

Carlton County
Board of Commissioners
REGULAR SESSION
Tuesday, July 14, 2020
8:30 a.m.
Carlton County Transportation Building

Watch the meeting live at:
www.co.carlton.mn.us/board

A. Administrative - Routine

1. Roll Call
2. Pledge of Allegiance to the Flag
3. ** County Attorney's Statement Allowing Remote Participation due to Peacetime Emergency
4. Approve Agenda
5. Approve Minutes of the June 9, 2020, Regular Session; the June 22, 2020 Adjourned Session; and the June 15 and June 22, 2020, Board of Review and Board of Appeal and Equalization
6. Visitors:
 - a.
 - b.
 - c.

B. Human Services

1. Financial
2. Personnel
3. Administrative
4. Social Services
5. Public Health Services
 - a. Consider Letter of Support for expansion of Addiction Services at the Human Development Center – Carlton County Office
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. Approve 2020 Recycling License Renewals
2. Approve 2020 Hauler License Renewals
3. Consider Nemadji One Watershed, One Plan Approval for Submitting the Draft Plan for Formal 60-day Review Period

D. Land and Building

E. Transportation

1. Approve Final Payment to KGM Contractors Inc. for SAP 009-621-003

F. Public Safety

G. Tax Matters

H. Administrative – Other

1. Approve Reappointment of County Assessor
2. Consider Payment Deferral for County Fair Association
3. Consider Request from FDL regarding New 203 kV Substation
4. Approve May 2020 Expenditure Listing

5. Consider Request for Grade change of Zoning & Environmental Services Tech Position
6. Consider Request for Creation of a CARES Act Committee
7. Consider Resolution Regarding Wearing of Face Coverings
8. Consider Application for Cares Act Election Grant thru MN Secretary of State

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-5a
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 7-14-20

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

From: Public Health and Human Services

Title of Item for Consideration: Letter of Support for Additional Substance Use Disorder Services in Carlton County

Presenter: _____

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution
 Approve Letter of Support requested by the Human Development Center

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 service gaps in Carlton County, HDC is requested a letter of support from the Carlton County Board of Commissioners, to increase the availability of Substance Use Disorder Services.

Supporting Attachments

- Letter of Need pages 1 & 2, Assessment of Need for Treatment Programs

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Sally Menze

From: Kathy Kortuem
Sent: Thursday, July 9, 2020 10:48 AM
To: Sally Menze
Subject: FW: Addiction Services Expansion in Carlton County
Attachments: Letter of Need - Doc 2.pdf; Letter of Need- Carlton County.docx; 9530.6800 Assessment of Need for Treatment Programs.pdf

From: Katie M. Onofreychuk <Katie.Onofreychuk@hdchrc.org>
Sent: Wednesday, July 8, 2020 12:48 PM
To: LeeAnn Purcell <LeeAnn.Purcell@co.carlton.mn.us>; Kathy Kortuem <Kathy.Kortuem@co.carlton.mn.us>
Subject: Addiction Services Expansion in Carlton County

Kathy and LeeAnn,
In response to Shanny's direction, HDC would very much like to have this item added to the July 14th County Board meeting. Myself, and the Director of HDC Addiction services would be available to attend as well.
I have attached the documents I sent to Shanny, in the event they were not included in her email to you. Please let us know how we may proceed with this request.
Thank you,

Katie Onofreychuk, MSW, LICSW
Chief Clinical Officer
Human Development Center
Katie.Onofreychuk@hdchrc.org
Office (218) 302-8663, Ext. 8663
Fax (218) 728-6931



HDC

Human Development Center
Comprehensive Behavioral Healthcare
Professional. Compassionate. Dedicated.

From: Shanny Hurst <Shanny.Hurst@co.carlton.mn.us>
Sent: Wednesday, July 1, 2020 7:57 AM
To: Katie M. Onofreychuk <Katie.Onofreychuk@hdchrc.org>
Cc: Dave Lee <Dave.Lee@co.carlton.mn.us>; LeeAnn Purcell <LeeAnn.Purcell@co.carlton.mn.us>; Kathy Kortuem <Kathy.Kortuem@co.carlton.mn.us>
Subject: RE: Addiction Services Expansion in Carlton County

Hi Katie,

Committee of the Whole (COW) Chair Tom Proulx has canceled the July 7th COW meeting due to a lack of agenda items. If you wish to add this item to the July 14th County Board meeting, please contact LeeAnn Purcell and/or Kathy Kortuem in the Auditor/Treasurer's Office as they take care of those agendas. I have cc'd them on this email. Thank you.

Shanny

From: Katie M. Onofrechuk <Katie.Onofrechuk@hdchrc.org>
Sent: Monday, June 29, 2020 10:42 AM
To: Shanny Hurst <Shanny.Hurst@co.carlton.mn.us>
Cc: Dave Lee <Dave.Lee@co.carlton.mn.us>
Subject: Addiction Services Expansion in Carlton County

Good morning,

The Human Development Center is requesting the support and approval of the Carlton County Commissioners office to proceed with the expansion Addiction Services at the Human Development Center Carlton County office. Our expansion planning began early last fall after meeting with county staff about the challenges and limitations of current addiction services in Carlton County, at which time their support was extended. Since then we have hired additional staff and arranged to use existing space in the HDC Cloquet office for addiction services that will include outpatient individual therapy, group therapy, and peer recovery services. Programming will be offered during the day and early evening, Monday through Friday. Our current staffing plan should allow for a quick start after the licensing process, with the hope to begin offering addiction services late summer/early fall.

Attached is a letter of need that has been prepared for your review, along with the statutes guiding this process, and an example letter to consider when drafting a letter of support to accompany our application to the licensing board. It's our hope that Carlton County will look favorably upon this letter of need/support and HDC's application.

Shanny, if you could please assist in directing this note and request to the responsible party that would wonderful. Please let me know if you have any questions about this expansion or the proposed programming.

Letter of Approvals can be sent directly to DHS:

DHS Licensing Deposit Code 149 Initial License Application
PO Box 64837
St. Paul, MN
55164-0837

Thank you,

Katie Onofrechuk, MSW, LICSW
Chief Clinical Officer
Human Development Center
Katie.Onofrechuk@hdchrc.org
Office (218) 302-8663, Ext. 8663
Fax (218) 728-6931



Letter of Need/Support

RE: Request for Approval of Expansion of SUD Services Offered in Carlton County

(1) Geographic Area: The geographic area of Cloquet is rural, closely surrounded by smaller more rural villages and townships. Cloquet has a population of 12,124 according to the 2010 census, is in Carlton County, and serves as the county seat. The district where the HDC office is located is mixed with commercial and residential occupancies, as it sits just one block off what would be considered the Main Street. With markedly low population density residents experience several access barriers including increased windshield time, limited workforce, and transportation barriers. There is also a lack of mental health providers in the area which reduces access to services, contributes to long wait times for services and geographic gaps.

(2) Target Population: HDC aims to serve all members of the community who need individual, family, or group mental health therapy, addiction services, or mental health and substance abuse education. HDC targets all individuals in need, regardless of income, class, race, color, religion, creed, gender, marital status, national origin, familial status, disability, age, sexual orientation, political affiliation, or belief system. The client population for Substance Use Disorder treatment will consist of individuals who will have been assessed by certified mental health therapists and/or alcohol and drug counselors through the use of evidenced-based screening and assessment tools, collateral contacts, and a social history. All clients receiving services will have access to a full range of substance use disorder counseling and/or individual and group mental health therapy. Clients served by HDC Addictions will include individuals ages 18 and over. Clients will not have medical problems requiring medical staff in the facility; they will be ambulatory and able to make daily decisions for themselves relative to self-care and safety. All clients deemed unable to safely participate in an outpatient treatment services environment during service initiation will be referred to an appropriate community resource.

Individuals will primarily receive addiction services in the office, with the goal of expanding to provide outreach services through a secondary location and through therapeutic community activities.

(3) Service Gaps: As a member of area specialty court programs, HDC has experienced the shortage of outpatient substance use disorder programs from the community's perspective. The limited number of treatment options in rural areas frequently leads individuals to seeking services outside of their county or not at all. Aside from the transportation barriers this presents, treatment away from home distances individuals from their natural support systems and community, making for challenges with their recovery and/or preventing them from participating in treatment. Carlton County has very few options for addiction services, with only one provider (The Haven Chemical Health Program) offering individual and group outpatient services. Those addiction services currently not available in Carlton County include Peer Recovery Specialists, Mental Health and Substance Use Disorder treatment, and Medication Assisted Treatment. The comprehensive and integrated model offered through HDC Addiction Services would fill this need by providing all these services as well as outpatient treatment individual and group therapy. Addictions Services at HDC offer intensive outpatient programming utilizing evidence-based



practices to individualize treatment for each person seeking recovery from addiction. HDC would provide evening groups running from 5:30-8:30PM up to 4 days a week with pre-arranged evening and weekend appointments. Additionally, through innovative models of service delivery, such as telehealth, HDC can maximize available resources and allow service delivery across a vast, sparsely populated service area with a limited workforce.

4) Referral Sources

- Carlton County District Court- Judge R. Stumme
 - Estimates 100 referrals in the first year
- Arrowhead Regional Lead Specialty Courts Coordinator- Lindsay Snustad
 - Estimates 100 total referrals from the Sixth Judicial District Treatment Courts (Lake, Carlton, St. Louis, Cook Counties) in a year
- Human Development Center
 - 6% of HDC clients/served persons received Addiction Services in 2019. Applying this percentage to HDC's served population in Carlton County, an estimated 115 internal referrals a year would be anticipated.

9530.6810 COUNTY BOARD RESPONSIBILITY TO REVIEW PROGRAM NEED.

When an applicant for licensure under parts 9530.2500 to 9530.4000 or Minnesota Statutes, chapter 245G, requests a written statement of support for a proposed chemical dependency treatment program from the county board of commissioners of the county in which the proposed program is to be located, the county board, or the county board's designated representative, shall submit a statement to the commissioner that either supports or does not support the need for the applicant's program. The county board's statement must be submitted in accordance with items A and B:

A. the statement must be submitted within 60 days of the county board's receipt of a written request from the applicant for licensure; and

B. the statement must include the rationale used by the county board to make its determination.

Statutory Authority: *MS s 254B.03*

History: *12 SR 53*

Published Electronically: *January 3, 2018*

9530.6800 ASSESSMENT OF NEED FOR TREATMENT PROGRAMS.

Subpart 1. **Assessment of need required for licensure.** Before a license or a provisional license may be issued, the need for the chemical dependency treatment or rehabilitation program must be determined by the commissioner. Need for an additional or expanded chemical dependency treatment program must be determined, in part, based on the recommendation of the county board of commissioners of the county in which the program will be located and the documentation submitted by the applicant at the time of application.

If the county board fails to submit a statement to the commissioner within 60 days of the county board's receipt of the written request from an applicant, as required under part 9530.6810, the commissioner shall determine the need for the applicant's proposed chemical dependency treatment program based on the documentation submitted by the applicant at the time of application.

Subp. 2. **Documentation of need requirements.** An applicant for licensure under parts 9530.2500 to 9530.4000 and 9530.5000 to 9530.6500 must submit the documentation in items A and B to the commissioner with the application for licensure:

A. The applicant must submit documentation that it has requested the county board of commissioners of the county in which the chemical dependency treatment program will be located to submit to the commissioner both a written statement that supports or does not support the need for the program and documentation of the rationale used by the county board to make its determination.

B. The applicant must submit a plan for attracting an adequate number of clients to maintain its proposed program capacity, including:

- (1) a description of the geographic area to be served;
- (2) a description of the target population to be served;
- (3) documentation that the capacity or program designs of existing programs are not sufficient to meet the service needs of the chemically abusing or chemically dependent target population if that information is available to the applicant;
- (4) a list of referral sources, with an estimation as to the number of clients the referral source will refer to the applicant's program in the first year of operation; and
- (5) any other information available to the applicant that supports the need for new or expanded chemical dependency treatment capacity.

Statutory Authority: *MS s 254B.03*

History: *12 SR 53*

Published Electronically: *October 15, 2013*

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

<p>C-1</p> <hr/> <p>Agenda Item #</p>

To: Chairperson, Carlton County Board of Commissioners Meeting Date: July 14, 2020
 Via: Kathy Korteum, Acting County Auditor/Treasurer
 From: Heather Cunningham, Administrator, Zoning and Environmental Services

Title of Item for Consideration: 2020 Recycling License Renewal

Presenter: Heather Cunningham

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
- Award contract or bid
- Approve by resolution
- Approve recycling license renewals H2099 – H20101

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

Annual licensing is required per Carlton County Solid Waste Ordinance #17. This is the annual license approval for mixed municipal solid waste, demolition waste and recycling for haulers that have customers within Carlton County boundaries.

No.	Company	Trck #	Year	Vehicle Make	Vehicle Model	Capacity (Yds)	Axles	License #	Fee	Rct #
H2099	Safety-Kleen Systems Inc	5597	2016	Peterbilt	Box Truck	54000 lbs	3	P882137	\$125.00	58649
H20100	Safety-Kleen Systems Inc	412010	2012	Kenworth	Box Truck	26000 lbs	2	YBG 6124		
H20101	Safety-Kleen Systems Inc	406033	2017	International	Box Truck	33000 lbs	2	P593456		

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

C-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: July 14, 2020
Via: Kathy Korteum, Acting County Auditor/Treasurer
From: Heather Cunningham, Administrator, Zoning and Environmental Services

Title of Item for Consideration: 2020 Hauler License Renewal

Presenter: Heather Cunningham

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution
 Approve hauler license renewal H20102 and H20103

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

Annual licensing is required per Carlton County Solid Waste Ordinance #17. This is the annual license approval for mixed municipal solid waste, demolition waste and recycling for haulers that have customers within Carlton County boundaries.

No.	Company	Trck #	Year	Vehicle Make	Vehicle Model	Capacity (Yds)	Axles	License #	Fee	Rct #
H20102	Nordstrom's Sanitation LLC	38	1989	Peterbilt	TL COE	20 yd	3	YBJ 0613	\$25.00	58805
H20103	Cloquet Sanitary Service	100	2020	Peterbilt	520	40 yds	4	YBY 1499	\$25.00	58825

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

C-3
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: July 14, 2020
Via: Kathy Kortuem, County Auditor/Treasurer
From: Karola Dalen, Resource & Recycling Coordinator, Nemadji One Watershed, One Plan Steering Committee member.

Title of Item for Consideration: Nemadji One Watershed, One Plan Approval for Submitting the Draft Plan for Formal 60-day Review Period

Presenter:
Melanie Bomier, Water Resources Technician, Carlton Soil & Water Conservation District (SWCD)

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution
 It is requested that any concerns that may prevent partnering organizations from adopting the final plan be brought forward at this time. If significant concerns are absent, authorize the Nemadji Policy Committee representative, Mark Thell, to vote affirmatively at the August 6, 2020, meeting to submit the draft plan to BWSR for the 60-day review period.

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: _____

Carlton County is signatory on the Nemadji One Watershed, One Plan memorandum of Agreement for the purposes to develop, adopt and implement a coordinated watershed management plan. Carlton County has participated in the process through the Policy Committee, Advisory Committee and Steering Committee. On June 4th 2020, the Nemadji 1W1P plan writer released a full draft of the plan for review by all partnering organizations which can be found at the following website: <https://drive.google.com/drive/folders/111rdN4InUORsuvMOlbUHExK38hRjM1ng>

The next step of the process will be for the Policy Committee to consider submittal of the draft plan to the MN Board of Water and Soil Resources (BWSR) for a 60-day review.

Supporting Attachments

- _____

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

E-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 07/14/2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Carla McCullough
Title of Item for Consideration: _____
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 final payment to KGM Contractors Inc. for SAP 009-621-003

Supporting Attachments

- Resolution for Final Payment SAP 009-621-003
 Final Pay Request Cover Sheet

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated



CARLTON COUNTY TRANSPORTATION DEPT

1630 COUNTY ROAD 61
 CARLTON, MN 557188170

Project SAP 009-621-003 [1016] - SAP 009-621-003 Bituminous Mill, Grading, Aggregate Base
 Final Pay Request No. 7

Contractor: **KGM CONTRACTORS INC**
 9211 Hwy 53
 Angora, MN 55703

Contract No.
 Vendor No. 4070
 For Period: 6/13/2020 - 6/26/2020
 Warrant # _____ Date _____

Contract Amounts

Original Contract	\$947,375.15
Contract Changes	\$356,049.23
Revised Contract	\$1,303,424.38

Work Certified To Date

Base Bid Items	\$804,052.96
Backsheet	\$477.73
Change Order	\$724,993.25
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$1,529,523.94

Funds Encumbered

Original	\$947,375.15
Additional	N/A
Total	\$947,375.15

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 009-621-003 [1016]	\$2,500.00	\$1,529,523.94	\$0.00	\$1,450,672.74	\$78,851.20	\$1,529,523.94
Percent Retained: 0.0000%						
Amount Paid This Final Pay Request					\$78,851.20	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

Jim Neuman

 Carlton County Engineer

Date

6/26/2020

Approved By KGM CONTRACTORS INC

Pauline Rutchsky

 Contractor

Date

6-30-20

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

Kelly Lampel

Chief Deputy Auditor/Treasurer

TREASURER

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

***** RESOLUTION NO. 20-000*****

BY COMMISSIONER: Proulx

ADOPTED: July 14, 2020

WHEREAS, the contract with KGM Contractors Inc. for S.A.P. 009-621-003, Bituminous Milling, Grading and Aggregate Surfacing of CSAH 21 (Swede Lake Road) between 1.8 Miles North of CR 123 and TH 210, in Cromwell, MN 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 seventy-eight thousand, eight hundred fifty-one dollars and twenty cents (\$78,851.20) to KGM Contractors Inc.

Upon motion by , seconded by , and carried, the above resolution was adopted.

Yea votes: Peterson, Thell, Brenner, Proulx and Bodie

Nay votes: None

Absent: None

I, Kathy Kortuem, Acting Auditor/Treasurer of the County of Carlton, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 14th day of July, 2020 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE in Carlton, Minnesota, this 9th day of July, 2020.

Kathy Kortuem
Carlton County Acting Auditor/Treasurer

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

H - 1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 7-14-2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Marv Bodie
Title of Item for Consideration: Approve reappointment of County Assessor
Presenter: Marv Bodie

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

Current four-year term ends December 31, 2020

Supporting Attachments

- _____
- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated



Notice: Expiration of county assessor four-year term and reappointment

July 1, 2020

Dear Marv Bodie:

The current term for county assessors expires on December 31, 2020, with the new term beginning on January 1, 2021. Please be aware that your board must notify its county assessor, no later than October 1, 2020, if it does not intend to reappoint the assessor. ***If reappointment is not intended***, please notify the Minnesota Department of Revenue of the impending vacancy. For your convenience please reply to this email using the subject line: Impending vacancy.

Please be aware that the commissioner of Revenue must confirm your county assessor's reappointment before it becomes effective. The department will work directly with the county assessor to prepare for reconfirmation by the commissioner of Revenue. If the commissioner refuses to confirm an appointment, the term of the appointee shall terminate at the end of that day.

Also, the appointment of a county assessor that does not have the appropriate licensure at the time of reappointment cannot be reconfirmed by the commissioner of Revenue.

If you have any questions or concerns regarding this process please contact, Gale Zimmermann, your county's property tax compliance officer.

A handwritten signature in black ink that reads 'Jon Klockziem'.

Jon Klockziem, Director
Property Tax Division

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

H-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 7-14-20
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Mary Finnegan
Title of Item for Consideration: Consider principal payment deferral for Carlton County Ag & Industrial Assoc.-County Fair (COVID-19)
Presenter: Mary Finnegan

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 page 2

Supporting Attachments

- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Summary:

Carlton County Agriculture & Industrial Association (Carlton County Fair Board) has requested a one year deferral of principal payments (roughly \$580/month) on their Economic Development loan due to the COVID-19 pandemic and the cancellation of the 2020 Carlton County Fair. They would like to continue making interest payments during the deferral period (roughly \$110/month). The Carlton County Fair typically provides the Fair Board with a majority of their annual revenue and without the event taking place, it will be impossible to meet their financial obligations.

The Fair's Economic Development loan with Carlton County was taken out in 2004 for \$136,240 and ballooned in 2014 with a balance of \$68,240. Carlton County refinanced the loan for them in 2014 out of County Board funds rather than Economic Development loan funds and each year their principal payments are transferred from the Economic Development account to a Board of Commissioners account. Interest payments remain in the Economic Development Department account. The loan is currently in good standing with a principal balance of \$33,047.08, due to be paid off in 2024. If approved, the deferral will push their payoff date to 2025.

Carlton County EDA has not met so this request has not gone before the EDA Board. Economic Development staff recommends deferring the Fair Board's monthly principal payments, allowing them to make interest only payments for a year in order to reduce their expenses during this unprecedented year void of fair income.

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

H-3
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting July 14, 2020

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

From: Mary Finnegan

Title of Item for Consideration: Request from FDL

Presenter: Mary Finnegan

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

FDL approached Carlton County with a desire to acquire a 200' x 200' foot ROW to build a new 203kV substation along railroad tracks going north to Hwy 210. Map is attached. In order to pursue funding from the U.S. DOE, they need a commitment from Carlton County to agree to a lease of this property assuming that the appropriate permits have been awarded that conform to Carlton County's land and zoning ordinances and receive a Conditional/Interim Use Permit from Carlton County Planning and Zoning Board. A lease agreement would also need FDL to receive a route from the MN Public Utilities Commission.

Supporting Attachments

- Map of Proposed Lease
- Design of Substation

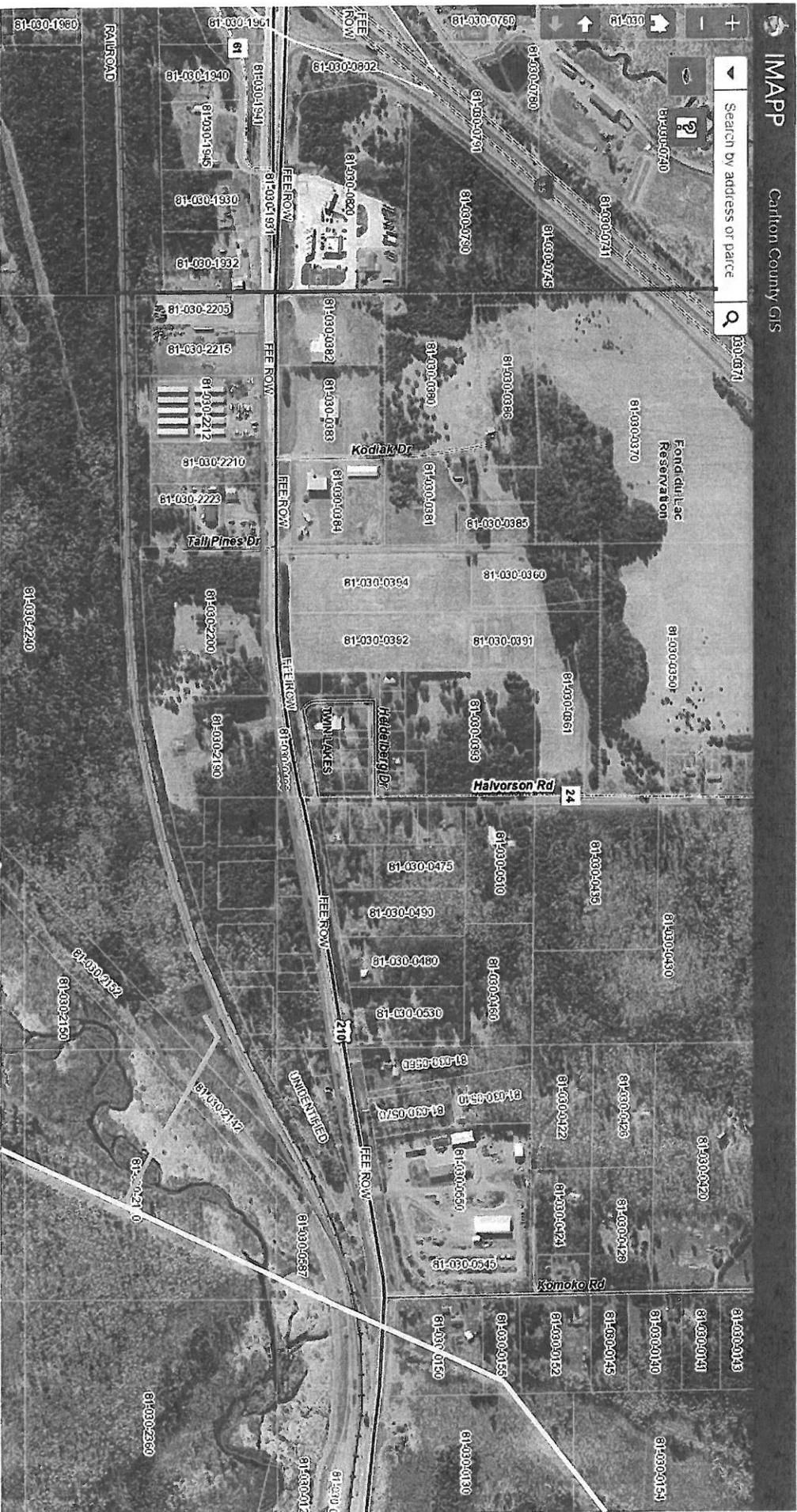
Motion By _____ Seconded By _____

TO: _____

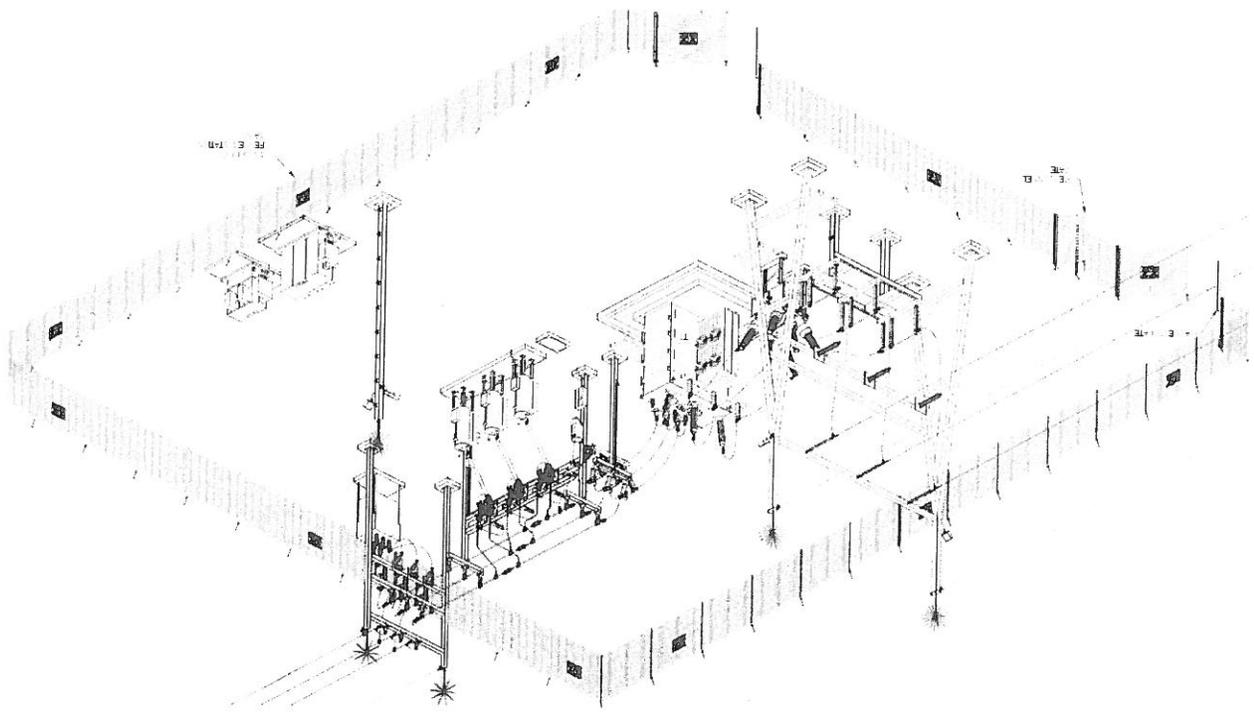
Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Electric Utility Interconnection – Transmission, Substation & Distribution (Option 3)



Existing Distribution New Distribution w/DOT (210) ROW New Substation New 230 kV Transmission Tap 230 kV Transmission Line



Bruno, extracted from Image 3 of the DOE FDL Design Engineering File previously provided...Phil

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

H - 4 -
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 7/14/20
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Accept May 2020 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 May 2020 = \$9,417,393.40

Supporting Attachments

- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

CARLTON COUNTY
Expenditures for the Month of May 2020

Board Bills	\$7,941,032.71
Payroll	1,476,360.69
Other	0.00
Total	<u><u>\$9,417,393.40</u></u>

Motion made by:

Motion seconded by:

Expenditures by Fund

Fund 1 Revenue	\$1,831,232.74
Fund 10 Road and Bridge	529,836.09
Fund 11 Public Health & Human Services	1,465,459.51
Fund 30 Cap Outlay Barnum Garage Project	185,173.96
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	153,144.05
Fund 72 Delinquent Taxes	0.00
Fund 73 State Fund	1,292,940.56
Fund 74 Forfeited Tax	21,791.07
Fund 75 Economic Development (IRRRB)	19,317.92
Fund 76 Refunding Fund	0.00
Fund 77 HS Agency Fund LCTS	0.00
Fund 78 Schools	3,918,497.50
Fund 79 Towns and Cities	0.00
Fund 80 ISTS Loan Program	0.00
Total	<u><u>\$9,417,393.40</u></u>

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

H-5
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: July 14, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr

Title of Item for Consideration: Consider request for grade change of the Zoning and Environmental Services Tech position

Presenter: Dennis Genereau, Jr.

Type of Action Requested (check all that apply)

Info only, no action requested at this time

Award contract or bid

Approve by resolution

Fiscal Impact (check all that apply)

Item included under current budget Yes No NA

Budget adjustment required Yes No NA

Reviewed by Finance Committee Yes No NA

Staffing Impact

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

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

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

Reviewed by Human Resources Yes No NA

Other

Reviewed by other Committee, Board or Commission Yes No NA

If yes, what was their recommendation The Finance Committee did not oppose the change

Summary: The Zoning and Environmental Services Tech position was reviewed as required by contract. That review did result in changes to the duties of the position, such that when it was graded out it graded out one grade higher, moving from a 130 to a 140.

Supporting Attachments

Resolution _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Resolution for Zoning and Environmental Services Tech Grade Change

WHEREAS, the Carlton County Human Resources Office (HR) is obligated by contract to review all job positions descriptions at least one time every two years as determined by each union and HR; and

WHEREAS, HR has recently completed its review of all job position descriptions assigned to the second quarter of the even year; and

WHEREAS, the job description of the Zoning and Environmental Services Tech position was updated to reflect recent changes in job duties; and

WHEREAS, due to the changes in the position's job duties, the position did receive additional points that increased its grade value from a grade 130 to a grade 140; and

WHEREAS, the Finance Committee did review this grade change and there was no objection to the change.

THEREFORE, BE IT RESOLVED, that the grade for the Environmental Services Tech position is hereby changed from a grade 130 to a grade 140, effective consistent with past practice.

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: July 14, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr

Title of Item for Consideration: Consider request for creation of a CARES Act Committee

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 Management Team Proposed the Committee

Summary: Carlton County recently received its disbursement of federal CARES Act dollars. It is critical that these dollars be spent in a timely manner consistent with federal law no later than December of 2020. The management team has proposed that a committee be formed to generate for the Board proposals as to the expenditure of those dollars consistent with the Act and that the positions on the committee include the county attorney, county auditor treasurer, county economic development director, and county coordinator, together with whomever else the Board might see fit to appoint.

Supporting Attachments

- Resolution

Motion By _____ Seconded By _____

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

Motion: Carried Defeated

Resolution for CARES Act Committee

WHEREAS, this Board did pass a resolution at its June 22nd meeting wherein it did resolve and certify that it would accept and spend aid distributions from the federal CARES Act; and

WHEREAS, it is critical that these expenditures be made in accordance with the act and in a timely manner consistent with the CARES Act directives; and

WHEREAS, the management team has reviewed and discussed the CARES Act and how the funds might be spent and did conclude that the formation of a committee to ensure continuity and timeliness of the expenditures; and

THEREFORE, BE IT RESOLVED that a CARES Act Committee is hereby formed, and that said committee shall include the positions of county attorney, auditor/treasurer, economic development director, and count coordinator, as well as two commissioners, and any other positions the committee might deem necessary for the full and complete conduct of its business, and that said committee shall have no final decision-making authority but will be charged with making recommendations to this Board for how the CARES Act dollars might be spent, and shall meet regularly until such time said committee is no longer needed.

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

H-7
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: July 14, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr

Title of Item for Consideration: Consider a resolution mandating the wearing of face coverings

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: It has been requested by at least one County Commissioner that the Board address the issue mandating the wearing of face masks in county buildings.

Supporting Attachments

Resolution _____

Motion By _____ Seconded By _____

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

Motion: Carried Defeated

Resolution for the Mandatory Use of Face Coverings in County Buildings

WHEREAS, Carlton County is in the midst of a nationwide pandemic involving the Coronavirus, regularly referred to as COVID-19; and

WHEREAS, the Governor of the State of Minnesota has declared a statewide emergency due to the pandemic and he and his staff have been and continue to provide regular guidance to all citizens, businesses, and local governments throughout the State; and

WHEREAS, the Governor has consistently relied on the Centers for Disease Control (CDC) and the Minnesota Department of Health (MDH) for a guided response and best practices; and

WHEREAS, Carlton County has followed the State's lead in and has relied consistently on the advice from the CDC and MDH for its COVID-19 related responses; and

WHEREAS, both the CDC and MDH have made a strong recommendation for the use of face masks as a reasonable means to limiting the spread of the virus; and

WHEREAS, Carlton County never completely closed it's buildings but did provide for limited access, but now recently has engaged in a gradual granting of greater access to its county buildings, which will most likely result in greater traffic in all buildings and a reduced ability to keep all staff and visitors socially distanced from each other; and

WHEREAS, the Board feels strongly that the safety of staff and the public are critically important and any reasonable steps to protect staff and the public must be considered.

THEREFORE, BE IT RESOLVED that all county staff and the public upon entry to any county building shall be expected to wear a face covering at all times while in the building, with the exceptions being when staff are at their personal work space and are able to maintain safe social distancing, alone in a vehicle during working hours, have a diagnosed medical conditions that prevents them from using a face covering and that has been documented with Human Resources (HR), and any other situations that staff from Carlton County Public Health in conjunction with HR deem safe so as to not make the wearing of a face covering necessary.

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

H-8
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 7/14/2020

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

From: Kathy Kortuem

Title of Item for Consideration: consider application for Cares Act election grant (MN Secretary of State)

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

Supporting Attachments

- _____
- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

_____ COUNTY BOARD OF COMMISSIONERS

Date: July __, 2020

Resolution # _____

Offered by Commissioner _____

WHEREAS, the COVID-19 Pandemic requires additional efforts to make the election process safe, sanitary and effective; and

WHEREAS, the Office of the Minnesota Secretary of State is currently soliciting grant applications from counties for grants pursuant to Laws 2020, Chapter 77, section 4 and the federal CARES Act; and

WHEREAS, grants will be provided to each county pursuant to a formula set forth in Section H of the grant application provided by the Office of the Secretary of State; and

WHEREAS, the funds provided by the Office of the Secretary of State are provided for the purpose of the uses set forth in the federal CARES Act and as further restricted by Laws 2020, chapter 77, section 4, subdivision 4; and

WHEREAS, those purposes are primarily for the protection of persons involved with the election process including voters, as well as certain other purchases set forth in law; and

WHEREAS, the county will work with the municipalities within the county to determine a fair, equitable, and mutually agreeable allocation of the funds within the County and between municipalities, and if an agreement cannot be reached, the funds will be distributed pursuant to the OSS identified default allocation as determined by the Secretary and provided in Section G of the grant application; and

WHEREAS, the grant application is to be completed by the staff of the auditor and other staff responsible for the administration of elections in this county; and

WHEREAS, the grant application must be completed, certified by a county official, typically the chief county election official, returned to the Office of the Secretary of State and a grant agreement executed prior to the receipt of the funds to which the county is entitled pursuant to Section H of the grant application; and

WHEREAS, Laws 2020, Chapter 77, section 4 requires a 20% match for the grant, with a 25% match for electronic roster purchases; and

WHEREAS, the grant agreement will reflect the grant application for each county; and

WHEREAS, additional assistance may be forthcoming later in this election cycle from state and federal funds, particularly those funds appropriated for these purposes by the Legislature; and

WHEREAS, there are continuing needs throughout the election cycle for both COVID-19 and election security efforts and concomitant costs; and

WHEREAS, time is of the essence;

THEREFORE, BE IT RESOLVED that the grant application in the form presented to this board and to be submitted to the Office of the Secretary of State is hereby approved; and

BE IT FURTHER RESOLVED, that the Board hereby appropriates the required match amount as indicated in the application for the purposes set forth in the grant application [ALTERNATIVE: BE IT FURTHER RESOLVED that the Board directs the spending of existing county funds in an amount equivalent to the required match indicated in the application on the purposes for which the grant is received]

BE IT FURTHER RESOLVED that the chief elections officer of the County and staff are directed to submit this approved grant application at the earliest opportunity; and

BE IT FURTHER RESOLVED, that when the grant agreement is provided to the chief elections officer of the county, that person is delegated the authority to execute that agreement and return it to the Office of the Secretary of State without further approval by this Board; and

BE IT FINALLY RESOLVED, that the chief elections officer of the county is hereby authorized to apply for any additional funds made available by the state for the defrayment of costs of efforts to combat COVID-19 in the election process and for the enhancement of election security, and to execute any grant agreements required to access those funds from this date until the general election on November 3, 2020. .

Adopted by the _____ County Board of Commissioners this _____ day of July, 2020.