

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

Tuesday, April 14, 2020. Lake County Board of Commissioners' meeting was held as a virtual meeting. Board Chairperson Rich Sve and County Administrator Matthew Huddleston were present in the Lake County Service Center, Split Rock River Room, 616 Third Ave, Two Harbors, Minnesota. Other board members were present by video conference. Unless otherwise stated, all actions have been approved by unanimous yeas vote.

Board Members Present: District 1 Commissioner Peter "Pete" R. Walsh, District 2 Commissioner Derrick "Rick" L. Goutermont, District 4 Commissioner Jeremy M. Hurd, and District 5 Commissioner Rich Sve. Board Member Absent: District 3 Commissioner Richard "Rick" C. Hogenson.

Also present: Lake County Administrator Matthew Huddleston, Clerk of the Board Laurel D. Buchanan, Lake County Emergency Management Director BJ Kohlstedt, Lake County Health & Human Services (LCHHS) Director Lisa Hanson, and County Assessor Gregg Swartwoudt.

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 virtual meeting to order at 2:00 PM and announced that at virtual meetings of the Board of Commissioners, all board actions will be done by roll call vote. Clerk of the Board Laurel D. Buchanan will conduct the roll call for each voting member, for each resolution. 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](mailto: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, Minnesota 55616.

MOTION GOUTERMONT, SECOND HURD: 01 – Approval of the agenda. Yeas: Walsh, Goutermont, Hurd, Sve. Nays: None. Absent: Hogenson

Board Chairperson Rich Sve advised that Commissioner Rick Hogenson will be joining later in the meeting. Board Chairperson Rich Sve requested that LCHHS Director Lisa Hanson and Emergency Management Director BJ Kohlstedt to provide updates on mitigation efforts for COVID-19. LCHHS Director Hanson updated the Board of Commissioners regarding current statistics of COVID-19 in Minnesota. Ms. Hanson shared two video clips from the Governor's press conference on April 8, 2020. Lake County is fortunate to not yet have any positive cases; however, residents in rural areas of the state are at higher risk. As Minnesota Department of Health (MDH) Commissioner Jan Malcolm indicated in her April 8 public address, "Past data on Minnesota's population health statistics show that rural Minnesotans are, on average, older, and also have more underlying health conditions than the state population as a whole. Which means they too are at higher risk for severe COVID-19 related illness. That fact, combined with the smaller number of hospital beds and other health resources in rural Minnesota, means we really need people in all corners of the state, rural and urban, to be taking this risk seriously and we need all Minnesotans in all counties to please follow the health and social distancing and stay-at-home guidance." In the same address, Governor Tim Walz stated, two or three cases in a rural hospital is enough to overwhelm the ventilator system.

LCHHS Director Hanson reviewed that Lake County has contracted with Louise Anderson, coordinator to work with administrators and managers of congregate care sites to provide outreach and education based on current MDH guidance, address existing needs, and serve as a point of contact for ongoing needs. Ms. Hanson provided an overview of a map created by GIS Analyst Ross Hoffmann that we are using to help locate HHS volunteers for service referrals. The map shows defined service areas of our area partners, including Northwoods Partners, North Shore Area Partners, Community Partners. The map will be used to help identify referrals, showing distance to addresses of nearby HHS volunteers. Ms. Hanson advised that this map is a fantastic, time-saving tool that will help us provide efficient service. We can use the map now and will be able to use the map for different purposes in the future.

Lake County Emergency Management Director BJ Kohlstedt provided an update on our initiative "Sew What Lake County?!" requesting donations of Personal Protective Equipment (PPE) to distribute to emergency responders and first responders. There is a box inside the foyer of the Lake County Service Center, 616 Third Avenue, Two Harbors, to serve as a drop-off point for donations of cloth face masks. Lake County has purchased 4,000 yards of elastic and will provide elastic and nose-bridging wire to volunteers sewing face masks for this cause. We have also received a donation of sanitizer in bulk from Vikre Distillery in Duluth. Ms. Kohlstedt reviewed that we have contracted with COVID Public Information Officer (PIO) Valerie Marasco Eliassen. Ms. Kohlstedt recommended that Lake County extend its local declaration emergency after 30 days due to continued need for emergency measures, to remain in effect until determined by the Board that the Local State of Emergency may expire. The proposed resolution is on for board action today.

Lake County Emergency Management Director BJ Kohlstedt reviewed that our annual severe weather information notices are taking place this week. Lake County Emergency Alerts for the statewide tornado drill will be sent through Everbridge. We are also in the spring wildfire season. Ms. Kohlstedt advises people to be aware of potential wildfire danger. The Minnesota Department of Natural Resources (DNR) has implemented burning restrictions. DNR burning permits are restricted until further notice. The U.S. Forest Service (USFS) is canceling prescribed burns during the COVID-19 pandemic.

Ms. Kohlstedt informed board members about a study of investigational convalescent plasma collected from individuals who have recovered from COVID-19 (COVID-19 convalescent plasma) during the public health emergency. Centers for Disease Control (CDC) is studying how this plasma may help other COVID-19 patients recover from the disease. Ms. Kohlstedt advises that predicted numbers have been reduced significantly and our mitigation strategies are working. Ms. Kohlstedt discussed the COVID Emergency Management Performance Grant (EMPG) through Federal Emergency Management Agency (FEMA). LCHHS Director Lisa Hanson and Emergency Manager BJ Kohlstedt left the meeting at 2:33 PM.

County Administrator Matthew Huddleston asked Lake County Assessor Gregg Swartwoudt to update board members on the Board of Appeal and Equalization. Mr. Swartwoudt advised on the schedule for the Local Boards of Appeal and Equalization for Fall Lake, Crystal Bay, Silver Creek, and Beaver Bay townships. Lake County Board of Appeal and Equalization is scheduled for June 22. Mr. Swartwoudt discussed that appeals for Local Boards may flow to the County. He is looking at ways to conduct the meetings while practicing social distancing. Mr. Swartwoudt discussed a guided entry approach in which people could be physically present but reduce the number of people in the same room at the same time. Another option may be to conduct virtual meetings in which board members join by video conference and appellants may have the option either to join remotely or to appear in person. We may

have appellants who request virtual meetings. Some appellants may need in-person meetings if they do not have internet access to participate remotely in virtual meetings. The Minnesota Department of Revenue (DOR) has advised County Assessors not to do interior visits until further notice. County Assessors may still conduct site visits for non-interior inspections. Commissioners asked how the Assessor's office staff are doing working remotely. Mr. Swartwoudt advised that staff members communicate throughout the day. There have been some connectivity issues. County Assessor Gregg Swartwoudt left the meeting at 2:54 PM.

County Administrator Matthew Huddleston provided an update on several items of county business. Administrator Huddleston updated the Board of Commissioners on a recent radio interview; this is an example of the value provided by having a Public Information Officer (PIO) help with public messages. Our PIO provided talking points for this radio interview. Mr. Huddleston advised that hours have increased to full-time hours for our Emergency Management Director, retroactive to February 22, 2020. Commissioner Rick C. Hogenson joined the virtual meeting by Zoom at 2:27 PM and later arrived by 3:00 PM at the Lake County Service Center. Administrator Matthew Huddleston discussed recruitment, status of interviews and screening of applications for job openings. Commissioners discussed the possibility of providing after the fact forgiveness on penalties and interest for late payments of property taxes. Administrator Huddleston reviewed that we have selected a service provider for conducting virtual bid openings. Lake County plans to use Bid Express software for bidding out Highway projects and for other department projects. Bid Express training is being scheduled.

Lake County Land Commissioner Nate Eide joined the Zoom meeting at 3:18 PM. Mr. Eide answered questions about the Prospectors Loop project and specialized contractors. Commissioner Pete Walsh left the meeting at 3:19 PM and returned at 3:22 PM. Administrator Huddleston reviewed information about peak projection for COVID-19, with respect to the Governor's order "Stay Home Minnesota." This pandemic could be a lot longer term than May 4. Commissioner Jeremy M. Hurd left the meeting at 3:29 PM and returned at 3:32 PM. Commissioner Rich Sve Sve left the meeting at 3:33 PM and returned at 3:34 PM. Currently the "Stay Home Minnesota" order has been extended through May 4, 2020, and the State of Minnesota Peacetime Emergency has been extended through May 13, 2020.

MOTION WALSH, SECOND HURD: 02 – Approve Consent Agenda as presented.

1. Approve Board of Commissioners' meeting minutes of March 24, 2020.
2. Approve Health and Human Services claims payments in the following amounts:
  - a. Administrative payments \$ 65,134.62
  - b. Region III Adult Behavioral Health Initiative payments \$ 61,441.81
3. Approve Lake County Board Chair to sign Joint Funding Agreement (JFA) with United States Geological Survey (USGS) for the contribution of \$10,000 for the acquisition of high-resolution digital elevation data developed from airborne lidar (Light Detection and Ranging / LiDAR) for use in many applications, including: dam safety assessments, engineering design and design reviews, conservation planning, research, delivery, forest and habitat resource assessment, floodplain mapping, and hydrologic modeling.
4. Approve and authorize the Lake County Board Chair to sign the Purchase of Service Agreement between Lake County and Molly Gadsby, BSN, PHN, for public health nurse services for the period of May 15, 2020 through August 31, 2020.

5. Approve request from Lake County Assessor for abatement of 2020 taxes payable for Parcel ID 29-5362-21100. Property owner qualified for a permanent exemption that was not re-applied for assessment 2019 taxes payable 2020.
6. Accept bid from Solutions 101 LLC in the amount \$620,980.56 for Prospectors Loop ATV - Phase 4 (Bridges and Boardwalks). The project will be funded from State bond and grants.
7. Reject all bids for Prospectors Loop ATV – Phase 5.
8. Authorize early distribution of the county allocation to the Lake County Historical Society due to economic impact of the COVID-19 pandemic.
9. Approve request from the Lake County Recreation Board and authorize the County Auditor to release allocations for 2020 to entities during the COVID-19 pandemic, without the vouchers. These guidelines are intended to simplify the process and reduce the chance of spreading the Novel Coronavirus through the mail.
10. Approve the temporary increase in hours for Emergency Management Director from 32 hours per week to 40 hours per week effective February 22, 2020, for the Novel Coronavirus Disease (COVID-19) pandemic.
11. Approve subordination of an Arrowhead Economic Opportunity Agency, Inc. (AEOA) loan for a homeowner's refinancing mortgage of a home under the Small Cities Development Program (SCDP); authorize the Board Chair to sign the Subordination Agreement between the Subordinator and the Lender.  
Yea: Walsh, Goutermont, Hogenson, Hurd, Sve. Nay: None. Absent: None

MOTION GOUTERMONT, SECOND HOGENSON: 03 – Approve the change in employment status of Rodney Gilbertson, Sign Maintenance Worker, due to the completion of trial period effective April 25, 2020. Yea: Walsh, Goutermont, Hogenson, Hurd, Sve. Nay: None.

MOTION GOUTERMONT, SECOND HURD: 04 – Approve and authorize the Chair to sign the 2020-2022 Labor Agreement between Lake County and AFSCME Council 65 covering Highway Department employees. Yea: Walsh, Goutermont, Hogenson, Hurd, Sve. Nay: None. Absent: None

MOTION HOGENSON, SECOND HURD: 05 – Declare Lake County in a continued State of Emergency for conditions resulting from the COVID-19 outbreak, and approve Resolution Extending the Declaration of a State of Emergency to remain in effect until determined by the Board that the Local State of Emergency may expire. Yea: Walsh, Goutermont, Hogenson, Hurd, Sve. Nay: None. Absent: None

MOTION HURD, SECOND HOGENSON: 06 – Adjourn Board of Commissioners meeting at 4:11 PM. Yea: Walsh, Goutermont, Hogenson, Hurd, Sve. Nay: None.

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

- Committee of the Whole (COW) at 2:00 PM on Tuesday, April 21, 2020.
- Regular meeting at 2:00 PM on Tuesday, April 28, 2020.
- Agenda meeting at 2:00 PM on Tuesday, May 5, 2020.
- Regular meeting at 2:00 PM on Tuesday, May 12, 2020.

ATTEST:

Laurel D. Buchanan  
Clerk of the Board

Rich Sve, Board Chairperson  
Lake County Board of Commissioners