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

A. Administrative

1. Roll Call

2. Pledge of Allegiance to the Flag

3. Approve Agenda

4. Approve Minutes of the December 23, 2019, Adjourned Session and January 7, 2020, Annual Meeting

5. Visitors:
   a. 4:30 p.m. Public Hearing for Transportation Capital Improvement Plan (TCIP) and intent to issue bonds for Barnum Maintenance Facility
   b.
   c.

B. Human Services

1. Financial

2. Personnel

3. Administrative

   a. Purchase of Service Contracts – AEOA, Northstar, TLC
   b. Purchase of Service Contracts – HDC
   c. Ucare Health Plan Agreement with Rates– PH&HS and Veteran's Services

4. Social Services

5. Health Services

   a. (2) out-of-state travel requests
   b. Breastfeeding Rates Data
   c. Grant funds acceptance for Thriving Minds and Health Aging Initiative

B. Human Services (continued)

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

C. Zoning and Environmental Services

D. Land and Building

1. Accept Responsibility for Limited Use Permit to be issued by MN DOT for Caywood Connector

E. Transportation

1. Award bid for County Road 4 (LOW) Seal Coat Project
2. Approve Airport Commissioner Appointments

F. Public Safety

1. Approve the 2020 Federal Equitable Sharing Agreement and Certification
2. Approve Adoption of BKV Final Report
3. Approve Contracting for Consultant Services for Issues related to Proposed Jail

F. Public Safety (continued)

4. Request State Bonding for Female Offender Program Planning, Design and Engineering
5. Request State Legislative Approval to Pursue Local Option Sales Tax Dollars for Jail and Female Offender Program (FOP) Facility
6. Authorization to issue an RFP for Architectural & Engineering (A&E) and Construction Management Services for a Jail/Courts Facility to include a Female Offender Program
7. MN DOC Carlton County Jail Facility Inspection report – Information Only

G. Tax Matters

1. Consider Cancellation of Forfeiture for PID 48-230-0230 in Holyoke Township

H. Administrative - Other

1. Approve Agreement for Collection of Local Transit Sales and Use Tax (LOST) and Transit Vehicle Excise Tax
2. Approve Agreement with MN Office of the State Auditor for Annual Audit Services
3. Approve 2020 Cigarette License for Carlton Meat and Grocery Inc.
4. Accept November 2019 Expenditure Listing
5. Authorize Acting Auditor/Treasurer to sign Letter of Withdrawal from MCIS Payroll Services
6. Authorize Absentee Ballot Board
7. Authorize Mail Ballot Board
8. Authorize UOCAVA Ballot Board
9. Consider re-subordination of Judith Kelley SCDP mortgage to Members Co-op CU
10. Approve Hiring SIP Consultant
11. Approve Transportation Cap Improv Plan (TCIP) and authorize the sale GO Capital Improv Bonds

I. Unorganized Township Matters

J. Commissioners Comments and Meetings Attended

K. Correspondence

1. Notice of (Non-Gaming) Land Acquisition Application from Bureau of Indian Affairs

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

B-3a
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-2020
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Public Health and Human Services
Title of Item for Consideration: Purchase of Service Contracts with AEOA-Rural Rides, Northstar Community Services LLC, and TLC of Duluth
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
☒ Approve contract agreements

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
AEOA - MN Families Investment Program, Diversionary Work Program, and Rural Rides. Total maximum payable for 2020 is $261,798.00. The maximum, payment for each provider will be $130,899. $7,500.00 is the agreed amount for Rural Rides.

Northstar Community Services - providing Semi-Independent Living Skills Services at a rate of $34.08/hour and transportation as follows:
Non-Emergency Transportation Loaded and unloaded rate; $.575/mile, Non-Emerg Transportation Admin Fee $500/month, Non-Emerg Transportation No Show Fee $8.00/ride
TLC of Duluth - providing Semi-independent Living Services for a rate of $35.00/hour.

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-3b
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-2020
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Public Health & Human Services
Title of Item for Consideration: 2020 HDC ACT Purchase of Service Contract & 2020 HDC Case Management Purchase of Service Contract
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
☒ Approve 2020 HDC POS Contracts: ACT and Case Management

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
Approval of the 2020 HDC Assertive Community Treatment (ACT) POS contract allows for the purchase of psychiatric, vocational rehab, RN, and mental health professional services for the Carlton County ACT team as required to meet statutorily defined staffing requirements for an ACT team
Approval of the 2020 HDC Case Management POS contract allows for purchase of adult and children's mental health case management services at the state determined rates of $927 for children's services and $583 for adult services.

Supporting Attachments
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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-3c
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1-27-2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Public Health and Human Services
Title of Item for Consideration: UCare Health Plan Agreement
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
☒ Approve UCare 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
Negotiated higher reimbursement rates in the agreement with UCare Minnesota Carlton County Public Health & Human Services and Veteran's Services.

Supporting Attachments
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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-5a
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-2020
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Carlton County PH&HS
Title of Item for Consideration: Out of State Travel
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
☒ Approve out of state travel

Fiscal Impact (check all that apply)
Item included under current budget ■ Yes ☐ No ☐ NA
Budget adjustment required ☐ Yes ■ No ☐ NA
Reviewed by Finance Committee ☐ Yes ■ No ☐ NA

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

Other
Reviewed by other Committee, Board or Commission ☐ Yes ■ No ☐ NA
If yes, what was their recommendation

Summary
Due to a replacement of a position in the Nurse Family Partnership Evidence Based Home Visiting Program, the new nurse must attend training in Denver.
Nurse Family Partnership requires on-site Core training in Denver, Co. for one week. This will take place in February of 2020
We were able to use $4500 for part of the training fees from a training grant we received in 2019.
The remainder will be paid for out of existing grant funds.

Supporting Attachments
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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-5a
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-2020
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Public Health and Human Services
Title of Item for Consideration: Out of state travel request
Presenter: Dave Lee/Joanne Erspamer

Type of Action Requested (check all that apply)
☐ Info only, no action requested at this time
☐ Award contract or bid
☐ Approve by resolution
☒ Approve out of state travel

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
Out of state travel request funded through DHS grant for Crisis Text Line employees.
When: April 21 or 22-25 to Portland, Oregon for the American Association of Suicidology Conference.
Travel/Registration, etc. is paid for by the grant and has been approved by our grant manager, but anticipated per person would be around $2000.
It is important for our continuing education and to hear about other leaders in suicide prevention (for potential replication and/or innovation).

Supporting Attachments
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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-5b
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-2020
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Public Health and Human Services
Title of Item for Consideration: Breastfeeding Rates across MN
Presenter: Dave Lee/Joanne Erspamer

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
Community Memorial Hospital has achieved the MDH 5 star Breastfeeding Friendly Maternity Center recognition (hopefully a step on their way to Baby-Friendly work). The striking thing about the high exclusivity rate in NE MN is the % of hospitals that are Baby-Friendly or breastfeeding friendly compared to the rest of the state.

Supporting Attachments
☐ _____
☐ _____

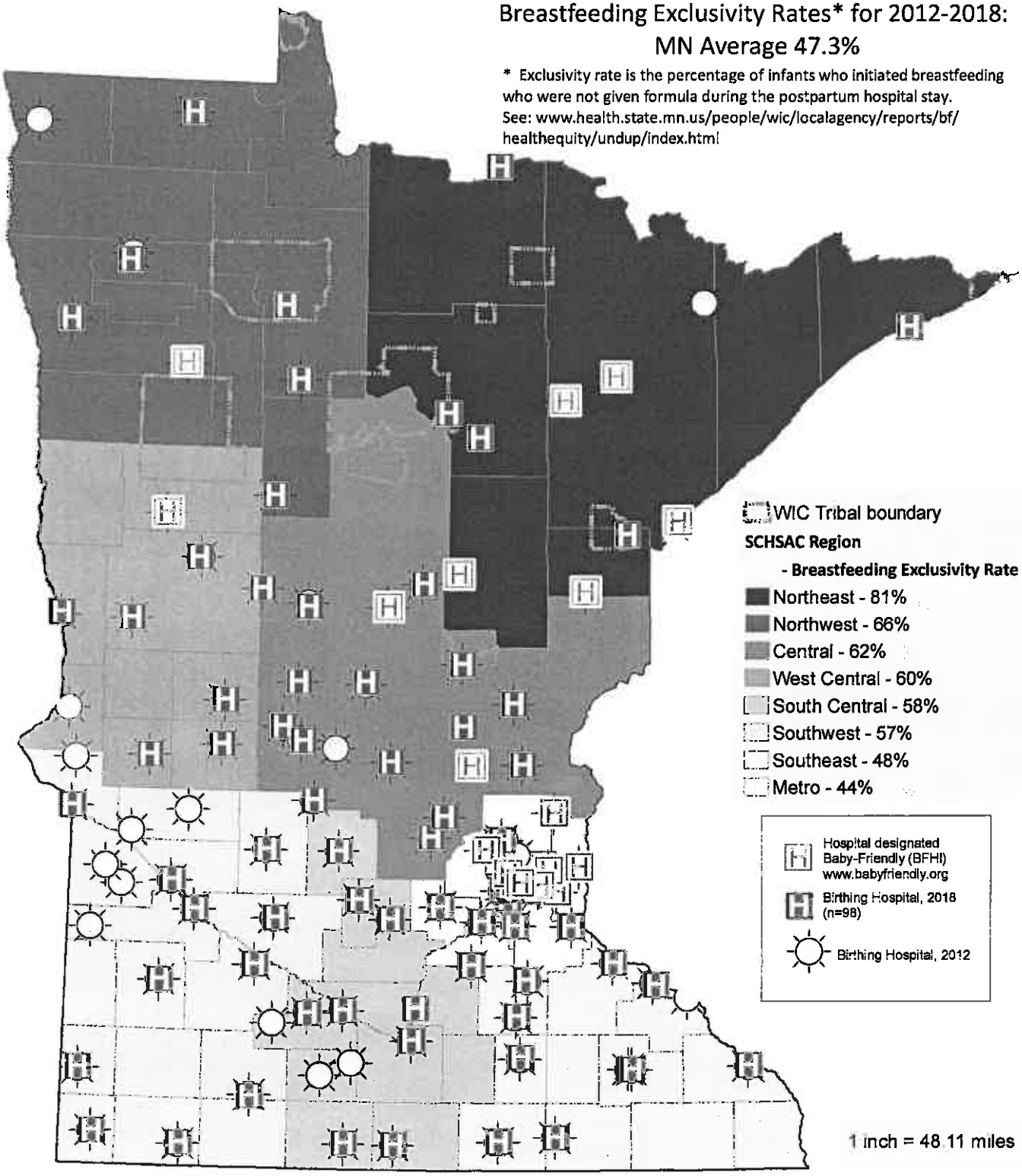
Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

Minnesota Maternity Hospitals and Breastfeeding Exclusivity Rates by Region, 2018

Breastfeeding Exclusivity Rates* for 2012-2018:
MN Average 47.3%

* Exclusivity rate is the percentage of infants who initiated breastfeeding who were not given formula during the postpartum hospital stay.
See: www.health.state.mn.us/people/wic/localagency/reports/bf/healthequity/undup/index.html



DEPARTMENT OF HEALTH

For more information, contact the MN WIC Program: 1-800-657-3942
This organization is an equal opportunity provider.

Suggested citation: Minnesota WIC Information System & MDH Licensed Hospital Registrar, "Minnesota Maternity Hospitals and Breastfeeding Exclusivity Rates by Region, 2018." [map] DRG. Reference scale 1::3,048,172 using ArcGIS, St. Paul, MN. 2019.

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

B-5C
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-2020
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Public Health and Human Services
Title of Item for Consideration: UCARE grant acceptance
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
☒ Approve grant funds

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
UCARE awarded CC Public Health & Human Services with a $20,000 grant for a project titled Thriving Minds & Healthy Aging Initiative.
With these funds, we will work on healthy aging and dementia - through creating a collaboration of community partners.
The grant will allow for increased awareness and education within the population.

Supporting Attachments
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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

D-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: January 27, 2020
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Greg Bernu
Title of Item for Consideration: Accept Responsibility for Limited Use permit to be issued by MN DOT for Caywood Connector
Presenter: same

Type of Action Requested (check all that apply)
☐ Info only, no action requested at this time
☐ Award contract or bid
☒ Approve by resolution
☐ _____

Fiscal Impact (check all that apply)
Item included under current budget ☐Yes ☐No ☐NA
Budget adjustment required ☐Yes ☐No ☐NA
Reviewed by Finance Committee ☐Yes ☐No ☐NA

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

Other
Reviewed by other Committee, Board or Commission ☐Yes ☐No ☐NA
If yes, what was their recommendation _____

Summary

Supporting Attachments
☐ _____
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

Summary:

MN DOT will only issue a Limited Use Permit for Snowmobile/ATV trails within the Right of Way of Trunk system highways. Wood City Riders is sponsored by Carlton County for construction, maintenance and seasonal operations of snowmobile Grant-in-aid trails in both Carlton and St. Louis Counties. This request is for the Caywood Connector Trail spurring off the DNE Grade which has termini at the Chamber of Commerce building in Cloquet and at the rail spur in Downtown Saginaw, MN.

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
Auditor/Treasurer

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

*** RESOLUTION NO. ***

BY COMMISSIONER: ADOPTED: January 27, 2020

WHEREAS, Carlton County is the Local Unit of Government (LUG)Sponsor for various snowmobile and ATV clubs based in Carlton County for Minnesota Department of Natural Resources (MN DNR) Grant in Aid (GIA) Trail programs; and

WHEREAS, Wood City Riders (the Club) is a snowmobile club sponsored by Carlton County; and

WHEREAS, Wood City Riders desires to build a connector trail from the Duluth and Northeast (DNE) Grade in Saginaw MN to Caywood Oil and Gas Station located at the intersections of US Highway 2 and MN Trunk Highway 33 following Seville Road (St. Louis County Road #46) from its intersection with the DNE Grade west along Seville Road, crossing MN Hwy 33 thence south along the westerly Right of Way of MN 33 to Caywood Oil and Gas and there terminating, and

WHEREAS, Minnesota Department of Transportation (MN DOT) and St. Louis County Transportation require LUG support of the project as trail sponsor,

NOW, THEREFORE, BE IT RESOVLED, that the Carlton County Board of Commissioners
Acting as Sponsor for Wood City Riders snowmobile club hereby approve of the Club's intent to build
And maintain a connector trail from the DNE Grade westerly towards Caywood Oil and Gas.

BE IT FURTHER RESOLVED that the Carlton County Board of Commissioners does hereby accept
the responsibility for the Limited Use Permit to be issued by the State of Minnesota acting through it's
Department of Transportation.

****

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

Yea votes:
Nay votes:
Absent:

I, Kathryn Kortuem, Auditor of the County of Carlton, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 27th day of January 2020, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE in Carlton, Minnesota, this 27th day of January, 2020.

Kathryn Kortuem
Carlton County Auditor/Treasurer

Office Of The
Carlton County Auditor/Treasurer

AUDITOR
P.O. Box 130
Carlton, Minnesota 55718-0130
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Kathryn Kortuem
Auditor/Treasurer

TREASURER
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Facsimile (218) 384-9116

*** RESOLUTION NO. ***

BY COMMISSIONER: ADOPTED: October 8, 2019

WHEREAS, Carlton County is the Local Unit of Government (LUG)Sponsor for various snowmobile and ATV clubs based in Carlton County for Minnesota Department of Natural Resources (MN DNR) Grant in Aid (GIA) Trail programs; and

WHEREAS, Wood City Riders (the Club) is a snowmobile club sponsored by Carlton County; and

WHEREAS, Wood City Riders desires to build a connector trail from the Duluth and Northeast (DNE) Grade in Saginaw MN to Caywood Oil and Gas Station located at the intersections of US Highway 2 and MN Trunk Highway 33 following Seville Road (St. Louis County Road #46) from its intersection with the DNE Grade west along Seville Road, crossing MN Hwy 33 thence south along the westerly Right of Way of MN 33 to Caywood Oil and Gas and there terminating, and

WHEREAS, Minnesota Department of Transportation (MN DOT) and St. Louis County Transportation require LUG support of the project as trail sponsor,

NOW, THEREFORE, BE IT RESOVLED, that the Carlton County Board of Commissioners Acting as Sponsor for Wood City Riders snowmobile club hereby approve of the Club's intent to build And maintain a connector trail from the DNE Grade westerly towards Caywood Oil and Gas.

****

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

Yea votes: Thell, Proulx, Brenner, Peterson and Bodie
Nay votes: None
Absent: None

I, Kathryn Kortuem, Auditor of the County of Carlton, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8th day of October 2019, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE in Carlton, Minnesota, this 8th day of October, 2019.

Kathryn Kortuem
Carlton County Auditor/Treasurer

OFFICE OF THE
CARLTON COUNTY AUDITOR/TREASURER

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PAUL G. GASSERT
AUDITOR/TREASURER

KATHRYN KORTUEM
CHIEF DEPUTY AUDITOR/TREASURER

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*** RESOLUTION NO. 13-205***

BY COMMISSIONER: Bodie ADOPTED: November 12, 2013

WHEREAS, the Carlton County Board of Commissioners did take action to adopt a policy permitting the use of all terrain vehicles in the public road right of way on County Roads, (County Board Resolution No. 12-164A, dated September 24, 2012); and

WHEREAS, the Carlton County Board of Commissioners is seeking to allow for the usage of all terrain vehicles on specific County road right of ways so as to provide for a corridor to connect Grant in Aid ATV Trails and State/County designated ATV Trails.

NOW, THEREFORE, BE IT RESOLVED that the Carlton County Board of Commissioners does hereby authorize the use of All Terrain Vehicles (ATV) – Off Highway Motorcycle (OHM) on County road right of ways describes as follows:

Commencing at the intersection of the Ditch Banks Road and UT Road 224 (Red Clover Township), thence southerly for one half mile, thence westerly one half mile, thence southerly one and one half miles to the intersection with UT Road 223, thence westerly for one half mile to the intersection with TR 120, thence southerly one mile to the intersection with TR 122, thence westerly two and one half miles, thence southerly one half mile, thence easterly approximately one half mile to the intersection with the North Point Road and there terminating.

BE IT FURTHER RESOLVED that the Carlton County Board of Commissioners does hereby support the City of Cromwell in their efforts to establish an ATV trail to be located along the Trunk Highway 73 Right of Way within Red Clover Township and the City of Cromwell in Carlton County. (The City of Cromwell is attempting to site this trail to allow for a connector trail to other trails within the existing grant in aid trail system.)

BE IT FURTHER RESOLVED that the Carlton County Board of Commissioners does hereby accept the responsibility (on behalf of the City of Cromwell) for the Limited Use Permit to be issued by the State of Minnesota acting through it Department of Transportation.

BE IT FURTHER RESOLVED that the Carlton County Board of Commissioners does hereby authorize the County Board Chairman and County Auditor to sign the necessary documents to execute this agreement.

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

E-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 01/28/20
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Carla McCullough
Title of Item for Consideration: Award bid for County Rd 4 (LOW) Seal Coat Project
Presenter: Jinyeene Neumann

Type of Action Requested (check all that apply)
☐ Info only, no action requested at this time
■ Award contract or bid
■ Approve by resolution
☐ _____

Fiscal Impact (check all that apply)
Item included under current budget ■ Yes ☐ No ☐ NA
Budget adjustment required ☐ Yes ■ No ☐ NA
Reviewed by Finance Committee ☐ Yes ■ No ☐ NA

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

Other
Reviewed by other Committee, Board or Commission ☐ Yes ☐ No ■ NA
If yes, what was their recommendation _____

Summary
Board Resolution for 009-604-039 (LOW)

Supporting Attachments
☒ County Board Resolution
☒ Bid Summary

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

Summary:

Award Bid to low bidder for Bituminous Seal Coat projects on County Rd 4, 105, 107, 139, 114, and City of Carlton Rds.

1/13/2020

Carlton County Transportation Department
Contract Bid Summary

Contract No.: 019003
Project No.: City of Carlton 2019-01, City of Carlton 2019-02, City of Carlton 2019-03, CP 009-105-003, CP 009-107-005, CP 009-114-009, CP 009-139-004, SAP 009-604-039
Bid Opening: 01/13/2020 10:00 AM

Vendor Number	Business Name	Total Bid Amount	Percent Over/Under Estimate
	Engineers Estimate	**$1,113,731.49**	
N/A	Asphalt Preservation Company Inc.	$1,042,955.53	6.35% UNDER ESTIMATE
4070	KGM CONTRACTORS INC	$1,047,705.79	5.93% UNDER ESTIMATE
N/A	Asphalt Surface Technologies Corp.	$1,068,582.51	4.05% UNDER ESTIMATE

WHEREAS, bids have been received by the County Auditor/Treasurer for Seal Coat & Ground in Pavement Marking along SAP 009-604-039 (LOW) On CSAH 4 between TH 73 and I-35; length: 15.502 Miles, CP 009-105-003 On C.R. 105 from CSAH 5 to 1600' East of CSAH 5; length: 0.303 Miles, CP 009-107-005 On C.R. 107 from CSAH 3 to 1950' East of CSAH 3; length: 0.369 Miles, CP 009-139-004 On C.R. 139 from CSAH 4 to T-140 (Bent Trout Lake Rd); length: 2.901Miles, CP 009-114-009 On C.R. 114 (Trettel Ln) from CSAH 115 (Airport Rd) to CSAH 7; length: 0.494 Miles, City of Carlton 2019-01 On School Ave. from TH 210 to 6th Street N.; length: 0.263 Miles, City of Carlton 2019-02 On 5th St. from TH 210 to School Ave; length: .063 Miles, City of Carlton 2019-03 On Almar Dr. from School Ave. to 260' N. of School Ave.; length: .0492 Miles; and

WHEREAS, the Construction Plans for the project have been approved by the City of Carlton; and

WHEREAS, Carlton County will act as agent on this project for the City of Carlton; and

WHEREAS, said bids or proposals were duly opened in the Carlton County Engineer's Office at 10:00 a.m. on Monday, January 13, 2020, and this Board has, with the County Engineer, determined the lowest bidder of said project for which proposals were invited and submitted; and

WHEREAS, in the judgement of this Board, it is for the best interest of Carlton County that the award of said contract be made to the lowest bidder;

NOW, THEREFORE, BE IT RESOLVED the Carlton County Board of Commissioners, in regular session duly convened, hereby approve the award of the contract on the above project to the lowest bidder, contingent upon approval by the City of Carlton:

Asphalt Preservation Company Inc.	$1,042,955.53

BE IT FURTHER RESOLVED that the County Board Chairperson, the County Auditor/Treasurer, and the County Attorney, on behalf of Carlton County, are hereby authorized to approve the Contractor's Performance Bonds and to execute the bonds and contracts with the Contractor for the above listed project.

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

E-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 01/28/2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Carla McCullough
Title of Item for Consideration: Airport Commissioner Appointments
Presenter: Jinyeene Neumann

Type of Action Requested (check all that apply)
☐ Info only, no action requested at this time
☐ Award contract or bid
☒ Approve by resolution
☐ _____

Fiscal Impact (check all that apply)
Item included under current budget ☒ Yes ☐ No ☐ NA
Budget adjustment required ☐ Yes ☒ No ☐ NA
Reviewed by Finance Committee ☐ Yes ☒ No ☐ NA

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

Other
Reviewed by other Committee, Board or Commission ☒ Yes ☐ No ☐ NA
If yes, what was their recommendation Approved by the Airport Commission

Summary
Reappointment of 4 Airport Commissioner terms.

Supporting Attachments
☒ Letter of Recommendation
☒ Airport Commissioner Terms

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

Carlton County, Minnesota

Transportation Department

Roads Bridges Airports Trails

1630 County Road 61, Carlton, Minnesota 55718
Office: 218-384-9150 Cloquet Airport: 218-879-4911
www.co.carlton.mn.us

January 22, 2020

Commissioner Marv Bodie, Chair
Carlton County Board of Commissioners
Court House
Carlton MN 55718

Re: Airport Commissioner appointments

At the January 21, 2020 meeting, the County Airport Commission recommended that the County Board appoint the following Commissioners to an additional term after their current terms expire in 2020:

District 1 - Mike Schultz
District 3 - Bob Matarelli
District 4 - Paul Vollmar
District 5 - Randy McCuskey

Attached is the list of the seven Airport Commissioners and their districts: one from each county district, one from the Cloquet At Large area, and one from the Moose Lake At Large area.

Please consider the appointments of Mike Schultz, Bob Materelli, Paul Vollmar, and Randy McCuskey at your January 28, 2020 County Board of Commissioners meeting.

Carlton County Airport Commission,

Carla McCullough
Secretary/Treasurer

cc: County Auditor

"This Institution is an Equal Opportunity Employer"

Airport Commissioner Terms

Each of the seven (7) appointed members may serve three (3) consecutive terms of three (3) years each.

	Term 1	Term 2	Term 3	First Meeting	Final Meeting	District
Mike Schultz	5/2017 – 5/2020	5/2020 – 5/2023	5/2023 – 5/2026	5/26/2017	Apr 2026	1
Craig Wiermaa	3/2013 – 3/2016	3/2016 – 3/2019	3/2019 – 3/2022	3/19/2013	Feb 2022	2
Bob Matarelli	5/2017 – 5/2020	5/2020 – 5/2023	5/2023 – 5/2026	5/26/2017	Apr 2025	3
Paul Vollmar	2/2017 – 2/2020	2/2020 – 2/2023	2/2023 – 2/2026	2/20/2017	Jan 2026	4
Randy McCuskey	9/2017 – 9/2020	9/2020 – 9/2023	9/2023 – 9/2026	9/29/2017	Aug 2026	5
Mike Hongisto	8/2013 – 8/2016	8/2016 – 8/2019	8/2019 – 8/2022	8/20/2013	Jul 2022	COQ at large
Ted Shaw	12/2011 – 12/2014	12/2014 – 12/2017	12/2017 – 12/2020	12/20/2011	Nov 2020	MZH at large

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

F-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer Januar 27, 2020

From: Sheriff Kelly Lake

Title of Item for Consideration: Approval of 2020 Federal Equitable Sharing Agreement and Certification

Presenter: Sheriff Kelly Lake

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 approval/Board signature on the FY 2020 Federal Equitable Sharing Agreement and Certification. This agreement sets forth requirements for local/state agencies to participate in the federal Equitable Sharing Program and outlines the restrictions upon the use of federally forfeited funds and property which are equitable shared with participating law enforcement agencies. By submitting this for, CCSO agrees that it will be bound by the Guide and any updates, the Equitable Sharing Agreement, and other applicable requirements. This is an annual certification that we have participated in for many years.

Supporting Attachments

☒ copy of Federal Equitable Sharing Agreement and Certification
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

OMB Number 1123-0011
Expires: December 31, 2021

Equitable Sharing Agreement and Certification

NCIC/ORI/Tracking Number: MN0090000
Agency Name: Carlton County Sheriff's Department
Type: Sheriff's Office
Mailing Address: Po Box 505
Carlton, MN 55718

Agency Finance Contact
Name: VanKekerix, Steve
Phone: 2183843236
Email: steve.vankekerix@co.carlton.mn.us

Jurisdiction Finance Contact
Name: Kortuem, Kathy
Phone: 2183849133
Email: kathy.kortuem@co.carlton.mn.us

ESAC Preparer
Name: Danielson, Daniel
Phone: 2183849514
Email: dan.danielson@co.carlton.mn.us

FY End Date: 12/31/2019
Agency FY 2020 Budget: $6,669,177.00

Annual Certification Report

	Summary of Equitable Sharing Activity	Justice Funds [1]	Treasury Funds [2]
1	Beginning Equitable Sharing Fund Balance	$0.00	$0.00
2	Equitable Sharing Funds Received	$0.00	$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	$0.00	$0.00
4	Other Income	$0.00	$0.00
5	Interest Income	$0.00	$0.00
6	Total Equitable Sharing Funds Received (total of lines 1-5)	$0.00	$0.00
7	Equitable Sharing Funds Spent (total of lines a - n)	$0.00	$0.00
8	Ending Equitable Sharing Funds Balance (difference between line 7 and line 6)	$0.00	$0.00

[1]Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA
[2]Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP and USSS.

	Summary of Shared Funds Spent	Justice Funds	Treasury Funds
a	Law Enforcement Operations and Investigations	$0.00	$0.00
b	Training and Education	$0.00	$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	$0.00	$0.00
d	Law Enforcement Equipment	$0.00	$0.00
e	Joint Law Enforcement/Public Safety Equipment and Operations	$0.00	$0.00
f	Contracts for Services	$0.00	$0.00
g	Law Enforcement Travel and Per Diem	$0.00	$0.00
h	Law Enforcement Awards and Memorials	$0.00	$0.00
i	Drug, Gang, and Other Education or Awareness Programs	$0.00	$0.00
j	Matching Grants	$0.00	$0.00
k	Transfers to Other Participating Law Enforcement Agencies	$0.00	$0.00
l	Support of Community-Based Programs	$0.00	
m	Non-Categorized Expenditures	$0.00	$0.00
n	Salaries	$0.00	$0.00
	Total	$0.00	$0.00

Date Printed: 01/21/2020

Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Other Income

Other Income Type	Justice Funds	Treasury Funds

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Support of Community-Based Programs

Recipient	Justice Funds	

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information

Independent Auditor

Name: Baker, Gerald
Company: Office of the State Auditor (Minnesota)
Phone: 218.723.4902 **Email:** jerry.baker@osa.state.mn.us

Were equitable sharing expenditures included on your jurisdiction's prior fiscal year's Schedule of Expenditures of Federal Awards (SEFA)?

YES ☐ NO ☒

Prior year Single Audit Number Assigned by Harvester Database: 809794

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within 60 days of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by the entity that maintains the Agency's appropriated or general funds and agrees that the funds will be subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the Schedule of Expenditures of Federal Awards (SEFA) under Catalog of Federal Domestic Assistance number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Money Laundering and Asset Recovery Section of the Department of Justice and the Executive Office for Asset Forfeiture of the Department of the Treasury of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ **Yes** ☒ **No**

Agency Head

Name: Lake, Kelly
Title: Sheriff
Email: kelly.lake@co.carlton.mn.us

Signature: Kelly Lake Date: 1/22/2020

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Carlton County Board Chair
Title: Chairperson - Carlton Co Board
Email: sheriff@co.carlton.mn.us

Signature: _____ Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

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

F-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: January 27, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr.
Title of Item for Consideration: Adoption of BKV Final Report
Presenter: Dennis Genereau, Jr.

Type of Action Requested (check all that apply)
☐ Info only, no action requested at this time
☐ Award contract or bid
☒ Approve by resolution
☐ _____

Fiscal Impact (check all that apply)
Item included under current budget ☐Yes ☐No ☒NA
Budget adjustment required ☐Yes ☐No ☒NA
Reviewed by Finance Committee ☐Yes ☐No ☒NA

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

Other
Reviewed by other Committee, Board or Commission ☒Yes ☐No ☐NA
If yes, what was their recommendation Carlton County Jail/Courts/General Government Facilities Steering Committee did review the report and is recommending adoption. The CCJP approved the report adoption with no changes on October 22, 2019.

Summary: The Board had previously reviewed the draft BKV report. The request before the Board today is to consider adopting the recommendations of that report.

Supporting Attachments
☒ BKV Draft Final Report
☐ _____

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

F-3
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: January 27, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr.
Title of Item for Consideration: Contract for Consultant Services for issues related to proposed Jail
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 Carlton County Jail/Courts/General Government Facilities Steering Committee did review this request and supports it.

Summary: The Steering Committee is recommending that the County contract for consultant services to address a number of jail related issues, including the development of a proposed female offender program as well as an analysis of the costs associated with providing programing services to inmates locally verses at the North East Regional Corrections Center.

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

F-4
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: January 27, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr.
Title of Item for Consideration: Request for Female Offender Program Planning, Design and Engineering Bonds
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 Carlton County Jail/Courts/General Government Facilities Steering Committee did review this request and supports it.

Summary: The Steering Committee is recommending that the County seek State bonding dollars to assist in covering the costs associated with planning and design for a regional Female Offender Program to be developed in conjunction with the construction of a new jail facility.

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, MN
BOARD OF COMMISSIONERS

WHEREAS, M.S. 241 Subd. 1 requires *"Any adult women charged with or convicted of crimes, and juvenile females charged with an offender that would be a crime if committed by an adult or adjudicated delinquents, shall be based upon the special need of the female offenders. "* (Parity statute passed in MN in 1981 and amended in 1991 to include juvenile offenders.); and

WHEREAS, the current Carlton County jail facility has been determined by the MN Department of Corrections to have major deficits and be non-compliant with state standards and furthermore, a lack of parity exists as is required in M.S. 241 Subd.1; and

WHEREAS, it has been determined to meet these needs a new correctional facility and jail must be built; and

WHEREAS, locally, region wide, statewide and nationally, the female offender jail population is increasing exponentially; and

WHEREAS, the building of a new correctional facility with adequate space for male and female offenders along with regional beds and programming designated solely for female offenders may serve as a statewide demonstration project and meet current and future female offenders' special needs; and

WHEREAS, in partnership with Fond-du-Lac Band of Lake Superior Chippewa Indian Tribe and other regional governments, culturally relevant programming, along with other female and family specific resources that will improve system level responses for adults with mental and substance abuse disorders in the criminal justice system would be provided; and

WHEREAS, this programming based on evidence-based, nationwide research will be shared with other entities to improve the service delivery of female based parity programming throughout Minnesota; and

WHEREAS, the costs associated with preliminary engineering, planning and design of a regional female offender program is estimated to be $3 million.

NOW, THEREFORE, BE IT RESOLVED, the Carlton County Board of Commissioners respectfully requests an appropriation of $3 million from the State of Minnesota Capital Investment legislation for this model demonstration project;

AND, BE IT FURTHER RESOLVED, the appropriation for this request from Capital Investment legislation not require a local match.

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

F-5
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: January 27, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr.
Title of Item for Consideration: IFC for a Resolution Requesting Legislative Approval to Pursue Local Option Sales Tax Dollars for a Jail and Female Offender Program Facility
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 Carlton County Jail/Courts/General Government Facilities Steering Committee did review this request and is in support of it.

Summary: By statute a County Board must pass a resolution outlining its intent to ask the legislature for support of the use of local option sales tax dollars for the construction of a local jail facility, and must further show that the project will have a positive regional impact, before the legislature will approve bringing a referendum on the question to the voters.

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, MN
BOARD OF COMMISSIONERS

WHEREAS, the current Carlton County jail facility has been determined by the MN Department of Corrections to have major deficits and be non-compliant with state standards and furthermore, a lack of parity as required in M.S. 241 Subd.1 does not exist.

WHEREAS, locally, region wide, statewide and nationally, the female offender jail population is increasing exponentially;

WHEREAS, the building of a new correctional facility with adequate space for male and female offenders along with regional beds and programming designated solely for female offenders will have a regional significance and economic benefit besides fulfilling a large void in parity that now exists between male and female offenders;

WHEREAS, The Minnesota Department of Revenue and the Minnesota Legislature have established guidelines for County Government to follow in order to meet the requirements for requesting authorization to conduct a voter referendum for a county-wide sales tax;

WHEREAS, this Local Option Sales Tax "LOST" referendum authorization requested by Carlton County would be used to finance a correctional facility, jail and regional female offender program;

WHEREAS, Carlton County Board of Commissioners urge that the total burden of financing such facility not be placed directly on local property tax payers through a property tax levy;

WHEREAS, Regional governments and Fond-du-Lac Indian Tribe leadership have indicated strong support for this proposal;

NOW, THEREFORE, BE IT RESOLVED, the Carlton County, MN, Board of Commissioners, hereby requests the authorization to conduct a voter referendum for a .05 (one half of one percent) LOST to raise an anticipated $1.8 million annually used to pay for construction for a new correctional facility, jail and regional female offender program with a total project cost of $40 million.

AND, BE IT FURTHER RESOLVED, the proposed LOST will be in effect for 20 years or less as determined by debt satisfaction and is expected to raise $36 million to meet the costs of new facility.

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

F-6
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: January 27, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr.
Title of Item for Consideration: Authorization to Issue an RFP for A & E and Construction Management Services for a Jail/Courts Facility to Include a Female Offender 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 Carlton County Jail/Courts/General Government Facilities Steering Committee did review this matter and supports this request.

Summary: Based upon the recommendations of previous jail studies, as well as indications from the Minnesota Department of Corrections that the current jail facility is outdated, the Steering Committee recommends that an RFP be issued seeking both Architectural and Engineering as well as Construction Management Services for the design of a new jail that will include regional female offender program component.

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

F-7
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: January 27, 2020
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Sheriff Kelly Lake
Title of Item for Consideration: Info Only—MN DOC Carlton County Jail Facility Inspection report
Presenter: Sheriff Kelly Lake

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
Info only. MN Department of Corrections Carlton County Jail annual Facility Inspection report received.

Supporting Attachments
☒ Copy of annual report
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1

Inspection and Enforcement Unit, 1450 Energy Park Drive, Suite 200, St.Paul MN 55108
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

INSPECTION DETAILS FOR: **Carlton County Jail**

Address: 317 Walnut Street, PO BOX 530, Carlton, MN 55718

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Sarah Johnson -- Senior Detention Facility Inspector **Inspected on:** 01/09/2020

Inspection Method: Facility tour, staff interviews, employee and resident file reviews, related documentation reviews and camera footage review.

Officials Present During Inspection: Jail Administrator Paul Coughlin

Officials Present for Exit Interview: Jail Administrator Paul Coughlin; Sheriff Kelly Lake

Issued Inspection Report to: Jail Administrator Paul Coughlin; Sheriff Kelly Lake; County Administrator/Human Resources Director Dennis Genereau; Regional Manager Sherry Hill

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Concerns	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	126	123	1	2	99.21%	Compliance rating of 100%
2911	Essential	100	99	0	1	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 01/01/2020 **Ends On:** 12/31/2020 **Facility Type:** Jail

Placed on Biennial Status: No **Biennial Status Annual Compliance Form Due On:**

Delinquent Juvenile Hold Approval: 6 hrs **Certificate Holder:** Carlton County Sheriff's Department

Special Conditions: None.

Approved Capacity Details **Operational Capacity is calculated as a percent of Approved Capacity beds.*

Bed Type	Gender	Approved Capacity	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	48	80	38.40	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance Total: 1

1. 2911.0300 INTENDED USE AND NONCONFORMANCE WITH RULES Subpart 2. Nonconformance, unsafe, unsanitary, or illegal conditions.

When conditions do not substantially conform or where specific conditions endanger the health, welfare, or safety of inmates or staff, the facility's use is restricted pursuant to Minnesota Statutes, section 241.021, subdivision 1, or legal proceedings to condemn the facility will be initiated pursuant to Minnesota Statutes, section 641.26 or 642.10.

Inspection Findings:

See Physical plant comments.

Corrective Actions:

See Physical plant comments.

Response Needed By: 03/15/2020

Chapter 2911 - Mandatory Rules In Compliance With Concerns Total: 7

1. 2911.2500 SEPARATION OF INMATES. Subpart 1. General.

A combination of separate housing units inclusive of special management areas, general population, and minimum security areas and cells, dormitories, and dayroom spaces shall be provided to properly segregate inmates pursuant to Minnesota Statutes, section 641.14. The facility shall provide for the separate housing of the following categories of inmates: A. female and male inmates; B. community custody inmates such as work release or sentencing to service; C. inmates requiring disciplinary segregation; D. inmates requiring administrative segregation; E. juveniles who do not meet Minnesota statutory requirements for placement with adults; F. special management, general population, and minimum security inmates as considered appropriate to the facilities design intent and classification system; and G. inmates classified as mentally ill or special needs inmates in a manner consistent with Minnesota Statutes, section 253B.05.

Inspection Findings:

Several housing classifications are available. However, special management beds are lacking when compared to the needs of the facility. Space for female inmates to allow for true separation are also lacking.

Corrective Actions:

There is no corrective action at this time as significant renovation and addition would be needed to properly address this issue. The facility would board inmates to other facilities when these issues arise.

Response Needed By:

2. 2911.5550 LOCKS AND KEYS. Subpart 3. Regular testing.

Locks to security doors or gates shall be tested for proper function at least weekly to ensure proper operation.

Inspection Findings:

The majority of the facility is operated manually by keys. Most if not all of the doors are used/checked several times daily but the emergency exit doors are not checked both manually and electronically on a weekly basis.

Corrective Actions:

Develop a door checklist for all security locks facility wide which includes the emergency exit doors. These doors are to be tested on a weekly basis manually and electronically.

Response Needed By:

original and can't be replaced if they were to be activated. The building is also not fully sprinkled. The intercom system has been replaced. However, this system must be left on at all times as intercom switches are not available in the cells or cell blocks.

3) The locks are antiquated and the electronic door system is original to the building. If the electronic door system goes down, the facility must operate by keys which is difficult in the liner jail design. The manual locks for the facility are outdated and are in need of constant repair, and replacement parts are difficult to find. Once a lock goes out of service, that cell is unusable until replacement parts are found.

4) The HVAC system is original to the building and is connected to the court house and Law Enforcement Center which creates issues both in the summer and winter on the weekends. There are areas of the jail that do not maintain adequate heat for the inmates. The housing units and recreation space located on the perimeter walls are especially lacking in heat and are excessively cold.

5) The facility has a lack of required natural light. Many windows are covered or painted due to the proximity to an elementary school. The overall atmosphere of the facility is dark with low ceilings. A facility that lacks natural light is not conducive to the well-being or mental health of inmates or staff.

6) Hard water continues to be an issue with the inmate showers. Also, the water control system for the facility is antiquated. If they need to turn the water off in one cell in a unit, water must be turned off for the entire unit, making it unusable until the plumbing is repaired.

7) The booking area is undersized with only two holding cells. One of these holding cells is typically occupied by an inmate on a special watch. With many bookings occurring during a day and no dedicated staff member for a booking post, this function continues to be an extra duty on top of the regular post orders.

8) When the facility is full, the property room is not adequate in size to accommodate the amount of property that would need to be stored.

9) The Carlton County Jail is linear in design. This causes a higher staff to inmate ratio for supervision and a lower operational capacity. Well-being checks take an extended amount of time based upon the lack of sight lines and number of security doors and keys to be utilized to get into different areas.

10) Overall construction of the building is poor. The facility lacks proper insulation in the walls and Block 7 has an issue with the ceiling starting to sink in one area of the dayroom.

11) Classification and Separation are a constant struggle for this facility. The facility lacks special management and female units to properly separate the different classifications. One inmate can take up an entire unit to maintain proper classification or they must rely on boarding with outside agencies.

12) Although outside the secure perimeter of the jail, there is a strong concern with the lack of a secure court holding area. Inmates are brought through and into public areas which is a safety and security concern. It is recommended that any renovation plans moving forward should include a secure court holding area.

JAIL PLANNING HISTORY

Carlton County representatives attended the National Institute of Corrections planning of new institutions training in April 2015, and a Needs Assessment was completed in August 2015 by the National Institute of Corrections. WOLD Architects completed a Facility Assessment completed in December 2017. The outcome of both assessments' from the National Institute of Corrections and WOLD Architects was to build a new facility. In April of 2019, the Carlton County Board moved to proceed with plans for the replacement of the existing Jail but currently, there has not been a board resolution for the building of a new jail facility.

There are very few operational issues with the Carlton County Jail and the jail has made many operational improvements from past inspections. However, based on the physical plant deficiencies in this report and past reports, there will be a recommendation to the Commissioner of Corrections to move forward with a Sunset Authorization for the Carlton County Jail. It is the intent of the Department of Corrections to continue to work with the Officials of Carlton County to address the public safety needs of this community.

JJDPA Compliance

On January 31, 2019, a Juvenile Justice and Delinquency Prevention Act audit was conducted and one was not conducted on this inspection.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector **Signature:** Sarah Johnson

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

G-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-20
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Consider Cancellation of Forfeiture for PID 48-230-0230 due to clerical error
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
PID 48-230-0230 was incorrectly forfeited to the State of MN for non-payment of property taxes on 12/30/19 due to a clerical error.
Asking Board approval to cancel the forfeiture and reinstate ownership.

Supporting Attachments
☐ _____
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

DEPARTMENT OF REVENUE

Copy for County Board Agenda

Application for Cancellation of Forfeiture

PT90

in Carlton County

The applicant requests that the certificate of forfeiture for the property described below be canceled pursuant to Minnesota Statutes, sections 279.33 and 279.34.

Applicant Information

Name(s) of applicant(s)
County of Carlton

Mailing address of applicant
301 Walnut Ave, PO Box 130

City	State	Zip code	Phone
Carlton	MN	55718	218-384-9127

Applicant is: ☒ County auditor ☐ Property owner ☐ Owner's agent

Property Information

Legal description of property: (attach additional sheets if needed)

Lot 14, Block 2, Townsite of Holyoke

All or part of the described real property is registered (Torrens): ☒ Yes ☐ No

Certificate of Forfeiture

Certificate of Forfeiture

Date of execution	Date of recording
December 30, 2019	December 31, 2019
Location of recording	**Recording number**
Carlton County, MN	T000029427

Cancellation

Reason for Cancellation

☐ Exemption ■ Administrative error

Explain in detail the reason(s) for cancellation. Attach additional sheets if necessary.

Due to a clerical error parcel was erroneously forfeited.

Sign Here

Signature of applicant Date

County Approval

Auditor to complete this section.

The County Board and county auditor of Carlton County, Minnesota, have reviewed this application for the cancellation of the certificate of forfeiture for the property described above, pursuant to Minnesota Statutes 279.33 and 279.34, and recommend that the cancellation be granted by the Minnesota Department of Revenue.

Sign Here

Signature of county auditor	County	Date	Phone
	Carlton		218-384-9127

Return application to: Minnesota Department of Revenue Property Tax Division Mail Station 3340 St. Paul, MN 55146-3340

Department Use Only

Order of the Minnesota Department of Revenue

Upon examination of the contents of this application, it is hereby

☐ **rejected.** Reasons for rejection:

☐ **accepted.** The certificate of forfeiture is to be canceled, and the county auditor is to record this application as a certificate of cancellation pursuant to Minn. Stat. 279.33 and 279.34 which will void the tax forfeiture of the property described in this application.

Commissioner of Revenue	By	Date application received by Minnesota Department of Revenue

Minnesota Department of Revenue's number	County Auditor's number

(10/19)

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

H - 1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-20
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Approve Agreement for Collection of Local Transit Sales and Use Tax (LOST) and Transit Vehicle Excise Tax
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
Continuation of agreements that began in 2015 authorizing 1/2 cent county sales tax and excise tax to be used for transportation projects.

Supporting Attachments
☐
☐

Motion By_____ Seconded By_____
TO:
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

DEPARTMENT OF REVENUE

Agreement Between Minnesota Department of Revenue and Carlton County for Collection of a Local Transit Sales and Use Tax And a Transit Vehicle Excise Tax

Introduction

This agreement concerns administration of local taxes identified below:

- Carlton County transit sales tax
- Carlton County transit use tax
- Carlton County transit vehicle excise tax

Laws of Minnesota 2019 297A.993 authorize the above taxes. The taxes are imposed by Carlton County Resolution Number 14 – 132 adopted December 9, 2014, amended by Resolution Number 17 – 030 adopted March 14, 2017, amended by Resolution Number 19 – 082 adopted July 22, 2019 and amended by Resolution Number 19 – 104 adopted September 23, 2019.

Administration, collection and enforcement

The Department of Revenue (department) will administer, collect, and enforce the Carlton County taxes identified in the introduction, as authorized under:

- Minnesota Statutes, section(s) 297A.99, and
- any other governing laws or statutes identified in the introduction

The administration, collection, and enforcement process will follow:

- Minnesota Statutes, Chapters 297A, 289A, and 270C
- Minnesota rules Chapter 8130, and
- Administrative procedures

Local tax administration also includes processing refunds, litigation, and authority to enter into settlement agreements on behalf of Carlton County. If the local tax revenues collected are not sufficient to cover actions taken, Carlton County must provide the department with sufficient funding to process all adjustments.

Carlton County agrees to update the resolution listed above as needed to remain consistent with current language and definitions used in the governing Minnesota Statutes. Carlton County further agrees to take corrective action within 90 days if notified by the department of required resolution language changes. The department will not enforce or engage in compliance activities for local taxes administered by the department if any portion of Carlton County's Resolution is not consistent with the governing Minnesota statutes. Local special taxes imposed before 2010 are not subject to this limitation.

Registration of vendors
The department is responsible for notifying vendors that are registered for state sales and use tax of their obligations to collect and remit Carlton County taxes covered by this agreement. The department is also responsible for informing newly registered businesses of their obligations to collect and remit Carlton County sales and use taxes covered by this agreement.

Accounts registered for state sales and use tax who have a ZIP Code in the Carlton County tax jurisdiction will be registered for the Carlton County taxes by the department. We will mail an informational notice of registration to these businesses.

Outreach and education
The department will register and notify all vendors that are currently registered for state sales and use tax and the general public about the Carlton County taxes by posting a notice on the department's website (www.revenue.state.mn.us). Other notifications will be made at the time of registration, through the department's website.

Carlton County acknowledges that there is no cost-effective way to identify specific vendors located outside the Carlton County taxing jurisdiction who are required to be registered for Carlton County taxes. Identification of these vendors will be voluntary by vendor response to general notifications by the department and through other contacts that the vendor has with the department or the Streamlined Sales Tax Governing Board's (SSTGB) central registration system.

Publicity
If Carlton County maintains an official website, it will display (on its main web page) a link to a notice that residents and businesses may reference for more information about the local taxes. Carlton County will briefly describe the taxes and provide a link to the department's website (www.revenue.state.mn.us). Also state in the description that local use taxes on purchases of goods and services made outside of the political subdivision that are used in the political subdivision, are subject to local use taxes.

Local governments that bill residents and businesses for utilities must include a notice of the local taxes at least once per year. The notice must include a brief description of both the local sales and use taxes, and reference the department's website link.

Returns and remittance
Vendors will collect and remit Carlton County taxes covered by this agreement as part of their Minnesota sales and use tax returns, which include simplified electronic returns (SER's) authorized by the SSTGB. Revenues collected by the department are deposited in the State Treasury and credited to a special account. The department will draw from this account to recover department costs as provided in this agreement, and to transmit collections to Carlton County. Carlton County will accrue no interest on this amount.

Transmittal of tax
The department will transmit the taxes reported on returns monthly through the automatic clearinghouse system. For each month of collection, two transmittals are made. The first will be transmitted approximately five business days after month end. The second transmittal will be sent approximately 40 days after month end. The second transmission will reflect any adjustments made for refunds issued by the department for tax reported in error.

The department retains, from the second monthly payment, a fee for administering, collecting, and enforcing the Carlton County taxes as provided in this agreement. The department sends an email each month to the contact person showing the breakdown of the month's collections and administrative fees deducted.

Reports
Upon request, the department will provide Carlton County with a report showing information about taxpayers and the amount of taxes remitted. This report can be requested once per year at no additional cost. Carlton County must submit a written request via email or US mail. The department will consider requests for more frequent reports for an additional administrative fee.

Disclosure
Carlton County understands that any local sales and use tax account information given to it by the department is subject to the classification and disclosure provisions in Minnesota Statutes, chapters 13 and 270B. Pursuant to Minnesota Statutes, section 270B.12, subdivision 2, such information can only be used to the extent necessary to administer the local sales or use tax.

The department will provide disclosure training materials to Carlton County's designated representative. Carlton County must train any employees with a business need to access not public Minnesota sales and use tax information provided by the department. All employees who have a business reason to access not public tax information must complete the required training annually. New employees and other users who did not previously have a business reason to access not public tax information must complete the training before they may be granted access it.

Carlton County must update its disclosure authorization form by December 31 of each year, providing a list of all personnel who are trained and authorized to view not public Minnesota sales and use tax information. If an authorized employee or official no longer needs access to tax information due to a change of duties, separation from employment, or any other reason, it is Carlton County's obligation to instruct the department's local tax liaison to terminate access rights for that individual by the start of the next calendar quarter.

Failure to conduct the required disclosure trainings or update the user access list as described above will result in the department suspending Carlton County's access to not public Minnesota sales and use tax information until such training is completed.

Inspection of records and audit information
The department will allow Carlton County to inspect and audit all data, records, and other information relating to its local sales or use tax, the cost of collecting the tax, and the performance by the department under this agreement. Carlton County will submit any requests to inspect the sales or use tax data to the department in writing, as prescribed by the department.

Reimbursement of costs
The department will review its own direct and indirect costs for administering, collecting, and enforcing local taxes as needed and adjust costs accordingly. If changes are required, the department will notify Carlton County of the estimated cost for administering, collecting, and enforcing the local taxes by January 1 of the year prior to the beginning of the State's fiscal year when the change will be implemented. All local jurisdictions share in the cost of local tax administration. The calculations are

based on the share of total revenues and total tax lines reported on Minnesota sales and use tax returns for each local area. The department weights each jurisdiction's percentage of revenue by one third and their percentage of tax lines by two thirds to compute their monthly percentage of total administrative costs.

Example:

Assume monthly totals for all Local Sales Taxes:

Total Tax revenues	$20,000,000.00
Total Tax lines on returns	90,000.00
Total Administrative costs	$200,000.00

If Local Tax A has revenues of $1,600,000.00 (8% of the total) and 9,000 tax lines (10% of the total) their share of monthly expenses would be 9.34% or $18,680.00, which represents approximately 1.17% of their monthly revenues. The following is how the 9.34% was calculated:

8% x 1/3 = 2.67%
10% x 2/3 = 6.67%
9.34%

Termination of a local tax
The department will provide a report to Carlton County after the last month that the tax is in effect. The report will indicate the total amount of Carlton County taxes, corresponding adjustments made, prior month corrections, and administrative fees retained. In addition, when a tax ends, the department retains 20 percent of gross receipts from the last month of collections, to be used as a fund to make adjustments or refunds. The portion of this fund not used for refunds or adjustments will be transmitted to Carlton County at the close of the period of limitations. The account remains open for a period equal to the statute of limitations provided in Minnesota Statutes, section 289A.40, for sales and use tax returns. The account will be reconciled and Carlton County will be notified of the final settlement.

Responsibilities
When the boundary limits for Carlton County change, it is the responsibility of Carlton County to notify and provide the department with the updated boundary information. The department will only update the rate calculator and ZIP Code guide upon receiving this information. Minnesota Statute requires that the department notify vendors of their tax obligations when boundaries change. Vendors not notified will be relieved of liability until notification occurs. The department will not engage in compliance activities for vendors in the new boundary area who have not been formally notified of the change.

If Carlton County updates or amends the county resolution relating to the Carlton County tax covered by this agreement, Carlton County must provide a draft of the changes to the department for review before it is made final. The department will review the changes to ensure compliance with governing statutes. Carlton County will then provide the department with a signed copy of the revised or amended Resolution.

Carlton County must provide the department with current contact information annually and advise when any changes occur. This includes, but is not limited to, the contact person, phone number, address, and email.

Effective date
This agreement is effective the day following imposition of the tax and supersedes any previous agreement.

Modifications
Modifications to this agreement must be in writing and signed by the Commissioner of Revenue and an authorized representative of Carlton County.

Minnesota Department of Revenue

Signature: _____
Cynthia Bauerly
Commissioner of Revenue
Date: _____

Carlton County Representative

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

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

H-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 1-27-20
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Approve Agreement with MN Office of the State Auditor for Annual Audit Services
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
The Office of the State Auditor has completed the County's annual audit in the past. Agreement is attached.

Supporting Attachments
☐ _____
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

STATE OF MINNESOTA
OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@state.mn.us (E-Mail)
1-800-627-3529 (Relay Service)

JULIE BLAHA
STATE AUDITOR

January 7, 2020

Kathryn Kortuem
Acting County Auditor/Treasurer
Carlton County Courthouse
301 Walnut Avenue
Carlton, Minnesota 55718

Members of the Board of Commissioners
County Coordinator
Carlton County

We are pleased to confirm our understanding of the services we are to provide pursuant to Minnesota Laws for Carlton County, Minnesota, for the year ended December 31, 2019. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Carlton County as of and for the year ended December 31, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Carlton County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Carlton County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis
- Budgetary presentations for the general and major special revenue funds and related notes
- GASB-required supplementary other postemployment benefits and pension information and related notes

We have also been engaged to report on supplementary information other than RSI that accompanies Carlton County's financial statements. If circumstances exist making it necessary for us to modify our opinions on the financial statements, we will not give an opinion on the supplementary information. Otherwise, we will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the basic financial statements as a whole, in a report combined with our auditor's report on the financial statements:

Recycled paper with a minimum of 15% post-consumer waste

An Equal Opportunity Employer

- Combining and individual fund statements
- Budgetary presentations for other funds
- Schedule of intergovernmental revenue

In addition, we will issue an opinion as to whether the schedule of expenditures of federal awards presents fairly, in all material respects, the expenditures of federal awards of Carlton County in conformity with accounting principles generally accepted in the United States of America.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards.*

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (a) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance and (b) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the legal provisions of the *Minnesota Legal Compliance Audit Guides*, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions and to report in conformity with the provisions of the *Minnesota Legal Compliance Audit Guides*. We will issue written reports upon completion of our single audit. Our reports will be addressed to the governing body of Carlton County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the

audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements, notes, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. In order to meet your responsibilities for the financial statements, notes, and schedule of expenditures of federal awards, you agree to have information completed and available for audit by the dates identified in a schedule of completion document provided to auditors. If you are unable to prepare the information needed for the financial statements, notes, or schedule of expenditures of federal awards, or if the completion schedule varies significantly, we will, based on our staffing availability, provide the additional nonaudit services necessary to assist in the preparation of your draft financial statements, notes, and schedule of expenditures of federal awards in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on management's chart of accounts and other information determined and approved by management. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. Any such services will be performed in accordance with applicable professional standards. The County understands this will result in additional costs and agrees to pay for these services.

You will be required to acknowledge in the written management representation letter our assistance, if any, with preparation of the financial statements, notes, and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

We will prepare the trial balances for use during the audit. Our preparation of the trial balances will be limited to formatting information into working trial balances based on management's chart of accounts.

Management is responsible for (a) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (a) access to

all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (b) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (c) additional information that we may request for the purpose of the audit, and (d) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings, if applicable, should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us

in the written management representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing us with report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those financial audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior consent to reproduce or use our report in bond offering official statements or other documents.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (a) errors, (b) fraudulent financial reporting, (c) misappropriation of assets, or (d) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written

representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Carlton County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Carlton County's major programs. The purpose of these procedures will be to express an opinion on Carlton County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Audit Administration and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. Additional copies of the reporting package may be required. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted

within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide your governing body, management, related organization representatives, and, if applicable, nonfederal grantor entities with copies of our reports. Management is responsible for all other distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the Minnesota Office of the State Auditor. We may be requested to make certain audit documentation and appropriate individuals available to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under our supervision. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained, pursuant to our record retention plan, for a period of ten years after the date the auditor's report is issued. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact those contesting the audit finding for guidance prior to destroying the audit documentation. We will be available throughout the year to answer questions, provide assistance, or assist you in implementing any of our recommendations.

Our fees are based on standard hourly rates plus travel and any out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Periodic progress billings will be sent to you. The condition of your records and the assistance you are able to provide us affects both the timeliness and cost of the audit.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract when requested by you. Our 2018 peer review report can be found on our website at www.auditor.state.mn.us.

We appreciate the opportunity to be of service to Carlton County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact me at (651) 282-2392 or amy.ames@osa.state.mn.us. If you agree with the terms of our engagement as described in this letter, please sign where provided below and return it to us.

Sincerely,

Amy Ames, CPA, Audit Director

Approved: This letter correctly sets forth the understanding of Carlton County.

_____	_____
Chair, Board of Commissioners	Date
_____	_____
Acting County Auditor/Treasurer	Date
_____	_____
County Coordinator	Date

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

H-3
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-20
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Approve 2020 Cigarette License for Carlton Meat and Grocery Inc
Presenter: Kathy Kortuem

Type of Action Requested (check all that apply)
☐ Info only, no action requested at this time
☐ Award contract or bid
☒ Approve by resolution
☐ _____

Fiscal Impact (check all that apply)
Item included under current budget ☐Yes ☐No ☐NA
Budget adjustment required ☐Yes ☐No ☐NA
Reviewed by Finance Committee ☐Yes ☐No ☐NA

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

Other
Reviewed by other Committee, Board or Commission ☐Yes ☐No ☐NA
If yes, what was their recommendation _____

Summary

Supporting Attachments
☐ _____
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

MINNESOTA · REVENUE **CT102**

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Applicant's Minnesota tax ID number: 3056928

◀ The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number

Period covered

Date of issuance

Cigarettes/tobacco products will be sold *(a separate license is required for each location or vending machine)*:

☒ Over counter ☐ Through vending machine ☐ Both

Print or type

Licensee's legal name: Carlton Meat and Grocery Inc

Federal employer ID number (FEIN): 46-2736152

Business trade name (doing business as): Carlton Gas and More

Daytime phone: (218) 384-9910

Complete address of business location *(permit location)*: 15 County Road 1 Carlton

County: Carlton

Other phone number: (218) 384-4090

City: Carlton State: MN Zip code: 55718

Fax number:

Mailing address *(if different than business address)*: P.O. Box 2020 City: Carlton State: MN Zip code: 55718

Email address:

Business information

Type of legal organization *(check one)*:

☐ Sole proprietor

☐ Partnership

☐ Other *(describe)* _____

☒ Minnesota corporation: Enter date of incorporation July 2013

☐ Out-of-state corporation: State of incorporation _____

Are you registered to do business in Minnesota? ☐ Yes ☐ No

Corporate officers or partners *(attach a list if necessary)*

Name	Title		
Theresa Erickson	CEO		
Address	**City**	**State**	**Zip code**
192 County Road 4	Wrenshall	MN	55797
Name	**Title**		
Address	**City**	**State**	**Zip code**

Statement of understanding

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with **Minnesota** Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign here

Licensee's signature	Title	Print name	Date	Daytime phone
Theresa Erickson	CEO	Theresa Erickson	1/13/2020	(218) 384-9910
Licensing agent's signature	**Title**	**Print name**	**Date**	**Daytime phone**

License applicant: Submit this form to the licensing authority along with the license application.
Licensing authority: Mail or fax a copy of approved form to:
Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331. Fax: 651-297-1939
Phone: 651-297-1882. TTY: Call 711 for Minnesota Relay.

(Rev. 6/09)

Print

Certificate of Compliance
Minnesota Workers' Compensation Law

THIS FORM MUST BE COMPLETED BY THE BUSINESS LICENSE APPLICANT

PRINT IN INK or TYPE

Minnesota Statutes §176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes Chapter 176. If the required information is not provided or is falsely stated it shall result in a $2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number	Alternate telephone number
	(218) 384-9910	(218) 384-4090

Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.) Carlton Meat and Grocery Inc

DBA ("doing business as" or "also known as" an assumed name), if applicable
Carlton Gas and More

Business address (must be physical street address, no P.O. boxes)	City	State	ZIP code
15 County Road 1	Carlton	MN	55718

County	Email address
Carlton	

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. *You must complete number 1 or 2 below.*

Number 1 – Workers' compensation insurance policy information

Insurance company name (not the insurance agent)		NAIC number
State Auto Insurance Companies		23353
Policy number	**Effective date**	**Expiration date**
BOP 2727014	6/13/19	6/13/2020

Number 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, call (651) 284-5032 or 1-800-342-5354.

☐ I have no employees. (See Minnesota Statute § 176.011, subd. 9 for the definition of an employee.)

☐ I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).

☐ I have employees but they are not covered by the workers' compensation law. (See Minnesota Statute § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name		
Theresa Erickson		
Applicant signature (required)	**Title**	**Date**
Theresa Erickson	CEO	1/13/2020

NOTE: You must notify the authority issuing your license if there is any change to your workers' compensation insurance information or an employee status change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or audio.

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

H - 4
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-19
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Accept November 2019 Expenditure Listing
Presenter: Kathy Kortuem

Type of Action Requested (check all that apply)
☐Info only, no action requested at this time
☐Award contract or bid
■Approve by resolution
☐

Fiscal Impact (check all that apply)
Item included under current budget ☐Yes ☐No ☐NA
Budget adjustment required ☐Yes ☐No ☐NA
Reviewed by Finance Committee ☐Yes ☐No ☐NA

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

Other
Reviewed by other Committee, Board or Commission ☐Yes ☐No ☐NA
If yes, what was their recommendation

Summary
November 2019 total expenditures = $10,370,688.80

Supporting Attachments
☐
☐

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

CARLTON COUNTY

Expenditures for the Month of November 2019

Board Bills	$8,521,413.84	Motion made by:
Payroll	1,849,274.96	_____
Other	0.00	Motion seconded by:
Total	$10,370,688.80	_____

Expenditures by Fund

Fund 1	Revenue	$2,089,143.72
Fund 10	Road and Bridge	3,262,059.18
Fund 11	Public Health & Human Services	1,373,723.08
Fund 30	Cap Outlay Barnum Garage Project	58,845.16
Fund 32	2016 Refi 2010A/B CSC CIP	0.00
Fund 40	2012 Refi '03 Hwy Bldg & '06 Road	0.00
Fund 70	Current Taxes	0.00
Fund 71	Motor Vehicle	309,845.39
Fund 72	Delinquent Taxes	0.00
Fund 73	State Fund	634,738.98
Fund 74	Forfeited Tax	14,490.10
Fund 75	Economic Development (IRRRB)	16,309.78
Fund 76	Refunding Fund	20,828.03
Fund 77	HS Agency Fund LCTS	249.90
Fund 78	Schools	2,576,455.48
Fund 79	Towns and Cities	0.00
Fund 80	ISTS Loan Program	14,000.00
Total		$10,370,688.80

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

H-5
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-20
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Authorize Acting Auditor/Treasurer to sign letter of withdrawal from MCIS payroll services effective 12/31/20
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
Per the Joint Powers Agreement, MCIS must be notified by March 31st of the year any county withdraws from provided services.

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

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

Kathryn Kortuem
Acting Auditor/Treasurer
Kelly Lampel
Chief Deputy Auditor/Treasurer

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

January 27, 2020

Lyle Eidelbes
MCIS Executive Director
413 SE 7th Ave
Grand Rapids, MN 55744

Re: Notice of Withdrawal from Payroll Services

Dear Mr. Eidelbes:

As required in the MCIS Joint Powers Agreement, this letter is notice of Carlton County's withdrawal from MCIS payroll services as of December 31, 2020.

The Carlton County Board voted unanimously on January 27, 2020, to direct the County Auditor/Treasurer to issue a notice of withdrawal from MCIS payroll services.

Please feel free to contact me if you have any questions.

Sincerely,

Kathryn Kortuem
Acting Carlton County Auditor/Treasurer

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

H-6
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-20
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Authorize Auditor to implement an Absentee Ballot Board
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
The Absentee Ballot Board would manage the absentee ballot process for all county precincts.

Supporting Attachments
☐ _____
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

*** proposed RESOLUTION NO. 20-xxx ***

BY COMMISSIONER: ADOPTED:

WHEREAS, Carlton County is permitted by Minnesota Statute 203B.13, Subd. 1 to authorize a County Absentee Ballot Board effective January 17, 2020; and

WHEREAS, this authorization will bring uniformity in the processing of accepting or rejecting returned absentee ballots to Carlton County Elections that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22; and

WHEREAS, this will eliminate the need for election judges to perform this technical and time consuming task on election day wherein the county absentee ballot board can begin this process 46 days prior to an election; and

WHEREAS, this will speed the processing of accepted absentee ballots to be incorporated into the vote counts on election day; giving election judges more available time for the voters at the polls.

NOW, THEREFORE, BE IT RESOLVED THAT, THE Carlton County Board of Commissioners hereby authorizes Carlton County Elections to implement a County Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 to perform the task.

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

H-7
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-20
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Authorize Auditor to implement a Mail Ballot Board
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
The Mail Ballot Board would manage the balloting process for all precincts which vote by mail in the county.

Supporting Attachments
☐ _____
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

*** proposed RESOLUTION NO. 20-xxx ***

BY COMMISSIONER: ADOPTED:

WHEREAS, Carlton County is permitted by Minnesota Statute 203B.13, Subd. 1 to authorize a County Mail Ballot Board effective January 17, 2020; and

WHEREAS, this authorization will bring uniformity in the processing of accepting or rejecting returned mail ballots to Carlton County Elections that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22; and

WHEREAS, this will eliminate the need for election judges to perform this technical and time consuming task on election day wherein the county mail ballot board can begin this process 46 days prior to an election; and

WHEREAS, this will speed the processing of accepted mail ballots to be incorporated into the vote counts on election day giving election judges more time for the voters at the polls.

NOW, THEREFORE, BE IT RESOLVED THAT, THE Carlton County Board of Commissioners hereby authorizes Carlton County Elections to implement a County Mail Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 to perform the task.

BE IT FURTHER RESOLVED that the Carlton County Elections Administrator is authorized and instructed to prepare and utilize a Mail Ballot Board Best Practices Policy on behalf of the Mail Ballot Board.

BE IT FURTHER RESOLVED that the Mail Ballot Board will hold daily meetings beginning at 9:00 a.m. commencing forty-five (45) days prior to each Federal, State, County, School or Municipal Election conducted within Carlton County.

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

H-8
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-20
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Authorize Auditor to implement an UOCAVA Ballot Board
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
The UOCAVA Ballot Board would manage the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) balloting process for all county precincts.

Supporting Attachments
☐ _____
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

*** proposed RESOLUTION NO. 20 – 000 ***

BY COMMISSIONER: ADOPTED:

WHEREAS, Carlton County is permitted by Minnesota Statute 203B.13, Subd. 1 to authorize a County UOCAVA Ballot Board effective January 17, 2020; and

WHEREAS, this authorization will bring uniformity in the processing and accepting or rejecting returned UOCAVA ballots to Carlton County Elections and provide a sufficient number of election judges as provided in sections 204B.19 to 204B.22; and

WHEREAS, this will eliminate the need for election judges to perform this technical and time consuming task on election day as the county UOCAVA ballot board can begin this process 46 days prior to an election; and

WHEREAS, this will speed the processing of accepted UOCAVA ballots to be incorporated into the vote counts on election day giving election judges more time for voters at the polls.

NOW, THEREFORE, BE IT RESOLVED THAT, THE Carlton County Board of Commissioners hereby authorizes the Carlton County Elections Administrator to implement a County UOCAVA Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 to perform election tasks.

BE IT FURTHER RESOLVED that the Carlton County Elections Administrator is authorized and instructed to prepare and utilize a UOCAVA Ballot Board Best Practices Policy on behalf of the UOCAVA Ballot Board.

BE IT FURTHER RESOLVED that the UOCAVA Ballot Board will hold daily meetings at 9:00 a.m. commencing forty-five (45) days prior to each Federal, State, County, School or Municipal Election conducted within Carlton County.

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

H-9
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1/27/2020
Via: Paul Gassert, County Auditor/Treasurer
From: Mary Finnegan
Title of Item for Consideration: Consider re-subordination of Judith Keiley SCDP mortgage to Members Co-op CU
Presenter: Mary Finnegan

Type of Action Requested (check all that apply)
☐Info only, no action requested at this time
☐Award contract or bid
☒Approve by resolution (attached)
☐ _____

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 _____

Supporting Attachments
☒Summary provided on page 2
☐Summary has been attached
☐Copy of contract and applicable bid comparison
☐Draft resolution
☐Meeting minutes related to this issue
☐ _____
☐ _____
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Summary:

Background:

The Economic Development Department received a request from Members Cooperative Credit Union to re-subordinate Judith Kelley's Carlton County Small Cities Development Program mortgage to a new $68,000 MCCU mortgage which will allow Ms. Kelley to refinance her current home loan. The refinance will allow her to move from an adjustable rate mortgage to a fixed rate, reduce her interest rate from 5.25% to 3.75%, and reduce her monthly payment. Judith's SCDP loan with Carlton County has a current balance of $6,300 has only 3 years remaining before it is fully forgiven. No new debt will be ahead of Carlton County's mortgage as the loan amount will be less than MCCU's previous mortgage.

Recommendation:

Economic Development staff recommend approval of the re-subordination of Carlton County's SCDP mortgage to Members Cooperative Credit Union's $68,000 mortgage.

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

H-10
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting _____
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Donna Lekander
Title of Item for Consideration: SIP Consultant
Presenter: Donna Lekander

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 UM Extension Committee gave the recommendation to hire a consultant to do an analysis of the Soil Improvement Program and County Board approved hiring a consultant at the 9.23.19 Board meeting

Summary
request to enter into a contract with Betty Berning Consulting to provide a business plan for the SIP program covering structure, partners, staffing, marketing strategies and procedure recommendations. The cost is $10,000 plus travel. The time line of the project is March- May 2020.

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

H-11
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 1-27-20
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Approve Transportation Cap Improv Plan (TCIP) and authorize the sale of GO Capital Improv Bonds
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
These actions, along with the Public Meeting held at 4:30 pm January 27, 2020, are needed to proceed with financing for the Barnum Maintenance Facility

Supporting Attachments
☐ _____
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CARLTON COUNTY, MINNESOTA APPROVING THE TRANSPORTATION CAPITAL IMPROVEMENT PLAN AND AUTHORIZING THE SALE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT BONDS

BE IT RESOLVED, by the Board of County Commissioners (the "Board") of Carlton County, Minnesota (the "County"), as follows:

Section 1. Recitals.

A. Under and pursuant to Minnesota Statutes, Section 373.40 (the "Act"), the Board proposes to issue its general obligation capital improvement plan bonds and adopt the 2020 through 2024 Five-year Transportation Capital Improvement Plan for Carlton County, Minnesota related thereto (the "Plan").

B. On January 27, 2020, the Board held a public hearing on the Plan and on the intent of the County to issue general obligation bonds in an amount not to exceed $10,000,000 (the "CIP Bonds") to finance capital improvements identified in the Plan consisting of an approximately 50,050 square-foot expansion to the existing County maintenance facility building located in Barnum, Minnesota (the "Project").

C. After the public hearing, the Board unanimously approved the Plan and authorized the issuance of the CIP Bonds.

D. With the passing of 30 days during which no petition requesting a vote on the issuance of the CIP Bonds was submitted to the Auditor/Treasurer, all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to the issuance of the CIP Bonds having been done, having happened and having been performed in regular and due form, time and manner as required by law, it is necessary for the Issuer to establish the form and terms of the CIP Bonds, to provide for the security thereof, and to provide for the issuance of the CIP Bonds forthwith.

E. All those in attendance at the public hearing on the Plan and the issuance of the CIP Bonds wishing to speak were given an opportunity to do so.

Section 2. Approval of the Plan. The Plan is approved in substantially the form submitted to the Council.

Section 3. Issuance and Sale of Bonds.

A. The Council hereby finds and determines that it is necessary and in the best interest of the Council and the residents of the Issuer to issue the CIP Bonds in the amount of not to exceed $10,000,000 to finance the Project.

B. The Board's administrative staff is hereby authorized and directed to work with PFM Financial Advisors LLC ("PFM"), independent municipal advisor to the County, and Fryberger, Buchanan, Smith & Frederick, P.A., bond counsel, to solicit bids and arrange for the sale of the Bonds on March 9, 2020 in substantial compliance with the terms of sale for the CIP Bonds presented to the Board by PFM, which are approved.

C. The Board hereby designates PFM, as its agent to receive and open the bids at any place within or outside the corporate limits of the County, in the presence of any officer of the Board or the officer's designee.

Adopted: January 27, 2020

1C-1

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Midwest Regional Office
Norman Pointe II
5600 American Blvd West, Suite #500
Bloomington, Minnesota 55437

IN REPLY REFER TO:
Division of Fee to Trust
Priority 20

JAN 10 2020

NOTICE OF (NON-GAMING) LAND ACQUISITION APPLICATION

Pursuant to the Code of Federal Regulations, Title 25, INDIANS, Part 151 notice is given of the application filed by the Fond du Lac Band of the Minnesota Chippewa Tribe to have real property accepted "in trust" for said applicant by the United States of America. The determination whether to acquire this property "in trust" will be made in the exercise of discretionary authority which is vested in the Secretary of the Interior, or his authorized representative, U.S. Department of Interior. To assist us in the exercise of that discretion, we invite your comments on the proposed acquisition. In order for the Secretary to assess the impact of the removal of the subject property from the tax rolls, and if applicable to your organization, we also request that you provide the following information:

1) If known, the annual amount of property taxes currently levied on the subject property allocated to your organization;
2) Any special assessments, and amounts thereof, that are currently assessed against the property in support of your organization;
3) Any governmental services that are currently provided to the property by your organization; and
4) If subject to zoning, how the intended use is consistent, or inconsistent, with the zoning.

We provide the following information regarding this application:

Applicant:

Fond du Lac Band of the Minnesota Chippewa Tribe

Legal Land Description/Site Location:

Priority 20

Parcel 1: (Carlton County Property ID: 81-030-0383) Identified as "Parcel 3" in Exhibit A to the Trustee's Deed dated June 27, 2013 from Donald A. Dens as Trustee of the Donald Arthur Dens Revocable Living Trust Created on August 19, 1999 (Document No. T000035183 and A000451680).

This notice does not constitute, or replace, a notice that might be issued for the purpose of compliance with the National Environmental Policy Act of 1969.

Your written comments should be addressed to the Bureau of Indian Affairs office listed at the top of this notice. Any comments received within thirty days of your receipt of this notice will be considered and made a part of our record. You may be granted one thirty day extension of time to furnish comments, provided you submit a written justification requesting such an extension within thirty days of receipt of this letter. Additionally, copies of all comments will be provided to the applicant for a response. You will be notified of the decision to approve or deny the application.

If any party receiving this notice is aware of additional governmental entities that may be affected by the subject acquisition, please forward a copy to said party.

A copy of the application, excluding any documentation exempted under the Freedom of Information Act (FOIA), is available for review at the above address. A request to make an appointment to review the application, or questions regarding the application, may be directed to Russell Baker, Supervisory Realty Specialist, Division of Fee to Trust, at (612) 725-4583.

Sincerely,

Regional Director

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Midwest Regional Office
Norman Pointe II
5600 American Boulevard West, Suite #500
Bloomington, Minnesota 55437

IN REPLY REFER TO:
Division of Fee to Trust
Priority 19a

JAN 10 2020

NOTICE OF (NON-GAMING) LAND ACQUISITION APPLICATION

Pursuant to the Code of Federal Regulations, Title 25, INDIANS, Part 151 notice is given of the application filed by the Fond du Lac Band of the Minnesota Chippewa Tribe to have real property accepted "in trust" for said applicant by the United States of America. The determination whether to acquire this property "in trust" will be made in the exercise of discretionary authority which is vested in the Secretary of the Interior, or his authorized representative, U.S. Department of Interior. To assist us in the exercise of that discretion, we invite your comments on the proposed acquisition. In order for the Secretary to assess the impact of the removal of the subject property from the tax rolls, and if applicable to your organization, we also request that you provide the following information:

1) If known, the annual amount of property taxes currently levied on the subject property allocated to your organization;
2) Any special assessments, and amounts thereof, that are currently assessed against the property in support of your organization;
3) Any governmental services that are currently provided to the property by your organization; and
4) If subject to zoning, how the intended use is consistent, or inconsistent, with the zoning.

We provide the following information regarding this application:

Applicant:

Fond du Lac Band of the Minnesota Chippewa Tribe

Legal Land Description/Site Location:

Parcel 1 (81-030-1190, 81-030-1220 Dens):

Northeast Quarter of Southeast Quarter

AND

that part of the Southeast Quarter of the Southeast Quarter, lying north of the Northern Pacific Railroad right of way, all in Section 5, Township 48 North, Range 17 West of the Fourth Principal Meridian, Carlton County, Minnesota.

Parcel 4 (06-510-6470 Rosen):

The Northeast Quarter of the Northeast Quarter, Section 28, Township 49 North, Range 17 West of the Fourth Principal Meridian, Carlton County, Minnesota,

EXCEPT

That portion of said Northeast Quarter of the Northeast Quarter platted as "GREEN ACRES ADDITION TO CLOQUET", according to the plat thereof on file and for Carlton County, Minnesota.,

AND EXCEPT

That portion of said Northeast Quarter of the Northeast Quarter more particularity described as follow, to-wit:

One acre of land commencing from a point on the north line of the Northeast Quarter, Section 28, Township 49 North, Range 17 West of the Fourth Principal Meridian, Carlton County, Minnesota that is 210 feet west of the northeast corner thereof, said point being the actual point of beginning; thence southerly on a line parallel to the east line of said Northeast Quarter of the Northeast Quarter, a distance of 208 feet; thence westerly on a line parallel to the north line of said Northeast Quarter of the Northeast Quarter, a distance of 208 feet; thence northerly on a line parallel to the east line of said Northeast Quarter of the Northeast Quarter, a distance of 208 feet to the north line of said Northeast Quarter of the Northeast Quarter; thence easterly along the north line of said Northeast Quarter of the Northeast Quarter, a distance of 208 feet to the point of beginning.

AND EXCEPT

That part of Section 28, Township 49 North, Range 17 West of the Fourth Principal Meridian, Carlton County, Minnesota, described as follows:

Beginning at the southeast corner of the Northeast Quarter of the Northeast Quarter, Section 28, Township 49 North, Range 17 West of the Fourth Principal Meridian, Carlton County, Minnesota; thence westerly along the south line of the North Half of the Northeast Quarter on an assumed bearing of North 89 degrees 45 minutes 27 seconds West, a distance of 2004.00 feet; thence northerly and parallel to the east line of said section, a distance of 144.12 feet; thence North 72 degrees 54 minutes 24 seconds East, a distance of 2094.55 feet, more or less, to the east line of said section; thence South 00 degrees 08 minutes 43 seconds East along the east line of said section, a distance of 768.50 feet, more or less, to the point of beginning.

EXCEPT

That portion of the above described part that lies within, Lot 1, Block 1, GREEN ACRES ADDITION TO CLOQUET, according to the plat thereof on file and for Carlton County, Minnesota,

The Priority 19a parcel is located near the central core of the Reservation and provides roughly 233 acres of wooded land with scattered wetlands. In addition to reestablishing the Band's 1854 land base, the acquisition of the Subject Property fulfills the Band's goal of preserving and protecting undeveloped, natural environments for its current members and the generations to come. There will be no change in land use.

As indicated above, the purpose for seeking your comments regarding the proposed trust land acquisition is to obtain sufficient data that would enable an analysis of the potential impact on local/state government, which may result from the removal of the subject property from the tax roll and local jurisdiction.

This notice does not constitute, or replace, a notice that might be issued for the purpose of compliance with the National Environmental Policy Act of 1969.

Your written comments should be addressed to the Bureau of Indian Affairs office listed at the top of this notice. Any comments received within thirty days of your receipt of this notice will be considered and made a part of our record. You may be granted one thirty day extension of time to furnish comments, provided you submit a written justification requesting such an extension within thirty days of receipt of this letter. Additionally, copies of all comments will be provided to the applicant for a response. You will be notified of the decision to approve or deny the application.

If any party receiving this notice is aware of additional governmental entities that may be affected by the subject acquisition, please forward a copy to said party.

A copy of the application, excluding any documentation exempted under the Freedom of Information Act (FOIA), is available for review at the above address. A request to make an appointment to review the application, or questions regarding the application, may be directed to Russell Baker, Supervisory Realty Specialist, Division of Fee to Trust, at (612) 725-4583.

Sincerely,

Regional Director

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Midwest Regional Office
Norman Pointe II
5600 American Blvd West, Suite #500
Bloomington, Minnesota 55437

IN REPLY REFER TO:
Division of Fee to Trust
Priority 25ab

JAN 10 2020

NOTICE OF (NON-GAMING) LAND ACQUISITION APPLICATION

Pursuant to the Code of Federal Regulations, Title 25, INDIANS, Part 151 notice is given of the application filed by the Fond du Lac Band of the Minnesota Chippewa Tribe, Minnesota to have real property accepted "in trust" for said applicant by the United States of America. The determination whether to acquire this property "in trust" will be made in the exercise of discretionary authority which is vested in the Secretary of the Interior, or his authorized representative, U.S. Department of Interior. To assist us in the exercise of that discretion, we invite your comments on the proposed acquisition. In order for the Secretary to assess the impact of the removal of the subject property from the tax rolls, and if applicable to your organization, we also request that you provide the following information:

1) If known, the annual amount of property taxes currently levied on the subject property allocated to your organization;
2) Any special assessments, and amounts thereof, that are currently assessed against the property in support of your organization;
3) Any governmental services that are currently provided to the property by your organization; and
4) If subject to zoning, how the intended use is consistent, or inconsistent, with the zoning.

We provide the following information regarding this application:

Applicant:

Fond du Lac Band of the Minnesota Chippewa Tribe, Minnesota

Legal Land Description/Site Location:

Parcel 1 (98-010-0190 Buscko):
The Southwest Quarter of the Southeast Quarter, Section 1, Township 48 North, Range 18 West of the Fourth Principal Meridian, Carlton County, Minnesota. Containing 40 acres, more or less.

Parcel 2 (98-010-0180 Buscko):
That part of the North half of the Southeast Quarter, Section 1, Township 48 North, Range 18 West of the Fourth Principal Meridian, Carlton County, Minnesota, lying and being South of

Parcel 8 (06-510-4217 Frank):
Commencing at the Southeast Corner of Southeast Quarter of Northwest Quarter of said Section 20, Township 49 North, Range 17 West of the Fourth Principal Meridian, Carlton County, Minnesota; thence West on the South line of said forty 495 feet to the point of beginning; thence North parallel to the East line of said forty to the North line thereof; thence West on said North line a distance of 200 feet; thence South parallel to the East line of said forty to the South line thereof; thence East on said South line a distance of 200 feet, more or less, to the point of beginning. Containing 5.00 acres, more or less.

Parcel 9 (06-510-3975 Gallagher):
Easterly 660 feet of the Southerly 330 feet of the South half of Northeast Quarter of Southeast Quarter, Section 19, Township 49 North, Range 17 West of the Fourth Principal Meridian, Carlton County, Minnesota, according to the government survey thereof. Containing 5.00 acres, more or less.

Parcel 10 (06-510-4307 Peacock):
The West 333.31 feet of South 393.31 feet of Northwest Quarter of Southwest Quarter, Section 20, Township 49 North, Range 17 West of the Fourth Principal Meridian, Carlton County, Minnesota. Containing 3.00 acres, more or less.

Parcel 11 (06-510-4800 Zacher):
The South 417.5 feet of the West 321 feet of West half of Southeast Quarter of Southeast Quarter, Section 21, Township 49 North, Range 17 West of the Fourth Principle Meridian, Carlton County, Minnesota. Containing 3.08 acres, more or less.

Project Description/Proposed Land Use:

The Midwest Regional Office has under consideration an application for the transfer of real property held by the Fond du Lac Band of the Minnesota Chippewa Tribe, Minnesota to be transferred to the United States in trust for the benefit of the Fond du Lac Band of the Minnesota Chippewa Tribe, Minnesota .

The subject property is comprised of 11 parcels totaling 233.12 acres, more or less, comprised of a mix of forested land with houses, some wetlands, and roadways. The Subject Property would serve two principal purposes; reestablishing the Band's 1854 land base, and provide Band member housing. Parcels 6-11 have homes occupied by Band members who have leased the property through agreements with the Band, and Parcel 2 has an unoccupied, but livable home. There will be no change in land use.

As indicated above, the purpose for seeking your comments regarding the proposed trust land acquisition is to obtain sufficient data that would enable an analysis of the potential impact on local/state government, which may result from the removal of the subject property from the tax roll and local jurisdiction.

BY CERTIFIED MAIL – RETURN RECEIPT REQUESTED:

State of Minnesota Governor
130 State Capitol
75 Rev. Dr. Martin Luther King Jr. Blvd
St. Paul, MN 55155
91 7199 9991 7038 0680 2556

Carlton County Auditor
Post Office Box 130
Carlton, MN 55718
91 7199 9991 7038 0680 2549

City of Cloquet, Administrator
1307 Cloquet Avenue
Cloquet, MN 55720
91 7199 9991 7039 3295 2170

Minnesota Department of Transportation
Attn: Director of Aeronautics
222 E. Plato Blvd
St. Paul, MN 55107
91 7199 9991 j7039 3295 2439

Town of Sawyer, Chairman
1501 Summit Avenue
Cloquet, MN 55720
91 7199 9991 7039 3295 2163

Perch Lake, Township Clerk
720 Salmi Road
Cloquet, MN 55720
91 7199 9991 7039 3295 2156

BY FIRST CLASS MAIL:

Honorable Chairman DuPuis
Fond du Lac Reservation Business Committee
1720 Big Lake Road
Cloquet, MN 55720

Timothy Krohn
Land Information Manager
1720 Big Lake Road
Cloquet, MN 55720

Sean Copeland
Tribal Attorney
1720 Big Lake Road
Cloquet, MN 55720

PARCELID	PHYSADDR	APTOWN	APRANG	APSECT	APLOT	PLDESC	APDEED	APSCH	DMMDI	ESTTOTVAL	TPRTMV
98-010-0190		48	18	1		TOWN OF SAWYER	40	93	1	41100	41100
98-010-0180	1434 BUSCKO RD	48	18	1		TOWN OF SAWYER	40.5	93	1	204200	204200
98-010-0160		48	18	1		TOWN OF SAWYER	40	93	1	29300	29300
98-010-0130		48	18	1		TOWN OF SAWYER	19.47	93	1	18800	18800
98-010-0140		48	18	1		TOWN OF SAWYER	16.18	93	1	16000	16000
06-510-3970	17 WUOLLET RD	49	17	19		CITY OF CLOQUET	15	94	1	159500	159500
92-034-5160	960 CARY RD	49	18	27		TOWN OF PERCH LAKE	36.03	93	1	196300	196300
06-510-4217	1763 BIG LAKE RD	49	17	20		CITY OF CLOQUET	6.06	94	1	189300	189300
06-510-3975	25 WUOLLET RD	49	17	19		CITY OF CLOQUET	5	94	1	226100	226100
06-510-4307	24 WUOLLET RD	49	17	20		CITY OF CLOQUET	3	94	1	111700	111700
98-230-0902		0	0	0	10	TOWNSITE OF SAWYER	0	93	1	900	900
98-230-1020		0	0	0	7	TOWNSITE OF SAWYER	0	93	1	300	300
06-510-4050	1711 BIG LAKE RD	49	17	20		CITY OF CLOQUET	53	94	1	185000	185000
81-030-1190		48	17	5		TOWN OF TWIN LAKES	40	93	4	35500	35500
81-030-1220		48	17	5		TOWN OF TWIN LAKES	29.95	93	4	32300	32300
06-510-6470		49	17	28		CITY OF CLOQUET	18.7	94	1	30300	30300
92-010-2560	3041 BIG LAKE RD	49	18	15		TOWN OF PERCH LAKE	40	94	1	48000	48000
92-010-4510		49	18	23		TOWN OF PERCH LAKE	20.95	94	1	16100	16100
92-034-6520		49	18	35		TOWN OF PERCH LAKE	40.62	93	1	21900	21900
92-034-6530		49	18	35		TOWN OF PERCH LAKE	31.8	93	1	23500	23500
92-034-6550		49	18	35		TOWN OF PERCH LAKE	3.79	93	1	4100	4100
81-030-0383	1675 HIGHWAY 210	48	17	2		TOWN OF TWIN LAKES	6.18	93	4	330400	330400
81-030-0384	1651 HIGHWAY 210	48	17	2		TOWN OF TWIN LAKES	5.35	93	4	487100	487100
										2407700	
										$2,407,700.00	

LANE
REEVOST
NORTH GRANITE
ENGLISH
HWY 33
SUNNYSIDE
AVENUE B
SUNNYSIDE
FREEMAN
BLACK
10TH
13TH
SELMER
PARK
CARLTON
PROSPECT
DODDRIDGE
20TH
17TH
15TH
14TH
12TH
8TH
7TH
6TH
5TH
4TH
3RD
2ND
ARMORY
OAK
TAYLOR
WHITE PINE
LOOP
SPRING LAKE
HANTZ
HWY 33
GILLETTE
JOHN
ROLAND
VALLEY VIEW
FRONTAGE
ROBIN
KOMOKO
HALVORSON
KODIAK
BRUNSWICK
OSCOWILLE
OTTER CREEK
COLOGNE
SCHMITZ
RIDGE
HOULE
JARVI
RESERVATION
BIG LAKE
AIRPORT
WHITE PINE
BREVATOR
SCOTTY
WHITETAIL
CARTWRIGHT
SWANSON
PFEIFER
JACK PINE
DANIELSON
WUOLLET
UNIVERSITY
CO RD 5
OVERLIE
KETOLA
FRANK
CONNORS
MOORHEAD
BROOKSTON
LUND
BERGMAN
BARNEYS
HOHENSEE
CARLSON
REPONEN
CENTRAL HALL
KOTRANTA
STRAND
HANRATTY
LAMMI
OTTER CREEK
HARBWOOD LAKE
TWIN LAKES
CEDAR LAKE
SALMI
LIND
JARVINEN
ENGER
WAGNEY
CARY
HOMESTEAD
BERG
PINE GROVE
CARY
LAKEVIEW
LAKE
MAPLE
DAVIS
MISSION
MOORHEAD
HWY 210
CO RD 7
BITCHBANK
TOWN RD 535
OLESIAK