

Carlton County
Board of Commissioners
ANNUAL SESSION

January 2, 2018

8:30 a.m.

Carlton County Transportation Building

A. Administrative - Routine

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Election of Board Chairperson for 2018
4. Approve Agenda
5. Election of Board Vice-Chairperson of 2018
6. Approve Minutes of the December 26, 2017, Adjourned Board Meeting
7. Visitors:
 - a.
 - b.
 - c.

B. Human Services

1. Financial
 - a. Accept the November, 2017, Public Health and Human Services Financial Report
2. Personnel
 - a. Consider hiring of Fiscal Officer position at the PHHS Offices (overlap and replacement)
3. Administrative
4. Social Services
5. Public Health Services
6. Income Maintenance

B. Human Services (continued)

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

C. Planning and Zoning

D. Land and Building

E. Transportation

F. Public Safety

G. Tax Matters

H. Administrative – Other

1. Approve conflict of interest resolution
2. Consider bids for legal publications for 2018
3. Set time and dates for County Board Meetings for 2018
4. Set time and dates for Committee of the Whole Meetings for 2018
5. Election of Committee of the Whole Chairperson for 2018
6. Election of Committee of the Whole Vice-Chairperson for 2018
7. Appointments of Commissioners to Commissions/Committees for 2018
8. Appointments of Non-Commissioners to Commissions/Committees for 2018
9. Closed session to discuss union negotiations
10. Approve out of state travel for Veterans Service Office staff
11. Consider letter of support for Cloquet School 'Safe Routes to School' Project
12. Set minimum salaries for elected officials – terms to start in January 2019
13. Resolution declaring intent to reimburse itself for prior expenditures – bond issuance
14. Consider action (if any) on Commissioner 2018 per diem rates.

I. Unorganized Township Matters

J. Commissioners Comments and Meetings Attended

K. Correspondence

1. 12/19/17 Enbridge Letter – Acknowledgement of Line 3 Project support

Dec 28, 2017

**PUBLIC HEALTH & HUMAN SERVICES FINANCIAL REPORT
ESTIMATED REPORT FOR NOVEMBER 2017**

BALANCE SHEET:

Cash on Hand - \$ 10,353,263
Receivables - \$ 5,987,913
Fund Equity - \$ 14,526,733
Available fund balance \$ 14,786,922

REVENUE & EXPENDITURES:

REVENUE:

State & Federal revenue under budget by 0.79 %
Other revenue over budget by 7.54 %
Overall revenue over budget by 0.4 %

EXPENDITURES:

Public Aid Assistance over budget by 5.3 %
Personnel Services under budget by 5.3 %
Overhead costs under budget by 10.8 %
Overall expenditures under budget by 2.3 %

As of month end, *estimated* net result of approximately \$ 333,209.

Kevin

12/28/2017

**CARLTON COUNTY PUBLIC HEALTH & HUMAN SERVICES
ESTIMATED BALANCE SHEET
HUMAN SERVICES FUND**

B1 a.

FOR MONTH OF NOVEMBER 2017

	2018	2017	17 vs 16
ASSETS			
Cash on Hand	\$9,021,762	\$10,346,863	1,325,101
Petty Cash Fund	3,977	6,400	2,423
Receivable:			
Taxes - Current	2,562,343	2,420,755	(141,588)
Taxes - Delinquent	218,868	298,747	79,879
Taxes - State County Program Aid	261,784	274,454	12,690
Due from Other Agencies	0	0	0
Accounts Receivable - Other	3,350	0	(3,350)
Revenue Accrual Adjustment (due from DHS & others)	1,600,000	2,993,957	1,393,957
Prepaid Expenses	0	0	0
Suspense	(119,537)	(81,557)	37,980
TOTAL ASSETS	\$13,552,527	\$16,259,619	2,707,092
LIABILITIES & FUND EQUITY			
LIABILITIES			
Accounts Payable	\$622,715	\$595,381	(\$27,334)
Current month Payables			
Salary & Wages Payable	384,509	446,111	61,602
Due other Funds	0	0	0
Due other Gov't Units	189,316	229,760	40,444
Deferred Revenue	134,670	135,851	1,181
TOTAL LIABILITIES	\$1,331,210	\$1,407,103	75,893
Reserve for Employee Benefits	58,320	65,594	9,274
Current Revenue/Expenditures		260,189	
TOTAL EQUITY	12,164,997	14,526,733	2,361,736
TOTAL LIABILITIES & FUND EQUITY	\$13,552,527	\$16,259,619	2,707,092
Designated fund balance	0	0	0
Available fund balance	\$12,164,997	\$14,786,922	\$2,621,925

12/28/2017

**CARLTON COUNTY PUBLIC HEALTH & HUMAN SERVICES
ESTIMATED STATEMENT OF REVENUE & EXPENDITURES
HUMAN SERVICES FUND**

B1 a.

FOR MONTH OF NOVEMBER 2017

	Current Month 2017	Year To Date 2017	Adjusted Budget 2017	Percent of Budget 91.7%	Over -Under
REVENUE:					
Current Property Taxes	\$623,323	\$6,856,550	\$7,479,873	91.7%	-0.0%
State Shared County Program Aid	54,891	603,798	658,689	91.7%	-0.0%
State	259,465	2,790,236	3,512,434	79.4%	-12.3%
Federal	850,629	4,376,451	5,842,337	74.9%	-16.8%
Other Revenue	358,690	1,946,297	2,169,444	89.7%	-2.0%
Transfers	0	9,045	13,400	67.5%	-24.2%
Revenue Accrual Adjustment		1,548,860			
TOTAL REVENUE	\$2,146,998	\$18,131,237	\$19,876,177	92.1%	0.4%
EXPENDITURES:					
Public Aid Assistance & Contracts	\$514,642	\$4,976,265	\$6,204,186	97.0%	5.3%
(less) 2016 accruals		(538,596)			
est current month accruals		1,583,357			
Personnel Services	728,591	10,542,357	12,654,996	86.4%	-5.3%
(less) 2016 accruals		(446,111)			
est current month accruals		831,702			
Operations Overhead			1,049,641	80.9%	-10.8%
Services & Charges	64,588	710,977			
Direct Material & Supplies	8,961	92,492			
Sales Tax/Other Misc	0	98			
(less) 2016 accruals		(56,785)			
est current month accruals		102,272			
TOTAL EXPENDITURES	\$1,316,782	\$17,798,028	\$19,908,823	89.4%	-2.3%
Gain (Loss) Revenue over Expenses	\$830,216	\$333,209	\$232,648	Use fund balance	

NOTE: Revenue & expenditures DO NOT include Collaborative activity
Kevin

B1 a.

	State	Federal	Other
360 SELF (710-3460) max 2,850		360	
10,300 IVE SSTS Adm. (1,600/mo - rev 3810-5321)		10,300	
50,000 IV-E FC/MPD (18,300/mo average less rev 5324)		50,000	
0 No NSF RCA (0/mo -rev 3820-5222)	0		
2,100 Child Care 720-3110/3120 (2,100/mo less revenue)	1,050	1,050	
38,000 Rule 5 MH Facilities MA & Insurance(ave 7,500/mo)		19,000	19,000
113,500 E&T 720-3370 (less revenue)	56,750	56,750	
0 FSSW Collab (2,500/mo)& Special Ed & School (2,400/mo less rev)			0
1,600 CMH Respite Grant (max 30,000)	1,600		
30,000 CMH-TCM (average 30,000/mo less rev)		18,600	11,400
(44,600) VCAA State Share 1pmt July \$44,600/mo max \$535,206	(44,600)		
11,500 CW-TCM (average 11,500/mo)		11,500	
-----> Total Family Services	\$212,760	\$14,800	\$167,560
45,000 Waivered Case Mgmt (avg 60,500/mo)	22,500	22,500	
60,000 MA SSTS &R25 F54 (20,000/mo - rev)AS & FS		60,000	
0 Integrated Fund (Max 515,863)	0		
19,200 SILS (750-3340 *.70 max 100,000)	19,200		
167,000 LTSS SSTS Admin avg 58k/mo 435&438 State/Fed	83,500	83,500	
10,000 Family Support (750-3350 max 92,573)	10,000		
35,000 MH/A/ADD TCM (avg 14,000/mo)		21,000	14,000
-----> Total Adult Services	\$336,200	135,200	187,000
381,200 IM Adm. (*.4 less Fed rev avg 80k/mo)		381,200	14,000
51,000 MAXIS/MA/GAMC 650-4400 (51,000 mo- rev)	28,050	22,950	
0	0		
-----> Total Income Maintenance	\$432,200	28,050	404,150
162,000 Child Support Adm. (*.66 less rev avg 20k/mo)		162,000	
120,000 Collections MA/GAMC/MAXIS (Ave 9,200/mo)			120,000
4,400 Collection Incentives - MA State (Ave \$4,400/mo)	4,400		
40,000 Fed Collection Incentives (Ave \$9,500/mo)		40,000	
-----> Total Child Support Services	\$326,400	4,400	202,000
60,000 Health Svcs A/R - estimated(42k/mo)	45,000		15,000
5,000 SHIP 2.0 Max 45k	5,000		
24,400 LPHG (Pd Qtrly \$146,420 Total) avg 12,200/mo	24,400		
13,000 MCH (YTD - *.75 Max \$45,778) avg 3,800/mo		13,000	
6,200 Public Health Preparedness Max \$19,500		6,200	
10,600 MIECHV 1 & 2 Max 79,240		10,600	
0 YSP Max 34,096		0	
30,000 WIC (YTD less rev) avg 10k/mo		30,000	
2,000 WIC Breastfeeding Max 7,990		2,000	
20,000 TANF Home visiting (Max 34,977)		20,000	
7,000 CWG		7,000	
15,000 CTC (less St. & fed rev) (Max \$74,253)	7,500	7,500	
0 Canvas Health Max 50k	0		
0 Universal Home Visiting (50,000-rev)collab avg 4,100/mo			0
16,600 PH LTSS LCTS avg.8,300/mo	8,300	8,300	
1,500 EDHI, Follow Along			1,500
30,000 MSHO, MSC+, (Medica Cap Pmt) SNBC HP avg. 30k/mo			30,000
-----> Total Health Services	\$241,300	\$90,200	\$104,600
Agency Total	1,548,860	272,650	1,065,310

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

_____ Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 01/02/2018
Via: Paul Gassert, County Auditor/Treasurer
From: Kevin DeVriendt Public Health and Human Services
Title of Item for Consideration: Overlap and Replace Fiscal Officer Position
Presenter: Kevin DeVriendt

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution (attached)
 Approve refilling and overlapping Fiscal Officer Position

Fiscal Impact (check all that apply)

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

Staffing Impact

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

Other

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

Summary

PHHS Fiscal Officer is retiring within the next year. Looking for as much overlap to transfer knowledge to a new person. There are many activities that are only completed 1x per year. The MN Department of Health has constant changes to grants and reports so thinking we need to transfer knowledge and overlap as many months as possible to ensure a smoother transition and not lose any funds. The maximum overlap would be 1 year, but most likely would only be 4 months. The official retirement letter is not turned in, but a letter stating the longest possible time before retirement is in writing. Projecting any levy impact and staffing level would only change temporarily and be within current overall budget. Additional State and Federal Administrative revenue and the .5FTE Accounting Technician that is unfilled would offset any increased costs. After the retirement, staffing level would be within 2018 FTE.

Supporting Attachments

- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015
Revised April 12, 2016

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

B-2a
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 01/02/2018
Via: Paul Gassert, County Auditor/Treasurer
From: Kevin DeVriendt Public Health and Human Services
Title of Item for Consideration: Overlap and Replace Fiscal Officer Position
Presenter: Kevin DeVriendt

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
- Award contract or bid
- Approve by resolution (attached)
- Approve refilling and overlapping Fiscal Officer Position

Fiscal Impact (check all that apply)

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

Staffing Impact

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

Other

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

Summary

PHHS Fiscal Officer is retiring within the next year. Looking for as much overlap to transfer knowledge to a new person. There are many activities that are only completed 1x per year. The MN Department of Health has constant changes to grants and reports so thinking we need to transfer knowledge and overlap as many months as possible to ensure a smoother transition and not lose any funds. The maximum overlap would be 1 year, but most likely would only be 4 months. The official retirement letter is not turned in, but a letter stating the longest possible time before retirement is in writing. Projecting any levy impact and staffing level would only change temporarily and be within current overall budget. Additional State and Federal Administrative revenue and the .5FTE Accounting Technician that is unfilled would offset any increased costs. After the retirement, staffing level would be within 2018 FTE.

Supporting Attachments

- _____
- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015
Revised April 12, 2016

Office Of The Carlton County Auditor/Treasurer

HM

AUDITOR

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

PAUL G. GASSERT

Auditor/Treasurer

Kathryn Kortuem

Chief Deputy Auditor/Treasurer

TREASURER

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

***** RESOLUTION NO. 18-000*****

BY COMMISSIONER:

ADOPTED: January 2, 2018

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

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

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

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

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

H2

Office Of The Carlton County Auditor/Treasurer

AUDITOR

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

PAUL G. GASSERT
Auditor/Treasurer

Kathryn Kortuem
Chief Deputy Auditor/Treasurer

TREASURER

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

***** RESOLUTION NO. 18-000*****

BY COMMISSIONER:

ADOPTED: January 2, 2018

BE IT RESOLVED to award the bid for the following legal publications to the low bidder, in 2018, at the Stated Rate Per Advertising Unit (S.A.U.), contingent upon their meeting all bid specifications and statutory requirements in regard to legal publications:

1. Summary of Commissioner Proceedings \$ Per S.A.U.
(The will publish the Commissioner's Proceedings for 2018.)
2. Other Legal Publications \$ Per S.A.U.
(The will publish Other Legal Publications for 2018.)
3. Notices and Lists of Real Estate Taxes Remaining
Delinquent on the First Workday of January 2018 \$ Per S.A.U.
(The will publish the Delinquent Real Estate List for 2018)

BE IT FURTHER RESOLVED that pursuant to Minnesota Statute 2008 331A.12, the Carlton County Board of Commissioners does hereby designate the Carlton County World Wide Web Site (www.co.carlton.mn.us) to be used in the same manner for publication/advertisement of Carlton County transportation projects.

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

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

I, Paul G. Gassert, 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 3rd day of January, 2017, 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 3rd day of January, 2017.

Paul G. Gassert
Carlton County Auditor/Treasurer

Office Of The Carlton County Auditor/Treasurer

H-3

AUDITOR

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

PAUL G. GASSERT

Auditor/Treasurer

Kathryn Kortuem

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TREASURER

P.O. Box 160
Carlton, Minnesota 55718-0160
Telephone (218) 384-9125
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***** RESOLUTION NO. 18-000*****

BY COMMISSIONER:

ADOPTED: January 2, 2018

BE IT RESOLVED that the schedule of Carlton County Board Meetings for 2018 shall be as follows: (with meetings to be held at the Carlton County Transportation Building – unless otherwise indicated and/or posted):

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

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

BE IT FURTHER RESOLVED that the January, 2018, Adjourned Board Meeting will be held at 4:00 p.m. on January 22, 2018, at the Carlton County Transportation Building unless indicated otherwise.

BE IT FURTHER RESOLVED that the May, 2018, Adjourned Board Meeting will be held at 4:00 p.m., on May 29, 2018, at the Carlton County Transportation Building.

BE IT FURTHER RESOLVED that the December, 2018, Regular Board Meeting will be held at 5:00 p.m., on December 11, 2018, at the Carlton County Transportation Building, and the December, 2018, Adjourned Board Meeting will be held at 4:00 p.m., on December 26, 2018, at the Carlton County Transportation Building unless indicated otherwise.

BE IT FURTHER RESOLVED that the Carlton County Board of Commissioners will meet as the Carlton County Board of Equalization and the Board of Review and Equalization for the unorganized townships of Carlton County at 3:00 p.m. on June 12, 2018, and at 3:00 p.m. on June 21, 2018 (if necessary), at the Carlton County Transportation Building; these meetings are subject to change in accordance with Department of Revenue Guidelines.

Office Of The Carlton County Auditor/Treasurer

HH

AUDITOR

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

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***** RESOLUTION NO. 18-000*****

BY COMMISSIONER:

ADOPTED: January 2, 2018

BE IT RESOLVED that the Carlton County Board of Commissioners shall meet as a Committee of the Whole in the Carlton County Transportation Building Meeting Room on the first Tuesday of each month in 2018, at 4:00 p.m., starting in February to discuss Road and Bridge, Land and Buildings, General Government, Public Safety and other matters.

Office Of The Carlton County Auditor/Treasurer

H7

AUDITOR

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

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Kathryn Kortuem

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TREASURER

P.O. Box 160
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Facsimile (218) 384-9116

***** RESOLUTION NO. 18-000*****

BY COMMISSIONER:

ADOPTED: January 2, 2018

BE IT RESOLVED to approve committee, commission, and other appointments of Commissioners, in 2018, as follows:

Committee / Commission

Airport Commission
Area Transportation Partnership
Arrowhead Counties Association
Arrowhead Economic Opportunity Agency
Arrowhead Health Alliance
Arrowhead Regional Corrections
Arrowhead Regional Development Commission
Arrowhead Regional Library Board
AMC Region 1
AMC Env & Nat Res Policy Committee
AMC General Government Policy Committee
AMC Health & Human Policy Committee
AMC Public Safety Policy Committee
AMC Trans & Infrastructure Policy Committee
AMC Tribal Relations Committee
Big Sandy Watershed District
Carlton County Collaborative
Carlton County Finance Committee
Carlton Co. Economic Dev. Authority
Carlton County Extension Committee
Carlton County Fair Board Representative(s)
Carlton County Building/Facilities Committee
Carlton County Justice Partners
Carlton County Law Enforcement Community
Carlton County Law Library
Carlton County Septic Financing Committee
Carlton County Wellness Committee
Carlton Fire District

Cloquet Economic Development Partnership
Coastal Water Commission
Community Health Services Board (Regional)

Commissioner(s)

Brenner/Peterson
Peterson/Tardy/Newman
Bodie/Brenner
Peterson
Brenner/Bodie (alt)
Brenner
Brenner
Patricia Brandstaetter
All Commissioners
Peterson
Brenner
Proulx
Bodie
Zmyslony
Proulx
Peterson
Brenner/Proulx (alt)
Board Chair/Board Vice Chair
Bodie/Brenner
Zmyslony/Peterson
Zmyslony/Peterson (alt)
Bodie/Brenner
Bodie/Zmyslony
Zmyslony/Brenner
Peterson
Zmyslony/Peterson
Proulx
Zmyslony(Clear Creek) / Brenner
(Sawyer)
Brenner/Proulx/Christenson
Brenner
Bodie

Cromwell/Wright Fire District	Peterson
Emergency Medical Services Council	Zmyslony/Peterson(alt)
Enbridge Pipeline Project Representatives	Zmyslony/Peterson
Friends of Animals (Animal Control)	Brenner/Genereau
Human Services Advisory Committee	Bodie
Human Services Appeal Committee	Brenner/Bodie/Lee/Genereau
Human Resources Advisory Committee	Proulx
Lakes and Pines Community Action Council	Peterson
Local Emergency Food and Shelter Board	Zmyslony
National Association of Counties (NACo)	All Commissioners
Northeast Minnesota Office of Job Training	Proulx
Northeast Waste Advisory Board (NEWAC)	Proulx/Brenner (alt)
Northspan	Brenner
Northland Connection	Brenner/Christenson
Laurention Resource Conservation & Development	Zmyslony
Planning Commission	Zmyslony
Recycling and Solid Waste Advisory Committee	Proulx
Regional Radio Board	Bodie/Belich (alt)
Soil & Water Conservation District Liaison	Zmyslony
St. Louis River Trail Committee	Brenner/ Proulx/Tardy
Water Management Plan Advisory Board	Peterson

BE IT FURTHER RESOLVED that all necessary expenses associated with these meetings be paid for by the County, including up to three (3) NACo Conferences for the County Commissioners.

Office Of The Carlton County Auditor/Treasurer

H-8

AUDITOR

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

PAUL G. GASSERT

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

***** RESOLUTION NO. 18-000*****

BY COMMISSIONER:

ADOPTED: January 2, 2018

BE IT RESOLVED that Non-Commissioner appointments to the Committee of the Whole, in 2018, shall be as follows:

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

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

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: January 2, 2018
Via: Paul Gassert, County Auditor/Treasurer
From: Dennis Genereau, Jr.
Title of Item for Consideration: Closed session to discuss union negotiations
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 County negotiating team(s) have been involved in the negotiation of the contract(s) on behalf of the employer.

Summary

Supporting Attachments

-
-

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

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

4-10
Agenda Item #

Approved and Adopted on March 10, 2015

To: Chairperson, Carlton County Board of Commissioners
Via: Paul Gassert, County Auditor/Treasurer
From: Duane Brownie, CVSO

Date: 12/27/2017

Item for Consideration: Out of State Travel for DVSO and CVSO
Requested Meeting Date: 01/02/2018 Presenter: Duane Brownie, CVSO

Type of Action Requested (check all that apply)

- Info only, no action requested
- Discussion only with possible future action
- Adopt Ordinance, Policy, or Revision
- Letter/Award Bid or Quote (attach copy of bid/quote comparison)
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize (re)filling staff position
- Request to schedule public hearing/meeting
- Item to be referred to _____ Committee/Commission
- Request by member of the public to be heard
- Item to be table until future meeting on _____
- Item to be addressed in closed session under MN Statute
- Other (please list) Approve Out of State Travel

Fiscal Impact (check all that apply)

Reviewed by the Finance Committee Yes No
Is this item in the current approved budget: Yes No (attach explanation) Partially _____
What type of expenditure is this? Operating Capital Improvement Project Other (attach explanation) _____
Revenue line or account that funds this item: _____
Expenditure line or account for this item: CVSO Enhancement Grant Monies
Budget adjustment required Yes No Budget Year(s) _____
Federal/State Grant Funds applicable Yes No Federal/State Grant No. _____ CFDA No. _____

Staffing Impact (Any yes answer requires a review by Human Resources Department before going to the Board)

Duties of a department employee(s) may be materially affected. Yes No
Applicable job description(s) may require revision. Yes No
Item may impact a bargaining unit agreement or county work policy. Yes No
Item may change the department's authorized staffing level. Yes No

HR Review

Other Impact

Reviewed by other Committee(s). Yes No
If so, which Committee and what was their recommendation? _____

Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Bid/quote comparison worksheet
- Draft County Board resolution
- Copy of previous minutes related to this issue
- Other supporting document(s) (Please list) _____

CC: _____

Provide copies of supporting documentation **NO LATER THAN Thursday at 12:00 p.m.** to make the Board's agenda packet for the following Monday/Tuesday. Items **MAY NOT** be placed on the Board agenda except in emergency situations unless complete documentation is provided for mailing in the Board packets.

Summary:

I am respectfully requesting out of state travel for the DVSO and the CVSO to attend the National Association of County Veterans Services Officers Conference this year in Reno, NV. This training helps us maintain our credentials within the Department of Veterans Affairs Administration so that we can access their government files at our local level to help the veterans within our community.

NACVSO Training Conference 2018

Date: June 2, - June 8, 2018

Place: Reno, NV

Property: Silver Legacy Hotel

Hotel Reservation for the 2018 Conference is Now Open

Reno, NV - Silver Legacy Resort Hotel

(located in the heart of downtown Reno, Nevada)

407 N. Virginia Street; Reno, NV 89501

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: January 2, 2018
Via: Paul Gassert, County Auditor/Treasurer
From: Dennis Genereau, Jr.
Title of Item for Consideration: Safe Routes To School Letter of Support
Presenter: Dennis Genereau, Jr.

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

Staffing Impact

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

Other

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

Summary

Please see attached Safe Routes To School Letter.

Supporting Attachments

- SRTS Letter
-

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated



Office

Commissioners

County of Carlton
Carlton County Courthouse
P.O. Box 130
Carlton, MN 55718-0130
Telephone (218) 384-9127
Facsimile (218) 384-9116

FIRST DISTRICT
Dick Brenner, Cloquet
SECOND DISTRICT
Marv Bodie, Esko
THIRD DISTRICT
Thomas Proulx, Cloquet
FOURTH DISTRICT
Susan Zmyslony, Carlton (Vice-Chairperson)
FIFTH DISTRICT
Gary Peterson, Barnum (Chairperson)

January 2, 2018

RE: Minnesota Department of Transportation Safe Routes to School Planning Assistance Grant: Cloquet Independent School District #0094

To Whom this May Concern:

We, the Carlton County Board, are pleased to support the Cloquet Independent School District #0094 Safe Routes to School (SRTS) Application to develop a Cloquet Middle/High School SRTS Plan to help address safety issues and barriers for students walking and bicycling to the middle and high school.

As the Carlton County Board, we are committed to providing students with a safe, healthy learning environment where they can grow and achieve. An SRTS plan for the Cloquet Middle School and Cloquet High School will assist us with making the environment safer, beyond the school building, for students and the community. SRTS communities around the state have shown improved student academic performance, improved health, reduced traffic congestion, better air quality and overall improved walking and bicycling safety with the development and implementation of SRTS programs and community wide support.

We strongly support our county departments' and staffs' participation in a planning process to create an SRTS plan and work with an SRTS team to implement greater safety measures for student pedestrians and bicyclists. Active students are healthy students.

We strongly support this SRTS planning assistance application. Thank you in advance for your consideration of this worthy project.

Sincerely,

Carlton County Board Chair

Office Of The Carlton County Auditor/Treasurer

~~11/25~~ H-12

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

PAUL G. GASSERT
Auditor/Treasurer

Kathryn Kortuem
Chief Deputy Auditor/Treasurer

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

*** RESOLUTION NO. 18-000***

BY COMMISSIONER:

ADOPTED: January 2, 2018

WHEREAS, Minnesota Statutes 384.151, Subdivision 1(f) requires that at the January meeting prior to the first date on which applicants may file for the elected county office the board shall set by resolution the minimum salary to be paid to the elected county officials for the term next following.

NOW, THEREFORE, BE IT RESOLVED that the Carlton County Board of Commissioners does hereby set the minimum salary to be paid to the elected county officials for the term next following said election as follows:

County Commissioner	\$ 23,034	} 2018
County Attorney	\$110,266	
County Sheriff	\$ 99,524	
County Auditor/Treasurer	\$ 96,747	

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

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

I, Paul G. Gassert, 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 2nd day of January, 2018, 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 2nd day of January, 2018.

Paul G. Gassert
Carlton County Auditor/Treasurer

BY COMMISSIONER:

ADOPTED: January 2, 2018

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

1. Recitals.

- a. The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the County's bonds used to reimburse the County for any project expenditure paid by the County prior to the time of the issuance of those bonds.
- b. The Regulations generally require that the County make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than sixty (60) days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocations be made from the proceeds of such bonds within eighteen (18) months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than three (3) years after actual payment).
- c. The County heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.
- d. The County's bond counsel has advised the County that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application to payments of County Project cost first made by the County out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration.

The Regulations, in the situations in which they apply, require the County to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The County Board hereby authorizes the County Auditor/Treasurer to make the County's Declarations or to delegate from time to time that responsibility to other appropriate County employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

- a. Each Declaration shall be made not later than sixty (60) days after payment of the applicable project cost and shall state that the County reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Attachment C which is attached to and made a part of the Resolution, or in any other format which may at the time comply with the Regulations.
- b. Each Declaration shall (1) contain a reasonably accurate description of the "project" as defined in the Regulations (which may include the property or program to be financed, as applicable),

to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

- c. Care shall be taken so that the County, or its authorized representatives under this Resolution, not make Declarations in cases where the County does not reasonably expect to issue reimbursement to bonds to finance the subject project costs, and the County officials are hereby authorized to consult with bond counsel to the County concerning the requirements of the Regulations and their application in particular circumstances.
- d. The County Board shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the County has made Declarations.

3.Reimbursement Allocations.

The designated County officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the county's use of the applicable bond proceeds to reimburse the original expenditures.

4.Effect.

This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the County for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

See Attachment C

ATTACHMENT C

Declaration of Official Intent

The undersigned, being duly elected and acting County Auditor/Treasurer of the County of Carlton, Minnesota (the "County"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue code of 1986, as amended, hereby states and certifies on behalf of the County as follows:

- 1.The undersigned has been and is on the date hereof duly authorized by the County Board of Commissioners to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the County
- 2.This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

Carlton County **Public Safety Facilities Site Acquisition and Building Construction Project**

3.The County reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the County after the date of payment of such costs. As of the date hereof, the County reasonably expects that **\$50,000,000** is the maximum principal amount of the bonds which will be issued to finance the Project.

4.Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5.As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date:

County Auditor/Treasurer
County of Carlton, Minnesota



Received *DA* *K-1*

DEC 27 2017

Carlton County

December 19, 2017

Carlton County Board
c/o Dennis Generau, Jr., County Coordinator
301 Walnut Avenue
Room 214
Carlton, MN 55718

Dear Dennis,

This letter is to acknowledge your ongoing support of Enbridge and our Line 3 Project.

The resolution in favor of replacing Line 3 that your County Board passed is truly appreciated. Often, regulatory entities indicate that it is very important to hear from communities in which pipeline projects are proposed, so those regulators can better understand the appetite of the community. Your Board's repeated support of Enbridge's projects sends a strong message to regulators that this project is needed and wanted by members of your community.

Since we submitted our first paperwork to the Minnesota Public Utilities Commission to replace Line 3 in October 2014, Enbridge has been overwhelmed by the support your Board and others have provided, especially given the length and complexity of the regulatory process.

This project has been well-studied and has had ample public involvement – 65 public meetings and multiple public comment periods. When constructed, the Line 3 Replacement Project will provide 8,600 jobs, provide an additional \$19.5M in property tax revenue (our conservative estimate) and stimulate local economies through a \$2+ billion investment.

From the highest levels of our organization, we are committed to replacing Line 3. Thank you for your perseverance and unwavering support. We will finish this process, replace Line 3 and share the economic value, safety and energy security provided by pipeline infrastructure throughout Minnesota.

Thank you and have a happy holiday season.

Sincerely,

John Swanson
Vice President, Major Projects