

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

Tuesday, November 26, 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. Board members 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 WALSH, SECOND HURD: 01 – Approval of the agenda. Absent: None

Clerk of the Board Laurel D. Buchanan provided a correction from the Land Commissioner regarding a comma placement in a dollar amount stated in the consent agenda.

Board Chairperson Rich Sve opened the floor for public comments. No comments were made at that time. The Board of Commissioners meeting was recessed at 2:02 pm in order to convene a public hearing on to provide information and receive public input and comments on the closeout activities of Lake County's 2016 Minnesota Department of Employment and Economic Development (DEED) Small Cities Development Program (SCDP), project for Finland, Minnesota. SCDP Contract: CDAP-15-0036-O-FY16. Board of Commissioners meeting reconvened at 2:12 pm with all members present.

Scott Zahorik, Assistant Executive Director and Director of Housing Services for Arrowhead Economic Opportunity Agency (AEOA) and AEOA staff member Jodie Mattila were in attendance. Mr. Zahorik provided an update on Lake County's 2019 Minnesota Department of Employment and Economic Development (DEED) Small Cities Development Program (SCDP) Two Harbors Comprehensive project, for targeted areas of the City of Two Harbors, Grant Number CDAP-18-0022-O-FY19. SCDP helps cities and counties with funding for housing, public infrastructure and commercial rehabilitation projects. Mr. Zahorik reviewed the environmental clearance process that is a required process before we receive the authority to use grant funds.

Mr. Zahorik reviewed several documents for signature for the County Board of Commissioners to adopt and sign off on the clearance and other policies and procedures for the project. With the Certificate of Categorical Exclusion, we acknowledge that we are not changing the footprint of the buildings. SCDP projects are for rehabilitation, not for additions. The Residential Anti-displacement and Relocation Assistance Plan addresses provisions for people's residence for the duration of the project. Normally people are able to stay in their homes during the project. However, if there is a health or safety concern such as the presence of lead-based paint or asbestos, relocation is an eligible use of funds. Mr. Zahorik talked about how the loans are structured. If homeowners stay in their homes for the entire seven (7) years, the loan is forgiven. If homeowner moves before the seven-year mark, the loan recipient would need to repay funds per the loan structure. Money received from loan payments is program income. Grant recipients report program income to DEED. County Auditor Linda Libal confirmed that Lake County has received program income. Mr. Zahorik also talked about hardship cases when people are unable to afford the match for a needed rehabilitation project. Program income may be used to help in certain hardship situations.

MOTION HURD, SECOND GOUTERMONT: 02 – Adopt the following documents and policies for the Lake County/Two Harbors Comprehensive Project, Grant Number CDAP-18-0022-O-FY19 through the Minnesota Department of Employment and Economic Development (DEED) Small Cities Development Program (SCDP). Further, this resolution authorizes the Board Chair to sign documents requiring signature.

- Broad-Level Tiered Environmental Review
- Certificate of Categorical Exclusion Environmental Activities for SCDP Projects
- Fair Housing Plan of Action
- Lake County/Two Harbors Program Income Plan
- Lake County/Two Harbors Section 3 Plan
- Request for Release of Funds and Certification
- Residential Anti-displacement and Relocation Assistance Plan
- Signature Authorization for the SCDP Disbursement Request Form
- 2019 Lake County/Two Harbors SCDP Commercial Rehabilitation Deferred and Installment Loan Program Policies and Procedures Handbook
- 2019 Policy and Procedure Handbook for the SCDP Owner Occupied Housing Rehabilitation for the Lake County/Two Harbors Comprehensive Project
- Contract Agreement for SCDP Administrative Services by and between Lake County and Arrowhead Economic Opportunity Agency, Inc. (AEOA) of Virginia, Minnesota. Absent: None

County Administrator Matthew Huddleston provided updates on several items of county business. The next Lake County Lodging Tax Public Meeting is scheduled for 6:00 p.m. on Thursday, December 12, 2019, in the Beaver Bay Community Center, to obtain input regarding the proposed adoption of a 4% Lodging Tax effective county-wide. The meeting will give the public opportunity to provide input, ask questions and get the latest updates. Administrator Huddleston discussed a draft resolution approving special legislation. Some municipalities currently have lodging taxes implemented; the county would work with each entity to rescind the local lodging taxes and implement the countywide tax. There was a question about guidance for townships regarding the process of rescinding the local lodging tax. Vacation rentals and campgrounds would also be subject to the tax. Administrator Huddleston will research and advise on the process to adopt an ordinance. The lodging tax public hearing may be scheduled to take place after the New Year. Mr. Huddleston reminded attendees about the upcoming budget presentation on December 3, 2019.

Lake County Auditor Linda Libal reported that the Lake County Auditor's Office received a visit from Minnesota Secretary of State Steve Simon. One topic that Mr. Simon discussed was cybersecurity. Ms. Libal advised that Lake County Auditor's Office is preparing for the Minnesota presidential nomination primary. Ms. Libal updated the Board of Commissioners on the county's intern posting, staff training, and polling locations. In 2016 legislation was passed establishing a presidential nomination primary, beginning with the 2020 presidential election cycle. The current election law specific to the presidential primary is in Minnesota Statutes Chapter 207A and Minnesota Rules Chapter 8215. The presidential nomination primary will take place on Tuesday, March 3, 2020. Each major party will have a separate ballot. Only major parties will participate. Only presidential candidates from a major party will appear on the presidential primary ballot. Voters will be required to indicate the name of the political party they wish to vote for, and that choice will be marked in the polling place roster. The voter will only be provided the ballot that corresponds to that party. If a voter refuses to select a party, they will not be able to vote in the presidential nomination primary. County's

costs associated with conducting the primary are reimbursable. A process for state reimbursement of local government costs is provided in the law.

Commissioner Hurd left the meeting at 2:57 p.m. Lake County Highway Engineer Krysten Foster updated the Board of Commissioners that the Minnesota Counties Intergovernmental Trust (MCIT) final review is complete. Ms. Foster discussed the potential salt shortage, reviewed plowing resources and discussed service delivery impacts anticipated with the upcoming winter storms. Commissioner Hurd returned to the meeting at 3:00 p.m. Ms. Foster advised attendees of Lake County's Facebook post, titled Snow-Covered Roads Expected. The post reads: "The Highway Department is preparing to deploy all available resources to manage tonight's and this weekend's forecasted snowstorms. Paved highways will be prioritized, but service delays are expected. Some gravel roads may not be plowed until the second day of a storm. Plan to leave early to reach your destination on time and know that we are working to restore normal service levels as soon as possible. Thank you for your patience, and please travel safely this holiday season."

Lake County Emergency Management Director BJ Kohlstedt gave a brief overview of the items that she has brought forward for board action today. Ms. Kohlstedt advised that the 2019 Agreement for Emergency Management Performance Grant (EMPG) funding is an annual grant through the State of Minnesota, Homeland Security and Emergency Management (HSEM), a division of the Minnesota Department of Public Safety. This is the annual grant from HSEM to support Lake County's Emergency Management activities. The 2019 amount of the grant is \$16,835.00. The required 100% County match is provided by the Emergency Management budget, including personnel salary and benefits. The EMPG grant is 1.3% lower than last year.

Ms. Kohlstedt reviewed that the Firewise coordinator contract for wildfire mitigation is on for board action. This will be Todd Armbruster's third year as Firewise coordinator. This is the tenth year of Firewise Coordinator Service Agreements to manage wildfire mitigation grants, partner with other agencies (United States Forest Service (USFS) and Minnesota Department of Natural Resources (DNR)) on fuels management, and work with homeowners on improving Firewise properties and communities. The 2020 contract will be with Todd Armbruster of Boreal Basics LLC. Todd is familiar with the residents, resources, contractors and fire landscape of Lake County. He is also the Firewise Coordinator for Cook County and works closely with the St. Louis County Firewise Coordinator on shared projects. Todd updated our Community Wildfire Protection Plan (CWPP) and Hazard Mitigation Plan (HMP) in 2017, and managed multiple grants from the USFS and DNR. Ms. Kohlstedt advises that Mr. Armbruster has developed good relationships with all our partners and contractors and done an excellent job on each of these projects.

Ms. Kohlstedt submitted the 2019 Lake County Emergency Operations Plan (EOP) for County Board of Commissioners' review and approval. The State of Minnesota requires the document to be reviewed and approved by resolution and signed by the County Board of Commissioners every four (4) years. The EOP complies with the 71 components of the MNWALK checklist for content. During the other three years of the four-year cycle, the Plan is reviewed and approved by a peer group (Cook County Emergency Management), the HSEM Regional Program Director, and a Regional Review Committee, respectively. The 2019 updated EOP was reviewed by County Administrator Matthew Huddleston with Emergency Management Director BJ Kohlstedt on November 18, 2019, before being submitted to the County Board of Commissioners for approval. The EOP was updated to reflect the change that Lake County Emergency Alerts are now provided by Everbridge. Lake County Human Resources (HR) and Information Technology (I.T.) departments provided updates for the employee list. Ms. Kohlstedt discussed the continuity of operations plan, essential services,

lines of succession, alternate facilities, volunteers, and the requirement to evacuate pets with their people. Pet sheltering plan defines pets.

Lake County Environmental Services Director Christine McCarthy advises that two (2) new Interim Use Permits (IUPs) and two (2) renewal IUPs are on for board action today. Ms. McCarthy reviewed a workplan for One Watershed, One Plan (1W1P) at the Committee of the Whole. Extension of the Moratorium was approved at the November 12 meeting. Lake County Public Health will be proposing ordinance changes and public meeting will be scheduled after Board of Commissioners receives the proposed ordinance changes.

Thye-Blatnik funding discussions continue regarding the 2018 Boundary Waters Canoe Area Wilderness (BWCAW) Appraisal and the United States Forest Service (USFS) proposed reduction in the appraised value of the BWCAW lands in our counties (Lake, St. Louis, and Cook counties). U.S. Congressman Pete Stauber has a meeting tomorrow with United States Department of Agriculture (USDA) Deputy Secretary Censky. The counties' appeal is that the appraisal should be reevaluated for highest and best use of the land. The report is supposed to be finalized at the end of this month (November 2019).

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

1. Approve County Board of Commissioners' meeting minutes from November 12, 2019.
2. Approve Health and Human Services (HHS) claims payments in the following amounts:
 - a. Administrative payments \$ 24,726.66
 - b. Region III Adult Behavioral Health Initiative payments \$ 193,889.96
3. Approve and authorize the Board Chair to sign the 2019 Agreement for Emergency Management Performance Grant (EMPG) funding from the Minnesota Department of Homeland Security and Emergency Management (HSEM).
4. Approve and authorize the Board Chair to sign the Firewise Coordinator Service Agreement with Boreal Basics LLC, at the rate of \$32.00/hour, to manage wildfire mitigation and property protection services and projects through December 31, 2020).
5. In support of a USGS 3D Elevation Program (3DEP) grant application to be submitted by the Minnesota 3D Geomatics Committee, the Minnesota Geospatial Information Office and MnGEO, Lake County pledges \$10,000 from the Resource Development Fund as matching funds for a high density LiDAR project, high resolution elevation data collected in the form of light detection and ranging (lidar) topographic mapping technology in order to support forest inventory mapping.
6. Adopt findings by the Planning Commission for Interim Use Permit (IUP), I-19-022, for David Hendren.
7. Adopt findings by the Planning Commission for Interim Use Permit (IUP), I-19-023, for Jessica Flotterud.
8. Adopt findings by the Planning Commission for Interim Use Permit (IUP), I-19-024, for Tim and Sandra Oliver.

9. Adopt findings by the Planning Commission for Interim Use Permit (IUP), I-19-025, for David Nobbe.
10. Award bid to Larson Services and approve the 2019/2020 snow plowing and removal contract rates for the and the County Courthouse/Law Enforcement Center and Human Services Building parking lots per recommendation from the Lake County Facilities Maintenance Manager.
11. Approve the recommended workplan as approved by the Lake Superior North Watershed Plan Policy Committee for FY 2020 for the Lake Superior North Watershed Plan implementation funding.
12. Approve and authorize the County Board Chair to sign the Purchase of Service Agreement with Accend Services, Inc., to provide Adult Mental Health Targeted Case Management Services for the period of January 1, 2020 through December 31, 2020.
13. Approve and authorize the County Board Chair to sign the Purchase of Service Agreement with the Human Development Center (HDC) to provide Adult Mental Health Targeted Case Management Services for the period of January 1, 2020 through December 31, 2020.
14. Approve and authorize the County Board Chair to sign the Purchase of Service Agreement with the Human Development Center (HDC) to provide Community Mental Health Services for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$80,000.00.
15. Approve and authorize the County Board Chair to sign the Purchase of Service Agreement with the Human Development Center (HDC) to provide Serious and Persistent Mental Illness (SPMI) Supported Employment Services for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed 15,000.00.
16. Approve and authorize the County Board Chair to sign the Purchase of Service Agreement with the Human Development Center (HDC) to provide community support services for Lake County residents at the Waterfront Center for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$59,900.00.
17. Approve and authorize the County Board Chair to sign the Purchase of Service Agreement with the Human Development Center (HDC) for Employment and Training Services for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$41,600.00.
18. Approve and authorize the County Board Chair to sign the Memorandum of Agreement with Northshore Area 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 \$22,000.00.
19. Approve and authorize the Lake County Board Chair to sign the Purchase of Service Agreement with North Shore Horizons for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$14,000.00.

20. Approve and authorize the Lake County Board Chair to sign the Purchase of Service Agreement with the Center for Alcohol and Drug Treatment for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$10,000.00.
21. Approve and authorize the Lake County Board Chair to sign the Purchase of Service Agreement with Saprina Matheny, D/B/A Paradigm Therapy Services, for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$30,000.00.
22. Approve and authorize the Lake County Board Chair to sign the Purchase of Service Agreement with HP Phycological Services, for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$20,000.00.
23. Approve and authorize the Lake County Board Chair and Lake County Attorney to sign the State of Minnesota Department of Human Services County Grant Contract #167875 for the provision of Children's Mental Health Screenings for the period of January 1, 2020 through December 31, 2020.
24. Approve resolution sponsoring City of Silver Bay Transportation Alternatives grant application for 2024.
25. Approve resolution reappointing Dr. A. Quinn Strobl, Anoka County Medical Examiner, to be Lake County Medical Examiner, through December 31, 2022.
26. Approve and authorize the Board Chair to sign the 2019 Lake County Emergency Operations Plan (EOP).
27. Approve payment to Low Impact Excavators for \$112,151.76 for work done on the Prospectors Loop ATV trail up to September 30th, 2019 (Change Order No. 3, Payment Application No. 2).
Absent: None

MOTION WALSH, SECOND GOUTERMONT: 04 – Approve and authorize County Board Chair to sign the resolution to extend the interim moratorium for the vacation rental of non-traditional structures in all zoning districts within the unincorporated areas of Lake County. This moratorium will be in effect until November 26, 2020. Absent: None

MOTION WALSH, SECOND HOGENSON: 05 – Approve the change in employment status of Dustin Sibik, Facilities Maintenance Worker, due to completion of probation effective November 21, 2019. Absent: None

MOTION HOGENSON, SECOND HURD: 06 – Approve the resignation of Richard Kempfert, Sign Maintenance Worker, effective November 22, 2019. Absent: None

MOTION WALSH, SECOND GOUTERMONT: 07 – Approve the recruitment for one full-time Sign Maintenance Worker. Absent: None

MOTION HURD, SECOND WALSH: 08 – Approve and authorize the Lake County Board Chair to sign the renewal Agreement for Shared Highway Engineer Services between the County of Lake and the County of Cook. The term of this agreement shall commence the 1st day of January, 2020, and continue in full force and effect until May 13, 2022. Absent: None

MOTION GOUTERMONT, SECOND HOGENSON: 09 – Approve additional compensation for Krysten Foster, County Engineer, in the amount of \$20,000 annually, while acting in the capacity of Cook County Engineer under the Agreement between Lake and Cook County for Shared Highway Engineer Services, effective January 1, 2020. This arrangement replaces the previous amount that was approved on February 23, 2018, regarding additional compensation. Absent: None

MOTION HURD, SECOND GOUTERMONT: 10 – Adjourn Board of Commissioners' meeting at 3:30 p.m. Absent: None

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

- 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.
- Tuesday, December 17, 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