

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

Tuesday, November 12, 2019. Lake County Board of Commissioners, Lake County, Minnesota. Board Meeting was held in the Lake County Service Center, in the Split Rock River Room, located at 616 Third Ave, Two Harbors, Minnesota. 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, and District 5 Commissioner Rich Sve. Absent: None. Also present: County Administrator Matthew Huddleston and 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 D. Buchanan updated a Lake County Health and Human Services (LCHHS) agenda item by reading in the amounts for administrative payments and Region III Adult Behavioral Health Initiatives payments.

Board Chairperson Rich Sve opened the floor for public comments. Dave Mealey spoke about contacting the County Administrator's office by phone on October 24, and by email on October 31, with questions about Lake County's Lodging Tax Committee and the proposed Lake County Lodging Tax. Mr. Mealey read excerpts from the Board of Commissioners meeting minutes of February 26, 2019, referencing the proposed county-wide lodging tax. Mr. Mealey read from Minnesota State Senate information that SF 808 had its introduction and first reading on February 4, 2019. Mr. Mealey asked about the timing of why this was brought forward at the State Senate before it was brought forward for discussion with the County Board. Board Chairperson Rich Sve thanked Mr. Mealey for his comments and asked County Administrator Matthew Huddleston and Lake County Chamber of Commerce President Janelle Jones to respond regarding the timeline. Ms. Jones explained that she worked on the legislation with Senator Bakk prior to February 4 and these conversations were at the Senate-level. The County Board was brought into the discussion at a later date. Lodging tax discussions have taken place with Fall Lake and with representatives from the Ely Area Tourism Bureau and Ely Chamber of Commerce.

Mr. Mealey stated that Lake County had not contacted Beaver Bay regarding the proposed countywide lodging tax. Mr. Mealey is opposed to the tax and referenced conversations he had with others who are opposed to the tax. County Administrator clarified that Lake County Lodging Tax Public Information Meetings are set for Thursday, November 14, 2019, at 6:00 pm at the Lake County Highway Department, located at 1513 Highway 2, Two Harbors, Minnesota, and on Thursday, November 21, 2019, at 6:00 pm, at Fall Lake Town Hall, 393 Kawishiwi Trail, Fall Lake, Minnesota. Additionally, the Silver Bay City Council has invited Lake County to attend a Silver Bay Council meeting on Monday, November 18, 2019, at 7:00 pm to discuss the proposed lodging tax. These public meetings are scheduled to take place in advance of any Public Hearing that may be scheduled.

Mr. Mealey asked about lodging tax dollars collected and would like an accounting on how funds are spent. Ms. Jones advised that all dollars are accounted for in the Two Harbors Visitors Bureau, and that she can request that information from the Two Harbors Financial Director. Silver Bay has its own accounting of funds. Carol Krynski, a business owner in Beaver Bay, was also in attendance and provided input with respect to the proposed Lake County Lodging Tax. Mr. Mealey concluded his remarks, and again Board Chairperson Rich Sve thanked attendees for their comments.

Lake County Health and Human Services (LCHHS) Department Director Lisa Hanson provided an annual update on behalf of her department. The focus of this year's LCHHS update is on services for aging adults. LCHHS helps connect people to resources and community-based long-term care services focused on

fostering independence and helping people live independently. LCHHS provides assessment, support plans, and ongoing case management. LCHHS offers blood pressure checks and foot care clinics by Public Health Nurses. Ms. Hanson discussed community support with instrumental skills for daily living. LCHHS works with partners providing services in the community, such as Community Partners, Arrowhead Area Agency on Aging, and North Shore Area Partners, among other local providers and volunteers. Services may include transportation to medical appointments, household and outdoor chores, grocery shopping, frozen Meals on Wheels delivery, assistance with paperwork, respite care support for caregivers, service coordination and referrals. Services could include in-home personal care assistance and housekeeping on a sliding scale fee.

Ms. Hanson discussed Lake County's role in adult protection. Reports of possible abuse and/or neglect are reported through the Minnesota Adult Abuse Reporting Center (MAARC). Suspected maltreatment of vulnerable adults, such as financial exploitation, are reported through MAARC. MAARC operates under the Minnesota Department of Human Services (DHS). Lake County provides adult protection by offering and arranging healthcare, supervision and social services to prevent further maltreatment, seeking authority to remove a vulnerable adult, seeking an Order for Protection, and/or arranging for the appointment or replacement of a guardian or conservator. In some cases, LCHHS accounting department may serve as the representative payee to help manage a client's funds and ensure that bills are paid. This type of arrangement may help prevent financial abuse and may prevent a vulnerable person from being financially victimized.

Ms. Hanson also discussed the adoption assistance program that is in place. LCHHS has seen an increase in prevalence in cases in which grandparents are raising grandchildren. People in these situations need support. Raising children is physically and financially taxing on aging adults.

Silver Bay Public Library (SBPL) Director Julie Billings and Two Harbors Public Library (THPL) Director Katie Sundstrom are requesting an increase in the 2020 budget. Ms. Sundstrom stated that it has been ten (10) years since the budget has been increased, with the exception of some additional contributions for capital improvement projects. Libraries have converted to computerized systems and are providing online access at the library. Residents may bring in personal laptops or may use a library-owned computer. Libraries serve as community hubs. Libraries have increased the programming that they offer, providing educational programs and assisting/teaching residents how to use technology for online paperwork. This involves an increased need for employee training, to train staff how to work on multiple devices. Libraries offer fax, scan, copy services; nominal fees are charged for these services. SBPL and THPL have separate fee structures for these services. Library directors discussed the fine-free movement that some area cities have adopted, to eliminate late fees. Two Harbors is a home rule charter city. Silver Bay is under a different charter, statutory city code. Ms. Billings and Ms. Sundstrom confirmed that the library employees are employees of the respective city. Ms. Sundstrom shared that THPL employees are not union positions, and that with lesser pay, the THPL experiences more staff turnover. There was a question about whether townships can contribute to libraries. Library directors may attend township annual meetings in March; the township annual meeting is the only time by State Statute that townships can contribute financially to libraries.

Library directors discussed technology replacement plans being on five-year cycle. Another approach has been to replace technology as needed. Technology grants support city libraries. Silver Bay City Administrator Lana Fralich confirmed that the levy is \$97,000 for the library at present. On top of that levy, there are general fund transfers of \$56,000 and \$78,000. Two Harbors Finance Director Miranda Pietila was also present for the discussion. Ms. Sundstrom concluded by inviting the Commissioners to attend the THPL Fund Signing Event, this evening, November 12, at 6:00 pm. The library will be able to accept donations and accrue interest in a fund with the Duluth Superior Area Community Foundation (DSACF). This would be used to help cover library expenses.

Lake County Administrator Matthew Huddleston left the meeting at 2:55 p.m.

Lake County Soil and Water Conservation District (SWCD) Director Karen Tucker thanked Commissioners for their support. Ms. Tucker reviewed that nine years ago, SWCD had a staff of two (2) members, and now has a staff of eight (8) members. Ms. Tucker stated that Lake County's budget allocation to SWCD has remained static since 2013. Ms. Tucker named several programs that SWCD collaborates on with Lake County, including the Lake County Aquatic Invasive Species (AIS) program, stormwater plan, One Watershed One Plan (1W1P), educational programs for septic and wells, homeowner education for subsurface sewage treatment systems (SSTS). Ms. Tucker talked about SWCD efforts in stabilizing stream bank erosion. SWCD requests an increase of \$5,000 for 2020. Lake County's Information Technology support provided to SWCD has been quantified toward the local capacity fund. Ms. Tucker discussed her retirement plans and that Lake SWCD will be hiring a District Manager. Lake SWCD has compared its rate of pay with other conservation districts and has recently been able to offer health and dental insurance policy to its employees. In-kind contributions are valuable. Lake County helped SWCD getting situated in its new building, including I.T. support with that move.

Lake County Administrator Matthew Huddleston returned to the meeting before the meeting was recessed.

MOTION WALSH, SECOND GOUTERMONT: 02 – Recess the Board of Commissioners' meeting at 3:14 p.m.
Absent: None.

Board of Commissioners meeting reconvened at 3:22 p.m. with all members present. Sheriff Carey Johnson and Two Harbors Rescue Squad Captain Bob Norlen reviewed a budget request for the replacement of a 1995 rescue vehicle that was purchased by the County in 1995 and has been in-service since 1995. The original estimate for replacement was \$175,000; this has been reduced to a new estimate of \$155,000. Mr. Norlen reviewed the draft rescue truck specifications. The chassis will be at the state bid price. Chassis modifications specifications have not been finalized yet but would be included in a request for bids. If the Board supports this request and includes it in the 2020 budget, then the rescue squad would move forward with requesting bids. There were questions about hydraulic rescue equipment versus battery-operated rescue equipment. There was a discussion that grants may be available for rescue equipment.

Community Partners Board Chair Christine McCarthy asked for time to provide Public Comments. Community Partners will be celebrating its 20th Anniversary in 2020. Community Partners is having a "Give to the Max" Open House & Bake Sale this week. Ms. McCarthy discussed caregiver support, promoting food security and services offered by Community Partners. Two Harbors Community Center is an accessible place for people to stop by and talk with Community Partners.

Lake County Auditor Linda Libal and Lake County Information Technology (I.T.) Director Boris Naschansky were present to answer any questions about their respective department's requests for board action. Lake County Environmental Services Director Christine McCarthy reported that she has received inquiries about hosting another Recycling Day. Additionally, Ms. McCarthy provided updates from recent committee meetings for the Lake Superior North One Watershed One Plan (LSN1W1P). Ms. McCarthy discussed septic inventory, septic inspections, and possible source of funding to help people upgrade and repair septic systems.

Commissioners discussed a time change to the first meeting in January 2020. The Organizational Board meeting will need to be held in the morning on Tuesday, January 7, 2020, rather than the afternoon.

One item was removed from the Consent Agenda for separate board action.

MOTION WALSH, SECOND GOUTERMONT: 03 – Approve Consent Agenda as amended:

1. Approve County Board of Commissioners' meeting minutes from October 22, 2019.
2. Approve a one-day temporary on-sale liquor permit for the Knife River Recreation Council Inc for the date of December 6, 2019 at the Knife River Recreation Center located at 199 Alger Smith Rd in Knife River. Contingent on the filing of necessary paperwork and payment of applicable fees.
3. Approve two (2) new checking accounts to be opened at The Lake Bank for Minnesota Counties Information Systems (MCIS) with Lake County as acting fiscal agent. Signers on the MCIS General Checking and MCIS Cafeteria Account to include: Linda K Libal, Ronelle L Radle and Lola R Haus from the Lake County Auditor-Treasurer Office; and, Lyle Eidelbes and Jaci Nagle as Executive Director and Secretary/Treasurer of MCIS.
4. Approve opening of new investor account with PFM MAGIC Fund for MCIS with Lake County acting as fiscal agent. Authorized signers to include Linda K Libal and Ronelle L Radle from the Lake County Auditor-Treasurer Office and Lyle Eidelbes and Jaci Nagle as Executive Director and Secretary/Treasurer of MCIS.
5. Authorize payment to Zuercher Technologies, LLC in the amount of \$23208.00 for the 2019 Zuercher suite software and maintenance (invoice 002349).
6. Approve and authorize the Lake County Auditor-Treasurer to sign the Professional Consulting Services Agreement with GMG (Government Management Group) to prepare and provide the Central Services Cost Allocations Plan for the 2019-2021 plans in the amount of \$3,750 per year for the 3-year agreement.
7. Approve and authorize the Lake County Board Chair to sign the Purchase of Service Agreement with Dr. Jonathan Beyer to provide Mental Health Services for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$20,000.00.
8. Approve and authorize the Lake County Board Chair to sign the Purchase of Service Agreement with Faith Clark, MSW, LGSW, LADC, to provide Chemical Dependency Assessments for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$6,750.00.
9. Approve and authorize the County Board Chair to sign the Memorandum of Agreement with Community Partners to provide community support services for Lake County citizens for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$19,521.00.
10. Approve and authorize the Lake County Board Chair to sign the Purchase of Service Agreement with the Lake County Developmental Achievement Center for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$12,000.00.
11. Approve and authorize the Lake County Board Chair to sign the Purchase of Service Agreement with Lake View Memorial Hospital to provide Women, Infants and Children's (WIC) program services for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$5,040.00.
12. Approve and authorize the Lake County Board Chair to sign the Agreement to Provide Services with Kerry and DuWayne Larson to provide Janitorial Services at the Lake County Service Center, Silver Bay, for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$7,200.00.

13. Approve and authorize the Lake County Board Chair to sign the Purchase of Service Agreement with Christine Oliver-Kneebone, MSW, LICSW, to provide Mental Health Services for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$6,280.00.
14. Approve and authorize the Lake County Board Chair to sign the Purchase of Service Agreement with Jacquelin Sebastian, D/B/A Mediation Consulting Initiative, for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$10,000.00.
15. Approve the two-year appointment of Dr. Ada Helleloid as the Medical Consultant for Lake County for the period of January 1, 2020 through December 31, 2021.
16. Approve and authorize the Lake County Board Chair and Health and Human Services Director to sign the Minnesota Department of Health Title V Maternal and Child Health Block Grant Funds/Follow Along Program Grant Project Agreement for the period of October 1, 2019 through September 30, 2024. Further authorize the Lake County Board Chair and Health and Human Services Director to sign any subsequent amendments during the term of this grant period.
17. Approve and authorize the Lake County Board Chair to sign the Children's Therapeutic Services and Supports (CTSS) Provider Application and Provider Assurance Statements.
18. Approve RTL Construction, Inc. Change Order 1 in the net amount of \$4,148.66 for Highway Maintenance Facility miscellaneous modifications.
19. Approve Sell Hardware, Inc. Change Order 1 in the net amount of \$3,848.51 for Highway Maintenance Facility door modifications.
20. Approve Jamar Company Change Order 3 in the amount of \$4,767.00 for Highway Maintenance Facility winter maintenance during construction.
21. Authorize Highway Engineer to sign John Beargrease Sled Dog Marathon special event permit for January 26-29, 2020.
22. Authorize Highway Engineer to sign Julebyen special event permit for December 6-8, 2019 and authorize traffic control assistance.
23. Authorize Highway Department payment in the amount of \$9,000.00 to H & R Construction Company for CSAH 10 guardrail repair.
24. Declare the following surplus supplies and authorize online auction:
 - 1979 Falls 10ft. V-Plow
 - 1992 Falls 12ft One Way Plow
 - 1989 Falls 12ft One Way Plow
 - Lot of 12 215/75R17.5 Tires and wheels
 - Set (2) Axels, Springs, Tires, and Wheel Assemblies that fit 20 Ton Tag Trailer
 - Layton F525 Blacktop Paver
25. Authorize payment in the amount of \$41,630 for Microsoft Office 365 annual software licenses renewal to SHI (Invoice No. B10251614).

26. Authorize payment in the amount of \$13,734 for one-hundred and nine (109) Microsoft Windows 10 Pro licenses to SHI (Quote No. 17661830) upon order and receipt of invoice. This acquisition is required to complete the Windows 7 to Windows 10 migration.
27. Authorize payment in the amount of \$2,691.50 for seventy (70) additional Sentinel One next generation anti-virus protection software licenses to Compudyne (Quote No. COMQ31738). This is the second and final phase of purchasing the replacement software that runs on all County computers for advanced anti-virus protection. The total acquisition cost of Sentinel One is \$7,690 replacing prior investments in Vipre software.
28. Authorize signature authority to County Information Technology (I.T.) Director for the Memorandum of Understanding (MOU) with Zito Media Business. The MOU is a temporary agreement for good faith effort towards a final contract. The final contract or Master Services Agreement shall be submitted for County Board approval.
29. Approve changes to Minnesota Counties Information Systems (MCIS) Hosting Agreement (Sections 4d and 6c) and authorize the Lake County Auditor-Treasurer to sign the revised Hosting Agreement contract between Lake County and MCIS.
30. Authorize the Lake County Board Chair (Certifying Officer) to sign the Request for Release of Funds and Certification for The Two Harbors Comprehensive Project (CDAP-18-0022-O-FY19), and authorize Arrowhead Economic Opportunity Agency (AEOA) Director of Housing Services to submit the Request for Release of Funds and Certification to the Minnesota Department of Employment and Economic Development (DEED Small Cities Development Program (SCDP)). Absent: None

MOTION GOUTERMONT, SECOND HURD: 04 – Approve Lake County Health and Human Services (LCHHS) claims payments in the following amounts, contingent on review:

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| a) Administrative payments | \$ 33,141.85 | |
| b) Region III Adult Behavioral Health Initiative payments | \$ 232,122.23 | Absent: None |

MOTION GOUTERMONT, SECOND HOGENSON: 05 – Approve nomination recommending Lake County Commissioner Jeremy M. Hurd, for a three-year term from January 2020 to January 2023, for membership representing Lake County on the Arrowhead Regional Development Commission (ARDC) and Board of Directors (appointment to be ratified by the ARDC at its Annual Meeting on January 16, 2020). Absent: None

MOTION WALSH, SECOND HOGENSON: 06 – Approve setting the date for a Public Hearing to provide information and receive public input and comments on the proposed Lake County Lodging Tax. The date proposed was Tuesday, December 3, 2019. When a public hearing date is confirmed, a Public Notice will be published in the legal notices section of Lake County's official paper of record. Absent: None

MOTION HOGENSON, SECOND HURD: 07 – Approve the change in employment status of Mark Palmer, Mechanic, due to completion of probation effective November 20, 2019. Absent: None

MOTION WALSH, SECOND GOUTERMONT: 08 – Approve the recruitment for one full-time Accounting Technician. Absent: None

MOTION HURD, SECOND HOGENSON: 09 – Adjourn Board of Commissioners' meeting at 4:25 p.m. Absent: None

The Lake County Board of Commissioners will convene for the following meetings:

- Tuesday, November 19, 2019, at 6:00 p.m. Meeting of the Committee of the Whole (COW). Law Enforcement Center, 613 Third Avenue, Two Harbors, Minnesota.
- Tuesday, November 26, 2019, at 2:00 p.m. Regular meeting, Lake County Service Center, Split Rock River Room, 616 Third Avenue, Two Harbors, Minnesota.
- Tuesday, December 3, 2019, at 2:00 p.m. Regular meeting, Lake County Service Center, Split Rock River Room, 616 Third Avenue, Two Harbors, Minnesota.

ATTEST:

Laurel D. Buchanan
Clerk of the Board

Rich Sve, Board Chairperson
Lake County Board of Commissioners