

**Carlton County  
Board of Commissioners  
ADJOURNED SESSION - Rough Draft  
Monday, September 28, 2015  
4:00 p.m.**

The Carlton County Board of Commissioners met this 28th day of September, 2015, in Adjourned Session at the Carlton County Transportation Building.

Chairperson Bodie called the meeting to order at 4:00 p.m. Members present: Bodie, Peterson, Proulx, and Zmyslony. Absent: Brenner.

The meeting opened with The Pledge of Allegiance to the Flag.

Motion by Peterson, seconded by Proulx, and carried by all yea votes to approve the Agenda as amended.

Motion by Zmyslony, seconded by Proulx, and carried by all yea votes to approve the Minutes of the September 8, 2015, Regular Board Meeting.

Motion by Proulx, seconded by Peterson, and carried by all yea votes to accept and approve the August, 2015, Public Health and Human Services Financial Report.

Motion by Peterson, seconded by Zmyslony, and carried by all yea votes to approve Amendment D (budgetary adjustment) to the Vulnerable Children and Adult Plan Agreement by and between Carlton County and the State of Minnesota, Department of Human Services.

Motion by Proulx, seconded by Zmyslony, and carried by all yea votes to enter into an agreement with Waste Management, whereby Waste Management will transport mattresses to Goodwill for recycling. This was the lowest of three proposals (\$159.00 per trip), and all proposals are on file and open for inspection in the Zoning and Environmental Services Offices.

Motion by Zmyslony, seconded by Peterson, and carried by all yea votes, except Brenner, who was absent, to adopt the following resolution: (15-092)

WHEREAS, it has become desirous for the State of Minnesota, acting through its Department of Transportation, to develop a Communications Tower site on Tax Forfeited Lands within Section Thirty, Township Forty-nine, Range Twenty, Red Clover Township); and

WHEREAS, it is in the best interest of Carlton County to work in conjunction with the State of Minnesota to assist in development of said tower site location.

NOW, THEREFORE, BE IT RESOLVED that the Carlton County Board of Commissioners does hereby authorize and approve the leasing of a parcel of Tax Forfeited Lands within Section Thirty, Township Forty-nine, Range Twenty, Red Clover Township) to the State of Minnesota, for the purpose of constructing a Communications Tower. The terms and conditions of said lease will be determined by the County Land Commissioner, County Auditor, and County Attorney. This action is contingent upon review of the County Attorney.

Motion by Proulx, seconded by Peterson, and carried by all yea votes, except Brenner, who was absent, to adopt the following resolution: (15-093)

WHEREAS, the Carlton County Board of Commissioners did previously take action to conduct a Tax Forfeited Landsale (Landsale No. 132) on October 15, 2015, (County Board Resolution No 15-063, dated July 14, 2015); and

WHEREAS, the State of Minnesota, Department of Natural Resources has not given final approval for the sale of certain parcels within said Landsale.

NOW, THEREFORE, BE IT RESOLVED that the Carlton County Board of Commissioners does here by postpone Carlton County Landsale No. 132, scheduled for October 15, 2015. A new date will be set upon the completion of a review by the State of Minnesota.

Motion by Peterson, seconded by Zmyslony, and carried by all yea votes, except Brenner, who was absent, to adopt the following resolution: (15-094)

WHEREAS, the contract with KBB, LLC, International Falls, Minnesota, for the Carlton County – Cloquet Airport FAA AIP No. 03-27-0018-12-14, SP 0902-54, Nine Unit Tee Hangar Construction Project, has in all things been completed and the County Board has been fully advised in the premises.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Carlton County Board of Commissioners does hereby accept said completed project for and in behalf of Carlton County.
2. That the Carlton County Board of Commissioners does hereby authorize the County Engineer to make final payment in the amount of Five Thousand Dollars and No Cents (\$5,000.00) to the Contractor.

Motion by Peterson, seconded by Zmyslony, and carried by all yea votes, except Brenner, who was absent, to adopt the following resolution: (15-095)

BE IT RESOLVED by the Carlton County Board of Commissioners as follows:

1. That the State of Minnesota Agreement No. 1001664, Grant Agreement for Airport Improvement Excluding Land Acquisition, for State Project No. A0904-35 at the Moose Lake – Carlton County Airport is hereby accepted.
2. That the County Board Chairperson, and County Auditor are hereby authorized to execute this Agreement and any amendments on behalf of Carlton County.

Motion by Zmyslony, seconded by Proulx, and carried by all yea votes, except Brenner, who was absent, to adopt the following resolution: (15-096)

WHEREAS: The contract with Northland Constructors, Duluth, Minnesota for C.P. 009-105-002, C.P. 009-107-004 and C.P. 009-115-004, Bituminous Surfacing and Pavement Markings with county road 105, county road 107 and county road 115, has in all things been completed and the County Board has been fully advised in the premises.

NOW, THEREFORE BE IT RESOLVED as follows:

1. That the Carlton County Board of Commissioners does hereby accept said completed project for and in behalf of the County of Carlton.
2. That the Carlton County Board of Commissioners does hereby authorize the County Engineer to make final payment in the amount of Eighteen Thousand Three Hundred Ten Dollars and Sixty-four Cents (\$18,310.64) to the Contractor.

Motion by Peterson, seconded by Proulx, and carried by all yea votes, except Brenner, who was absent, to adopt the following resolution: (15-097)

WHEREAS: The contract with Northland Constructors, Duluth, Minnesota for C.P. 009-115-003 and C.P. 009-114-006, Bituminous Surfacing and Pavement Markings with County Road 115 and county road 114, has in all things been completed and the County Board has been fully advised in the premises.

NOW, THEREFORE BE IT RESOLVED as follows:

1. That the Carlton County Board of Commissioners does hereby accept said completed project for and in behalf of the County of Carlton.
2. That the Carlton County Board of Commissioners does hereby authorize the County Engineer to make final payment in the amount of Twenty-five Thousand Eight Hundred Fifty Dollars and Sixty Cents (\$25,853.60) to the Contractor.

Motion by Peterson, seconded by Zmyslony, and carried by all yea votes, except Brenner, who was absent, to adopt the following resolution: (15-098)

BE IT RESOLVED that the Carlton County Board of Commissioners does hereby authorize and approve the acceptance of an Emergency Communications Board Grant in the amount of \$54,446, from the State of Minnesota.

BE IT FURTHER RESOLVED that the Carlton County Board of Commissioners authorizes and instructs the County Auditor, County Sheriff, and the County Board Chairperson to sign SAID Agreement and Amendments on behalf of the County.

The grant proceeds, including the match amount of \$27,223 (to be provided from the Fond du Lac Reservation Business Committee) will be used to purchase additional radio repeater equipment for the Mahtowa ARMER Tower site.

Motion by Peterson, seconded by Proulx, and carried by all yea votes, except Brenner, who was absent, to adopt the following resolution: (15-099)

WHEREAS, an application was received from Richard Lewis for the repurchase of tax forfeited property in the City of Moose Lake (21-190-0470); and

WHEREAS, this repurchase appears to be in the public interest.

NOW, THEREFORE, BE IT RESOLVED that this repurchase application be approved upon payment in full of the repurchase price.

Motion by Proulx, seconded by Peterson, and carried by all yea votes to authorize staff to proceed with plans for the acquisition and installation of a generator for the Courthouse building on Walnut Avenue in Carlton.

Motion by Proulx, seconded by Zmyslony, and carried by all yea votes, except Brenner, who was absent, to adopt the following resolution: (15-100)

WHEREAS, the Carlton County Board of Commissioners is responsible for the establishment and maintenance of internal controls for the basic operations of the County; and

WHEREAS, one of the basic internal controls to help ensure the accurate reporting of payroll transactions in the County's financial records is having both employee and supervisor signatures on time reports attesting to the validity of time reported as worked; and

WHEREAS, the County currently does not have a policy or procedure addressing the approval of 'non-elected' department heads' time reports; and

WHEREAS, the County Board is aware that the Office of the State Auditor has recommended that the County should adopt a policy or procedure addressing the issue of approval of 'non-elected' department heads' time reports.

NOW, THEREFORE, BE IT RESOLVED that the Carlton County Board of Commissioners does hereby acknowledge the recommendation of the Office of the State Auditor, with respect to the approval of 'non-elected' department heads' time reports and hereby determines that it shall be the policy of the Carlton County Board of Commissioners that the 'non-elected' department heads' time reports shall be attested to only by the individual 'non-elected' department head.

Motion by Proulx, seconded by Peterson, and carried by all yea votes to approve the appropriation of an additional \$10,000 for ongoing legal expenditures (01-001-6263). Said appropriation will come from County reserves.

Motion by Peterson, seconded by Zmyslony, and carried by all yea votes to authorize and approve the submission of a Letter of Support for Mercy Hospital in their efforts to secure a Planning and Transition Grant through the Minnesota Department of Health.

Motion by Zmyslony, seconded by Proulx, and carried by all yea votes to approve the reappointment of Patricia Brandstaetter to a three year term as the Carlton County Representative to the Arrowhead Library System Board of Directors.

Motion by Zmyslony, seconded by Peterson, and carried by all yea votes, except Brenner, who was absent, to adopt the following resolution: (15-101)

WHEREAS, the Carlton County Board of Commissioners did adopt a proposed levy for property taxes to be collected upon all real estate in Carlton County for the year 2016; and

WHEREAS, it is necessary for the Carlton County Board of Commissioners to announce the time and location of a subsequent meeting at which public testimony will be allowed and the final levy and budget will be discussed.

NOW, THEREFORE BE IT RESOLVED that the Carlton County Board of Commissioners does hereby set meeting on December 8, 2015 at the Carlton County Transportation Building at 7:00 p.m. At said meeting public testimony will be allowed and the final levy and budget will be discussed.

Motion by Proulx, seconded by Zmyslony, and carried by all yea votes to approve the expenditure listing for August, 2015, as follows:

Revenue	\$1,215,065.85
Road and Bridge	1,068,225.14
Human Services	1,038,462.23
Motor Vehicle	368,655.99

State Fund	116,329.00
Forfeited Tax	18,825.95
Economic Development Fund	20,082.34
Refunding Fund	64.21
 Total	 <u>\$3,845,710.71</u>

Motion by Proulx, seconded by Zmyslony, and carried by all yea votes to approve the transfer of funds (\$1,500.00) within the 2015 Building Maintenance Expenditure Budget (from line 6412, Operating Supplies to line 6203, Telephone), to facilitate the acquisition of smartphones for Building Maintenance staff.

Motion by Zmyslony, seconded by Peterson, and carried by all yea votes to approve the hiring of outside legal counsel, and the appropriation of up to \$5,000, to assist with a Human Resources issue.

Motion by Proulx, seconded by Peterson, and carried by all yea votes to approve the refilling of a Human Resources Specialist position in the Human Resources Department.

Motion by Proulx, seconded by Peterson, and carried by all yea votes, except Brenner, who was absent, to adopt the following resolution: (15-102)

WHEREAS, the Carlton County Board of Commissioners did previously take action to approve an Economic Development Loan to Coates RV Center North (Carlton County Board Resolution No. 14-075, dated June 23, 2014): and

WHEREAS, the terms and conditions of said Loan indicated a balloon payment was due and payable to Carlton County on September 1, 2015; and

WHEREAS, it has become desirous and in the best interest of Coates and Carlton County to extend said balloon due date by sixty days.

NOW, THEREFORE BE IT RESOLVED that the Carlton County Board of Commissioners does hereby authorize and approve a sixty day extension (until November 1, 2015) in the balloon due date for the Economic Development Loan granted to Coates RV Center North.

Motion by Zmyslony, seconded by Peterson, and carried by all yea votes that this meeting be adjourned.

Attest: \_\_\_\_\_  
Paul G. Gassert  
County Auditor/Treasurer

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Marv Bodie  
County Board Chairperson