

**OFFICIAL PROCEEDINGS  
OF THE COUNTY BOARD  
LAKE COUNTY, MINNESOTA**

Tuesday, September 24, 2019. Lake County Board of Commissioners, Lake County, Minnesota. County Board of Commissioners meeting was held in the Lake County Service Center, in the Split Rock River Room, located at 616 Third Avenue, Two Harbors, Minnesota. Board members present: District 1 Commissioner Peter "Pete" R. Walsh, District 2 Commissioner Derrick "Rick" L. Goutermont, District 3 Commissioner Richard "Rick" C. Hogenson, District 4 Commissioner Jeremy M. Hurd, District 5 Commissioner Rich Sve. Board members absent: None. Absent: County Administrator Matthew Huddleston. Also present: Laurel D. Buchanan, Clerk of the Board. Unless otherwise stated, all actions have been approved by unanimous yeas vote. Board Chairperson Rich Sve called the meeting to order at 2:00 p.m. and led the recitation of the Pledge of Allegiance.

MOTION GOUTERMONT, SECOND HURD: 01 – Approval of the agenda. Absent: None

Clerk of the Board Laurel Buchanan reviewed updated board action items, including a proposed resolution item from Land Commissioner Nate Eide to accept a quote for site prep by disc-trench.

Board Chairperson Rich Sve opened the floor for public comments. No public comments were made.

Next on the board agenda is Information Technology (I.T.) Director Boris Naschansky. Mr. Naschansky had not arrived at this point in the meeting, so the Board Chair moved on to the next agenda item. County Commissioners discussed the request for funding support for the 2019 Veterans Day dinner. The request mirrors the request that Lake County Veterans Service Officer (CVSO) Vince Sando brought forward last year on behalf of American Legion Post 109. Mr. Naschansky arrived at 2:05 p.m.

MOTION GOUTERMONT, SECOND WALSH: 02 – Approve request for Lake County to sponsor the American Legion Post 109's 2019 Veterans Day dinner to provide this dinner free of charge for veterans and their spouses. After the dinner, the American Legion Post in coordination with the County Veterans Service Officer (CVSO) will provide an invoice to the Lake County Commissioners' Office. Absent: None

Board Chairperson welcomed I.T. Director Boris Naschansky and asked that he update the Board of Commissioners on the I.T. Department structure. Mr. Naschansky reviewed administrative needs, cybersecurity, door security, county web site maintenance, network maintenance and other services delivered by the I.T. Department. Mr. Naschansky reviewed the I.T. Department's current vacancy and upcoming retirement of a staff member. Board members discussed recruitment for the I.T. Specialist vacancy. Human Resources (HR) Director Cammie Young was present for the discussion. Ms. Young clarified the difference between these positions: I.T. Technician and I.T. Specialist. Board members discussed restructuring and reviewed the proposed I.T. Department structure. Mr. Naschansky discussed mandates affecting information security, such as Health Insurance Portability and Accountability Act (HIPAA), Federal Bureau of Investigation Criminal Justice Information Services (FBI CJIS), the Minnesota Bureau of Criminal Apprehension (BCA), and Internal Revenue Service (IRS) requirements. The I.T. Department supports Lake County in its compliance with these mandates, including the county web site for Americans with Disabilities Act (ADA) compliance. Mr. Naschansky discussed his department's ability to respond and advises that not filling the position would slow us down. The I.T. Department works as a team and will coordinate to ensure coverage of duties.

MOTION HOGENSON, SECOND GOUTERMONT: 03 – Approve recruitment for one full-time Information Technology Specialist. Absent: None

Mr. Naschansky clarified his other requests for board action today. One request is for the Board of Commissioners to authorize out-of-state travel for an I.T. staff member to attend a cybersecurity conference in South Dakota. Mr. Naschansky talked about the availability and locations of other cybersecurity conferences and the reasons for selecting this conference in South Dakota.

Mr. Naschansky explained that he needs to correct a discrepancy between the dollar amount approved by the Board of Commissioners on March 12, 2019, and the dollar amount invoiced by the vendor, and requests board action to clarify the correct amount. The \$460 difference is for Ricoh Interactive White Board (IWB) software used by participants to be part of an IWB meeting if a participant is remote or not in the room. The software was omitted from the original quote but was installed. This also allows for any of our County IWBs to be shared expanding the virtual audience. Mr. Naschansky clarified that this IWB software supports the interactive system in the Split Rock River Room, as well as the interactive system at the Highway 2 Conference Room.

HR Director Cammie Young inquired about coordinating a closed session with Jessica Durbin prior to entering contract negotiations. Board members were supportive of the request. County Auditor Linda Libal reviewed that the Auditor and Treasurer Education course is underway this week, provided by the Minnesota Department of Revenue (DOR) Property Tax Administration. Auditor Libal is participating by WebEx online this year rather than attending training in person in Saint Paul, Minnesota. In previous years, others from Lake County Auditor's Office have attended the Auditor-Treasurer Course. Environmental Services Director Christine McCarthy was present for any question on the five items presented by the Planning Commission. Ms. McCarthy clarified that three are interim use permit (IUP) renewals and two are new IUP applications.

Land Commissioner Nate Eide discussed several requests for board action on behalf of the Lake County Forestry Department and for the Prospectors Alliance / Prospectors Loop ATV Trail. Knife River Recreation Council (KRCC) representative was present for discussion on the request for an easement for the KRCC Trail. Land Commissioner Nate Eide advised that he will be providing the metes and bounds description for the easement. Mr. Eide clarified that the easement will be included in the documentation for the "Madison Parcel" included on the Lake County Public Sale of Tax Forfeited Land. The land auction is scheduled for Friday, October 25, 2019.

MOTION GOUTERMONT, SECOND HURD: 04 – Approve Consent Agenda as presented:

1. Approve County Board of Commissioners' meeting minutes from September 10, 2019.
2. Approve Health and Human Services (HHS) claims payments in the following amounts:
  - a. Administrative payments \$ 30,572.82
  - b. Region III Adult Behavioral Health Initiative payments \$ 118,058.08
3. Declare surplus equipment and authorize sale of the following vehicles:
  - a. 2003 Ford Windstar van VIN: 2FMZA57433BB80017
  - b. 1996 Ford F150 pickup VIN: 1FTEF15Y7TLB29154
  - c. 2010 Ford Expedition VIN: 1FMJU1G57AEB58724
  - d. 2007 Ford Expedition VIN: 1FMFU16567LA72347
4. Authorize purchase of new vehicle through state resources system for use by Environmental Services Department; vehicle's make and model will be determined by availability at time of purchase. Purchase will be a small sport utility vehicle (SUV) with all-wheel drive (AWD). Authorize payment to vendor upon delivery for the total amount not to exceed \$27,000.
5. Accept quote in the amount of \$6,250.00 from Eco Chic Coatings, LLC, for removal of old rubber shower membranes and application of new rubber membranes in jail shower stalls; further, authorize payment upon satisfactory completion of the work.

6. Adopt findings by the Planning Commission for Interim Use Permit I-19-016 for Brien Getten/ Two Harbors Hideaways.
7. Adopt findings by the Planning Commission for Interim Use Permit I-19-017 for Raymond and James Sundberg.
8. Adopt findings by the Planning Commission for Interim Use Permit I-19-018 for Chris Wright/ Arrowhead Vacation Properties.
9. Adopt findings by the Planning Commission for Interim Use Permit I-19-019 for Tony and Jeni Robb.
10. Adopt findings by the Planning Commission for Interim Use Permit I-19-020 for William "Andy" Fisher.
11. Authorize Highway Department to return to five eight-hour days per week schedule on Monday, October 21, 2019.
12. Approve closeout of S.P. 038-591-002 contract with Northland Constructors, Inc. for a contract total of \$189,300.76.
13. Approve S.A.P. 038-604-019 final payment to KGM Contractors, Inc. in the amount of \$18,621.28 for a contract total of \$1,498,256.94.
14. Authorize sale of surplus dump truck: Unit #4941 (1994 Ford).
15. Approve Stream Easement on Parcel ID 25-5311-27490 for the Minnesota Department of Natural Resources (DNR). The easement restricts development and gives public fishing and DNR stream management access / aquatic management program.
16. Approve easement for Knife River Recreation Council (KRRC) Trail: Approve a non-exclusive easement 20 feet wide along a centerline and terminus area defined as located by GPS and illustrated and described on Exhibit B of the easement for the Knife River Rec Council to cross tax forfeit parcels described as South Half of the Northwest Quarter of the Southwest Quarter (S ½ of NW ¼ of SW ¼), Section Thirty (30), Township Fifty-two (52) North, Range Eleven (11) West of the Fourth Principal Meridian.
17. Approve payment of \$460 to Metro Sales for the Split Rock River Room and Highway Interactive White Board (IWB) and associated system accessories; by approving a modification of the total IWB system cost from \$21,626 to \$22,086 as was approved at the Board of Commissioners meeting on March 12, 2019.
18. Authorize out of state travel, to South Dakota, for Adam Osterlund to attend the Black Hills Information Security (INFOSEC) "Hackin'Fest" annual conference October 22 – 25, 2019.
19. Authorize payment in the amount of \$181,670.28 to Low Impact Excavators for work done on the Prospectors Loop ATV Trail for period ending August 26, 2019.

20. Authorize payment to BMO Harris Bank N.A. in the amount of \$8,806.12 for the periodic fee for the collection period of June 18, 2019 – September 17, 2019, for Irrevocable Standby Letter of Credit No. HACH503422OS.

21. Accept quote and approve payment to Hull's Sawmill for 5,000 1 1/2" x 6" x 3' tamarack boards for \$14,500 with the first payment of \$4,750.00 due immediately for the purchase of the tamarack logs. Absent: None

Commissioners discussed a proposed six percent (6%) increase for the preliminary 2020 Net Property Tax Levy. County Auditor Linda Libal was present for the discussion and had prepared information on net tax capacity. Commissioners will work to decrease the preliminary levy. Lake County is working with the U.S. Forest Service (USFS) to amend the appraisal of lands in the Boundary Waters Canoe Area Wilderness (BWCAW), as the appraised amount affects the Thye-Blatnik Act payments that are received by the county.

MOTION GOUTERMONT, SECOND HURD: 05 – Adopt the preliminary 2020 Net Property Tax Levy of \$11,182,221. Absent: None.

MOTION WALSH, SECOND HURD: 06 – Adopt the preliminary 2020 Net Property Tax Levy for Unorganized Territory No. 1 in the amount of \$32,000. Absent: None.

MOTION HURD, SECOND GOUTERMONT: 07 – Adopt the preliminary 2020 Net Property Tax Levy for Unorganized Territory No. 2 in the amount of \$341,000 (Revenue Fund in the amount of \$88,000 and Road and Bridge Fund in the amount of \$253,000). Absent: None

MOTION HOGENSON, SECOND WALSH: 08 – Set date of public hearing to set final budget and levies for Lake County, for Tuesday, December 3, 2019, at 6:00 p.m., in the Lake County Highway Department Facility Conference Room, 1513 Highway 2, Two Harbors, Minnesota. Absent: None

MOTION HOGENSON, SECOND HURD: 09 – Approve the probationary appointment of Jessica Graham to Mental Health Professional at the Step 1 rate of \$26.13 per hour effective September 25, 2019. Absent: None.

MOTION WALSH, SECOND HOGENSON: 10 – Approve the change in employment status of David Cizmas, Forester, due to completion of probation effective September 25, 2019. Absent: None.

MOTION HURD, SECOND GOUTERMONT: 11 – Approve the appointment of Cammie Young, Human Resources Director, as the Lake County Affirmative Action Officer for 2019. Absent: None

MOTION HOGENSON, SECOND WALSH: 12 – Approve the revisions to the Affirmative Action Plan and authorize Chair to sign. Absent: None

MOTION WALSH, SECOND GOUTERMONT: 13 – Accept quote in the amount of \$129 per acre, using Moose Habitat grant money from Lessard-Sams Outdoor Heritage Council (LSOHC) funds, from Future Forests, Inc., for site prep by disc-trench up to 350 acres. Absent: None

MOTION HOGENSON, SECOND HURD: 14 – Adjourn Board of Commissioners' meeting at 3:12 p.m. Absent: None

The Lake County Board of Commissioners will convene for the following meetings in the Lake County Service Center, Split Rock River Room, 616 Third Avenue, Two Harbors, Minnesota.

- An agenda meeting at 2:00 p.m. on Tuesday, October 1, 2019.
- A regular meeting at 2:00 p.m. on Tuesday, October 8, 2019.

ATTEST:

Laurel D. Buchanan  
Clerk of the Board

Rich Sve, Board Chairperson  
Lake County Board of Commissioners