

Carlton County  
Board of Commissioners  
\*\*\* **ANNUAL SESSION** \*\*\*  
Tuesday January 7, 2020  
8:30 a.m.  
Carlton County Transportation Building

**A. Administrative - Routine**

1. Roll Call (*Acting Auditor/Treasurer Kortuem will call the meeting to order*)
2. Pledge of Allegiance to the Flag
3. Election of Board Chairperson for 2020
4. Approve Agenda
5. Election of Board Vice-Chairperson of 2020
6. Approve Minutes of the December 23, 2019, Adjourned Board Meeting
7. Visitors:
  - a.
  - b.
  - c.
  - d.

**B. Human Services**

1. Financial
2. Personnel
3. Administrative
  - a. Contract between Carlton County and Cook County Child Support
4. Social Services
5. Public Health Services
6. Income Maintenance



- 7. Child Support & Collections
- 8. Commissioner's Comments
- 9. Human Services Advisory Committee Comments
  - a. Appointment of new member to HSAC
- 10. Case Action & Licensing of Foster and Day Care Homes

**C. Zoning and Environmental Services**

**D. Land and Building**

**E. Transportation**

**F. Public Safety**

**G. Tax Matters**

- 1. Confessions of Judgment for delinquent taxes:

<u>Parcel</u>	<u>Contract Holder</u>	<u>City/Township/ISD</u>
06-510-4070	Martin Marteness	City of Cloquet, ISD 94
06-510-4100	Martin Marteness	City of Cloquet, ISD 94
06-200-0140	Jeffrey Wefelmeyer	City of Cloquet, ISD 94
48-020-2810	Aaron Sheetz	Town of Holyoke, ISD 100
60-048-3620	Tyler Marohn	Town of Mahtowa, ISD 91
98-010-0335	Christian Swanson	Town of Sawyer, ISD 93
81-030-0445	Robin Horner	Town of Twin Lakes, ISD 93

**H. Administrative – Other**

- 1. Approve conflict of interest resolution
- 2. Consider bids for legal publications for 2020



3. Set time and dates for County Board Meetings for 2020
4. Set time and dates for Committee of the Whole Meetings for 2020
5. Election of Committee of the Whole Chairperson for 2020
6. Election of Committee of the Whole Vice-Chairperson for 2020
7. Appointments of Commissioners to Commissions/Committees for 2020
8. Appointments of Non-Commissioners to Commissions/Committees for 2020
9. Informational only: Draft copy of Proposed Transportation Capital Improvement Plan (TCIP)
10. Consider setting Public Hearing January 27, 2020, on the Transportation Capital Improvement Plan and on the Intent to Issue CIP Bonds for the Barnum Maintenance Facility
11. Authorize use of web site as alternate for dissemination of information
12. Endorsement of Applicant for MNDNR Coastal Program
13. Request for Appointment of County Commissioner to the Northeast Minnesota Area Transportation Partnership (NEMNATP)
14. Finalize Tobacco Ordinance
15. Set 2020 Salary for Airport Secretary/Treasurer

#### **I. Unorganized Township Matters**

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

#### **K. Correspondence**

1. Line 3 Replacement Project



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

B.3  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1-7-2020

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

From: Public Health and Human Services

Title of Item for Consideration: 2020 Cook County Child Support Agreement

Presenter: Dave Lee/Dan Pinski

**Type of Action Requested** (check all that apply)

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

**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**

Cook County contracts with Carlton County for Child Support Services. Cook County and Carlton County PHHS agree that the total value of all child support staff, programmatic supervision, administrative and infrastructure services total no more than \$133,000.00

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

B-9a  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1-14-2020  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Public Health and Human Services  
Title of Item for Consideration: Member Appointment to Human Services Advisory Committee  
Presenter: Dave Lee

**Type of Action Requested** (check all that apply)

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

**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



# Application

Boards, Commissions, and Committees  
Carlton County

Return Application to:  
Clerk of the County Board  
301 Walnut Avenue, PO 130  
Carlton, MN 55718  
or e-mail to: [Kathy.Kortuem@co.carlton.mn.us](mailto:Kathy.Kortuem@co.carlton.mn.us)

## Contact Information

Name  
Street Address  
City, ZIP Code  
Home Phone  
Work Phone  
E-Mail Address

Kris Abrahamson  
2118 Carlton Avenue  
Cloquet, MN 55720  
218-260-8710  
218-879-2395  
Krisabe1958@gmail.com

## Application For:

- Board of Adjustment
- Planning Commission
- Extension Committee
- Economic Development Authority
- Human Services Advisory Board
- Airport Commission
- Other \_\_\_\_\_

## How long have you lived in Carlton County?

I was born & raised here but lived in Minneapolis for 3 years - so 58 years.

## List other community groups, boards, committees or commissions for which you are, or have been a member.

The only board I can think of is the Softball Assoc. which I was on for years - but at Sappi (where I work) I am an active participant on different committees including United Way, Health & Wellness, Safety, and also the event coordinator for our annual employee party.

## What interests you about becoming a member of the committee, commission or board for which you are applying?

Being a life-long Cloquet resident I think it's a good idea to be involved. I work in this community & have 3 grown children - 2 of which work in town. I also have a 5th grade grand-daughter attending CMS and more to come eventually so being active on something community minded is important.

Please describe your education, employment, areas of interest and expertise.

I have worked at Sappi (Potlatch) for almost 40 years. I was an Inside Sales Rep/Customer Service for most of that time & am in Admin. now.

Please disclose any perceived or potential conflicts of interest impacting your appointment.

None that I could imagine.

Please provide additional information you believe is important in considering your application.

I think being open-minded & having common sense is important for a position like this. I feel I have those attributes.

Please list two references including name, address and telephone number.

Name:	Address:	Telephone number:
Tom Prock	Carlton County office	218 348 4288
Mike Schultz	Sappi NA - Boston office	617 423 5484

#### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

Name (printed)  
Signature  
Date

Kris Abrahamson  
Kris Abrahamson  
12-17-19

#### Our Policy

It is the policy of Carlton County to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in serving on behalf of Carlton County. Applications will stay on file for approximately one year.

# Office Of The Carlton County Auditor/Treasurer

**AUDITOR**

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

**Kathryn Kortuem**  
*Acting Auditor/Treasurer*

**TREASURER**

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

December 22, 2019

Carlton County Board of Commissioners  
Courthouse  
Carlton MN 55718

Commissioners:

Confessions of Judgment for delinquent taxes were taken out in 2019 on the following properties:

<u>Parcel</u>	<u>Contract Holder</u>	<u>City/Township/ISD</u>
06-510-4070	Martin Marteness	City of Cloquet, ISD 94
06-510-4100	Martin Marteness	City of Cloquet, ISD 94
06-200-0140	Jeffrey Wefelmeyer	City of Cloquet, ISD 94
48-020-2810	Aaron Sheetz	Town of Holyoke, ISD 100
60-048-3620	Tyler Marohn	Town of Mahtowa, ISD 91
98-010-0335	Christian Swanson	Town of Sawyer, ISD 93
81-030-0445	Robin Horner	Town of Twin Lakes, ISD 93

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

Sincerely,

Kathryn Kortuem  
Acting Auditor/Treasurer

# Office Of The Carlton County Auditor/Treasurer

Item H -1  
01-07-20  
Approve Conflict of Interest resolution

## AUDITOR

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

**Kathryn Kortuem**

*Acting Auditor/Treasurer*

## TREASURER

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

### \*\*\* PROPOSED RESOLUTION NO. 20-000 \*\*\*

BY COMMISSIONER:

ADOPTED: January 7, 2020

WHEREAS, public officials and employees of Carlton County could be in a position to refer or contract with private vendors of service; and

WHEREAS, Minnesota Statutes, section 382.18, prevents Carlton County officials and employees from being interested, directly or indirectly, in contracts; and

WHEREAS, it is vital to the integrity of Carlton County that contracts and referrals for services be made in the best interests of Carlton County and free from any possible conflict.

NOW, THEREFORE, BE IT RESOLVED that no public official or employee of Carlton County in direct contact with providers or potential providers, or who may directly or indirectly influence the purchasing of services or contracting for services, or otherwise has official involvement in the purchasing or contracting process may:

1. Have any financial interest or have any personal beneficial interest, directly or indirectly, in contracts or purchase orders for goods of services used by or purchased by Carlton County.
2. Accept directly or indirectly from a person, firm, or corporation to which a contract or purchase order has been or may be awarded, a rebate, gift, money, or anything of value other than items of nominal value. No such employees may further accept any promise, obligation, or contract for future reward.
3. Serve on any board or commission as a representative of Carlton County that contracts with or provides services to Carlton County or its Board, without the express written consent of the Carlton County Board, except that public officials need only to notify the Carlton County Board of such service. This provision does not apply to union activities, as defined by the various collective bargaining agreements.

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

H - 2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1-7-19  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Kathy Kortuem  
Title of Item for Consideration: Consider bids for 2020 legal publications  
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**

summary of bids attached.

**Supporting Attachments**

- 
- 

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

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

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

Motion: Carried  Defeated

**2020 Legal Publication Bids**

			Legal Business	Summary of Commissioners Proceedings	Other Legal Publications	Notices and Lists of Delinquent Real Estate
Pine Journal	weekly	S.A.U.	6.00	6.75	6.75	6.75
Duluth News Tribune	daily	S.A.U.	11.00	11.00	11.00	11.00
Moose Lake Star Gazette and Pine Knot	weekly	S.A.U.	13.00	13.00	13.00	13.00 combined bid

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

H - 3
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1-7-19  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Kathy Kortuem  
Title of Item for Consideration: Set times and dates for 2020 County Board Meetings  
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**

Each month: regular meetings on 2nd Tuesdays at 8:30 am, adjourned meeting on 4th Mondays at 4:00; all at Transportation Building unless otherwise noted  
No January regular meeting on second Tuesday (replaced by Annual meeting)  
May Adjourned Meeting normally held on May 25 conflicts with Memorial Day; change to Tuesday May 26  
August Regular Meeting normally held on August 11 conflicts with the State Primary; will need to be held at an alternate location  
December Regular Meeting normally held at 8:30am has previously been held at 4pm with the Truth in Taxation meeting following at 6pm (AMC conflict?)  
Assessor recommends Board of Equalization meetings (including Unorg Twps) on June 16 at 3:00pm and June 22 at 3:00pm prior to the adjourned meeting if need

**Supporting Attachments**

- \_\_\_\_\_  
 \_\_\_\_\_

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

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

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

Motion: Carried  Defeated

# Office Of The Carlton County Auditor/Treasurer

Item H – 3      01-07-20  
Set times and dates for 2020 County  
Board Meetings

## AUDITOR

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

**Kathryn Kortuem**

*Acting Auditor/Treasurer*

## TREASURER

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

### \*\*\* PROPOSED RESOLUTION NO. 20-000 \*\*\*

BY COMMISSIONER:

ADOPTED: January 7, 2020

BE IT RESOLVED that the schedule of Carlton County Board Meetings for 2020, with meetings to be held at the Carlton County Transportation Building unless otherwise indicated and/or posted, shall be as follows:

Regular Meeting – 8:30 a.m. on the second Tuesday of each month

Adjourned Meeting – 4:00 p.m. on the fourth Monday of each month

BE IT FURTHER RESOLVED that a Regular Meeting will not be held in January.

BE IT FURTHER RESOLVED that the May Adjourned Meeting will be held at 4:00 p.m., on **May 26, 2020**, at the Carlton County Transportation Building.

BE IT FURTHER RESOLVED that the August Regular Meeting will be held August 10, 2020, at 8:30 a.m., at **the Carlton County Community Services Building.**

BE IT FURTHER RESOLVED that the December Regular Meeting will be held at **4:00 p.m.** on December 8, 2020, at the Carlton County Transportation Building, unless indicated otherwise.

BE IT FURTHER RESOLVED that the Carlton County Board of Commissioners will meet as the Carlton County Board of Equalization and the Board of Review and Equalization for the unorganized townships of Carlton County at **3:00 p.m. on June 16, 2020**, and **at 3:00 p.m. on June 22, 2020** (if necessary), at the Carlton County Transportation Building; these meetings are subject to change in accordance with Department of Revenue Guidelines.

# Office Of The Carlton County Auditor/Treasurer

Item H – 4      01-07-20  
Set times and dates for 2020  
Committee of the Whole Meetings

**AUDITOR**

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

**Kathryn Kortuem**

*Acting Auditor/Treasurer*

**TREASURER**

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

**\*\*\* PROPOSED RESOLUTION NO. 20-000 \*\*\***

BY COMMISSIONER:

ADOPTED: January 7, 2020

BE IT RESOLVED that the Carlton County Board of Commissioners shall meet as a Committee of the Whole in the Carlton County Transportation Building Meeting Room on the first Tuesday of each month in 2020 at 4:00 p.m., beginning in February, to discuss Road and Bridge, Land and Buildings, General Government, Public Safety and other matters.

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

H - 5

Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1-7-20  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Kathy Kortuem  
Title of Item for Consideration: Nominate and Elect Chairperson of Committee of the Whole  
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**

2019: Chair is Commissioner Bodie (Dist 2), Vice-Chair is Commissioner Proulx (Dist 3)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 - 6

Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1-7-20

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

From: Kathy Kortuem

Title of Item for Consideration: Nominate and Elect Vice-Chairperson of Committee of the Whole

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**

2019: Vice-Chair is Commissioner Proulx (Dist 3)

**Supporting Attachments**

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

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

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

Motion: Carried  Defeated

Adopted December 8, 2015

Revised November 28, 2016

# Office Of The Carlton County Auditor/Treasurer

Item H - 7      01-07-20  
Set 2020 Commissioners  
Committee Appointments

## AUDITOR

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

**Kathryn Kortuem**

*Acting Auditor/Treasurer*

## TREASURER

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

### \*\*\* PROPOSED RESOLUTION NO. 20-000 \*\*\*

BY COMMISSIONER:

ADOPTED: January 7, 2020

BE IT RESOLVED to approve committee, commission, and other appointments of Commissioners, in 2020, as follows:

#### Committee / Commission

Airport Commission  
Area Transportation Partnership  
Arrowhead Counties Association  
Arrowhead Economic Opportunity Agency  
Arrowhead Health Alliance  
Arrowhead Regional Corrections  
Arrowhead Regional Development Commission  
Arrowhead Regional Library Board  
AMC Region 1  
AMC Env & Nat Res Policy Committee  
AMC General Government Policy Committee  
AMC Health & Human Policy Committee  
AMC Public Safety Policy Committee  
AMC Trans & Infrastructure Policy Committee  
AMC Tribal Relations Committee  
Big Sandy Watershed District  
Carlton County Collaborative  
Carlton County Finance Committee  
Carlton Co. Economic Dev. Authority  
Carlton County Extension Committee  
Carlton County Fair Board Representative(s)  
Carlton County Building/Facilities Committee  
Carlton County Insurance Committee  
Carlton County Justice Partners  
Carlton County Law Enforcement Community  
Carlton County Law Library  
Carlton County Septic Financing Committee  
Carlton County Wellness Committee  
Carlton Fire District  
Cloquet Economic Development Partnership  
Coastal Water Commission  
Community Health Services Board (Regional)  
Cromwell/Wright Fire District  
Emergency Medical Services Council  
Enbridge Pipeline Project Representatives  
Friends of Animals (Animal Control)

#### 2019

#### Commissioner(s)

Brenner/Peterson  
Peterson/Neumann  
Bodie/Brenner  
Peterson  
Brenner/Bodie (alt)  
Brenner/Bodie (alt)  
Brenner  
Patricia Brandstaetter  
All Commissioners  
Peterson  
Brenner  
Proulx  
Bodie  
Thell  
Proulx  
Peterson  
Brenner/Proulx  
Board Chair/Board Vice-Chair  
Bodie/Thell  
Thell/Peterson  
Thell/Peterson (alt)  
Bodie/Brenner  
**Peterson** (Past Board Chair)  
Bodie/Brenner  
Thell/Brenner  
Peterson  
Thell/Peterson  
Proulx  
Thell (Clear Creek) / Brenner (Sawyer)  
Brenner/Proulx/**Christenson**  
Brenner  
Bodie  
Peterson  
Thell/Peterson (alt)  
Thell/Peterson  
Brenner/Genereau

#### 2020

#### Commissioner(s)

Human Services Advisory Committee	Bodie
Human Services Appeal Committee	Brenner/Bodie/Lee/Genereau
Lakes and Pines Community Action Council	Peterson
Local Emergency Food and Shelter Board	Thell
National Association of Counties (NACo)	All Commissioners
Northeast Minnesota Office of Job Training	Proulx
Northeast Waste Advisory Board (NEWAC)	Proulx/Brenner (alt)
Northspan	Brenner
Northland Connection	Brenner/Christenson
Laurention Resource Conservation & Development	Thell
Planning Commission	Thell/Peterson (alt)
Recycling and Solid Waste Advisory Committee	Proulx
Regional Radio Board	Bodie/Belich (alt)
Soil & Water Conservation District Liaison	Thell/Peterson (alt)
St. Louis River Trail Committee	Brenner/Proulx/Neumann
Water Management Plan Advisory Board	Peterson
One Watershed One Steering Committee	Thell

BE IT FURTHER RESOLVED that all necessary expenses associated with these meetings be paid for by the County.



# Association of Minnesota Counties

## AMC 2020 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

### 2020 AMC POLICY COMMITTEE APPOINTMENTS

*Counties must appoint at least one commissioner or county official to each of the five AMC policy committees. Individuals may not serve as a voting member on more than one policy committee.*

Policy Committee	2020 Policy Committee Member
Environment & Natural Resources Policy Committee	
General Government Policy Committee	
Health & Human Services Policy Committee	
Public Safety Policy Committee	
Transportation & Infrastructure Policy Committee	

### 2020 AMC VOTING DELEGATE APPOINTMENTS

*Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2020 in the spaces below. Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.*

1	
2	
3	
4	
5	
6	
7	
8	

#### ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS

**Section 1. Association Delegates** Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled by the county board for the unexpired term.

Please return to Laurie Klupacs @ [lklupacs@mncounties.org](mailto:lklupacs@mncounties.org)

# Office Of The Carlton County Auditor/Treasurer

Item H – 8      01-07-20  
Set 2020 Non-Commissioner  
Committee Appointments

**AUDITOR**

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

**Kathryn Kortuem***Acting Auditor/Treasurer***TREASURER**

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

**\*\*\* PROPOSED RESOLUTION NO. 20-000 \*\*\***

**BY COMMISSIONER:****ADOPTED: January 7, 2020**

BE IT RESOLVED that Non-Commissioner appointments to the Committee of the Whole for 2020 shall be as follows:

All Carlton County Department Heads (elected and appointed)  
Mr. James Newman / Dan Reed (alt) (representing townships)  
**Mr. Milt Hagen** (representing transportation matters)

BE IT FURTHER RESOLVED that in the event a Department Head cannot attend a Committee of the Whole Meeting, their designee may represent the department at the meeting.

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

H-9  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1-7-20  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Kathryn Kortuem  
Title of Item for Consideration: Draft of Proposed Transportation Capital Improvement Plan  
Presenter: Kathryn Kortuem

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply)

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

**Staffing Impact**

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

**Other**

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

**Summary**

TWO VERSIONS OF ATTACHMENT B are included - one for 15 years  
and one for 20 years

**Supporting Attachments**

- 
- 

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

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

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

Motion: Carried  Defeated

# *Carlton County, Minnesota*

## *Transportation Capital Improvement Plan (TCIP)*

### *2020-2024*

The Carlton County Transportation Capital Improvement Plan (TCIP) is a multi-year guide to the construction and/or improvement of county roads and transportation related facilities. Through the process of preparing and updating a capital improvements plan, the county meets the need for orderly maintenance of the physical assets of the county. This TCIP is intended to serve as a planning tool and is structured to present meaningful long-range perspective of the county's long-range capital needs. Minnesota Statutes, Section 373.40, allows counties to plan for and finance the "acquisition and betterment of public lands, buildings, and other improvements within the county for the purpose of a county courthouse, administrative building, health and social service facility, correctional facility, jail, law enforcement center, hospital, morgue, library, park, qualified indoor ice arena, road and bridges, public works facilities, fairground buildings, and records and data storage facilities, and the acquisition of development rights in the form of conservation easements."

The law requires that a capital improvements plan be prepared which must cover at least the five-year period beginning with the date of the plan adoption. The TCIP must set forth:

- The estimated schedule, timing and details of specific capital improvements;
- Estimated cost of the capital improvements identified;
- The need for the improvements; and
- The sources of revenues needed to pay for the improvements.

In preparing the plan, the County Board must consider for each project, and for the overall plan, the following factors:

- (1) the condition of the county's existing infrastructure, including the projected need for repair or replacement;
- (2) the likely demand for the improvement;
- (3) the estimated cost of the improvement;
- (4) the available public resources;
- (5) the level of overlapping debt in the county;
- (6) the relative benefits and costs of alternative uses of the funds;
- (7) operating costs of the proposed improvements; and
- (8) alternatives for providing services more efficiently through shared facilities with other counties or local government units.

The process for the five-year TCIP is as follows: The County Board authorizes the preparation of the TCIP. The County Engineer assembles all known capital projects necessary over the next five-year period. From this information, a preliminary TCIP is prepared. A public hearing is held to solicit input from citizens and other governmental units. Changes are made based on that input and a final project list is established. Amendments are presented to and approved by the County Board annually. Capital improvements are generally funded through these methods, alone or in combination: the county transportation sales tax, excise tax, wheelage tax, annual operating budget, use of fund balance, or borrowing.

The Carlton County TCIP has been created in accordance with the guidelines of Minnesota Statutes, Section 373.40. The TCIP covers all public improvement and building projects, with a useful life of five years or greater, currently anticipated to be undertaken by the county during the next five years. While cost estimates and proposed funding sources are identified for each general improvement area, the TCIP is not intended to provide a detailed or complete financing plan for each project. As the county prepares to undertake individual projects, the County Board will consider a specific finance program. The eight factors described above have been taken into consideration in preparing the TCIP, as reflected in the findings under “TCIP Policy Overview” and in the discussions of each project.

The TCIP will be revised and updated on an annual basis and used during the annual budget cycle. Changes to the priorities established in the plan should be expected. Changes can be caused by any number of things, including: changes in funding levels, opportunities for grants or other aids, delays in obtaining construction permits or necessary approvals, emergency needs or simply changes in community preferences.

### ***TCIP Policy Overview***

In adopting this TCIP, the county finds:

- The projects contained in the capital improvements plan are necessary to maintain the existing infrastructure of the county and to properly provide for the health, safety and general well-being of its residents.
- The proposed projects provide an adequate response to anticipated service demands in each area of operation.
- The county has considered the costs of the projects and the available financial resources and has determined that the projects are within the financial ability of the county. Further, the county has determined that failure to undertake the TCIP will create a greater financial burden through higher service cost alternatives and increase costs of future project options.

- The public improvement projects will result in lower operating costs by avoiding maintenance expense and by providing public services in a cost effective manner. The projects have been designed to keep operating costs at a minimum.
- The county has thoroughly reviewed the alternatives for undertaking the applicable projects through shared facilities with other counties or units of government. All of the proposed public facilities are an integral part of the services provided by Carlton County. Carlton County will participate in shared facility options when such options are found to be either efficient or cost effective.
- The TCIP is designed to make the most effective use of all financial resources available to the county, including county transportation sales tax, excise tax, wheelage tax, fund reserves, current budgeted revenue, grants, and borrowing. The county's goal is to strike a reasonable balance among all of its resources.
  - The debt proposed in the TCIP is within the statutory and financial capacity of the county. It will be impossible for the county to meet its public facility's needs in a timely manner without incurring debt.
  - The county will structure all necessary debt in a manner that makes the best use of its financial resources and minimizes the impacts on county residents.
- In preparing the TCIP, the county has considered the impacts on operating costs. Projects are designed to keep the increases in operating costs to a minimum. Increases in operating costs are balanced with the overall need to provide the improvement.
- The majority of the projects in the TCIP are financed without incurring debt. For those projects utilizing debt, borrowing is needed to provide the improvement in a timely manner and to spread the financial impacts over a period of years. These objectives outweigh the increase in county or overlapping indebtedness.
- The total estimated cost for the 2020 - 2024 TCIP is an estimated \$52,033,614. It is expected that the County will issue bonds in one or more series for the Barnum Maintenance Facility project included in the 2020 - 2024 TCIP in the amount of up to \$10,000,000.

### ***Impact on Operating Budgets***

Most TCIP projects are for transportation infrastructure, including repair, replacement and maintenance projects for roads and bridges, with periodic facility improvement and maintenance projects. Completion of scheduled improvements and maintenance will improve functionality and efficiencies. Providing funds will enable capital improvements to be scheduled as needed, over time, rather than waiting for an emergency situation which will cost more to correct.

### ***Types of TCIP Long-Term Financing***

#### General Obligation Bonds Authorized by Special Election: Minnesota Statutes, Chapter 475:

Allows general obligation bonds to be issued for building purposes in an amount up to the county's debt limit. This requires a vote of the public and must be approved by one vote more than 50% of those voting. The tax levy for debt service is spread on the basis of net tax capacity.

Capital Improvement Plan/Bonds: Minnesota Statutes, Chapter 373.40,

Allows counties to issue general obligation bonds for purposes defined in the Transportation Capital Improvement Plan. Once the TCIP has been approved, the county must hold a public hearing on its plans to issue bonds. The County Board must approve a sale of Capital Improvement Bonds by a 3/5th majority. The decision to issue capital improvement bonds is subject to “reverse referendum”. The county may issue the bonds unless a petition requesting a referendum signed by voters equal to 5% of the votes cast in the most recent general election is filed within the county auditor with 30 days following the public hearing.

The maximum annual debt service on all bonds issued under Section 373.40 cannot exceed .0012 times estimated market value.

Based on Proposed Payable 2020 Estimated Market Value:

$$2020 \text{ Maximum Annual Obligation} = .0012 \times \$3,176,301,100 = \$3,811,561$$

G.O. Capital Notes (M.S. Chapter 373)

Finance road construction, public safety, medical, and data processing equipment.

State Aid Bonds (M.S. Chapter 162).

State aid payments can be pledged to retire general obligation bonds sold to finance state aid road improvements.

***Statutory Debt Limit***

Minnesota counties have a debt limit equal to 3% of the estimated market value. This statutory limit applies to:

- General obligation bonds expected to be paid entirely from property taxes (not, for instance, to bonds which may have special assessments and/or revenues pledged to their payment)
- Lease purchase financing which is more than \$1,000,000 in size.

The calculation of Carlton County’s debt limit is as follows:

- Preliminary Estimated Market Value (Proposed Payable 2020)
  - $\$3,176,301,100 \times 3\% = \text{Gross Debt Limit of } \$95,289,033$
  - Less Outstanding Principal of G.O. Capital Improvement Refunding Bonds, Series 2016  
= \$7,860,000

- o Less Outstanding Principal of GO Capital Improvement Refunding Bonds, Series 2012 = \$1,105,000
- o Total Net Debt Limit = \$86,324,033

See Attachment A for detailed information on the County's outstanding debt.

***Overlapping Debt***

The level of overlapping debt to the County is approximately \$103,142,000 as of December 31, 2018.

See Attachment A for detailed information on the County's overlapping debt.

***Organization of the TCIP***

The Carlton County Transportation Capital Improvement Plan (TCIP) lists the 5-year Transportation Improvement Plan as prepared by the County Engineer and adopted by the County Board. Each road project listed in the TIP contains a general description of the road improvement, engineer's estimate of costs, and projected year of construction.

***Financing County Road and Infrastructure Projects***

Every year, the 5-year TCIP is reviewed for inclusion in the levy and budgeting process by the County Board.

The County is seeking to issue bonds for the following projects:

Year	Project	Total Estimated Cost
2020	Barnum Maintenance Facility	\$10,000,000

Estimated principal payments, term and debt payments related to the Barnum Maintenance Facility bond issuance are shown in Attachment B.

# CARLTON COUNTY TRANSPORTATION CAPITAL IMPROVEMENT PLAN (TCIP) 2020 – 2024

## 2020 PROJECTS

1. Barnum Maintenance Facility \$10,000,000.00
2. CR 105, CSAH 5 to 1500' East, 0.28 miles Sealcoat & Striping \$15,000.00
3. CR 107, CSAH 3 to Dead End, 0.4 miles, Sealcoat & Striping \$20,000.00
4. CR 113, CR 114 to NCL, 1.5 miles, Grade/Drain \$1,135,500.00
5. CR 114, CSAH 9 to CR 113, 2.5 miles, Grade/Drain \$1,097,600.00
6. CR 114, CR 115 to CSAH 7, 0.5 miles, Sealcoat & Striping \$26,000.00
7. CR 139, T 140 to CSAH 4, 2.5 miles, Culvert Repair, Sealcoat & Striping \$112,000.00
8. CR 151, TH 210 to CSAH 61, 4.65 miles, FDR & Bituminous Surface \$1,047,200.00
  
9. CSAH 1, Midway River, Bridge Replacement \$1,005,000.00
10. CSAH 1, TH 210 to Bridge 09504, 0.62 miles, Mill & Overlay \$140,000.00
11. CSAH 4, TH 73 to I 35, 15.502 miles, Sealcoat & Striping \$800,000.00
12. CSAH 4, I 35 to CSAH 5, 2.0 miles, Mill & Overlay \$403,200.00
13. CSAH 5, CSAH 4 to Nendick, 1.5 miles, Minor Grade Widening \$535,500.00
14. CSAH 14, CSAH 5 to CSAH 7, 2.0 miles, Sealcoat & Striping \$120,000.00
15. CSAH 21, TH 210 – South, 2.38 miles, Bituminous Surface \$280,000.00
16. CSAH 27, CSAH 61 to CSAH 2, 2.0 miles, FDR \$616,000.00
17. CSAH 51, CSAH 3 to Wrenshall, 2.02 miles, Bituminous Surface \$201,600.00
18. CR 696, TH 33 to CSAH 1, 4.2 miles, Bituminous Surface \$470,400.00

## 2021 PROJECTS

1. CSAH 7, CSAH 4 to CR 115, 17.0 miles, Pavement Replacement \$4,981,200.00
2. CR 113, CSAH 7 to NCL, 3.0 miles, FDR & Bituminous Pavement \$1,276,800.00
3. CR 116, CR 119 to CSAH 1, 3.0 miles, Sealcoat & Striping \$140,000.00
4. CR 117, TH 33 to NCL, 2.06 miles, Sealcoat & Striping \$110,000.00
5. CR 119, CSAH 2 to NCL, 2.06 miles, Sealcoat & Striping \$120,000.00

6. CR 144, Boundary Road to Town Hall Road, 1.4 miles, Sealcoat & Striping  
\$155,000.00
7. CSAH 3, Tall Pine Lane to Cloquet Avenue, 1.51 miles, UG Utility & Streetscape  
\$3,584,000.00
8. CSAH 5, CSAH 4 to Nendick, 1.5 miles, Bituminous Surfacing  
\$588,000.00
9. CSAH 5, CSAH 14 to CSAH 7, 0.5 miles, Mill, FDR & Bituminous Surface  
\$221,200.00
10. CSAH 6, Barnum City Limits to I 35, 0.95 miles, Sealcoat & Striping  
\$85,000.00
11. CSAH 12, CR 132 to TH 27/73, 4.319 miles, Sealcoat & Striping  
\$225,000.00
12. CSAH 13, I 35 to CSAH 6, 0.37 miles, Sealcoat & Striping  
\$20,000.00
13. CSAH 52, CSAH 6 to CSAH 61, 0.32 miles, Sealcoat & Striping  
\$25,000.00

## 2022 PROJECTS

1. CR 103, CSAH 6 to CSAH 4, 4.125 miles, Mill, FDR, Bit Surface  
\$1,409,044.00
2. CR 114, CR 113 to Lockling Drive, 3.8 miles, Sealcoat & Striping  
\$200,000.00
3. CR 121, TH 210 – South, 1.0 miles, Mill & Overlay \$246,400.00
4. CR 123, TH 73 - East, 1.0 miles, Grade/Stabilized Base  
\$788,400.00
5. CR 128, TH 210 – South, 1.3 miles, Mill & Overlay \$347,200.00
6. CR 134, TH 27 – South, 3.0 miles, Sealcoat & Striping  
\$150,000.00
7. CR 138, CSAH 8 to CSAH 61, 3.03 miles, Sealcoat & Striping  
\$150,000.00
8. CR 142, CSAH 4 – North, 0.20 miles, Minor Grading  
\$112,000.00
9. CR 152, CSAH 61 to CSAH 2, 2.0 miles, FDR & Bituminous Surface  
\$616,000.00
10. CR 157, CSAH 6 to Millier Road, 3.5 miles, Sealcoat & Striping  
\$180,000.00
11. CSAH 1, Wrenshall to Carlton, 2.11 miles, Sealcoat & Striping  
\$105,000.00
12. CSAH 5, TH 210 to CSAH 26, 0.75 miles, Sealcoat & Striping  
\$40,000.00
13. CSAH 6, Moose Horn River Bridge, Bridge 09503 Replacement  
\$1,100,000.00
14. CSAH 61, Oja Road to ECL, 4.9 miles, 4 Lane, Culvert Replacement  
\$800,000.00

## 2023 PROJECTS

1. CR 102, CSAH 4 – South, 0.95 miles, Cape Seal & Microsurface  
\$80,000.00

2. CR 123, TH 73 – 1.7 miles SW, 1.7 miles, Sealcoat & Striping \$90,000.00
3. CR 137, I 35 – East, 2.121 miles, Minor Grading \$112,000.00
4. CR 141, Old 61, 1.25 miles, Culvert repair, Mill & Overlay \$291,200.00
5. CR 144, CSAH 61 to Boundary Road, 0.64 miles, Mill & Overlay \$134,400.00
6. CSAH 2, TH 33 to CR 119, 1.85 miles, Sealcoat & Striping \$95,000.00
7. CSAH 3, TH 45 to CSAH 26, 1.46 miles, Sealcoat & Striping \$150,000.00
8. CSAH 4, TH 23 to ECL, 2.1 miles, Mill & Overlay \$425,600.00
9. CSAH 6, CSAH 5 to CSAH 3, 5.6 miles, Subgrade repair, Mill & Overlay \$1,254,400.00
10. CSAH 8, CR 145 to McDowell Road, 3.42 miles, Sealcoat & Striping \$180,000.00
11. CSAH 13, CASH 6 to CSAH 61, 2.04 miles, Sealcoat & Striping \$90,000.00
12. CSAH 25, TH 210 to Magney Drive, 3.0 miles, Grade, Drain, Gravel Base \$2,144,500.00
13. CSAH 55, Scanlon, 0.5 miles, Streetscaping \$504,000.00
14. CSAH 61, Oja Road to ECL, 4.9 miles, 4 Lane, Bituminous Surface \$2,000,000.00

## 2024 PROJECTS

1. CR 118, CSAH 2 to NCL, 2.0 miles, Minor Grading/Bituminous Surface \$1,785,000.00
2. CR 121, TH 210 – South, 1.0 miles, Sealcoat & Striping \$65,000.00
3. CR 128, TH 210 – South, 1.3 miles, Sealcoat & Striping \$75,000.00
4. CR 137, I 35 – East, 2.121 miles, FDR & Bituminous Surface \$728,000.00
5. CR 152, CSAH 61 to CSAH 2, 2.0 miles, Sealcoat & Striping \$100,000.00
6. CSAH 13, T 16 to CSAH 8, 1.2 miles, FDR & Stabilized Base \$409,920.00
7. CSAH 13, CSAH 8 to I 35 Bridge, 3.2 miles, Mill & Overlay \$645,120.00
8. CSAH 14, TH 33 to CSAH 45, 1.53 miles, Sealcoat & Striping \$80,000.00
9. CSAH 25, TH 210 to Magney Drive, 3.0 miles, Bituminous Surface \$1,176,000.00
10. CSAH 54, Scanlon, 0.63 miles, Grade, Storm Sewer, Streetscape \$1,724,310.00
11. CSAH 61, Oja Road to ECL, 4.9 miles, 4 Lane, Sealcoat & Striping \$493,920.00
12. CR 122, Cromwell, 1.0 miles, Grading \$200,000.00
13. CR 156, East of TH 73, 6.0 miles, Grading \$1,200,000.00

## ATTACHMENT A

### ***General Obligation Long-Term Debt***

The first table below summarizes the County's general obligation long-term debt as of October 1, 2019. The second presents the annual maturity schedule for the general obligation debt.

#### General Obligation Long-Term Debt by Issue

<u>Date</u>	<u>Purpose</u>	<u>Original Amount</u>	<u>Maturities</u>	<u>Interest Range</u>	<u>Principal Outstanding</u>
11/07/2012	Capital Improvement Refunding	\$4,010,000	02/01/20-21	1.30%-1.50%	\$1,105,000
07/14/2016	Capital Improvement Refunding	8,620,000	02/01/20-30	2.00%	<u>7,860,000</u>
Total General Obligation Long-Term Debt					<u>\$8,965,000</u>

#### General Obligation Long-Term Debt Annual Maturity Schedule

<u>Year (Dec 31)</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
2020	\$ 840,000	\$ 166,192	\$ 1,006,192
2021	855,000	152,550	1,007,550
2022	590,000	139,500	729,500
2023	590,000	127,700	717,700
2024	870,000	113,100	983,100
2025	885,000	95,550	980,550
2026	835,000	78,350	913,350
2027	850,000	61,500	911,500
2028	870,000	44,300	914,300
2029	880,000	26,800	906,800
2030	<u>900,000</u>	<u>9,000</u>	<u>909,000</u>
Total	<u>\$ 8,965,000</u>	<u>\$ 1,014,542</u>	<u>\$ 9,979,542</u>

## ***Overlapping Debt***

The taxing jurisdictions which overlap the County and which had general obligation debt outstanding as of December 31, 2018, unless otherwise noted, are presented below along with the amount of that debt allocable to the County.

### **Overlapping General Obligation Debt**

<u>Governmental Unit</u>	<u>Total G.O. Debt Outstanding<sup>(1)</sup></u>	<u>Portion Allocable To County</u>	<u>Debt Allocable to County</u>
<b>Cities:</b>			
Barnum	\$ 647,000	100.0%	\$ 647,000
Carlton	1,015,000 <sup>(2)</sup>	100.0%	1,015,000 <sup>(2)</sup>
Cloquet	1,700,000 <sup>(2)</sup>	100.0%	1,700,000 <sup>(2)</sup>
Cromwell	336,000	100.0%	336,000
Kettle River	528,000	100.0%	528,000
Moose Lake	1,610,000 <sup>(2)</sup>	100.0%	1,610,000 <sup>(2)</sup>
Scanlon	940,000	100.0%	940,000
Wrenshall	425,000	100.0%	425,000
<b>Townships</b>			
Thomson Township	1,019,000	100.0%	1,019,000
<b>School Districts:</b>			
Barnum ISD No. 91	1,615,000 <sup>(2)</sup>	100.0%	1,615,000
Carlton ISD No.93	5,853,000 <sup>(2)</sup>	100.0%	5,853,000
Cloquet ISD No. 94	61,993,000 <sup>(2)</sup>	95.2%	58,939,000
Cromwell ISD No. 95	5,045,000 <sup>(2)</sup>	99.9%	5,038,000
Moose Lake ISD No. 97	28,995,000 <sup>(2)</sup>	55.1%	15,982,000
Esko ISD No. 99	6,540,000 <sup>(2)</sup>	100.0%	6,540,000
Wrenshall ISD No. 100	955,000 <sup>(2)</sup>	100.0%	<u>955,000</u>
<b>Total Overlapping Debt</b>			<b><u>\$ 103,142,000</u></b>

(1) Includes only debt supported by taxes or special assessments, does not include revenue backed general obligation debt.

(2) As of October 1, 2019

Attachment B

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**SOURCES AND USES OF FUNDS**

Carlton County, Minnesota  
Garage Addition Financing Option 1  
15-Years; AA Rating  
Based on Current Market Rates + 20bps

Dated Date 03/01/2020  
Delivery Date 03/01/2020

**Sources:**

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Bond Proceeds:	
Par Amount	9,515,000.00
Premium	484,560.25
	<hr/>
	9,999,560.25

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**Uses:**

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Project Fund Deposits:	
Project Fund	9,863,440.25
Delivery Date Expenses:	
Cost of Issuance	60,000.00
Underwriter's Discount	76,120.00
	<hr/>
	136,120.00
	<hr/>
	9,999,560.25

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**BOND DEBT SERVICE**

Carlton County, Minnesota  
Garage Addition Financing Option 1  
15-Years; AA Rating  
Based on Current Market Rates + 20bps

Dated Date                   03/01/2020  
Delivery Date               03/01/2020

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
08/01/2020			118,937.50	118,937.50	
02/01/2021	535,000	3.000%	142,725.00	677,725.00	796,662.50
08/01/2021			134,700.00	134,700.00	
02/01/2022	525,000	3.000%	134,700.00	659,700.00	794,400.00
08/01/2022			126,825.00	126,825.00	
02/01/2023	540,000	3.000%	126,825.00	666,825.00	793,650.00
08/01/2023			118,725.00	118,725.00	
02/01/2024	560,000	3.000%	118,725.00	678,725.00	797,450.00
08/01/2024			110,325.00	110,325.00	
02/01/2025	575,000	3.000%	110,325.00	685,325.00	795,650.00
08/01/2025			101,700.00	101,700.00	
02/01/2026	590,000	3.000%	101,700.00	691,700.00	793,400.00
08/01/2026			92,850.00	92,850.00	
02/01/2027	610,000	3.000%	92,850.00	702,850.00	795,700.00
08/01/2027			83,700.00	83,700.00	
02/01/2028	630,000	3.000%	83,700.00	713,700.00	797,400.00
08/01/2028			74,250.00	74,250.00	
02/01/2029	645,000	3.000%	74,250.00	719,250.00	793,500.00
08/01/2029			64,575.00	64,575.00	
02/01/2030	665,000	3.000%	64,575.00	729,575.00	794,150.00
08/01/2030			54,600.00	54,600.00	
02/01/2031	685,000	3.000%	54,600.00	739,600.00	794,200.00
08/01/2031			44,325.00	44,325.00	
02/01/2032	705,000	3.000%	44,325.00	749,325.00	793,650.00
08/01/2032			33,750.00	33,750.00	
02/01/2033	730,000	3.000%	33,750.00	763,750.00	797,500.00
08/01/2033			22,800.00	22,800.00	
02/01/2034	750,000	3.000%	22,800.00	772,800.00	795,600.00
08/01/2034			11,550.00	11,550.00	
02/01/2035	770,000	3.000%	11,550.00	781,550.00	793,100.00
	9,515,000		2,411,012.50	11,926,012.50	11,926,012.50

**BOND PRICING**

Carlton County, Minnesota  
 Garage Addition Financing Option 1  
 15-Years; AA Rating  
 Based on Current Market Rates + 20bps

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity
Bond Component:						
	02/01/2021	535,000	3.000%	1.500%	101.359	
	02/01/2022	525,000	3.000%	1.550%	102.727	
	02/01/2023	540,000	3.000%	1.600%	103.973	
	02/01/2024	560,000	3.000%	1.650%	105.099	
	02/01/2025	575,000	3.000%	1.700%	106.106	
	02/01/2026	590,000	3.000%	1.750%	106.995	
	02/01/2027	610,000	3.000%	1.800%	107.770	
	02/01/2028	630,000	3.000%	1.850%	108.431	
	02/01/2029	645,000	3.000%	1.900%	108.048 C	2.010%
	02/01/2030	665,000	3.000%	2.000%	107.287 C	2.179%
	02/01/2031	685,000	3.000%	2.100%	106.531 C	2.319%
	02/01/2032	705,000	3.000%	2.250%	105.409 C	2.473%
	02/01/2033	730,000	3.000%	2.500%	103.569 C	2.671%
	02/01/2034	750,000	3.000%	2.700%	102.124 C	2.814%
	02/01/2035	770,000	3.000%	2.800%	101.409 C	2.883%
		9,515,000				

Dated Date	03/01/2020	
Delivery Date	03/01/2020	
First Coupon	08/01/2020	
Par Amount	9,515,000.00	
Premium	484,560.25	
Production	9,999,560.25	105.092593%
Underwriter's Discount	(76,120.00)	(0.800000%)
Purchase Price	9,923,440.25	104.292593%
Accrued Interest		
Net Proceeds	9,923,440.25	

**BOND SUMMARY STATISTICS**

Carlton County, Minnesota  
 Garage Addition Financing Option 1  
 15-Years; AA Rating  
 Based on Current Market Rates + 20bps

Dated Date	03/01/2020
Delivery Date	03/01/2020
Last Maturity	02/01/2035
Arbitrage Yield	2.185022%
True Interest Cost (TIC)	2.421238%
Net Interest Cost (NIC)	2.491782%
All-In TIC	2.504161%
Average Coupon	3.000000%
Average Life (years)	8.446
Duration of Issue (years)	7.411
Par Amount	9,515,000.00
Bond Proceeds	9,999,560.25
Total Interest	2,411,012.50
Net Interest	2,002,572.25
Bond Years from Dated Date	80,367,083.33
Bond Years from Delivery Date	80,367,083.33
Total Debt Service	11,926,012.50
Maximum Annual Debt Service	797,500.00
Average Annual Debt Service	799,509.22
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	8.000000
Total Underwriter's Discount	8.000000
Bid Price	104.292593

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	9,515,000.00	105.093	3.000%	8.446	5,696.35
	9,515,000.00			8.446	5,696.35

	TIC	All-In TIC	Arbitrage Yield
Par Value	9,515,000.00	9,515,000.00	9,515,000.00
+ Accrued Interest			
+ Premium (Discount)	484,560.25	484,560.25	484,560.25
- Underwriter's Discount	(76,120.00)	(76,120.00)	
- Cost of Issuance Expense		(60,000.00)	
- Other Amounts			
Target Value	9,923,440.25	9,863,440.25	9,999,560.25
Target Date	03/01/2020	03/01/2020	03/01/2020
Yield	2.421238%	2.504161%	2.185022%

**SOURCES AND USES OF FUNDS**

Carlton County, Minnesota  
Garage Addition Financing Option 2  
20-Years; AA Rating  
Based on Current Market Rates + 20bps

Dated Date                   03/01/2020  
Delivery Date               03/01/2020

**Sources:**

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Bond Proceeds:	
Par Amount	9,665,000.00
Net Premium	332,828.75
	<hr/>
	9,997,828.75

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**Uses:**

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Project Fund Deposits:	
Project Fund	9,860,508.75
Delivery Date Expenses:	
Cost of Issuance	60,000.00
Underwriter's Discount	77,320.00
	<hr/>
	137,320.00
	<hr/>
	9,997,828.75

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**BOND DEBT SERVICE**

Carlton County, Minnesota  
Garage Addition Financing Option 2  
20-Years; AA Rating  
Based on Current Market Rates + 20bps

Dated Date 03/01/2020  
Delivery Date 03/01/2020

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
08/01/2020			120,812.50	120,812.50	
02/01/2021	385,000	3.000%	144,975.00	529,975.00	650,787.50
08/01/2021			139,200.00	139,200.00	
02/01/2022	370,000	3.000%	139,200.00	509,200.00	648,400.00
08/01/2022			133,650.00	133,650.00	
02/01/2023	380,000	3.000%	133,650.00	513,650.00	647,300.00
08/01/2023			127,950.00	127,950.00	
02/01/2024	390,000	3.000%	127,950.00	517,950.00	645,900.00
08/01/2024			122,100.00	122,100.00	
02/01/2025	405,000	3.000%	122,100.00	527,100.00	649,200.00
08/01/2025			116,025.00	116,025.00	
02/01/2026	415,000	3.000%	116,025.00	531,025.00	647,050.00
08/01/2026			109,800.00	109,800.00	
02/01/2027	430,000	3.000%	109,800.00	539,800.00	649,600.00
08/01/2027			103,350.00	103,350.00	
02/01/2028	440,000	3.000%	103,350.00	543,350.00	646,700.00
08/01/2028			96,750.00	96,750.00	
02/01/2029	455,000	3.000%	96,750.00	551,750.00	648,500.00
08/01/2029			89,925.00	89,925.00	
02/01/2030	470,000	3.000%	89,925.00	559,925.00	649,850.00
08/01/2030			82,875.00	82,875.00	
02/01/2031	480,000	3.000%	82,875.00	562,875.00	645,750.00
08/01/2031			75,675.00	75,675.00	
02/01/2032	495,000	3.000%	75,675.00	570,675.00	646,350.00
08/01/2032			68,250.00	68,250.00	
02/01/2033	510,000	3.000%	68,250.00	578,250.00	646,500.00
08/01/2033			60,600.00	60,600.00	
02/01/2034	525,000	3.000%	60,600.00	585,600.00	646,200.00
08/01/2034			52,725.00	52,725.00	
02/01/2035	545,000	3.000%	52,725.00	597,725.00	650,450.00
08/01/2035			44,550.00	44,550.00	
02/01/2036	560,000	3.000%	44,550.00	604,550.00	649,100.00
08/01/2036			36,150.00	36,150.00	
02/01/2037	575,000	3.000%	36,150.00	611,150.00	647,300.00
08/01/2037			27,525.00	27,525.00	
02/01/2038	595,000	3.000%	27,525.00	622,525.00	650,050.00
08/01/2038			18,600.00	18,600.00	
02/01/2039	610,000	3.000%	18,600.00	628,600.00	647,200.00
08/01/2039			9,450.00	9,450.00	
02/01/2040	630,000	3.000%	9,450.00	639,450.00	648,900.00
	9,665,000		3,296,087.50	12,961,087.50	12,961,087.50

**BOND PRICING**

Carlton County, Minnesota  
 Garage Addition Financing Option 2  
 20-Years; AA Rating  
 Based on Current Market Rates + 20bps

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity
Bond Component:						
	02/01/2021	385,000	3.000%	1.500%	101.359	
	02/01/2022	370,000	3.000%	1.550%	102.727	
	02/01/2023	380,000	3.000%	1.600%	103.973	
	02/01/2024	390,000	3.000%	1.650%	105.099	
	02/01/2025	405,000	3.000%	1.700%	106.106	
	02/01/2026	415,000	3.000%	1.750%	106.995	
	02/01/2027	430,000	3.000%	1.800%	107.770	
	02/01/2028	440,000	3.000%	1.850%	108.431	
	02/01/2029	455,000	3.000%	1.900%	108.048 C	2.010%
	02/01/2030	470,000	3.000%	2.000%	107.287 C	2.179%
	02/01/2031	480,000	3.000%	2.100%	106.531 C	2.319%
	02/01/2032	495,000	3.000%	2.250%	105.409 C	2.473%
	02/01/2033	510,000	3.000%	2.500%	103.569 C	2.671%
	02/01/2034	525,000	3.000%	2.700%	102.124 C	2.814%
	02/01/2035	545,000	3.000%	2.800%	101.409 C	2.883%
	02/01/2036	560,000	3.000%	2.900%	100.701 C	2.944%
	02/01/2037	575,000	3.000%	2.950%	100.349 C	2.973%
	02/01/2038	595,000	3.000%	3.000%	100.000	
	02/01/2039	610,000	3.000%	3.050%	99.283	
	02/01/2040	630,000	3.000%	3.100%	98.520	
		9,665,000				

Dated Date	03/01/2020	
Delivery Date	03/01/2020	
First Coupon	08/01/2020	
Par Amount	9,665,000.00	
Premium	332,828.75	
Production	9,997,828.75	103.443650%
Underwriter's Discount	(77,320.00)	(0.800000%)
Purchase Price	9,920,508.75	102.643650%
Accrued Interest		
Net Proceeds	9,920,508.75	

**BOND SUMMARY STATISTICS**

Carlton County, Minnesota  
 Garage Addition Financing Option 2  
 20-Years; AA Rating  
 Based on Current Market Rates + 20bps

Dated Date	03/01/2020
Delivery Date	03/01/2020
Last Maturity	02/01/2040
Arbitrage Yield	2.601330%
True Interest Cost (TIC)	2.718714%
Net Interest Cost (NIC)	2.767444%
All-In TIC	2.783870%
Average Coupon	3.000000%
Average Life (years)	11.368
Duration of Issue (years)	9.449
Par Amount	9,665,000.00
Bond Proceeds	9,997,828.75
Total Interest	3,296,087.50
Net Interest	3,040,578.75
Bond Years from Dated Date	109,869,583.33
Bond Years from Delivery Date	109,869,583.33
Total Debt Service	12,961,087.50
Maximum Annual Debt Service	650,787.50
Average Annual Debt Service	650,765.90
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	8.000000
Total Underwriter's Discount	8.000000
Bid Price	102.643650

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	9,665,000.00	103.444	3.000%	11.368	7,416.40
	9,665,000.00			11.368	7,416.40

	TIC	All-In TIC	Arbitrage Yield
Par Value	9,665,000.00	9,665,000.00	9,665,000.00
+ Accrued Interest			
+ Premium (Discount)	332,828.75	332,828.75	332,828.75
- Underwriter's Discount	(77,320.00)	(77,320.00)	
- Cost of Issuance Expense		(60,000.00)	
- Other Amounts			
Target Value	9,920,508.75	9,860,508.75	9,997,828.75
Target Date	03/01/2020	03/01/2020	03/01/2020
Yield	2.718714%	2.783870%	2.601330%

## **PLAN PAYMENT Section**

### **Delta Dental Premier Dentist**

Claim payments are based on the Plan's Payment Obligation which is the highest fee amount Delta Dental approves for dental services provided by a Delta Dental Premier dentist to a Delta Dental covered patient. The Plan Payment Obligation for Delta Dental Premier dentists is the lesser of: (1) The Maximum Amount Payable as determined by Delta Dental; (2) The fee charged or accepted as payment in full by the Delta Dental Premier dentist regardless of the amount charged. All Plan Payment Obligations are determined prior to the calculation of any patient co-payments and deductibles as provided under the patient's Delta Dental program.

### **Delta Dental PPO Dentist**

Claim payments are based on the Plan's Payment Obligation which is the highest fee amount Delta Dental approves for dental services provided by a Delta Dental PPO dentist to a Delta Dental covered patient. The Plan Payment Obligation for Delta Dental PPO dentists is the lesser of: (1) The Maximum Amount Payable as determined by Delta Dental; (2) The fee charged or accepted as payment in full by the Delta Dental PPO dentist regardless of the amount charged. All Plan Payment Obligations are determined prior to the calculation of any patient co-payments and deductibles as provided under the patient's Delta Dental program.

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

H-10  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1-7-20  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Kathryn Kortuem

Title of Item for Consideration: Consider setting Public Hearing January 27, 2020, on CIP plan and intent to issue bonds for Barnum Maint. Facility  
Presenter: Kathryn Kortuem

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply)

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

**Staffing Impact**

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

**Other**

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

**Summary**

As part of the financing of the Barnum Maintenance Facility construction, bonds may be issued. A public hearing on the Transportation Capital Improvement Plan and on the Intent to Issue CIP Bonds is necessary to continue the bond issuance process. Suggested hearing date is January 27th (next scheduled board meeting). Wheelage taxes, local sales tax for transportation projects, and excise taxes may be used for debt service on the bonds.

**Supporting Attachments**

- \_\_\_\_\_  
 \_\_\_\_\_

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

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

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

Motion: Carried  Defeated

NOTICE OF A PUBLIC HEARING ON THE  
TRANSPORTATION CAPITAL IMPROVEMENT PLAN AND ON THE INTENT TO ISSUE  
CAPITAL IMPROVEMENT BONDS BY CARLTON COUNTY, MINNESOTA,  
UNDER MINNESOTA STATUTES, SECTION 373.40

Notice is hereby given that the Board of County Commissioners of Carlton County, Minnesota, will conduct public hearings on Monday, January 27, 2020, at 4:00 p.m. in the Carlton County Transportation Building located at 1630 County Road 61 in Carlton, Minnesota, to provide an opportunity for the public to express their views concerning (i) the County's Transportation Capital Improvement Plan for the years 2020 through 2024; and (ii) the County's intent to issue general obligation bonds in an amount not to exceed \$10,000,000 (the "Bonds"), pursuant to the Capital Improvement Plan to be approved by the County Commissioners.

The proceeds of the Bonds shall be used by the County to construct the following improvements, and to pay costs of issuance of and capitalized interest, if any, on the Bonds:

- An approximately 50,050 square-foot expansion to the existing County maintenance facility building located in Barnum, Minnesota.

The Bonds and the interest thereon shall constitute general obligations of the County secured by the full faith and credit of the County. All persons interested may appear and be heard at the time and place set forth above.

CARLTON COUNTY, MINNESOTA

/s/ Kathryn Kortuem, Acting Auditor/Treasurer

# Office Of The Carlton County Auditor/Treasurer

Item H – 11    01-07-20  
Authorize use of website as  
alternate for dissemination of info

**AUDITOR**

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

**Kathryn Kortuem***Acting Auditor/Treasurer***TREASURER**

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

**\*\*\* PROPOSED RESOLUTION NO. 20-000 \*\*\***

BY COMMISSIONER:

ADOPTED: January 7, 2020

WHEREAS, Minnesota Statutes 311A.12 allows a county to use its website or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals.

NOW, THEREFORE, BE IT RESOLVED that the Carlton County Board of Commissioners hereby declares that from this day forward, the County of Carlton may use the Carlton County website, [www.co.carlton.mn.us](http://www.co.carlton.mn.us), as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

BE IT FURTHER RESOLVED that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minnesota Statutes 311A.12

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

H-12  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: January 7, 2020  
Via: Kathy Kortuem, Acting County Auditor/Treasurer  
From: Dennis Genereau, Jr.  
Title of Item for Consideration: Endorsement of Applicant for MNDNR Coastal Program  
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 from the MNDNR for a letter of endorsement of Michelle Lee to be appointed by Governor Walz to the Minnesota Lake Superior Coastal Program' Coastal Council.

**Supporting Attachments**

- Michelle Lee Resume  
 Michelle Lee Cover Letter

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

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

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

Motion: Carried  Defeated

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# Michelle Lee

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4310 Old Co. Road 8, Moose Lake MN 55767  
(H) 218-576-9779 (E) michelle@michellelee.org

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## Summary

Seeking opportunities to serve my community and state. As a trained journalist and former political candidate my skills include fact-finding, communications and consensus building.

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## Skills

- Consensus building, planning, political candidate, campaign management
- Excellent communicator
- Results-oriented
- Storytelling, empathy, kindness, meeting deadlines, understanding the complications working under deadline and within budget
- Delivering a quality product to the viewers, prioritizing goals and mentor young journalists

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## Experience

01/2019 - 01/2019

**Political Candidate** — Moose Lake, MN  
**DFL Endorsed Candidate for SD-11**

When the special election was announced in 2019 to replace Senator Tony Lourey I was approached by the leaders of my DFL Party Unit in Carlton County to run for the position. I filed for the office on January 4th. The primary was held on January 22nd. During that short period of time, I won the SD-11 party endorsement at the convention, but lost the primary election three days later by a slim margin.

On a limited budget my campaign raised important issues facing our small towns and rural communities. I am proud of what we accomplished.

02/2018 - 08/2018

**Political Candidate** — Moose Lake, MN  
**DFL Primary Candidate for Minnesota CD-8**

Shortly after the announcement of the retirement of Congressman Rick Nolan I was approached to run for congress. It was my opportunity to serve my community. During our campaign I traveled throughout the CD-8 listening to the concerns of those I wished to represent. I used my skills as a journalist to gather those concerns and incorporate them in my positions as a candidate. I also co-managed this campaign making daily decisions ranging from schedules, advertising and fundraising.

We ran a grassroots campaign on a shoe string budget with the help of a small dedicated group of volunteers.

There were five DFL candidates in the Primary. I came in second.

08/1990 - 12/2016

**KBJR TV** — Duluth, MN  
**News Anchor/Reporter**

- Anchor and reporter
- Gathered and wrote special reports including a weekly Making a Difference segment highlighting community members.
- Attended and participated in daily afternoon news meeting by providing story ideas and assisting with day to day news gathering.
- Produced the 10 pm news when called upon.
- Made extensive public appearances on behalf of the station and non-profit organizations.

05/1983 - 07/1990 **KDLH TV** — Duluth, MN

**News Anchor/Reporter**

- News Anchor and Reporter
- General assignment reporting and producing news stories.
- Public appearances and volunteering for a variety of community events

08/1978 - 06/1983 **KSTP AM Radio** — Saint Paul, MN

**News Anchor and Reporter**

- Anchor news segments, write and gather news.

03/1977 - 08/1978 **KXGR FM Radio** — Grand Rapids, MN

**News reporter**

- Anchor the news, gather local news, commercial announcer.

**Education and Training** 

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**Brown College** Minneapolis, MN

Radio and Television Broadcasting

Brown College aka Brown Institute of Broadcasting was a vocational technical college. It provided me with the skills required to create a successful career.

**Activities and Honors** 

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NATAS Silver Circle Honoree--Inducted into Minnesota Broadcasting Hall of Fame --Minnesota Medical Association award for special reporting on women and heart disease--Anchored Emmy Winning 6 pm newscast

**Additional Information** 

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- Memberships; Society of Professional Journalists, ACLU, NAACP

**Websites, Portfolios, Profiles** 

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- [Michellelee.org](http://Michellelee.org)

Dear Governor Walz,

While I understand the first review for this position has already taken place I do hope you will consider my application as a citizen of Carlton County to serve on your Council on Minnesota's Lake Superior Coastal Program.

I moved to Carlton County in 1983 to begin my career as a television journalist in Duluth, Minnesota. During my career I had the opportunity to cover many stories regarding the importance of Lake Superior to industry and tourism and have learned to treasure this lake and the communities surrounding it.

Throughout my career, I contributed to positive business results through effective organization, prioritization, and follow through of key organizational projects. My strengths and qualifications are an ideal match to the council member requirements and will bring immediate value to the State of Minnesota.

In my former role as a journalist and as a DFL Political Candidate, I exercised a calculated and methodical approach to problem solving. While I am independently motivated, I appreciate collective efforts and collaborate productively within group settings. Moreover, I am competent in gathering facts and compiling fair and balanced reports with proficiency in active listening.

As a retired professional seeking an opportunity to serve my community and state, I believe my life experiences offer this council a unique perspective the growing pressures facing our rural communities seeking to provide basic services and the protection of our environment. Further, my collaboration, communication, and leadership abilities will serve to support your continued organizational efforts.

To illustrate the scope of my career history and professional competencies, please take a moment to review my enclosed resume. I am grateful for your evaluation of my credentials and subsequent response.

Best regards,  
Michelle Lee  
4310 Old County Road 8  
Moose Lake, MN 55767

218-485-8173

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

H-13  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: January 7, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Request for Appointment of County Commissioner to the Northeast Minnesota Area Transportation Partnership (NEMNATP)

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:** Please see attached documents.

**Supporting Attachments**

Email from Russell Habermann, ARDC Planning

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

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

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

Motion: Carried  Defeated

**Dennis Genereau**

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**From:** Russell Habermann <RHabermann@ardc.org>  
**Sent:** Tuesday, December 17, 2019 4:01 PM  
**To:** Dennis Genereau  
**Subject:** Northeast Minnesota Area Transportation Partnership: Appointment Request

Coordinator Genereau,

The Northeast Minnesota Area Transportation Partnership (NEMNATP) is a committee of stakeholders which guides regional transportation planning and how federal transportation money is used in northeast Minnesota.

I am writing because we are seeking an elected official to represent Carlton County on the Partnership board in 2019. This representative position is appointed annually and may be filled by any elected official in the county, but is intended to be filled by a County commissioner. Will you ask your board to appoint an elected official to represent the County on the NEMNATP this upcoming calendar year and submit their name and contact information (phone and email address) to me at your earliest convenience?

The NEMNATP membership meets quarterly in rotating locations in northeast Minnesota, and our next meeting will be held in February. The appointed representative will receive meeting invites on a quarterly basis and will be a voting member; attendance at meetings is not required but strongly encouraged since decisions regarding regional transportation systems and funding are made at the meetings.

If you wish, your board may appoint a designated alternate for the year at this time as well. An alternate may attend and vote at meetings in the absence of the appointed member.

To learn more about the NEMNATP, please visit [www.nemnntp.org](http://www.nemnntp.org). If you have any further questions, you may reach out to me via the contact information below.

Thanks, and I hope to hear from you soon!

**Russell Habermann**  
Planner  
ARDC Planning, ARDC  
(218) 529-7552  
[rhabermann@ardc.org](mailto:rhabermann@ardc.org)



The information contained in this email and any accompanying documents may contain information that is confidential or otherwise protected from disclosure. Additionally, any information contained in this email and any accompanying documents that is not deemed confidential is subject to the Minnesota Data Practices Act and may be disclosed to third parties when requested. If you have received this e-mail in error please notify me immediately by reply e-mail and delete this message and any attachments from your system. EEO/AA/M/F/Vet/Disability Employer.

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

H - 14  
Agenda item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1-7-19  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Dennis Genereau  
Title of Item for Consideration: Finalize Tobacco Ordinance  
Presenter: Dennis Genereau

**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

Carlton County Tobacco Ordinance (Licensing)  
**ARTICLE 1. TITLE, AUTHORITY, PURPOSE, AND SEVERABILITY**

***Section 1. Title***

This Ordinance shall be known and may be referred to as the Carlton County Tobacco Ordinance; when referred to herein, it shall be known as “this Ordinance.”

***Section 2. Authority and Jurisdiction***

This ordinance governs the licensing and regulation of the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products in the unorganized territory of Carlton County and in any city or town located in Carlton County that does not license and regulate retail sales of tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products in conformance with the minimum requirements of Minn. Stat. § 461. Retail establishments licensed by a city or town are not required to obtain a second license for the same location under this ordinance.

***Section 3. Purpose***

Because the County recognizes that the sale of commercial tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products to persons under the age of 18 violates both state and federal laws; and because studies, which the county accepts and adopts, have shown that youth use of any commercial tobacco product has increased to 26.4% in Minnesota; and because nearly 90% of people who smoke begin smoking before they have reached the age of 18 years, and that almost no one starts smoking after age 25; and because marketing analysis, public health research, and commercial tobacco industry documents reveal that tobacco companies have used menthol, mint, fruit, candy, and alcohol flavors as a way to target youth and young adults and that the presence of such flavors can make it more difficult to quit; and because studies show that youth and young adults are especially susceptible to commercial tobacco product availability, advertising and price promotions at tobacco retail environments; and because commercial tobacco use has been shown to be the cause of many serious health problems which subsequently place a financial burden on all levels of government, this ordinance is intended to regulate the sale of commercial tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products for the purpose of enforcing and furthering existing laws, to protect youth and young adults against the serious health effects

associated with use and initiation, and to further the official public policy of the state to prevent young people from starting to smoke, as stated in Minn. Stat. § 144.391, as it may be amended from time to time.

In making these findings, the County Board accepts the conclusions and recommendations of: the U.S. Surgeon General reports, *E-cigarette Use Among Youth and Young Adults* (2016), *The Health Consequences of Smoking—50 Years of Progress* (2014) and *Preventing Tobacco Use Among Youth and Young Adults* (2012); the Centers for Disease Control and Prevention in their studies, *Tobacco Use Among Middle and High School Students — United States, 2011– 2015*(2016), and *Selected Cigarette Smoking Initiation and Quitting Behaviors Among High School Students, United States, 1997*(1998); and of the following scholars in these scientific journals: Chen, J., & Millar, W. J. (1998). Age of smoking initiation: implications for quitting. *Health Reports*, 9(4), 39–46; D'Avanzo, B., La Vecchia, C., & Negri, E. (1994). Age at starting smoking and number of cigarettes smoked. *Annals of Epidemiology*, 4(6), 455–459; Everett, S. A., Warren, C. W., Sharp, D., Kann, L., Husten, C. G., & Crossett, L. S. (1999). Initiation of cigarette smoking and subsequent smoking behavior among U.S. high school students. *Preventive Medicine*, 29(5), 327–333; Giovino, G. A. (2002). Epidemiology of tobacco use in the United States. *Oncogene*, 21(48), 7326–7340; Khuder, S. A., Dayal, H. H., & Mutgi, A. B. (1999). Age at smoking onset and its effect on smoking cessation. *Addictive Behaviors*, 24(5), 673–677; Luke, D. A., Hammond, R. A., Combs, T., Sorg, A., Kasman, M., Mack–Crane, A., Henriksen, L. (2017). Minnesota Department of Health. (2018). *Data Highlights from the 2017 Minnesota Youth Tobacco Survey*. Saint Paul, MN; Tobacco Control Legal Consortium. (2006). Xu, X., Bishop, E. E., Kennedy, S. M., Simpson, S. A., & Pechacek, T. F. (2015) Annual healthcare spending attributable to cigarette smoking: an update. *American Journal of Preventive Medicine*, 48(3), 326–333, copies of which are adopted by reference.

#### ***Section 4. Severability and Repeal of Conflicting Ordinances***

If any section or provision of this ordinance is held invalid, such invalidity will not affect other sections or provisions that can be given force and effect without the invalidated section or provision.

Carlton County's Ordinance No. \_\_\_\_ ([Insert Title]), existing at the time of adoption of this Ordinance, is hereby repealed.

## **ARTICLE 2. DEFINITIONS**

Except as may otherwise be provided or clearly implied by context, all terms are

given their commonly accepted definitions. For the purpose of this ordinance, the following definitions apply unless the context clearly indicates or requires a different meaning:

1. **Child-Resistant Packaging.** Packaging that meets the definition set forth in Code of Federal Regulations, title 16, section 1700.15(b), as in effect on January 1, 2015, and was tested in accordance with the method described in Code of Federal Regulations, title 16, section 1700.20, as in effect on January 1, 2015.
2. **Cigar.** Any roll of tobacco that is wrapped in tobacco leaf or in any other substance containing tobacco, with or without a tip or mouthpiece, which is not a cigarette as defined in Minn. Stat. § 297F.01, subd. 3, as may be amended from time to time.
3. **Compliance Checks.** The system the county uses to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this ordinance. Compliance Checks involve the use of persons under the age of 21 who purchase or attempt to purchase licensed products. Compliance Checks may also be conducted by the county or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations relating to licensed products.
4. **Electronic Delivery Devices.** Any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic Delivery Device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, or under any other product name or descriptor. Electronic Delivery Device includes any component part of a product, whether or not marketed or sold separately. Electronic Delivery Device does not include any product that has been approved or certified by the U.S. Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
5. **Flavored Product.** Any licensed product that contains a taste or smell, other than the taste or smell of tobacco, that is distinguishable by an ordinary consumer either prior to or during the consumption of the product, including, but not limited to, any taste or smell relating to chocolate, cocoa,

menthol, mint, wintergreen, vanilla, honey, fruit, or any candy, dessert, alcoholic beverage, herb, or spice. A public statement or claim, whether express or implied, made or disseminated by the manufacturer of a licensed product, or by any person authorized or permitted by the manufacturer to make or disseminate public statements concerning such products, that a product has or produces a taste or smell other than a taste or smell of tobacco will constitute presumptive evidence that the product is a flavored product.

6. **Indoor Area.** All space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent. A standard window screen (0.011 gauge with an 18 by 16 mesh count) is not considered a wall.
7. **Licensed Product.** The term that collectively refers to any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product.
8. **Loosies.** The common term used to refer to single or individually packaged cigars or cigarettes, or any other licensed product that has been removed from its intended retail packaging and offered for sale. Loosies does not include individual cigars with a retail price, after any discounts are applied and before any sales taxes are imposed, of at least \$4.00 per cigar.
9. **Moveable Place of Business.** Any form of business that is operated out of a kiosk, truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.
10. **Nicotine or Lobelia Delivery Product.** Any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not a tobacco or an electronic delivery device as defined in this section. Nicotine Or Lobelia Delivery Product does not include any product that has been approved or otherwise certified for legal sale by the U.S. Food and Drug Administration as a tobacco-cessation product, a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for that approved purpose.
11. **Retail Establishment.** Any place of business where licensed products are available for sale to the general public. The phrase includes but is not

limited to grocery stores, tobacco products shops, convenience stores, gasoline service stations, bars, and restaurants.

12. **Sale.** Any transfer of goods for money, trade, barter or other consideration.
13. **Self-service Display.** The open display of licensed products in any manner where any person has access to the licensed products without the assistance or intervention of the licensee or the licensee's employee.
14. **Smoking.** Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. SMOKING also includes carrying or using an activated electronic delivery device.
15. **Tobacco.** Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco does not include any product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
16. **Tobacco-related Device.** Any rolling papers, wraps, pipes, or other device intentionally designed or intended to be used with tobacco products. Tobacco-Related Device includes components of tobacco-related devices or tobacco products, which may be marketed or sold separately. Tobacco-Related Devices may or may not contain tobacco.
17. **Vending Machine.** Any mechanical, electric or electronic, or other type of device that dispenses licensed products upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase the licensed product.
18. **Youth-oriented Facility.** Any facility with residents, customers, visitors, or

inhabitants of which 25 percent or more are regularly under the age of 21 or that primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21. Youth-Oriented Facility includes, but is not limited to, schools, playgrounds, recreation centers, and parks.

### ARTICLE 3. LICENSE

- Subd. A. License Required.** No person shall sell or offer to sell any licensed product without first having obtained a license to do so from the county.
- Subd. B. Application.** An application for a license to sell licensed products must be made on a form provided by the Carlton County. The application must contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the county deems necessary. Upon receipt of a completed application, the County Auditor will forward the application to the Carlton County Board of Commissioners for action at its next regularly scheduled meeting. If the County Auditor determines that an application is incomplete, it will be returned to the applicant with notice of the information necessary to make the application complete.
- Subd. C. Action.** The Carlton County Board of Commissioners may approve or deny the application for a license, or it may delay action for a reasonable period of time to complete any investigation of the application or the applicant deemed necessary. If the Carlton County Board of Commissioners approves the application, the County Auditor will issue the license to the applicant. If the Carlton County Board of Commissioners denies the application, notice of the denial will be given to the applicant along with notice of the applicant's right to appeal the decision.
- Subd. D. Term.** All licenses issued are valid for one calendar year from the date of issue.
- Subd. E. Revocation or suspension.** Any license issued may be suspended or revoked following the procedures set forth in Article 12.
- Subd. F. Transfers.** All licenses issued are valid only on the premises for which the license was issued and only for the person to whom the license was issued. The transfer of any license to another location or person is prohibited.
- Subd. G. Moveable place of business.** No license will be issued to a moveable place of business. Only fixed-location businesses are eligible to be licensed.

**Subd. H. Display.** All licenses must be posted and displayed at all times in plain view of the general public on the licensed premises.

**Subd. I. Renewals.** The renewal of a license issued under this ordinance will be handled in the same manner as the original application. The request for a renewal must be made at least 30 days, but no more than 60 days, before the expiration of the current license.

**Subd. J. Issuance as privilege and not a right.** The issuance of a license is a privilege and does not entitle the license holder to an automatic renewal of the license.

**Subd. K. Proximity to youth-oriented facilities.** No license will be granted to any person for a retail establishment location that is within 1,000 feet of a youth-oriented facility, as measured by the shortest line from the property line of the space to be occupied by the proposed licensee to the nearest property line of a youth-oriented facility. This restriction does not apply to an existing license holder who has been licensed to sell licensed products in that same location for at least one year before the date this section was enacted into law long as that location does not become subject to a transfer of ownership or a lapse in the license due to nonrenewal.

**Subd. L. Smoking prohibited.** Smoking, including smoking for the purpose of the sampling of licensed products, is prohibited within the indoor area or within 25 feet from any external door, wall, or window of any retail establishment licensed under this ordinance. Smoking for the purpose of sampling licensed products is also prohibited in these areas.

**Subd. M. Samples prohibited.** No person shall distribute samples of any licensed product free of charge or at a nominal cost.

**Subd. N. Instructional program.** Licensees must ensure that all employees complete a training program on the legal requirements related to the sale of licensed products and the possible consequences of license violations. Any training program must be pre-approved by the county. Licensees must maintain documentation demonstrating their compliance and must provide this documentation to the county at the time of renewal, or whenever requested to do so during the license term.

#### **ARTICLE 4. FEES**

No license will be issued under this ordinance until the appropriate license fees are paid in full. The fees will be established by the county's fee schedule and may be amended from time to time.

## ARTICLE 5. BASIS FOR DENIAL OF LICENSE

**Subd. A. Grounds for Denial.** Grounds for denying the issuance or renewal of a license include, but are not limited to, the following:

1. The applicant is under 21 years of age.
2. The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to licensed products.
3. The applicant has had a license to sell licensed products suspended or revoked within the preceding 12 months of the date of application.
4. The applicant fails to provide any of the information required on the licensing application, or provides false or misleading information.
5. The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation from holding a license.
6. Except as may otherwise be provided by law, the existence of any particular ground for denial does not compel the county to deny the license.

**Subd. B. Mistaken Issuance or Renewal.** If a license is mistakenly issued or renewed to a person, it will be revoked upon the discovery that the person was ineligible for the license under this ordinance. The county will provide the license holder with notice of the revocation, along with information on the right to appeal.

## ARTICLE 6. PROHIBITED ACTS

**Subd. A. In general.** No person shall sell or offer to sell any licensed product:

1. By means of any type of vending machine.
2. By means of loosies as defined.
3. Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process. It is not the intention of this provision to ban the sale of lawfully manufactured cigarettes or other products subject to this

ordinance.

4. By any other means, to any other person, on in any other manner or form prohibited by federal, state or other local law, ordinance provision, or other regulation.

**Subd. B. Legal age.** No person shall sell any licensed product to any person under the age of 21.

1. **Age verification.** Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age. Verification is not required for a person over the age of 30. That the person appeared to be 30 years of age or older does not constitute a defense to a violation of this subsection.
2. **Signage.** Notice of the legal sales age and age verification requirement must be posted prominently and in plain view at all times at each location where licensed products are offered for sale. The required signage, which will be provided to the licensee by the county, must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.

**Subd. C. Self-service sales.** No person shall allow the sale of licensed products by any self-service displays where the customer may have access to those items without having to request the item from the licensee or the licensee's employee and where there is not a physical exchange of the licensed product from the licensee or the licensee's employee to the customer. All licensed products must be stored behind the sales counter, in another area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. Any retailer selling licensed products at the time this ordinance is adopted must comply with this section within 90 days of the effective date of this ordinance.

**Subd. D. Flavored Products.** No person shall sell or offer for sale any flavored products. This prohibition does not apply to retail establishments that:

1. Prohibit persons under 21 from entering at all times;
2. Derive at least 90 percent of their gross revenues from the sale of licensed products; and
3. Meet all of the following standalone building or structural criteria:
  - i. Shares no walls and has no part of their structure adjoined to any

other business, home, or other building or structure including, but not limited to, another licensed tobacco retail establishment; and

ii. Is accessible by the public only by an exterior door.

Any retail establishment that sells flavored products must provide financial records documenting its annual sales, upon request by the county.

**Subd. E. Cigars.** No person shall sell or offer to sell any cigar that is not within its intended retail packaging containing a minimum of five cigars and for a sales price, after any discounts are applied and before sales taxes are imposed, of less than \$12.50 per package. This provision does not prohibit the sale of a single cigar with a sales price, after any discounts are applied and before sales taxes are imposed, of at least \$4.00.

**Subd. F. Liquid packaging.** No person shall sell or offer to sell any liquid, whether or not such liquid contains nicotine, which is intended for human consumption and use in an electronic delivery device, in packaging that is not child-resistant. Upon request by the county, a licensee must provide a copy of the certificate of compliance or full laboratory testing report for the packaging used.

**Subd. G. Price promotion and coupon redemption.** No person shall accept or redeem any coupon or other instrument or mechanism, whether in paper, digital, electronic, mobile, or any other form, that provides any licensed products to a consumer at no cost or at a price that is less than the non-discounted, standard price listed by a retailer on the item or on any related shelving, posting, advertising, or display at the location where the item is sold or offered for sale, including all applicable taxes.

## ARTICLE 7. RESPONSIBILITY

All licensees are responsible for the actions of their employees in regard to the sale, offer to sell, and furnishing of licensed products on the licensed premises. The sale, offer to sell, or furnishing of any licensed product by an employee shall be considered an act of the licensee. Nothing in this section shall be construed as prohibiting the county from also subjecting the employee to any civil penalties that the county deems to be appropriate under this ordinance, state or federal law, or other applicable law or regulation.

## ARTICLE 8. COMPLIANCE CHECKS AND INSPECTIONS

All licensed premises must be open to inspection by law enforcement or other

authorized county officials during regular business hours. From time to time, but at least twice per year, the county will conduct compliance checks. In accordance with state law, the county will conduct at least one compliance check that involves the participation of a person between the ages of 15 and 17 and at least one compliance check that involves the participation of a person between the ages of 18 and 20 to enter licensed premises to attempt to purchase licensed products. Prior written consent from a parent or guardian is required for any person under the age of 18 to participate in a compliance check. Persons used for the purpose of compliance checks will be supervised by law enforcement or other designated personnel.

#### **ARTICLE 9. OTHER PROHIBITED ACTS**

Unless otherwise provided, the following acts are an administrative violation of this ordinance:

**Subd. A. Prohibited furnishing or procurement.** It is a violation of this ordinance for any person 21 years of age or older to purchase or otherwise obtain any licensed product on behalf of a person under the age of 21. It is also a violation for any person 21 years of age and older to coerce or attempt to coerce a person under the age of 21 to illegally purchase or attempt to purchase any licensed product.

**Subd. B. Use of false identification.** It is a violation of this ordinance for any person under the age of 21 to use any form of false identification, whether the identification is that of another person or has been modified or tampered with, to represent an age older than the actual age of the person using that identification in order to purchase licensed products.

#### **ARTICLE 10. Exceptions and Defenses.**

**Subd. A. Religious, Spiritual, or Cultural Ceremonies or Practices.** Nothing in this ordinance prevents the provision of tobacco or tobacco-related devices to any person as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice.

**Subd. B. Reasonable Reliance.** It is an affirmative defense to a violation of this ordinance for a person to have reasonably relied on proof of age as described by state law.

#### **ARTICLE 11. VIOLATIONS AND PENALTIES**

**Subd. A. Violations.**

1. **Notice.** A person violating this ordinance may be issued, either personally or by mail, a citation from the county that sets forth the alleged violation and that informs the alleged violator of his or her right to a hearing on the matter and how and where a hearing may be requested, including a contact address and phone number.

**2. Hearings.**

a. Upon issuance of a citation, a person accused of violating this ordinance may request in writing a hearing on the matter. Hearing requests must be made within 10 business days of the issuance of the citation and delivered to the County Auditor or other designated county officer. Failure to properly request a hearing within 10 business days of the issuance of the citation will terminate the person's right to a hearing.

b. The County Auditor or other designated county officer will set the time and place for the hearing. Written notice of the hearing time and place will be mailed or delivered to the accused violator at least 10 business days prior to the hearing.

3. **Hearing Officer.** The Carlton County Board of Commissioners will designate a hearing officer. The hearing officer will be an impartial employee of the county or an impartial person retained by the county to conduct the hearing.

4. **Decision.** A decision will be issued by the hearing officer within 10 business days of the hearing. If the hearing officer determines that a violation of this ordinance did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed, will be recorded in writing, a copy of which will be provided to the county and the accused violator by in-person delivery or mail as soon as practicable. If the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, those findings will be recorded and a copy will be provided to the county and the acquitted accused violator by in-person delivery or mail as soon as practicable. The decision of the hearing officer is final, subject to an appeal as described in section 11, division (A)(6) of this section.

5. **Costs.** If the citation is upheld by the hearing officer, the county's actual expenses in holding the hearing up to a maximum of \$1000 must be paid by the person requesting the hearing.

6. **Appeals.** Appeals of any decision made by the hearing officer must be filed in Carlton County district court within 10 business days of the date of the decision.

7. **Continued violation.** Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

**Subd. B. Administrative penalties.**

1. **Licensees.** Any licensee found to have violated this ordinance, or whose employee violated this ordinance, will be charged an administrative fine of \$200 for a first violation; \$500 for a second offense at the same licensed premises within a 24-month period; and \$750 for a third or subsequent offense at the same location within a 36-month period. Upon the third violation, the license will be suspended for a period of not less than 30 consecutive days. Upon a fourth violation, the license will be revoked.

2. **Other individuals.** Individuals, other than persons under the age of 21 regulated by subdivision (B)(3) of this section, who are found to be in violation of this ordinance will be charged an administrative fine of \$50.

3. **Persons under the age of 21.** Persons under the age of 21 who use a false identification to purchase or attempt to purchase licensed products may only be subject to non-criminal, non-monetary civil penalties such as tobacco-related education classes, diversion programs, community services, or another penalty that the county determines to be appropriate. The Carlton County Board of Commissioners will consult with court personnel, educators, parents, children, and other interested parties to determine an appropriate penalty for persons under the age of 21 in the county. The penalty may be established by ordinance and amended from time to time.

4. **Statutory penalties.** If the administrative penalty authorized to be imposed by Minn. Stat. § 461.12, as it may be amended from time to time, differ from that established in this section, then the higher penalty will prevail.

**Subd. C. Misdemeanor prosecution.** Nothing in this section prohibits the county from seeking prosecution as a misdemeanor for any alleged violation of this ordinance by a person 21 years of age or older.

**ARTICLE 12. EFFECTIVE DATE**

Approved and adopted this day of 2019, by the Carlton County Board of Commissioners.

This Ordinance shall be in full force and effect on the day of 2020, after its approval and publication as provided by law.

---

[insert name], Board Chair

ATTEST:

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Kathryn Kortuem, Acting County Auditor

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

H-15  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1 - 7 - 2020  
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer  
From: Dennis Genereau  
Title of Item for Consideration: Set 2020 annual salary for Airport Secretary/Treasurer  
Presenter: Dennis Genereau

**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**

2020 budget amount for this position is \$12,267

**Supporting Attachments**

- \_\_\_\_\_  
 \_\_\_\_\_

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

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

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

Motion: Carried  Defeated

**NOTICE OF AVAILABILITY AND COMMENT PERIOD FOR THE  
LINE 3 REPLACEMENT PROJECT SECOND REVISED FINAL ENVIRONMENTAL  
IMPACT STATEMENT**

Issued: December 9, 2019

**In the Matter of the Application of Enbridge Energy, Limited Partnership for a Certificate of Need for the Proposed Line 3 Replacement Project in Minnesota from the North Dakota Border to the Wisconsin Border**

**In the Matter of the Application of Enbridge Energy, Limited Partnership for a Route Permit for the Proposed Line 3 Replacement Project in Minnesota from the North Dakota Border to the Wisconsin Border**

**PUC Docket Numbers:** PL-9/CN-14-916 and PL-9/PPL-15-137

On October 8, 2019, consistent with the June 3, 2019 decision by the Minnesota Court of Appeals, the Minnesota Public Utilities Commission (Commission) issued an order that found the February 12, 2018 revised final environmental impact statement (FEIS) for the proposed Line 3 Replacement Project to be inadequate because it did not sufficiently address the potential impact of an oil spill into the Lake Superior watershed. The order requested that the Minnesota Department of Commerce revise the February 12, 2018 revised FEIS to include an analysis of the potential impact of an oil spill into the Lake Superior watershed, and to submit a second revised FEIS to the Commission within 60 days. The Minnesota Department of Commerce has issued the second revised FEIS and it is available for review. The second revised FEIS addresses the Commission's October 8 Order in Chapter 10, and Appendices S, T, and V, and also includes updates to the Abstract section.

**WRITTEN COMMENT PERIOD**

**Comment Period:** Comments on the adequacy of the second revised FEIS will be accepted through 4:30 p.m., **January 16, 2020**. *Comments received after the comment period closes may not be considered.*

**Topics open for Comment:** With respect to the adequacy of second revised FEIS, the following topic is open for comment:

- Is the revised FEIS adequate?

**Comments may be submitted via:**

**eDocuments:** Visit [mn.gov/puc](http://mn.gov/puc), select the *Comment* on the main menu to connect to the public comment page.

**U.S. Mail:** Scott Ek  
Minnesota Public Utilities Commission  
121 7th Place East, Suite 350  
St. Paul, MN 55101

**Fax:** 651-297-7073

Please include "Line 3 Project second revised FEIS Comments" and the Commission's docket number 14-916 and 15-137 on all comments.

## REVISED FINAL EIS AVAILABILITY

The second revised FEIS can be viewed on the Department of Commerce Line 3 website: [mn.gov/commerce/energyfacilities/line3](http://mn.gov/commerce/energyfacilities/line3)

The second revised FEIS is also located on the Commission's eDocket System at: [mn.gov/puc](http://mn.gov/puc), select *eDockets*, enter the year (14) and the docket number (916), or the year (15) and the docket number (137), and select *Search*.

Electronic copies of the second revised FEIS are available for viewing at the following public libraries:

- Albert Lea Public Library, 211 E Clark St, Albert Lea, MN 56007
- Austin Public Library, 323 4th Ave NE, Austin, MN 55912
- Bagley Public Library, 79 Spencer Ave SW, Bagley, MN 56621
- Bemidji Public Library, 509 America Ave NW, Bemidji, MN 56601
- Bemidji State University C. Clark Library, 1500 Birchmont Dr NE, Bemidji, MN 56601
- Benson Public Library, 200 13th St N, Benson, MN 56215
- Blue Earth County Library, 100 E Main St, Mankato, MN 56001
- Cambridge Public Library, 244 Birch St S, Cambridge, MN 55008
- Carlton Public Library, 213 Chestnut Ave, Carlton, MN 55718
- Cass Lake Community Library, 223 Cedar Ave, Cass Lake, MN 56633

- Crookston Public Library, 110 N Ash St, Crookston, MN 56716
- Crosslake Area Library, 14126 Daggett Pine Rd, Crosslake, MN 56442
- Duluth Public Library, 520 W Superior St, Duluth, MN 55802
- East Lake Community Center, 20650 363rd Lane, McGregor, MN 55760
- Fergus Falls Public Library, 205 East Hampden Ave, Fergus Falls, MN 56537
- Foley Public Library, 251 4th Ave N, Foley, MN 56329
- Fond du Lac Tribal & Community College, 2101 14th Street, Cloquet, MN 55720
- Gaylord Public Library, 428 Main Ave, Gaylord, MN 55334
- Godel Memorial Library, 314 E Johnson Ave, Warren, MN 56762
- Grand Rapids Public Library, 140 NE 2nd St, Grand Rapids, MN 55744
- Great River Regional Library, 1300 W St Germain St, St. Cloud, MN 56301
- Hallock Public Library, 101 1st St E, Hallock, MN 56728
- Hinckley Public Library, 106 1st St SE, Hinckley, MN 55037
- Kitchigami Regional Library, 212 Park Ave, Pine River, MN 56474
- Le Sueur Public Library, 118 Ferry St, Le Sueur, MN 56058
- Leech Lake Tribal & Community College, 6945 Little Wolf Rd NW, Cass Lake, MN 56633
- Legislative Reference Library, 100 Rev Dr Martin Luther King Jr Blvd, St. Paul, MN 55155
- Little Falls Public Library, 108 NE 3rd St, Little Falls, MN 56345
- McGregor Public Library, 111 E Center Ave, McGregor, MN 55760
- McIntosh Public Library, 115 NW Broadway, McIntosh, MN 56556
- Red Lake Nation Tribal & Community College, 15480 Migizi Dr, Red Lake, MN 56671
- Milaca Community Library, 235 1st St E, Milaca, MN 56353
- Minneapolis Central Library, 300 Nicollet Mall, Minneapolis, MN 55401
- Montevideo Public Library, 224 S 1st St, Montevideo, MN 56265
- Mora Public Library, 200 W Maple Ave, Mora, MN 55051
- Morris Public Library, 102 E 6th St, Morris, MN 56267
- Olivia Public Library, 405 S 10th St, Olivia, MN 56277
- Park Rapids Area Library, 210 1st St W, Park Rapids, MN 56470
- Red Lake Falls Public Library, 105 Champagne Ave SW, Red Lake Falls, MN 56750
- Rice Lake Community Center, 26209 Water Tower Loop, Bagley, MN 56621
- Rochester Public Library, 101 2nd St SE, Rochester, MN 55904
- St. Peter Public Library, 601 S Washington Ave, St Peter, MN 56082
- Staples Public Library, 122 6th St NE, Staples, MN 56479
- Thief River Falls Public Library, 102 1st St E, Thief River Falls, MN 56701
- Wadena City Library, 304 1st St SW, Wadena, MN 56482
- Waseca-Le Sueur Library, 408 N State St, Waseca, MN 56093
- Wheaton Public Library, 901 1st Ave N, Wheaton, MN 56296
- White Earth Tribal & Community College, 102 3rd St NE, Mahanomen, MN 56557
- Willmar Public Library, 410 5th St SW, Willmar, MN 56201

## ADDITIONAL INFORMATION

Additional Information on the Line 3 Replacement Project and the Commission's review process can be found by visiting: [mn.gov/puc/line3](http://mn.gov/puc/line3)

**Filing Requirements:** Utilities, telecommunications carriers, official parties, and state agencies are **required** to file documents using the Commission's electronic filing system (eFiling). Visit: [mn.gov/puc](http://mn.gov/puc), select *eFiling*, and follow the prompts.

**Full Case Record:** See all documents filed in this docket via the Commission's website at [mn.gov/puc](http://mn.gov/puc), select *Search eDockets*, enter the year (14) and the docket number (916), or the year (15) and the docket number (137), select *Search*.

**Subscribe to the Docket:** Receive email notification when new documents are filed in this matter: [mn.gov/puc](http://mn.gov/puc), select *Subscribe*, and follow the prompts.

**Change your mailing preferences:** Email [docketing.puc@state.mn.us](mailto:docketing.puc@state.mn.us) or call Jamie Eschbach at 651-201-2204.

If you have questions about this docket or the Commission's process and procedures, please direct them to Scott Ek of the Commission staff at 651-201-2255 or [scott.ek@state.mn.us](mailto:scott.ek@state.mn.us) or Charley Bruce, Public Advisor, at [publicadvisor.puc@state.mn.us](mailto:publicadvisor.puc@state.mn.us) or 651-201-2251..

To request this document in alternative formats, such as large print or audio, call 651-296-0406 (voice). Persons with a hearing or speech impairment may call us through their preferred Telecommunications Relay Service or email [consumer.puc@state.mn.us](mailto:consumer.puc@state.mn.us) for assistance.