

**Carlton County  
Board of Commissioners  
REGULAR SESSION - Rough Draft  
Tuesday, July 14, 2020  
8:30 a.m.**

The Carlton County Board of Commissioners met this 14<sup>th</sup> day of July in Regular Session at the Carlton County Transportation Building.

Chairperson Bodie called the meeting to order at 8:30 p.m. Members present: Brenner (by video), Bodie, Proulx, Thell, Peterson. Absent: None.

The meeting opened with the Pledge of Allegiance to the Flag.

The County Attorney stated that due to the COVID-19 pandemic and the related peace time emergency declaration an in-person meeting was not practical or prudent and declared that necessary conditions were met for remote participation.

Motion by Thell, seconded by Peterson, and carried by all yea votes to approve the Agenda as amended.

Motion by Proulx, seconded by Brenner, and carried by all yea votes to approve the Minutes of the June 9, 2020, Regular Board Meeting; the June 22, 2020, Adjourned Board Meeting; and the June 15 and June 22, 2020, Board of Review and Board of Appeal and Equalization.

The County Recorder introduced the Chief Deputy Recorder, Sarah Lehrke.

Motion by Thell, seconded by Peterson, and carried by all yea vote to authorize the drafting of a Letter of Support for the Human Development Center for increased substance use disorder services in Carlton County.

Motion by Brenner, seconded by Proulx, and carried by all yea votes to approve the issuance of 2020 Mixed Municipal Solid Waste (MMSW), Demolition Waste, and Recycling Hauler License Renewals as follows:

No.	Facility	Type	License
H2099	Safety-Kleen Systems Inc	Peterbilt	P882137
H20100	Safety-Kleen Systems Inc	Kenworth	YBG 6124
H20101	Safety-Kleen Systems Inc	International	P593456

Motion by Brenner, seconded by Proulx, and carried by all yea votes to approve the issuance of Garbage Hauler licenses as follows:

H20102	Nordstrom's Sanitation, LLC	Peterbilt	YBJ 0613
H20103	Cloquet Sanitary Service	Peterbilt	YBY 1499

Motion by Peterson, seconded by Brenner, and carried by all yea votes to approve the submittal of the Carlton Soil and Water Conservation District (SWCD) Nemadji One Watershed One Plan draft watershed management plan to the Minnesota Board of Water and Soil Resources (BWSR) for a 60-day review.

Motion by Brenner, seconded by Proulx, and carried by all yea votes to approve the following resolution (20-066):

WHEREAS, the contract with KGM Contractors Inc. for S.A.P. 009-621-003, Bituminous Milling, Grading and Aggregate Surfacing of CSAH 21 (Swede Lake Road) between 1.8 Miles North of CR 123 and TH 210, in Cromwell, MN has in all things been completed and the County Board has been fully advised in the premises;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Carlton County Board of Commissioners does hereby accept said completed project for and in behalf of the County of Carlton; and
2. That the Carlton County Board of Commissioners does hereby authorize the County Engineer to make final payment in the amount of seventy-eight thousand, eight hundred fifty-one dollars and twenty cents (\$78,851.20) to KGM Contractors Inc.

Motion by Brenner, seconded by Proulx, and carried by all yea votes to approve the following resolution (20-067):

BE IT RESOLVED by the Carlton County Board of Commissioners as follows:

1. That the Grant Agreement for Airport Improvement, to be used for snow removal equipment, AIP Grant Project Number 3-27-0018-016-2020 at the Cloquet – Carlton County Airport is accepted.
2. That the County Engineer, or the County Auditor/Treasurer, or the County Board Chairman or their designees, are authorized to execute this agreement and any amendments thereto, on behalf of the Carlton County Board of Commissioners.

Motion by Proulx, seconded by Thell, and carried by all yea votes to approve refilling the Clerk Accountant position in the Transportation due to a retirement, with the understanding that the refilling of any resulting open positions will be approved by the board.

Motion by Brenner, seconded by Peterson, and carried by all yea votes to approve the reappointment of Kyle Holmes as the Carlton County Assessor for a four year term effective January 1, 2021.

Motion by Brenner, seconded by Thell, and carried by all yea votes to approve the deferral of principal payments of the Carlton County Agriculture & Industrial Association (Carlton County Fair Board) Economic Development loan taken out in 2004 and further to extend the final payment date to 2025.

Motion by Brenner, seconded by Proulx, and carried by all yea votes to authorize the County Auditor to lease and/or create easements across Carlton County Fee property in Sections 10 & 11, Township 48 N Range 17 W (PIN's 81-030-1938 & 81-030-2240) and across State of Minnesota – Tax Forfeited land administered by Carlton County in the Northeast Quarter of the Northeast Quarter of Section 11, Township 48 N Range 17 W (PIN 81-030-2140) to the Fond du Lac Band of Ojibway to facilitate the construction of a 203kV substation contingent upon submission of a formal survey with appropriate permits from the county and Minnesota Public Utilities Commission; said lease or easements will be non-restrictive in perpetuity.

Motion by Proulx, seconded by Peterson, and carried by all yea votes to accept the expenditure listing for May 2020 as follows:

Fund 1	Revenue	\$1,831,232.74
Fund 10	Road and Bridge	529,836.09
Fund 11	Public Health & Human Services	1,465,459.51
Fund 30	Cap Outlay Barnum Garage Project	185,173.96
Fund 71	Motor Vehicle	153,144.05
Fund 73	State Fund	1,292,940.56
Fund 74	Forfeited Tax	21,791.07
Fund 75	Economic Development (IRRRB)	19,317.92
Fund 78	Schools	3,918,497.50
	Total	<u><u>\$9,417,393.40</u></u>

Motion by Brenner, seconded by Thell, and carried by all yea votes to approve the following resolution (20-068):

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

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

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

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

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

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

Motion by Proulx, seconded Brenner, and carried by all yea votes to approve the following resolution (20-069):

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

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

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

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

Motion by Brenner, seconded by Bodie, and carried by all yea votes except Thell and Proulx who voted nay, to strongly recommend the public wear face coverings in County buildings, that staff should use face coverings while in public areas of County buildings, and that department heads may not require staff face coverings in their offices when proper social distancing is possible. Commissioner Brenner withdrew the motion after further discussion.

Motion by Brenner that public entering County buildings shall wear face coverings, and that staff should use face coverings while in public areas of County buildings, and that department heads may not require staff face coverings in their offices when proper social distancing is possible. Motion died upon lack of second.

Motion by Proulx, seconded by Thell, and carried by all yea votes to approve the following resolution (20-070):

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, time is of the essence.

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

BE IT FURTHER RESOLVED that the Board directs the spending of existing county funds in an amount equivalent to the required match indicated in the application on the purposes for which the grant is received; and

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

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

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

Motion by Proulx, seconded by Thell, and carried by all yea votes to authorize expenditures by the Information Technology (IT) Department for technological updates to the former Cloquet City Hall after review by the Cares Act Committee.

Commissioner Thell provided an update on bonding for the Carlton water line project before the state legislature.

Commissioner Peterson requested the Transportation Department collaborate with utility companies and others for ditch brushing and other mutual projects.

Motion by Proulx, seconded by Thell, and carried by all yea votes to close the regular meeting for discussion of union negotiations.

Motion by Proulx, seconded by Thell, and carried by all yea votes to close the closed session and return to the regular session.

Motion by Proulx, seconded by Thell, and carried by all yea votes that this meeting be adjourned.

Attest: \_\_\_\_\_  
Kathryn Kortuem  
Acting County Auditor/Treasurer

\_\_\_\_\_  
Marv Bodie  
Board Chairperson