

Carlton County
Board of Commissioners
REGULAR SESSION
Tuesday, February 12, 2019
8:30 a.m.

Carlton County Transportation Building

A. Administrative - Routine

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Approve Agenda
4. Approve Minutes of the January 28, 2019, Adjourned Board Meeting
5. Visitors:
 - a. Employee Service Awards (see H-1)
 - b. 2018 EMS Council Awards
 - c.
 - d.
 - e.

B. Human Services

1. Financial
2. Personnel
3. Administrative
 - a. Purchase of Service Contract Approvals
4. Social Services
5. Public Health Services
6. Income Maintenance
7. Child Support & Collections
8. Commissioner's Comments

9. Human Services Advisory Committee Comments

10. Case Action & Licensing of Foster and Day Care Homes

C. Zoning and Environmental Services

D. Land and Building

E. Transportation

1. Consider adoption of the Transportation Department ROW/Easement Acquisition Policy

F. Public Safety

G. Tax Matters

H. Administrative – Other

1. Employee Service Awards:

10 year - Meghann Levitt - Public Health and Human Services Department
10 year - Thomas Proulx - Commissioner
10 year - Ann Berglund - Public Health and Human Services Department

2. (Re)set the Carlton County Board of Review/Equalization Meeting – 4 p.m. 06/17/19
3. Consider funding requests from the Compliance Funds
4. Accept/approve the December, 2018, Expenditure Listing

5. Grade change for Transfer Station Cashier/HHW Tech position
6. Grade change for Extension Volunteer Coordinator/Horticultuer Assistant Position

I. Unorganized Township Matters

J. Commissioners Comments and Meetings Attended

K. Correspondence

1. Notice of TIF District No. 2 – City of Carlton – Willows Edge Proposed Housing Project

Carlton County EMS Council
2018 Awards Presentation Agenda

Where?

February 12, 2019 @ 8:30 AM

Transportation Building

1630 County Road 61

Carlton, MN 55718

Who is receiving an award? (In order of presentation)

2018, Friend of EMS for Cars Towing

2018, Unit of the Year for Carlton County Dispatch Office

2018, Person of the Year for Royce Lattu

2018, Lifetime Achievement for Dean Wolf

What is the process of the award presentation?

Please dress in your Class A Dress Uniforms.

Please arrive 15 mins early (@0815 AM).

Please bring two copies of your signed nomination letter.

The awards recipients, and the nominators will meet with the local paper to discuss photography.

Photography will consist of, but not limiting to, posing for pictures when the letter is being read, handing off the award, an individual photo, and a group photo.

The local paper and/or the commissioners may want a copy of the letter.

The CCEMS president will start off the award presentation with a speech about CCEMS and the significances of the CCEMS awards. (I am currently writing this and will bring extra copies to the presentation.) Next, we will go into the awards presentation. We will start off with Friend of EMS, Unit of the Year, Person of the Year, and lastly Lifetime Achievement. The new change for this year will be the nominator will read their letter (if they are at all able). When the nominator is finished, I will hand off the award with a handshake. If possible, it would be nice to finish off with a group picture.

If any questions or corrections need to be made please contact me,

Christopher Cassandro

President

Carlton County Emergency Medical Service Council

Cecassandro@gmail.com

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet

B-3a
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 2-12-2019
Via: Paul Gassert, County Auditor/Treasurer
From: Public Health & Human Services
Title of Item for Consideration: 2019/2020 Lutheran Social Services Youth Shelter Purchase of Service Contract
Presenter: Dave Lee/Rhiannon Carey

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution (attached)

Fiscal Impact (check all that apply)

- Item included under current budget Yes No NA
Budget adjustment required Yes No NA
Reviewed by Finance Committee Yes No NA

Staffing Impact

- Duties of a County employee(s) may be materially affected Yes No NA
Applicable job description(s) may require revision Yes No NA
Item may change the department's authorized staffing level Yes No NA
Reviewed by Human Resources Yes No NA

Other

- Reviewed by other Committee, Board or Commission Yes No NA
If yes, what was their recommendation _____

Summary

Approve purchase of service contract with Lutheran Social Services Youth Shelter.

Supporting Attachments

-

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015

Revised April 12, 2016

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet

B-30
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 2-12-2019
Via: Paul Gassert, County Auditor/Treasurer
From: PHHS

Title of Item for Consideration: 2019 Human Development Center (HDC) ACT Services Contract, 2019-2020 HDC General POS Contract
Presenter: Dave Lee/Julie Juntti

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
- Award contract or bid
- Approve by resolution (attached)
- Approve by resolution 2019 HDC Assertive Community Treatment (SCT) Services Contract, 2019-2020 HDC General POS Contract

Fiscal Impact (check all that apply)

- Item included under current budget Yes No NA
- Budget adjustment required Yes No NA
- Reviewed by Finance Committee Yes No NA

Staffing Impact

- Duties of a County employee(s) may be materially affected Yes No NA
- Applicable job description(s) may require revision Yes No NA
- Item may change the department's authorized staffing level Yes No NA
- Reviewed by Human Resources Yes No NA

Other

- Reviewed by other Committee, Board or Commission Yes No NA
- If yes, what was their recommendation _____

Summary

Public health and human services collaborates with HDC to provide integrated, assertive community treatment (ACT) services. Board approval of the 2019 HDC ACT Services POS contract allows for the purchase of psychiatric, RN, and vocational rehabilitation services which meet the statutorily defined requirements for a small ACT team. MA, PMAP reimbursement of ACT services covers the cost of services purchased from HDC. Approval of the 2019-2020 HDC General POS Contract allows for the purchase of adult mental health services as identified and funded through our 2019-2020 state community support program (CSP) grant and children's mental health services.

Supporting Attachments

- _____
- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015

Revised April 12, 2016

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet

B-30
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 2-12-2019
Via: Paul Gassert, County Auditor/Treasurer
From: Public Health & Human Services
Title of Item for Consideration: 2019 Center for Alcohol and Drug Treatment - Detox Transportation Addendum
Presenter: Dave Lee/Julie Juntti

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution (attached)

Fiscal Impact (check all that apply)

- Item included under current budget Yes No NA
Budget adjustment required Yes No NA
Reviewed by Finance Committee Yes No NA

Staffing Impact

- Duties of a County employee(s) may be materially affected Yes No NA
Applicable job description(s) may require revision Yes No NA
Item may change the department's authorized staffing level Yes No NA
Reviewed by Human Resources Yes No NA

Other

- Reviewed by other Committee, Board or Commission Yes No NA
If yes, what was their recommendation _____

Summary

In keeping with the previously approved 2019/2020 CADT detoxification services rate increase, the addendum reflects an increase in detox transportation rates.

Supporting Attachments

CADT - Detoxification Transportation Zones

Motion By _____ Seconded By _____

TO: _____

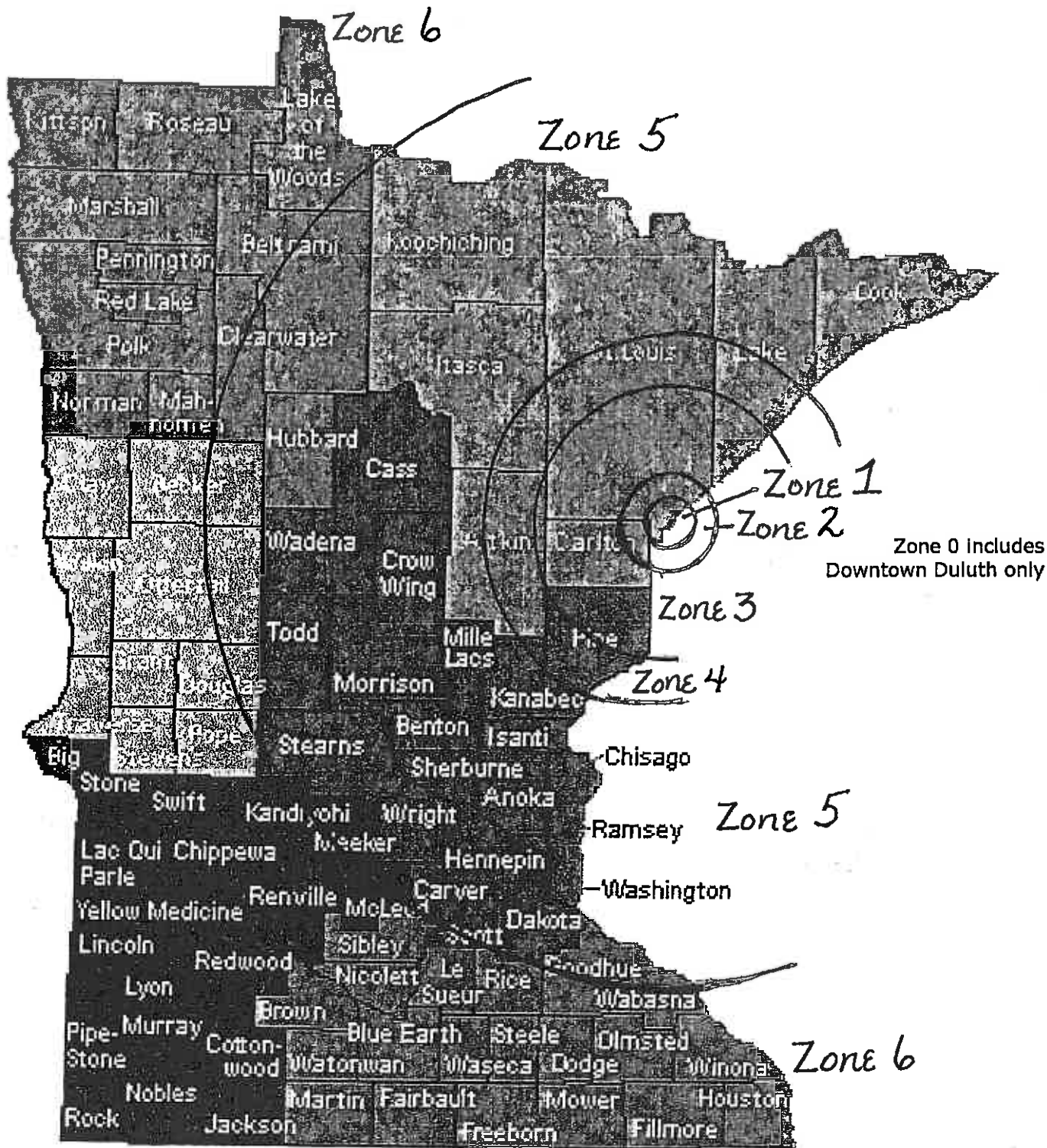
Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015

Revised April 12, 2016

Center for Alcohol and Drug Treatment Detoxification Transportation Zones



Carlton County Board of Commissioners Item for Consideration / Agenda Item Cover Sheet

E-1
Agenda Item #

Approved and Adopted on March 10, 2015

To: Chairperson, Carlton County Board of Commissioners Date: February 6, 2018
Via: Paul Gassert, County Auditor/Treasurer
From: Will Bomier, ROW & Permits Agent/JInYeene Neumann, County Engineer

Item for Consideration: ROW & Easement Acquisition Policy
Requested Meeting Date: 02/12/18 Presenter: JInYeene Neumann

Type of Action Requested (check all that apply)

- Info only, no action requested
- Discussion only with possible future action
- Adopt Ordinance, Policy, or Revision
- Letter/Award Bid or Quote (attach copy of bid/quote comparison)
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize (re)filling staff position
- Request to schedule public hearing/meeting
- Item to be referred to _____ Committee/Commission
- Request by member of the public to be heard
- Item to be table until future meeting on _____
- Item to be addressed in closed session under MN Statute
- Other (please list) _____

Fiscal Impact (check all that apply)

Reviewed by the Finance Committee ___ Yes ___ No
Is this item in the current approved budget: ___ Yes ___ No (attach explanation) ___ Partially _____
What type of expenditure is this? ___ Operating ___ Capital Improvement Project ___ Other (attach explanation) _____
Revenue line or account that funds this item: _____
Expenditure line or account for this item: _____
Budget adjustment required ___ Yes ___ No Budget Year(s) _____
Federal/State Grant Funds applicable ___ Yes ___ No Federal/State Grant No. _____ CFDA No. _____

Staffing Impact (Any yes answer requires a review by Human Resources Department before going to the Board)

Duties of a department employee(s) may be materially affected. ___ Yes No
Applicable job description(s) may require revision. Yes No
Item may impact a bargaining unit agreement or county work policy. Yes No
Item may change the department's authorized staffing level. Yes No

_____ HR Review

Other Impact

Reviewed by other Committee(s). Yes No
If so, which Committee and what was their recommendation? _____

Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Bid/quote comparison worksheet
- Draft County Board resolution
- Copy of previous minutes related to this issue
- Other supporting document(s) (Please list) _____

CC: _____

Provide copies of supporting documentation **NO LATER THAN Thursday at 12:00 p.m.** to make the Board's agenda packet for the following Monday/Tuesday. Items **MAY NOT** be placed on the Board agenda except in emergency situations unless complete documentation is provided for mailing in the Board packets.

Summary:

Requesting Approval to adopt ROW & Easement Acquisition Policy. The policy would establish guidelines for the purchase of ROW and temporary easements.



Carlton County Transportation Department Right of Way and Easement Acquisition Policy

The Carlton County Transportation Department is responsible for the administration, planning, construction, maintenance, and safety of the County's highway system and airports. Each year the County makes efforts to ease traffic congestion, reduce crashes, and increase safety by reconstructing, rehabilitating, and expanding the highway system and airports. As a result the County may be required to purchase property or easements across property owned by individual citizens, groups, businesses, or corporations.

Minnesota law allows the County to acquire property for public purpose such as schools, parks, libraries, recreation facilities, airports, and highways. The Constitution of the United States and the State of Minnesota requires a payment of "Just Compensation" to the owner for the property being acquired or damaged for public use.

The Carlton County Transportation Department shall procure new right of way (ROW) and/or easements in a fair and consistent manner. The ROW and Easement Acquisition Policy will outline the procedures and policy that the Transportation Department will follow when acquiring new right of way and/or easements.

Carlton County shall define permanent right of way and temporary easements as follows:

Permanent Right of Way:

Fee Title: the County purchases and becomes owner of the property for right of way purposes. The County obtains a deed for the property. It changes the amount of property owned, the amount of property taxes assessed, and the property description.

Permanent Easement: the County purchases a perpetual easement across the property. It restricts what a landowner can do on, over, and under the described easement. It gives the County rights to use and maintain the easement area as needed for the purpose it was acquired. It does not change the amount of property owned, it may or may not affect the over market value, and it does not change the property description. The easement is perpetual on the property if it is sold to another party. The easement is valid and in effect perpetually unless the road is abandoned or vacated.

Temporary Easement:

Are acquired when it is necessary to go beyond the permanent right of way or easement needed for the public purposes. It does not change the property description. The temporary easement allows room for construction operations to complete necessary work, for storage of construction equipment or materials, and allows construction grades and lines to blend in the adjacent existing grades and lines. The temporary easements lasts only for the duration of the construction project and expires at the end of the end of the construction project with the acceptance of the project by the County Board of Commissioners.

Minnesota law allows Carlton County to acquire land through Direct Purchase or Eminent Domain.

I. **Direct Purchase** – a County representative will attempt to purchase the new ROW and/or easement based on the estimated market value of the property. Estimated market value of the property shall be obtained by either Minimum Damage Acquisition (MDA) or appraisal:

- a. **Minimum Damage Acquisition (MDA)** – if the total damage estimate by a qualified person with real estate knowledge indicates an acquisition cost of \$25,000 or less, an acquisition under \$25,000 will be referred to as a Minimum Damage Acquisition (MDA).

The Carlton County Assessor's Office administers and establishes a fair and equitable valuation and tax assessment in accordance with the Minnesota State Laws and Regulations.

The Assessor's Office utilizes data collected by local assessors, the sales analysis reports, and the knowledge of established assessment standards and practices to determine the estimated market values of all property in the county*.

Under Minnesota State Law and Regulations the assessed value* set by the Carlton County Assessor's Office is a fair and equitable value. To streamline the ROW process the Carlton County Transportation Department will use this fair and equitable value to purchase right of way and/or easements.

*The assessed value of a property is set by the Carlton County Assessor as of January 2nd of each year. The assessed value of a property is not subject to appeal by the Right of Way and Easement Acquisition Policy or any actions taken in relation to the policy. A property owner may appeal the assessed value of a property through the prescribed means set forth by Minnesota State Statute.

The Transportation Department shall base the compensation for the acquisition at 125 percent of the assessed value of the parcel for all new right of way and/or easements.

- Parcels five (5) Acres or less shall be compensated at 125% of the Estimated Land Value (from County Assessors Records).
 - Formula as follows: Estimated Land Value (ELV) less any Site or Utility Improvements/Parcel Acres/Square Foot/Front Foot
- Parcels greater than Five (5) Acres shall be compensated at 125% of Per Acre Value as Established by the County Assessor.
 - Formula as follows: Estimated Land Value (ELV) less any Site Improvements or Utility Value/Parcel Acres

Temporary easements, which expire at the completion of the project, shall be compensated at 25 percent of the assessed value of the parcel. The assessed value utilized will be obtained from the Carlton County Assessor's Office and current tax record, using the formulas described above, based on parcel size.

i. Procedure

1. Identification – the identification of potential MDAs will be made by the County Engineer, Assistant County Engineer, ROW and Permits Agent, or his/her designee.
2. Report Requirements – Transportation Department personnel appointed by the County Engineer will prepare the MDA documents.

125 percent of the assessed value of the parcel will be used for compensation for all new right of way and/or easements. 25 percent of the assessed value of the parcel will be used for compensation for all temporary easements. The assessed value utilized will be obtained from the Carlton County Assessor's Office and current tax records.

All MDAs must include a disclosure for the allocation of damages as follows:

ALLOCATION OF DAMAGES:

Land Taken: _____ sq. ft. or acre @ \$ _____ /sq. ft. or acre \$ _____
Easements: _____ sq. ft. or acre @ \$ _____ /sq. ft. or acre \$ _____

ACQUIRED:

Bldg. Imp: _____ \$ _____
Site Imp.: _____ \$ _____
Items Damaged: _____ \$ _____
Access: _____ \$ _____

TOTAL DAMAGES \$ _____

Carlton County's minimum compensation amount for new right of way and/or easements is \$500, therefore any estimates under \$500 will be rounded up to \$500.

The \$25,000 maximum may not be exceeded.

Owners will be contacted and provided the opportunity to discuss concerns.

- ii. Approval – the County Engineer, the Assistant County Engineer, or the ROW and Permits Agent must approve all reports and offers of compensation.
- iii. Offers – to expedite acquisition, the transportation department will try to combine duties, such as having the same individual do field title work, prepare MDAs, and make offers. Ideally, when the owners are contacted and inputs obtained, the MDA can be completed, the offer conditionally made, and the acquisition documents signed all during the one contact.

In the interest of good public relations, the elapsed time should be kept to a minimum with offers made as soon as possible after completion of MDAs.

iv. **Administrative Settlements** – when MDA estimates are used, justified settlements can be made over \$25,000 ceiling without obtaining an appraisal.

b. **Appraisal** – an acquisition over \$25,000 shall require a full appraisal, conducted by a licensed fee appraiser.

All appraisals and appraisal reports shall be in compliance with current Minnesota State Statute and laws and rules regulating governing real estate appraisals.

The owner and/or a designated representative will be afforded the opportunity to accompany the appraiser on the property inspection.

II. **Eminent Domain** – Legal process used for acquiring property for public purposes. Eminent Domain, also known as condemnation, is used when the compensation for the taking cannot be agreed upon by the department and owner or when title to the property is defective. The County must start the process early to assure the property will be acquired in time to meet construction contract requirements.

a. Procedure

- i. Petition is filed with the court administrator. A hearing on the petition will be scheduled and notice of this hearing will be served on the property owner in the same manner as any civil action to fulfill the requirements of State law.
- ii. The notice of the hearing on the petition will inform the property owner of the hearing date, time, place, and type of acquisition. The notice also will describe the property to be acquired and will contain a list of the names of all parties who are shown to have an interest in the property.
- iii. The hearing on the petition is held at the County Courthouse. An attorney will represent the County and will present the petition to the court. A County representative will be available to answer questions regarding engineering details, design aspects of the project, and construction matters. The county will appoint three qualified and impartial persons to act as commissioners. The commissioners will view each piece of property, hold valuations hearing and determine the damages that the property will, in their opinion, sustain as a result of the acquisition.
- iv. Title and possession of the property shall pass to the County after filing of the award by the court-appointed commissioners. However, the County usually requires title and possession of all or part of the owner's property prior to the filing of an award by the court-appointed commissioners.

III. **Summary** – this policy was developed to provide general guidelines for both County personnel and the residents of Carlton County. The policy intends to give an overview for property acquisition procedures when used for public purposes such as schools, parks, libraries, recreation facilities, airports, and highways. Carlton County Transportation Department shall strive to acquire new right of way and/or easements in a fair and consistent manner.

Carlton County Board of Commissioners

Item for Consideration / Agenda Item Cover Sheet

Approved and Adopted on March 10, 2015

H-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners
Via: Paul Gassert, County Auditor/Treasurer
From: Dannell Savage

Date: 01/30/2019

Item for Consideration: Employee Service Awards

Requested Meeting Date: 02/12/2019 Presenter: _____

Type of Action Requested (check all that apply)

- Info only, no action requested
- Discussion only with possible future action
- Adopt Ordinance, Policy, or Revision
- Letter/Award Bid or Quote (attach copy of bid/quote comparison)
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize (re)filling staff position
- Request to schedule public hearing/meeting
- Item to be referred to _____ Committee/Commission
- Request by member of the public to be heard
- Item to be table until future meeting on _____
- Item to be addressed in closed session under MN Statute
- Other (please list) _____

Fiscal Impact (check all that apply)

Reviewed by the Finance Committee Yes No

Is this item in the current approved budget: Yes No (attach explanation) Partially _____

What type of expenditure is this? Operating Capital Improvement Project Other (attach explanation)

Revenue line or account that funds this item: _____

Expenditure line or account for this item: _____

Budget adjustment required Yes No Budget Year(s) _____

Federal/State Grant Funds applicable Yes No Federal/State Grant No. _____ CFDA No. _____

Staffing Impact (Any yes answer requires a review by Human Resources Department before going to the Board)

Duties of a department employee(s) may be materially affected. Yes No

Applicable job description(s) may require revision. Yes No

Item may impact a bargaining unit agreement or county work policy. Yes No

Item may change the department's authorized staffing level. Yes No

HR Review

Other Impact

Reviewed by other Committee(s). Yes No

If so, which Committee and what was their recommendation? _____

Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Bid/quote comparison worksheet
- Draft County Board resolution
- Copy of previous minutes related to this issue
- Other supporting document(s) (Please list) _____

CC: _____

Provide copies of supporting documentation **NO LATER THAN Thursday at 12:00 p.m.** to make the Board's agenda packet for the following **Monday/Tuesday**.
Items **MAY NOT** be placed on the Board agenda except in emergency situations unless complete documentation is provided for mailing in the Board packets.

Summary:

10 year - Meghann Levitt - Public Health and Human Services Department

10 year - Thomas Proulx - Commissioner

10 year - Ann Berglund - Public Health and Human Services Department

Carlton County Board of Commissioners Item for Consideration / Agenda Item Cover Sheet

Approved and Adopted on March 10, 2015

H-3
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Date: 02/01/2019
Via: Paul Gassert, County Auditor/Treasurer
From: Kristine Basilici Chair Carlton County Compliance Committee

Item for Consideration: Approve Two Requests from the Compliance Fund Assessor's Office & GIS
Requested Meeting Date: 02/12/2019 Presenter: P. Gassert, K. Holmes, J. Hovi

Type of Action Requested (check all that apply)

- Info only, no action requested
- Discussion only with possible future action
- Adopt Ordinance, Policy, or Revision
- Letter/Award Bid or Quote (attach copy of bid/quote comparison)
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize (re)filling staff position
- Request to schedule public hearing/meeting
- Item to be referred to _____ Committee/Commission
- Request by member of the public to be heard
- Item to be table until future meeting on _____
- Item to be addressed in closed session under MN Statute
- Other (please list) _____

Fiscal Impact (check all that apply)

Reviewed by the Finance Committee Yes No
Is this item in the current approved budget: Yes No (attach explanation) Partially _____
What type of expenditure is this? Operating Capital Improvement Project Other (attach explanation) _____
Revenue line or account that funds this item: Compliance Fund
Expenditure line or account for this item: _____
Budget adjustment required Yes No Budget Year(s) _____
Federal/State Grant Funds applicable Yes No Federal/State Grant No. _____ CFDA No. _____

Staffing Impact (Any yes answer requires a review by Human Resources Department before going to the Board)

Duties of a department employee(s) may be materially affected. Yes No
Applicable job description(s) may require revision. Yes No
Item may impact a bargaining unit agreement or county work policy. Yes No
Item may change the department's authorized staffing level. Yes No

HR Review

Other Impact

Reviewed by other Committee(s). Yes No
If so, which Committee and what was their recommendation? _____
Carlton County Compliance Committee recommends approval

Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Bid/quote comparison worksheet
- Draft County Board resolution
- Copy of previous minutes related to this issue
- Other supporting document(s) (Please list) _____

CC: _____

Provide copies of supporting documentation **NO LATER THAN Thursday at 12:00 p.m.** to make the Board's agenda packet for the following **Monday/Tuesday**. Items **MAY NOT** be placed on the Board agenda except in emergency situations unless complete documentation is provided for mailing in the Board packets.

Summary:

Assessor's Office Request for \$34,747.00 to Data Cloud Solutions/MCIS for #1 priority: Mobile solution for On-Site Assessment

GIS Request for an amount not to exceed \$36,640 to GRW Aerial Surveys, Inc. for county-wide aerial imagery

Hrly

CARLTON COUNTY
Expenditures for the Month of December 2018

Board Bills	\$12,138,581.66	Motion made by:
Payroll	1,886,727.85	_____
Other	0.00	Motion seconded by:
Total	<u>\$14,025,309.51</u>	_____

Expenditures by Fund

1 Revenue	\$2,806,754.15
10 Road and Bridge	2,841,590.85
11 Public Health & Human Services	2,223,730.14
32 2016 Refi 2010A/B CSC CIP	0.00
40 2012 Refi '03 Hwy Bldg & '06 Road	500.00
70 Current Taxes	0.00
71 Motor Vehicle	345,224.69
72 Delinquent Taxes	0.00
73 State Fund	196,630.99
74 Forfeited Tax	49,283.00
75 Economic Development (IRRRB)	141,542.71
76 Refunding Fund	126.00
77 HS Agency Fund LCTS	55,325.16
78 Schools	418,287.12
79 Towns and Cities	4,946,314.70
80 ISTS Loan Program	0.00
Total	<u>\$14,025,309.51</u>

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet

H-5
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: February 12, 2019

Via: Paul Gassert, County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Grade change for Transfers Station Cashier/HHW Tech position

Presenter: Dennis Genereau, Jr.

Type of Action Requested (check all that apply)

Info only, no action requested at this time

Award contract or bid

Approve by resolution

Fiscal Impact (check all that apply)

Item included under current budget Yes No NA

Budget adjustment required Yes No NA

Reviewed by Finance Committee Yes No NA

Staffing Impact

Duties of a County employee(s) may be materially affected Yes No NA

Applicable job description(s) may require revision Yes No NA

Item may change the department's authorized staffing level Yes No NA

Reviewed by Human Resources Yes No NA

Other

Reviewed by other Committee, Board or Commission Yes No NA

If yes, what was their recommendation This was reviewed by the Finance Committee and no issues were identified.

Summary:

The HR department reviewed the Transfer Station Cashier/HHW Tech position after the department head had made changes to the description. The result was that the position graded out at a 110, up one grade from the previous grade of 100. The top salary for the position will be \$22.19, up from \$21.26 per hour.

Supporting Attachments

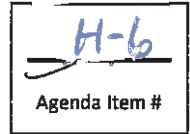
Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet



To: Chairperson, Carlton County Board of Commissioners Meeting Date: February 12, 2019
Via: Paul Gassert, County Auditor/Treasurer
From: Dennis Genereau, Jr.

Title of Item for Consideration: Grade change for Extension Volunteer Coordinator/Horticultuer Assistant position
Presenter: Dennis Genereau, Jr.

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution

Fiscal Impact (check all that apply)

- Item included under current budget Yes No NA
Budget adjustment required Yes No NA
Reviewed by Finance Committee Yes No NA

Staffing Impact

- Duties of a County employee(s) may be materially affected Yes No NA
Applicable job description(s) may require revision Yes No NA
Item may change the department's authorized staffing level Yes No NA
Reviewed by Human Resources Yes No NA

Other

- Reviewed by other Committee, Board or Commission Yes No NA
If yes, what was their recommendation This was reviewed by the Finance Committee and no issues were identified.

Summary:

The HR department reviewed the Extension Volunteer Coordinator position after the department head had made changes to the description. The result was that the position graded out at a 110, up one grade from the previous grade of 100. The top salary for the position will be \$22.19, up from \$21.26 per hour.

Supporting Attachments

-

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887
Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

January 28, 2019

Mr. Marv Bodie, Commissioner District No. 2
Carlton County Board of Commissioners
301 Walnut Avenue
P.O. Box 510
Carlton, MN 55718
Email: Marv.Bodie@co.carlton.mn.us

*** SENT VIA EMAIL AND OVERNIGHT DELIVERY ***

**Re: City of Carlton, Minnesota
Tax Increment Financing (Housing) District No. 2
(Willows Edge Proposed Housing Project)**

Dear Commissioner Bodie and Board Members:

The City of Carlton is in the process of considering the establishment of a new tax increment financing district. Pursuant to Minnesota Statutes, Section 469.175, Subdivision 2a, the following information concerning the proposed TIF district is provided for your review.

TIF District Boundaries: Parcel ID: 15-180-0010
Parcel ID: 15-180-0020

Please see attached map

Development Activities: The proposed project is expected to consist of approximately 30 rental apartment units for occupants 55+ years of age. A portion of the units will be maintained as affordable. The City anticipates using tax increment to finance eligible costs associated with development of the 30 units as well as related administrative expenses. At least 20% (6 units) of the 30-unit building will be occupied by residents with incomes at or below 50% of the area median income in order to comply with the statutory requirements of a Housing TIF District.

The City Council has scheduled a public hearing on this proposal for Wednesday, March 13, 2019 at approximately 6 pm in the City Council Chambers of City Hall at 310 Chestnut Avenue, Carlton, Minnesota. Your attendance at this meeting and comments concerning the proposed TIF district are welcomed. A copy of the Tax Increment Financing Plan for the TIF district will be sent to the County shortly. This document will give further details concerning the establishment of the district. If you have any questions or if you would like to meet with a representative(s) of the City prior to the public hearing, please contact me at 651-223-3036 or Carol Conway, City Clerk, at 218-384-4229.

On behalf of the City Council,

Mikaela R. Huot
Vice President/Consultant

Enclosure

cc: Carol Conway, City of Carlton
Christopher Virta, Fryberger, Buchanan, Smith & Frederick, P.A.

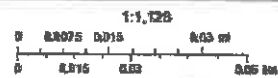
Proposed Boundaries of Tax Increment Financing (Housing) District No. 2

ArcGIS Web Map



1/28/2010, 10:52:06 AM

- City Boundary
-  Civilian City Boundary
 -  Properties



Source: City, BIRL, Census, Interstate F-Card, OREGON, USDA, FWS, BPO, MPOA, Hamilton, SD, Boulder, CO, Colorado Springs, CO, Denver, CO, El Paso, CO, Fort Collins, CO, Grand Junction, CO, Idaho, IA, Minneapolis, MN, Omaha, NE, Phoenix, AZ, Salt Lake City, UT, San Antonio, TX, San Diego, CA, San Jose, CA, San Francisco, CA, Santa Ana, CA, San Bernardino, CA, San Diego, CA, San Francisco, CA, San Jose, CA, San Luis Obispo, CA, San Mateo, CA, Santa Clara, CA, Santa Cruz, CA, Santa Fe, NM, Santa Rosa, CA, Seattle, WA, Spokane, WA, Stockton, CA, Tallahassee, FL, Tampa, FL, Tucson, AZ, Tulsa, OK, Virginia Beach, VA, Wichita, KS, Yonkers, NY

MSA Application for Act 278

Provision of Orders, Act 278, Act 4000, Act 4001, Act 4002, Act 4003, Act 4004, Act 4005, Act 4006, Act 4007, Act 4008, Act 4009, Act 4010, Act 4011, Act 4012, Act 4013, Act 4014, Act 4015, Act 4016, Act 4017, Act 4018, Act 4019, Act 4020, Act 4021, Act 4022, Act 4023, Act 4024, Act 4025, Act 4026, Act 4027, Act 4028, Act 4029, Act 4030, Act 4031, Act 4032, Act 4033, Act 4034, Act 4035, Act 4036, Act 4037, Act 4038, Act 4039, Act 4040, Act 4041, Act 4042, Act 4043, Act 4044, Act 4045, Act 4046, Act 4047, Act 4048, Act 4049, Act 4050, Act 4051, Act 4052, Act 4053, Act 4054, Act 4055, Act 4056, Act 4057, Act 4058, Act 4059, Act 4060, Act 4061, Act 4062, Act 4063, Act 4064, Act 4065, Act 4066, Act 4067, Act 4068, Act 4069, Act 4070, Act 4071, Act 4072, Act 4073, Act 4074, Act 4075, Act 4076, Act 4077, Act 4078, Act 4079, Act 4080, Act 4081, Act 4082, Act 4083, Act 4084, Act 4085, Act 4086, Act 4087, Act 4088, Act 4089, Act 4090, Act 4091, Act 4092, Act 4093, Act 4094, Act 4095, Act 4096, Act 4097, Act 4098, Act 4099, Act 4100