

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

Tuesday, March 24, 2020. Lake County Board of Commissioners' Board Meeting was held in the Lake County Service Center, Split Rock River Room, located at 616 Third Ave, 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, and District 5 Commissioner Rich Sve. Board Members Absent: None. Unless otherwise stated, all actions have been approved by unanimous yeas.

Also present: Lake County Administrator Matthew Huddleston and Lake County Health & Human Services (LCHHS) Director Lisa Hanson. In attendance by telephone: Lake County Emergency Management Director BJ Kohlstedt and Laurel D. Buchanan, Clerk of the Board. The meeting was made available to the public to join remotely by telephone by dialing 1-888-742-5095 and entering Participant Code: 7635925916. In-person attendance is not allowed at this time. Lake County buildings are closed to the public due to the Novel Coronavirus Disease (COVID-19) pandemic.

Board Chairperson Rich Sve called the meeting to order at 2:00 PM and led the recitation of the Pledge of Allegiance. Board Chair Sve announced changes to the agenda. Clerk's Correspondence was removed from the agenda. Public Comments will not be heard during the board meeting during this time of closure. Written comments are welcome and may be submitted in writing by email to clerk.board@co.lake.mn.us or by United States Postal Service (USPS) mail addressed to Lake County Service Center, Attn: County Administrator Matthew Huddleston, 616 Third Avenue, Two Harbors, MN 55616.

MOTION HURD, SECOND WALSH: 01 – Approval of the Agenda, as amended. Absent: None

Board Chairperson Rich Sve reviewed that the three public hearings that had been scheduled for today have been cancelled and are postponed, to be taken up at a later date. LCHHS Director Lisa Hanson updated the Board of Commissioners regarding actions being taken to mitigate the spread of COVID-19. The Minnesota Department of Health (MDH) is providing guidance. Information Technology (I.T.) staff members are working to get staff set up to work remotely to continue services to the community by telephone and teleconference. Approximately 40% of Lake County staff will work remotely during this time of closure. Ms. Hanson reviewed proposed resolutions that will allow Lake County to obtain services, supplies and equipment to further the county's response to the COVID-19 pandemic with state and federal funds designated for that purpose. Ms. Hanson advised that the Public Health Response Team is working with community stakeholders. When clients are required to stay home and isolate or quarantine, the county helps pair the person in need to a volunteer from our volunteer pool to make sure they have what they need. We encourage people to stay home.

Lake County Emergency Management Director BJ Kohlstedt updated the Board of Commissioners regarding virtual regional meetings with the State of Minnesota Homeland Security Emergency Management (HSEM). Shelter-in-Place statewide is being considered. Ms. Kohlstedt talked about the need for Personal Protective Equipment (PPE) such as N95 masks. Donations of PPE will be distributed to emergency medical services (EMS) providers and hospital workers. We are working with regional partners and neighboring counties in sharing resources and community mitigation strategies. Ms. Kohlstedt talked about different public opinions regarding mitigation efforts. Some people may

believe these efforts are “too much too soon” while others may believe these efforts are “too little too late” to slow the spread of COVID-19. Ms. Kohlstedt advises that we are planning for worst case scenarios. Plan for the worst; hope for the best.

The Minnesota Department of Health (MDH) defines different tiers (Tier 1 and Tier 2) for workers provide essential services to community members. Tier 1 areas include healthcare and public health, law enforcement, public safety and first responders, food and agriculture, judicial branch (essential services), National Guard, educators and school staff providing care for critical workers in Tier 1 or Tier 2. Tier 2 list includes energy, water and wastewater, transportation and logistics, public works, communications and information technology, other community-based government operations and essential workers, critical manufacturing, hazardous materials, financial services, chemical, defense industrial base, charitable and social services organizations, shelters for displaced individuals, state workers essential to the continuation of Minnesota Unemployment Insurance. Ms. Hanson left the Board of Commissioners meeting in order to listen to the Minnesota Governor’s press conference that was simultaneously underway.

Lake County Administrator Matthew Huddleston reviewed that Lake County buildings are closed to the public due to the COVID-19 pandemic. We encourage communication via phone and email. We have drop off boxes located at the Lake County Service Center in Two Harbors, Minnesota. At this time, the landfill will continue with its original hours. The Recycle Center will have limited hours, due to staffing. Board members provided direction to the County Administrator to continue working through numerous items that need to be addressed for the COVID-19 response. We are working with Human Resources (HR) on an appropriate staffing approach for protecting staff and protecting public.

LCHHS Director Lisa Hanson returned to the Board of Commissioners meeting and provided an update that no new orders were issued today (March 24, 2020). The Governor asks that people abide by social distancing guidelines. During the question and answer session after the conference, he advised that data is showing that social distancing is flattening the curve. Board members were advised that a shelter-in-place order can include specific restrictions. There were questions about enforcement of travel restrictions. That order would have to come from the Governor.

Board members discussed the board meeting schedule for the near future. We are cancelling meetings scheduled in other locations, such as the Committee of the Whole (COW). At this time there is no travel to other locations. Commissioners discussed changing the time and location of those meetings and emphasized the importance of continuing with weekly meetings. COW and agenda meetings normally are not action meetings; however, the amended board meeting schedule will make all action meetings, for response to COVID-19. Board members thank our staff for pulling together and stepping up in these unprecedented times.

Board members support the Stay Home Minnesota campaign. Stay at home means that: stay at home. If it’s not necessary, please don’t travel. Committee meetings and staff meetings can be accomplished through the use of technology resources such as Zoom. Commissioners discussed that now more than ever we rely on fiber in Lake County. Commissioner Sve provided updates on the work of the Blandin Foundation Strategy board and Minnesota Broadband Coalition. Commissioners discussed the

importance of broadband access in Rural America, especially with so many people working from home, participating in online education, and providing health care services over the Internet.

Board Chairperson Rich Sve inquired about updating the Commissioners' Committee Assignments to include the COVID-19 Core Team. Board members discussed the general consent and intent of the Board of Commissioners providing that authority to the Board Chairperson to serve on the committee on behalf of Lake County.

One item was removed from the consent agenda for separate board action.

MOTION WALSH, SECOND GOUTERMONT: 02 – Approve Consent Agenda, as amended:

1. Approve Board of Commissioners' meeting minutes of March 10, 2020.
2. Approve Emergency Meeting minutes of March 19, 2020.
3. Approve resolution for Gahm/Dufresne, heirs of Jaques, for repurchase request of Parcel ID 26-5607-21870.
4. Authorize payment to St. Louis County (Invoice # IN-00000103) in the amount of \$10,240.07 for 2019 Recycling Services at the Fall Lake Township Transfer Facility.
5. Authorize the County Board Chair to sign the 2020 State of Minnesota Federal Supplemental Boating Safety Patrol Grant Agreement for Lake County Sheriff's Office ("Grantee"). (Minnesota Department of Natural Resources (MN DNR), Contract # 173716, PO# 3-167759, Project ID R29G70CGFFY18).
6. Authorize payment to Compudyne not to exceed \$46,695.00 for annual renewal of two hundred and thirty-five (235) Microsoft Office365 licenses, as presented in quote# COMQ36286 dated March 11th, 2020.
7. Adopt the findings by the Planning Commission for Interim Use Application, I-20-003, submitted by BJ Hilton; initial IUP for Vacation Rental Home at 6430 Hwy 61, Silver Bay, Minnesota, 55614.
8. Adopt the findings by the Planning Commission for Interim Use Application, I-20-004, submitted by Right Path LLC; renewal IUP for Vacation Rental Home at 513 Salakka Rd., Knife River, Minnesota, 55609.
9. Authorize payment to Enterprise Fleet Management (FM) Trust in the amount of \$6,179.10 for the monthly lease payment charges, title fees, maintenance management fees and maintenance completed.
10. Authorize monthly payments to Enterprise Fleet Management as per the signed agreements for Sheriff vehicles. Payments to include monthly lease charges, monthly maintenance management, maintenance charges, fuel, and other applicable charges.

11. Approve the 2020 Toimi Rest Area Contract Renewal, effective May 2020 through October 2020, and authorize the Board Chair to sign the Professional Service Agreement between the County of Lake, State of Minnesota (“County”) and the Toimi School Community Center (“Contractor”). Absent: None

MOTION GOUTERMONT, SECOND HOGENSON: 03 – Approve Health and Human Services claims payments in the following amounts, upon review and approval by Commissioner Goutermont:

- | | | |
|---|--------------|--------------|
| a. Administrative payments | \$ 8,836.09 | |
| b. Region III Adult Behavioral Health Initiative payments | \$ 97,826.21 | Absent: None |

MOTION HURD, SECOND GOUTERMONT: 04 – Approve the change in employment status of Jessica Graham, Mental Health Professional, due to completion of probation effective April 1, 2020. Absent: None

MOTION WALSH, SECOND HOGENSON: 05 – Approve the change in employment status of Leigh Neitzel, Forester, due to completion of probation effective March 30, 2020. Absent: None

MOTION GOUTERMONT, SECOND HOGENSON: 06 – Approve the resignation of Kevin Traster, Facilities Director, effective May 29, 2020. Absent: None

MOTION HOGENSON, SECOND HURD: 07 – Approve the recruitment for one full-time Facilities Director position. Absent: None

MOTION WALSH, SECOND GOUTERMONT: 08 – Approve the resignation of Renee Fuller, Public Health Nurse, effective April 17, 2020. Absent: None

MOTION HURD, SECOND HOGENSON: 09 – Approve the filling of one full-time Public Health Nurse position. Absent: None

MOTION GOUTERMONT, SECOND WALSH: 10 – Approve and authorize the Chair to sign the 2020-2022 Labor Agreement between Lake County and Minnesota Public Employees Association covering Supervisory employees. Absent: None

MOTION GOUTERMONT, SECOND HURD: 11 – Amend Lake County Board of Commissioners’ meeting schedule as follows:

- Cancel off-site meetings of the Committee of the Whole (COW) for the duration that Lake County is in a State of Emergency for conditions resulting from the Novel Coronavirus Disease (COVID-19) outbreak
- COW meetings will have an amended meeting time of 2:00 PM and the new location will be the Lake County Service Center, Split Rock River Room, 616 Third Avenue, Two Harbors, Minnesota.
- Agenda meetings and COW meetings will be action meetings as needed for new board actions for the evolving response to COVID-19. Absent: None

MOTION HOGENSON, SECOND WALSH: 12 – Resolution granting the Chairman of the Board and the County Administrator, or their designees, the authority to execute Purchase of Service Agreements on behalf of Lake County to further the county’s response to the COVID-19 pandemic. Absent: None

MOTION GOUTERMONT, SECOND HURD: 13 – Resolution granting Emergency Management Director BJ Kohlstedt and Health and Human Services Director Lisa Hanson, or their designees, authority to purchase necessary supplies and equipment to further the county’s response to the COVID-19 pandemic with state and federal funds designated for that purpose. Absent: None

MOTION HURD, SECOND HOGENSON: 14 – Adjourn County Board of Commissioners’ meeting at 3:40 pm. Absent: None

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

- Strategic Planning Session at 1:00 p.m. on Tuesday, March 31, 2020, at the Lake County Service Center, 616 Third Avenue, Two Harbors, Minnesota.
- Agenda meeting at 2:00 p.m. on Tuesday, April 7, 2020, will be held at the Lake County Service Center, Split Rock River Room, 616 Third Avenue, Two Harbors, Minnesota. This meeting will be an action meeting if new board actions are needed regarding the Novel Coronavirus Disease COVID-19.

ATTEST:

Laurel D. Buchanan
Clerk of the Board

Rich Sve, Board Chairperson
Lake County Board of Commissioners