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Coordinator/HR Office**

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Carlton County

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

Issue 02 April / May / June 2016

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Second Graduation Celebration for Carlton County Drug Court

Another historical day was celebrated in Carlton County on March 9, 2016. The third floor courtroom at the Carlton County Courthouse was all smiles as Rhonda Peacock, Carlton County Drug Court's second graduate, celebrated her completion of the program.

It was a day of many firsts for the courthouse and for the Drug Court program. It was the first time a Fond du Lac Band of Lake Superior Chippewa Grandfather Drum has been used inside the courthouse – and inside a courtroom. The drummers graciously shared their skills and songs to help honor and celebrate Rhonda's incredible journey. Rhonda is the first woman, the first Native American, and the first graduate of Tagwii Recovery Center to graduate from the Carlton County Drug Court. It was a pride-filled day for everyone involved with Drug Court, and for Rhonda's friends and family, and all wished her well with her continued recovery.

The Grandfather Drum – named In-gaa-wii-to-kaaz, which means "I will help" in Ojibwe – was presented to the Tagwii treatment program in November 2010 by Anishinaabe spiritual advisor and Elder Langford Ogemah from Lake of the Woods, Ontario, Canada. The drum, therefore, has great significance to members of the Fond du Lac Band and was an important and much appreciated addition to Rhonda's graduation celebration.

Michael Munnell, a licensed alcohol and drug counselor at Tagwii, notes the

significance of the drum when it comes to recovery: "Since 2009, in my role as a licensed alcohol and drug counselor at Tagwii Recovery Center, I have observed firsthand the devastating effects which the abuse of and addiction to alcohol, prescription drugs, methamphetamine, methadone, opiates, and more recently heroin has had on our people. I am a firm believer that alcohol and drug addiction is a "spiritual disease," and as such, requires a "spiritual remedy" in order for our people to heal themselves from the spiritual disease. Our drum, by the healing nature of its heart-like drumbeat and songs of its singers, helps our people by helping to heal their wounded spirits which have been ravaged by alcohol and drug addiction."

For additional information regarding the Carlton County Drug Court, please contact Treatment Court Coordinator Jared Hendler at (218)720-1535.



**Commissioner Dick Brenner Honors Jay
Zack for His Nine Years of Service on the
Carlton County Airport Commission of
which He Currently Serves as
Vice Chairman**

Left to right: Commissioner Dick Brenner and Jay Zack

Employee Service Awards



Paula Danelski
(PH&HS)
10 Years

Laura Eng
(PH&HS)
10 Years

Patti Martin
(PH&HS)
20 Years

Mike Soderstrom
(Sheriff's Office)
25 Years

Roxanne Oswald
(Treasurer's Office)
30 Years

Bob Walker
(Building Maintenance)
30 Years

Congratulations and Happy Retirement to our County Assessor Marci Moreland



Assessor's Office staff Back left: Brian House, Ryan Carlson, Bob Martin, Kyle Holmes. Front left: Donna House, Marci Moreland, Carol Tribby, Mandi Rosebrock

Marci started her Carlton County career in 1976 as a summer student worker and began working full time here as a Document Recording Clerk in the Recorder's Office in 1977. Marci started working in the Assessor's Office in 1983 and has lived the American dream and worked her way up to the position of County Assessor which she has held since 2008. Prior to her management position, she was also a Teamster's union steward for 12 years. In her personal life Marci loves to bowl, she has a farm, and she is an excellent gardener. Marci and her husband Gary also have two children and four grandchildren.

When asked what has changed most in her 38+ years at Carlton County, Marci told of how men and women used to have separate break rooms. Segregation is a thing of the past and thank goodness technology has come a long way, too. Marci remembers using handle-pull adding machines for assessment work and a mimeograph to make copies. She then explained that a mimeograph was a duplicating machine that used rollers to force ink through a stencil. Marci mentioned how the old courthouse switchboard used plug in cables and she remembers when it was upgraded to a push button phone system in the late 1970s. Considering that personal computers probably did not become standard work tools until the early 1990s, this shows just how much things have changed during her career. Marci has been a strong advocate for continued implementation of the latest technology for her assessment staff to include: ipads, GIS, and Pictometry.

Another change in the assessment field is the average size of the home which was probably around 900 square feet and sometimes had newspaper for insulation in the 60's and 70's. Currently the average home is now probably closer to 2000-2500 square feet, has superior insulation and much higher quality construction. Marci has seen the full gamut of residential properties from bare minimum to elaborate historical homes within the county. Many people probably don't know that we have several historic homes in Carlton County.

Marci has also witnessed a lot of change across the commercial and industrial sectors. In 2006, she wrote an article titled "SAPPI: Reflecting Back and Looking Forward" that outlines the history of the Cloquet paper mill and the conversion from Potlatch to Sappi in 2002. This article was selected for the Top Pen Award from the Minnesota Association of Assessing Officers for the Best Selected Article, a very nice honor.

One thing that hasn't changed much is the common misunderstanding that the Assessor sets the taxes. The Assessor's Office determines the valuation and classification of each property which is based on the real estate market. This is the determining factor on how much of the "levy pie" each owner has to pay. Another thing that people should be reminded of is that Minnesota State Statute requires a physical inspection of each property every 5 years, which is the reason why the appraisers keep showing up at your door. The Assessor's Office is frequently the front line of the tax system and spends a lot of time helping to educate folks about how government works and how the different county offices can assist citizens. Marci recommends more education for high school students about local government and the responsibility of each county department.

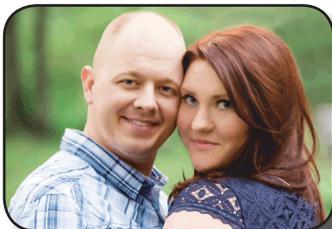
Marci said her favorite thing about Carlton County is the people. "People here are willing to drop everything to help each other out and they are down-right neighborly" she said. This was quite evident during and after the flood of 2012 where Marci played a huge role in coordinating and overseeing the efforts to help home owners get back on their feet. Carlton County is indeed "Minnesota nice" at its best. She likes the fact that this is a close knit community that also has a good variety of businesses.

So, what is next? It will take some time for Marci to adjust to not coming to work each day at the Courthouse and she will certainly not be sitting idle. Marci is going to take some time for herself and to make a new plan for her next chapter. She is considering starting her own business and also wants to volunteer and possibly get back into public service one day. She is looking forward to finding a way to give back to the county that has been so good to her. Carlton County has been and will remain at the center of Marci's life, she says it is all she has ever known, although once her husband retires she is looking forward to traveling more. Her faith will continue to lead her through the life's journey. We all agree, she is young and has a lot to look forward to. Retirement is something that many of us can only dream about.

Thanks for your years of dedicated service to Carlton County, Marci. We wish you a healthy and stress free retirement!

Carlton County Marriage License Applications Now “Joined” with Technology

By: Rhonda Krube and Kristine Basilici



When Kelli Shaw and Trevor Smith arrived at the Carlton County Recorder's Office to apply for

their Minnesota marriage license, they were surprised to learn that they would become the very first couple in the State of Minnesota to test the newly constructed integration of the MOMs online marriage application into Carlton County's automated marriage software system.

The purpose of the integration between the two systems is to allow couples to apply for their marriage licenses either at the County Recorder's Office or to pre-fill out the form before coming into the office. The process allows for more efficiency of time while capturing the data in a digital format from beginning to end, thus limiting errors of interpretation.

The Carlton County Recorder (Kristine Basilici) and staff (Deputy Vital Records Rhonda Krube), with assistance from the MOMs Coordinator for the State of Minnesota (Bonnie Rehder), Carlton County IT staff (Tom Shay), and Tyler Technologies worked together in order to share data from one electronic system MOMs, to another electronic system, Tyler Document Pro Marriages. According to Tom Shay, "Since we were the test county for the MOMs system, it took some work to get it running right. It is now a big time saver for our County Recorder's

Office as well as other offices around the state. Working with the Recorder's Office, Bonnie Rehder and Tyler Technologies allowed for easy implementation, and now the process works great".

Once the few "bumps in the road," were smoothed over, the Carlton County Recorder's Office began assisting couples with the online application process. The couples could indeed apply for their marriage license elsewhere online and finish the process, if they choose to, in the Carlton County Recorder's Office. The MOMs online marriage application process assists



couples from near to far by streamlining the first part of the application procedure; the filling out of the application form. As with other technology advances, the MOMs online system has taken Carlton County away from hand written or typed processes and delivered the office into the electronic technology world of this twenty-first century.

Access to the MOMs online application system may be found on the Carlton County website under "Recorder", then "downloadable forms", then "Marriage License Application" or may be found by clicking: <https://moms.mn.gov/application/>.

On the Download . . . Tech Tips



1. Clone a look you like:

Click on the text you like, then double-click the little paintbrush on your toolbar named Format Painter. Now anything your cursor touches will convert to that style. Single-click the paintbrush icon to turn it off.

2. Increase text size:

Instantly increase text size by highlighting text and clicking Control and [. You will see

quickly how text will look without going to the font size menu.

3. Give clipart a clear background:

Click on the set transparent tool (looks like a pen with an arrow at the end of it), then click on the area you don't want to see. Text can now wrap around the clipart image.

2016 Carlton County Board of Commissioners



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*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.

Windstorms and Tornadoes

With the severe weather and tornadoes that hit the northland on Sunday, June 19th, it is important to have a plan of action in the event a tornado threatens your family, and to rehearse that plan frequently. Such a plan should include what you and your family should do when at home, work, school, or outdoors. The time spent planning now could determine whether or not you survive a tornado.

Windstorms can and do occur in all months of the year; however, the most severe windstorms usually occur during severe thunderstorms in the warm months. Carlton County frequently experiences winds blowing at over 50 knots. According to National Climatic Data Center (NCDC) records, in Carlton County there have been 56 thunderstorm wind events reported between 1970 and 2012, with wind speeds of up to 70 knots. These winds can inflict damage to buildings and in some cases overturn high profile vehicles.

Associated with strong thunderstorms, downbursts are severe localized downdrafts from a thunderstorm or rain shower. This outflow of cool or colder air can create damaging winds at or near the surface. Winds up to 130 miles per hour have been reported in the strongest thunderstorms. Downburst winds can cause as much damage as a small tornado and are frequently confused with tornadoes because of the extensive damage they cause. As these downburst winds spread out they are often referred to as straight-line winds. They can cause major structural and tree damage over a relatively large area.

In Minnesota, the peak months of tornado occurrence are June and July. The typical time of day for tornadoes in Minnesota ranges between 4:00 P.M. and 7:00 P.M. Most of these are

minor tornadoes, with wind speeds under 125 miles per hour. A typical Minnesota tornado lasts approximately ten minutes, has a path length of five to six miles, is nearly as wide as a football field, and has a forward speed of about thirty-five miles an hour and affects less than one-tenth of one-percent of the county warned.

According to the NCDC, 5 tornadoes were reported in Carlton County between 1967 and 2012, causing no deaths or injuries, and \$80,000 dollars in property damage. Tornado classification ranged from F0 to F2 on the Fujita Scale. Carlton County has experienced tornadoes in 5 of the 45 years on record. According to these statistics, there is an 11% chance of a tornado affecting Carlton County each year.

For more information about tornadoes, including safety, please visit the [National Oceanic and Atmospheric Administration \(NOAA\)](http://www.noaa.gov).

During a Tornado

If you are under a tornado warning, seek shelter immediately! Most injuries associated with high winds are from flying debris, so remember to protect your head.

IF YOU ARE IN:	THEN:
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	<ul style="list-style-type: none"> Go to a pre-designated area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. In a high-rise building, go to a small interior room or hallway on the lowest floor possible. Put on sturdy shoes. Do not open windows.
A manufactured home or office	<ul style="list-style-type: none"> Get out immediately and go to a pre-identified location such as the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
The outside with no shelter	<p>If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision. Possible actions include:</p> <ul style="list-style-type: none"> Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park. Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat or other cushion if possible. Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat or other cushion if possible. In all situations: <ul style="list-style-type: none"> Do not get under an overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Security and Personal Safety Tips with Joe

Volume 2 - Run, Hide, Fight

From Barnum, MN, to Orlando, FL, violence can, and does, occur anywhere. Granted, the recent cases in the aforementioned areas are MUCH different in scale, but for each of the greater communities, both of these instances have proven that bad things can happen virtually anywhere.

In the event you find yourself in the middle of an unfolding active event, what WOULD you do? What SHOULD you do? I cannot answer what you would do, but I can tell you what I would recommend and what I understand to be the best practices.

RUN...Run away from the sounds of danger, be it screams, hollering, explosions, gunfire or any other indication that there is an evolving incident. When I say "run," I mean get away and protect yourself and any others that may be with you. Move as quickly and safely as you can to the nearest exit away from the incident. Exits may be regular doors, emergency doors, or even breaking out a window to expedite your escape. While we, as compassionate human beings, want to help others, it is most important to protect yourself and your loved ones. While you are making your escape, you should try to alert others as to the dangers that they may not be aware of. Do not let helping others hinder your own safety. When you are moving toward safety, keep your hands visible and preferably up with your palms exposed. This may seem silly, but first responders (police, sheriffs, State Patrol, or others) will be running toward the source of the danger. When you are moving to a point of safety it would be difficult for first responders to distinguish the innocent victims from assailants if they are unable to make a determination if people leaving were armed with weapons or not.

HIDE...Hide out of the view of the attacker(s). Lock room doors, turn off any room lights, silence your cell phone, remain quiet, and encourage others with you to be quiet as well. If possible, take cover behind large furniture, file cabinets or under a desk. This would not be recommended unless the ability to escape is not an option.

FIGHT...Fighting an attacker should be seen as a last resort, but it is a vital step. While you are hiding out of sight, take a quick inventory of any items that could be used as weapons. I have discussed improvised weapons in previous articles, and they can be very valuable tools when necessary. Examples of improvised weapons may include rocks, sticks, walking canes, staplers, letter openers, fire extinguishers, canned goods, canned or bottled beverages, or just about any hard, edged or cornered solid object. Be creative in your thinking. Once you have determined that escape is not an option, commit to saving your life and the lives of those around you. By "commit," I mean formulate a plan and visualize a plan of

stopping the attacker. Keep in mind that if the attacker is actively trying to kill innocent people, it is time for the innocent majority to stand up and fight. Commit to the fight and execute your plan. This is NOT a time to hold back. It may be a situation of kill or be killed. Click this [link](#) to view a demonstration of these ideas.

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



The Jane Ochrymovic Award for Advocacy Presented to Carlton County Employee



Barb Dougherty presenting award to Dave Hall

The Jane Ochrymovic Award for Advocacy honors Minnesotans for their outstanding advocacy on behalf of elderly and vulnerable adults. As announced on June 15, 2016 at the Minnesota World Elder Abuse Awareness Day Conference, the recipient of the 2016 Jane Ochrymovic Award is Dave Hall, Adult Protection Social Worker for Carlton County Public Health and Human Services.

Dave has filled a number of adult services social work positions during his 15 years with Carlton County Public Health & Human Services including Alcohol and Chemical Use Assessor, Adult Mental Health Services Case Manager, and Adult Protection Worker and Adult Maltreatment Investigator. The award ceremony highlighted his work with members of the Fond du Lac Band as well as his service to the greater Carlton County community. As noted in Phil Norrgard, Director of Fond du Lac Human Services,' nomination letter, "Of greatest importance to American Indians residing in Carlton County and the staff of the Fond du Lac Band, Mr. Hall has served as an effective bridge between people and agencies of the Band and the non-Indian communities.....Mr. Hall has earned the trust of both elected American Indian leaders and community members alike. His reputation for fairness, honesty, respect, and helpfulness has enabled him to be helpful in some of the most difficult situations facing American Indian families."

Dave serves as guardian and arranges for representative payee and/or conservatorship services when individuals need ongoing protective services and informal supports are not available. The expertise he has developed in the area of adult protective services is invaluable to other professionals. He is frequently the advocate staff from the hospitals, nursing homes, and assisted living facilities called upon for expert advice on discharge planning, when making referrals for legal services, or when seeking resource information. In his role as Investigator, he often teams with local law enforcement officers or public health nurses to investigate reports of alleged maltreatment or financial exploitation of vulnerable adults.

In the words of Barb Dougherty, chair of the Jane Ochrymovic Awards Committee, "Our Awards Committee members were in unanimous agreement that Dave Hall be this year's award winner. He has been an exceptional Adult Protection Worker and his connection to Fond du Lac is a model for collaboration."

GIS . . . huh?

Written by GIS Coordinator Jared Hovi

Have you ever heard of the acronym GIS? Does it make you stop and think what does it stand for? What is it? How is it used? If so, you aren't alone.

The GIS software vendor, ESRI, describes it as "A geographic information system (GIS) that lets us visualize, question, analyze, and interpret data to understand relationships, patterns, and trends. GIS benefits organizations of all sizes and in almost every industry. There is a growing interest in and awareness of the economic and strategic value of GIS."

Have you ever used a mapping application to find the best route to an address or local business? These programs are being driven by GIS data technology and concepts.

Ever wonder how emergency management determines needed resources during a natural disaster? GIS analysis helps determine displacement of people, amounts of debris, road closures, and much more. While all this information is beneficial to gather, it's also important in the generation of reports and maps to assist in operations and inform the public.

GIS data is composed of both spatial and tabular information. Think about the home you live in. It's a physical object located in a specific location on the earth (spatial). What color is your house? How many bedrooms does it have? Color and number of bedrooms are descriptors held within a table as associated to the spatial component.

Not all tabular information needs to be stored in GIS data. GIS has the capability to tie into other systems of electronic data, even pictures. If you aren't familiar with the county's core GIS mapping application, I encourage you to visit it at www.carltoncountygis.com. When you find yourself in the application click on an area and you'll find tabular data as associated to a parcel. The information that pops up comes from the county tax system that is maintained by several departments. This is an example of GIS data integrated with a non-GIS system, creating a network of endless possibilities.

GIS is an ever-growing field that brings opportunities to streamline workflows, create better decision making, improve communications, and provide better record keeping. To fulfill those opportunities and take full advantage of all GIS components, data management flexibility, application expansion, and provide software to all county staff, Carlton County entered into an Enterprise License Agreement with ESRI in October of 2015.

At Carlton County, the following areas currently utilize GIS technology: Assessor, Auditor, Extension, Land, Recorder, Sheriff, Transportation/Highway, Zoning and Environmental Services.

GIS is an exciting field of work that is ever-growing. In future articles, I will focus on applications that have been developed for county staff and the public, along with how GIS technology has assisted with workflows and development.

Spatial



Tabular

Tabular Data for Homes			
	Color	Bedrooms	Unique_ID
▶	Tan	3	561

Carlton County Fiscal Supervisor Receives AMSSA Member of the Year Award

Submitted by Carlton County Public Health & Human Services Accounting Unit



Kevin DeVriendt, Fiscal Supervisor for Carlton County Public Health and Human Services (CCPH&HS), was honored to receive the 2016 AMSSA Member of the Year Award on Thursday, June 23 at the Annual AMSSA Conference. AMSSA (Association of Minnesota Social Services Accountants) consists of members who are managers, supervisors, and staff of Minnesota County Human Services agencies responsible for social services fiscal processes. Kevin has been very involved with the Association serving as the AMSSA Secretary/Treasurer in 2005, 2010 and 2015, a Regional Delegate or Alternate numerous times and organizing several AMSSA Regional Meetings in Duluth. Kevin has been the Fiscal Supervisor at CCPH&HS for over 15 years. We are very grateful for our "Conductor" – Kevin DeVriendt – and believe him more than worthy of the 2016 AMSSA Member of the Year Award. Congratulations Kevin!

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 September 23, 2016 deadline to:

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Fax: (218) 384-9190
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*Please note that all submissions are subject to editing, as needed.

"Let's Get Acquainted" with Carlton County GIS Coordinator



What role do you play at Carlton County?

I oversee the operations and management of the county's Geographic Information Systems (GIS). GIS is a growing field of technology that requires this position to stay up on technology trends, database management, end user support, and application development. Not only is it my responsibility to keep up with the trends, but also share it with end users and implement it into viable applications and datasets. GIS is used by many individuals and departments at the county, with the ability to expand to everyone. I find my position rewarding for I get to work with many departments and on a multitude of projects.

What work experiences and education led you to a career at Carlton County?

My interest in GIS first started at Itasca Community College (ICC) when I took an introductory class and found it intriguing. Following a few more Geography and GIS courses at ICC, I later enrolled at Bemidji State University where I obtained my BS in Geography with an emphasis in both GIS and Regional & Land Use Planning. During my years of studying at BSU, I worked for the USDA at both the Farm Service Agency in Bemidji and later at the Forest Service in Cass Lake, putting my GIS education to use. Upon completion of those temporary positions, I found myself in the private sector for a year and a half where I gained a vast amount of knowledge in GIS and the workings of government. In March of 2008, I found my place here at Carlton County. Over the past eight years I've helped develop the county's GIS system as it is today and look forward to expanding it even further.

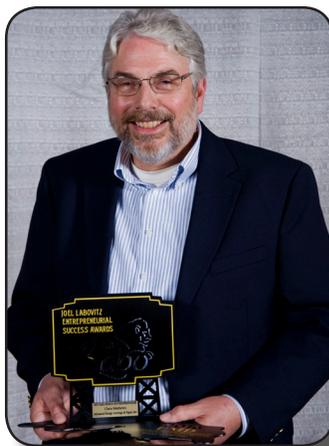
What are your hobbies?

Hunting, fishing, travel, photography, and camping.

Tell us a little about yourself.

I was born and raised in Grand Rapids, MN with a family that had a passion for the outdoors. From hiking in the woods to hunting, I found myself with family nearly every weekend enjoying these activities. In 2004, I met my wife Jada who has the same enjoyment of the outdoors. In 2012, our family expanded with our daughter, Jaena. We continue to spend much of our time fishing, hunting, traveling, and spending time with family.

Advanced Design Awnings and Signs Wins Established Entrepreneur Award



The UMD Center for Economic Development (CED) announced the recipients of its 24th Annual Joel Labovitz Entrepreneurial Success Awards during a luncheon at the

Duluth Entertainment Convention Center on April 20th. UMD Chancellor Lendley "Lynn" C. Black welcomed attendees and Mark Labovitz, the award namesake's son, provided opening remarks before more than 400 business and community leaders.

Since 1993, the Joel Labovitz Entrepreneurial Success Awards have recognized small business owners who have dared to dream, taken risks and invested in the region. This year's award recipients, honored as part of Small Business Week, were selected from 52 nominees from throughout the Twin Ports and Arrowhead Region.

Carlton County's own Advanced Design Awnings and Signs, Chris Mathews, was the winner of the Established Entrepreneur Award. Congratulations Chris!
(Article is credited to UMD Center for Economic Development Small Business Development Center)

"This institution is an equal opportunity provider and employer."

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

www.co.carlton.mn.us