

Carlton County
Board of Commissioners
*****ADJOURNED SESSION*****

Monday, March 23, 2020

4:00 p.m.

Carlton County Transportation Building

A. Administrative

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Approve Agenda
4. Approve Minutes of the March 10, 2020, Regular Session
5. Visitors:
 - a.
 - b.
 - c.

B. Human Services

1. Financial
2. Personnel
3. Administrative
4. Social Services
5. Health Services
6. Income Maintenance
7. Child Support & Collections
8. Commissioner's Comments

B. Human Services (continued)

9. Human Services Advisory Committee Comments
10. Case Action & Licensing of Foster and Day Care Homes

C. Zoning and Environmental Services

D. Land and Building

1. Approve out of state travel for GIS User Group meeting
2. Permission for City of Moose Lake to repave a portion of the Soo Line Trail within City Limits

E. Transportation

1. Approve final payment to Ulland Brothers for work at the Cloquet Airport
2. Approve final payment to Century Fence for multiple projects

F. Public Safety

G. Tax Matters

1. Accept/approve Application for Repurchase:
Patrick O'Flanagan Clear Creek Township
2. Consider Abatement of penalty, interest and cost for Woodward Enterprises

H. Administrative - Other

1. Consider Approving the 2019 Building Committee Annual Report

2. Approve Help Desk – Part-time Temporary position
3. Discussion of Status of Closure of County Buildings
4. Discussion of Alternative Work Sites and other Staff Related COVID-19 Responses
5. Consider approval of flood loan mortgage subordination to Bell Bank – Brent's Heating & Cooling (Minardi Properties)

I. Unorganized Township Matters

J. Commissioners Comments and Meetings Attended

K. Correspondence

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

0-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting March 23, 2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Greg Bernu
Title of Item for Consideration: Out of State Travel for GIS User Group meeting
Presenter: Greg Bernu

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

Supporting Attachments

- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Summary:

The Northern Area GIS User Group is meeting in Ashland, WI on April 30, 2020 to discuss cross-state boundary uses of GIS for Public Safety, Search and Rescue, drones and other matters GIS related. This is an initial meeting to determine the feasibility to coordinate cross-state line public safety uses of GIS. The invite has been sent to local units of government from MN, WI and MI. I would like to send Carlton County GIS and drone users from Land, GIS and Transportation.

SAVE THE

DATE

APRIL 30,

2020

**NORTHERN AREA GIS USER
GROUP MEETING**

9:00 am — 4:00 pm

**NORTHERN GREAT LAKES VISITOR
CENTER**

29270 Co Hwy G, ASHLAND, WI 54806

The Northern Area GIS User Group is a means for GIS users and interested parties around Lake Superior and nearby areas to gather and exchange ideas and information regularly. This meeting's topics will include GIS and Public Safety, Search and Rescue, Land Management,

UAS and whatever else is new and exciting in GIS!

We are looking for speakers for this event. If you are interested, please contact:

Claire Glafke at (715) 373- 3430

Scott Galetka at (715) 373- 3425

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

D-2
Agenda item #

To: Chairperson, Carlton County Board of Commissioners Meeting March 23, 2020

Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer

From: Greg Bernu

Title of Item for Consideration: Permission for City of Moose Lake to repave a portion of the Soo Line Trail within City Limits

Presenter: same

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

Supporting Attachments

- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Summary:

The City of Moose Lake wishes to repave washed out sections that coexist on the Soo Line Trail within the city limits. Recurring rain events, beginning in 2012 have caused the pavement to be undercut and crumble away. The City is applying for grant dollars to cover their costs. They need a letter of permission from the Landowner (County of Carlton) to accompany the application. Carlton County has never maintained nor claimed ownership of the pavement. The purpose of the pavement is for safe bicycle bypass of downtown Moose Lake and minimize bicycle/auto interaction on Arrowhead Road.



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

E-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting March 23, 2020

Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer

From: JinYeene Neumann, County Engineer

Title of Item for Consideration: Final Payment to Ulland Brothers for work at the Cloquet Airport

Presenter: JinYeene Neumann, County Engineer

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

Request for final payment to Ulland Brothers, project 17-35 Cloquet - Carlton County Airport Rehabilitate Runway.

Supporting Attachments

Resolution for Final Payment

Final Payment Application

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015

Revised November 28, 2016

**CARLTON COUNTY - CLOQUET RUNWAY 17 35 REHABILITATION
APPLICATION FOR PAYMENT**

RS&H
CONTRACTOR: HILLAND BROTHERS, INC.
PERIOD ENDING: 08/31/2019
PAY APP NO: 2 (Final)

APPLICATION NO. 2 (Final) for the period ending 08/31/2019
RS&H PROJECT NUMBER: 214-4891-001
MNDOT STATE PROJECT NUMBER: S.P. A-0902-058
APP PROJECT NUMBER: 3-27-0018-14-18

PROJECT DESCRIPTION: CARLTON COUNTY - CLOQUET AIRPORT RUNWAY 17 35 REHABILITATION

CONTRACT TYPE Design - Bid Design - Build Const. Mgmt.

APPLICANT Hilland Brothers Inc.
ADDRESS PO Box 340
Cloquet, MN 55720

The undersigned Contractor certifies that to the best of his knowledge, information and belief, the work covered by this Application has been completed in accordance with the Contract Documents; that all amounts have been paid by the undersigned for work for which previous Certificates for Payment were issued and payments received from the Owner; and that current payments shown herein is now due.

CONTRACTOR ACCEPTANCE
By: [Signature] Date: 10/10/19

PROJECT MANAGER APPROVAL
By: [Signature] Date: 10/10/2019

OWNER:
By: _____ Date: _____

The present status of this Contract is as follows:

ORIGINAL CONTRACT SUM	\$ 1,416,386.50
NET CHANGE BY PREVIOUS CHANGE ORDERS (0)	\$ 0.00
CONTRACT SUM TO DATE	\$ 1,416,386.50
TOTAL COMPLETED & STORED TO DATE	\$ 1,330,802.30
TOTAL RETAINAGE TO DATE	\$ 5% 0.00
TOTAL EARNED LESS RETAINAGE	\$ 1,330,802.30
LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 1,252,449.79
TOTAL PAYMENT DUE THIS APPLICATION	\$ 78,352.51
TOTAL RETAINAGE THIS PAY APPLICATION	\$ 0.00

Statement of Contract Days Charged:

Days Charged As of and Inclusive of: 08/31/2019
Total Contract Time as of 08/31/2019: 30
Total Contract Days Charged: 27
Total Contract Days Remaining: 3

APPLICATION AND CERTIFICATE FOR PAYMENT
 CARLTON COUNTY - CLOUET AIRPORT
 RUNWAY 17 28 REHABILITATION

RS&H
 CONTRACTOR/PULLMAN BROTHERS, INC.
 PERIOD ENDING 03/31/16
 PAY APP NO.2 (Final)

BID ITEM NO.	DESCRIPTION OF WORK	ORIGINAL SCHEDULE OF VALUES				CHANGE ORDERS		ADJUSTED CONTRACT		PREVIOUSLY COMPLETED		COMPLETED THIS PERIOD		BOND AMT	COMPLETED TO DATE		%
		SCHEDULE VALUE	QTY	UNIT	UNIT PRICE	CC#	QTY	UNIT PRICE	Quantity	Amount	PREVIOUS QTY	PREVIOUS AMOUNT	QTY THIS PERIOD		AMOUNT THIS PERIOD	QTY TOTAL COMPLETED	
1	MOBILIZATION & GENERAL CONDITIONS	\$29,780.00	1	LS	\$29,780.00					1.00	\$	0.00	\$	1.00	\$	23,270.00	100.0%
2	P-101-5.1 COLD REPAIRING BITUMINOUS CONCRETE PAVEMENT DEMOLITION, FULL DEPTH	\$11,417.50	1,250	SF	\$8.15					121,720	\$	0.00	\$	121,720	\$	1,178.55	97.4%
3	P-101-5.2 PAVEMENT MARKING BEYOND CENTER LINES (LASTING)	\$2,787.50	250	SF	\$11.15					233,000	\$	2,597.95	\$	233,000	\$	2,597.95	93.2%
4	UNDERSIPE EXCAVATION	\$2,200.00	100	CYD	\$22.00					277,500	\$	5,970.00	\$	277,500	\$	5,210.00	272.0%
5	P-108-5.1 EROSION AND SEDIMENTATION CONTROL	\$1,550.00	1	LS	\$1,550.00					1.00	\$	1,550.00	\$	1.00	\$	1,550.00	100.0%
6	ANNOY 2880 BITUMINOUS WEAR COURSE 3/4 INCH (NO. 10 - 2" LAYER)	\$57,250.00	989	TON	\$57.88					889.51	\$	51,251.74	\$	889.51	\$	57,251.74	100.4%
7	ANNOY 2811 (6-1/2") FULL DEPTH RECONSTRUCTION (FORM 11 INCH DEPTH)	\$20,000.00	4000	SY	\$5.00					2960.00	\$	20,450.00	\$	2960.00	\$	29,450.00	88.8%
8	ANNOY 2811 (6-1/2") FULL DEPTH RECONSTRUCTION (FORM BITUMINOUS LAYER)	\$47,333.00	630	TON	\$75.13					544.18	\$	41,031.28	\$	544.18	\$	41,031.28	86.4%
9	ANNOY 2811 (6-1/2") FULL DEPTH RECONSTRUCTION (FORM BITUMINOUS LAYER)	\$1,725.00	50	CYD	\$34.50					0.00	\$	0.00	\$	0.00	\$	0.00	0.0%
10	PAVEMENT MARKING (WHITE) WITH TYPE III REFLECTIVE GLASS BEADS INCLUDING	\$13,000.00	2000	SF	\$6.50					1800.00	\$	11,400.00	\$	1800.00	\$	11,400.00	87.7%
11	PAVEMENT MARKING (YELLOW) WITH TYPE III REFLECTIVE GLASS BEADS INCLUDING	\$1,050.00	750	SF	\$1.40					1800.00	\$	880.00	\$	1800.00	\$	880.00	81.4%
12	PAVEMENT MARKING (YELLOW) WITH TYPE III REFLECTIVE GLASS BEADS INCLUDING	\$13,250.00	24250	SF	\$0.55					24250.00	\$	13,250.00	\$	24250.00	\$	13,250.00	84.9%
13	PAVEMENT MARKING (YELLOW) WITH TYPE III REFLECTIVE GLASS BEADS INCLUDING	\$1,200.00	3	ACRE	\$400.00					0.00	\$	1,200.00	\$	0.00	\$	1,200.00	100.0%
14	PAVEMENT MARKING (YELLOW) WITH TYPE III REFLECTIVE GLASS BEADS INCLUDING	\$49,025.00	1500	CYD	\$32.71					0.00	\$	790.00	\$	24,312.50	\$	7,918.10	79.8%
15	PAVEMENT MARKING (YELLOW) WITH TYPE III REFLECTIVE GLASS BEADS INCLUDING	\$4,500.00	3	ACRE	\$1,500.00					3.00	\$	4,500.00	\$	3.00	\$	4,500.00	100.0%
16	PAVEMENT MARKING (YELLOW) WITH TYPE III REFLECTIVE GLASS BEADS INCLUDING	\$4,100.00	1100	LF	\$3.73					0.00	\$	0.00	\$	0.00	\$	0.00	0.0%
17	PAVEMENT MARKING (YELLOW) WITH TYPE III REFLECTIVE GLASS BEADS INCLUDING	\$1,700.00	18	LF	\$94.44					0.00	\$	0.00	\$	0.00	\$	0.00	0.0%
18	PAVEMENT MARKING (YELLOW) WITH TYPE III REFLECTIVE GLASS BEADS INCLUDING	\$3,400.00	3	EACH	\$1,133.33					17.00	\$	10,850.00	\$	17.00	\$	815.00	112.9%
19	PAVEMENT MARKING (YELLOW) WITH TYPE III REFLECTIVE GLASS BEADS INCLUDING	\$3,000.00	2	EACH	\$1,500.00					2.00	\$	3,000.00	\$	2.00	\$	3,000.00	100.0%
20	PAVEMENT MARKING (YELLOW) WITH TYPE III REFLECTIVE GLASS BEADS INCLUDING	\$3,000.00	2	EACH	\$1,500.00					0.00	\$	0.00	\$	0.00	\$	0.00	0.0%

\$ 1,418,388.50 \$ 1,418,388.50 \$ 1,318,388.20 \$ 12,454.10 \$ 1,330,802.30 84.0%

175414881.001 Contract Item 17 28 CLOUET AIRPORT Runway 17 28 Rehabilitation Pay App
 175414881.001 Contract Item 17 28 CLOUET AIRPORT Runway 17 28 Rehabilitation Pay App
 175414881.001 Contract Item 17 28 CLOUET AIRPORT Runway 17 28 Rehabilitation Pay App

BID ITEMS AND MODIFICATIONS BY CHANGE ORDER

APPLICATION AND CERTIFICATE FOR PAYMENT
 CARLTON COUNTY - CLOQUET AIRPORT
 RUNWAY 17 35 REHABILITATION

RS&H
 CONTRACTOR: ULLAND BROTHERS, INC.
 PERIOD ENDING: 09/25/2019
 PAY APP NO.2 (Final)

SUMMARY	ORIGINAL SCHEDULE	CHANGE ORDERS (0)	PREVIOUSLY COMPLETED	COMPLETED THIS PERIOD	STORED MATERIAL		TOTAL COMPLETED & STORED TO DATE	%
	VALUE	VALUE	PREVIOUS AMOUNT	AMOUNT THIS PERIOD	USED THIS PERIOD	REMAINING	STORED TO DATE	
Adjusted Contract	\$ 1,416,386.50	\$ -	\$ 1,318,368.20	\$ 12,434.10	\$ -	\$ -	\$ 1,330,802.30	93.96%

CONTRACT TOTALS \$ 1,416,386.50
 LESS TOTAL OF PREVIOUS PAYMENTS \$ 1,318,368.20
 SUBTOTAL \$ 12,434.10
 LESS 5% RETAINAGE \$ -
 CURRENT PAYMENT DUE \$ 12,434.10

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

E2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 03/23/2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Carla McCullough
Title of Item for Consideration: County Board Resolution for Final Payment
Presenter: Jinyeene Neumann

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 approve the final payment to Century Fence for projects SAP 009-605-027, SAP 009-601-054, SAP 009-610-13, SAP 009-609-006, CP 009-114-011, CP 009-116-011, and CP 009-120-010.

Supporting Attachments

- Resolution
 Final Pay Request

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

WHEREAS, the contract with Century Fence for Multi-Component Ground in/Wet Reflective Pavement Markings on CSAH 1 (Thomson Rd) between Bridge 09504 in Carlton and CSAH 61 in Esko; CSAH 5 between CSAH 6 and CSAH 4 West; and between Nendick Road and CSAH 61; and between CSAH 61 and TH 210; and between CSAH 26 and Cartwright Road; and between CSAH 7 and Jarvi Road; CSAH 9 (Twin Lakes Dr) between CSAH 7 and the North County Line; CSAH 10 between Bridge 58816 and Moosehorn Drive; CR 114 (Reservation Rd) between CSAH 7 and 790' South of Lockling Rd in Cloquet; CR 116 (Stark Rd) between CR 117 (Freeman Rd) and TH 33 in Cloquet; CR 120 (Middle Rd) between 5180' South of TH 210 and TH 210; has in all things been completed and the County Board has been fully advised in the premises;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Carlton County Board of Commissioners does hereby accept said completed project for and in behalf of the County of Carlton; and
2. That the Carlton County Board of Commissioners does hereby authorize the County Engineer to make final payment in the amount of Thirteen Thousand Five Hundred Forty Four Dollars and Twenty-Two Cents (\$13,544.22) to Century Fence.

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

G - 1

Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 3/23/2020

Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer

From: Kathryn Kortuem

Title of Item for Consideration: Accept/approve application for repurchase of tax-forfeited lands

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

Patrick O'Flanagan has requested approval of a repurchase application for property in Clear Creek Township that forfeited on 12-31-19.

Supporting Attachments

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015

Revised November 28, 2016

APPLICATION FOR REPURCHASE OF FORFEITED LANDS

Pursuant to Minnesota Statutes, Section 282.241

To the Board of County Commissioners and

The County Auditor of Carlton County, Minnesota:

The undersigned, Patrick O'Flanagan as **(a)Owner*, hereby makes application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes, Section 282.241; said land is situated in said Carlton County, Minnesota, and particularly described as follows:

SEE ATTACHED LEGAL DESCRIPTION
CARLTON COUNTY, MINNESOTA, Parcel No. 86-034-6844

Applicant states and shows that at the time of the forfeiture to the State of said land for taxes hereinafter set out, Patrick O'Flanagan and Jeanette O'Flanagan were the owners of said land.

That said land forfeited to the State on the 31st day of December, 2019.

That such taxes became delinquent 2016, and remained delinquent and unpaid for the subsequent years of 2017, 2018, and 2019.

That the aggregate of all delinquent taxes and assessments, with penalties, costs and interest, exclusive of taxes and assessments to be reinstated as provided by Minnesota Statutes, Section 282.251 is the sum of eight thousand four hundred twenty dollars and seventy cents (\$8,420.70).

That permission to repurchase said land is hereby requested for the reasons stated as follows:
Applicants were unable to redeem the property prior to the forfeiture.

Dated _____, 20__.

Patrick O'Flanagan Applicant

Jeanette O'Flanagan Applicant

STATE OF MINNESOTA,

County of Carlton

(not name, organization, relationship to or representative of)
being duly sworn, deposes and says: that they are the applicant and petitioner in the foregoing petition; that they have read said petition and knows the contents thereof; that the same is true of their own knowledge save as to the matters therein stated on information and belief and as to those matters they believe it to be true.

Subscribed and sworn to before me this

_____ day of _____, 20__

Notary Signature

Notary Stamp/Seal

***(a) the owner, (or) the representative of the owner, (or) a person to whom the right to pay taxes is given by statute, to-wit: (designating under what claim of right, whether as mortgage or otherwise the right is exercised).**

Legal Description
O'Flanagan Repurchase

The East 165.00 feet of the West 660 feet of the Northwest Quarter of the Southwest Quarter (NW1/4 of SW1/4) and the East 165.00 feet of the west 660 feet of Government Lot 1 as measured along the North line of said Northwest Quarter of the Southwest Quarter (NW1/4 of SW1/4), all in Section Thirty-six (36), Township Forty-six (46), Range Seventeen (17), Carlton County Minnesota

Together with the right of an ingress and egress easement over, under and across the West 33 feet of the Northwest Quarter of the Southwest Quarter (NW1/4 of SW1/4) and the West 33 feet of the North 107 feet of Government Lot 1.

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

6-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 3-23-2020

Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer

From: Kathy Kortuem

Title of Item for Consideration: Consider abatement of penalty, interest and cost for Woodward Enterprises

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

see attached application for abatement of penalty, interest and cost for parcels 06-617-0260, 0280, 0300, 0320 for payable 2018 and 2019 delinquent taxes

Supporting Attachments

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015

Revised November 28, 2016



Carlton County Penalty Abatement Application
 Carlton County Property Taxation & Records
 PO Box 160 Carlton MN 55718
 (218)384-9125
 www.co.carlton.mn.us

Minnesota Statute 279.01

- U.S. Postmarks are considered final unless a written document from the U.S. Postmaster which includes details regarding a "late pick-up" from a specific box accompanies this documents.
- Penalty will not be waived simply because taxpayer(s) failed to make timely payments.
- Penalty is waved ONLY if one of the below criteria is met.
- Failure to receive your property tax statement is not adequate cause for late payment.
- We recommend that you pay your tax and penalty to avoid additional penalty if your application is denied (see back of tax statement for penalty payment schedule).
- The application will be reviewed, and you will be notified of the decision within 30 days.
- If penalty is waived, a refund will be issued (or additional check for penalty will be returned) for amount of penalty paid.

Property Owner(s) Woodward Enterprises, LLC
 Name of Applicant (If Different) Timothy Woodward
 Parcel Identification Number (PIN) 06-617-0260, 280, 300, 320
 Address 305 Business Park Drive East, Cloquet, MN 55720
 Phone 707-845-3386

Tax Year 2018, 2019 Tax Due \$ \$82,280 Penalty Due \$ \$17,331.91

Has Penalty Been Paid? NO Are Prior Year Taxes Delinquent? NO-just these 2 yrs

Reason & Explanation Taxes Have Not Been Paid Timely (Explain Fully & Attach Supporting Documentation):

- Clerical Error – Error made by the county, municipality or other taxing authority performing clerical duties, such as coding, transposition, or mathematics which causes erroneous classification, erroneous valuation or late payment of tax.
- Hardship – A tragedy or casualty, such as death of an immediate family member, extreme or extended illness, accident, fire, or other extreme hardship, that occurs over the payment due date and causes late payment. Supporting documentation required.
- Postal Error – The error of the U.S. Postal Service where the Postal Service admits such error in writing.
- Postal Error – The Taxpayer documents and provides the issuance of a stop payment notice for a lost check that was mailed to pay property taxes. The stop payment notice must be an authorized, official copy from your bank and reference the cancelled check number, amount and the date the check was issued. The stop payment notice must be issued within **30 days** of the payment due date.

I/we have read the statements below and affirm that the above information provided represents a true and full statement of all facts known to the applicant(s) relative to this matter.

Signature of Applicant *Timothy Woodward* Date 3/9/20
 Joint Owner Signature _____ Date _____

March 9, 2020

From Woodward Enterprises, LLC

RE: Abatement of penalties, interest, and fees

Dear Kathy and Tax Board,

I am requesting the board to kindly waive the penalties, interest, and fees for the 2018 and 2019 taxes due on my property described the submitted tax abatement form. Please be aware that I am not asking for the taxes to be abated, only the penalties, interest, and fees.

I have been unable to meet the tax obligation on these parcels due to a lack of interest in tenancy in the building I built there. The original intent was to occupy the building with my business and lease additional space. Due to a poor business climate and lack of local interest in the Cloquet Industrial Park I have reached a point where I have been unable to meet my tax obligations which are quite substantial.

I have an opportunity to sell the property and make the tax obligation whole but that opportunity requires all back taxes plus 2020 taxes be paid by March 26th. The total penalties, interest, and fees I am asking to be waived are \$17,331,91.

The result of allowing this waived amount is my ability to pay \$82,280 in taxes for 2018 and 2019 as well as the taxes due for 2020 of approximately \$35,000.

I am hopeful you can see your way to allow this abatement of just the penalties and related interest and fees.

Kind Regards,

Timothy Woodward
Woodward Enterprises, LLC
707-845-3386
twoodward@daqota.com



Northeast Regional Headquarters
1201 East Highway 2
Grand Rapids, MN 55744

February 28, 2020

Greg Bernu
Land Commissioner
Carlton County Minnesota
1630 County Road 61
Carlton, MN 55718

Subject: Carlton County Board of Commissioners Notification - DNR Property Acquisition in Carlton County

This letter is notification to Carlton County Board of Commissioners the Department of Natural Resources (DNR) is considering acquisition of the following building and land currently owned by Woodward Enterprises LLC:

Address: 305 Business Park Drive East - Cloquet, Minnesota
Building: Commercial steel Morton building
Property: Section 2, Township 49, Range 17
Lots 8, 9, 10 and 11 all in Block 2 in the plat of Cloquet Business Park
The building is located on Lot 11

616-17 - 0240
0280
0320
0340 (5129)

In an effort to build on the good working relationship the DNR has with county governments, the department will notify county officials of all proposed land acquisitions, easements and donations for State purposes.

Acquisition of the building and land will help address worksite needs for DNR divisions in the Cloquet area.

If you have any questions or comments regarding this acquisition, please contact me at the above address or by telephone at 218-328-8953.

Sincerely,

Jean Dolensek
Regional Manager, Operations Services Division

CC: Patty Thielen, DNR Northeast Regional Director
Chad McDonald, DNR Lands & Minerals Land Acquisition Coordinator

Equal Opportunity Employer

Parcel/Acct: 06-617-0320 6635 Projected forfeiture year: 2022

Taxpayer . : WOODWARD ENTERPRISES LLC

Type options, press Enter.

1=Tax Record

Tax -----Total balance due figured through: 3/31/2020 -----

Op Year	Tax	Penalty	Cst/Fee	Interest	Total
_ 2019	35,544.00	4,443.00	.00	999.64	40,986.64
_ 2018	35,784.00	4,473.00	20.00	5,034.58	45,311.58
	71,328.00	8,916.00	20.00	6,034.22	86,298.22

Parcel/Acct: 06-617-0300 6634 Projected forfeiture year: 2022

Taxpayer . : WOODWARD ENTERPRISES LLC

Type options, press Enter.

1=Tax Record

Tax -----Total balance due figured through: 3/31/2020 -----

Op Year	Tax	Penalty	Cst/Fee	Interest	Total
_ 2019	2,182.00	272.75	.00	61.37	2,516.12
_ 2018	2,196.00	274.50	20.00	311.31	2,801.81
	4,378.00	547.25	20.00	372.68	5,317.93

Parcel/Acct: 06-617-0280 6633 Projected forfeiture year: 2022

Taxpayer . : WOODWARD ENTERPRISES LLC

Type options, press Enter.

1=Tax Record

Tax -----Total balance due figured through: 3/31/2020 -----

Op Year	Tax	Penalty	Cst/Fee	Interest	Total
_ 2019	1,716.00	214.50	.00	48.26	1,978.76
_ 2018	1,720.00	215.00	20.00	244.37	2,199.37
	3,436.00	429.50	20.00	292.63	4,178.13

Parcel/Acct: 06-617-0260 6632 Projected forfeiture year: 2022

Taxpayer . : WOODWARD ENTERPRISES LLC

Type options, press Enter.

1=Tax Record

Tax -----Total balance due figured through: 3/31/2020 -----

Op Year	Tax	Penalty	Cst/Fee	Interest	Total
_ 2019	1,568.00	196.00	.00	44.10	1,808.10
_ 2018	1,570.00	196.25	20.00	223.28	2,009.53
	3,138.00	392.25	20.00	267.38	3,817.63

Total 2018-2019 \$82,280.00 \$10,285.00 \$80.00 \$6,966.91 \$99,611.91

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

H-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: March 23, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Consider approving the 2019 Building Committee Annual Report

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 Building Committee approved the 2019 Building Committee Annual Report.

Summary:

Supporting Attachments

-
-

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Committee: Building Committee

Committee Chair: Dennis Genereau

List of Committee Members:

- | | |
|---|---------------------------------------|
| 1) <u>Commissioner Dick Brenner</u> | 9) <u>Rob Carr</u> |
| 2) <u>Commissioner Marv Bodie</u> | 10) <u>Dennis Genereau (Chairman)</u> |
| 3) <u>Auditor/Treasurer Kathy Kortuem</u> | 11) _____ |
| 4) <u>JinYeene Neumann (Vice-Chair)</u> | 12) _____ |
| 5) <u>Monty Lundberg</u> | 13) _____ |
| 6) <u>Kelly Lake / Brian Belich</u> | 14) _____ |
| 7) <u>Mary Finnegan</u> | 15) _____ |
| 8) <u>Shanny Hurst (Recorder)</u> | 16) _____ |

Lessons learned, purpose and objectives

The objective of this report is gathering all relevant information for better planning and execution of committee projects and preventing or minimizing risks for future projects.

Top 3 Significant Committee Successes	Committee Success Factors that Supported Success
1. Issuance of RFP for A&E for Barnum Garage and selection of Wold Architects and Engineers.	Committee support of hiring LHB to do the conceptual design work, and support for staff in ultimately updating the garage and hiring both A & E and Construction Manager services.
2. Issuance of RFP for Construction Manager Services for the Barnum Garage.	Committee recognition of need for Construction Manager services in order to best ensure the project is done on time and under budget.
3. Commitment to funding and a more appropriate level efforts to update and maintain our current county facilities.	Commissioning of a facilities study through Wold Architects and Engineers, the development of a capital improvement plan and prioritization of building needs, and the designation of additional funds to begin to meet these needs.

Other Notable Successes	Committee Success Factors that Supported Success
1. Purchase of Parks zero turn Kubota mower	Land Sale funds
2. Purchase of Chub Lake Park new pavilion roof	Land Sale funds
3.	

Committee Shortcomings and Solutions	Committee Shortcoming Recommended Solutions
1. Effective management of the jail/justice center project through the building committee and CCJP.	Recognition of the need for a jail/justice center specific steering committee and the support for the formalization of that committee.
2.	

County Board accepted:

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

H-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 3-18-2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: IT Department - Peter Gould
Title of Item for Consideration: Help Desk - Part-time Temporary position
Presenter: Peter Gould

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution
 Approve IT Department Help Desk - Part-time Temporary position

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 IT Department would like the county board to approve a Help Desk - Part-time Temporary position of .6 or 22.5 hours a week for approximately 3 months.
The IT Department has had an IT Intern for the past 6 months working full-time. This intern position is reaching a 67 day maximum.
This position has mainly been located at the CSB/PHHS working with 2 other IT Department staff.
The IT Department currently needs additional staff to help support requests.
The IT Department should have enough funds in our Part-time budget to cover this.
The JD is being updated by HR at this time. The IT Department may need this or a similar fulltime position in the future.

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-3
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: March 23, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Discussion of Status of Closure of County Buildings

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: Due to the COVID-19 virus, a number of counties have taken action to close some or all of their facilities to the public, leaving them open for staff to report to work only. As of the end of the work day, Wednesday, March 18, 13 counties have reported closing all buildings and 10 have reported closing some of their buildings. On Wednesday, March 18th, Carlton County has closed its extension building due in part to the fact that Minnesota Extension is not letting their extension staff report to work on site, and the Transportation Building was closed to the public due to the fact that most public interactions with the departments housed there can be done via phone. The Motor Vehicle Registration counter in the Community Services Building was closed around noon on March 18th in order to make changes to that work space that complies with the Minnesota Department of Health's (MDH) recommendations for social distancing. Those modifications should be completed by weeks end so that Motor Vehicle services can be resumed on Monday, March 23rd, in a modified fashion. All other buildings remain open at this time due to the nature of the services they provide. However, numerous precautions have been taken consistent with MDH recommendations for social distancing and hand washing/sanitizing with all county offices that remain open. Beginning on Thursday, March 19th, custodial staff will begin their shifts at 9:00 a.m. and will focus on cleaning the high trafficked areas as well as those areas most commonly touched by staff and the public.

Supporting Attachments

- _____

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

H-4
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: March 23, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Discussion of Alternative Work Sites and other Staff Related COVID-19 Responses

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 (if Necessary).

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: Human Resources will be providing the Board with an update of efforts to allow county staff to work alternative work sites and other work-related consideration given the COVID-19 pandemic on a department by department basis.

Supporting Attachments

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated