

**Carlton County  
Coordinator/HR Office**

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# Carlton County

County-wide newsletter brought to you by the County Coordinator's Office

Issue 01 January/February/March 2016

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## Watercraft Inspectors to be at Carlton County Lakes this Summer

Level 1 Watercraft Inspectors will be hired in May by Carlton County and will be trained by the Department of Natural Resources (DNR) to conduct boat inspections and surveys at public boat landings in the county. The inspectors are part of Carlton County's third year of operating the Aquatic Invasive Species (AIS) Prevention Plan. They will be located at Chub Lake, Island Lake, Tamarack Lake, Eagle Lake, Cole Lake, Hanging Horn Lake, Bear Lake, Hay Lake, Park Lake, Sand Lake, Moose Lake, and Big Lake this summer.

In addition to boat inspections, Carlton County will continue to assist with the treatment of Eurasian Watermilfoil in Chub Lake. Eurasian Watermilfoil was discovered in Bear Lake last year. Carlton County will work with the City of Barnum and the DNR to develop a treatment plan for Bear Lake. Chub Lake and Bear Lake are the only known lakes in Carlton County that are infested with invasive species. More details on the Carlton County AIS Prevention Plan can be found on the Zoning & Environmental Services [website](#).



To prevent the spread of aquatic invasive species, follow these guidelines:

1. **CLEAN** all visible aquatic plants, zebra mussels, and other prohibited invasive species from watercraft, trailers, and water-related equipment before leaving any water access or shoreline property.
2. **DRAIN** water-related equipment (boat, ballast tanks, portable bait containers, and motor) and drain bilge, live well and baitwell by removing drain plugs before leaving a water access or shoreline property. Keep drain plugs out and water-draining devices open while transporting watercraft.
3. **DISPOSE** of unwanted bait, including minnows, leeches, and worms, in the trash. It is illegal to release live bait into a waterbody or release aquatic animals from one waterbody to another. If you want to keep your live bait, you must refill the bait container with bottled or tap water.

### 2016 Health Fair

The Wellness Committee is excited to announce the 2016 Health Fair will be held on Thursday, May 5, 2016 from 11:00 am - 2:00 pm on the 2nd floor of the Community Services Building. All employees and their family members are welcome to visit the vendors, participate in health screenings, enjoy the food, and register for prizes!

## Carlton County Human Resources Staff Participated in Mock Interviews



Carlton County Human Resources staff participated in mock interviews with juniors in the Financial Literacy class at Barnum High School on February 17, 2016. All students did well in their interviews.

## Employee Service Awards



**Tom Shay**  
(IT)  
10 Years

**Carolyn Stolan**  
(PH&HS)  
10 Years

**Corina Christen**  
(PH&HS)  
10 Years

**David Kamunen**  
(Sheriff's Office)  
20 Years

**Gary Beckwith**  
(Building Maintenance)  
20 Years

**Rick Lake**  
(Sheriff's Office)  
25 Years

**Susan Parson**  
(Treasurer's Office)  
25 Years

**Kristine Basilici**  
(Recorder's Office)  
30 Years

# Carlton County Historical Society Initiates Photographic Record of Barns Project

The Carlton County Historical Society has initiated a program to compile a photographic record of Carlton County barns. The Carlton County Historical Society's Barn Committee is attempting to collect and preserve a photographic record of these barns. More volunteers are needed in order to complete the project in a timely manner before the structures are lost to time and weather.

The Barn Committee is asking for help by spreading the word about this project to your township, locating the barns by township and/or address, photographing them and presenting a short program about it to various groups. If you are interested in volunteering or have questions, please contact the Carlton County Historical Society at (218)879-1938.



### JOIN US

Carlton County Historical Society wants you! Help us locate and photograph all the old barns in Carlton County. Join our informal committee or notify us of any barns that you know of, no matter what state of repair they are in.

Contact us at:

Carlton County Historical Society  
406 Cloquet Ave Cloquet, MN 55720  
218-879-1938

[director@carltoncountyhistory.org](mailto:director@carltoncountyhistory.org)



## Blue Cross and Blue Shield Fitness Center Membership Credit

Do you like to exercise? If you exercise the required number of times per month, Blue Cross Blue Shield will provide a \$20 per month credit towards your fitness club membership dues. The amount of the credit cannot exceed the total monthly membership dues.

Active members (at least 18 years old) of qualified Minnesota Service Cooperatives are eligible. If you're eligible, your Blue Cross and Blue Shield of Minnesota member ID card will show the icon in the middle of this article.

A maximum of two qualifying adult Blue Cross members in your household can participate in the program and each can receive up to \$20 credit.

Find a participating fitness center with the health club locator at myBlueCross, the online member center at [bluecrossmn.com](http://bluecrossmn.com). Present your Blue Cross member ID card

to a participating fitness center. Complete an enrollment form at the fitness center. Be sure that all member ID card information is current.

The fitness club tracks your participation and, after verifying your eligibility with Blue Cross, credits your fitness club membership account. There will

be a period of time between the month that you've completed your workout requirement and the time you receive the credit.



## On the Download . . . Tech Tips

**Q. Is there a better way to make comments in reply email text other than different font colors?**

A. Trying to collaborate in email is always a challenge. However, if you have Outlook, you can make your comments stand out using an option, of all things, Stationery. When you compose an email, click the Insert tab

and choose Signature, then Signatures. On the dialog box, you'll see a card or tab labeled Personal Stationery. In the Replying or Forwarding messages section, type your name in the Mark my comments with: field. You can also check Pick a new color when replying or forwarding. Click OK. You can also find these settings in File, Options, Mail and clicking the Stationery and Fonts button. Compose your reply . Separate your comments from the body of the text by a new line to help it be more discernible.



## Severe Weather Awareness Week

During the week of April 11-15, 2016, the Minnesota Department of Public Safety and the National Weather Service will be promoting severe weather safety and emergency preparedness through the media. Each day of the week, a different weather safety topic will be highlighted (please see the list below). This is the perfect time for families, communities, schools, and local businesses to review and talk about their emergency plans and how they can prepare for the upcoming severe weather season. In addition, statewide tornado drills will be held on Thursday, April 14 at 1:45 p.m. and 6:55 p.m.

- Monday - Alerts and Warnings
- Tuesday - Severe Weather, Lightning and Hail
- Wednesday - Floods
- Thursday - Tornadoes (with statewide tornado drills)
- Friday - Extreme Heat

Severe weather normally refers to any dangerous weather event with the potential to cause the loss of life or injuries, significant damage to structures, or any other serious disruption to communities. Forms of severe weather events vary, but all types can be potentially hazardous. Storms, including tornadoes, high winds, hail, lightning, or excessive precipitation, are the most common types in Minnesota. Severe weather can also include excessive heat and drought conditions, which can spark potentially dangerous wildfires.

While severe weather cannot be prevented, there are some simple steps everyone can take to stay safe and protect themselves and their homes whenever severe weather threatens. The pages in this section offer some basic awareness information, safety tips, and links to additional resources about the most common spring and summer weather hazards. In addition to weather information, there are also guides on basic emergency preparedness for individuals,

families, businesses, and communities. Using this site as a guide, learn how to make a plan, build an emergency kit, and stay informed. You can access more information by clicking [here](#).

*(Articles submitted by Carlton County Sheriff's Office Emergency Management Coordinator Peter Neumann. Article credit goes to Homeland Security and Emergency Management.)*

## Minnesota Benefit Association Scholarship Program

The Minnesota Benefit Association (MBA) has sponsored an annual scholarship program for almost 50 years. During that time, 273 scholarships have been awarded to MBA members and their families. The Association is proud to continue this program as one of MBA's many benefits and enable students from communities in every part of Minnesota to continue their education beyond high school.

For any families of Minnesota public employees currently pursuing higher education, the deadline for the Minnesota Benefit Association Scholarship Program is April 15, 2016. Applicants must be a public employee, school district employee, or an elected official in Minnesota, or the child or grandchild of a public employee, school district employee, or elected official in Minnesota. The Scholarship amount is \$1,000.

Scholarship application forms are available by November 1st of every year at school, city and county offices throughout the state. Completed applications must be postmarked by April 15th of the following year. Scholarship winners are chosen based on financial need, academic achievement, vocational goals, employment history, community involvement and an original essay.

Please [click here](#) to apply. Applications can also be received by emailing [scholarship@minnesotabenefitassociation.org](mailto:scholarship@minnesotabenefitassociation.org).

## Assessment Notices will be Mailed Late March, Early April

The 2016 Assessment notices are being mailed out to taxpayers in late March, early April. For the 2016 Assessment, the townships of Twin Lakes and Thomson, and the cities of Carlton and Scanlon were entirely reassessed.

Appealing to your local Township/City Board or the Assessor's office is the first step to appeal your value for the 2017 taxes. The

Assessor's Office will gladly take your calls prior to your meetings. Some townships/cities no longer have a Board of Review. If you would like to know who to appeal to, please call the Assessor's Office at 218-384-9142 and ask to speak with an appraiser concerning your value anytime Monday through Friday between the hours of 8:00 a.m. - 4:00 p.m.

**2016 Carlton County Board of Commissioners**



Dick Brenner  
Member  
218.879.5572

District 1  
[Dick.Brenner@co.carlton.mn.us](mailto:Dick.Brenner@co.carlton.mn.us)



Marv Bodie  
Member  
218.879.2085

District 2  
[Marv.Bodie@co.carlton.mn.us](mailto:Marv.Bodie@co.carlton.mn.us)



Thomas Proulx  
Chairman  
218.348.4288

District 3  
[Thomas.Proulx@co.carlton.mn.us](mailto:Thomas.Proulx@co.carlton.mn.us)



Susan Zmyslony  
Member  
218.380.2170

District 4  
[Susan.Zmyslony@co.carlton.mn.us](mailto:Susan.Zmyslony@co.carlton.mn.us)



Gary Peterson  
Vice Chairman  
218.380.4949

District 5  
[Gary.Peterson@co.carlton.mn.us](mailto:Gary.Peterson@co.carlton.mn.us)

\*Board meetings are held at the Transportation Building on the 2nd Tuesday of every month at 8:30 a.m. and the 4th Monday of every month at 4:00 p.m.

## **Carlton County Recorder Kristine Basilici Selected to Serve as District II Chair for MCRA**

During the Minnesota Association of County Officer's (MACO) annual winter conference Carlton County Recorder Kristine Basilici was selected to serve as District II Chair for the Minnesota County Recorder's Association (MCRA). MCRA District II includes the counties of Aitkin, Carlton, Cass, Cook, Crow Wing, Koochiching, Itasca, Lake, and St. Louis Counties. The responsibilities of the MCRA Districts include:

- Training and education of recorder members, recorder staff and their business partners
- Collaboration between recorder members in order to determine the best practice standards for the industry
- Consultation, examination and

implementation of technological applications for real estate and vital records processes as well as study of appropriate work flows

- Follow-up and action upon proposed legislation that will have a direct impact (both positive and negative) upon county governmental processes within the department

The district chair represents the district within the MCRA and MACO organizations. This position also coordinates the collaborative resources for the district. Kristine celebrates 30 years of employment with Carlton County. She first began working in the Auditor/Treasurer's Office and has now served as the Carlton County Recorder for the last fifteen years. Congratulations Kristine!

## **Carlton County Installs AED's in All County Buildings**

Someone in the United States dies every 1.7 minutes from Sudden Cardiac Arrest (SCA). In fact, according to recent studies reported by the National Center for Health Statistics from the American Heart Association and the United States Fire Administration, SCA has become the leading cause of death among adults over 40 years of age in the United States - outnumbering those from lung cancer, breast cancer, prostate cancer, house fires, hand guns, traffic accidents, and AIDS combined (2015). In 2014, 424,000 adults fell victim to SCA. Approximately 10,000 of those occurred while the victims were at work (Occupational Safety and Health Administration).

For Carlton County, these facts have influenced the decision to place Automated External Defibrillators (AEDs) throughout all staffed county buildings. An AED is a portable electronic device that detects life threatening cardiac arrhythmias. When used correctly, the unit will administer an electrical shock, or defibrillation, that will reestablish an effective heart rhythm. Research has shown that early defibrillation is the single most important intervention in improving one's chance of surviving an SCA. "Each minute that defibrillation is delayed reduces the victim's chance of survival by about 10 percent" (American Heart Association).

Within the last year, Carlton County has

increased preparedness by making AED units accessible throughout the county to decrease the amount of time it takes to get an AED unit to an emergency situation. Currently, Carlton County has chosen to install Philips HeartStart AEDs in fourteen different locations among staffed county buildings. Staff members have been trained to use these AED devices. These machines were selected because they are simple to use, with fully automated voice commands. Once the pads are properly applied, they are able to detect the abnormal heart rhythms in the victim and will administer a shock only if necessary. When the AED does not recommend shock, but the need for cardiopulmonary resuscitation (CPR) is present, it will coach the bystander through the proper administration of CPR, even if that person has not been trained in the technique.

Carlton County believes it is our duty and obligation to make every effort to keep our community safe and has gone to great lengths to make AED units accessible to improve the chance of survival in a sudden cardiac arrest situation. The placement of AED's, along with a management system and training for employees, may mean the difference between life and death for community members and staff.

*(Article written by Carlton County AED Coordinator Rebekah Rud.)*

## Security and Personal Safety Tips with Joe

Volume 1 - Law and Order

Law and order. We have all heard the expression thrown around, but what is it and what does it mean? The term "law" seems pretty straight forward and is likely seen broadly as laws being made by the government and enforced by peace officers such as local police, county sheriff deputies, state patrol (or police), and a variety of federal officials that sure do enjoy using abbreviations.

Order...who keeps order? I suppose peace officers keep order through enforcement of laws, but who keeps order after the laws have been enforced and an arrest has been made? Corrections officers keep order in the jail and prison facilities, an offender or other people coming through the court system are greeted by a completely different "keeper of order". They are the court bailiffs.

As we all know, our car's engine is a piece of equipment with a lot of moving parts and are manufactured in a way that required oil to perform properly. Well, loosely put...the bailiffs are the oil to the court system's engine. They provide a lot of behind-the-scenes functions that allow things to operate smoothly between the court administrations, probation, the public, the attorneys in cases, and of course the judges. More often than not the bailiff's actions go unnoticed. Much of the time the people that the bailiffs are helping, or supporting, are unaware of the things that the bailiffs do to make their experience in the courtroom go smoothly.

Oftentimes bailiffs are former law enforcement officers or corrections officers. Why, you may ask? Well I can only suspect that it is just part of who they are.

Who ARE bailiffs in the Carlton County Courthouse? We are very fortunate to have a former sheriff and former chief-deputy of Carlton County. We also have a bailiff that works in the federal court system and has prior corrections experience. One of the bailiffs is not a stranger to the court system and has several years of experience in court administration. Until recently we had a former police patrol sergeant and federal corrections officer. The tenacity and diligence of these "people-persons" goes a long way in dealing with everyone from the petty offender to the hardened criminals that have done stints in prison. They deal with everything from law enforcement officers and probation agents who need warrants signed, to attorneys who only come out for the cases that catch headlines. They treat everyone with the respect that they deserve and are quick to employ their calming skills on folks that are being out of order.

As if this wasn't enough they deal with everything from enforcement of courtroom



decorum and procedures to protection of juries and judges and their staff.

The bailiffs are the people that keep the wheels of justice turning in the legal system.

*(Joe Mattinen serves as Carlton County Deputy Sheriff/Court Security and is officed in the Carlton County Courthouse.)*

### TXT4Life Annual Conference

The TXT4Life Annual Conference will take place at Timberlake Lodge in Grand Rapids, MN, on Thursday, May 12th. The conference is FREE and open to anyone who would like to attend. Attendees can earn up to 4.5 Clock Hours. Registration is limited, and attendees will need to register by May 1st to guarantee their spot.

Three sets of breakout sessions related to suicide prevention and mental health are available in the afternoon followed by a TXT4Life update, free dinner, and our keynote speaker. This year's keynote speaker is Mark Wick, Head Men's Hockey Coach for St. Scholastica. Mark just finished his 12th season with the Saints and is the program's winningest coach with 147 wins in 11 seasons. Mark used his job as a college hockey coach to hide his mental illness, as emotional outbursts are something frequently seen at many hockey rinks. Between games he was able to mask his depression with humor, and no one was aware of how he was suffering. He will share his story of denial, hitting bottom and how he treats and manages his depression today.

The flyer, which includes more detail, can be accessed on [Carlton County's Website](#) and registration is available [here](#) or by scanning the QR Code. Please contact Meghann Levitt with questions at 218-878-2846.



## Carlton County Committee's

### Building Committee -

2nd Tuesday of the month immediately following the County Board meeting (Transportation Building -TB)

### Committee of the Whole -

1st Tuesday of the month at 4:00 p.m. (TB)

### Diversity Committee -

4th Thursday of the month at 8:30 a.m. (PH&HS)

### Finance Committee -

1st Tuesday of the month at 2:30 p.m. (TB)

### Policy Committee -

3rd Monday of the month at 2:00 p.m. (Law Enforcement Center - LEC)

### Management Team -

1st Tuesday of the month at 8:30 a.m. (TB)

### Supervisors Committee -

3rd Thursday of the month at 2:00 p.m. (Varies)

### Wellness Committee -

1st Wednesday of the month at 8:30 a.m. (PH&HS)

For a more detailed Carlton County Committee list [click here](#).



Are you interested in submitting an article in the next Carlton County Newsletter? Email, mail or fax your articles and pictures by the June 24, 2016 deadline to:

Shanny Hurst  
Carlton County Coordinator's Office  
301 Walnut Avenue, PO Box 510  
Carlton, MN 55718  
Fax: (218) 384-9190  
[shanelle.hurst@co.carlton.mn.us](mailto:shanelle.hurst@co.carlton.mn.us)

\*Please note that all submissions are subject to editing, as needed.

## Commerce Opens Applications Statewide for Made in Minnesota Solar Thermal Rebate

SAINT PAUL, MN—Affordable solar thermal systems are now within reach for more Minnesota homes and businesses. The Minnesota Commerce Department announced that it will offer rebate opportunities beginning March 30, 2016, to all residents, businesses, nonprofits, and government entities as part of its Made in Minnesota Solar Incentive Program. Applications will be reviewed and funded on a first-come, first-served basis until all funds have been fully reserved. Minnesota families may save up to \$2,500, while businesses may save up to \$25,000.

“Solar thermal technology can take some of the unpredictability out of heating costs by adding renewable energy as a complement to current heating sources,” said Commerce Commissioner Mike Rothman. “The rebates will now help make installing solar heating a more affordable option for Minnesota businesses and residents.”

The state's solar incentive program, signed in to law by Gov. Mark Dayton in 2013, includes up to \$250,000 per year in rebates for the installation of “Made in Minnesota” solar thermal systems in the state. The solar thermal system may be installed in residential, agricultural or commercial facilities for, among other uses, space heating purposes.

A solar thermal system is “Made in Minnesota” if its collectors are manufactured in Minnesota and certified by the Solar Rating and Certification Corporation. Currently, collectors certified for the solar thermal rebate program are available from two Minnesota companies: Rural Renewable Energy Alliance (RREAL), which produces the SolarWall and Solar Powered Furnace systems, and Energy Conservation Products and Services, which produces Solarway 6000 solar collectors.

### Who can apply for the solar thermal rebate?

Rebates are now available to all Minnesota residents and businesses. Applications will be accepted through the end of the year or until all solar thermal funds have been fully committed.

### Solar thermal rebate amounts

As established by the Minnesota Solar Incentive Program, up to \$250,000 per year in rebates will be available from through 2023. The solar thermal system rebates are as follows:

- **Single family residential dwellings.** Maximum rebate is the lesser of 25 percent of the installed cost of a complete system or \$2,500.
- **Multiple family residential dwellings.** Maximum rebate is the lesser of 25 percent of the installed cost of a complete system or \$5,000.
- **Commercial installations.** Maximum rebate is the lesser of 25 percent of the installation cost of the complete system or \$25,000.

The systems must be installed by a factory-authorized installer.

The solar PV production-based incentive portion of the Made in Minnesota program accounts for the majority of program funding. Applications for PV funding were available to customers of Xcel Energy, Minnesota Power, and Otter Tail Power from January 1 to February 28, 2016, and funds have been fully committed for the year; recipients were randomly selected and will be notified in April.

The Made in Minnesota Solar Energy Incentive Program is administered by The Minnesota Department of Commerce.

### Commerce is here to help

More information on the Made in Minnesota Solar Energy Incentive Program is available online. Questions about the program can be directed to the Department of Commerce Energy Information Line: 651-539-1886 or toll free at 1-800-657-3710.

## Carlton County HR Office Announces that it Has Begun Accepting Electronic Applications

The HR Office is pleased to announce that, effective April 1, it has begun accepting employment applications electronically. Employment applications may now be submitted for posted positions via U.S. Mail, in person at the HR Office, or via email to [employment@co.carlton.mn.us](mailto:employment@co.carlton.mn.us).

“This institution is an equal opportunity provider and employer.”