is scheduled for Tuesday, August 4, 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