

Carlton County
Board of Commissioners
REGULAR SESSION
Tuesday March 10, 2020
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 February 24, 2020, Adjourned Board Meeting
5. Visitors:
 - a.
 - b.
 - c.
 - d.

B. Human Services

1. Financial
2. Personnel
3. Administrative
4. Social Services
 - a. Children's Mental Health Respite Grant
 - b. Drug Court Case Management
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

1. Zoning and Environmental Services Annual Report 2019
2. Carlton County's Aquatic Invasive Species Program 2020
3. Approval of the 2020 Recycling Center Grant Payments
4. Memorandum of Agreement for One Watershed One Plan – St. Louis River Watershed (1W1P)
5. Consider Rezoning Request #520001 Michael Gay

D. Land and Building

E. Transportation

F. Public Safety

G. Tax Matters

H. Administrative – Other

1. Accept December 2019 Expenditure Listing
2. Approve Agreement for Financial Advisory Services with PFM Financial Advisors, LLC
3. Notification of Confession of Judgement
4. Establish de minimus rate for employee incentive awards
5. Approval of Health Equity Policy
6. Authorize Universal Business Card Style
7. Approve Issuance, Sale and Delivery of \$9,585,000 GO Bonds for construction of Barnum Maintenance Facility

I. Unorganized Township Matters

J. Commissioners Comments and Meetings Attended

K. Correspondence

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

B-4a
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 3-10-2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Public Health and Human Services
Title of Item for Consideration: Children's Mental Health Respite Grant
Presenter: Dave Lee/Brenda Carlson

Type of Action Requested (check all that apply)

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

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

This has been a long-standing grant. Carlton County was one of the original recipients of this grant to provide Children's Mental Health Respite funds to families of children who have a SED (severe emotional disorder).

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

B-4b
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 03-10-2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: PHHS
Title of Item for Consideration: Carlton County Drug Court Case Management Services
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
 Board approval

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

Specialty courts in our region, including CC Drug Court, are under the jurisdiction of the Sixth Judicial District Court of MN. Currently .5 FTE of a grant funded case management position, staffed by SLCPHHS, is attributed to CC Drug Court. As the current case manager is transitioning off the Drug Court team, CCPHHS received requests from 6th Judicial District Court staff to address the need for ongoing case management services. The request is for Board approval to designate a .5 FTE LADC position (previously approved/currently vacant) to provide ongoing case management services for CC drug court participants. State Opioid Response (SOR) grant funds available to address case management and related costs during the remaining grant period, 5/1/2020-9/30/2020, total \$15,539. The plan is to reassess case management needs, the level of support available from PHHS and other providers, and available revenue streams during PHHS' 2021 budget setting process.

Supporting Attachments

- Sixth Judicial District Treatment Courts: Carlton County Drug Court
 Court-specific Data Summary: Carlton

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Sixth Judicial District Treatment Courts: Carlton County Drug Court



Summary of 2017-2019 Program Outcomes

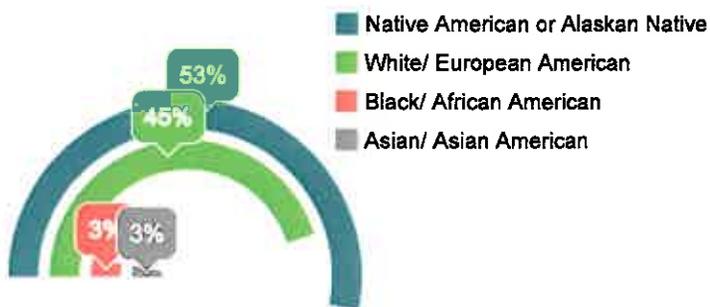


Treatment courts are collaborations between the courts, probation, law enforcement, treatment providers and community partners that work to reduce recidivism of offenders who are chemically dependent. In lieu of incarceration, treatment courts use a treatment-based approach coupled with intensive supervision and judicial oversight to help chemically-dependent offenders maintain sobriety.

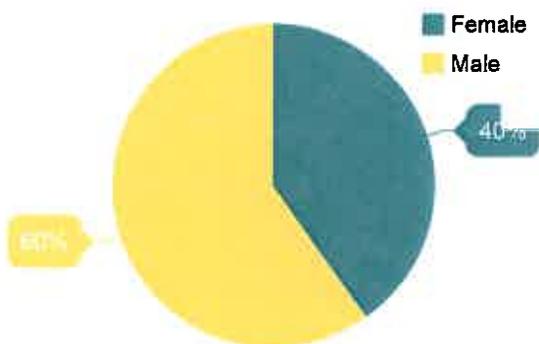
The Sixth District has eight treatment courts in total; the information presented below includes data from the Carlton County Drug Court.

WHO OUR PARTICIPANTS ARE

Participants by Race and Ethnicity



Participants by Gender



60%

Experienced violence or trauma

72%

Reported they did not have enough money to meet basic needs

93%

Co-occurring mental health and substance use disorders

1

PROGRAM STRENGTHS



Partnerships with Native-led Treatment Services and Housing Referrals

"Housing services were a huge help."

-Program Participants

Structured Accountability and Supportive Staff

"Keeping me sober by structure. Extra supports were an important factors towards my sobriety."

"To be accountable is very powerful."

-Program Participants



To Do List

SELECTED PROGRAM OUTCOMES

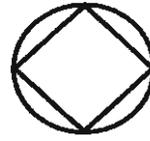
SOBRIETY



Percentage of clients reporting no alcohol use in the past 30 days



ABSTINENCE FROM ILLEGAL DRUG USE



Percentage of clients reporting no illegal drug use in past 30 days



DECREASE IN UTILIZATION OF EMERGENCY MEDICAL SERVICES



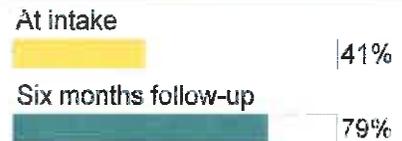
Percentage of clients reporting no utilization of emergency room treatments in the past 30 days



NO NEW ARRESTS



Percentage of clients reporting no arrests in the past 30 days



SELF-SATISFACTION



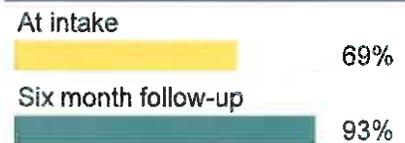
Percentage of clients reporting being satisfied or very satisfied with themselves



HOUSING STABILITY



Percentage of clients reporting permanent housing



EMPLOYMENT & EDUCATION



Percentage of clients reporting current employment or attendance in school



"Drug court was a great program and I would not have been here today without it."

-Program Participant

Outcomes based on matched data from 29 clients who completed both an intake and a six month follow up interview.

Court-specific Data Summary: Carlton

Carlton Treatment Court routinely collects information on participants, including demographic data, program outcomes, and process measures such as duration of time in program. Participant data from February 2016 through July of 2018 has been compiled to identify potential trends for future exploration and program improvement. Information from 31 participants has been included in analysis.

Key Findings

Demographics

- **Carlton Treatment court relatively evenly serves male (55%) and female (45%) participants.**
- **55% of participants identify as Native American; 39% identify as White, and 7% identify as multi-racial.** No participants identified as Black/African American, Latinx or Asian American.
- To put these percentages in perspective, comparable data on the gender, race and ethnicity of those who are arrested and/or charged on eligible offenses would need to be obtained. Comparing these percentages to people who have been charged or arrested on eligible offenses would illuminate if people of color and women are being over, under, or appropriately represented within treatment court. Further available data tracking people who are or are not referred to treatment court as well as reasons for ineligibility by race could surface biases or policies in referral and eligibility processes that propagate disparities.
- **87% of participants committed drug crimes as their primary charge; 80% reported using methamphetamines, 72% reported using THC, 68% Heroin or other illicit opioids, and 64% reported use of prescription opioids.**
- **80% of participants were unemployed and 61% lived in temporary housing.**

Table 1: Demographic Summary

Demographics; Total N = 31			
By Gender			
	Female	Male	Trans
Count	14	17	0
Percentage	45.2%	54.8%	0.0%
By Race			
	Multi-racial	Native American	White
Count	2	17	12
Percentage	6.5%	54.8%	38.7%
Currently, no participants identify as Black/African American, Latinx or Asian American.			
By Age			
Average Age	30		
Age Range	20-52		

Table 2: Primary Charges and Substance Use

Charges & Substance Use; Total N = 31								
Primary Charge								
	Drug Crimes	Felony DUI	Other	Property Crimes				
Count	27*	0	2	12*				
Percentage	87.1%	0.0%	6.5%	38.7%				
*Includes "1.0", "2.0", and "3.0"								
Substance Use (n=25)								
	Alcohol	Crack/Cocaine	Methamphetamines	THC	Heroin or Other Illicit Opioids	Prescription Opioids	Prescription Drugs non-opioids	Over the counter
Count	9	2	20	18	17	16	1	1
Percentage	36.0%	8.0%	80.0%	72.0%	68.0%	64.0%	4.0%	4.0%
*No reported use of Inhalants, Synthetics, or Hallucinogens								

Table 3: Housing and Employment Status

Situational Context; Total N = 31				
Employment Status				
	Full-time	Part-time	Homemaker	Unemployed
Count	3	1	1	25
Percentage	9.7%	3.2%	3.2%	80.6%
Housing Situation				
	Owns	Rents	Temporary	Transient
Count	3	1	19	7
Percentage	9.7%	3.2%	61.3%	22.6%

Program Process Measures by Race and Gender

- When disaggregated by race, **White participants on average had a slightly longer duration of time in the program, with an average of 585 days, as compared to 523 days on average for Native American participants.**
- White participants had a slightly longer time lapse on average between offense and program start as well as between referral and program start, as compared to Native American participants, however the difference in both cases is slight and may not be meaningful in the context of the program. On average, there was a 521 day lapse between offense and program start and 24 day lapse between referral and program start for all participants.
- When disaggregated by gender, **females have a lower average length of time in program at 596 days as compared to males with an average of 508 days in the program.** Similarly, females have a slightly lower average time between offense and program start as well as referral and program start as compared to males, however the difference in both cases is slight and may not be meaningful in the context of the program.

Table 4: Process Measures by Race

a Average time between offense and program start date (in Days)		
Race	Mean	N
Native American	490	16
White	546	11
Total	521	29

b Average time between referral and program start date (in Days)		
Race	Mean	N
Native American	24	16
White	28	11
Total	24	29

*Two individuals identified as multi-racial; due to low numbers they have been excluded from analysis.

c Average time in program (in Days)		
Race	Mean	N
Native American	523	16
White	585	12
Total	557	30

Table 5: Process Measures by Gender

a Average time between offense and program start date (in Days)		
Gender	Mean	N
Female	509	13
Male	531	16
Total	521	29

b Average time between referral and program start date (in Days)		
Gender	Mean	N
Female	18	13
Male	30	16
Total	24	29

c Average time in program (in Days)		
Gender	Mean	N
Female	508	13
Male	596	17
Total	557	30

Program Outcome Measures by Race and Gender

The primary outcome measure for this dataset is program status. As only two people identified as multi-racial, they were excluded from analysis when disaggregated by race. This is standard practice so as not to identify the program status of those particular individuals.

- **18% of Native American participants had been terminated, as compared to 25% of White participants.** However, 65% of Native American participants as compared to 42% of White participants are still active in the program, meaning they have not yet successfully graduated nor been terminated. More confidence can be placed in the observed trend as over time more participants graduate or terminate from the program.
- **Males experienced termination from the program at a slightly higher rate at 24% as compared to females at 14%.**

For tables 6 and 7 depicting outcomes by race and gender see appendix.

Note of interpretation:

Overall, this dataset is relatively small, which makes it challenging to make comparisons across different indicators. A substantial number of people (17) are still actively in the program; as they either graduate or are terminated from the program more confidence can be placed in the observed trends.

Additionally, as the number of participants increase over time, there can be more confidence put into observed differences between groups.

Summary and Recommendations

- There does not appear to be a disparity between Native American and White participants within treatment court, however, **demographic data on arrests and ineligibility criteria would need to be gathered to illuminate if Black/African American, Latinx, and Asian American participants are being systematically excluded from treatment court.** This would illuminate issues such as people of color being less likely to be referred to treatment court or less likely to be eligible due to particular policies or requirements, or referral biases.
- Female participants in treatment court on average have a shorter wait time between offense and program start as well as between referral and program start, on average spend less time in treatment court, and are less likely to be terminated. While the differences are small, additional ongoing data to validate trends and feedback from participants regarding their experiences in the court system may be worth exploration.

Appendix

Table 6: Program Outcomes by Race

Race	Court Status											
	Active		Graduated		Re-graduated		Terminated		Other		Total Count	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage		
Native American	11	64.7%	2	11.8%	0	0.0%	3	17.6%	1	5.9%	17	
White	5	41.7%	3	25.0%	1	8.3%	3	25.0%	0	0.0%	12	
Total	16	55.2%	5	17.2%	1	3.4%	6	20.7%	1	3.4%	29	

*Two individuals identified as multi-racial; due to low numbers they are have been excluded from analysis.

Table 7: Program Outcomes by Gender

Gender	Program Status											
	Active		Other		Graduated		Re-Grad		Terminated		Total Count	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage		
Female	9	64.29%	1	7.14%	2	14.29%	0	0.00%	2	14.29%	14	
Male	8	47.06%	0	0.00%	4	25.00%	1	5.88%	4	23.53%	17	
Total	17	54.84%	1	3.23%	6	24.50%	1	3.23%	6	19.35%	31	

County Level Data

Population Data, U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

County Level Data	Carlton County, Minnesota	
	Estimate	Percent
Total population	35,408	
Age		
15 to 19 years	2,149	6.1%
20 to 24 years	1,952	5.5%
25 to 34 years	4,220	11.9%
35 to 44 years	4,477	12.6%
45 to 54 years	5,026	14.2%
55 to 59 years	2,713	7.7%
60 to 64 years	2,363	6.7%
65 to 74 years	3,202	9.0%
75 to 84 years	1,660	4.7%
85 years and over	973	2.7%
Median age (years)	40.7	
Race and Ethnicity*		
White	32,626	92.1%
Black or African American	838	2.4%
American Indian and Alaska Native	2,572	7.3%
Asian	321	0.9%
Native Hawaiian and Other Pacific Islander	13	0.0%
Some other race	141	0.4%
Hispanic or Latino (of any race)	601	1.7%
Gender, ages 18 and above only		
Total population	27,353	
Male	14,314	52.3%
Female	13,039	47.7%
* Race alone or in combination with one or more other races		

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

C-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: March 10, 2020
Via: Paul Gassert, County Auditor/Treasurer
From: Heather Cunningham, Zoning and Environmental Services
Title of Item for Consideration: Zoning and Environmental Services Annual Report 2019
Presenter: Heather Cunningham, Zoning and Environmental Services

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 _____

Summary

Please see the attached.

Supporting Attachments

Zoning and Environmental Services Annual Report 2019

Motion By _____ Seconded By _____

TO: _____
Action on Motion: _____ AYE _____ NO _____ ABSTAIN
Motion: Carried Defeated



**CARLTON COUNTY
ZONING AND ENVIRONMENTAL
SERVICES**

P.O. Box 220 • 301 Walnut Avenue, Room 103
Carlton, MN 55718

HEATHER CUNNINGHAM
Zoning and Environmental Services Administrator

DATE: March 10, 2020

TO: CARLTON COUNTY BOARD OF COMMISSIONERS

FROM: HEATHER A. CUNNINGHAM, ZONING AND ENVIRONMENTAL SERVICES ADMINISTRATOR

RE: ZONING AND ENVIRONMENTAL SERVICES ADMINISTRATOR'S ANNUAL REPORT FOR 2019

This document details the permitting and activities conducted by the Zoning and Environmental Services Office from January 1, 2019, through December 31, 2019.

ZONING PERMITTING AND ACTIVITIES

Carlton County Zoning and Environmental Services is the zoning authority for all areas of Carlton County except the following cities and townships: City of Barnum, City of Carlton, City of Cloquet, City of Cromwell, City of Kettle River, City of Moose Lake, Thomson Township, City of Wrenshall and City of Wright. Carlton County also has zoning authority in shoreland areas (property within 1,000 feet of a lake or 300 feet of a river or stream) in the City of Cromwell and Thomson Township. Attached is a table with an annual comparison of zoning permits from 1972 to 2019 (Table 1) and a breakdown by township (Table 2).

ZONING PERMITS, CONDITIONAL/INTERIM USE PERMITS

45	New houses	1	Commercial additions
28	House additions	121	Accessory buildings
18	Cabins	9	Accessory building additions
2	Cabin additions	26	Miscellaneous permit applications
4	Mobile homes	3	Rezoning applications
0	Mobile home additions	5	Conditional/Interim Use permit applications
6	Commercial structures	22	Variance permit applications
5	Shoreland alteration permits	4	Shoreland mitigation plans

SUBDIVISION AND PLATS

16	Administrative subdivisions approved (no more than 4 lots)
14	Administrative subdivisions for lot line adjustments approved
0	Administrative subdivisions denied (no more than 4 lots)
0	Administrative subdivisions for lot line adjustments denied
0	Minor subdivisions, preliminary plats and final plats reviewed

SUBSURFACE SEWAGE TREATMENT SYSTEMS

The Zoning and Environmental Services Office administers Carlton County Ordinance #30 Subsurface Sewage Treatment Systems county-wide.

367	Compliance inspections completed by this office or submitted to this office by private inspectors
224	Compliance inspections for new subsurface sewage treatment systems
18	New subsurface sewage treatment systems in shoreland
143	Compliance inspections for existing systems
29	Compliance inspections due to zoning permits within a shoreland area
37	Compliance inspections due to transfer of ownership within a shoreland area
74	Transfers of ownership outside of shoreland area performed at the request of lending institutions
1	Compliance inspections due to bedroom additions outside of shoreland area
2	Compliance inspections completed by owner request
24	Failed compliance inspections on existing systems
17%	Percentage of failed compliance inspections
142	Transfers of property ownership outside of shoreland area and therefore no compliance inspection was completed
0	Sewer abatement notices filed with County Attorney's Office
3	Subsurface Sewage Treatment System grants to fix noncompliant systems (\$32,746)

WETLAND CONSERVATION ACT PERMITTING

Carlton County administers the Wetland Conservation Act in all of Carlton County, except for the City of Wright and the City of Cloquet.

9	Exemption determinations
8	No-loss determinations
7	Road project applications
4	Replacement plans
1	Restoration order
3	Cease and desist orders
3	Wetland boundary and type determinations

ZONING COMPLAINTS AND VIOLATIONS

80	New complaints investigated in 2019 resulting in a violation of county ordinance
14	Signed complaints received by the public in 2019
51	Violations resolved that originated in 2019
29	Unresolved violations that originated in 2019
9	Violations resolved that originated in previous years
15	Unresolved violations from previous years, including those filed with the County Attorney
0	New violations filed with the County Attorney

SUMMARY OF ZONING PERMITTING AND ACTIVITIES

TOTAL ZONING REQUESTS:	492
TOTAL ZONING FEES COLLECTED	\$74,901
ESTIMATED COST OF CONSTRUCTION	\$13,865,612

WELL WATER ANALYSIS

The Carlton County Zoning and Environmental Services Office analyzes for coliform bacteria, *E.coli*, nitrate, iron and hardness.

292	Private wells tested
139	Private wells tested due to property sale or refinancing
895	Number of tests completed
\$17,280	Fees collected (includes analysis and collection fees)

TRANSFER STATION, HOUSEHOLD HAZARDOUS WASTE AND RECYCLING

The Carlton County Zoning and Environmental Services Office operates the Transfer Station, Household Hazardous Waste Facility and recycling sheds. We have programs for the collection and disposal or recycling of unwanted medication, food waste, scrap metal, Christmas lights and trees, medical sharps, used oil and oil filters, appliances, tires, electronics and mattresses. Attached is a table with an annual comparison of solid waste received at the Transfer Station from 2009 to 2019 (Table 3). Also attached is a table summarizing solid waste accepted at the Transfer Station free of charge from county departments, county roadways, state parks and adopt-a-highway programs (Table 4).

TRANSFER STATION

\$1,167,185.51	Gate fees collected at the Transfer Station
\$589,421.42	Solid Waste Management Fee (from tax statement)
12,513.82	Tons of Mixed Municipal Solid Waste (MSW)
4,660.24	Tons of Industrial/Demolition Waste (mixed)
4689	Gallons of used motor oil
172	Gallons of antifreeze

8	55-gallon barrels of oil filters
6811	Appliances
1,570	Tires
77.76	Tons of electronics
1,292	Recycled mattresses
1,037	Landfilled mattresses
222	Tons of scrap metal recycled
22.8	Tons of food waste composted with WLSSD

HOUSEHOLD HAZARDOUS WASTE

1,495	Number of participants at the Household Hazardous Waste (HHW) Facility
\$5,995	Funding from the Western Lake Superior Sanitary District to operate HHW Facility
\$12,219	HHW disposal fees
\$7,565	Disposal cost savings through product reuse program
\$3,566	Paint Care reimbursement payments

UNWANTED MEDICATION PROGRAM

1,100	Pounds of unwanted medication collected in 2019
6,514	Total pounds of unwanted medication collected to date (2012 through 2019)

RECYCLING

\$101,753	Governor's Select Committee on Recycling and the Environment Grant (SCORE)
\$25,000	Annual grant to communities with staffed recycling centers
1,055	Tons of recycling collected at Carlton County Recycling Centers

GREEN SCHOOLS PROJECT

The Green Schools Project is a school recycling and waste reduction grant program created by Carlton County Zoning and Environmental Services in 2015. All Carlton County schools may apply for up to \$2,000 to use on materials to help reduce waste and improve recycling. Each school is required to assemble a "Green Team" to assist in the implementation of the Green Schools Project. Green Team members can consist of school faculty, community members, parents/guardians, and students who strive to improve recycling in their respective schools.

\$6,000	Annual grant to schools for recycling/waste reduction (Green Schools Project)
3	Number of schools receiving \$2,000 in grant funds: <i>Washington Elementary:</i> Cooler for a "Share Table" in the cafeteria; recycling bins on dollies to improve student collection from classrooms. <i>Carlton High School:</i> New recycling and waste stations for gym; reusable utensils in cafeteria. <i>Cloquet High School:</i> Equipment for organics collection start-up.

AQUATIC INVASIVE SPECIES (AIS) PREVENTION PROGRAM

The Carlton County Zoning and Environmental Services Department is responsible for the implementation of the AIS Prevention Program. Prevention of the spread of AIS is accomplished by the program through boat inspections, enforcement of state AIS laws, education, and treatment for infested waters. Attached is a snapshot of Carlton County’s AIS accomplishments in 2019 (Exhibit A).

\$64,782.84	2019 Program Cost
1,861	Total entry/exit public boat access inspections conducted. (Bear Lake – 67, Big Lake – 353, Bob Lake – 4, Chub Lake – 798, Cole Lake – 6, Eagle Lake – 143, Hanging Horn Lake – 170, Hay Lake – 37, Island Lake – 68, Little Hanging Horn Lake – 89, Moosehead Lake – 89, Park Lake – 29, Sand Lake – 6, St. Louis River – 57, Tamarack Lake - 10)
0	New infestations found
3	Lakes with AIS in Carlton Co: Chub Lake, Bear Lake and Little Hanging Horn Lake (Eurasian watermilfoil)
\$22,893.18	Cost for treatment of Eurasian watermilfoil at Chub Lake and Bear Lake. Little Hanging Horn Lake treatment is manual removal at this time.

STRATEGIC PLANNING

The mission of the Carlton County Zoning and Environmental Services Department is to protect and enhance Carlton County's quality of life, environment, and growth by providing the citizens of Carlton County with comprehensive planning, efficient ordinance enforcement, courteous technical assistance and public forums. The following opportunities have been identified as areas to explore by this department in order to provide our customers and the taxpayers of Carlton County with the most effective and efficient service. *Progress, if any, on these items is listed in italics.*

- Accept credit cards for permit fees. *In progress with auditor's office.*
- Online permitting. *All permits are available on our website to print and submit. It was determined that the benefit of having the capabilities to submit permits online are not cost effective at this time. Will continue to evaluate.*
- Update the Solid Waste Management Plan and Solid Waste Ordinance #17. *Planning efforts are underway for a regional plan. A second meeting is set for March 2020.*
- Develop a Reuse Program at the Carlton County Transfer Station. *In progress (Exhibit B).*
- Update Carlton County Zoning Ordinance #27 to remove ambiguous language. *In progress.*
- Add vacation rental by owner language to Carlton County Zoning Ordinance #27. The purpose would be to provide an easy pathway for licensing while protecting the character of the surrounding neighborhood and the environment. *In progress.*
- Update Carlton County Zoning Ordinance #27 to regulate nuisance properties in a more timely and cost effective manner. *In progress.*
- Update Carlton County’s Comprehensive Land Use Plan. The current plan was completed in 2001. *This office and the Economic Development Department are gathering information on how to complete the plan in the most cost effective and beneficial manner.*
- Pursue Silver SolSmart Designation. SolSmart recognizes cities, counties and small towns that are open for solar business. Carlton County was designated Bronze status in 2019. *In progress.*
- Improve awareness of County services and regulations. *Planning efforts are underway for contractor and realtor workshops. Started an office blog “In the Zone” for social media and website.*

TABLES

**TABLE 1
ZONING PERMITS ANNUAL COMPARISON**

YEAR	Houses	House Addition	Cabin	Cabin Addition	Mobile Home	Mobile Home Addition	Commercial	Commercial Addition	Accessory Building	Acc Bldg Addition	Misc	TOTAL PERMITS	ESTIMATED COST
1972	66	49	10	6	6	25	181	0	0	0	0	399	\$2,373,593
1973	48	58	9	7	48	9	186	0	0	0	9	377	\$17,885,569
1974	58	34	6	11	53	4	167	0	0	0	23	362	\$2,439,839
1975	47	41	8	9	51	3	144	0	0	0	7	318	\$3,495,546
1976	82	61	24	8	92	7	184	0	0	0	7	473	\$2,852,680
1977	113	121	73	11	62	5	270	1	11	19	19	738	\$4,490,991
1978	140	95	24	9	68	8	194	2	13	13	9	571	\$6,169,680
1979	62	50	11	8	71	6	143	0	10	20	20	388	\$4,253,175
1980	59	51	17	10	61	3	138	1	16	6	6	371	\$3,831,990
1981	45	59	20	16	45	0	134	2	29	10	10	371	\$2,872,646
1982	32	52	21	8	50	2	146	4	12	12	19	357	\$2,769,895
1983	32	79	17	14	41	5	155	7	22	22	9	392	\$3,027,695
1984	32	68	16	11	47	5	142	4	142	8	8	354	\$2,303,920
1985	22	73	12	9	46	1	173	4	173	18	20	384	\$2,010,695
1986	31	68	17	10	37	12	163	3	22	25	25	403	\$3,501,748
1987	37	71	25	12	44	4	161	2	161	10	14	387	\$4,383,634
1988	49	92	38	7	47	3	189	4	189	14	14	481	\$6,557,866
1989	50	70	20	13	37	7	170	5	170	17	12	412	\$4,060,800
1990	42	74	28	13	44	4	162	3	162	14	17	410	\$3,655,181
1991	40	84	38	14	35	3	144	10	144	13	10	402	\$3,810,780
1992	69	76	33	16	33	2	171	3	171	10	11	437	\$6,106,449
1993	48	73	29	12	48	6	133	7	133	20	21	402	\$6,177,695
1994	87	105	27	9	51	3	141	4	141	20	23	480	\$8,872,959
1995	76	82	23	8	42	6	160	1	160	18	13	441	\$6,219,203
1996	68	77	28	7	28	5	150	6	150	14	13	405	\$9,583,844
1997	82	98	26	7	32	3	132	3	132	16	16	419	\$8,519,982
1998	88	86	27	19	44	1	181	4	181	21	9	489	\$11,567,870
1999	87	91	27	21	36	3	157	5	157	14	12	461	\$11,278,625
2000	116	71	40	11	46	7	185	9	185	16	24	527	\$16,105,281
2001	110	80	42	9	31	6	198	5	198	11	6	507	\$14,779,387
2002	122	95	33	17	36	3	194	10	194	16	13	542	\$18,194,705
2003	139	80	29	18	29	7	178	3	178	10	11	505	\$20,995,543
2004	118	69	31	9	24	6	175	4	175	10	14	464	\$24,214,590
2005	118	54	44	16	34	1	147	7	147	11	19	452	\$19,916,631
2006	84	65	29	10	13	3	137	7	137	13	10	372	\$16,805,473
2007	65	70	28	18	24	3	112	11	112	15	13	363	\$13,817,964
2008	55	50	16	8	21	1	114	10	114	18	12	311	\$10,669,927
2009	37	47	20	4	9	4	103	7	103	9	9	261	\$8,427,170
2010	37	40	15	11	9	2	112	5	112	10	10	254	\$8,229,300
2011	24	38	21	7	7	1	89	4	89	13	7	221	\$5,939,390
2012	28	50	31	3	9	0	106	0	106	17	20	266	\$6,969,753
2013	37	44	25	9	8	7	103	1	103	4	10	250	\$11,001,480
2014	34	37	17	2	6	4	135	1	135	12	9	257	\$9,372,487
2015	28	45	14	3	10	2	140	3	140	8	11	267	\$10,624,749
2016	52	29	18	5	3	3	135	0	135	19	36	300	\$17,990,803
2017	48	55	20	3	7	2	134	2	134	9	7	287	\$13,897,791
2018	45	45	36	7	9	1	121	0	121	8	17	295	\$13,708,542
2019	45	28	18	2	4	6	121	1	121	9	26	260	\$13,865,612
TOTALS	3,032	3,130	1,181	477	1,688	314	230	181	7,320	602	660	18,815	\$437,410,528

**TABLE 2
2019 ZONING PERMITS BY TOWNSHIP**

CITY OR TOWNSHIP	Houses	House Addition	Cabin	Cabin Addition	Mobile Home	Mod. Home Addition	Comm.	Comm. Addition	Accessory Building	Acc. Bldg. Addition	Misc.	TOTAL PERMITS	ESTIMATED COST
HOLYOKE	2		1						2		1	6	\$436,900
CLEAR CREEK		2	2	1					4			9	\$250,750
MOOSE LAKE	3							1	7	1	3	15	\$493,405
BARNUM	9	3			1		1		15	1	2	32	\$2,620,968
SILVER		2	1						9	1		13	\$166,585
SPLIT ROCK	1		2						1			4	\$359,000
WRENSHALL	1								1	1	2	5	\$367,200
BLACKHOOF	5		1					13	1	1	1	21	\$1,651,870
MAHTOWA	3	1					1	5			1	11	\$572,070
SKELTON	2	3			1			4				10	\$395,300
KALEVALA	1		2							2	1	6	\$158,800
AUTOMBA			1						3			4	\$112,000
SILVER BROOK	3	2			1			7				13	\$995,200
TWIN LAKES	5	4	1				2	12	1	1	6	31	\$1,669,336
ATKINSON		2					1	7				10	\$507,528
SAWYER	1									1	1	3	\$140,000
CORONA								2				2	\$48,000
EAGLE		6	3	1	1		1	11			5	28	\$440,800
LAKEVIEW	4		1					6			1	12	\$1,158,300
PERCH LAKE	4	1	2					5			1	13	\$1,019,300
PROGRESS								1				1	\$24,000
RED CLOVER		1						3			1	5	\$52,000
BESEMAN	1	1						2				4	\$195,500
THOMSON TWP (Shoreland)													\$0
CITY OF CROMWELL (Shoreland)			1					1				2	\$30,800
TOTAL	45	28	18	2	4	0	6	1	121	9	26	260	\$13,865,612

**TABLE 3
SOLID WASTE TONNAGE REPORT COMPARISONS**

	2009		2010		2011		2012		2013		2014	
	MSW	MIXED										
JAN	943.33	145.74	916.97	215.85	914.87	136.54	956.18	134.08	896.04	121.72	840.59	116.26
FEB	848.97	103.64	868.31	533.24	821.77	151.69	807.11	143.55	772.88	89.86	746.38	72.16
MAR	993.47	209.05	1,089.21	274.82	984.36	191.59	1,004.70	260.45	820.34	126.84	876.16	137.07
APR	1,070.49	333.66	1,052.64	369.31	1,083.91	245.81	908.78	335.62	971.60	195.18	931.42	188.50
MAY	1,044.78	431.53	1,011.89	384.77	1,151.40	329.78	1,056.85	409.97	1,075.84	409.04	1,118.64	436.61
JUN	1,085.66	441.65	1,120.94	384.89	1,069.78	480.79	1,072.28	439.65	907.03	477.64	1,028.05	396.46
JUL	1,155.35	427.06	1,113.11	425.15	1,049.55	411.36	1,047.12	376.69	1,047.98	369.33	1,065.46	349.01
AUG	1,124.57	365.79	1,118.91	486.40	1,089.38	457.95	1,080.28	313.90	1,026.21	327.57	1,028.09	384.25
SEP	1,071.81	365.10	1,061.45	416.97	1,078.14	384.07	903.41	317.06	1,000.71	303.86	966.03	319.19
OCT	1,102.66	405.73	1,019.28	378.74	993.62	416.71	1,028.12	339.79	1,078.06	318.27	1,063.81	335.81
NOV	1,013.97	300.12	1,007.35	362.88	1,013.14	270.94	939.94	261.09	936.40	208.74	837.05	176.42
DEC	1,016.07	174.41	938.82	221.73	929.62	208.76	834.51	114.12	874.05	105.82	981.17	134.05
Total (tons)	12,471.13	3,703.48	12,318.88	4,454.75	12,179.54	3,685.99	11,639.28	3,445.97	11,407.14	3,053.87	11,482.85	3,045.79
	16,174.61		16,773.63		15,865.53		15,085.25		14,461.01		14,528.64	

	2015		2016		2017		2018		2019	
	MSW	MIXED								
JAN	886.93	137.56	890.09	163.37	957.68	138.23	1,046.53	147.55	1,000.84	138.18
FEB	725.40	112.98	914.58	165.96	911.58	134.67	850.46	133.29	841.87	99.52
MAR	968.35	185.43	1,055.62	199.67	979.40	285.43	1,055.24	234.35	975.27	235.04
APR	1,000.22	284.65	1,023.30	316.11	1,075.91	305.02	1,066.15	279.65	1,031.33	381.20
MAY	1,023.43	353.09	1,074.80	405.82	1,164.13	405.51	1,244.63	502.21	1,154.20	518.39
JUN	1,107.07	397.74	1,123.00	507.32	1,138.47	496.02	1,191.28	466.54	1,141.90	515.53
JUL	1,154.62	300.07	1,066.89	436.51	1,102.39	427.84	1,176.60	447.86	1,099.85	532.46
AUG	1,003.55	340.83	1,191.92	400.64	1,193.73	446.02	1,214.00	437.72	1,174.94	520.92
SEP	1,037.73	266.69	1,118.14	404.27	1,161.09	406.31	1,125.54	424.07	1,038.63	565.06
OCT	1,046.03	425.12	1,091.53	367.53	1,151.30	398.09	1,138.24	452.50	1,161.06	537.78
NOV	983.83	286.14	1,057.38	300.53	1,097.31	301.26	1,063.64	290.66	1,002.16	339.64
DEC	1,026.62	209.67	956.34	167.38	931.80	185.73	940.87	204.72	891.77	276.52
Total (tons)	11,963.78	3,299.97	12,563.59	3,835.11	12,864.79	3,930.13	13,113.18	4,021.12	12,513.82	4,660.24
	15,263.75		16,398.70		16,794.92		17,134.30		17,174.06	

EXHIBIT A

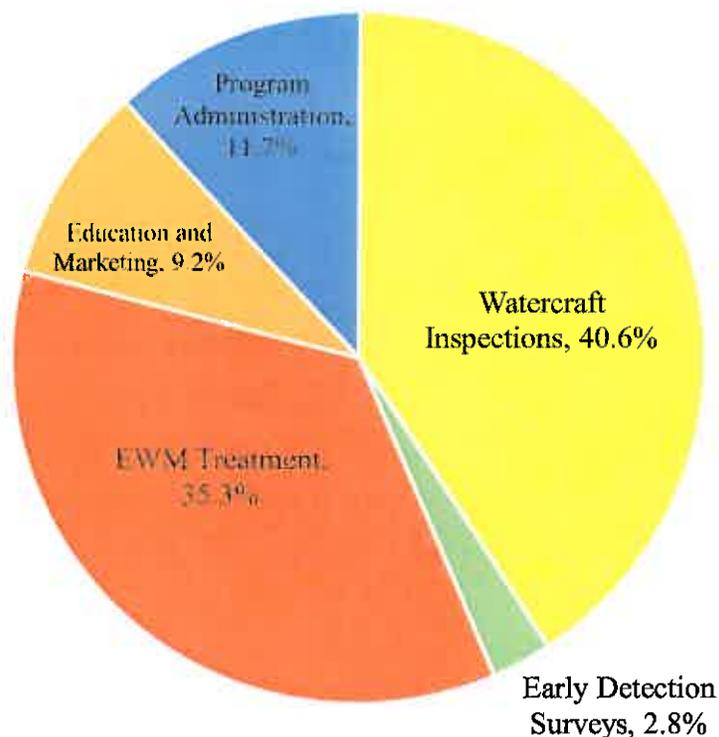
Carlton County's AIS Prevention Aid Program: A Snapshot of Accomplishments in 2019

Program Summary

Category	Metrics
	<p>AIS Prevention Aid Used \$ 64,782.84 AIS Prevention Aid used in calendar year 2019</p>
	<p>People Doing AIS Work</p> <p>2 full-time staff working with AIS program 7 Level 1 Inspectors \$ 33,914.98 spent on staff wages</p>
	<p>Partnerships</p> <p>Organizations engaged and/or actively conducting AIS work using AIS Prevention Aid: 1 lake associations 2 local governments</p>
	<p>Funds Distributed and Leveraged</p> <p>\$ 24,733.18 in grants awarded (AIS Prevention Aid to other organizations) 2 organizations awarded grants</p>
	<p>Communities Engaged</p> <p>1 event held about AIS or that included AIS topics 40 residents and visitors reached about AIS during events</p>
	<p>Watercraft Inspected</p> <p>1,861 inspections performed 1,223 hours of inspections performed 15 accesses covered by inspectors 15 water bodies covered by inspectors 96 % of watercraft recorded as arriving with drain plugs out</p>
	<p>Monitoring Conducted</p> <p>2 lakes surveyed for AIS 2 aquatic plant surveys conducted</p>
	<p>Invasive Aquatic Plant Management (IAPM)</p> <p>2 water bodies with IAPM activities (funded with AIS Prevention Aid)</p>

Program Spending Summary

Figure 1. Percentage of \$64,782.84 spent on 2019 AIS Program in Carlton County.



Success Stories

After some initial staffing difficulties, we ended up with great inspectors. Total inspections completed were a record high for Carlton County (1,861) with an increase in inspection efficiency (1.5 inspections per hour compared to 1.2 per hour in 2018).

Reports

2019 Early-Summer Eurasian Watermilfoil Delineation of Chub Lake, Surveyed June 28, 2019
Survey, Analysis, and Reporting by: James A. Johnson – *Aquatic Ecologist, Freshwater Scientific Services, LLC*

EXHIBIT B

Reuse. Repair. Repurpose.

Generally Acceptable Reuse Items*

Indoor Furniture

- Bed frame (metal)
- Headboard/footboard
- Desk
- Dresser
- File cabinet
- Buffet/hutch/entertainment
- Un-upholstered chairs
- Tables
- Bookcase
-

Gardening/Outdoor Tools and Supplies

- Patio furniture (un-upholstered)
- Flower pots
- Lawn mower
- Weed whip/blower/hedger
- Snowblower
-

Sports & Leisure / Outdoor Toys

- Bikes
- Free weights/weight bench
- Treadmill/cardio equipment
- Skis/snowboard/ski poles/sled
- Golf clubs/golf bag
- Hockey stick/baseball bat
-

Construction

- Lumber
- Plywood
- Pallets
- Tools
- Sink

- Door
-

Miscellaneous

-

***The cashier will determine if any item is appropriate for the Reuse Program. The cashier has sole discretion.**

Reuse. Repair. Repurpose.

Rules for Participating in the Reuse Program

Dropping off:

- If you believe items are appropriate for reuse, please let the cashier know about the items.
- The cashier will determine if the items are appropriate for the Reuse Program.
- The cashier will give you a sticker with a date to place on the items.
- The cashier will instruct you where to place the item(s).
- The Reuse Program is voluntary. Carlton County does not assume any risk associated with your participation, either by dropping off or picking up items.
- The Reuse Program will close 15 minutes before the Transfer Station closes.

Picking up:

- Customers may visit the Reuse Area once per day.
- Customers may select up to two (2) items for their own use at no charge.
- Items in the Reuse Program are not to be dismantled. Customers must take items "as is" in their entirety.
- Carlton County does not guarantee the performance of any item available at the Reuse Program.
- By taking an item from the Reuse Program, you are agreeing that the use of any such item is at your own risk.
- During the inspection of any item, you may encounter sharp edges, sharp objects, uneven surfaces, slippery surfaces or other unsafe conditions that may cause personal injury. Carlton County does not assume any risk of injury and participating in the Reuse Program is at your own risk.

Other Information:

- Safety is very important. For the safety of all, children must remain in vehicles and or be supervised by an adult.
- Smoking is not permitted.
- Customers may not approach other customers to request their materials for reuse.
- Customers may remove items from the Reuse Program area only. Materials may not be removed from any other areas at the Transfer Station.
- Business at the Reuse Program should be completed in a timely manner. Carlton County does not allow loitering.
- The Reuse Program is intended to be available to only Carlton County residents. The cashiers may deny or limit access to the Reuse Program if they determine that the frequency of a customer's visits exceeds the intent and purpose of the facility.
- Noncompliance with these rules may result in the revocation of Reuse Program privileges.

Reuse. Repair. Repurpose.

Staff Participating in the Reuse Program

- Staff may participate in the Reuse Program.
- Staff may take up to two (2) items for their own use but not during their assigned work hours (between 8:00 AM and 4:00 PM).
- Staff may participate in the Reuse Program during the days they are not scheduled to work and are subject to the Reuse Program rules.
- Staff may not save items that have been designated for the Reuse Program.
- Staff may not take items from loads.
- Customers must place their items in the Reuse Program, not staff.

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

C-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: March 10, 2020
Via: County Auditor/Treasurer
From: Heather Cunningham
Title of Item for Consideration: Carlton County's Aquatic Invasive Species Program 2020
Presenter: Chris Berg

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 _____

Summary

Attached are supporting documents for the Aquatic Invasive Species (AIS) Prevention Program 2020. This program began in 2014. The AIS Program funds are legislative aid dollars for the purposes of preventing the spread of AIS. The county has received a total of \$389,490 to date and will be receiving \$68,243 in 2020. The plan focuses on trained inspectors working at boat landings and will require the renewal hiring of 7 part-time, seasonal staff. More details on the program plan and expenditures are attached.

Supporting Attachments

- Aquatic Invasive Species Program 2020

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN
Motion: Carried Defeated



CARLTON COUNTY

ZONING AND ENVIRONMENTAL SERVICES

P.O. Box 220 • 301 Walnut Avenue, Room 103 • Carlton, MN 55718

HEATHER CUNNINGHAM
Zoning and Environmental Services Administrator

AQUATIC INVASIVE SPECIES PROGRAM 2020

Minnesota waters are threatened by aquatic invasive species (AIS). Invasive species that are not native to Minnesota cause economic or environmental harm or harm to human health. Carlton County and the Department of Natural Resources (DNR) are committed to these core principles:

- coordination of their authority and resources to develop a reasonable and effective water related equipment inspection requirement to stop the spread of AIS in the state and prevent the introduction of new AIS;
- a collaborative, cooperative approach to AIS management and prevention;
- ensuring continued access to public waters.

It is the intent of this program to comply with all the requirements in Minnesota Statutes section 84D.105 and in the DNR Watercraft Inspection Program procedures and manuals.

Carlton County is tackling AIS in five ways: **Inspections, Enforcement, Education, Treatment, and Early Detection.**

Inspections will be conducted in accordance with the attached spreadsheet. The inspectors will be hired by Carlton County, and they will undergo DNR Level 1 Watercraft Inspection training.

Enforcement will be conducted by local law enforcement and MN DNR Conservation Officers. Inspectors may not issue citations, but they can deny launch. Inspectors can contact local law enforcement or conservation officers for assistance and notify them of potential violations.

Education is important in helping prevent the spread of AIS. Staff will prepare press releases, newspaper advertisements, and informational materials reminding boaters to CLEAN, DRAIN and DRY their boats. In 2020, we will seek to raise awareness of laws regarding live bait use.

Treatment is included for the 2020 program to assist Chub Lake Association and Bear Lake (City of Barnum) to treat and manage Eurasian Water Milfoil (EWM). Chub Lake, Bear Lake, and Little Hanging Horn Lake are the only known AIS infested lakes which lie entirely within Carlton County. Little Hanging Horn Lake's EWM infestation is currently being managed with manual removal by the Minnesota DNR.

Early Detection surveys were conducted in 2018. No new AIS were observed. Early detection surveys will be completed again in 2020 at public lake accesses. Surveys of lakes with existing AIS will be completed prior to any treatment.

Any funds not expended in 2020 will be rolled over into the budget for the Carlton County AIS Program 2021. This plan may be amended as needed to support the Carlton County AIS Program.

Printed on Recycled Paper

Toll Free: 1-800-862-3760 (218 Area Code Only) – **Courthouse:** 218-384-4281 – **Zoning:** 218-384-9176 or 218-384-9593
Recycling/Household Hazardous Waste: 218-384-9178 – **Water Testing:** 218-384-9177 – **Fax:** 218-384-9121

"An Equal Opportunity Employer"

**A RESOLUTION TO APPROVE AND ADOPT
CARLTON COUNTY'S
AQUATIC INVASIVE SPECIES PROGRAM 2020**

WHEREAS AQUATIC INVASIVE SPECIES (AIS) are nonnative species that cause or may cause economic or environmental harm or harm to human health or threatens or may threaten natural resources or the use of natural resources in the state;

WHEREAS the Department of Natural Resources (DNR) has been authorized and charged with responsibility by the state legislature to establish a statewide program to prevent and manage the spread of AIS in coordination with other governmental entities;

WHEREAS pursuant to Minnesota Statutes section 84D.105, Subdivision 2(a), Governmental Unit is a local government entity that agrees to assume all legal, financial, and administrative responsibilities for an aquatic invasive species inspection program on some or all public waters within their jurisdiction;

WHEREAS it is the intent of Carlton County to implement an AIS inspection program, approved by DNR, on some or all public waters within their jurisdiction utilizing existing authorities and the authority granted to inspectors under Minnesota Statutes sections 84D.105, subd. 2(b) and 84D.10, subd. 3(a), clauses 1, 3, and 4 (the Program).

WHEREAS it is the intent of Carlton County that the program will comply with all requirements in Minnesota Statutes section 84D.105 and in DNR Watercraft Inspection Program procedures and manuals.

NOW THEREFORE, BE IT RESOLVED, that the Carlton County Board of Commissioners hereby approves and adopts the Carlton County Aquatic Invasive Species Program 2019.

BE IT THEREFORE FURTHER RESOLVED, that the Carlton County Board submit this document to the DNR pursuant to applicable Minnesota laws and rules.

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

C-3
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: March 10, 2020
Via: Paul Gassert, County Auditor/Treasurer
From: Zoning & Environmental Services

Title of Item for Consideration: Approval of the 2020 Recycling Center Grant Payments
Presenter: Karola Dalen, Resource & Recycling Coordinator, Zoning & Environmental Services

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
- Award contract or bid
- Approve by resolution
- Approve 2020 Recycling Center Grant Payments

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

This is an annual grant of which each staffed Recycling Center in the county receives up to \$5,000 for general operations. The attached table displays budgeted operation costs for each of the five Recycling Centers operated by a city or township. The grant covers approximately 45% of their total annual expenditures. The funds originate from the SCORE grant, or the Governor's Select Committee on Recycling and the Environment. SCORE is part of Minnesota's Waste Management Act and provides counties with a funding source to develop waste reduction, recycling and solid waste management programs.

Supporting Attachments

- 2020 County Recycling Center's Budget of Operations
- _____

Motion By _____ Seconded By _____

TO: _____
Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

2020 Budget of Operation Costs - County Recycling Centers

Updated February 20, 2020

Facility	Weekly Year-round Hours of Operation	Total Hours	Wages	Other Expenses*	Total	2020 Cost Per Hour for Operation
Barnum	16	832	\$ 9,200.00	\$ 2,110.00	\$ 11,310.00	\$ 13.59
Carlton	16	832	\$ 8,644.00	\$ 2,872.00	\$ 11,516.00	\$ 13.84
Moose Lake	16	832	\$ 8,950.00	\$ 1,985.00	\$ 10,935.00	\$ 13.14
Perch Lake	16	828	\$ 9,522.00	\$ 1,600.00	\$ 11,122.00	\$ 13.43
Thomson	16	832	\$ 9,900.00	\$ 700.00	\$ 10,600.00	\$ 12.74
Averages	16	831.2	\$ 9,243.20	\$ 1,853.40	\$ 11,096.60	\$ 13.35

*plowing, utilities, supplies

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

C-4
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: March 10, 2020
Via: Zoning & Environmental Services
From: Zoning & Environmental Services

Title of Item for Consideration: Memorandum of Agreement for One Watershed One Plan - St. Louis River Watershed (1W1P)

Presenter: Karola Dalen, Resource & Recycling Coordinator, Zoning & Environmental Services

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

Summary

Reviewed by other Committee, Board or Commission Yes No NA

If yes, what was their recommendation The South St. Louis Soil & Water Conservation District (SWCD) has been granted a One Watershed One Plan planning grant for the St. Louis River watershed. A resolution of support was approved by the county board on May 14, 2019, and Carlton County agreed to enter into a Memorandum of Agreement (MOA). At the October 8, 2019, county board meeting Commissioner Bodi was appointed to the Policy Committee, with Commissioner Brenner as an alternate. The finalized MOA is attached, which includes St. Louis County, Carlton County, and Fond du Lac Band of Lake Superior Chippewa. The MOA has been reviewed by the Carlton County Attorney's office.

Supporting Attachments

- Memorandum of Agreement, St. Louis River Watershed One Watershed One Plan Project

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

ST. LOUIS RIVER WATERSHED ONE WATERSHED ONE PLAN

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT (MOA) is made and entered into by and between the following PARTIES:

The Minnesota Counties of St. Louis and Carlton, by and through their respective County Boards of Commissioners, and the following Soil and Water Conservation Districts: South St. Louis Soil and Water Conservation District, North St. Louis Soil and Water Conservation District, and Carlton Soil and Water Conservation District, by and through their respective Soil and Water Conservation District Boards of Supervisors, and the Fond du Lac Band of Lake Superior Chippewa, collectively referred to as the “Parties”;

WHEREAS, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law; and

WHEREAS, the Soil and Water Conservation Districts (SWCDs) of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

WHEREAS, the Fond du Lac Band of Lake Superior Chippewa is a federally-recognized Indian tribe with both inherent authority and delegated federal authority to carry out environmental programs and land use controls, and with statutory authority, pursuant to Minnesota Statutes Section 471.59, to enter into joint powers agreements with other state governmental units; and

WHEREAS, the Parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan in the St. Louis River Watershed (Attachment A - map) to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

WHEREAS, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D with public drainage systems pursuant to Minnesota Chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities; and

WHEREAS, the Parties have formed this Agreement for the specific goal of developing a plan pursuant to Minnesota Statutes 103B.801, Comprehensive Watershed Management Planning, also known as *One Watershed, One Plan (IWIP)* in the St. Louis River Watershed.

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Purpose:** The parties to this Agreement recognize the importance of partnerships to plan and implement protection and restoration efforts for the St. Louis River Watershed (See Attachment A-map). The purpose of this Agreement is to collectively develop and adopt, as local government units, a coordinated watershed management plan (“the Plan”) for implementation consistent with the Board of Water and Soil Resources (BWSR) Operating Procedures for One Watershed, One Plan.
2. **Term:** This Agreement is effective upon signature of the Parties and will remain in effect until adoption of the Plan by all Parties or the end date of the Minnesota Board of Water and Soil Resources 1W1P Planning Grant Agreement, whichever is later, unless cancelled according to the provisions of this Agreement or earlier terminated by law.
3. **Adding Additional Parties:** A qualifying party desiring to become a member of this Agreement shall indicate its intent by adoption of a board resolution. The additional party agrees to abide by the terms and conditions of the Agreement, including but not limited to the bylaws, policies, and procedures adopted by the Policy Committee.
4. **Withdrawal of Party:** A party desiring to leave the membership of this Agreement shall indicate its intent in writing to the Policy Committee in the form of an official resolution by that party. Notice must be made at least 30 days in advance of leaving the Agreement.
5. **General Provisions:**
 - a. **Compliance with Law/Standards:** The Parties agree to abide by all federal, state and local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which the Agreement is responsible.
 - b. **Indemnification:** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other party, its officers, employees, or agents. The provisions of the Municipal Tort Claim Act, Minnesota Statutes Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees and agents pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity.” For the purpose of liability, as set forth in Minnesota Statutes 471.59, subd. 1a (a), it is the intent that the Parties are considered a single governmental unit and the total liability for the participating governmental units and the committee, if established, shall not exceed the limits on governmental liability for a single governmental unit and that this Agreement does not create any liability or exposure of one party for the acts or omissions of any other party.
 - c. **Record Retention and Data Practices:** The Parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity’s records retention schedules consistent with Minnesota Statutes 138.17. The Parties further agree that records prepared or maintained in furtherance of this Agreement shall be subject to the Minnesota Government Data Practices Act. At the time this Agreement expires, all records will be turned over to the South St. Louis Soil and Water Conservation District for continued retention. Each Party may also request and receive, at no cost, copies of all the records.

- d. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.
 - e. **Extension:** The Parties may extend the termination date of this Agreement upon agreement by all Parties.
 - f. **Amendment of Memorandum of Agreement:** This MOA may be amended by approval of the Policy Committee with final approval by each of the above listed County Boards of Commissioners and SWCD Boards of Supervisors.
6. **Administration:**
- a. **Establishment of Policy Committee for Approval of the Plan:** The Parties agree to designate one representative and one alternate, who must be an elected or appointed member of the governing board, to a Policy Committee for the development of the watershed-based Plan.
 - i. The Policy Committee will meet bi-monthly or as needed to decide on the content of the plan, serve as a liaison to their respective boards, and act on behalf of their Board. Each Party, through its representative, shall have one (1) vote.
 - ii. A Party's alternate will serve on the Policy Committee as needed in the absence of the designated representative.
 - iii. The Policy Committee will establish bylaws to describe the functions and operations of the committee and any other committees created in furtherance of this Agreement.
 - b. **Establishment of Advisory Committee for Development of the Plan:**
 - i. Each Party may appoint no more than two technical representatives to an Advisory Committee for development of the Plan.
 - ii. The appointed technical representatives of the Advisory Committee, in consultation with each other, may recommend additional stakeholders to serve on the Advisory Committee. These stakeholders need to be approved by the Policy Committee.
 - iii. The Advisory Committee will meet monthly or as needed to assist and provide technical support and make recommendations to the Policy Committee on the development and content of the Plan.
 - iv. No member of the Advisory Committee may be a current board member of any of the Parties.
 - c. **Submittal of the Plan:** The Advisory Committee will recommend the Plan to the Policy Committee. The Policy Committee will be responsible for initiating a formal review process for the watershed-based plan conforming to Minnesota Statutes Chapters 103B and 103D, including public hearings. The Policy Committee will recommend the approved Plan to the Parties of the Agreement. Upon completion of local review and comment, and approval of the Plan for submittal by each party, the Policy Committee will submit the watershed-based plan jointly to the BWSR for review and approval.
 - d. **Adoption of Plan:** The Parties agree to adopt the plan within 120 days of receiving notice of state approval, and provide notice of plan adoption pursuant to Minnesota Statutes Chapters 103B and 103D.

7. **Fiscal Agent:** South St. Louis Soil and Water Conservation District will act as the fiscal agent for the purposes of this Agreement and agrees to:
 - a. Accept all responsibility associated with the implementation of the Minnesota Board of Water and Soil Resources grant agreement for developing a watershed-based plan, if awarded.
 - b. Perform financial transactions as part of the grant agreement and contract implementation.
 - c. Annually provide a full and complete audit report.
 - d. Provide the Policy Committee with the records necessary to describe the financial condition of the BWSR grant agreement.
 - e. Retain fiscal records consistent with its records retention schedule and Minnesota Statutes 138.17.
8. **Grant Administration:** South St. Louis Soil and Water Conservation District will act as the grant administrator for the purposes of this Agreement and agrees to provide the following services:
 - a. Accept all day-to-day responsibilities associated with the implementation of the Board of Water and Soil Resources grant agreement for developing a watershed-based plan, including being the primary Board of Water and Soil Resources contact for the *One Watershed, One Plan* Grant Agreement and being responsible for BWSR reporting requirements associated with the grant agreement.
 - b. Provide the Policy Committee with the records necessary to describe the planning conditions of the Board of Water and Soil Resources grant agreement.
 - c. Enter into consulting or services contracts with third parties as necessary to achieve the goals of this Agreement, as approved by the Policy Committee.
9. **Secretary:** South St. Louis Soil and Water Conservation District will act as the secretary for the purposes of this Agreement and agrees to provide the following services:
 - a. Coordinate or delegate the coordination and facilitation of Policy Committee meetings, including establishing date, location, time and any necessary accommodations.
 - b. Coordinate or delegate the coordination and facilitation of Advisory Committee meetings including establishing date, location, time and any necessary accommodations.
 - c. Development of bid specifications and management of contracts for any consulting firms selected by the Policy Committee.
 - d. Assistance with data compilation, meeting facilitation, and plan writing.
10. **Multiple Counterparts:** The Parties may sign multiple counterparts of this Agreement. Each signed counterpart shall be deemed an original, but all of them together represent the same Agreement.
11. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

<p><u>St. Louis County</u> Matthew Johnson Planning Director Government Services Center 320 West 2nd Street, Suite 301 218-725-5008</p>	<p><u>Carlton County</u> Karola Dalen Resource and Recycling Coordinator Carlton County Zoning/Environmental Services P.O. Box 220, Room 103 Carlton MN 55718 218-384-9178</p>
<p><u>South St. Louis SWCD</u> Kate Kubiak Conservation Specialist 215 N 1st Avenue East Room 301 Duluth MN 55802 218-723-4946</p>	<p><u>North St. Louis SWCD</u> Anita Provinzino District Administrator 503 3rd Street North, Suite A Virginia MN 55792 218-288-6144</p>
<p><u>Carlton SWCD</u> Melanie Bomier Water Quality Specialist 808 3rd Street Carlton MN 55718 218-384-3891</p>	<p><u>Fond du Lac Band of Lake Superior Chippewa</u> Kari Jacobson Hedin Watershed Specialist, Office of Water Protection 1720 Big Lake Road Cloquet, MN 55720 218-878-7109</p>

The rest of this page left intentionally blank. Signature pages follow.

IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers.

ST. LOUIS COUNTY

APPROVED:

BY: _____

St. Louis County Board Chair

Date

Printed Name: _____

BY: _____

St. Louis County Auditor

Date

Printed Name: _____

APPROVED AS TO FORM (use if necessary)

BY: _____

County Attorney

Date

Printed Name: _____

IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers.

CARLTON COUNTY

APPROVED:

BY: _____

Carlton County Board Chair

Date

Printed Name: _____

BY: _____

Carlton County Auditor

Date

Printed Name: _____

APPROVED AS TO FORM (use if necessary)

BY: _____

County Attorney

Date

IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers.

SOUTH ST. LOUIS SOIL & WATER CONSERVATION DISTRICT

APPROVED:

BY: _____

South St. Louis SWCD Board Chair

Date

Printed Name: _____

BY: _____

South St. Louis SWCD Manager

Date

Printed Name: _____

IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers.

CARLTON COUNTY SOIL & WATER CONSERVATION DISTRICT

APPROVED:

BY: _____

Carlton County SWCD Board Chair

Date

Printed Name: _____

BY: _____

Carlton County SWCD Manager

Date

Printed Name: _____

IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers.

FOND DU LAC BAND OF LAKE SUPERIOR CHIPPEWA

APPROVED:

BY: _____

Kevin R Dupuis, Sr. Chairman

Date

Printed Name: _____

BY: _____

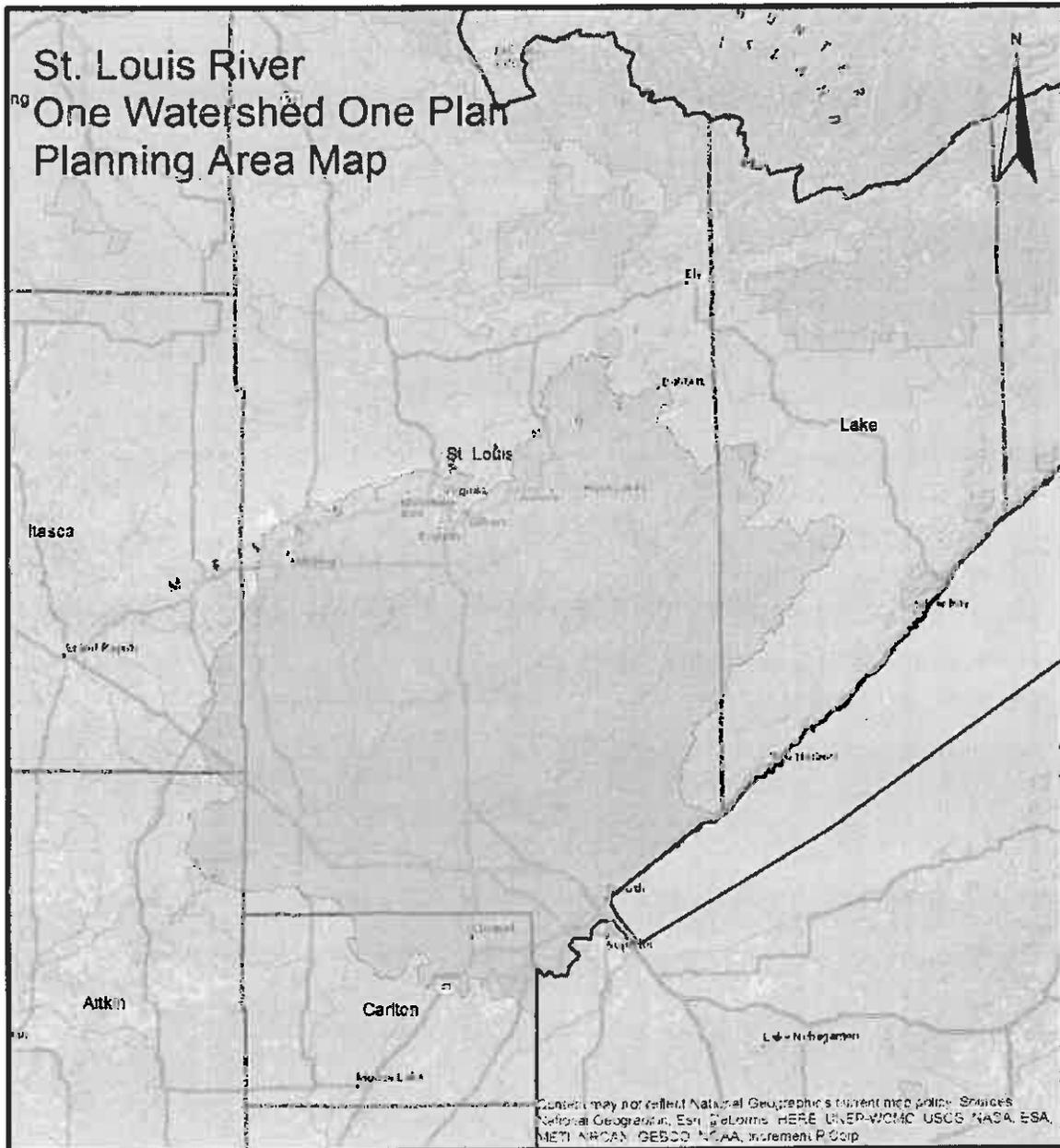
Ferdinand Martineau, Jr. Secretary/Treasurer

Date

Printed Name: _____

ATTACHEMENT A
ST. LOUIS RIVER ONE WATERSHED, ONE PLAN

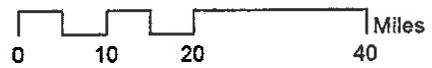
PLANNING AREA



Legend

1W1P Planning Area

County Boundaries



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

C-5
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: March 10, 2020
Via: Kathy Kortuem, County Auditor/Treasurer
From: Heather Cunningham, Zoning and Environmental Services
Title of Item for Consideration: Consider Rezoning Request #520001 Michael Gay
Presenter: Heather Cunningham, Zoning and Environmental Services

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
- Adopt ordinance, policy, or revision
- Award contract or bid
- Approve by resolution or order
- Authorize (re)filling staff position
- Request to schedule public hearing
-

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
Has Human Resources reviewed the request Yes No NA

Other

Reviewed by other Committee, Board or Commission Yes No NA
If yes, what was their recommendation The Planning Commission recommended approval at the meeting on March 4, 2020.

Supporting Attachments

- Summary provided on page 2
- Summary has been attached
- Copy of contract and applicable bid comparison
- Draft resolution
- Meeting minutes related to this issue

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Summary:

Michael Gay of 9069 285th Avenue Northeast, North Branch, MN 55056 has requested a variance to amend the Official Zoning Map of Carlton County by changing the property described as Part of the Northeast ¼ of the Northeast ¼ and the Southeast ¼ of the Northeast ¼ both in Section 33, Township 47 North, Range 17 West in Blackhoof Township (PIN 45-074-5730 and 5760) from A-1 Agriculture/Forest Management District to A-2 Agriculture/Rural Residential District. For continuity, also included is rezoning the railroad right-of-way owned by Carlton County (PIN 45-074-5735). The property address is 1944 County Road 6.

PIN 45-074-5730

This parcel owned by Michael Gay is approximately 34 acres. It is divided by the Soo Line Trail (PIN 45-074-5735) described in the deed for this property as the railroad right-of-way easement. The Soo Line Trail is owned by Carlton County and managed by Carlton County Land Commissioner Greg Bernu. If the request to rezone is approved, this portion of the Soo Line Trail will be rezoned to A-2 for consistency.

PIN 45-074-5760

This parcel is approximately 40 acres and has an agricultural/recreational use. The parcel is accessed from the Soo Line Trail.

The applicant is requesting rezoning so that he can sell the triangle piece on the north side of the Soo Line Trail with the dwelling and keep the remaining land. This portion of the property is approximately 7 acres and therefore does not meet the standards for A-1 (minimum of 20 acres in lot area) but does meet the lot standards for A-2 (minimum of 2.5 acres in lot area). If the rezoning application is approved, the applicant will need to submit a lot line adjustment application for approval.

Spot zoning is a term developed to describe the application of a specific zoning district classification to a small area which is surrounded by a larger different zoning district or in other words, creating an island by singling out a parcel for special privileges not consistent with surrounding uses. This request does not appear to be spot zoning. The applicant is not requesting special privileges which are inconsistent with surrounding uses. The surrounding zoning districts and uses appear to be residential, forest production and management or agriculture. The applicant is requesting the same use.

PLANNING COMMISSION MEETING
March 4, 2020 at 7:00 PM
Carlton County Transportation Building

(1) Chairperson Ezell called the meeting to order at 7:00 PM.

Members Present: Jack Ezell, Sam Huhta, Dennis Lundin, Erik Abrahamson, Jim Gottschald and Keith Depre

Members Absent: Byron Kuster

Ex Officio Members Present: Commissioner Mark Thell and Heather Cunningham

Ex Officio Member Absent: None

(2) Motion by Lundin, seconded by Huhta, and supported by all yea votes to approve the minutes of the February 5, 2020, meeting.

(3) The public hearing was called to order at 7:01 PM.

(4) Chairperson Ezell read a statement that legal ads were sent to the two legal newspapers. The Star Gazette ad was sent on February 13, 2020, and published on February 20, 2020. The Pine Knot ad was sent on February 13, 2020, and published on February 21, 2020.

(5) Chairperson Ezell read a statement regarding Finality of Decisions. The Finality of Decisions was placed on the projector screen.

(6) Permit Requests:

(A) Rezoning #520001: Michael Gay

Michael Gay of 9069 285th Avenue Northeast, North Branch, MN 55056 has requested a variance to amend the Official Zoning Map of Carlton County by changing the property described as Part of the Northeast ¼ of the Northeast ¼ and the Southeast ¼ of the Northeast ¼ both in Section 33, Township 47 North, Range 17 West in Blackhoof Township (PIN 45-074-5730 and 5760) from A-1 Agriculture/Forest Management District to A-2 Agriculture/Rural Residential District. For continuity, the hearing will include rezoning the railroad right-of-way owned by Carlton County (PIN 45-074-5735). The property address is 1944 County Road 6.

Michael Gay of 9069 285th Avenue Northeast, North Branch, MN 55056 was present to represent the request. Chairperson Ezell read the description of the request from the legal ad and asked Mr. Gay to further expound on the request. Gay indicated that his property is in the A-1 Zoning District which has a minimum lot size of 20 acres. He has two parcels that are about 80 acres total in area. The Soo Line Trail runs through the northern 40 acres as an easement. Approximately 7 acres of his property are north of the Soo Line Trail. He would like to market the 7 acre portion with the house and barn and he would keep the back 73 acre parcel

Chairman Ezell asked if there were questions from the Planning Commission. There were none.

Cunningham played the video. Gay narrated the video.

Chairman Ezell summarized the Development Review submitted by Zoning Administrator Cunningham dated February 27, 2020.

Huhta asked why the easement for the Soo Line Trail is so wide in this area. Gay assumed it was due to the soils and steep ravine in this area.

Chairperson Ezell asked if there were any comments in support or neutral of the request from the audience. There were none.

Chairperson Ezell asked if there were any comments opposed to the request from the audience. Tim Strom of 1894 East County Road 103, Barnum, MN 55707 indicated he was concerned that the property would be further subdivided. Sandra Strom of the same address indicated she was also concerned about further development. Cunningham explained the subdivision rules as well as the access issues across the Soo Line Trail and Skunk Creek. Cunningham indicated it would be very difficult and cost prohibitive to further develop the property.

Jeremiah Johnson of 1874 East County Road 103, Barnum, MN 55707 asked about access for the Soo Line Trail and other property owners if the property sold. Gay indicated the access would be limited to the trail or if an adjoining property owner wanted to purchase it.

Michael Salzer of 3444 County Road 104, Barnum, MN 55707 and Blackhoof Township Supervisor reiterated the difficulty of crossing Skunk Creek due to the ravine and soil type.

(7) As there were no additional questions for the applicants, Chairman Ezell closed the public hearing at 7:18 PM. The Planning Commission deliberated the rezoning application as part of the Planning Commission meeting.

(B) Rezoning #520001: Michael Gay

Motion by Gottschald, seconded by Abrahamson and supported by all yea votes to recommend approval of Rezoning Application #520001 to the County Board. The approval included rezoning the portion of the Soo Line Trail identified as PIN 45-074-5735.

(8) Old Business: None

(9) Other Business: None

(10) Motion by Abrahamson, seconded by Lundin and supported by yea votes to adjourn the meeting.

Respectfully submitted,

Heather Cunningham
Recording Secretary

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

H - J
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 3/10/2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Accept December 2019 Expenditure Listing
Presenter: Kathy Kortuem

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 _____

Summary

Expenditure listing for December 2019 = \$12,881,632.27

Supporting Attachments

- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

CARLTON COUNTY
Expenditures for the Month of December 2019

Board Bills	\$10,735,980.98	Motion made by:
Payroll	2,145,651.29	
Other	0.00	Motion seconded by:
Total	\$12,881,632.27	

Expenditures by Fund

Fund 1 Revenue	\$2,706,608.20
Fund 10 Road and Bridge	1,076,401.13
Fund 11 Public Health & Human Services	2,317,808.72
Fund 30 Cap Outlay Barnum Garage Project	159,725.00
Fund 32 2016 Refi 2010A/B CSC CIP	0.00
Fund 40 2012 Refi '03 Hwy Bldg & '06 Road	0.00
Fund 70 Current Taxes	0.00
Fund 71 Motor Vehicle	325,581.12
Fund 72 Delinquent Taxes	0.00
Fund 73 State Fund	171,709.08
Fund 74 Forfeited Tax	40,011.80
Fund 75 Economic Development (IRRRB)	30,067.21
Fund 76 Refunding Fund	49,870.99
Fund 77 HS Agency Fund LCTS	8,910.00
Fund 78 Schools	554,051.16
Fund 79 Towns and Cities	5,440,887.86
Fund 80 ISTS Loan Program	0.00
Total	\$12,881,632.27

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

H - 2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 3-10-2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Approve Agreement for Financial Advisory Services with PFM Financial Advisors, LLC
Presenter: Kathy Kortuem

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 Finance Committee approved selection and cost of PFM prior to 9-10-19 board approval

Summary

Selection of PFM as financial advisor approved on 9-10-19; contract approved by County Attorney.
Agreement attached

Supporting Attachments

-

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

PFM FINANCIAL ADVISORS LLC

AGREEMENT FOR FINANCIAL ADVISORY SERVICES

This agreement (“Agreement”), made and entered into this day of February 24, 2020, by and between Carlton County, Minnesota (“Client”) and PFM Financial Advisors LLC (hereinafter called “PFM”), sets forth the terms and conditions under which PFM shall provide services.

WHEREAS, Client desires to obtain the services of a financial advisor to develop and assist in implementing Client’s strategies to meet its current and long-term operations, financial obligations, capital financing needs and render assistance in respect to debt transactions; and

WHEREAS, PFM is capable of providing the necessary financial advisory services.

NOW, THEREFORE, in consideration of the above mentioned premises and intending to be legally bound hereby, Client and PFM agree as follows:

I. SCOPE OF SERVICES

PFM shall provide, upon request of the Client, services related to financial planning, budget and strategic advice and planning, policy development and services related to debt issuance, as applicable and set forth in Exhibit A to this Agreement. Client acknowledges and agrees that most tasks requested by Client will not require all services provided for in Exhibit A and as such the specific scope of services for such task shall be limited to just those services required to complete the task. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Agreement. Services provided by PFM which are not specifically referenced in the scope of services set forth in Exhibit A of this Agreement shall be completed as agreed in writing in advance between the Client and PFM. Upon request of Client, PFM or an affiliate of PFM may agree to additional services to be provided by PFM or an affiliate of PFM, by a separate agreement between the Client and PFM or its respective affiliate.

II. WORK SCHEDULE

The services of PFM are to commence as soon as practicable after the execution of this Agreement and a request by the Client for such service.

III. REGISTERED MUNICIPAL ADVISOR; REQUIRED DISCLOSURES

1. PFM is a registered municipal advisor with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. If Client has designated PFM as its independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA exemption”), then services provided pursuant to such designation shall be the services described in Exhibit A hereto, subject to any limitations provided therein. PFM shall not be responsible for, or have any liability in connection with, verifying

that PFM is independent from any other party seeking to rely on the IRMA exemption (as such independent status is required pursuant to the IRMA exemption, as interpreted from time to time by the SEC). Client acknowledges and agrees that any reference to PFM, its personnel and its role as IRMA, including in the written representation of Client required under SEC Rule 15Ba1-1(d)(3)(vi)(B) shall be subject to prior approval by PFM. Client further agrees not to represent that PFM is Client's IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, outside of the scope of services without PFM's prior written consent.

2. MSRB Rules require that municipal advisors make written disclosures to their clients of all material conflicts of interest, certain legal or disciplinary events and certain regulatory requirements. Such disclosures are provided in PFM's Disclosure Statement delivered to Client together with this Agreement.

IV. FINANCIAL ADVISORY COMPENSATION

For the services provided under this Agreement, PFM's professional fees shall be paid as provided in Exhibit B to this Agreement and Client shall pay expenses and fees for other services not set forth in Exhibit A as provided below.

1. Reimbursable Expenses

In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, lodging, telephone, mail, and other ordinary cost and any actual extraordinary cost for graphics, printing, data processing and computer time which are incurred by PFM. Upon request of Client, documentation of such expenses will be provided.

2. Other Services

Any services which are not included in the scope of services set forth in Exhibit A of this Agreement will be subject to separate, mutually acceptable fee structures.

V. TERMS AND TERMINATION

This Agreement shall be effective from January 1, 2020 until January 1, 2024 (the "Initial Term") and shall automatically renew for additional 4 year periods (each a "Renewal Term" and together with the Initial Term, the "Term", unless terminated in writing by either party upon thirty (30) days written notice to the other party.

Upon any such termination, PFM will be paid for all services performed and costs and expenses incurred up to the termination date.

VI. ASSIGNMENT

PFM shall not assign any interest in this Agreement or subcontract any of the work performed under the Agreement without the prior written consent of the Client; provided that upon notice to Client, PFM may assign this Agreement or any interests hereunder to a municipal advisor entity registered with the SEC that directly or indirectly controls, is controlled by, or is under common control with, PFM.

VII. INFORMATION TO BE FURNISHED TO PFM

All information, data, reports, and records in the possession of the Client or any third party necessary for carrying out any services to be performed under this Agreement ("Data") shall be furnished to PFM and the Client shall, and shall cause its agent(s) to, cooperate with PFM in its conduct of reasonable due diligence in performing the services, including with respect to the facts that are necessary in its recommendation(s) to the Client in connection with a municipal securities transaction or municipal financial product and/or relevant to the Client's determination whether to proceed with a course of action. To the extent Client requests that PFM provide advice with regard to any recommendation made by a third party, Client will provide to PFM written direction to do so as well as any Data it has received from such third party relating to its recommendation. Client acknowledges and agrees that while PFM is relying on the Data in connection with its provision of the services under this Agreement, PFM makes no representation with respect to and shall not be responsible for the accuracy, adequacy or completeness of such Data.

VIII. NOTICES

All notices given under this Agreement shall be in writing, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the designated below. The parties designate the following as the respective places for giving notice, to wit:

CARLTON COUNTY, MINNESOTA

301 Walnut Avenue
Carlton County, Minnesota 55718
Attention: County Coordinator

PFM FINANCIAL ADVISORS LLC

1735 Market Street 43rd Floor Philadelphia, PA 19103
Attention: Chief Executive Officer

IX. TITLE TRANSFER

All materials, except functioning or dynamic financial models, prepared by PFM pursuant exclusively to this Agreement shall be the property of the Client. Subject to the exception described above, upon termination of this Agreement, at Client's reasonable request no later than three (3) years after the termination of this Agreement PFM shall deliver to the Client copies of any deliverables pertaining to this Agreement.

X. PFM'S REPRESENTATIVES

1. Assignment of Named Individuals

The professional employees of PFM set forth below will provide the services set forth in this Agreement; provided that PFM may, from time to time, supplement or otherwise amend the team members set forth below.

Jessica Cameron Mitchell
Arcelia Detert
Chuck Upcraft

2. Changes in Staff Requested by the Client

The Client has the right to request, for any reason, PFM to replace any member of the advisory team. Should the Client make such a request, PFM shall promptly suggest a substitute for approval by the Client.

XI. INSURANCE

PFM shall maintain insurance coverage with policy limits not less than as stated in Exhibit C.

XII. LIMITATION OF LIABILITY

Except to the extent caused by its willful misconduct, bad faith, negligence or reckless disregard of its obligations or duties, PFM shall have no liability to any party under this Agreement.

XIII. HOLD HARMLESS AND INDEMNIFICATION

PFM agrees to defend, indemnify, and hold Carlton County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any negligent act or omission on the part of PFM, or its employees, subcontractors under this Agreement, partners or independent contractors in the performance of or with relation to any of the work or services to be performed or furnished by PFM under this Agreement.

XIV. DATA PRACTICES

PFM and its employees, agents, successors and assigns must comply with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) as it applies to all data provided to PFM by the County under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by PFM pursuant to this Agreement.

If PFM receives a request to release data pursuant to this Section, PFM shall, to the extent practicable and not legally prohibited, promptly notify the County so that the County may seek an appropriate protective order.

XV. PRIVATE AND CONFIDENTIAL DATA.

PFM and its employees, agents, successors and assigns shall comply with the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes Ch. 13) and all other applicable state and federal laws, rules and regulations relating to data privacy or confidentiality. PFM further acknowledges that the classification of data as trade secret data will be determined based on applicable law, and labeling data as trade secret data will not necessarily make it so.

XVI. AUDIT.

PFM shall maintain complete and accurate records with respect to costs incurred and services performed under this Agreement for a period of at least six (6) years after the termination of this Agreement. Pursuant to Minn. Stat. § 16C.05, Subd. 5, PFM shall allow the County or other persons or agencies authorized by the County, including the Legislative or State Auditor, access to the records of PFM at reasonable hours, including all books, records, documents, and accounting procedures and practices of PFM relevant to the subject matter of the Agreement, for purposes of audit.

XVII. INDEPENDENT CONTRACTOR; NO THIRD-PARTY BENEFICIARY

PFM, its employees, officers and representatives at all times shall be independent contractors and shall not be deemed to be employees, agents, partners, servants and/or joint venturers of Client by virtue of this Agreement or any actions or services rendered under this Agreement. Nothing in this Agreement is intended or shall be construed to give any person, other than the Parties hereto, their successors and permitted assigns, any legal or equitable rights, remedy or claim under or in respect of this Agreement or any provisions contained herein. In no event will PFM be liable for any act or omission of any third party or for any circumstances beyond PFM's reasonable control including, but not limited to, fire, flood, or other natural disaster, war, riot, strike, act of terrorism, act of civil or military authority, software and/or equipment failure, computer virus, or failure or interruption of electrical, telecommunications or other utility services.

XVIII. APPLICABLE LAW

This Agreement shall be construed, enforced, and administered according to the laws of the State of Minnesota. PFM and the Client agree that, should a disagreement arise as to the terms or enforcement of any provision of this Agreement, each party will in good faith attempt to resolve said disagreement prior to pursuing other action.

XIX. NON-CONFORMING SERVICES AND WAIVER.

The acceptance by the County of any non-conforming services under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement.

The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

XX. ENTIRE AGREEMENT; SEVERABILITY

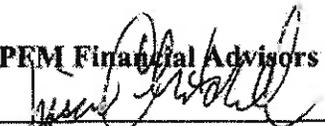
This Agreement represents the entire agreement between Client and PFM and may not be amended or modified except in writing signed by both parties. For the sake of clarity, any separate agreement between Client and an affiliate of PFM shall not in any way be deemed an amendment or modification of this Agreement. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

XXI EXECUTION; COUNTERPARTS

Each party to this Agreement represents and warrants that the person or persons signing this Agreement on behalf of such party is authorized and empowered to sign and deliver this Agreement for such party. This Agreement may be signed in any number of counterparts, each of which shall be an original and all of which when taken together shall constitute one and the same document.

IN WITNESS THEREOF, the Client and PFM have executed this Agreement as of the day and year herein above written.

PFM Financial Advisors LLC



Jessica Cameron Mitchell
Managing Director

Dated

2/21/20

Carlton County

Chairman of the Board

Dated

Carlton County

Kathy Kortuem
Carlton County Auditor

Dated

Carlton County

Lauri A. Ketola
Carlton County Attorney

Dated

EXHIBIT A
SCOPE OF SERVICES

1. Services related to the Financial Planning and Policy Development upon request of the Client:

- Assist the Client in the formulation of Financial and Debt Policies and Administrative Procedures.
- Review current debt structure, identifying strengths and weaknesses of structure so that future debt issues can be designed to maximize ability to finance future capital needs. This will include, but not be limited to, reviewing existing debt for the possibility of refunding that debt to provide the Client with savings.
- Analyze future debt capacity to determine the Client's ability to raise future debt capital.
- Assist the Client in the development of the Client's Capital Improvement Program by identifying sources of capital funding.
- Assist the Client with the development of the Client's financial planning efforts and process by assessing capital needs, identifying potential revenue sources, analyze financing alternatives such as pay-as-you-go, lease/purchasing, short-term vs. long-term financings, assessments, user fees, impact fees, developer contributions, public/private projects, and grants and provide analysis of each alternative as required as to the budgetary and financial impact.
- Review the reports of accountants, independent engineers and other project feasibility consultants to ensure that such studies adequately address technical, economic, and financial risk factors affecting the marketability of any proposed revenue debt issues; provide bond market assumptions necessary for financial projections included in these studies; attend all relevant working sessions regarding the preparations, review and completion of such independent studies; and provide written comments and recommendations regarding assumptions, analytic methods, and conclusions contained therein.
- Develop, manage and maintain computer models for long-term capital planning which provide for inputs regarding levels of ad valorem and non-ad valorem taxation, growth rates by operating revenue and expenditure item, timing, magnitude and cost of debt issuance, and project operating and capital balances, selected operating and debt ratios and other financial performance measures as may be determined by the Client.
- Conduct strategic modeling and planning and related consulting.
- Attend meetings with Client's staff, consultants and other professionals and the Client.

- Undertake financial planning and policy development assignments made by the Client regarding financings, and financial policy including budget, tax, cash management issues and related fiscal policy and programs.
- Assist the Client in preparing financial presentations for public hearings and/ or referendums.
- Provide special financial services as requested by the Client.

2. Services Related to Debt Transactions (Includes short term financings, notes, loans, letters of credit, line of credit and bonds); provided that if the transaction is competitive, the services of the financial advisor will be modified in advance in writing to reflect that process. Upon the request of the Client:

- Analyze financial and economic factors to determine if the issuance of bonds is appropriate.
- Develop a financing plan in concert with Client's staff which would include recommendations as to the timing and number of series of bonds to be issued.
- Assist the Client by recommending the best method of sale, either as a negotiated sale, private placement or a public sale. In a public sale, make recommendation as to the determination of the best bid. In the event of a negotiated sale, assist in the solicitation, review and evaluation of any investment banking proposals, and provide advice and information necessary to aid in such selection.
- Advise as to the various financing alternatives available to the Client.
- Develop alternatives related to debt transaction including evaluation of revenues available, maturity schedule and cash flow requirements.
- Evaluate benefits of bond insurance and/or security insurance for debt reserve fund.
- If appropriate, develop credit rating presentation and coordinate with the Client the overall presentation to rating agencies.
- Review underwriter's proposals and submit a written analysis of same to the Client.
- Assist the Client in the procurement of other services relating to debt issuance such as printing, paying agent, registrar, etc.
- Identify key bond covenant features and advise as to the financial consequences of provisions to be included in bond indentures, resolutions or other governing documents regarding security, creation of reserve funds, flow of funds,

redemption provisions, additional parity debt tests, etc.; review and comment on successive drafts of bond governing documents.

- Review the requirements and submit analysis to bond insurers, rating agencies and other professionals as they pertain to the Client's obligation.
- Review the terms, conditions and structure of any proposed debt offering undertaken by the Client and provide suggestions, modifications and enhancements where appropriate and necessary to reflect the constraints or current financial policy and fiscal capability.
- Coordinate with Client's staff and other advisors as respects the furnishing of data for offering documents, it being specifically understood that PFM is not responsible for the inclusion or omission of any material in published offering documents.
- As applicable, advise the Client on the condition of the bond market at the time of sale, including volume, timing considerations, competing offerings, and general economic considerations.
- Assist and advise the Client in negotiations with investment banking groups regarding fees, pricing of the bonds and final terms of any security offering, and make recommendations regarding a proposed offering to obtain the most favorable financial terms based on existing market conditions.
- Arrange for the closing of the transaction including, but not limited, to bond printing, signing and final delivery of the bonds.

EXHIBIT B
COMPENSATION FOR SERVICES

1. Fixed Rate Transaction Fees (Competitive and Negotiated)

The compensation schedule for competitive and negotiated sales of long-term financings will be billed at closing as follows:

New Money and/or Refunding	Bond Size (\$000)	Base Fee Per Issue
General Obligation Bonds (Capital Improvement Bonds, Jail/Courthouse Bonds, State Aid Road Bonds, etc.)	\$1 - \$2,000	\$14,000
	\$2,001 - \$3,000	\$16,000
	\$3,001 - \$4,000	\$18,000
	\$4,001 - \$5,000	\$20,000
	Greater than \$5,000	\$20,000 plus \$0.90/\$1,000 of bonds issued.
Revenue Bonds	125% of General Obligation Bonds Standard Fee	
Lease Revenue Bonds (Including COPs)	125% of General Obligation Bonds Standard Fee	
Other Fees	See Note 1.	

Note 1. Fees for Services Provided by PFM Asset Management LLC in connection with refunding issues:

Refunding Escrows: PFM Asset Management LLC will evaluate both United States Treasury Securities, State and Local Government Series ("SLGS"), if available, and open market securities in determining the most efficient escrow structure. Fees related to the purchase of SLGS for refunding escrows would be \$2,500 per completed final subscription. The fees for competitive procurement of open market securities would vary depending upon the number of securities, type of securities (Treasury or Agency), size of escrow and whether a float contract is used.

EXHIBIT C
INSURANCE



Insurance Statement

PFM Financial Advisors LLC (“PFM”) has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains professional liability and fidelity bond coverages which total \$40 million and \$25 million single loss/ \$50 million aggregate, respectively. PFM also carries a \$10 million cyber liability policy.

Our Professional Liability policy is a “claims made” policy and our General Liability policy claims would be made by occurrence.

Deductibles/SIR:

Automobile \$250 comprehensive & \$250 collision
Cyber Liability \$25,000
General Liability \$0
Professional Liability (E&O)
\$1,000,000 Financial Institution Bond
\$75,000

Insurance Company & AM Best Rating

Professional Liability (E&O). Endurance American Insurance Company; (A+; XV)
.....Argonaut Insurance Company; (A+; XIV)
.....Everest National Insurance Company; (A+; XV)
.....XL Specialty Insurance Company; (A+; XV)
.....Continental Casualty Company; (A; XV)
.....Starr Indemnity & Liability Company; (A; XV)
.....Federal Insurance Company; (A++; XV)
Financial Institution Bond. Federal Insurance Company; (A++; XV)
.....Great American Insurance Company; (A+; XV)
.....U.S. Fire Insurance Company; (A; XV)
Cyber Liability. Greenwich Insurance Company (A+; XV)
.....Arch Insurance Company; (A+; XV)
General Liability. Great Northern Insurance Company; (A++; XV)
Automobile Liability. Great Northern Insurance Company; (A++; XV)
Excess /Umbrella Liability. Federal Insurance Company; (A++; XV)
Workers Compensation. Vigilant Insurance Company; (A++; XV)
& Employers Liability

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

H - 3
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 3/10/2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathryn Kortuem
Title of Item for Consideration: Notification of Confession of Judgment
Presenter: Kathryn Kortuem

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 _____

Summary

Contract holder: Steven A. Jarve, Owner: Margaret Jarve, parcel 06-510-2660, part of the NE1/4 SW1/4 12-49-17, City of Cloquet, ISD 94

Supporting Attachments

-
-

Motion By _____ Seconded By _____

TO: _____
Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Office Of The Carlton County Auditor/Treasurer

AUDITOR

P.O. Box 130
Carlton, Minnesota 55718-0130
Telephone (218) 384-9127
Facsimile (218) 384-9116

Kathryn Kortuem
Acting Auditor/Treasurer

TREASURER

P.O. Box 160
Carlton, Minnesota 55718-0160
Telephone (218) 384-9125
Facsimile (218) 384-9116

March 2, 2020

Carlton County Board of Commissioners
Courthouse
Carlton MN 55718

Commissioners:

A Confession of Judgment for delinquent taxes has been taken out on February 18, 2020, on the following property:

<u>Parcel</u>	<u>Contract Holder</u>	<u>City/Township/ISD</u>
06-510-2660	Steven A. Jarve	City of Cloquet, ISD 94

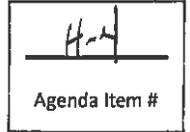
This information is being given to you to fulfill our obligations under the law.

Sincerely,



Kathryn Kortuem
Acting Auditor/Treasurer

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



To: Chairperson, Carlton County Board of Commissioners Meeting Date: March 10, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Establish de minimis rate for employee incentive awards

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 _____

Summary: The Carlton County Wellness Committee is regularly working to incentivize staff to engage in healthy behaviors in order to have a positive impact on employee work performance, as well as employee health insurance costs. Blue Cross/Blue Shield has a program that provides the County with annual funds to use to offset these costs. Currently, the County has an informal de minimis rate of approximately \$5, which is low, making it very difficult to find incentive awards, much less ones that employees are actually interested in earning. One of our neighboring counties has that rate at \$50. I am asking that the Board consider setting the de minimis rate for employee incentive awards at \$25.

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

H-5
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: March 10, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Approval of Health Equity Policy

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 The Policy Committee is recommending approval.

Summary:

Supporting Attachments

Health Equity Policy

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated



Carlton County, Minnesota Health Equity Policy

Adopted:
Revised:

Health Equity Policy

Purpose

The purpose of this policy is to provide high-level guidance for the inclusion of health equity in all policies, procedures, services, and interventions in Carlton County. Following these equity guidelines, departments will collaborate internally and with community partners and stakeholders to develop policies, procedures, services, and interventions that advance health equity goals.

This policy will serve as guidance for the inclusion of health equity goals into programs, policies, procedures, services, and interventions county-wide, including department specific programs, policies, procedures, services, and interventions.

By applying this policy, Carlton County strives to assure everyone in Carlton County the opportunity to attain their full potential, regardless of race, ethnicity, education, gender, sexual orientation, disability, employment, or the community they live in, supporting its mission to “protect and enhance the quality of life” for all county residents.

Policy

It is the policy of Carlton County to advance health equity by assuring equitable access to opportunities needed to attain optimum health among all county residents by committing to the following, generally:

1. Challenging assumptions and biases.
2. Adapting to new knowledge and new ways of providing services.
3. A focus on the community, including their needs, barriers, opportunities, and input.
4. Collaborating across departments, and alongside stakeholders and community members.
5. Tolerance (accepting differences) and inclusion (shared decision making).
6. Application of a health equity lens in county provided programs and services.
7. Sound stewardship of resources for the greatest impact.
8. Equitable access to resources.
9. To be a leader in health equity for the community.
10. The elimination of health inequities for all Carlton County residents.

Definitions

Health equity – the attainment of the highest quality of life for all people regardless of race, ethnicity, education, gender, sexual orientation, disability, employment, or the community they live in. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and the elimination of health and health care disparities.¹

Social determinants of health – conditions in the social and physical environment in which people are born, live, work, play, worship, and age that affect a wide range of health, functioning, and quality of life risks and outcomes. The social environment refers to social, economic, and cultural norms, patterns, beliefs, processes, policies, and institutions that influence the life of an individual or community. The physical environment refers to both the natural and human-made environments and how they affect health.²

Health equity lens – A systematic way of viewing the current state (of health conditions, program outcomes, agency policies, materials, and messaging, etc.) for how it either addresses or perpetuates health inequities.²

Health inequity – differences in quality of life between population groups related to unfair, unjust, and avoidable socioeconomic or environmental conditions, public policy or other socially determined circumstances.³

Employer and Employee Responsibilities

Employer responsibilities include monitoring and evaluating programs, policies, procedures, services, and interventions for their inclusion of a health equity lens county-wide.

Employee responsibilities include implementing and updating programs, policies, procedures, services, and interventions in order to assure health equity for Carlton County residents.

Citations

1 *CDC - Health Equity Guide - NCCDPHP: Community Health*. (2019). Cdc.gov. Retrieved 25 September 2019, from <https://www.cdc.gov/nccdphp/dnpao/state-local-programs/health-equity-guide/index.htm>

2 *Search the Data | Healthy People 2020*. (2019). *Healthypeople.gov*. Retrieved 25 September 2019, from <https://www.healthypeople.gov/2020/data-search/Search-the-Data#topic-area=3499>;

3 *Local health department organizational self-assessment for addressing health inequities*, (2019). *Barhii.org*. Retrieved 25 September 2019, from http://barhii.org/download/toolkit/self_assessment_toolkit.pdf

Approval By:

Approval Date

Approval By:

Approval Date:

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

H-6
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: March 10, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Authorize Universal Business Card Style

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 Management Team and Committee of the Whole support having one style of business card for all county employees who need them.

Summary:

Supporting Attachments

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated