

Carlton County  
Board of Commissioners  
**\*\*\*ADJOURNED SESSION\*\*\***  
Monday, July 27, 2020  
4:00 p.m.  
Carlton County Transportation Building

Watch the meeting live at:  
[www.co.carlton.mn.us/board](http://www.co.carlton.mn.us/board)

Budget Presentations 1:00 p.m. to 4:00 p.m.

**A. Administrative**

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 July 14, 2020, Regular Session
6. Visitors:
  - a. 2021 Budget Presentations (1:00 pm to 4 p.m.)
  - b. Eric Senarighi for Carlton County Riders ATV Club
  - c.

**B. Human Services**

1. Financial
2. Personnel
3. Administrative
4. Social Services
5. Health Services
6. Income Maintenance

## **B. Human Services (continued)**

7. Child Support & Collections
8. Commissioner's Comments
9. Human Services Advisory Committee Comments
10. Case Action & Licensing of Foster and Day Care Homes

## **C. Zoning and Environmental Services**

## **D. Land and Building**

1. Consider sale by sealed bid of a non-conforming parcel in Moose Lake Township
2. Forest Certification financial help results
3. Proposed new State Forest – St. Louis River State Forest – Information Only
4. Soo Line Trail and Soo Pits Ordinances

## **E. Transportation**

1. Approve final payment request to KGM Contractors
2. Approve airport agreement to sell hay stumpage

## **F. Public Safety**

## **G. Tax Matters**

1. Consider closed session to discuss Tax Court litigation

## **H. Administrative - Other**

1. Accept June 2020 Expenditure List
2. Budget Direction for Finance Committee
3. Request for clear direction for the Probation Committee as a committee separate from the Jail Steering Committee
4. Authorization to contract by the hour for Architectural & Engineering or Construction Manager for determination of jail alternative costs
5. Consider Premise Permit for Moose Lake Chamber – Gamper’s – Moose Lake Twsp

## **I. Unorganized Township Matters**

## **J. Commissioners Comments and Meetings Attended**

## **K. Correspondence**

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

Visitors  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: July 27, 2020  
Via: Kathy Kortuem, Acting County Auditor/Treasurer  
From: Dennis Genereau, Jr  
Title of Item for Consideration: Budget Presentations for July 27<sup>th</sup>  
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:**

**Supporting Attachments**

- Budget Schedule and multiple budget narratives

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

TO: \_\_\_\_\_

Action on Motion: \_\_\_\_\_ AYE \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN

Motion: Carried  Defeated



## 2021 Carlton County Budget Presentations

**\*\* Please arrive at least 30 minutes prior to your scheduled presentation time**

<p>July 27, 2020 1:00 – 4:45</p>	<p>Carlton County Transportation Building 1630 County Road 61 Carlton, MN 55718 <a href="#">Map to Transportation Building</a></p>
1:00	Arrowhead Library System
1:10	Carlton County Historical Society
1:20	Emergency Medical Service Council
1:30	Arrowhead Regional Corrections
1:40	Carlton Soil & Water Conservation District
1:50	Carlton County Fair
2:00	Information Technology
2:15	Recorder / Registrar of Titles / Vital Records
2:30	County Sheriff
2:45	County Sheriff
3:00	County Attorney
3:15	County Attorney
3:30	Transportation / Roads / Airport
3:45	Transportation / Roads / Airport
4:00	Initiatives Department / Restorative Justice
4:15	Extension
4:30	County Assessor

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

D-1  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting July 27, 2020

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

From: Greg Bernu

Title of Item for Consideration: Consider sale by sealed bid of a non-conforming parcel in Moose Lake Township

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 \_\_\_\_\_

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**Summary**

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**Supporting Attachments**

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Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

TO: \_\_\_\_\_

Action on Motion: \_\_\_\_\_ AYE \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN

Motion: Carried  Defeated

**Summary:**

Parcel 63-220-0160 was first offered for sale in 2018 by sealed bid. There were no takers. I was informed by the adjoining landowner that he now needs the property as part of the sale of his parcel lying north and requested that this parcel be offered again for sale. I am seeking permission to re-open the sealed bid landsale in order to sell this non-conforming parcel.

CARLTON COUNTY LAND DEPARTMENT  
LAND AUCTION  
SEALED BID FORM

Carlton County is offering for sale by sealed bid to the Highest qualified bidder the following described parcel:

LOT 4 BLOCK 2 MARTINSON EAST SIDE ADDITION  
EX INTER HWY 35 DOCKET 275201

Parcel No. 63-220-0160

**MINIMUM BID IS \$100.00**

**Bids must be received by the Auditor's Office before 3:00 PM August 31, 2020, to be considered a valid bid. Any bids received after the date and time set by the Carlton County Board will be ruled invalid. No bid less than the minimum bid will be accepted.**

**YOUR BID AMOUNT** \$ \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

Mail Bid Form to:  
Carlton County Auditor/Treasurer  
PO Box 130  
Carlton, MN 55718

**OR:**

Drop off Bids by **3:00 PM August 31, 2020** at the Auditor's Office in the Courthouse in Carlton, MN

Only the successful bidder will be notified after acceptance by the Carlton County Board of Commissioners at their regularly scheduled meeting on September 8, 2020. Terms, additional fees and payment plan options will be presented to the successful bidder after this date.

If you have any questions, contact us at (218) 384-9127 or (218) 384-4287.

Thank you.

Gregory J Bernu  
Carlton County Land Commissioner

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

D-2  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting July 27, 2020  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Greg Bernu  
Title of Item for Consideration: Forest Certification financial help results  
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 \_\_\_\_\_  
\_\_\_\_\_  
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**Summary**

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**Supporting Attachments**

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Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

TO: \_\_\_\_\_

Action on Motion: \_\_\_\_\_ AYE \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN

Motion: Carried  Defeated

**Summary:**

In May 2020, the Land Department conducted a survey of it's clients asking whether or not the Land Department should continue it's annual Audit and subsequent costs of maintaining third-party Forest Certification under both the Sustainable Forestry Initiative (SFI) and Forest Stewardship Council (FSC) programs. The response was split evenly between the loggers of Carlton County stating they receive zero benefits from the mills for harvesting Certified timber and the various mills recommending at least remaining Certified to one program. SAPPI was the only mill that asked to remain dually Certified. As directed by the County Board, a follow up survey was sent asking those companies who prefer Certification if their respective company would contribute direct funds (\$8,500 for 2020) to offset our "voluntary cost of business". To a company, the answer was "No" or no response. I have taken this response into consideration when preparing my 2021 budget. (To date, Carlton County did pass it's SFI Audit the last week of June, with no Findings of Non-conformity. Our FSC audit is tentatively scheduled for the last week of August. As these audits were included in the 2020 budget, I have proceeded with the Certification program.)

**St Louis River Lands Proposal:  
Status of Acquired Lands and Management**

July 1, 2020

Summary:

The State of Minnesota acquired 546 parcels, more than 22,000 acres, on the St Louis, Whiteface and Cloquet rivers in the late 1990s. DNR proposes the creation of a new State Forest that includes all of the lands acquired from Minnesota Power, and also proposes a Scientific and Natural Area (SNA) established on the lands with wood turtle habitat on the Upper St Louis River, and a Wildlife Management Area (WMA) on the Carlton County parcels within the State Forest boundary. This proposal is under review by DNR leadership and is not final.

Background:

St Louis and Cloquet rivers were considered for instant designation in the National Wild and Scenic River Act in the late 1960s. More than 100 rivers were considered, only 16 were included in instant designation, which included only the St Croix in Minnesota. In 1980, the state of Minnesota considered the St Louis and Cloquet for inclusion in its state Wild and Scenic Rivers program, but local governments objected.

In 1990, Minnesota Power announced plans to sell its riparian lands on the St Louis, Whiteface and Cloquet Rivers. People were concerned that the potential sale of these lands to private individuals might increase development in the river corridor. Statewide, timber harvest was intense at the same time; up to four million cords were cut each year; although this was still below the estimated sustainable harvest threshold of 5.5 million cords annually.

The St Louis River Board was organized by citizens of Carlton, St Louis and Lake counties, 53 townships adjacent to these rivers, primarily in St Louis County, and the Fond du Lac Band of Lake Superior Chippewa in March 1991.

The board appointed a 26-member Citizen Advisory Committee, which launched a planning initiative that fall. This included technical assessment of the three river corridors, as well public meetings about potential management. The public meetings identified the following issues:

1. Land use management (lot sizes, setback, erosion, agriculture and forestry practices);
2. Fish and wildlife (habitat protection);
3. Water quality (sedimentation, toxics and contamination);
4. Recreation (canoe areas, campsites, hunting and fishing uses), and
5. Archaeological and cultural areas (identification and protection).

In 1994, the St Louis River Management Plan was completed and adopted by three counties (Carlton, St Louis and Lake), 53 townships, and through a memorandum of understanding, by the Fond du Lac Band of Lake Superior Chippewa.

The local government participants signed a joint powers agreement (MS 471.59), governing administration of the plan. Section III of that agreement notes:

*“The management plan or plans developed pursuant to this agreement do not constitute a comprehensive plan pursuant to Minn. State. 394.23 or an official control pursuant to Minn. Stat. 394.24. Said plan or plans are not binding upon the counties that are signatories to this agreement.”*

Until 2006, the St Louis River Board administered the plan, using contract staff services from Arrowhead Regional Development Commission (ARDC). The state grant expired in that year, and the board has not been active since then.

The intent of the Board was to incorporate the plan’s recommendations into local government plans and ordinances. St Louis County adopted the land use recommendations, river classifications, shoreland standards and zoning maps into its comprehensive plan and zoning ordinance. The townships and the adjacent counties adopted the St Louis County rules by reference to the St Louis County Comprehensive Plan. When the St Louis County Comprehensive Plan was updated in 2018, those land use recommendations, river classifications, shoreland standards and zoning maps were retained.

St Louis County Land Department incorporated the plan’s recommendations for forest and timber management best practices for riparian areas on county tax-forfeited lands. Recommended land practices include:

- Protect species and resources of special concern.
- Buffer the river’s edge.
- Encourage long-lived conifers near the river.
- Encourage mixed-age tree species.
- Restrict timber operations when species of special concern are active.
- Protect water quality.

#### State Management of the Acquired Lands

The acquired parcels were administered by DNR’s Division of Trails and Waterways, and then transferred to the Division of Forestry. The parcels were identified as “acquired lands” and not assigned to a Division, which complicated management of these state lands.

In 2017, the Commissioner’s office and the Northeast Region determined to fully implement the state’s role in protecting the St. Louis River lands, by recommending designation of an appropriate DNR administrative unit(s). This proposal is the result of that effort.

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

0-3  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting July 27, 2020  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Greg Bernu  
Title of Item for Consideration: Informational only, Proposed new State Forest - St Louis River State Forest  
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**

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**Supporting Attachments**

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Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

TO: \_\_\_\_\_

Action on Motion: \_\_\_\_\_ AYE \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN

Motion: Carried  Defeated

**Summary:**

MN DNR is proposing a new State Forest, the St. Louis River State Forest. This forest will be comprised of lands purchased in the early 90's from Minnesota Power as the company divested of the majority of its flood plain lands. The bulk of the land is in St. Louis County but there will be a chunk in Carlton County, south of I-35 and north of Thomson Reservoir. This block of land will be a new Wildlife Management Area on already established DNR lands. No new lands are planned for acquisition and inclusion at this time nor will be any lands be taken off tax-rolls

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

D-4  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting July 27, 2020  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Greg Bernu Land Dept  
Title of Item for Consideration: Soo Line Trail and Soo Pits Ordinances  
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:**

On June 22, 2020, a public hearing was held to take public input on revising and establishing Ordinances governing the Soo Line Trail and the Soo Pits. Public input period remained open until July 17, 2020. Changes have been made to Ordinance #14 and to the new Ordinance for the Soo Pits based on Public input.

**SOO LINE TRAIL RULES AND SAFETY REGULATIONS  
ORDINANCE #14  
CARLTON COUNTY, MINNESOTA**

AN ORDINANCE PROVIDING FOR THE USE OF THE ABANDONED SOO LINE RAILROAD RIGHTS OF WAY WITHIN THE BOUNDARIES OF CARLTON COUNTY, MINNESOTA.

WHEREAS, Carlton County has purchased from the Soo Line Railway Company abandoned railway rights of way within its boundaries over and across premises described in Appendix A and Appendix B attached hereto; and

WHEREAS, at least 100 feet of width of said rights of way, being 50 feet on each side of the centerline of the former rail lines, is deemed to be necessary for the continued operation by the County of a recreational and commercial right of way facility; and

WHEREAS, it deemed advisable that all traffic of every kind of nature on said rights of way owned and operated by the County of Carlton as aforesaid should be regulated and managed to ensure the safety of the users of the said rights of way and of the general public and to protect and benefit the people, economy and natural resources of the County, allowing the most possible uses thereof.

NOW, THEREFORE, the County Board of Commissioners of Carlton County, Minnesota, does ordain as follows:

**SECTION I. SHORT TITLE**

This Ordinance shall be known as the Soo Line Trail Rules and Safety Regulations, Ordinance #14 and will be referred herein as "this Ordinance."

**SECTION II. AUTHORITY**

It is the intent and purpose of this Ordinance to establish certain rules and regulations for the operation, management and safety of the said abandoned Soo Line Railway Rights of Way within this County in accordance with all existing Minnesota Statutes, Rules and regulations.

**SECTION III. JURISDICTION**

The files and regulations herein governing the management and safety of the Soo line Railway Right of Way Trails shall apply to all of the 100 foot rights of way within Carlton County, Minnesota, except those sections of former right-of-way now designated as public roadways by action of the Carlton County Engineer and the Carlton County Board of Commissioners. (Amended 7-13-93)

**SECTION IV. DEFINITION OF WORDS AND PHRASES**

- A. VEHICLE: All-terrain vehicles as described by Minnesota Statutes, snowmobiles as described by Minnesota statutes, off-highway motorcycles as described by Minnesota statutes, bicycles and horse drawn vehicles.
- B. EMERGENCY EQUIPMENT: Crash, fire, rescue or police motor vehicles or

such other equipment as the county land commissioner may designate as necessary to safeguard and maintain the said rights of way.

- C. SERVICE, MAINTENANCE AND CONSTRUCTION EQUIPMENT:  
Approved equipment normally operated for the construction, repair and maintenance of said rights of way.

**SECTION V. AUTHORIZED USES WITHOUT PERMIT**

The said right of way trails may be used in the following manners without special permits from the County:

- A. Recreational trail for pedestrians and for vehicles as defined herein, unless otherwise restricted by this Ordinance.
- B. Access to County lands for management purposes.
- C. Access road for fire protection and prevention.
- D. Access road for law enforcement and emergency purposes.

**SECTION VI. AUTHORIZED USES, SPECIAL PERMITS REQUIRED**

The said rights of way may be used in the following manners upon special permit only, which application and issuance is hereinafter provided for in this Ordinance:

- A. Access road for the harvesting, use and management of natural resources, such as timber, gravel, peat, minerals and other natural resources.
- B. Installation and maintenance of utilities, such as electric transmission lines, telephone communication lines, gas, oil and other transmission lines.
- C. Special events as are hereinafter described.
- D. For such other uses as may be subsequently approved by the County Board upon proper application.
- E. Access road for maintenance work on public drainage systems.
- F. Emergency alternate temporary public roadway.
- G. Roadway or farm crossings, when property on both sides of the right of way is owned or leased by the same owner, corporate or individual.

**SECTION VII. UNAUTHORIZED USES**

Under no circumstances should the rights of way governed by this Ordinance be used in the following manners:

- A. As a permanent public transportation route for normal highway traffic.
- B. As a permanent driveway or access to non-county administered lands.
- C. As a log landing or storage area.
- D. As a gravel, peat or mineral storage or processing area.
- E. As a dumping area for garbage, refuse, debris, equipment, slash, spoils, or other refuse of any kind, at any time.
- F. (Repealed).
- G. By automobiles, trucks, dune buggies or other motorized vehicles ~~not defined in Section IV (A) with engine displacement of 800 cubic centimeters or more and total dry weight of 1500 pounds or more.~~ Formatted: Widow/Orphan control
- H. ~~No person shall drink or consume an alcoholic beverage, distilled spirit or 3.2% malt liquor while operating any motor vehicle described in this Section when the vehicle is being used within the rights of way governed by this Ordinance. It shall also be unlawful for a person to have in possession, while operating any motor vehicle described in this Section, any bottle or receptacle containing an alcoholic beverage, distilled spirit or 3.2% malt liquor that has been opened, or the seal broken, or the contents of which have been partially removed.~~
- H. During the Minnesota Big Game Firearms season outside permitted hours

**SECTION VIII. SPECIAL PERMITS**

Special permits provided for in Section VI above for uses described in said Section VI, Subsections A, C, F and G for periods not to exceed five (5) years shall be issued at the discretion of the Carlton County Land Commissioner. Any Request for a special permit which is denied by the County Land commissioner may be appealed to the County Board for its consideration. (Amended 4-14-92)

Other special permits shall be issued at the discretion of the County Board upon the recommendation of the County Land Commissioner. The Land commissioner may at his discretion require a deposit, fee or use fee prior to issuance of a special use permit provided herein:

Said deposit or use fee may be utilized to assist in the defrayment of cost of repair of any damage to the right of way caused by the use thereof by the special permittee, it

All traffic regulations applicable to highways and streets and trails within the State of Minnesota shall be applicable to the utilization to the rights of way; however, the County reserves the right to provide for more limited and stringent safety and traffic regulations upon the rights of way as it may deem in the public interest and safety. Unless otherwise posted, the maximum speed limit on the rights of way shall be 50 miles per hour.

**SECTION XIV. SPECIAL EVENTS**

Upon application and written permission granted by the County Land Commissioner the rights of way may be used for special events pursuant to special conditions and time constraints provided in the permit for events such as, including but not limited to, snowmobile races, dog sled races, bicycle races, etc.

**SECTION XV. ENFORCEMENT**

It shall be the duty of the Carlton County Land Commissioner to monitor the uses of the rights of way to ensure compliance with this ordinance. The Carlton County Sheriff's Department shall enforce all State laws and regulations and the terms of this ordinance upon said rights of way.

**SECTION XVI. VIOLATION AND PENALTY**

Any person who shall violate any provision of this ordinance shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$700 and/or by imprisonment of not to exceed 90 days. These penalty provisions are in addition to any other remedy or action available in the law or as a matter of right to Carlton County.

**SECTION XVII. VALIDITY**

Should any section or provision of this ordinance be declared by the Courts to be unconstitutional or invalid, such decision shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

**SECTION XVIII. EFFECTIVE DATE**

This Ordinance shall take effect and be enforced upon passage and publication.

## APPENDIX A

A strip of land of varying width, being the former right of way and station ground property of the Soo Line Railroad Company's so-called Moose Lake to Schley branch line in Carlton County, Minnesota, beginning at the East line of the SE1/4-SE1/4 of Section 19, Township 46 North, Range 19 West, and extending in a northwesterly direction along said branch line to the west line of the NW1/4-SW1/4 of Section 30, Township 47 North, Range 21 West; said strip being of varying widths on each side of the centerline of said branch line as the same was constructed and located over and across the following:

### **Township 46 North, Range 19 West**

E1/2-SE1/4, NW1/4-SE1/4, W1/2-NE1/4, NE1/4-NW1/4, Section 19  
S1/2-SW1/4, NW1/4-SW1/4, Section 18

### **Township 46 North, Range 20 West**

N1/2-SE1/4, NE1/4-SW1/4, S1/2-NW1/4, Section 13  
E1/2-NE1/4, NW1/4-NE1/4, N1/2-NW1/4, Section 14  
S1/2-SW1/4, Section 11  
S1/2-SE1/4, NW1/4-SE1/4, N1/2-SW1/4, SW1/4-NW1/4, Section 10  
S1/2-NE1/4, NW1/4-NE1/4, E1/2-NW1/4, NW1/4-NW1/4, Section 9  
NE1/4-NE1/4, Section 8  
S1/2-SE1/4, E1/2-SW1/4, NW1/4-SW1/4, Section 5  
N1/2-SE1/4, SW1/4-NE1/4, S1/2-NW1/4, Section 6

### **Township 46 North, Range 21 West**

E1/2-NE1/4, NW1/4-NE1/4, N1/2-NW1/4, Section 1  
NE1/4-NE1/4, Section 2

### **Township 47 North, Range 21 West**

S1/2-SE1/4, S1/2-SW1/4, NW1/4-SW1/4, Section 35  
E1/2-SE1/4, NW1/4-SE1/4, N1/2-SW1/4, SW1/4-NW1/4, Section 34  
S1/2-NE1/4, NW1/4, Section 33  
N1/2-NE1/4, NE1/4-NW1/4, Section 32  
S1/2-SW1/4, Section 29  
S1/2-SE1/4, NW1/4-SE1/4, E1/2-SW1/4, NW1/4-SW1/4, Section 30; together with all hereditaments and appurtenances thereto.

## APPENDIX B

A strip of land of varying width, being the former right of way, station ground and gravel pit property of the Soo Line Railroad Company's so-called superior to Brooten branch line in Carlton County, Minnesota, beginning at the south line of the SE1/4-SE1/4 of Section 35 and the south line of the SW1/4-SW1/4 of Section 36, both in Township 46N, Range 20W, and extending in a northeasterly direction along said branch line to the east line of the SE1/4-SW1/4 of Section 7, Township 47N, Range 15W; said strip being of varying widths on each side of the centerline of said branch line as the same was constructed and located over and across the following:

### Township 46 North, Range 20 West

S1/2-SW1/4, NE1/4-SW1/4, NW1/4-SE1/4, S1/2-NE1/4, NE1/4-NE1/4, Section 36  
SE1/4-SE1/4, Section 35

### Township 46 North, Range 19 West

NW1/4-NW1/4, Section 31  
S1/2-SW1/4, NE1/4-SW1/4, SE1/4-NW1/4, SW1/4-NE1/4, N1/2-NE1/4, Section 30  
SE1/4-SE1/4, Section 19  
S1/2-SW1/4, NE1/4-SW1/4, SW1/4-SE1/4, NW1/4-SE1/4, S1/2-NE1/4, NE1/4-NE1/4, Section 20  
N1/2-NW1/4, NW1/4-NE1/4, S1/2-NE1/4, Section 21  
N1/2-SW1/4, S1/2-SW1/4, Section 15 (gravel pit)  
SE1/4-SE1/4, Section 16 (gravel pit)  
NW1/4-NW1/4, SW1/4-NW1/4, N1/2-SW1/4, N1/2-SE1/4, SE1/4-NE1/4, Section 22  
S1/2-NW1/4, S1/2-NE1/4, NE1/4-NE1/4, Section 23  
N1/2-NW1/4, N1/2-NE1/4, Section 24  
SE1/4-SE1/4, Section 13

### Township 46 North, Range 18 West

S1/2-SW1/4, S1/2-SE1/4, N1/2-SE1/4, Section 18  
N1/2-SW1/4, NW1/4-SE1/4, S1/2-NE1/4, Section 17  
S1/2-NW1/4, NE1/4-NW1/4, N1/2-NE1/4, Section 16  
N1/2-NW1/4, Section 15  
S1/2-SW1/4, S1/2-SE1/4, NE1/4-SE1/4, Section 10  
SW1/4-SW1/4, N1/2-SW1/4, N1/2-SE1/4, SE1/4-NE1/4, Section 11  
S1/2-NW1/4, SW1/4-NE1/4, N1/2-NE1/4, Section 12

### Township 46 North, Range 17 West

N1/2-NW1/4, Section 7  
SE1/4-SW1/4, SW1/4-SE1/4, N1/2-SE1/4, SE1/4-NE1/4, Section 6  
S1/2-NW1/4, NE1/4-NW1/4, NW1/4-NE1/4, Section 5

**Township 47 North, Range 17 West**

S1/2-SE1/4, NE1/4-SE1/4, Section 32  
N1/2-SW1/4, SE1/4-NW1/4, SW1/4-NE1/4, N1/2-NE1/4, Section 33

**APPENDIX B  
(CONTINUED)**

SE1/4-SE1/4, Section 28  
S1/2-SW1/4, NE1/4-SW1/4, NW1/4-SE1/4, S1/2-NE1/4, NE1/4-NE1/4, Section 27  
N1/2-NW1/4, Section 26  
S1/2-SW1/4, SW1/4-SE1/4, N1/2-SE1/4, Section 23  
N1/2-SW1/4, SE1/4-NW1/4, S1/2-NE1/4, Section 24

**Township 47 North, Range 16 West**

S1/2-NW1/4, NE1/4-NW1/4, SW1/4-NE1/4, N1/2-NE1/4, SE1/4-NE1/4, Section 19  
NW1/4-NW1/4, S1/2-NW1/4, SW1/4-NE1/4, N1/2-SE1/4, Section 20  
NW1/4-SW1/4, S1/2-SW1/4, S1/2-SE1/4, Section 21  
S1/2-SW1/4, NE1/4-SW1/4, N1/2-SE1/4, SE1/4-NE1/4, Section 22  
S1/2-NW1/4, N1/2-SW1/4, NW1/4-SE1/4, S1/2-NE1/4, NE1/4-NE1/4, Section 23  
NW1/4-NW1/4, Section 24  
S1/2-SW1/4, SW1/4-SE1/4, NE1/4-SW1/4, N1/2-SE1/4, SE1/4-NE1/4, Section 13

**Township 47 North, Range 15 West**

SW1/4-NW1/4, N1/2-NW1/4, Section 18  
SE1/4-SW1/4, Section 7; together with all hereditaments and appurtenances thereto.

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

E-1  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 07/27/2020

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

From: Carla McCullough

Title of Item for Consideration: Final Pay Request SAP 009-607-025 (LOW)

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 009-607-025 (LOW).

**Supporting Attachments**

Resolution for Final Payment SAP 009-607-025 (LOW)

Final Pay Request Cover Sheets

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

TO: \_\_\_\_\_

Action on Motion: \_\_\_\_\_ AYE \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN

Motion: Carried  Defeated

**Resolution needed:**

WHEREAS, the contract with KGM Contractors Inc. for S.A.P. 009-607-025 (LOW), Bituminous Seal Coat- Scrub Seal, and Fog Seal along Carlton County Roads: CSAH 7 (Big Lake Road) between CR 115 (Pinewood Drive) and 500' West of TH 33; CSAH 20 between TH 210 and the South Jct. of CSAH 23, CSAH 22 between CSAH 6 and Twp. Road #411; CSAH 45 between 321' South of CSAH 61 and the Scanlon/Cloquet City Limits; CSAH 61 between CSAH 45 and the CSAH 61 Crossover at Oja Road (T-457); CR 149 between CR 127 (N. Finn Road) and CSAH 20 (3rd Street); Town of Twin Lakes Roads: East Chub Lake Road between West Chub Lake Road and CSAH 3; Jay West Road between CSAH 3 and East Chub Lake Road; West Chub Lake Road between East Chub Lake Road and 1.558 miles West of CSAH 3; City of Carlton Roads: 4th Street/School Avenue between TH 210 and 6th Street; 5th Street between TH 210 and School Avenue; Almar Drive between School Avenue and the end of curb and gutter; and 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 four hundred two thousand, seven hundred thirty-six dollars and ninety-four cents (\$402,736.94) to KGM Contractors Inc.

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

E-2  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 07/27/2020  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Carla McCullough  
Title of Item for Consideration: Airport Agreement to Sell Hay Stumpage  
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 Airport Agreement to sell hay stumpage to Mark Asleson.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supporting Attachments**

- Resolution for Lease Agreement  
 Lease Agreement  
\_\_\_\_\_  
\_\_\_\_\_

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

TO: \_\_\_\_\_

Action on Motion: \_\_\_\_\_ AYE \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN

Motion: Carried  Defeated

## AGREEMENT

THIS AGREEMENT, made and entered into by and between the County of Carlton, State of Minnesota, a Political Subdivision, hereinafter referred to as the "County", and Mark Asleson, hereinafter referred to as the "Purchaser".

WHEREAS, the County is the owner of several parcels of land used for airport property and located in the Southeast Quarter of the Southwest Quarter of Section 21, Township 49, Range 17; a parcel in the South Half of the Northeast Quarter of Section 28, Township 49, Range 17; and a parcel in the West half of Section 28, Township 49, Range 17, and

WHEREAS, Purchaser has asked to purchase hay stumpage from the above referenced parcels of approximately 45 acres combined and the County has determined that said hay stumpage is not needed for County purposes.

NOW, THEREFORE IT IS AGREED by and between the parties as follows:

1. The effective date of this agreement is July 1, 2020.
2. The County agrees to sell and Purchaser agrees to buy the hay stumpage from the parcels known and described as follows:
  - 15 acres in SE 1/4 of SW 1/4, Section 21, Township 49, Range 17; and
  - 15 acres in NE 1/4 of NE1/4, Section 28, Township 49, Range 17; and
  - 15 acres in SW 1/4 of NW 1/4, Section 28, Township 49, Range 17.
3. Purchaser shall be entitled to the hay stumpage on said premises for five years; namely, remainder of 2020, 2021, 2022, 2023 and 2024.
4. This agreement shall expire on December 31, 2024; Purchaser may renew this agreement for another five years if agreed upon by the County. However, this agreement may be terminated or acreage adjusted earlier by the County if any parcels of property must be used for expansion or other purposes. Purchaser will receive reimbursement of prorated payment for acreage reduced. This agreement shall also be terminated by the County if Purchaser has failed to comply with any conditions of this agreement and has not reasonably corrected the deficiency upon notice by the County.
5. As the purchase price for said hay stumpage, Purchaser agrees to pay the sum \$650.00 as follows:
  - The sum of \$125.00 upon approved signed lease.
  - The sum of \$125.00 on January 1, 2021.
  - The sum of \$125.00 on January 1, 2022.



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

G-1  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 7/27/2020

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

From: Kyle Holmes

Title of Item for Consideration: Closed session to discuss Tax Court litigation

Presenter: Kyle Holmes

**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**

Brief update of current tax court petitions.

**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 -
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 June 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 June 2020 = \$13,687,043.20

**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**  
**Expenditures for the Month of June 2020**

Board Bills	\$12,120,118.06
Payroll	1,566,925.14
Other	0.00
Total	<u><u>\$13,687,043.20</u></u>

Motion made by:

\_\_\_\_\_  
Motion seconded by:

**Expenditures by Fund**

Fund 1 Revenue	\$2,757,928.24
Fund 10 Road and Bridge	3,704,857.09
Fund 11 Public Health & Human Services	1,461,439.80
Fund 30 Cap Outlay Barnum Garage Project	24,668.05
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	389,615.98
Fund 72 Delinquent Taxes	0.00
Fund 73 State Fund	1,380,397.03
Fund 74 Forfeited Tax	31,448.74
Fund 75 Economic Development (IRRRB)	23,384.43
Fund 76 Refunding Fund	0.00
Fund 77 HS Agency Fund LCTS	17,500.00
Fund 78 Schools	3,884,303.84
Fund 79 Towns and Cities	0.00
Fund 80 ISTS Loan Program	11,500.00
Total	<u><u>\$13,687,043.20</u></u>

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

H-2  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: July 28, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr

Title of Item for Consideration: Budget Direction for Finance 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 \_\_\_\_\_

**Summary:** Request by Finance Committee for budget direction regarding the preliminary levy and what the Board wants to prioritize for the budget.

**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: July 27, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr

Title of Item for Consideration: Request for clear direction for the Probation Committee as a committee separate from the Jail Steering 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 Support the request

**Summary:** Request is the review the make-up of the probation subcommittee as recommended by Allen Beck and provide clear direction to that committee that is separate from the jail steering committee.

**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

44  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: July 27, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr

Title of Item for Consideration: Authorization to contract by the hour for A & E or Construction Manager for determination of jail alternative costs.

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 Support the request

**Summary:** Consultant Mike Griebel and the Jail Steering Committee are recommending that an A&E or construction management firm be hire by the hour to provide some cost analysis for the various jail alternative options currently being researched.

**Supporting Attachments**

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

TO: \_\_\_\_\_

Action on Motion: \_\_\_\_\_ AYE \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN

Motion: Carried  Defeated

MINNESOTA LAWFUL GAMBLING  
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:  
• conducts lawful gambling on five or fewer days, and  
• awards less than \$50,000 in prizes during a calendar year.  
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.  
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Moose Lake Area Chamber of Commerce Previous Gambling Permit Number: X-32644-19-011  
Minnesota Tax ID Number, if any: 41-1478683 Federal Employer ID Number (FEIN), if any: 41-1478683  
Mailing Address: PO BOX 110  
City: Moose Lake State: MN Zip: 55767 County: Carlton  
Name of Chief Executive Officer (CEO): Cassi Petty  
CEO Daytime Phone: 2184854233 CEO Email: cassimohler@yahoo.com  
(permit will be emailed to this email address unless otherwise indicated below)  
Email permit to (if other than the CEO): mooselakechamber@gmail.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):  
 Fraternal  Religious  Veterans  Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Gamper's Food Liquor and Bowling  
Physical Address (do not use P.O. box): 4654 Co Hwy 61  
Check one:  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Township: Moose Lake Zip: 55767 County: Carlton  
Date(s) of activity (for raffles, indicate the date of the drawing): October 17, 2020

Check each type of gambling activity that your organization will conduct:  
 Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LG220 Application for Exempt Permit**

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	
<p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p>	

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Cassandra Petty* Date: 7/14/20  
(Signature must be CEO's signature; designee may not sign)

Print Name: Cassandra Petty

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
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<p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days; or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>Mail application with:</b></p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p><b>Data privacy notice:</b> The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Moose Lake Area Chamber of Commerce**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 **NON-PROFIT** C Corporation  S Corporation  Partnership  Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)  
**4524 South Arrowhead Lane, PO Box 110**

**6** City, state, and ZIP code  
**Moose Lake, MN 55767**

**7** List account number(s) here (optional)

Print or type  
See Specific Instructions on page 2.

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>										
or										
<b>Employer identification number</b>										
4	1		-	1	4	7	8	6	8	3

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here** Signature of U.S. person ▶ *[Signature]*, Treasurer Date ▶ *10/19/19*

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.