

Carlton County

2016 BUDGET REPORT



Adopted: April 25, 2016

*This Budget Report is an unaudited cash basis report. Department and Agency narratives reflect initial budgeting requests, not actual approved funding requests.

AGENCIES:

Arrowhead Library System
Arrowhead Regional Corrections
Carlton County Fair
Carlton County Historical Society
Carlton Soil & Water Conservation District
Emergency Medical Service Council
Humane Society of Carlton County

DEPARTMENTS:

Assessor
Attorney
Auditor - Treasurer / Extension / Motor Vehicle
Building Maintenance
Collaborative
Coordinator
Economic Development
Human Resources
IT
Land
Public Health & Human Services
Recorder
Sheriff's Office
Transportation
Veterans Service Office
Zoning and Environmental Services
Judicial Services

AGENCY BUDGET REPORTS



Arrowhead Library System

Jim Weikum
218-741-3840

Purpose Statement

Arrowhead Library System enhances the value of all types of libraries to their communities by cultivating collaboration, technological innovation, and professional development; and enriches the quality of life by providing direct services for those without a public library and access to electronic resources for all people in northeastern Minnesota.

The region's public libraries are strong and vital hubs in their communities, and a source of great civic pride. People of all ages, locations, and socio-economic backgrounds actively make use of public library services. Public libraries are in tune with changing needs in their communities and respond with services and programming that consistently satisfy and delight the people who use them.

Regional Public Library Systems energize the public library community by using their combined talents to provide leadership in identifying where public libraries will be in the future.

2016 Initiatives

Every effort will be made to encourage Community Programs, who receive county funding or other supports, to purposefully align departmental activities and resources with the key objectives established by the county through Strategy Aligned Management. Specifically, there will be an effort to advance the following priority initiatives during 2016:

- Library Services

Carlton County is a member of the Arrowhead Library System (ALS), a seven-county regional public library system organized through a joint powers agreement. Membership in ALS extends access to library services for all Carlton County residents. ALS provides direct services to Carlton County residents through the Bookmobile and Mail-A-Book program. Carlton County residents can use their Arrowhead library card at any public library in the County, any of ALS's 28 member public libraries, and at nearly every public library in the State of Minnesota. ALS provides a variety of electronic resources that are available 24 hours a day via the Internet. Through ALS membership, Carlton County residents are able to access an array of State-funded electronic resources. ALS provides and underwrites a variety of

services to the three public libraries in Carlton County. A popular service available to all residents are downloadable e-books and audiobooks and, more recently, e-magazines. During the past two years, ALS implemented a LEAN process to evaluate a number of services and internal processes. Effective January 1, 2015, a major change was made to delivery services and a number of changes have been made to internal processes to gain efficiencies. Early literacy has been a focus with ALS sponsoring multiple training opportunities for the national *Every Child Ready to Read* program, inviting staff from public libraries and school libraries. ALS has invested in an online product called *Brainfuse* which includes two components:

1. HelpNow: Homework help, Skills building, Writing lab, 24/7 Homework question center, Adult learning and Language support.
2. JobNow: Coaching, Resume and Job Search tools

Budget

| 501 | Budgeted | Actual | Budgeted | Actual | Levy | Fund | Actual |
|------|-----------------|-----------------|-----------------|-----------------|-------------------|----------------|---------------|
| | Expenses | Expenses | Revenues | Revenues | Allocation | Balance | Levy |
| 2012 | \$149,490 | \$149,490 | \$0 | \$149,913 | \$149,490 | \$0 | \$149,490 |
| 2013 | \$149,490 | \$166,100 | \$0 | \$167,325 | \$149,490 | \$0 | \$149,490 |
| 2014 | \$149,490 | \$149,490 | \$0 | \$149,747 | \$149,490 | \$0 | \$149,490 |
| 2015 | \$166,100 | \$149,817 | \$0 | \$150,386 | \$166,100 | \$0 | \$166,100 |
| 2016 | \$149,490 | | \$0 | | \$149,490 | \$0 | \$149,490 |



Arrowhead Regional Corrections

Kay Arola
218-726-2640

Purpose Statement

Carlton County is one of five member counties of the Arrowhead Regional Corrections (ARC) joint powers agency. This agency is established under the Community Corrections Act. There are many advantages to being involved in a joint powers agreement as well as being structured as a CCA agency. ARC is committed to efficient and effective services that are fiscally responsible and provide for public safety.

Our mission: Affecting Lives by Reducing Crime. ARC affects: **OFFENDERS**, through case planning, programming, treatment, supervision, and sanctions which are provided in a fair, respectful and responsive manner; **VICTIMS**, by assisting and supporting them within the criminal justice system; and **COMMUNITIES**, by enhancing public safety, sharing knowledge, repairing harm, promoting positive social change and by collaborating with other community / cultural resources to achieve mutual goals.

2016 Initiatives

ARC is working on positioning itself to meet the correctional needs of the five counties for several decades to come. Investments are being made in asset preservation, staffing analysis is up to date, and county share budget allocations are being analyzed.

Budget

| 450 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| | \$1,176,688 | \$1,176,688 | \$0 | \$0 | \$1,176,688 | \$0 | \$1,176,688 |
| 2012 | \$1,474,266 | \$1,462,099 | \$0 | \$0 | \$1,474,266 | \$0 | \$1,474,266 |
| 2013 | \$2,215,890 | \$2,207,889 | \$0 | \$0 | \$2,215,890 | \$500,000 | \$1,715,890 |
| 2014 | \$1,800,097 | \$1,790,353 | \$0 | \$0 | \$1,800,097 | \$0 | \$1,800,097 |
| 2015 | \$1,603,989 | | \$0 | | \$1,603,989 | \$0 | \$1,603,989 |
| 2016 | | | | | | | |



Carlton County Fair

Allysha Sample
 218-389-6737

Purpose Statement

The Purpose of the funds given to the Carlton County Fair is for great entertainment four days out of the year for the young and the old. The entertainment consists of everything from exhibits and showmanship to education and fun things to do. We have approximately 40,000 fairgoers a year.

When the Fair is not in session, the grounds are used for several different things year round such as: weddings, reunions, conventions, summer camps (4H and Boy Scouts) and many other gatherings with families and/or animals. We work hard to keep everything within the standards of the ADA to make sure that all of our buildings and grounds are handicap accessible.

During the winter months, our buildings are used for storage and the Centennial. Other out buildings are rented out to North Country Wreaths which is a seasonal business located on the fairgrounds from October 1st to December 1st and employees many local people for a short period of time.

2015 Initiatives

These are the reasons The Carlton County Agricultural Association works hard with the County to keep the upkeep of our grounds to be able to host and entertain so many people and organizations throughout the year.

Budget

| 601 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$39,750 | \$39,750 | \$0 | \$0 | \$39,750 | \$0 | \$39,750 |
| 2013 | \$39,750 | \$39,750 | \$0 | \$0 | \$39,750 | \$0 | \$39,750 |
| 2014 | \$39,750 | \$39,750 | \$0 | \$0 | \$39,750 | \$0 | \$39,750 |
| 2015 | \$36,750 | \$36,750 | \$0 | \$0 | \$36,750 | \$0 | \$36,750 |
| 2016 | \$37,750 | | \$0 | | \$37,750 | \$0 | \$37,750 |

This year we are requesting \$37,750.00 to be used as follows:

- \$10,000.00 General Maintenance
- \$2,500.00 Fire Departments and Ambulance from EMS
- \$3,500.00 Security Officers and Assistants
- \$5,750.00 Subsidize County and 4-H activities
- \$16,000.00 Major improvements include building exteriors and interiors, updating existing fixtures, and promotion of our facilities, community and county.



Carlton County Historical Society

Rachael Martin
218-879-1938

Purpose Statement

The Carlton County Historical Society is a private non-profit corporation 501(c)3 established in 1949 with the mission "To collect, preserve and disseminate the history of Carlton County."

2015 Initiatives

This year the Carlton County Historical Society has been working on new and on-going initiatives:

- Creating an awareness of the museum as a tourist attraction. In an effort to expand our visitor base and increase attendance at our museum in Cloquet, we started in 2011 by adding a modest line item in our Budget for Advertising and seeking grants for ads. We have advertised in the Pine Journal, Minneapolis Star Tribune, the Senior Reporter magazine, the Cloquet High School theater playbill and twice in the Destinations publication of the Duluth News Tribune. We also have signed up to be a Blue Star Museum and participate in the Smithsonian's Museum Day Live for the last five years. This year we put a paid ad in the County Seat Theater playbill for the entire year and are planning to print a tourism rack card to be placed in tourist information centers, hotels and motels.
- Barn Photography Committee. The Carlton County Historical Society started a new committee this year made up of interested citizens in the county to photograph old barns throughout Carlton County before they deteriorate and are lost altogether. We have held several monthly meetings so far, meeting with photographers, other county historical societies who have undertaken such a project, our County Attorney and visited with the Minnesota Historical Society for advice. We have been developing a planned approach, creating permission forms, name badges, and dividing the county to cover all areas. We are in the process of hiring an intern to coordinate the collection of the photographs. I also met with the Minnesota Reflections director about putting some of the historic barn photos in our collection on their website. Our primary purpose is to collect photos soon, then decide if we wish to publish a book or use these photos for another educational tool.
- Tour of Carlton County Farms. Carlton County Historical Society staff have been working since April to develop a bus tour of unique and historical farms in Carlton County for the fall. We have contacted many possible places and are currently developing the date, route and pricing, so we can advertise our event soon. WE hope this will be another was for us to fulfill our mission of sharing the history of the county with the public.

Your allocation makes it possible for the Carlton County Historical Society to keep its museum open five days a week, where we offer changing exhibits, research, programs and activities all year long. At the museum, your allocation provides a safe and accessible area for storage and preservation of our collection of historical artifacts.

Outside the museum, your allocation helps us travel throughout the County offering programs and traveling exhibits. It also allows us to maintain three buildings at the Carlton County Fairgrounds in Barnum and operate them during the four day fair. In addition, \$2,163 of your allocation goes to the Moose Lake Area Historical Society for their operations.

Budget

| 502 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--|--------------------|
| 2012 | \$41,200 | \$41,200 | \$0 | \$0 | \$41,200 | \$0 | | \$41,200 |
| 2013 | \$41,200 | \$41,200 | \$0 | \$0 | \$41,200 | \$0 | | \$41,200 |
| 2014 | \$41,200 | \$41,200 | \$0 | \$0 | \$41,200 | \$0 | | \$41,200 |
| 2015 | \$43,260 | \$43,260 | \$0 | \$0 | \$43,260 | \$0 | | \$43,260 |
| 2016 | \$45,000 | | \$0 | | \$45,000 | \$0 | | \$45,000 |



Carlton County Soil & Water Conservation District

*Brad Matlack
Carlton SWCD Manager
218-384-3891*

Purpose Statement

The Carlton County Soil and Water Conservation District (SWCD) was formed in 1961 through a petition for the creation of the district filed with the State Soil Conservation Committee pursuant to the provisions of the State Soil Conservation District Law.

The SWCD is a subdivision of state government, created by the State under MN Statute Chapter 103C, and charged with assisting land occupiers with implementation of practices that conserve the soil and water resources of the State. A board of five (5) supervisors, elected at the general election, governs the District.

The mission of the SWCD is to **“Assist land occupiers in protecting and enhancing the natural resources of Carlton County.”** The SWCD works to fulfill this mission in Carlton County by providing leadership in water quality and soil erosion issues including: Environmental and Conservation Education, Resource Management Planning, Project Planning and Implementation, and Financial Assistance Programs for Conservation Practice Implementation.

2014 Initiatives

The accomplishments of the SWCD are documented in an annual report presented to the County Board and other state, federal, local and private conservation partners. The annual report details program accomplishments and project outcomes, and is available for review on the SWCD’s website at www.carltonswcd.org, or a copy can be requested from the SWCD office at 218-384-3891.

2015 Initiatives

In accordance with state statute, the SWCD develops two plans that guide district operations. The Long Range Comprehensive Plan covers a 5 year window and is a big picture view of what the SWCD wants to accomplish in that time period. The Biennial Budget Request is compiled for the MN State Legislature and documents projects and program additions including budget figures to carry out the plan, specific to a biennium. The Carlton SWCD board recently approved an updated Comprehensive plan for the years 2015-2019. Appendix A outlines the Goals, Objectives, and Action Items from this updated plan and is included with this document. The complete 2015-2019 Comprehensive Plan, including the 2016-2017 Biennial Budget Request Summary, can also be found on the SWCD’s website. These plans document an expected significant expansion of SWCD programs including:

1. A stronger agriculture sector presence involving a soil health initiative, terrestrial invasives program, and implementation of Minnesota’s Agricultural Water Quality Certification Program.
2. Continuation of a successful Wild Rice Shoreline Conservation Easement program and expansion into other fragile habitats such as trout waters.

3. A ramp up of Brook Trout habitat restoration and increased stream connectivity within priority areas of the Nemadji River Watershed.
4. An expansion of forestry services aimed at better utilization of wood products from private land in Carlton County through implementation of forest management practices, and forest riparian buffer establishment for water quality improvements in all major watersheds of Carlton County.

Budget

The SWCD receives funding support from three primary sources:

1. The MN Legislature through the MN Board of Water and Soil Resources.
2. Carlton County.
3. Self-generated funds in fees for services, grants, and contracts.

Because the SWCD does not have the ability to levy a tax for the services and programs it provides, State statute provides a process for the SWCD to present a budget to the County and the County can levy for this funding support. This support is used by the SWCD for staff and operational expenses. These funds are considered “local” funds and can be leveraged to both state and federal funds as match. This leveraging has yielded approximately \$3 returned on each \$1 Carlton County invests in the SWCD over the past 5 years. This is in addition to the environmental and economic impact that clean waters, productive forests, and healthy soils provide county residents and tourists visiting the county.

| 602 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$104,599 | \$104,599 | \$0 | \$0 | \$104,599 | \$0 | \$104,599 |
| 2013 | \$108,300 | \$108,300 | \$0 | \$0 | \$108,300 | \$0 | \$108,300 |
| 2014 | \$108,300 | \$108,300 | \$0 | \$0 | \$108,300 | \$0 | \$108,300 |
| 2015 | \$128,300 | \$128,300 | \$0 | \$0 | \$128,300 | \$0 | \$128,300 |
| 2016 | \$134,715 | | \$0 | | \$134,715 | \$0 | \$134,715 |

The Carlton SWCD is requesting \$140,300 for 2016 representing an increase of \$12,000.

The increase will fund:

1. Staff and Board expenses for cost of living and scheduled increases.
2. Scheduled rent increase in current lease agreement.

The SWCD Board thanks Carlton County for their continued support in our partnership to fulfill our mission. These funds are critical in continuing to operating at a high level in bringing resources to Carlton County residents for natural resource protection and enhancement.

Priority Long Range Goals

The Carlton County SWCD has identified the following priority goals, objectives to be addressed in this Comprehensive Plan.

Goal 1: Sustain and enhance SWCD Operations to deliver technical and financial assistance to landowners implementing water resource protection and restoration projects.

Objectives:

- A. Seek additional funding and long term space for SWCD operations.
- B. Continue results based planning and budgeting.

Goal 2: Participate in watershed based water management opportunities.

Objectives:

- A. Cooperate in implementation of the Carlton County Comprehensive Local Water Management Plan.
- B. Encourage discussions and projects regarding Flood Mitigation and Drainage issues.
- C. Remove Red Clay Dams and restore natural stream channels.

Goal 3: Continue providing technical and financial assistance for private forest management.

Objective:

- A. Lead Forest Management service delivery to private forest managers.

Goal 4: Participate in agriculture management initiatives.

Objective:

- A. Increase awareness of Agriculture Certification and Soil Health Initiatives.

Goal 5: Participate in wildlife management opportunities to promote conservation.

Objective:

- A. Participate in habitat management programs and projects.

Goal 6: Expand civic engagement opportunities.

Objective:

- A. Increase civic engagement in all age groups throughout the county.



Emergency Medical Service Council

Doug Rotta
Treasurer
218-393-0744

Purpose Statement

The mission of the Emergency Medical Services (EMS) Council is to serve as a resource for its members in their efforts to provide the highest quality of patient care. The EMS Council promotes high quality Emergency Medical Services to the citizens of Carlton County through training and equipment purchases and reimbursements to the member organizations. The member organizations that make up the EMS Council include; Barnum, Blackhoof, Esko, Kettle River, Mahtowa, Moose Lake, and Wrenshall First Responders, Carlton Fire and Ambulance, Cloquet Area Fire District First Responders and Ambulance, Cromwell/Wright First Responders and Ambulance, Mercy Hospital Ambulance, Community Memorial Hospital, Mercy Hospital, Carlton County Public Health, Carlton County Emergency Management, and the Carlton County Sheriff's Office.

Initiatives

The EMS Council budget is divided into the following three sections:

1. The first section being the Ambulance Subsidy. The Ambulance Subsidy in 2015 is \$60,000.00 and accounts for three quarters of the annual budget. The subsidy is divided equally among the Carlton, Cromwell, Cloquet Area Fire District, and Mercy Hospital Ambulance Services, accounting for \$15,000.00 per ambulance service. The purpose of the Ambulance Subsidy is to help offset the increasing cost of ambulance vehicle replacement. The cost of a new ambulance is approximately \$150,000.00 and the expected lifespan of each vehicle is approximately 10 years. All 4 ambulance services operate a minimum of 2 ambulances.

The second section of the EMS Council budget is Training and Equipment. This section accounts for \$19,650.00 of the annual budget and provides funding to the member agencies for training and equipment. The EMS Council will reimburse member agencies for Initial and refresher training in Emergency Medical Responder and Emergency Medical Technician certifications. Training reimbursement is also available for CPR classes and specialized countywide training and drills. This section also provides equipment reimbursement for the county first responder agencies. The county first responder groups do not have the ability to bill for their services and the EMS Council provides each agency with a \$1000.00 yearly reimbursement for equipment costs.

The third section of the EMS Council budget is for Operating Expenses. This accounts for \$700.00 of the annual budget and accounts for mailing costs, bank fees, office supplies, and the annual EMS awards. The EMS Awards allow the Council to recognize individuals and agencies within Carlton County for their dedication and service, providing medical care to the citizens of Carlton County

The EMS Council organizes and staff's a first aid trailer annually during the County Fair. Emergency Medical Responders from member agencies volunteer their time to staff the first aid trailer, and the EMS Council has provided funding over the years for equipment and supplies to support and provide medical care during the County Fair.

The EMS Council has used excess funds that have accumulated over the years to make larger county wide equipment purchases in support of member safety and the enhancement of emergency medical care provided to the citizens of Carlton County. Some of the equipment the EMS Council has purchased are:

Landing Zone Light Kits, each agency received a kit of lights which are used to mark and designate a safe landing zone for a remote landing of an air medical helicopter.

High Visibility Traffic Safety Vests, each member agency including the Sheriff's Office received traffic safety vests to help increase the safety of responders working in and around roadway incidents.

Automated External Defibrillators (AED), 20 AEDs have been purchased over the last few years and given to each of the first responder groups as well as the Sheriff's Office to have an AED available in each squad car.

ARMER Tower Local Enhancements, The Emergency Medical Services Council has approved an expenditure of \$13,611.50 back to Carlton County to assist in the purchase of additional ARMER channel capacity at the Moose Lake ARMER tower site.

The EMS Council can maintain its initiatives at the current funding level and is respectfully submitting its 2016 budget request with a 0% increase over 2015.

The EMS Council continues to promote and assist its member agencies in providing high quality medical care to the citizens of Carlton County through its annual budget from the County Board.

Budget

| 285 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$79,294 | \$79,294 | \$0 | \$0 | \$79,294 | \$0 | \$79,294 |
| 2013 | \$80,350 | \$80,350 | \$0 | \$0 | \$80,350 | \$0 | \$80,350 |
| 2014 | \$80,350 | \$80,350 | \$0 | \$0 | \$80,350 | \$0 | \$80,350 |
| 2015 | \$80,350 | \$80,350 | \$0 | \$0 | \$80,350 | \$0 | \$80,350 |
| 2016 | \$80,350 | | \$0 | | \$80,350 | \$0 | \$80,350 |



Friends of Animals Humane Society

Cindy Haglin
Executive Director
218-879-1655

Purpose Statement

“The purpose of this organization shall be to create a humane and sustainable community for all animals, through education, advocacy, and the promotion of respect and compassion.”

Friends of Animals offers animal control and impound services to all of Carlton County, and has contractual agreements with some municipalities for payment of services. Our request at this time reflects our desire to provide these services to all of Carlton County. The entire county would then be in compliance with Minnesota laws pertaining to strays and dangerous dogs.

Friends of Animals also serves the community as a humane society. As such, we strive to provide humane care and treatment to the greatest extent possible for animals needing help and protection. Often times, these animals are the strays that are unclaimed within the mandated period of time. They may be relinquished to us by the owners who find themselves unable to care for them. And sometimes, they are taken in at the request of law enforcement or social agencies. Caring for these animals includes boarding, food and water, exercise, and often addressing health issues. It is a costly venture. Last year, Friends of Animals experienced a financial crisis serious enough that our organization feared closing our doors for good.

Our board of directors has taken aggressive action to strengthen our financial future. We now have a business plan with specific targets for cost savings. A copy is attached. Looking at the first half of 2015, we can already see results that reflect financial progress.

Initiatives

Our efforts will multiply in 2016, with additional focus on supporting our volunteer staff to encourage longevity and dependability. Perhaps our biggest challenge as we look forward is the condition of our building. It is simply too small to accommodate our animal population and working staff comfortably, and more critically, it is literally rusting away from both the outside and the inside. We are considering relocating vs. rejuvenating along with an addition.

As previously stated, our desire is to supply our services to all of Carlton County. Commissioner Brenner and County Coordinator Dennis Genereau have attended some FOA board meetings and participated in a discussion of the feasibility of collecting dollars from each taxable unit to support county wide animal control and impound. Such a plan would replace the existing FOA contracts, the one-time Enbridge grant, and the quarterly payments currently received from Carlton County. We expect the normal increases in our expenses that every business and individual experiences, and therefore at this time would request the Commissioners to consider collecting \$7.50 per taxable unit in Carlton County to provide animal control and impound services. According to figures supplied by Dennis Genereau from County Auditor Paul Gassert, there are 27,000 taxable units in the county. This action would fund animal control and impound services for all of Carlton County based on current Minnesota statutes. The Board could then, at their discretion, contract with Friends of Animals to provide these services.

If this proposal is not satisfactory, we would maintain the existing contracts and request a total of \$75,000 to meet our anticipated 2016 budget shortfall.

| | 2014 | 2015 | Difference |
|-----------------------|-----------|--------------------|------------|
| Income | \$113,382 | \$191,898 | +\$78,066 |
| Expense | \$182,737 | \$171,758 | -\$10,979 |
| Net Income | -\$68,092 | +\$20,139 | +\$88,231 |
| INCOME | | | |
| Animal income | \$29,675 | \$56,143 | +\$26,468 |
| Contracts | \$38,260 | \$46,900 | +\$8,640 |
| Fund raising | \$10,721 | \$13,062 | +\$2,315 |
| General contributions | \$18,388 | \$38,343 (includes | +\$17,325 |

| | | | |
|------------------|------------------------------|--|-----------|
| | | \$10,000 Enbridge) | |
| Grants | \$10,875 | \$28,200 (includes \$20,000 County) | +\$17,325 |
| EXPENSE | | | |
| Animal supplies | \$10,653 | \$8,631 | -\$2,022 |
| Office Expense | \$5,216 | \$8,627 | +\$3,411 |
| Building repairs | \$8,901 (new furnace) | \$2,423 | -\$6,478 |
| Vet expense | \$18,164 | \$16,690 | -\$1,474 |
| Wages | 1 st quarter 2015 | 2 nd quarter 2015 | |
| Total gross pay | \$55,692 | \$41,049 | -\$14,643 |

Budget

| 290 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|------------------------------|----------------------------|------------------------------|----------------------------|----------------------------|-------------------------|------------------------|
| 2012 | \$6,365 | \$6,365 | \$0 | \$0 | \$6,365 | \$0 | \$6,365 |
| 2013 | \$9,550 | \$9,550 | \$0 | \$0 | \$9,550 | \$0 | \$9,550 |
| 2014 | \$9,550 | \$9,550 | \$0 | \$0 | \$9,550 | \$0 | \$9,550 |
| 2015 | \$40,000 | \$40,000 | \$0 | \$0 | \$40,000 | \$0 | \$40,000 |
| 2016 | \$40,000 | | \$0 | | \$40,000 | \$0 | \$40,000 |

DEPARTMENT BUDGET REPORTS



County Assessor

*County Assessor
Marci Moreland
218-384-9149*

Purpose Statement

The County Assessor's Office is responsible for the administration of the property tax base for Carlton County. Assessors must view and estimate the market value of each tract or parcel of real estate, including the value of all improvements and structures. The office also establishes the tax classification of all taxable and exempt real estate along with personal property in Carlton County. All real property must also be reappraised once every 5 years by statutory requirement.

The County Assessor administers the department budget for 01-055 (County Assessor).

2015 Initiatives

Carlton County has an assessment system in place that employs seven (7) full-time county assessment personnel and a half time administrative staff person. Marci Moreland, the Carlton County Assessor, is licensed as a Senior Accredited Minnesota Assessor (SAMA). The appraisal staff consists of: one Chief Deputy Assessor, who is a Senior Accredited Minnesota Assessor (SAMA); one (1) Accredited Minnesota Assessor (AMA) and two (2) Certified Minnesota Assessors (CMA), income certified, and one appraiser trainee. The county appraisal staff assesses 24 Townships and 7 Cities consisting of 26,747 parcels taxable and exempt.

The County Assessor's Office will seek to purposefully align departmental activities and resources with the key objectives established by the county. Specifically, the County Assessor's Office will work with the County Board, key staff and strategic partners to advance the following priority initiatives during 2015:

- Assessment Measures: Work with the Minnesota Dept of Revenue to ensure desired assessment levels for all property types are met.
Continue to maintain a median sales ratio between 90%-105% on all property types.
The equity of the assessment ratios are measured by the Coefficient of Dispersion (COD). . Farm, residential, and seasonal properties should statistically measure at 15 or less with commercial property at 20 or less. These numbers are extremely important because they measure how fairly and equitably we treat the taxpayers on their assessment on an annual basis.
For consistency and accuracy the Price Related Differential (PRD) is measured. Ranges from 98 to 103 are acceptable. This measures the accuracy of the high valued properties verses the low valued properties to statistically ensure the same level of assessment throughout stratified levels of

value. Amy Rausch from the Minnesota Dept. of Revenue is the Property Tax Compliance Officer for Carlton County.

- **Tax Programs:** Continue to administer all property tax programs such as Homestead Exclusion, Green Acres, Rural Preserve, Veterans Exclusion, Disability Homesteads, Special Ag, Managed Forest, and Exempt applications.

2016 Proposed FTE Staffing Changes:

Our 2016 staffing changes will undergo no changes.

2016 Budget Adjustment Requests, Non-Inflationary in Nature:

- Increase in Line Item #6203–Telephone (+\$900) due to adding two additional notebook/lpads for Assessor use which increases the monthly data fee to AT&T
- Decrease in Line Item #6232-Printing (-\$300) due to the IT Department is now printing all of our business cards and saves on the expense there.
- Decrease in Line Item #6245-Membership (-\$50) There are no increases in membership dues for 2016 for our appraisers.
- Increase in Line Item #6247-Subscriptions (+\$400) We purchased the Marshall and Swift Residential Valuation service in 2015 and there is a yearly subscription fee to receive updates to the cost manual every year of \$400.
- Increase in Line Item #6265-Education (+\$500) An increase is requested due to the fact that appraisers now have to have a greater level of licensure which in turn requires more continuing education hours.
- Decrease in Line Item #6334-Travel Expense (-\$1000) I’ve decreased this item due to the fact that we double up on rooms when attending conferences and seminars, therefore saving dollars for this line item.
- Increase in Line Item 01-060-000-0000-6602-Mobile Equipment (+\$5000) Requesting an increase due to the rising cost of vehicles, even used rental returns. I am hoping that I can purchase 3 vehicles again using the 2015 budget reserve plus the 2016 proposed amount as we did in the fall of 2013. Several of our vehicles need replacement and this is a good opportunity to do so.

Budget

| 055 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$477,318 | \$462,396 | \$0 | \$1,679 | \$477,318 | \$0 | \$477,318 |
| 2013 | \$479,018 | \$439,947 | \$0 | \$1,703 | \$479,018 | \$0 | \$479,018 |
| 2014 | \$490,355 | \$463,718 | \$0 | \$1,189 | \$490,355 | \$0 | \$490,355 |
| 2015 | \$512,323 | \$510,029 | \$0 | \$ 190 | \$512,323 | \$0 | \$512,323 |
| 2016 | \$520,210 | | \$0 | | \$520,210 | \$0 | \$520,210 |

Equipment over \$5,000
County Assessor's Department

| | (R) Replace. | | | | | |
|---------------------|--------------|---------|---------|---------|---------|---------|
| Item Description | (A) Addition | 2015 | 2016 | 2017 | 2018 | 2019 |
| Mobile Equipment(R) | | \$20000 | \$25000 | \$25000 | \$25000 | \$25000 |
| Total | | | | | | |



County Attorney

*County Attorney
Thomas Pertler
218-384-9166*

Purpose Statement

The Carlton County Attorney is an elected official with specific obligations set forth in Minnesota Statutes. The County Attorney is the chief prosecutor for all adult felony crimes committed in the county, and also prosecutes misdemeanor and gross misdemeanor offenses occurring in the unincorporated areas of the county. The County Attorney is also responsible for the prosecution of all Juvenile offenders and responsible for all matters relating to the abuse and neglect of children. The County Attorney also prosecutes misdemeanor offenses that occur in the other smaller cities located throughout the county.

Other County Attorney duties include the following:

- Prosecution of all levels of crimes committed by juveniles.
- Initiating legal actions to protect abused or neglected children.
- Serving as legal advisor to the County Board, department heads and elected county officials.
- Filing commitment petitions to provide necessary treatment for individuals who are mentally ill, chemically dependent or mentally handicapped.
- Providing support and assistance to crime victims, including advocacy services and seeking restitution for financial losses.
- Filing actions to establish paternity of children, to establish and enforce child support obligations and to obtain reimbursement of public funds.
- Handling guardianship cases involving vulnerable adults.
- Commencing actions to obtain and collect money judgments against individuals indebted to Carlton County.
- Providing assistance and guidance to smaller governmental agencies, non-profits and citizens on a wide variety of legal subjects.

The County Attorney administers the department budgets for 01-091 (County Attorney) and 01-275 (Victim Assistance Program).

2016 Initiatives

The County Attorney's Office seeks to align departmental activities and resources with the responsibilities and objectives of other county departments and non-county entities that serve the citizens of Carlton County. Specifically, the County Attorney's Office will work with the County Board, key staff and partners to continue to advance the following initiatives during 2015:

- Juvenile Diversion Program.

Goal: Increased number of Juvenile cases referred to diversion programs. Changes in list of “payable” offenses by state Judicial Council is affecting ability to construct meaningful Juvenile (and adult) diversion programming. Our local Judges question the inclusion of certain offenses in the new list of payables, and are making efforts to modify the payables list. The County Attorney’s Office supports those efforts, and will work to rebuild the diversion program in recognition of the expanded list of payable offenses.

- Adult Protection Team.

This initiative supports the Safe Neighborhoods Team and the Caring Community Team.

Goal: Increased number of cases staffed by Adult Protection Team.

- Domestic Abuse Intervention.

This is an initiative of the Caring Community Team. It also serves the Safe Neighborhood Team in terms of safety to citizens. Involvement in this program by both law enforcement and prosecution help ensure the success of the initiative. Current objectives, started in 2012 and continuing into 2014, include the establishment of a Domestic Violence Court. A planning grant has been awarded to our local Domestic Violence Group for this purpose. The Domestic Violence Court became operational in September of 2014.

Goal: Reduce the incidence of domestic violence through the establishment of Early Intervention program for perpetrators of domestic abuse.

- Safe Neighborhoods.

Continue to support Safe Neighborhood Team efforts, with emphasis on:

1. Enhanced enforcement of minor offenses.
2. Drug Court
3. Reviewing and modifying policies that enhance public safety and build confidence in the criminal justice system.

- Electronic document filing and coordination.

Continue move to electronic document filing. This involves charging and filing of criminal complaints through the State e-charging system. Stated in 2013, this will eventually involve all documents being sent to and received from the Courts electronically. Ancillary to this will be the electronic submission of police reports to criminal defense attorneys as part of the disclosure process in criminal cases. All of this will be in part facilitated by the new county attorney case management software (MCAPS), which was released in early 2014. Electronic submission of reports and court documents requires coordination between the law enforcement software (LETG), MCAPS and ODYSSEY, the state court information system software. A priority in this area is the addition of an LETG coordinator to handle the increasing volume of electronic documents filed with the office. A coordinator is needed to manage the inflow and dissemination of documents, making sure all documents have been received, and to coordinate the transmission of documents to the Courts, the Public and to defense attorneys.

2016 Proposed FTE Staffing Changes

2016 Budget Adjustment Requests, Non-Inflationary in Nature

County Attorney Budget

| 090 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$758,067 | \$696,896 | \$43,500 | \$46,509 | \$714,567 | \$0 | \$714,567 |
| 2013 | \$708,606 | \$791,662 | \$40,000 | \$75,129 | \$668,606 | \$0 | \$668,606 |
| 2014 | \$748,013 | \$727,149 | \$20,000 | \$65,067 | \$728,013 | \$0 | \$728,013 |
| 2015 | \$791,662 | \$772,212 | \$40,000 | \$31,096 | \$751,662 | \$0 | \$751,662 |
| 2016 | \$824,714 | | \$40,000 | | \$784,714 | \$37,901 | \$746,813 |

Victim Witness Budget

| 095 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$62,838 | \$60,955 | \$43,172 | \$44,401 | \$19,666 | \$0 | \$19,666 |
| 2013 | \$63,013 | \$61,278 | \$52,000 | \$54,117 | \$11,013 | \$0 | \$11,013 |
| 2014 | \$65,532 | \$67,818 | \$52,000 | \$55,340 | \$13,532 | \$0 | \$13,532 |
| 2015 | \$67,818 | \$67,818 | \$52,000 | \$53,437 | \$15,818 | \$0 | \$15,818 |
| 2016 | \$78,457 | | \$83,200 | | (\$4,743) | (\$4,743) | \$0 |

Equipment over \$5,000

County Attorney's Office

| Item Description | (R) Replace. (A) Addition | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------|------------------------------|------|------|------|------|------|
| | | | | - | - | - |
| Total | | | | - | - | - |



County Auditor-Treasurer

County Auditor-Treasurer
Paul Gassert
218-384-9133

Purpose Statement

The Carlton County Auditor and County Treasurer positions, with specific duties as set forth in Minnesota Statutes, are a combined, elected position. In fulfilling the duties of the office, the department maintains a high degree of cooperation between the various units of government at the federal, state, and local levels. The County Auditor-Treasurer administers the property tax system after values have been computed. As the Chief Financial Officer of the County, all financial reporting and accounting functions are overseen by the Auditor-Treasurer's Office. As the highest elected official, the Auditor-Treasurer serves as the clerk to the County Board. As well as administering elections, the Auditor-Treasurer oversees numerous miscellaneous functions, primarily due to the fact that the department's work overlaps every department and fund.

Other County Auditor-Treasurer duties include the following:

1. Accounting for all money that flows into and out of the county.
2. Banking and cash management, investment management.
3. Coordination of the annual audit.
4. Liquor, beer, tobacco and misc. licensing.
5. Payroll for all funds, including fiduciary funds, for a total of approximately 500 payroll checks bi-weekly.
6. Calculation of tax rates for the county as well as all townships, cities, school districts and other taxing entities in the county.
7. Billing and collection of all property taxes. Distribution of levy collections to all levy jurisdictions.
8. Fiscal agent/grant administration duties for various grants.
9. Election administration for all federal, state and local elections involving all 39 precincts located in Carlton County. This includes ballot orders, election tabulation and voter assistance machine programming, testing of all programs, processing and tabulation of 15 mail ballot precincts, training of all election judges from all precincts, distribution of supplies and election materials, publication and public awareness, absentee ballot issuance and tabulation, and myriad other issues.
10. Deed processing for tax system maintenance, collection of deed tax and mortgage registration tax.
11. Administration of delinquent taxes and the tax forfeiture process.

2016 Proposed FTE Staffing Changes

With technological advances, there comes an increasing demand on services provided by local governments; as we evolve to meet those demands, we must also maintain the core services as directed by statute – serving as the chief financial officer of the county, administering the property tax system, as well as other general government functions.

Elections clerk position. Currently, the Auditor-Treasurers Office utilizes part time clerical staff to assistance with elections administration. From a historical perspective, this position was full time through the mid 1980s, primarily because of annual election requirements: in additions to traditional even year elections (state and federal) township elections were held in March of each year, and school elections were held in May of the odd year. In addition, through the 1980s, counties maintained their own voter registration records, and it was uncommon for schools (and other local jurisdictions) to conduct special elections. It should also be pointed out that this position does provide assistance with other office functions, particularly with vacation/sick leave replacement.

Senior Deputy Auditor position. Primary duties included, but not limited to election administration, delinquent tax administration, and oversight of the tax forfeiture process, and assisting with elections administration. This position was fully funded and occupied through 2010. When the incumbent retired, the funding for this position was cut; it should be noted, however, that the position was requested, but not filled for the years 2011, 2012, and 2013. Currently, those duties formerly handled by this position have been absorbed (on a limited basis) by other positions within the office. Due to the limited number of staff it is no longer practical to continue to place this workload on existing staff.

Accountant/Fiscal Officer position. The Accounting area staffing level has not changed in over 40 years. The complexity of the budget, fiscal/accounting reporting and payroll requirements are exceeding our capacity to accomplish tasks in a timely fashion. We are seeking additional help to ensure the office runs smoothly.

Filling these positions may incur some initial costs, but it is anticipated that over time, there will be savings or additional revenues generated so as to offset some, if not all of these costs. As examples:

The County currently spends over \$100,000 for services provided by the Office of the State Auditor; a significant portion of the costs are for services that could/should be done by county staff in the area of preparing the annual financial statement.

As the Board is aware, with each annual audit, the OSA has reported on a number of findings which in the long run, may cost the County (lack of comprehensive capital asset policy, segregation of duties, timeliness in preparation of the financial statements, reporting of postemployment benefits).

Earnings on investments could be greater. Be assured, the County's investment activities are in full compliance with statutory requirements, however, it is possible that we could achieve a greater return on our investments. For every ¼ percent increase of the return on our investments, the County realizes about \$50,000 – 75,000 per year. Additional revenues can be achieved with a change in the County investment policy (allowing for more diversification in the portfolio), and adequate staffing to monitor investment activities.

2016 Budget Adjustment Requests, Non-Inflationary in Nature

(For those changes due to proposed staffing requests, please refer to preceding paragraph).

Increase in proceeds received from the Federal Indirect Cost Allocation Program (\$40,000). Primarily due to costs incurred, but not reimbursed for various Federal programs, including, but not limited to the IV-D Program, the County's annual Cost Allocation Program indicates that the County should see an increase in reimbursements.

Increase in expenses related to the administration of elections (approx.. \$20,000). As indicated within the Staffing Changes narrative, most county jurisdictions have moved to an November/even year election cycle. However, this does not prevent or preclude the jurisdictions from conducting special elections in nonelection years. For example, in CY2015, the Auditor-Treasurer office has administered (to date) two special elections. In addition, the 2014 legislation allowing for ‘no excuse’ absentee voting, has proven to provide a floodgate in the number of absentee ballots; it is anticipated that for the 2016 Presidential election, Carlton County will administer over 2,500 absentee ballots – there were about 1,000 absentee votes cast in the last Presidential election.

Increase in election equipment needs (\$394,000). The election related equipment currently utilized in Carlton County (ES & S M100 and AutoMark devices) were acquired in 2006; said acquisition was facilitated with Federal and State grant funds totaling almost \$400,000. Technological and legislative changes will dictate that this equipment be replaced with newer, technologically advanced equipment. To date, it appears that no outside funding sources will be available for the equipment replacement.

Auditor Treasurer

| 040 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$603,670 | \$606,458 | \$508,115 | \$455,884 | \$95,555 | \$0 | \$95,555 |
| 2013 | \$603,870 | \$558,706 | \$484,265 | \$485,452 | \$119,605 | \$0 | \$119,605 |
| 2014 | \$622,680 | \$653,516 | \$504,665 | \$509,046 | \$118,015 | \$0 | \$118,015 |
| 2015 | \$663,994 | \$600,965 | \$481,015 | \$753,372 | \$182,979 | \$0 | \$182,979 |
| 2016 | \$802,922 | | \$598,015 | | \$204,907 | \$0 | \$203,907 |

Board of Commissioners

| 001 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocatio | Fund | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|-----------------------|-------------|--------------------|
| 2012 | \$218,121 | \$233,324 | \$1,194,318 | \$12,104,990 | (\$976,197) | (\$100,000) | (\$876,197) |
| 2013 | \$202,821 | \$209,513 | \$1,193,540 | \$12,604,684 | (\$990,719) | (\$100,000) | (\$890,719) |
| 2014 | \$217,030 | \$521,081 | \$1,503,119 | \$13,347,616 | (\$1,286,089) | (\$100,000) | (\$1,186,089) |
| 2015 | \$454,361 | \$282,036 | \$1,572,695 | \$14,363,184 | (\$1,118,334) | (\$46,555) | (\$1,071,779) |
| 2016 | \$460,773 | | \$1,690,466 | | (\$1,229,693) | (\$100,000) | (\$1,129,693) |

General Operations

| 060 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$2,571,346 | \$2,582,838 | \$260,515 | \$273,989 | \$2,310,831 | \$0 | \$2,310,831 |
| 2013 | \$2,635,848 | \$2,772,528 | \$257,905 | \$244,020 | \$2,377,943 | \$0 | \$2,377,943 |
| 2014 | \$2,848,177 | \$2,840,081 | \$223,000 | \$253,634 | \$2,625,177 | \$0 | \$2,625,177 |
| 2015 | \$2,966,908 | \$2,797,138 | \$180,700 | \$197,014 | \$2,768,208 | \$0 | \$2,768,208 |
| 2016 | \$3,124,277 | | \$187,238 | | \$2,937,039 | \$0 | \$2,937,039 |

County Surveyor

| 107 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$15,000 | \$15,000 | \$0 | \$0 | \$15,000 | \$0 | \$15,000 |
| 2013 | \$15,000 | \$15,000 | \$0 | \$0 | \$15,000 | \$0 | \$15,000 |
| 2014 | \$15,000 | \$15,000 | \$0 | \$0 | \$15,000 | \$0 | \$15,000 |
| 2015 | \$15,000 | \$15,000 | \$0 | \$0 | \$15,000 | \$0 | \$15,000 |
| 2016 | \$15,000 | | \$0 | | \$15,000 | \$0 | \$15,000 |

Debt Redemption

| 800 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$1,347,433 | | \$0 | | \$1,347,433 | \$0 | \$1,347,433 |
| 2013 | \$1,419,559 | | \$193,522 | | \$1,226,037 | \$0 | \$1,226,037 |
| 2014 | \$1,486,950 | | \$180,000 | | \$1,306,950 | \$0 | \$1,306,950 |
| 2015 | \$1,294,678 | | \$165,000 | | \$1,129,678 | \$0 | \$1,129,678 |
| 2016 | \$1,279,587 | | \$160,000 | | \$1,119,587 | \$0 | \$1,119,587 |



Extension

Extension Agriculture Educator
Troy Salzer
218-384-3511

Purpose Statement

“Making a difference by connecting community needs and University resources to address critical issues in Minnesota” is the mission of University of Minnesota Extension. To accomplish this mission, local, regional and state Extension staff provides educational programs and services throughout Minnesota. Extension faculty translates University research into practical, relevant and useful knowledge provided through community-based programs.

Extension staff and volunteers strive to develop community partnerships involving citizens to identify local needs and to deliver priority programs that address critical issues. Local citizens and the County Extension Committee work with the Extension staff in assessing local needs, planning programs and evaluating outcomes to ensure program relevancy and program support. Collectively, the unique program partnership with Beltrami County, the University of Minnesota and United States Department of Agriculture (USDA) provides programming, funding and staffing for Extension that serves youth and adult audiences in priority program areas.

2016 Proposed FTE Staffing Changes

At this time, there are no proposed staffing changes within the 2016 Extension Office Operations. However, the University is proposing to house a Food and Nutrition Educator within this Region – either in Aitkin or Carlton County. No exact details have been discussed, but if this educator position were to be located within the Chestnut Avenue Facility (Vernon Building), no major renovations or equipment needs are anticipated at this time.

2016 Budget Adjustment Requests, Non-Inflationary in Nature

The 2016 Extension Office Expenditure Budget does incorporate some minor adjustments (less than \$1,000) to various line items (utilities, etc.), to reflect the transition to the Vernon Building in addition to the Restorative Justice Programs collocating in the same facility. It is anticipated that the 2010 Ford F150 will need to be replaced in 2016; this vehicle has been experiencing continuing difficulties, including the replacement of an engine. The cost to replace the truck, approximately \$25,000, could come from reserves generated from the By Products Program.

Extension Budget

| 625 | Budgeted | Actual | Budgeted | Actual | Levy | Fund | | Actual |
|------|-----------------|-----------------|-----------------|-----------------|-------------------|----------------|--|---------------|
| | Expenses | Expenses | Revenues | Revenues | Allocation | Balance | | Levy |
| 2012 | \$403,284 | \$371,383 | \$238,179 | \$241,485 | \$165,105 | \$0 | | \$165,105 |
| 2013 | \$415,296 | \$412,150 | \$250,191 | \$199,402 | \$165,105 | \$0 | | \$165,105 |
| 2014 | \$399,934 | \$414,586 | \$230,000 | \$263,688 | \$169,934 | \$0 | | \$169,934 |
| 2015 | \$394,568 | \$394,656 | \$220,939 | \$278,842 | \$173,629 | \$0 | | \$173,629 |
| 2016 | \$431,436 | | \$229,351 | | \$202,085 | \$25,000 | | \$177,085 |



County Motor Vehicle

County Auditor-Treasurer
Paul Gassert
218-384-9133

Purpose Statement

The License Center is responsible for serving the public in the areas of motor vehicle, driver's licensing, and various DNR licensing requirements. We are committed to providing courteous, fair, accurate, secure and timely services.

2016 Proposed FTE Staffing Changes

In anticipation of a pending retirement, it is being proposed to create an Assistant MVR Manager position. Said position could/would be temporary in nature; currently, this office does not have position/person who could transition into the Manager position in the event of an extended absence or retirement. Currently, the MVR Office has a Manager, two License Clerk positions, and incorporate the equivalent of 2.0 FTE (3 person) in part time staffing. Although not incorporated within the proposed 2016 budget, said proposed position could certainly be utilized to offset some of the part time hours.

2016 Budget Adjustment Requests, Non-Inflationary in Nature

No major budget adjustments are anticipated in the MVR Offices in 2016, nor any major equipment purchases.

Budget

| 045 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$238,264 | \$228,821 | \$225,000 | \$274,596 | \$13,264 | \$0 | \$13,264 |
| 2013 | \$236,264 | \$229,024 | \$265,000 | \$273,195 | (\$28,736) | \$0 | (\$28,736) |
| 2014 | \$244,244 | \$244,859 | \$273,000 | \$290,675 | (\$28,756) | \$0 | (\$28,756) |
| 2015 | \$259,032 | \$246,534 | \$275,000 | \$297,529 | (\$15,968) | \$0 | (\$15,968) |
| 2016 | \$263,279 | | \$289,000 | | (\$25,721) | \$0 | (\$25,721) |



Building Maintenance / Parks

Building Maintenance Director

Dennis Genereau

218-384-9141

Purpose Statement

Mission: The Building Maintenance Department, which includes Parks maintenance, strives to provide a safe, clean and comfortable working environment for all employees, tenants and customers. The department provides building maintenance, cleaning and repair functions for all of the county campus and some remote facilities. Grounds care, snow removal, project management, and building energy management are the responsibilities of this department. This Department maintains building operations compliance with local, state, and federal regulations.

Safety management within the county is provided by this department. Employee training, safety audits, coordination of safety committee functions, policy management, safety drills such as tornado and fire drills, and assistance to Human Resources department with regard to accident investigations and reporting.

Building Maintenance budget is 01-116. Parks budget is 01-520.

2016 Initiatives

- **Energy Management:** Efforts are being made to transition all lighting to energy efficient, environmentally friendly LED lighting. In addition to the cost savings this transition brings, there is also incentive based rebates available to encourage this transition.
- **Maintenance Care:** Continue efforts to use this software to track time, costs, work orders, type of work, run reports, etc, in order to identify both efficiencies and inefficiencies of operation, to maximize staff efficiency, to track the useful life and maintenance costs of equipment and machinery, and to enable efficient succession planning in a department with very veteran staff.
- **Shaw Memorial Library Bonding Efforts:** The department has identified the need for infrastructure repairs related to drainage around and the foundation of the Shaw Memorial Library, which is on the Minnesota State Register of Historical Places and currently houses the Carlton County Historical Society. Efforts begin in 2015, in conjunction with the Economic Development Department to obtain Legacy grant funding to help offset those costs. Those efforts will continue into 2016, with the hope and anticipation that the funding will be received and the project will be completed.

- **Bonding for a potential Transportation Building Garage Addition:** This department, with input from the Building Committee, has identified the need for additional garage space to house both regional and local entities, including AEOA. Efforts are underway to obtain State bonding.

2016 Projects

- **Jail Roof Repair:** Much of the Carlton County Law Enforcement Center roof has been repaired and replaced between 2012 and 2014. There remains one portion of that roof that need to be repaired and replaced, at an estimated cost of \$15,000.
- **Crisis Shelter Roof:** The youth crisis shelter in Cloquet is a Carlton County owned building that provides space for Lutheran Social Services to provide youth shelter services. In 2015, the fence on the west side of the building was removed due to age. In 2016 it is expected that the roof on the building will need to be replaced at a cost of approximately \$20,000.
- **Shaw Memorial Library Roof:** The roof to the Shaw Memorial Library is in need of repair and replacement. The cost of this work will most likely not be covered by the Legacy Grant being sought. The cost of repair and replacement of this roof is estimated at \$25,000.
- **Court House upgrades:** The Carlton County Courthouse is nearing its centennial. Efforts have been underway these past couple years to identify and meet the maintenance needs of the building following positive structural and mechanical evaluations of the building which indicated that the building is in sound condition and should remain useful into the foreseeable future. 2015 saw significant cosmetic work completed on the exterior of the building, as well as the first and second floors, as well as the main courtroom on the third floor. Additional renovations planned for 2016 include painting the main hallways and stairwells on the first three floors, replacement of the Air Conditioning unit on the fourth floor, carpet replacement in the third floor courtroom, and replacement of all lights and sensors on the first floor with high efficiency LED lighting. The total costs of these renovations is estimated at \$100,000.
- **Fishing Pier at Chub Lake Park:** The Department manages and maintains the Chub Lake Park. The need for a handicap accessible fishing pier has been identified. This would be approximately 60 feet long, and would alleviate the congestion at the state owned dock that is currently located at the park. The cost would be approximately \$25,000 for the dock, and there would be additional construction costs that are being discussed with the Transportation Department as they may handle some of those responsibilities.

2017 Potential Projects

- **Courthouse roof:** The condition of shingles on the Courthouse roof continues to be monitored as those shingles have been in place for over 20 years and they are beginning to deteriorate. It is expected that when these shingles are replaced the cost will run anywhere from \$30k to \$60 depending on the cost of materials at the time, as well as how extensive the repair needs to be.

2016 Proposed FTE Staffing Changes

None.

2016 Budget Adjustment Requests, Non-Inflationary in Nature

None

Building Maintenance Budget

| 116 | Budgeted | Actual | Budgeted | Actual | Levy | Fund | Actual |
|------|-----------------|-----------------|-----------------|-----------------|------------------|----------------|---------------|
| | Expenses | Expenses | Revenues | Revenues | Allocatio | Balance | Levy |
| 2012 | \$581,550 | \$670,904 | \$0 | \$153,575 | \$581,550 | \$0 | \$581,550 |
| 2013 | \$712,871 | \$720,400 | \$36,000 | \$36,643 | \$676,871 | \$0 | \$676,871 |
| 2014 | \$729,146 | \$693,308 | \$36,000 | \$42,368 | \$693,146 | \$0 | \$693,146 |
| 2015 | \$765,713 | \$769,414 | \$36,000 | \$40,734 | \$729,713 | \$0 | \$729,713 |
| 2016 | \$791,296 | | \$36,000 | | \$755,296 | \$0 | \$755,296 |

Parks & Recreation Budget

| 520 | Budgeted | Actual | Budgeted | Actual | Levy | Fund | Actual |
|------|-----------------|-----------------|-----------------|-----------------|------------------|----------------|---------------|
| | Expenses | Expenses | Revenues | Revenues | Allocatio | Balance | Levy |
| 2012 | \$43,653 | \$41,310 | \$15,000 | \$17,478 | \$28,653 | \$0 | \$28,653 |
| 2013 | \$48,057 | \$46,559 | \$20,000 | \$3,739 | \$28,057 | \$0 | \$28,057 |
| 2014 | \$54,609 | \$51,282 | \$20,000 | \$37 | \$34,609 | \$0 | \$34,609 |
| 2015 | \$56,709 | \$55,156 | \$20,000 | \$27,662 | \$36,709 | \$0 | \$36,709 |
| 2016 | \$81,957 | | \$20,000 | | \$61,957 | \$25,000 | \$36,957 |



Collaborative

*Donna Lekander, Collaborative Director
(218-565-8137)*

Collaborative

The **Mission** of the Collaborative is to achieve an effective, collaborative, and comprehensive system of social, educational, and health services to strengthen and support families.

The **Purpose** of the Collaborative is to provide significant early intervention and prevention strategies for children, adolescents, and families, particularly those at risk for out-of-home placement.

The **Goals** of the Collaborative are:

- 1) Focus on early intervention and prevention efforts.
- 2) Provide a Collaborative system of service delivery that is culturally aware.
- 3) Consider & address changes within systems which are responsive to needs.

Priorities:

- Maintain a functional collaborative. There is value in administrators getting together on a regular basis and discussing how agencies/schools can best provide and coordinate services to youth and their families, with the goal of preventing out of home placements and helping children stay in school and make progress towards graduation.
- Children's Mental Health: Develop an effective & accountable children's mental health system
- Early Childhood : Expand early effective interventions to meet healthy developmental needs

2015 Initiatives involved with:

- Youth at Risk
 - Truancy prevention
 - Restorative Justice – sentencing circles/community integration
 - Restorative Practices in the schools
 - Diversion utilizing Restorative Practices
- Community Connections
 - Operation Community Connect

- Homeless projects/ counts
- Various Community trainings/events
- Partnership / networking between schools, nonprofits, reservation, government, and for profit businesses
- Children's Mental Health
 - School-based mental health staff (SLMH)
 - Family School Support Workers
 - Suicide prevention
 - ITP MH services in schools
- Early Childhood/School Readiness
 - Universal Home Visiting
 - Family Friends and Neighbors program with focus on grandparents
 - Jump Start-- Countywide school readiness program and EC data tracking
 - CHILD Network-- various EC projects/promotions
 - Various trainings/events

2016 Proposed FTE Staffing Changes

No staffing changes (besides back filling open positions).

2016 Budget Adjustment Requests, Non-Inflationary in Nature

The Collaborative primary receives funding support from the following primary sources: LCTS, private/public grants, contracts for services fees, membership fees, and county levy.

The increase will fund:

- 1- Staff expenses for cost of living and scheduled increases.
- 2- Staff expenses for PHHS staff on loan to us previously covered by PHHS
- 3- Basic operational expenses
- 4- No equipment over \$5,000 is planned for 2016

Budget

| 432 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | | | | | | | |
| 2013 | | | | | | | |
| 2014 | | | | | | | |
| 2015 | \$142,425 | | \$0 | | \$142,425 | \$0 | \$142,425 |
| 2016 | \$158,970 | | \$0 | | \$158,970 | \$0 | \$158,970 |



Office of the County Coordinator

County Coordinator

Dennis Genereau

218-384-9141

Purpose Statement

The mission of the Office of the County Coordinator's is to provide service and assistance to the County Board and all County Departments in their efforts to enhance the health, safety and quality of life of our residents and communities in a respectful, efficient and fiscally responsible way. The Office of the County Coordinator is responsible under statute to carry out any and all duties granted at the request and direction of the County Board. It is also responsible for the management of the Human Resources Department and the Building Maintenance Department. The County Coordinator is expected to serve on a variety of committees including the Policy Committee, Management Team, and Committee of the Whole, assist in the setting of an annual budget as the Chair of the Finance Committee, and engage in a leadership role in the strategic planning efforts for Carlton County as a local government unit.

The Office of the County Coordinator envisions a future where residents are healthy and successful and where our communities are safe and vibrant. We will strive to meet and exceed expectations by engaging people and communities in developing innovative solutions to challenges. We will be a diverse, learning organization. We will partner with others to enhance the quality of life in Carlton County and the region.

The County Coordinator budget is: 01-065.

2016 Strategic Initiatives

The County Coordinator will work with the County Board and strategic partners to advance the following priority initiatives during 2016:

- Professionalism: Our staff is the source of our strength. It's competence, knowledge, and experience reflect on the County's reputation and vitality.
- Service: Quality, timeliness, and cost efficiency of service with applicable solutions to the challenges that arise, is the number one priority. The citizens of Carlton County are our customers and the reason for our existence.
- Resourcefulness: Pursue new ways to get the job done with resources available.
- Innovation: Be open to innovative ways to address issues, provide solutions to difficult challenges, and promote the Department's Mission.
- Teamwork and Interaction: Are essential to our success as individuals, and as a department.

Objectives:

- Accuracy: Assemble the best data and information available and perform objective analysis for decision making. Provide all possible solutions to each particular challenge.
- Continuous Improvement: A function or service can always be done better and we should strive to do so.
- Courtesy and Respect.: Be open to, and provide opportunities for the ideas and concerns of others regarding matters of the Department.
- Continually Improve the Level of Assistance to the Public: The overall impression of the Department by the visiting public should be that the office is professional, courteous, helpful, and solution oriented.

2016 Initiatives:

- Service to the County Board. One of the most significant duties of the Office of the County Coordinator is to ensure that the County Board and the Commissioners that serve on it are able to conduct their business in the most efficient and effective manner possible. This requires that the Board is kept informed of all matters in a timely and comprehensive manner, and that key issues be properly identified, researched, and addressed. Efforts will be made to meet regularly with individual commissioners to discuss their ideas and hopes for a vibrant and responsive local county government, and that information will be used in the organization of more regular strategic planning sessions for the County Board and management.
- Quarterly Newsletter. Perhaps the most important responsibility of county government is to inform citizens on the work being done as well as seek out and to respond to those priorities expressed by county residents. An effort to submit quarterly a countywide newsletter was initiated in 2015 and will continue into 2016 and the foreseeable future with an eye towards developing a citizen base that is informed and educated as to the numerous positive initiatives, services, and accomplishments of its local county government.
- New Commissioner Handbook and New Department Head Handbook. A New County Commissioner Handbook was developed in late 2014/early 2015 as an informational tool for all incoming new commissioners. Efforts continue to be made to update and fill the handbook with information that will be helpful not just to new commissioners in speeding up their learning curve, but to current seated commissioners as well in developing an awareness and an ability to manage efficiently County Board business. For many of the same reasons, a New Department Head Handbook will be developed with the assistance of all department heads through the Management Team.
- Policy Manual Development. Efforts begin in mid-2014 to organize a Policy Committee for the purpose of reviewing current policy, adding new policy were necessary, and maintaining an updated policy manual into the future. The work this committee has done has been significant and continues to be quite time consuming. The process for vetting proposed policy is complete and transparent, and has resulted in a number of new and updated county policies adopted by the County Board.

- Clean Air Act/Bonding/Tax Revenues. The Fond du Lac Tribe is currently seeking Federal status as a Class 1 Clean Air Act Reservation. If the Reservation is granted this status, there will be an impact on the amount of certain pollutants that can be emitted in and around the Reservation Boarders. As such, local business may be impacted. The County has a limited but critical role in this process, and involvement of the Office of the County Coordinator is essential on behalf of the Board. Efforts are also underway to explore and obtain bonding for local projects, and to monitor the tax revenues that various utilities and business provide.
- County Budget: Efforts will continue to be made to assist as Finance Chair in finding ways to keep the budget balanced while meeting the needs the departments, outside agencies, and the citizens of Carlton County.
- Coordination with AMC and MCIT: Will continue to work with the Association of Minnesota Counties to bring new, positive ideas to Carlton County and to inform and advise decision-makers at the State and Federal levels. Will work closely with the Minnesota Counties Intergovernmental Trust to address all insurance issues and to manage the MCIT schedules and keep all information up-to-date with annual checks.

2016 Proposed FTE Staffing Changes

None.

2016 Budget Adjustment Requests, Non-Inflationary in Nature

None.

County Coordinator / Human Resources Budget (Shown in the HR section as well)

| 065 | Budgeted | Actual | Budgeted | Actual | Levy | Fund | | Actual |
|------|-----------------|-----------------|-----------------|-----------------|-------------------|----------------|--|---------------|
| | Expenses | Expenses | Revenues | Revenues | Allocation | Balance | | Levy |
| 2012 | \$185,807 | \$176,146 | \$0 | \$172 | \$185,807 | \$0 | | \$185,807 |
| 2013 | \$203,469 | \$180,195 | \$0 | \$0 | \$203,469 | \$0 | | \$203,469 |
| 2014 | \$275,930 | \$243,360 | \$0 | \$7,719 | \$275,930 | \$0 | | \$275,930 |
| 2015 | \$345,566 | \$324,115 | \$2,500 | \$3,830 | \$343,066 | \$0 | | \$343,066 |
| 2016 | \$349,849 | | \$2,500 | | \$347,349 | \$0 | | \$347,349 |



Economic Development

Economic Development Director
Connie Christenson
218-384-9597

Purpose Statement

The Carlton County Economic Development Department administers the County's Economic Development Authority/Housing Redevelopment Authority (EDA/HRA) activities under the direction of the County Board of Commissioners. An Economic Development Authority Board provides initial review, analysis and recommendation on activities to the County Board of Commissioners for their approval. Funding is received through an annual allocation of Occupational Tax from the Iron Range Resources Rehabilitation Board (IRRRB). Additional funding is generated through grant administration dollars and interest from several revolving loan funds.

The Executive Director administers the department budget for 75-001 (Economic Development).

2016 Initiatives

Due to the downturn in the mining industry the EDA is preparing for a significant reduction in funding starting in 2017 that will have impact until 2020 (IRRRB awards calculated on three year production averages.) The expected reduction in funding for both operations and loan pool funds requires strategic planning on how the EDA will position itself in the market. At this time the intent is to be primarily a gap funder working in partnership with the private banking industry, local community funds, and other economic development funding organizations. Criteria are being established on industry sector focus, applicant eligibility, and expected measurable results.

Areas of Effort outside of usual Economic Development activities during 2016:

- Provide support on the 2016 state bonding initiative for water infrastructure. Work with legislative representatives and consultants.
- Assist in the preparation of additional grant opportunities to benefit the county and its residents.
- Continued collaboration with other departments to share expertise on specific projects or initiatives
- Promote and support increased broadband capacity and usage through the Blandin Broadband Community Program
- Special projects as assigned

2016 Proposed FTE Staffing Changes

None

2016 Budget Adjustment Requests, Non-Inflationary in Nature

We request the establishment of new ledger accounts that separate operational budget and economic development loan fund availability. This would provide for revised allocation of repayments and awards to defined accounts in order to provide transparency on what funds are available for economic development activities and what funds are dedicated to operational expenses.

Sustainability of the county's revolving loan fund will be of paramount concern in all budget and funding decisions. We should begin discussion on general fund support of operations in order to maintain an appropriate level of loan funds.

Revenue & Expenditure Summary

Economic Development (*Note – the Economic Development Department does not levy.)

| | | Actual 2014 | Budget 2015 | Budget 2016 |
|-------------|---------------------------------------|------------------------|------------------------|------------------------|
| | Revenue Summary | | | |
| 5222 | IRRRB State Grant | 280,327 | 290,058 | 288,777 |
| 5711 | Interest Earned | 1,050 | 1,200 | 1,200 |
| 5840 | Administrative Refunds | 9,027 | 0 | 37,500 |
| 5890 | IRRRB Loan Repayments | 263,780 | 178,552 | 157,640 |
| 5947 | Transfer To/From Other Funds | 68,000 | 0 | 0 |
| | Total Revenues | 622,184 | 469,810 | 485,117 |
| | | | | |
| | Expenditure Summary | Actual 2014 | Budget 2015 | Budget 2016 |
| 6102 - 6172 | Personnel Expenses | 222,711 | 208,926 | |
| 6107 | Advisory Board Per Diem | 700 | 4,000 | 3,000 |
| 6203 | Communication | 0 | 850 | 720 |
| 6242-6244 | Advertising / Marketing | 4,206 | 2,500 | 4,500 |
| 6245-6246 | Memberships / Event Registrations | 1,724 | 3,500 | 3,000 |
| 6263-6299 | Legal / Other Professional Services | 219 | 3,500 | 1,000 |
| 6332-6334 | Mileage and Travel Expenses | 8,895 | 10,000 | 9,000 |
| 6603 | Furniture and Fixtures | 53 | 150 | 150 |
| 6802 | Other Expenses / Miscellaneous | 1,271 | 500 | 500 |
| 6804 | Loans Issued / Available to be Issued | 170,000 | 235,884 | |
| | Total Expenditures | 409,779 | 469,810 | |

Equipment over \$5,000

Economic Development Department

(R) Replace.

Item Description (A) Addition 2015 2016 2017 2018 2019

None Expected

Total

IRRRB

| 001 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocatio | Fund Balance | Actual Levy |
|------|-------------------|-----------------|-------------------|-----------------|----------------|--------------|-------------|
| 2012 | \$350,404 | \$1,312,154 | \$350,404 | \$1,132,618 | \$0 | \$0 | \$0 |
| 2013 | \$337,747 | \$2,171,440 | \$337,747 | \$2,259,012 | \$0 | \$0 | \$0 |
| 2014 | \$415,646 | \$ 435,249 | \$415,646 | \$ 705,632 | \$0 | \$0 | \$0 |
| 2015 | \$510,810 | \$ 464,647 | \$510,810 | \$1,118,971 | \$0 | \$0 | \$0 |
| 2016 | \$612,694 | | \$612,694 | | \$0 | \$0 | \$0 |



Human Resources Department

*HR Director
Dennis Genereau
218-384-9141*

Purpose Statement

The Human Resource Department is responsible for employee and labor relations functions including: recruitment/screening; merit system administration; labor contract negotiations and administration; compensation and benefits administration; employee orientation and training; worker's compensation administration; grievance and discipline administration; internal investigations; affirmative action; and records management.

The Human Resource Director administers the combined 01-065 County Coordinator/Human Resources budget.

2016 Initiatives

The Human Resource Department will seek to purposefully align departmental activities and resources with the key objectives established by the County Board. Specifically, Human Resources will work with the County Board, key staff and strategic partners to advance the following priority initiatives during 2015:

- Implementation of the Compensation Study Recommendations. The HR Department is currently in the process of reviewing and preparing the recommendations of the Keystone Compensation Study for County Board review. Should the County Board authorize implementation of those recommendations, the next step will be to present those recommendations to the seven Unions for consideration and adoption. Any negotiated implementation plan will be carried out beginning in 2016. This will very likely involve tracking the transfer of all 300+ employees to a new step scale, as well as implementing and monitoring the leveling process. While it is not expected that the leveling process will be completed in 2016, the transfer process will be.
- Health Insurance and the Affordable Care Act (ACA). Throughout 2014 and 2015, the HR Department has been tracking with and working to implement the requirements of the Affordable Care Act. This very significant endeavor has become more critical with the recent US Supreme Court decision indicating that the ACA is constitutional and the Obama Administration's strongly expressed dedication to continued application of the ACA. Current efforts have been with ensuring that all employees eligible for insurance benefits under the ACA receive those benefits, and that compliance with the rigorous and detail oriented Federal tracking requirements be maintain, such that Carlton County will avoid any fines or sanctions for underinsurance of employees. Efforts and attention is now expanding to addressing the impending 2018 Cadillac Tax

which will be applied to all plans deemed to be too “benefits rich”. These efforts will be focused on a full review of the current insurance plan, as well as research and evaluation of adjustment options and alternatives to the current plan that provide for ACA compliance by January 1, 2018.

- Employee Recruitment, training and retention. The HR Department has been tracking recent trends in employee recruitment and retention, and has identified that Carlton County, while not experiencing the significant level of turnover found in many neighboring counties, will be subject to greater turnover due to retirements in the next five years than was previously experienced. Some of the challenges this turnover poses is not just filling the vacant position, but finding ways to capture the outgoing knowledge and experience through solid succession planning. The HR Department intends to cultivate a recruitment and hiring process that will ensure the hiring of smart, hardworking, honest employees who will fit the culture of Carlton County with exceptional interpersonal skills and will provide exceptional service to our customers. This effort will be aided by the 2014 hiring of an HR Manager, as well as the utilization of the updated job descriptions developed during the current compensation study.
- Employee Performance Reviews. The HR Department, in conjunction with the County Commissioners and department heads, as identified a pressing need to develop and implement an employee performance review process that utilize the job descriptions developed during the comparable worth study to assist managers and staff alike in obtaining peak job performance countywide. The new system will be designed to align employee efforts with defined objectives and county values while utilizing the training opportunities to build and enhance employee skills. It will require education and training for all staff as to process and expectations, with the expectation that the performance review process will be fully functional no later than the start of 2018.
- Development of an Updated Personnel Handbook. With the formation of the Policy Committee, efforts have been made to separate countywide policy from personnel benefit provisions in the current Carlton County Policy Manual, with the ultimate goal of having an separate Personnel handbook containing all benefits information for non-represented staff. Efforts in this regard include addressing any gaps or redundancies in the current benefits policies, as well as general alignment the Unions in common benefits areas.
- Union Relationship Building. Carlton County staff are currently represented in seven separate bargaining units through five different Union organizations. All seven contracts have been or will be reopened for negotiation in the second half of 2015. It is the goal of the HR Department to have most if not all of these contracts settled before the start of 2016, and has recently undertaken a line-by-line review of all seven contracts to identify gaps and redundancies within each contract. Quarterly meetings have been scheduled and held with all but the most recently created Union in an effort to maintain a positive dialogue and timely handling of issues as they arise. This process has also fostered a significant degree of mutual respect and partnership between the County and the Unions on numerous issues of common interest, and a greater appreciation for the benefits cooperative efforts bring to the organization as a whole.

2016 Proposed FTE Staffing Changes

None.

2016 Budget Adjustment Requests, Non-Inflationary in Nature

None.

County Coordinator / Human Resources Budget (Shown in the Coordinator section as well)

| 065 | Budgeted | Actual | Budgeted | Actual | Levy | Fund | | Actual |
|------|-----------------|-----------------|-----------------|-----------------|-------------------|----------------|--|---------------|
| | Expenses | Expenses | Revenues | Revenues | Allocation | Balance | | Levy |
| 2012 | \$185,807 | \$176,146 | \$0 | \$172 | \$185,807 | \$0 | | \$185,807 |
| 2013 | \$203,469 | \$180,195 | \$0 | \$0 | \$203,469 | \$0 | | \$203,469 |
| 2014 | \$275,930 | \$243,360 | \$0 | \$7,719 | \$275,930 | \$0 | | \$275,930 |
| 2015 | \$345,566 | \$324,115 | \$2,500 | \$3,830 | \$343,066 | \$0 | | \$343,066 |
| 2016 | \$349,849 | | \$2,500 | | \$347,349 | \$0 | | \$347,349 |



Information Technology

*IT Director
Pete Gould
218-384-9137*

Purpose Statement

The Information Technology Department provides consulting, management, planning, purchasing, systems implementation and technical support services for all county departments and some non-county agencies (Probation, 6th District Court System, Law Enforcement agencies, and other agencies) that use the county information systems network. This includes all computer desktop systems, minicomputers, laptops, mobile devices, network servers, and network infrastructure, security access, surveillance systems, telephone and voice mail systems. The primary business goal of the IT Department is to work with the various departments and entities to provide more efficient public service through the responsible and cost effective use of technology.

2016 Initiatives

Some of the ways the IT Department is helping to develop technology in Carlton County.

- Broadband, Fiber, and internal Infrastructure(Cat. 6 cabling) - Upgrade any needed broadband connections to county owned buildings(possible rented buildings).
 - Project: Finishing fiber and upgrading of broad band to county owned buildings. Also, county rented office building
 - Project: Finish correcting any needed fiber and category 6 copper wiring in county buildings
 - Project: Upgrading wireless access points in courthouse
 - Project: Research better cellphone access in county buildings – Transportation Building and Community Services Building
- Security Access to county buildings, and offices - Upgrade, install, and maintain security access card readers and individual access
 - Project: Access card reader on Cert Building and security cameras (4)
- Telecommunications – Upgrade, install, and maintain telecommunications
 - Project: No large specific project planned yet.
- Department to Department Initiatives – Work with Management Team and Technology Committee to identify initiatives
 - Project: Research Microsoft Sharepoint

Project: Generator at Community Services Building

- Servers – Upgrade, install, and maintain servers. Upgrade servers to latest OS 2012 and virtualize servers.
- Mobile devices – Upgrade, install, and maintain mobile technology. Buy, test, and recommend mobile devices
Project: Purchase mobile device management software. Still researching this.
- Network – Upgrade, install, and maintain network. Replace or upgrade any needed switches and/or firewall
Project: Documentation will be a large project for 2016
- County Data Backups and Recovery – Upgrade, install, and maintain county data and backups
Project: Looking for product or service to upgrade our county-wide data backups
- Training Initiatives – Send, provide, and allow time for IT and county staff for more technology related training
Project: Would like to have all county users review online Security Awareness Training - 10-40 video modules
- County Workstations, laptops, and other devices (350 +) – Upgrade, install, and maintain 350+ workstations
Project: No specific department plans for computer upgrades. Will probably buy miscellaneous workstations throughout the year. PHHS will probably buy 30 workstation for a rotation.
- Documents, Data, Storage – Electronic – Manage, protect, provide space, and backup county data
- IT Documentation – Disaster Recovery, Network, Policies, Procedures, Guidelines, and Standards
Project: Documentation will be a large project for 2016
- County Website and Public related technology – Maintain and update county website, social media, and other ways of providing information.
- IT Collaboration and projects with internal County Departments – Work with each department on their technology and business needs.
- IT Collaboration and projects with external County Departments – What level of collaboration should County IT provide?

2016 Proposed FTE Staffing Changes

- No additional IT Department Staffing requests for 2016

2016 Budget Adjustment Requests, Non-Inflationary in Nature

- 01-070-000-0000-6203 Telephone and Telegraph Increase from \$8,500 to \$9,500 (\$1,000 increase)
Reason - added additional staff member mobile device and to cover mobile device data packages
- 01-070-000-0000-6293 Consulting Fees Increase from \$175,000 to \$187,500 (\$12,500 increase)
Reason – Increase in costs from MCIS. General cost and Assessor’s project
- 01-070-000-0000-6307 Maintenance Service Contracts Increase from \$35,000 to \$40,000 (\$5,000 increase)
Reason – 2014 actual maintenance service Contract costs were \$43,902 + adding hosted/cloud based maintenance software

of \$4800.

Total Request – Increase in IT Department Budget of \$18,500 + addition of inflation adjusted account increases

Budget (Includes GIS costs)

| 070 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$702,890 | \$632,947 | \$2,000 | \$9,173 | \$700,890 | \$0 | \$700,890 |
| 2013 | \$718,422 | \$657,250 | \$5,000 | \$13,171 | \$713,422 | \$0 | \$713,422 |
| 2014 | \$744,016 | \$748,315 | \$5,000 | \$9,609 | \$739,016 | \$0 | \$739,016 |
| 2015 | \$799,230 | \$800,199 | \$5,000 | \$13,999 | \$794,230 | \$0 | \$794,230 |
| 2016 | \$861,727 | | \$5,000 | | \$856,727 | \$0 | \$856,727 |



Land

*Land Commissioner
Greg Bernu
218-384-9179*

Purpose Statement

The Carlton County Land Department's mission is to responsibly manage approximately 70,500 acres of tax- forfeited and county owned land in Carlton County in a sustainable manner that benefits the citizens of the County. The department is committed to a sustainable timber harvest and multiple use management of its lands and recognizes the impacts its activities can have on aesthetics, wildlife, riparian areas, cultural resources, soils, recreation, and water quality. The Land Department also oversees the day to day business of the County Geographic Information Systems programs, including development of projects, purchase of software, instruction and to a limited degree, maintenance of the software. The Land Department oversees the Maintenance of and Ordinance concerning the 45 mile long Soo Line Trail, a Trail of Regional Significance in Region 1 of the Greater Minnesota Regional Parks and Trails Commission. The trail stretches from Ironwood MI to Genola MN, the midpoint being Moose Lake, MN. The Trail spurs in Moose Lake with the North Branch terminating in Cass Lake, MN.

The Department includes departmental budgets for: 74 - 650 Forfeited Tax Administration, 01-701 Rail Authority, 01-645 Resource Development, 01-640 Timber Development, 01-635 Unrefunded Gas Tax, and 01-630 Weed Inspector.

2015 Strategic Initiatives

The Land Department will seek to align activities and resources with the key objectives, goals, and responsibilities established by the County Board through the 2004 Forest Management Plan. Specifically, the Land Department will work with the County Board to advance the following priority initiatives during 2015:

- Forest Management: Provide annual proposed harvest acreages to the public on the County web page on an annual basis.
Performance Indicator: Meet Annual Forest Harvest Guidelines - Maintain sale and harvest of acres recommended in forest management plan.
Responsible Person: County Land Commissioner, Greg Bernu.
- Meet Harvest Guidelines. Assurance by the NRM foresters that the number of acres identified in the current Forest Management Plan is offered for sale through timber auctions.

Performance Indicator: Meet Annual Forest Harvest Guidelines - Maintain offering for sale the acres recommended in forest management plan.

Responsible Persons: Foresters: Mark Westphal and Greg Bernu

- Conduct Ecological Classification. Continue to implement use of Ecological Classification System (ECS) to assure proper forest management and appropriate tree species is regenerated on appropriate sites.

Performance Indicator: Successful Reforestation for Healthy and Diverse Forest - Conduct regeneration surveys on all sites that have been reforested following harvest to determine survival of trees planted/regenerated.

Responsible Persons: Foresters: Mark Westphal; County Land Commissioner, Greg Bernu.

- Purchase Quality Seedlings. Continue to purchase high quality seedlings to assure the highest level of successful reforestation.

Performance Indicator: Successful Reforestation for Healthy and Diverse Forest - Conduct regeneration surveys on all sites that have been reforested following harvest to determine survival of trees planted.

Responsible Persons: Foresters: Mark Westphal; County Land Commissioner, Greg Bernu.

- Implement Seedling Protection. Continue to implement existing seedling protection programs while researching opportunities for protecting seedlings from wildlife damage.

Performance Indicator: Successful Reforestation for Healthy and Diverse Forest - Conduct regeneration surveys on all sites that have been reforested following harvest to determine survival of trees planted.

Responsible Persons: Foresters: Mark Westphal; County Land Commissioner, Greg Bernu; NR Aide Becky Haass.

- Update Forest Inventory. Continue to update the forest inventory information.

Performance Indicator: Utilize Intern program, in addition to NRM staff to complete forest inventory on at least 5000 acres per year.

Responsible Person: Foresters: Mark Westphal; County Land Commissioner, Greg Bernu; NR Aide Becky Haass.

- Improve/Maintain Facilities and Trail Signing. Maintain and upgrade Forest Roads and Trails infrastructure within budgetary limitations.

Performance Indicator: Follow the current Carlton County Forest Management Plan, Subsection on Forest Roads and Recreational Trails, and County Board direction.

Responsible Person: Foresters: Mark Westphal; County Land Commissioner, Greg Bernu; NR Aide Becky Haass.

- Improve/Maintain Graphic Information Systems. Continue to upgrade the County office and internet Mapping system by migrating the programming from ProWest based Link to the industry standard ESRI Arc suites. Each office will receive a desktop Arc license and every employee

will have access to ArcOnline. Training will be provided through IT and Records office funding allowing each employee to personalize their particular dataset needs, maintain their database including entering, modifying and deleting data as needed.

Responsible Person: GIS Coordinator: Jared Hovi; County Land Commissioner, Greg Bernu; NR Aide Becky Haass.

- Continued Professional Involvements. Departmental staff will maintain professional representation on state-wide boards/panels to include:
 1. Society of American Foresters: Forester Mark Westphal and Land Commissioner Greg Bernu
 2. Minnesota Forest Resources Partnership: Land Commissioner Greg Bernu
 3. Governor Appointment to Minnesota Forest Resources Council: Land Commissioner Greg Bernu
 4. Northeast Minnesota Landscape Council: Forester Mark Westphal and Land Commissioner Greg Bernu
 5. Minnesota GIS Coordinator’s Council: GIS Coordinator Jared Hovi
 6. Minnesota Association of County Agriculture Inspectors: Ag Insp. Greg Bernu
 7. Greater Minnesota Regional Parks and Trails Commission: Land Commissioner Greg Bernu and NR aide Becky Haass.
 8. Minnesota Conservation Partner Legacy Grant Committee: Land Commissioner Greg Bernu

2016 Proposed FTE Staffing Changes

None

2016 Budget Adjustment Requests, Non-Inflationary in Nature

- \$35,000 increase for Arc Enterprise Licensing Agreement
- \$13,000 increase in publishing Tax Delinquency Notice
- \$25,000 increase for replacement vehicle

Equipment over \$5,000

Land Department

(R) Replace.

| Item Description | (A) Addition | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------|--------------|------|--------|------|------|------|
| 4x4 Pickup truck | R | | 30,000 | 0 | 0 | 0 |
| ATV | R | - | - | - | - | - |

| | | | | | | |
|-----------------------------------|---|---------------|---------------|---------------|---------------|---------------|
| Land Department Office Renovation | A | - | - | - | - | - |
| Global Positioning System | R | 0 | - | 1500 | - | - |
| Office Furniture | R | | 0 | 0 | 0 | |
| Projector | R | - | 500- | - | - | - |
| Tree Seedlings | R | 1500 | 2000 | 2000 | 2000 | 2000 |
| Software | A | 0 | 35,000 | 35,000 | 35,000 | 35,000 |
| Surveillance camera | R | 0 | - | - | - | 0 |
| Total | | 57,500 | 67,500 | 38,500 | 37,000 | 37,000 |

Roads and Trails Summary

| Recreation Areas | 2015 | 2016 | 2017 | 2018 | 2019 |
|---------------------|---------------|---------------|---------------|---------------|--------------|
| Forest Access Roads | 10,000 | 10,00 | 5,000 | 5,000 | 5,000 |
| Soo Line Trail | 5000 | 5000 | 5000 | 5000 | |
| Total | 15,000 | 15,000 | 10,000 | 10,000 | 5,000 |

Forfeited Tax Fund Budget (Includes GIS costs)

| 650 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|-------------------|-----------------|-------------------|-----------------|-----------------|--------------|-------------|
| 2012 | \$340,864 | \$315,583 | \$340,864 | \$246,922 | \$0 | \$0 | \$0 |
| 2013 | \$347,748 | \$573,311 | \$347,748 | \$448,559 | \$0 | \$0 | \$0 |
| 2014 | \$376,541 | \$379,142 | \$376,541 | \$697,909 | \$0 | \$0 | \$0 |
| 2015 | \$407,509 | \$343,735 | \$407,509 | \$258,721 | \$0 | \$0 | \$0 |
| 2016 | \$409,806 | | \$409,806 | | \$0 | \$0 | \$0 |

Resource Development Fund Budget

| 645 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|-------------------|-----------------|-------------------|-----------------|-----------------|--------------|-------------|
| 2012 | \$46,000 | \$75,382 | \$46,000 | \$73,505 | \$0 | \$0 | \$0 |
| 2013 | \$46,400 | \$4,757 | \$46,400 | \$46,483 | \$0 | \$0 | \$0 |
| 2014 | \$46,500 | \$7,784 | \$46,500 | \$46,534 | \$0 | \$0 | \$0 |

| | | | | | | | |
|------|----------|----------|----------|-------------|-----|-----|-----|
| 2015 | \$46,500 | \$56,537 | \$46,500 | \$59,762.45 | \$0 | \$0 | \$0 |
| 2016 | \$45,200 | | \$45,200 | | \$0 | \$0 | \$0 |

Timber Development Fund Budget

| 640 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|-------------------|-----------------|-------------------|-----------------|-----------------|--------------|-------------|
| 2012 | \$7,300 | \$41,908 | \$30,000 | \$92,397 | (\$22,700) | (\$22,700) | \$0 |
| 2013 | \$10,300 | \$10,600 | \$40,000 | \$5,905 | (\$29,700) | (\$29,700) | \$0 |
| 2014 | \$10,200 | \$29,901 | \$30,000 | \$607 | (\$19,800) | (\$19,800) | \$0 |
| 2015 | \$10,200 | \$8,392 | \$30,000 | \$33,931 | (\$19,800) | (\$19,800) | \$0 |
| 2016 | \$11,000 | | \$30,000 | | (\$19,000) | (\$19,000) | \$0 |

Weed Inspector Fund Budget

| 630 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|-------------------|-----------------|-------------------|-----------------|-----------------|--------------|-------------|
| 2012 | \$6,834 | \$6,793 | \$0 | \$0 | \$6,834 | \$0 | \$6,834 |
| 2013 | \$6,834 | \$6,018 | \$0 | \$0 | \$6,834 | \$0 | \$6,834 |
| 2014 | \$7,058 | \$6,283 | \$0 | \$0 | \$7,058 | \$0 | \$7,058 |
| 2015 | \$7,305 | \$7,041 | \$0 | \$80 | \$7,305 | \$0 | \$7,305 |
| 2016 | \$7,431 | | \$0 | | \$7,431 | \$0 | \$7,431 |

Rail Authority Fund Budget

| 701 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|-------------------|----------------------|-------------------|-----------------|-----------------|--------------|-------------|
| 2012 | \$300 | \$2,471 | \$300 | \$4,944 | \$0 | \$0 | \$0 |
| 2013 | \$300 | \$300 | \$300 | \$3,493 | \$0 | \$0 | \$0 |
| 2014 | \$300 | \$88,065 (Soo Line) | \$300 | \$100 | \$0 | \$0 | \$0 |
| 2015 | \$300 | \$25 | \$300 | \$43,820 | \$0 | \$0 | \$0 |
| 2016 | \$300 | | \$300 | | \$0 | \$0 | \$0 |

Unrefunded Gas Tax

| 635 | Budgeted | Actual | Budgeted | Actual | Levy | Fund | | Actual |
|------|-----------------|-----------------|-----------------|-----------------|-------------------|----------------|--|---------------|
| | Expenses | Expenses | Revenues | Revenues | Allocation | Balance | | Levy |
| 2012 | \$9,670 | \$7,751 | \$9,670 | \$7,633 | \$0 | \$0 | | \$0 |
| 2013 | \$8,300 | \$489 | \$8,300 | \$7,600 | \$0 | \$0 | | \$0 |
| 2014 | \$7,700 | \$1,212 | \$7,700 | \$7,804 | \$0 | \$0 | | \$0 |
| 2015 | \$7,600 | \$0 | \$7,600 | \$7,904 | \$0 | \$0 | | \$0 |
| 2016 | \$7,600 | | \$7,600 | | \$0 | \$0 | | \$0 |



Public Health & Human Services

Public Health & Human Services Director

Dave Lee

218-878-2844

Purpose Statement

Carlton County Health and Human Services is dedicated to providing a broad array of benefits and services to individuals, families, and communities. We work cooperatively to empower and support Carlton County citizens to ensure they enjoy healthy, safe, and self-sufficient lives.

➤ **Mission:** To promote health, safety, dignity, and self-sufficiency to individuals, families, and communities in Carlton County

➤ **Core Values:**

- Integrity
- Respect
- Compassion
- Accountability
- Diversity
- Wellness

Summary of Budget Impact Statements

The growing demands on local government are nowhere more apparent than in the services required from public health & human services. With the expansion of Medical Assistance through the Affordable Care Act, adapting to the Minnesota state exchange MNSure, the change to MNChoices universal assessment tool, multiple local initiatives involving partnerships with our Carlton County-based healthcare providers, our human and technical resources have been strained beyond capacity. As government continues to be redesigned and made more efficient, our efforts to integrate services both within the county (Jail Health) and with community partners (Raiter Clinic, Human Development Center, Fond du Lac) are positioning Carlton County for more effective and efficient services for the future. Technology is being leveraged to maximize access to services while decreasing costs, including use of Electronic Data Management Systems (EDMS) for Income Maintenance & Child Support, Electronic Health Record (EHR) for Public Health, and Vidyo Internet Telepresence for tele-health and tele-social services. With the implementation of Minnesota County Performance Measures, in addition to multiple audits and state reviews, the accountability for what we do has never been higher. Because of the hard work of our employees and partners, Carlton County consistently ranks above other counties, regionally and

statewide, in outcomes.

Income Maintenance Unit - Submitted by Patti Hart, Income Maintenance Supervisor

The Income Maintenance Unit is responsible for administering cash, medical and food support programs to eligible residents of Carlton County.

- Request to add 1 FTE Financial Eligibility Specialist (FES) to the MNSure Team. Current calculations indicate Mnsure Team needs 4.5 FTE workers. MNSure Team currently consists of 3 FES and 1 Temporary Case Aide. Request to replace the temporary Case Aide with a permanent FES, bringing the team to 4 FES, which is a conservative estimate. Since October 2013 Mnsure case maintenance duties have increased significantly. DHS will continue to add more duties for case maintenance as they upgrade the MNSure system.
- Current MA programs: MAXIS has 2,675 cases and MNSure has 1,660 cases.
- There is a continual influx of applications consisting of both new and conversion applications. 2014 MNSure Applications = 532. January 2015 to June 2015 MNSure applications = 558.
- MNSure computer system continues to experience many unresolved system issues, resulting in incorrect determinations and extra work for FES.
- *\$68.9 million was disbursed to health care providers in our area through Carlton County in 2013. This \$68.9 supports our local economy by supporting the community's hospitals, nursing homes, clinics, assisted livings and a variety of other medical need providers. These providers rely on timely payment of MA claims.*
- Request for .6 Temporary Financial Worker to continue into 2016 for the Adult/Family Assistance Units for determining SNAP/Cash/MA. (Adult Worker previously moved to MNSure team).
- Federal and State funding supports SNAP and Cash programs. In 2015, we anticipate \$2.2 million of cash benefits and \$3.2 million of SNAP benefits to funnel through area retail and grocery stores. *Every \$1 in SNAP benefits generates up to \$1.80 in economic activity.*
- Federal/State Emergency Funds to be disbursed throughout Carlton County in 2015 = \$64,500.

Family and Community Health Unit - Submitted by Joanne Erspamer, Public Health Supervisor, Family and community

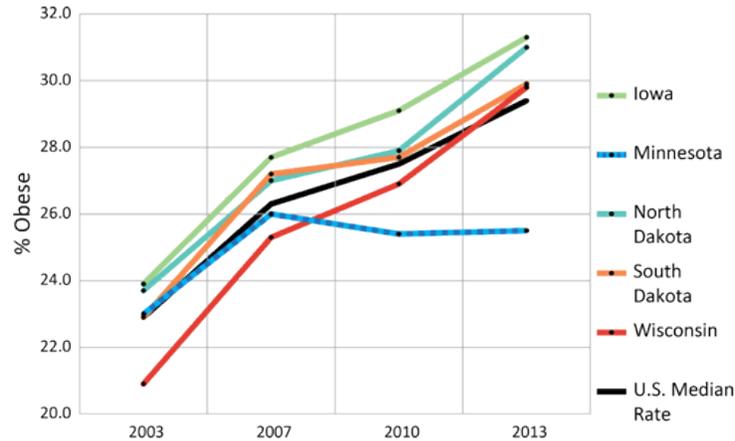
Assure an Adequate Public Health Infrastructure

- Electronic Health Record: implementing a new system in 2016, should enhance capabilities to produce data
- Continued engagement to enhance integration with Primary Care, Behavioral Healthcare, and Community Services to improve outcomes for population health.

Promoting Healthy Behaviors and Healthy Community

- The Statewide Health Improvement Program (SHIP)/Healthy Northland is policy, system, environmental change within communities in Carlton County -one part of the larger statewide obesity prevention effort. It has stabilized Minnesota's obesity rates over the last eight years.

Obesity Rates



- TXT4LIFE efforts led to new legislative funding. Statewide expansion increased monthly youth usage from 300 text conversations-spring 2014-to over 900 text conversations-spring 2015.
- Nurse Family Partnership: our client retention rate during pregnancy is 92%. We exceeded NFP's target of 90% and currently this is the highest pregnancy retention rate in MN. 29% of our clients continue to breastfeed for 12 months, MN average is 18.7%. RAND Corporation found a net benefit to society per high risk family served to equate \$5.70 return per dollar invested in NFP.
- Healthy Families America: evidence-based program with 30 years of research and shows positive impacts
- PCH: Clients Served: 363 in 2014; Home Visits: 1556 in 2014; Current caseload of NFP clients is 30 (3 part time visiting nurses to = 1.5 FTE); Current caseload of HFA clients is 12 (2 part time nurses to = 1.0 FTE)

Prevent the Spread of Infectious Disease

- Immunization rates for children 2 years of age in our county (393 kids) exceed MN Averages for all but HepA
- Rates for adolescents 11-12 year olds that have received required Tdap and meningococcal vaccine(MCV4), the booster MCV4 (usually given at 16 years of age) and started or finished the HPV series also exceed MN Averages

Protect Against Environmental Health Hazards

| <i>Response</i> | <i>2014</i> | <i>2015 January to July</i> |
|------------------------------------|----------------------------------|-------------------------------------|
| Animal bite follow up calls | 57 | 36 |
| Radon test kit requests | 67 first time kits, 13 follow up | 36 first time kits and 19 follow up |

| | | |
|---------------------------------------|---|---------|
| Public Health Nuisance Investigations | 3 | ongoing |
|---------------------------------------|---|---------|

Prepare for & Respond to Disasters, Assist in Recovery

- We continue to plan and exercise for all hazards with response partners. Due in part to these efforts, \$620,000 came in for behavioral health flood recovery, 2012-2015, was granted to provide services after the 2012 floods.

Assure the Quality and Accessibility of Health Services

- Child and Teen: 2014 data—2606 children eligible for C&TC, ~4519 Outreach contacts, 1564 phone calls, ~2826 letters sent, and ~129 face to face visits. We assisted 621 families in receiving services.
- WIC has averaged 675 participants per month since January of this year; over 85% of moms participating in WIC in Carlton Co. initiate breast feeding; our Breast feeding peer counselor is currently helping 55 moms with phone and in office breast feeding services through our BF peer grant, this is the highest number ever!
- WIC had a visit from USDA in May; they wanted to see how a rural MN WIC clinic was run, MDH chose us! Visit went very well and we received praise from MDH for our work with WIC families in Carlton County
- Jail Health: Allows for holistic integration in a community standard of care to a population that has not had regular health care. This is intended to put the client in a better place to follow up on care upon their release.
- Jail Health: Timely medical and mental health services are provided. The intention of facilitating these services is to keep clients out of the criminal justice system upon their release. This is especially important with the high level of mental health clients we see.

Public Health Long Term Care - Submitted by Patti Martin, Public Health Supervisor, Long Term Care

Assure an Adequate Public Health Infrastructure

- Electronic Health Record: implementing a new system in 2016, should enhance capabilities to produce data
- Continued engagement to enhance integration with Primary Care, Behavioral Healthcare, and Community Services to improve outcomes for population health.
- Public Health on-call coverage.

Promoting Healthy Behaviors and Healthy Community

- Resource for aging and disabled clients with aim to improve health outcomes.
- Public health clinics including health assessment, health education and screenings.

Prevent the Spread of Infectious Disease

- Immunization clinics, Infectious Disease Team and involvement with infectious disease outbreaks.

Protect Against Environmental Health Hazards

- Knowledge of new policies and changing trends in environmental health and referral to resources.

Prepare for & Respond to Disasters, Assist in Recovery

- Participate in emergency operations as needed during infectious disease outbreaks or disaster response.

Assure the Quality and Accessibility of Health Services

- MNCHOICES – A new mandated assessment tools for elderly and disabled individuals to determine eligibility and make decisions about services and supports to remain in or relocate individuals in our Carlton County communities. *The new tool will take significantly longer than previous methods (went from 3 hours to 6 hours).*

Determine eligibility for the following programs Alternative Care(AC), Elderly Waiver(EW), Community Alternative Care Waiver(CAC), Essential Community Supports(ECS)and Personal Care Assistance(PCA).

- Care Coordination for all eligible individuals for both Medical assistance clients (AC,EW,CAC) and Managed care clients including Community Well, Elderly Waiver, and Nursing Home for three Managed Care Organizations along with Special Needs Basic Care for one Managed Care Organization. Care Coordination includes the assessment, care planning, providing support, and coordination of needed services between members, involved health professionals, and care settings.
- *In 2013, Carlton County served 349 LTC participants (over the age of 65) in HCBS settings and 171 in institutional care. Carlton County ranked 16th of 87 counties with 71.6 percent of LTC participants receiving HCBS. Statewide, 67.1 percent of LTC participants received HCBS in 2013. Since 2011, the number of nursing facility residents 65 and older has decreased by 15.4 percent in Carlton County.*

| Referrals | LTC | PCA | MCO | SNBC |
|-----------|-----|-----|-----|------|
| 7/14-7/15 | 180 | 92 | 78 | 46 |

| Current | AC/EW/CAC/MCO | PCA | SNBC |
|---------|---------------|-----|------|
| Cases | 443 | 169 | 119 |

| Carlton County | 2010 | Projected 2020 | Projected 2030 |
|-----------------------|-------|----------------|----------------|
| Aging Population(65+) | 5,317 | 7,530 | 10,610 |

Disability Unit - Submitted by Annie Napoli, Disability Social Service Supervisor

Purpose of the Disability Services Unit

- To help people access, coordinate and monitor needed services including Educational, Medical, Social and Vocational services.

- Case managers help coordinate services, develop a service plan based on people's assessed needs and preferences, evaluate and monitor services identified in the service plan, help people access needed services, help people identify potential service providers and inform people or their legal representative of service options.
- The Disability Services Unit includes 8 case managers and 1 case aide. In 2014 we received approximately 100 referrals for services and we served over 550 recipients. Our caseload average is over 60 recipients.
- The Disability Services Unit also provides Adult Foster Care/Community Residential Services Licensing for Carlton County. We currently have 43 Adult Foster Care Homes in Carlton County.

Service initiatives undertaken in the past year

- The most time intensive service initiative the Disability Services Unit has undertaken in the past year is MnCHOICES. It is a web-based, person-centered assessment tool which helps people with long-term or chronic-care needs make care decisions and select support and service options.
- The County is responsible to assure the staff conducting the assessments are certified according to Minnesota statute, ensure that all staff conducting MnCHOICES assessments follow DHS certification requirements and standards, ensure the county has a sufficient number of certified assessors to provide assessment and support planning within required timelines and provide copies of documentation to the person receiving assessment or support planning or the person's legal representative.
- Since mid-October 2014, Carlton County has completed MnCHOICES assessments on new referrals only. We have received approximately 75 referrals and have conducted approximately 50 assessments on new referrals since mid-October.

Service initiatives for the upcoming year

- In September 2015, Carlton County will begin using MnCHOICES to conduct reassessments with our current recipients. DHS requires that counties complete 50% of the reassessments utilizing the MnCHOICES process during the first year.
- The Disability Services Unit serves approximately 430 individuals at this time so we will need to complete 215 MnCHOICES reassessments during the first year. It is estimated that the Disability Services Unit will have a total of up to 1,000 extra hours or work due to the 50% requirement.

Requested FTE/staffing changes and funding sources

- The MnCHOICES assessment process takes significantly longer than the previous assessments. The new assessment process takes over twice the time to complete. The Long Term Care Unit and the Disability Services Unit will be requesting new staff positions to comply with DHS requirements with the mandated MnCHOICES process. *The Disability Services Unit is requesting: 1.0 FTE Social Worker and a .5 FTE Adult Services Case Aide.*

- Reimbursement for MnCHOICES activity will consist of 50% federal funds and 50% state funds. Counties will be reimbursed for assessment services through the random moment Social Services Time Study (SSTS) and Local Collaborative Time Study (LCTS), in which only government agencies can participate. In addition the new staff would provide case management services and increase revenue in this service area as well.

Adult Services Unit - Submitted by Julie Juntti, Adult Social Services Supervisor

The Adult Services unit is responsible for adult on call services, conducting chemical use assessments, providing access to Consolidated Chemical Dependency Treatment Funds (CCDTF) ; providing case management and Intensive Community services for persons diagnosed with a serious and persistent mental illness; receiving, assessing, and investigating adult maltreatment reports, and providing protective services including representative payee, guardianship, conservatorship, and civil commitment.

- Each of the two Rule 25 chemical use assessors continues to average 200 assessments per year. In addition to arranging treatment for those individuals, a worker serves as a core member of the Carlton Drug Court team working to meet the wide ranging treatment needs of many of the Court's 25 participants.
- Birch Tree Center, a 12 bed, adult residential crisis services facility and hub for mobile crisis services opened in January, 2015 increasing the availability for crisis services for Carlton County residents. Goals for 2016 include expansion of on call mobile crisis services to communities in Southern Carlton County with ITP access to additional mental health services, as needed, from staff located at Birch Tree Center.
- In 2015, attention to the mental health and substance abuse treatment needs of the Carlton County jail population resulted in a response by adult service, HDC, and FDL staff to meet identified needs. Telemental health services currently allow for timely psychiatric evaluations and Rule 25 assessments for incarcerated persons with a future goal of using ITP services to provide access to existing chemical dependency treatment programs.
- The anticipated loss of Intensive Community Rehabilitation Services grant funding in 2015 is being addressed in consultation with DHS staff. DHS is encouraging expansion of the evidence based psychiatric rehabilitation model, Assertive Community Treatment (ACT) services. If determined feasible and sustainable, a Carlton County ACT team could be established in late 2015. The program would be "grown" over a two year period to meet the needs of many of the 35 persons currently receiving Intensive Community Services.
- Starting July 1, 2015; the DHS opened the Minnesota Adult Abuse Reporting Center (MAARC) resulting in the redirection of all adult maltreatment reports from county based common entry points to a centralized call center. One anticipated outcome is an increase in assessment activity for county adult protective services (APS) staff as DHS will be marketing the centralized call center number. Carlton County APS staff addressed 101 adult maltreatment allegations in 2013 and 83 allegations in 2014.
- Efforts are currently underway to address the increasing need for guardianship services, without adding social services staff, thru the recruitment of volunteer guardians. Persons with a professional and/or personal history that lends itself to serving as a guardian will receive training and be paid a nominal monthly fee to provide guardianship services.

Family Social Services Unit - Submitted by Brenda Carlson, Family Social Services Supervisor

Ensure the safety and welfare of Carlton County children: In April of 2015 Carlton County participated in a Children and Family Services Review (CFSR) with the Minnesota Department of Human Services, Child Safety and Permanency Division. This process includes reviewing a number of files both out-of-home placements and in-home child protection service. We had 9 cases reviewed. In addition to reviewing the paperwork and computer program SSIS compliance, DHS met with community stake holders, foster care providers, parents and children who have worked with the Family Unit. DHS is measuring safety, permanency, and well-being outcomes. It also examines social work practice and the systems in which we work. It identifies strengths and areas needing improvement. This culminated in a report issued by the Child Safety and Permanency Division and will be shared with community stakeholders and the Carlton County Board of Commissioners when DHS finalizes the report. It is currently in draft status.

Strong strengths identified:

- Daily team screening including Tribal involvement.
- The use of the MN Child Maltreatment Screening Guidelines.
- Timely case assignments.
- Efforts to initiate contact made quickly.
- Children are safely maintained in their homes whenever possible.
- Workers make monthly visits to children in out of home placement over 90% of the time.
- Practice is to place siblings together whenever possible.
- Early identification of relative for relative placements.
- Maintaining tribal connections.
- Use of family engagement strategies such as FGDM conferences and the 3P process.
- Comprehensive assessment of needs for mothers and children.
- Targeted services.

Areas needing improvement:

- Foster care re-entry – includes children’s mental health placements and delinquency placements.
- Engagement strategies with fathers.
- Comprehensive assessment of needs for fathers.
- Timeliness of response with initial contact to victims at less than 90%.

- Coordination with tribe, law enforcement or county attorney's office for initial contact with victims of substantial child endangerment, i.e. forensic interviews with victims of sexual molestation may cause the initial contact with the victim not to be within 24 hours of ruled-in child maltreatment report.
- Timely assessment of the mental health needs to youth in out of home placements – use of CMH screening tool within the first 30 days of placement.

The Family Unit has submitted a Performance Improvement Plan to the Division of Child Safety and Permanency to address the above issues. Strategies include using Lexis Nexis software to identify relatives early on in the case, potentially repositioning the .5FA/.5FI child protection worker to 1.0 FI to address the timeliness to initial contact with victims and to address recommended changes to screening criteria for investigations by the Governor's Task Force. Continued monthly monitoring of SSIS data by the supervisors to review trends and address with workers any deficiencies in a timely fashion.

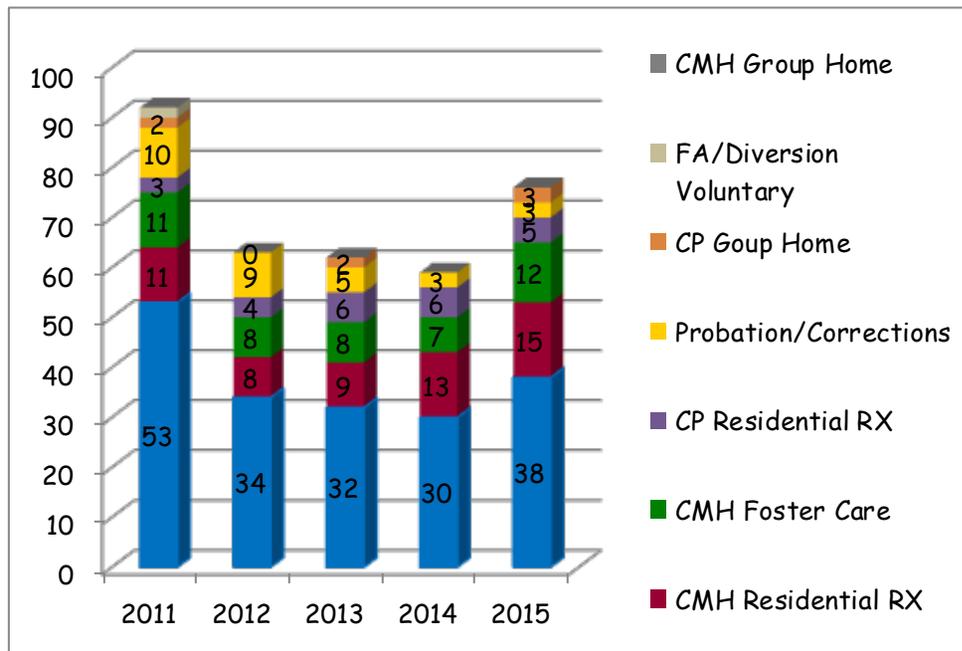
Once DHS has approved the PIP this will be shared with the Carlton County Board of Commissioners and the Human Services Advisory Board.

It is always the goal of Carlton County Public Health and Human Services to keep children in their homes with their biological families whenever possible. For a variety of reasons this is not always possible. Children are placed outside of their homes to address: safety, mental health, substance abuse, or correctional issues. These out-of-home placements are generally very complex in nature and often include all of the reasons mentioned. Heroin, methadone abuse, and methamphetamine use continue to plague the families we work with. Untreated or under treated mental health issues also frequently require that the Agency become involved with these families. We coordinate with Carlton County Public Health & Human Services employees such as Parent Child Health PHN's, Chemical Dependency Assessors, ICS providers, Disability Case Managers, Adult Mental Health Case Managers, Family School Support Workers and Children's Mental Health case managers.

We also work closely with Fond du Lac Social Services and their ICWA social workers, sobriety coaches, the Behavioral Health Unit, and domestic abuse advocates. In addition to working with FDL, will also work with our community partners such as The Human Development Center, WINDOWS Victims Services, Truancy Officer, local law enforcement agencies, (Esko, Cloquet, Fond du Lac, Moose Lake and the Carlton County Sheriff's Department) Probation and our local hospitals.

Carlton County has been seeing in the last four years a reduction in out of home placements. (Please see attached graph.) Due to the above mentioned issues, Carlton County is seeing an increase in out-of-home placements for children in 2015. We currently have 59 children in foster care thus far in 2015. In 2014 we had a total of 60 children in foster care for the entire year. Carlton County has a high rate of placing youth in relative foster care – 78%. This is considerably higher than the state and regional average. All ICWA placements are reviewed with Fond du Lac Social Services or other Tribes that may be involved with the family.

Out of Home Placements (As of July 1st each year)



We continue to utilize the Governor's Task Force is renamed to Differential only be offered to families risk on a Risk Assessment

more cases will be assigned for a traditional investigation, which may result in more petitions to court, more out-of-home placements, and more cases for our on-going Child Protection social workers. The Governor's Task Force has allocated additional funds to counties to assist in improving their child protection outcomes. Funds will be dependent upon counties meeting certain outcomes. No county will receive less than \$75,000. Carlton County will receive \$157,000. The base is determined by population of the county and number of screened in child maltreatment reports.

Family Assessment program address risk and safety issues. The recommending that this program be Response and that these services will who have scored a moderate to low Tool. This will mean that in 2016

The performance measures are:

- Ten percent of a county agency's full allocation will be withheld until the department determines if an agency has met the performance outcome threshold of 90 percent based on face-to-face contact with alleged child victims. To receive the performance allocation, county child protection workers must have timely face-to-face contact with at least 90 percent of all alleged child victims of screened in maltreatment reports.
- Ten percent of a county agency's full allocation will be withheld until the department determines if an agency has met the performance outcome threshold of 90 percent based number of visits make by caseworkers on a monthly basis to children in foster care and children receiving child protection services while residing in their home must be at least 90 percent per month.

We currently have hired another full time child protection social worker to work with on-going child protection cases. This person is scheduled to begin on October 5, 2015. We also will hire additional support staff to assist with the increased workload.

The social services supervisors (Disabilities, CMH and CP) will continue to review with staff the need for timely and monthly visits with all children in placements – whether it be foster care or residential. This is in addition to making sure that out-of-home placement plans are completed within the first 30 days of placement, reviewing the MAPCY (the difficulty of care assessment) to ensure it is accurate and completed within the first 30 days of placement, the CMH screening tool for timeliness, and reviewing court reports.

In 2016 Minnesota began the Northstar Care for Children program which provides for a more even distribution of foster care – adoption assistance – and Relative Kinship Assistance funds. The MAPCY (Minnesota Assessment of Parent Child Youth) is a new tool used to determine difficulty of care points for the foster homes and post-placement funding. This tool is much longer than the previous Difficulty of Care document and also takes longer to input into our SSIS data base. The tool is also designed to give less money to foster care providers and adoptive parents/legal guardians to children under the age of 6. The rationale is that children under 6 require less intervention and less complex care. We are finding that the drug-addicted babies are requiring copious time and intervention by their caregivers. We are also seeing an increase in children who have experience trauma in their young lives and as a result are exhibiting increase behaviors such as aggression, acting out, sleep disturbances, toileting issues, and reactive attachment behavior. Workers are consistently referring these children for trauma assessments and trauma therapy. The number of therapist specially trained in this therapy are minimal in this area and there is frequently a waiting list for these services.

Children’s Mental Health & Family School Support Worker Unit - Submitted by Karen Milbrath, CMH & FSSW Supervisor Children’s Mental Health Services

Children’s Mental Health Case Management Services are provided to youth who have a mental health diagnosis and meet the status of severe emotional disturbance. The purpose of case management is to identify youth with mental health needs and help them access a continuum of mental health services ranging from outpatient services to residential programs.

- The Children’s Mental Health Unit provides service, at any given time, to 80-90 youth who are eligible for Children’s Mental Health Services.
- Over the last 3 years the CMH program received an average of 65 new case management referrals each year. During the first 6 months of 2015 the program has received 37 new referrals for case management.
- Case load size is determined by Children’s Mental Health Rule 79 as 15 cases per 1 FTE Case Manager. At approximately 5.5 FTE CMH Case Managers, the program has been able to maintain these case load levels which results in quality services being provided to children and families.

- Children’s Mental Health Case Management is a billable service under Medical Assistance and PMAP plans. Approximately 70% of the cases which are open for service are billable under these plans. Although reimbursement rates are set each year and can change significantly, this year’s rate is consistent with the previous year. The CMH program has maintained budgeted revenue amounts in this area.
- The Children’s Mental Health Unit will begin utilizing a newly developed placement screening process. This screening and placement review process will work toward outcomes of shorter placements and identification of other potential placement options.
- In 2015 changes took effect in the out of home placement difficulty of care tool (MAPCY) and in the CHIPS Rules. These changes have affected social work practice by significantly increasing the amount of time it takes to complete documentation pertaining to out of home placements.

Family School Support Worker Services

The purpose of the Family School Support Worker program is to provide voluntary early intervention services to families. Social workers are located in the school setting and work collaboratively with school staff to provide outreach and services to youth and families around a variety of needs.

- Family School Support Workers provided outreach, consultation, service coordination, and support to approximately 500 students and their families during the 2014-2015 school year.
- Family School Support Workers provide Children’s Mental Health Case Management Services to approximately 40 youth.
- A new partnership with schools will begin during the 2015-2016 school year. Schools accessing Family School Support Workers will be participating in a cost share with Carlton County Public Health and Human Services. School District rates for this cost share are: \$7232/1 FTE and \$3616/.5 FTE
- The Family School Support Worker Program accesses revenue funding sources such as: Carlton County Children and Family Services Collaborative (\$30,000), Targeted Case Management billing (approximately \$265,000), and Special Education Billing (approximately \$46,000).

New Initiatives:

School Linked Mental Health.

School Linked Mental Health is able to provide timely, accessible, and effective mental health services for youth who have mental health needs. Public Health and Human Services is working with Fond du Lac Human Services to provide School Linked Mental Health Services as part of a SLMH Grant from the Minnesota Department of Human Services.

- The Department of Human Services approved a five year grant (7/1/13-6/30/18) with Fond du Lac to provide mental health therapy in the schools. Carlton County Public Health and Human Services will begin providing school linked mental health therapy services starting in year three (7/1/15).

- Outreach has occurred with county school districts which do not currently have therapy services located in their school. Initial services will be provided to Wrenshall, Moose Lake, and Esko School Districts.
- 1 FTE Mental Health Professional will provide therapy services through face to face, as well as, through telepresence equipment in the schools.
- A 1 FTE Case Aide will focus on maximizing health plan billing for therapy services and grant reporting requirements.
- The 2016 SLMH Grant amount is expected to be \$132,500. The amount of revenue generated through health plan billing is anticipated to be \$60,000.

Child Support and Collections Unit - Submitted by Dan Plinski, Child Support & Collections Supervisor

The Child Support division of Carlton County Public Health and Human Services encourages the health and well –being of children and financial stability of families as a whole.

Child Support

Carlton County serviced 2,063 open cases within FFY 2014 and we were measured as follows:

- We will continue to give children the opportunity to develop to their fullest potential by establishing paternity on all cases. Carlton County is at 101% of cases with paternity established while the MN State average is 100%. We established paternity on 1,463 cases in FFY 2014 while there were 1,448 children born out of marriage reported in 2013.
- We will continue to ensure families are economically secure by establishing orders on Child Support cases. Carlton County is at 93% of cases with an order established while the MN State average is 88%. We had 2,063 cases open in FFY 2014 and had orders established on 1,919 of those cases.
- We will continue to strive toward giving children stability in their living situations by collecting on current support owed. Carlton County is at 73.73% of current support being paid while the MN State average is 72.46%. Carlton County collected \$3,764,302 in support owed to Custodial Parents in FFY 2014.

Collections and Estate Claims

- Carlton County collected \$517,277 on Medical Assistance estates in SFY 2014 on 135 collectable cases. *As a County, we had the 11th highest collection total in the State.*
- Carlton County also collected an additional \$95,767 in other Public Assistance overpayments in 2014.

Cook County Partnership

Carlton County is regionally partnering with Cook County, fully servicing the Cook County Child Support caseload of 171 cases, and is also one of the pilot counties utilizing Vidyo telecommunication technology to accomplish this partnership. DHS views Carlton County as one of the leading counties in government redesign and regionalization.

New initiative

The Child Support unit is planning on implementing the Electronic Document Management system fully, in the year 2016. This system allows for a streamlined “electronic” process to handle our ever changing workload.

Budget

| 400 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|------------------------------|----------------------------|------------------------------|----------------------------|----------------------------|-------------------------|------------------------|
| 2012 | \$15,264,388 | \$1885 | \$9,062,688 | \$1,885 | \$6,201,700 | \$0 | \$6,201,700 |
| 2013 | \$15,740,971 | \$0 | \$9,395,927 | \$0 | \$6,345,044 | \$0 | \$6,345,044 |
| 2014 | \$17,247,626 | \$0 | \$10,443,880 | \$614,330 | \$6,803,746 | \$200,000 | \$6,603,746 |
| 2015 | \$17,988,124 | \$0 | \$10,472,520 | \$0 | \$7,515,604 | \$406,507 | \$7,109,097 |
| 2016 | \$18,322,164 | | \$10,456,953 | | \$7,865,211 | \$336,234 | \$7,528,977 |



County Recorder

*County Recorder
Registrar of Titles
Vital Records Registrar
Kristine Basilici
218-384-9195*

Purpose Statement

The mission of the Office of County Recorder/Registrar of Titles/Vital Records Registrar is to serve citizens in a respectful, innovative, and fiscally responsible manner. The duties of the office include the examination, recording, and archiving of real property and vital records documents in a manner that is both timely and cost effective.

The Office of the County Recorder/Registrar of Titles/Vital Records Registrar maintains and provides the public with access to the official land and marriage records within the county, along with access to statewide birth and death records, military discharges, notarial and ministerial credentials. Some records, such as military discharges, are not public documents while other records may contain sensitive data which is disseminated upon completion of internal procedures often governed by statutory requirements.

The County Recorder administers the 01-104 County Recorder department budget.

2016 Initiatives

The County Recorder's Office will seek to purposefully align activities, goals and resources established by the County Board, key staff and other county departments to advance the following priority initiatives during 2016:

Technological

- Promote the Electronic Recording of documents. Promote the electronic means of recording for **ALL** documents which include deeds and mortgages with electronic CRV's and electronic wells completed by year end 2016 and engaging approved submitters to utilize this new way of recording. The office is positioned to electronically record Abstract and Torrens documents once ACH pulls are approved by the County Auditor/Treasurer.
- Digitize and integrate county plats with/into on-line service access.

- Continue to work with vendors to provide access to legacy (historical) tract indexes for in-house and on-line requirements as well as provide for Disaster Recovery of all records and systems.
- Work with current software vendor, if possible, in order to digitize over 1,000 legacy (historical) Certificates of Title for in-house and on-line requirements.
- Select vendor, with the approval of the County Auditor, to provide credit/debit card services for applicable transactions.
- Work with vendor to continue the digitization of property record (historical) documents (Deed and Mortgage books - Etal) in order to provide efficient in-house and on-line access.
- Work with vendor to digitize legacy (historical) marriage documents.
- Work with vendor and subcommittee to improve the systematic submission of electronic documents as well as to complete the automation of the Torrens system.
- Continue the Verification of Imaged Documents. Ongoing verification of every document that was converted from microfilm to images to guarantee these images are the true and accurate document for archival purposes for years 1949 through current (Current verification 2006 to current). This may include, at some point, the back indexing of legacy (historical) documents.
- Continually provide superior customer service through collaborative efforts with Auditor/Treasurer and Assessor: Gain new perspective on how to better meet the customer needs by sharing information and ideas within different departments. This may be accomplished through the computerized dissemination of the County Recorder's land record database (DocPro).
- Continue the promotion of electronic distribution of documents and information. Information requests by both internal and external customers will be delivered electronically to expedite requests for an ever increasing demand for efficiencies of service.
- Create discharge database (on-going) for military records to share with the various Veteran Service Officers across the State of Minnesota in order to assist Minnesota's military veterans with their service documentation.
- Integrate current automated marriage system with the Minnesota County Recorder's On-line application in order to provide kiosk and on-line application services for customers.

OFFICE

- Creation of (currently in progress) Document Indexing Standards for the office
- Examine the work flow processes throughout the office and realign to increase the efficiency of the various daily practices
- Continue working on the creation of a Common Interest Community Procedures. Create a systemized procedure for examination of CIC Plats.

2016 Proposed FTE Staffing Changes

None

2016 Budget Adjustment Requests, Non-Inflationary in Nature

None

Budget (Includes GIS costs)

| 104 | Budgeted | Actual | Budgeted | Actual | Levy | Fund | | Actual |
|------|-----------------|-----------------|-----------------|-----------------|-------------------|----------------|--|---------------|
| | Expenses | Expenses | Revenues | Revenues | Allocation | Balance | | Levy |
| 2012 | \$436,351 | \$632,043 | \$272,000 | \$338,044 | \$164,351 | \$0 | | \$164,351 |
| 2013 | \$437,627 | \$434,773 | \$265,000 | \$350,353 | \$172,627 | \$0 | | \$172,627 |
| 2014 | \$407,582 | \$122,177 | \$265,000 | \$307,338 | \$142,582 | \$0 | | \$142,582 |
| 2015 | \$420,159 | \$126,583 | \$265,000 | \$324,423 | \$155,159 | \$0 | | \$155,159 |
| 2016 | \$424,717 | | \$265,000 | | \$159,717 | \$0 | | \$159,717 |



County Sheriff's Office

*County Sheriff
Kelly Lake
218-384-3236*

Purpose Statement

By Statutory Authority, the Sheriff shall keep and preserve the peace of the county (M.S. 387.03). The Sheriff's Office responds to calls for service, investigates crimes, investigates accidents, and apprehends criminals. The Sheriff also operates the County Jail and 9-1-1 Public Safety Answering Point, dispatching all law enforcement, fire, and emergency medical services throughout Carlton County. As an officer of the Court, the Sheriff serves civil process and enforces Court orders, warrants, and has responsibility of Court Security.

The Carlton County Sheriff is responsible for the administration of the following department budgets: Department 200 Patrol, Investigative, Special Operations and Administrative; Department 205 Court Security; Department 210 9-1-1 Communications; Department 230 Boat & Water Safety; Department 235 Snowmobile Safety; Department 250 Jail; Department 280 Emergency Management.

2016 Initiatives

Specifically, the Sheriff's Office will work with the County Board, key staff, strategic partners, and community members to advance the following initiatives during 2016:

Electronic Transmission of Documents. The Minnesota Judicial System (Courts) has made a commitment to going paperless statewide by July 1, 2016, making this mandatory for all partners. Carlton County District Court is requiring all electronic submissions by October 9, 2015. We are continuing with increased management and storage of law enforcement records by electronic means. All criminal case files now include scans of all paper documents, as well as storage of all audio interviews, within the electronic records management system. This will allow the entire case file to be available electronically; Submission of all citations and criminal files to the County Attorney and Court by electronic means in cooperation with the Minnesota Judicial System; Continuing management of Civil Process records, including scans of all documents received for service, as well as storage of service worksheets and returns; Management of foreclosure records within the civil portion of our records management system, including scans of all documents related to the foreclosure sale process.

Records Management-Computer Aided Dispatch/ Mobile- Field Reporting Upgrades We are in a NE Region wide shared records management system.

Our consortium is currently reviewing future needs and preparing an RFP. The system in operation now has been since 2005 and we are looking at improved efficiency and keeping up with technology looking towards the future. Ultimate goal is to also maintain the information sharing capability with other law enforcement partners in the region.

NextGen 911 Update. The second phase was completed in early 2014 to prepare for the final phase to be implemented in late 2014, early 2015. This final phase is in current testing at the state level. This 2015-16 phase will include the mandatory requirement to have the ability to receive and send 911 texts. Eventually, when the State Broadband network is rolled out in 5-7 years, 911 centers would be able to receive and send video and photos.

ARMER Radio Enhancements: Working with State and local partners to receive grant funding towards a 50% match program to enhance two ARMER radio sites in Carlton County. Added channel capacity has been identified as a need by the State at both our Mahtowa and Moose Lake sites.

Everbridge Mass Notification System: This system already purchased, will allow notifications of citizens through the use of technology. With our mobile society, it is necessary to allow for emergency messages to include violent storms, hazardous material incidents, and evacuation procedures to be quickly disseminated to all citizens who voluntarily enroll in this program. Everbridge Mass Notification System will also be utilized to send messages to all Carlton County employees and for paging our Deputies, Officers, first responders, CERT Team, Dive Rescue Team, and offered to city government agencies in the county for notification of their employees and citizens. We will spend 2015-16 promoting this service and enrolling citizens and employees. It will save time and efficiencies in notification during critical incidents.

GIS Related Projects: Converting new Pictometry program map data to proper format usable in Computer Aided Dispatch mapping; Creating GIS points for all addresses in the County

EMD (Emergency Medical Dispatch): We will be researching the implementation of EMD, which allows 911 Dispatchers the ability to give medical pre-arrival instructions to 911 callers.

Equipment Room: Back-up cooling systems for computer/equipment room for backup servers; implementation of fire suppression system designed for electronics in dispatch equipment room and computer equipment room.

Jail Implementation of State Mandated Electronic Medical Records: By January 1, 2016, the jail is required to have an electronic medical records system. Implementation of EMR's will allow improved operational efficiencies, proactive management of risk and compliance, and streamline the insurance and billing process. It will also provide interfaces with state, county, and federal agencies for cross-jurisdictional information flow, which in turn provides better inmate care and reduces liability for staff and the county.

Follow up recommendations of the NIC Jail and Justice System Assessment: Establish a needs assessment evaluation of the Carlton County Jail, looking forward to future planning for the needs of the jail. The preliminary assessment conducted by the National Institute of Corrections, and several past MN Department of Corrections Inspections have identified areas in both justice system components and physical plant limitations on the 35 year old jail that will need to be addressed.

Emergency Management Planning and exercise: Working with cities and county department heads towards a table top exercise in 2016. Includes a preparedness report workshop, an incident action plan workshop, and State HSEM Senior leadership presentation; Working with area responders and Carlton County Mounted Posse on multi-agency full scale search and rescue exercise.

2016 Proposed FTE Staffing Changes

Addition of a full-time clerical support in the Jail Division as outlined in the MN 2911 Rules, defining rules and regulations for jail facilities. According to MN 2911.0900 subpart #25; our Class III facility is required to have clerical support. This position would be responsible to assist in all clerical duties to include record requests, filings, public data requests, facility statistical data, and general clerical support, assisting Jail Administrator and Jail Nurse.

Increase in budget = \$78,268, including wages and family insurance.

Addition of a full-time Investigator in the Patrol Division due to case volume, complexity, and time required of cases, and for increase in drug related crimes and proactive investigations. Increase in budget = \$95,679, including wages and family insurance.

Addition of .1FTE to the current .9FTE Transcriptionist/Receptionist/Gun Permit Clerk, making this position a full-time 1.0FTE.

Increase in budget = \$22,929, including wages and increase to family insurance.

County Sheriff Budget

| 200 | Budgeted | Actual | Budgeted | Actual | Levy | Fund | Actual |
|------|-------------|-------------|-----------|-----------|-------------|---------|-------------|
| | Expenses | Expenses | Revenues | Revenues | Allocation | Balance | Levy |
| 2012 | \$2,258,030 | \$2,392,944 | \$317,151 | \$393,357 | \$1,940,879 | \$343 | \$1,940,536 |
| 2013 | \$2,293,707 | \$2,362,004 | \$307,529 | \$426,863 | \$1,986,178 | \$0 | \$1,986,178 |
| 2014 | \$2,425,416 | \$2,481,939 | \$330,786 | \$341,774 | \$2,094,630 | \$7,023 | \$2,087,607 |
| 2015 | \$2,470,989 | \$2,614,404 | \$341,774 | \$430,426 | \$2,129,215 | \$697 | \$2,128,518 |
| 2016 | \$2,485,913 | | \$332,410 | | \$2,153,503 | \$1,720 | \$2,151,783 |

Court Security Budget

| 205 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocatio | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|-----------------------|---------------------|--------------------|
| 2012 | \$75,216 | \$118,750 | \$0 | \$0 | \$75,216 | \$0 | \$75,216 |
| 2013 | \$99,339 | \$105,860 | \$0 | \$0 | \$99,339 | \$0 | \$99,339 |
| 2014 | \$116,199 | \$118,750 | \$0 | \$0 | \$116,199 | \$0 | \$116,199 |
| 2015 | \$119,242 | \$108,128 | \$0 | \$0 | \$119,242 | \$0 | \$119,242 |
| 2016 | \$120,413 | | \$0 | | \$120,413 | \$0 | \$120,413 |

Communications Budget

| 210 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$670,656 | \$990,701 | \$125,000 | \$187,341 | \$545,656 | \$0 | \$545,656 |
| 2013 | \$705,656 | \$771,262 | \$125,000 | \$211,231 | \$580,656 | \$0 | \$580,656 |
| 2014 | \$730,120 | \$714,911 | \$125,000 | \$130,087 | \$605,120 | \$0 | \$605,120 |
| 2015 | \$769,710 | \$801,774 | \$128,000 | \$133,462 | \$641,710 | \$0 | \$641,710 |
| 2016 | \$842,871 | | \$118,187 | | \$724,684 | \$0 | \$724,684 |

Medical Examiner Budget

| 225 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$26,000 | \$41,352 | \$0 | \$0 | \$26,000 | \$0 | \$26,000 |
| 2013 | \$26,000 | \$38,516 | \$0 | \$0 | \$26,000 | \$0 | \$26,000 |
| 2014 | \$26,000 | \$43,389 | \$0 | \$0 | \$26,000 | \$0 | \$26,000 |
| 2015 | \$85,000 | \$89,276 | \$0 | \$0 | \$85,000 | \$0 | \$85,000 |
| 2016 | \$101,000 | | \$0 | | \$101,000 | \$0 | \$101,000 |

Boat and Water Safety Budget

| 230 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$8,000 | \$6,771 | \$5,000 | \$4,710 | \$3,000 | \$0 | \$3,000 |
| 2013 | \$8,000 | \$7,555 | \$5,000 | \$5,223 | \$3,000 | \$0 | \$3,000 |
| 2014 | \$8,000 | \$6,363 | \$5,000 | \$4,050 | \$3,000 | \$0 | \$3,000 |
| 2015 | \$7,050 | \$6,339 | \$4,050 | \$3,977 | \$3,000 | \$0 | \$3,000 |
| 2016 | \$6,977 | | \$3,977 | | \$3,000 | \$0 | \$3,000 |

Snowmobile Safety Budget

| 235 | Budgeted Expenses | Actual Expense | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|-----------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$5,000 | \$2,796 | \$5,000 | \$6,782 | \$0 | \$0 | \$0 |
| 2013 | \$5,000 | \$4,691 | \$5,000 | \$4,691 | \$0 | \$0 | \$0 |
| 2014 | \$5,000 | \$4,474 | \$5,000 | \$4,474 | \$0 | \$0 | \$0 |
| 2015 | \$4,783 | \$2,538 | \$4,783 | \$2,538 | \$0 | \$0 | \$0 |
| 2016 | \$4,783 | | \$4,783 | | \$0 | \$0 | \$0 |

County Jail Budget

| 250 | Budgeted Expenses | Actual Expense | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|-----------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$1,565,892 | \$1,729,089 | \$84,500 | \$63,259 | \$1,481,392 | \$0 | \$1,481,392 |
| 2013 | \$1,603,662 | \$1,576,582 | \$84,500 | \$91,563 | \$1,519,162 | \$0 | \$1,519,162 |
| 2014 | \$1,626,996 | \$1,512,465 | \$77,000 | \$66,937 | \$1,549,996 | \$0 | \$1,549,996 |
| 2015 | \$1,693,632 | \$1,516,579 | \$75,000 | \$58,369 | \$1,618,632 | \$0 | \$1,618,632 |
| 2016 | \$1,692,287 | | \$62,500 | | \$1,629,787 | \$0 | \$1,629,787 |

Emergency Management Budget

| 280 | Budgeted | Actual | Budgeted | Actual | Levy | Fund | | Actual |
|------|-----------------|-----------------|-----------------|-----------------|-------------------|----------------|--|---------------|
| | Expenses | Expenses | Revenues | Revenues | Allocation | Balance | | Levy |
| 2012 | \$42,000 | \$40,475 | \$20,000 | \$21,196 | \$22,000 | \$0 | | \$22,000 |
| 2013 | \$42,000 | \$54,861 | \$20,000 | \$20,211 | \$22,000 | \$0 | | \$22,000 |
| 2014 | \$49,240 | \$80,522 | \$24,620 | \$43,549 | \$24,620 | \$0 | | \$24,620 |
| 2015 | \$56,292 | \$55,316 | \$24,601 | \$47,737 | \$31,691 | \$0 | | \$31,691 |
| 2016 | \$57,082 | | \$22,822 | | \$34,260 | \$0 | | \$34,260 |



Transportation

County Engineer
Mike Tardy
218-384-9154

Purpose Statement

The County Transportation Department is principally responsible for the planning, construction, and maintenance of an efficient, safe county transportation system. In fulfilling those objectives, the department must promote and maintain a high degree of cooperation between the Board of Commissioners and local units of government, the State Department of Transportation, and the Federal Highway Administration. Included in this activity are road design, traffic studies, signaling and lighting designs, signing, road and bridge maintenance, snowplowing, construction, and contract administration.

The Transportation Department is responsible for both the Road & Bridge Budget, and the Airport Budget.

2016 Strategic Initiatives

The Highway Department will work with the County Board and strategic partners to advance the following priority initiatives during 2016:

- County Construction Program. The Department continues to gather information in order to assess the condition and needs of its roads and bridges. With limited resources to address the expanding needs, there will be a gradual shift of priorities from major grading to preserving the current system of bridges and pavements. Approximately a third of our pavements are in poor condition and need immediate attention. Pavements will be evaluated to determine the appropriate level of preservation or replacement. As in 2015, we plan to partner with St. Louis County and other local governments in a regional wide chip seal program. For 2016, there will be an emphasis on the mid-life pavements (5-10 years of age), that are in fair condition and would extend the pavement life. Also, there are a number of bridges that are load posted, structurally deficient or functionally obsolete. State bridge bonding and township bridge funds will be pursued to address the county and township bridge needs. Gravel roads are being assessed to determine the appropriate repairs and upgrades. Factors such as traffic volumes, truck traffic and maintenance cost will be considered in determining the level of upgrade, such as paving.
- County Road Safety Plan. The Department will continue to implement the strategies outlined in the plan. We will continue the strategy of partnering with other counties in our region to use federal safety funds for these improvements.

- County Maintenance Work. The maintenance crews will have completed construction work on Airport Road and CSAH 8 during the 2015. Both were large projects that began in 2014 that carried over into 2015. In 2016, the county maintenance crew will return to the Kettle Lake Road project that was suspended in 2013, due to an environmental issue. We are currently working with the DNR and SWCD to resolve the issue and continue work in 2016, to upgrade the road and improve safety at the rail road crossing. DNR State Park Road funds have been requested to cover the additional cost of resolving the environmental issue.
Other major work activities planned for 2016 are crack sealing, county and township gravel surfaces, culvert replacements and base prep and shouldering for the sales tax projects.
In 2016 there will be larger demand from cities and townships for our services. Although this will be challenging, we'll try to accommodate the best we can.
- Challenges. Projects are taking longer and costing more to develop and construct. This is due to permitting and right-of way process. The department is making the effort to include the permitting agencies at the front end of the projects, with the goal to streamlining and maximizing efficiency as much as possible. Acquiring the needed right-of-way for a project continues to take longer and cost more. When the property owner's expectation is substantially different than the appraised value, the eminent domain process may be the only option. Permitting and right-of-way acquisition are a major consideration when determining what project to do, how it should be done, when it can be done, and should it be done.
The department's staffing level is another challenge. The increase in the construction program due to the implementation of the county half cent sales tax for transportation, has increased the workload on the engineering staff by approximately 40%. Due to this increase in workload, I am proposing to hire full time civil engineering technician. Even with an addition to the engineering staff, there are times when we may still need to hire consultants for certain projects.
- Funding. The three major funding sources for the Transportation Department are state aid, the county half cent sales tax and property taxes.
Carlton's County 2016 annual state aid allocation will be approximately \$5 million. Of the \$5 million, 40% (\$2mil) can be used for maintenance, and 60%(\$3mil) for construction. In addition to the 2016 \$3mil annual allocation, the county has a state aid construction fund balance of approximately \$4mil. Also, the county has been granted \$500,000 of state bridge bonds for the Little Net Bridge replacement on CSAH 8. The \$2mil of state aid maintenance funds are used to compensate the county for labor, equipment and materials to maintain our state aid system.
The county half cent sales tax is projected to generate approximately \$1.5mil for county road projects. Of the \$1.5mil, it is anticipated that about 10-15% will be used for county staff engineering and county maintenance forces to replace culverts, prep the base for paving, and provide shouldering gravel. The remaining will be used to award contracts for paving or grading.
The property tax for transportation is generally set to cover the difference between the revenues and expenditures. Our proposed

property tax revenue for Transportation in 2016 is **\$2,611,006**. This is about the same as 2015.

A significant change in the 2016 budget, is a revenue line item of \$164,000(not included in the above number) to cover the inter-department expenditures that, starting in 2016, will come out of the transportation budget. This will eliminate the need for billing and streamline the process. A cost savings for the county. Also, a revenue line item has been added for work done on the county fairgrounds.

- Request approval to add a position. As stated above, with the additional projects in the construction program, due to the county sales tax, it is anticipated that the workload for engineering will increase by about 40%. Adding another civil engineering technician to our compliment, will bring the staffing level in line with what it was during the 2006-2008 county bond construction program. The position would be filled as an Engineering Technician III, Teamster level 6. Currently this is a vacant position in the Teamster contract. The 2016 projected salary is \$45,000, (\$52,000 with FICA, Medicare and PERA) plus health insurance. The majority of the cost for this position would be charged to state aid and the county sales tax.

Road and Bridge Budget

| 300 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$11,255,105 | \$9,761,918 | \$8,550,010 | \$11,227,144 | \$2,705,095 | \$0 | \$2,705,095 |
| 2013 | \$15,313,677 | \$12,950,882 | \$12,364,597 | \$10,531,136 | \$2,949,080 | \$200,000 | \$2,749,080 |
| 2014 | \$13,149,500 | \$11,797,390 | \$10,406,861 | \$13,296,556 | \$2,739,639 | \$0 | \$2,739,639 |
| 2015 | \$11,075,567 | \$14,291,372 | \$8,462,885 | \$12,931,736 | \$2,612,682 | \$0 | \$2,612,682 |
| 2016 | \$14,754,938 | | \$11,969,418 | | \$2,785,520 | \$0 | \$2,785,520 |

Airport Commission Budget

| 690 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$553,749 | \$652,979 | \$499,071 | \$527,143 | \$54,678 | \$0 | \$54,678 |
| 2013 | \$469,673 | \$1,347,012 | \$417,571 | \$1,274,171 | \$52,102 | \$0 | \$52,102 |
| 2014 | \$749,907 | \$700,080 | \$690,601 | \$224,541 | \$59,306 | \$0 | \$59,306 |
| 2015 | \$499,326 | \$612,012 | \$468,797 | \$1,062,245 | \$30,529 | \$0 | \$30,529 |
| 2016 | \$149,070 | | \$147,797 | | \$1,273 | \$0 | \$1,273 |



Veterans Services

*Veterans Service Officer
Duane Brownie
(218) 499-6838*

Purpose Statement

It is our duty and honor to provide assistance and support to veterans and their dependents who reside in Carlton County. We are dedicated to helping veterans and dependents obtain disability, pension, education, burial, optical, dental, special needs, and medical benefits through various county, state, and federal agencies. Our office serves as a veteran's advocate that assists with submitting all required paperwork to establish proper/non-fraudulent claims for benefits. We work honorably with other authorized government or private agencies even if it is out of our jurisdiction to ensure that no veterans earned benefits are forgotten.

The Veteran Services budget is 01-121 Veterans Services.

2016 Initiatives

Veterans Services will align departmental activities/resources to ensure that Veterans are taken care of in Carlton County. Specifically, Veterans Services will work with the County Board and other agencies to continue the NEEDS approach to help veterans remain educated, healthy, and financially stable for 2016:

Networking. This office will continue to work with and support the Minnesota Association of County Veterans Service Officers (MACVSO), United Veterans Legislative Council (UVLC) and the Commander's Task Force (CTF) of all veterans' laws and regulations that come before the Governor, Minnesota State Senate, and Minnesota House of Representatives that can have an impact of the veterans and families who live in Carlton County. We also will work with the VA Regional Offices and the VA Medical Centers and express our concerns about client matters that affect the local lives of veterans within our community. We will make contact when appropriate with our Federal and State legislatures for support and positive change.

Education. This office staff will continue to maintain the necessary education and training guidelines as required by the Minnesota Department of Veterans Affairs (MDVA) to ensure timely access to veterans' files through the Veterans Administration by attending the National Association of County Veterans Service Officers Annual Conference and both Minnesota Association of County Veterans Service Officer (MACVSO) Spring/Fall Conferences. Maintaining accreditation and continuing education units (CEU's) allows for quicker claim updates, processing, and catching items that could result in denial of benefits. It also allows us to keep up to date of future changes to VA programs and services.

Enrollment of Veterans into the VA Health Care System. This office will continue to work with the local Twin Ports VA Outpatient Clinic and the

Minneapolis VA Medical Center in establishing eligibility and enrollment into the Veterans Administration Health Care System. We will help advocate and communicate veterans' problems within the VA Health Care System so they get the best care possible care within reason of the Federal VA Budget.

Disability Claims & Outreach. This office will work with all Veterans, Dependents, Active Military, Reservists, and National Guard members to file claims for benefits earned. We will continue to outreach and educate veterans on Federal and State benefits that they may apply for to help offset their potential loss of income due to military service connected disabilities.

Special Needs and MDVA Programs. This office will continue to assess the veterans and their dependent's medical and monetary needs under an array of benefits allowed by the Minnesota Department of Veterans Affairs Programs and Services. We understand that emergencies arise when unforeseen and this program can help veterans and dependents eliminate financial hardships. Since optical and dental coverage is expensive, we will work with veterans and their families based on eligibility for this once every year program. Being able to see and smile can make a significant difference with a positive outlook on the future.

2016 Proposed FTE Staffing Changes

At this time there will be no request or any change to our current staffing needs.

2016 Budget Information

Grant monies are pass-through dollars that need to be spent on various program operations. NACVSO and MACVSO conferences are training requirements that are needed to be accredited with the Minnesota Department of Veterans Affairs (MDVA) and the Veterans Administration (VA). **Fiscal Year 2014 VA Expenditures spent on Carlton County Veterans was \$24,039,000 to include Disability Compensation, Pension, Education, Home Loan, Life Insurance, Burial Benefits, and Medical Care.** The information listed above equates to \$133.85 profit per \$1 dollar spent on the Carlton County Veterans Services operation for FY 2014. These federal monies are used to help pay for county, city, township, and school property taxes and to purchase goods and services within Carlton County.

Revenue & Expenditure Summary

Veteran Services

| | | Actual | Budget | Budget |
|-------------|----------------------|--------|--------|--------|
| | Revenue Summary | 2014 | 2015 | 2016 |
| 5001 - 5049 | Taxes | | | |
| 5050 - 5099 | Special Assessments | | | |
| 5100 - 5199 | Licenses & Permits | | | |
| 5200 - 5499 | Intergovernmental | 12,500 | 12,500 | 12,500 |
| 5500 - 5599 | Charges for Services | | | |
| 5600 - 5699 | Fines & Forfeitures | | | |

| | | | | | |
|-------------|----------------------------|---------------|---------------|---------------|--|
| 5700 - 5749 | Investment Earnings | | | | |
| 5750 - 5799 | Gifts & Contributions | 289 | | | |
| 5800 - 5999 | Miscellaneous | 10,000 | | | |
| | | | | | |
| | Total Revenues | 22,789 | 12,500 | 12,500 | |
| | | | | | |
| | | Actual | Budget | Budget | |
| | Expenditure Summary | 2014 | 2015 | 2016 | |
| | | | | | |
| 6100 - 6199 | Personal Services | 181,614 | 188,333 | 192,099 | |
| 6200 - 6399 | Services & Charges | 14,300 | 14,600 | 14,625 | |
| 6400 - 6599 | Supplies & Materials | 2,937 | 7,750 | 7,750 | |
| 6600 - 6699 | Capital Assets | 3,747 | 1,500 | 1,500 | |
| 6700 - 6999 | Other | 50 | 0 | 0 | |
| | | | | | |
| | Total Expenditures | 202,648 | 212,183 | 215,974 | |

Veterans Services Budget

| 120 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$203,230 | \$196,373 | \$10,000 | \$14,091 | \$193,230 | \$0 | \$193,230 |
| 2013 | \$207,580 | \$195,275 | \$10,000 | \$22,455 | \$197,580 | \$0 | \$197,580 |
| 2014 | \$215,463 | \$202,647 | \$12,500 | \$22,789 | \$202,963 | \$0 | \$202,963 |
| 2015 | \$224,683 | \$214,841 | \$12,500 | \$12,500 | \$212,183 | \$0 | \$212,183 |
| 2016 | \$222,470 | | \$12,500 | | \$209,970 | \$0 | \$209,970 |



Zoning and Environmental Services

*Zoning and Environmental Services Administrator
Heather Cunningham
218-384-9174*

Purpose Statement

The mission of the Carlton County Zoning and Environmental Services Department is to protect and enhance Carlton County's quality of life, environment, and growth by providing the citizens of Carlton County with comprehensive planning, efficient ordinance enforcement, courteous technical assistance and public forums.

Planning and Zoning (Account 130): Carlton County Zoning and Environmental Services is the zoning authority for all areas of Carlton County except the following cities and townships: City of Barnum, City of Carlton, City of Cloquet, City of Cromwell, City of Kettle River, City of Moose Lake, Thomson Township, City of Wrenshall and City of Wright. Carlton County also has zoning authority in shoreland areas (property within 1,000 feet of a lake or 300 feet of a river or stream) in the City of Cromwell and Thomson Township.

Subsurface Sewage Treatment Systems (Accounts 130 and 680): The Zoning and Environmental Services Office administers Carlton County Ordinance #30 Subsurface Sewage Treatment Systems county-wide. This office administers a grant program for low income households to upgrade subsurface sewage treatment systems that have been deemed to be Imminent Threat to Public Health or Failing to Protect Groundwater.

Shoreland (Account 130): The Zoning and Environmental Services Office administers Shoreland Management Overlay District in accordance with the Department of Natural Resources.

Wetlands (Account 130): The Zoning and Environmental Services Office administers the Wetland Conservation Act in all of Carlton County, except for the City of Wright and the City of Cloquet.

Solid Waste and Recycling (Accounts 390 and 395): The Carlton County Zoning and Environmental Services Office operates the Transfer Station, Household Hazardous Waste Facility and recycling sheds.

Well Water Analysis (Account 130): The Carlton County Zoning and Environmental Services Office analyzes for coliform bacteria, nitrate, iron and hardness.

Local Water Management Plan (Account 680): Carlton County Zoning and Environmental Services Office is currently responsible for the implementation of the Carlton County Comprehensive Local Water Management Plan 2010-2020. It is proposed to allocate the dedicated grant to implement this program to the Soil and Water Conservation District for the 2016 budget.

Aquatic Invasive Species Program (Account 680): The Zoning and Environmental Services Office administers the Aquatic Invasive Species grant. The program includes inspections, education, enforcement and treatment.

2016 INITIATIVES AND BUDGET ADJUSTMENT REQUESTS

The following summarizes the 2016 initiatives and budget adjustment requests for the Zoning and Environmental Services Department. Requests for additional funds are highlighted in **red**. An increase in revenue or decrease in amount request from 2015 is highlighted in **green**. As utilized in the Budget Reports, values followed by “ – “ are revenue.

Fund 130: Zoning Office and Planning

Recent accomplishments by this office include providing internet/electronic access to all our zoning applications. This included redesigning more than 20 applications. This office also completed a major revision to the Carlton County Zoning Ordinance #27 in 2015.

Initiatives for 2016 under this account include some successional planning for a retirement anticipated at the end of 2016. This includes budget for training for the Zoning Technician. However, this will not result in a budget increase (account 01-130-000-0000-6246).

Only one significant change is requested under this account. This request is included under 01-130-000-0000-6602 for \$27,000 for a new truck for Zoning Staff. The current truck, a 2001 Chevy Silverado, has approximately 130,000 miles. The Silverado would be allocated to the Maintenance Department to replace a vehicle with approximately 211,000 miles. No other significant changes to the budget are requested.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2015 ORIGINAL BUDGET | 2016 PROPOSED BUDGET | EXPLANATION |
|------------------|---------------------|----------------------|----------------------|--------------|
| 01-130-000-0000- | Mobile | \$0.00 | \$27,000 | Zoning Truck |

Fund 390: Transfer Station

No significant initiatives are proposed under this program/account. Significant changes have been made at the Transfer Station since 2012 including adding food waste, scrap metal, office paper and box board recycling. Other changes include adjusting rates to provide more transparency for our customers, redesigning the office, adding cameras and the internet, and replacement of aging equipment. We are hoping for a quiet 2016.

Significant adjustments to the budget are related to an increase in revenue and increase or decrease in contract pricing. The Transfer Station is losing business to Shamrock Landfill, which offers lower prices for demolition loads (01-390-000-000-5401). Significant adjustments are proposed as follows.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2015 ORIGINAL BUDGET | 2016 PROPOSED BUDGET | EXPLANATION |
|--------------------------------------|---|------------------------|------------------------|---|
| 01-390-000-0000-5020 | Special Assessments | \$500,000- | \$575,000- | Increase in taxable households or |
| 01-390-000-0000-5839 | Miscellaneous (Sales Tax | \$9,000- | \$20,000- | Increase in sales tax |
| 01-390-000-0000-01-390-000-000-5401 | Sales Tax (paid to Fees and Service Charges | \$10,000 \$890,000- | \$20,000 \$890,000- | Increase paid to Fees collected at the Transfer Station, including SWM Fee and demo. Equal amount collected as paid out for SWM |
| 01-390-000-0000-6283 | WLSSD SWM Fee | \$27,000 | \$56,000 | Increase in SWM Fee |
| 01-390-000-0000-01-390-000-0000-6299 | Refuse Trucking Transfer Station Processing Fees | \$215,000 \$615,000 | \$190,000 \$600,000 | Decrease in Fees we pay to WLSSD for disposal. Further evidence of loss of business to |

Fund 395: Waste Management - Recycling

Initiatives under this account include raising the recycling rate in Carlton County, with a focus on schools. To that end, Carlton County was awarded a Green Corps member full-time staff equivalent for the 2015-2016 school year (11 months). This member is at no cost to Carlton County other than providing in-kind hours for mentorship, a desk, computer, etc. No budget dollars are allocated for the Green Corps member.

Only one significant increase is requested under this account. This request is included under 01-395-000-0000-6625 for \$10,800 for replacement of the Holyoke and Blackhoof recycling sheds. They are beyond repair and the threshold and floors are worn to the point of being safety hazards. These sheds were constructed more than 20 years ago and not designed for the intended use or traffic they receive. A contractor quoted this office \$12,000 for each recycling shed, which includes a 16 by 20 feet garage with 8 feet ceilings, 42 inch patron door and an overhead door for the contractor. This also includes a concrete floor. This office has contacted the Wrenshall School District to build the Holyoke shed as part of the Shop Class and they have agreed with oversight by County Maintenance Staff. The quoted price for this shed is \$6,000 for the same dimensions noted above. This office has contact Blackhoof Township and they will provide the concrete slab and County Maintenance has proposed using summer help to construct the shed for a total of \$4,800. This creative use of labor will save the County \$13,200.

Significant adjustments are proposed as follows.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2015 ORIGINAL BUDGET | 2016 PROPOSED BUDGET | EXPLANATION |
|------------------|---------------------|----------------------|----------------------|---------------|
| 01-395-000-0000- | Contracted Services | \$80,000 | \$65,160 | Decrease in |
| 01-395-000-0000- | Construction | \$0.00 | \$10,800 | Two recycling |

Fund 680: Water Plan

This account is dedicated to the Carlton County Comprehensive Local Water Management Plan. This office receives approximately \$13,349 to implement this plan annually. As presented to the Finance Committee, this office has proposed to delegate the implementation of this plan to the Soil and Water Conservation District (SWCD) along with the grant dollars. The future of water planning will shift to a watershed based plan. Carlton County has four major watersheds within its boundary. The Resource and Recycling Coordinator is responsible for wetland permitting, shoreland permitting, recycling program, household hazardous waste facility, environmental education and the water plan. If local water management plans are shifted from the counties to watersheds, this position will not have the time to be involved with four watershed plans. If Carlton County is not a part of the watershed planning process, we will miss out on grant opportunities for landowners and the County. The SWCD's Water Resource Technician position would be more available to participate in the watershed planning process. These funds would also provide stability for this position. This will result in a loss of revenue.

This account also includes two grants, the Aquatic Invasive Species (AIS) Prevention grant and the SSTS Low Income grant. This office will continue to implement both these programs. Part of the AIS grant will be used for oversight of the program by the Resource and Recycling Coordinator, resulting in a gain of revenue. It is anticipated that we will receive \$74,200 for AIS Prevention in 2016. It is anticipated that \$52,570 will be spent in 2016, resulting in a roll-over of \$31,630 to 2017 (this includes approximately \$10,000 from 2015). Initiatives for the 2016 program include inspections, education, treatment and plant surveys. Although not yet approved by the State and therefore not included in the budget, some administrative money (\$1,000) from the SSTS Low Income grant has been requested. This will also increase the revenue under this account.

Significant adjustments are proposed as follows.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2015 ORIGINAL BUDGET | 2016 PROPOSED BUDGET | EXPLANATION |
|----------------------|----------------------|----------------------|----------------------|---------------------|
| 01-680-000-0000- | State Grants - | \$13,349 | \$13,349- | Water plan grant |
| 01-680-000-0000-6802 | Other | \$0.00 | \$13,349 | Water plan grant to |
| 01-680-000-0000- | Miscellaneous | \$0.00 | \$2,520- | AIS grant |
| 01-680-961-0000- | AIS State Grant | \$0.00 | \$74,200- | AIS grant |
| 01-680-961-0000- | Salaries Full Time | \$0.00 | \$2520 | Staff time |
| 01-680-961-0000- | Salaries Part Time | \$0.00 | \$32,000 | PT inspectors |
| 01-680-961-0000- | Advertising | \$0.00 | \$10,000 | Ads, CLIMB |
| 01-680-961-0000- | Registration | \$0.00 | \$300 | Training |
| 01-680-961-0000- | Contracted Fees | \$0.00 | \$4,000 | Treatment, |
| 01-680-961-0000- | Private Auto Mileage | \$0.00 | \$1,300 | PT inspectors |
| 01-680-961-0000- | Travel Expenses | \$0.00 | \$350 | Training |
| 01-680-961-0000- | Operating Supplies | \$0.00 | \$2,100 | Signs |

Zoning and Planning Budget

| 130 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$296,260 | \$341,230 | \$123,378 | \$117,658 | \$172,882 | \$0 | \$172,882 |
| 2013 | \$313,260 | \$289,901 | \$120,875 | \$73,790 | \$192,385 | \$0 | \$192,385 |
| 2014 | \$312,734 | \$299,785 | \$120,534 | \$175,329 | \$192,200 | \$0 | \$192,200 |
| 2015 | \$313,076 | \$300,610 | \$120,534 | \$137,089 | \$192,542 | \$0 | \$192,542 |
| 2016 | \$337,458 | | \$123,284 | | \$214,174 | \$0 | \$214,174 |

Transfer Station Budget

| 390 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$1,182,835 | \$1,628,235 | \$1,215,200 | \$1,771,484 | (\$32,365) | \$0 | (\$32,365) |
| 2013 | \$1,202,035 | \$1,088,777 | \$1,301,300 | \$1,242,915 | (\$99,265) | \$0 | (\$99,265) |
| 2014 | \$1,177,268 | \$1,144,296 | \$1,301,500 | \$1,302,275 | (\$124,232) | \$0 | (\$124,232) |
| 2015 | \$1,168,563 | \$1,187,932 | \$1,301,500 | \$1,374,110 | (\$132,937) | \$0 | (\$132,937) |
| 2016 | \$1,187,339 | | \$1,387,500 | | (\$200,161) | \$0 | (\$200,161) |

Waste Management - Recycling Budget

| 395 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$168,241 | \$137,668 | \$210,035 | \$209,856 | (\$41,794) | \$0 | (\$41,794) |
| 2013 | \$177,887 | \$166,558 | \$204,053 | \$215,532 | (\$26,166) | \$0 | (\$26,166) |
| 2014 | \$180,744 | \$176,671 | \$207,380 | \$220,968 | (\$26,636) | \$0 | (\$26,636) |
| 2015 | \$212,259 | \$188,592 | \$230,813 | \$230,432 | (\$18,554) | \$0 | (\$18,554) |
| 2016 | \$209,338 | | \$228,152 | | (\$18,814) | \$0 | (\$18,814) |

Water Plan Budget

| 680 | Budgeted | Actual | Budgeted | Actual | Levy | Fund | | Actual |
|------|-----------------|-----------------|-----------------|-----------------|-------------------|----------------|--|---------------|
| | Expenses | Expenses | Revenues | Revenues | Allocation | Balance | | Levy |
| 2012 | \$47,160 | \$32,776 | \$13,079 | \$34,251 | \$34,081 | \$0 | | \$34,081 |
| 2013 | \$47,160 | \$57,589 | \$13,348 | \$112 | \$33,812 | \$0 | | \$33,812 |
| 2014 | \$49,139 | \$104,082 | \$13,349 | \$111,471 | \$35,790 | \$0 | | \$35,790 |
| 2015 | \$62,715 | \$112,605 | \$24,864 | \$116,406 | \$37,851 | \$0 | | \$37,851 |
| 2016 | \$129,057 | | \$101,584 | | \$27,473 | (\$21,630) | | \$49,103 |



Judicial Services

General Revenue Fund

District Court Judge Leslie Beiers
District Court Judge Robert Macaulay
Sixth Judicial District Administrator Amy Turnquist

Carlton County Law Library

The Carlton County Law Library, like all county law libraries in Minnesota, was established pursuant to Minn.Stat.Chap. 134A. Pursuant to Minn.Stat. §134A.07, the county board is required to provide suitable quarters within the courthouse for the use of the library and must also provide light, heat, janitor service and other necessary expenses of maintaining the library. The Carlton County Law Library is currently located in the fourth floor hallway of the courthouse. Minnesota Statutes require that the use of the library be free to county and city officials, judges, lawyers, and county residents.

Governance

The Carlton County Law Library is maintained with public funds and managed by a board of trustees in accordance with its bylaws which were most recently revised and adopted on July 1, 2010. The board of trustees consists of seven (7) members: a judge appointed by the chief judge of the judicial district, an appointee of the chief judge, a member of the county board of commissioners, and four attorneys admitted to the practice of law residing in the county and selected by the county attorney. The current members of the board of trustees are: Judge Leslie E. Beiers, Kathy McFarlane, Commissioner Gary Peterson, Judge Robert E. Macaulay, Thomas Pertler, Judge Dale Wolf, and Frank Yetka.

Source of Revenue

The Carlton County Law Library is, at this time, funded entirely by court proceedings. State law directs that a law library fee is collected from all parties to a lawsuit whenever a civil lawsuit is filed in the county. In addition, upon a recommendation of the board of trustees and a standing order of the district judges, a fee is also collected from anyone convicted of a violation of a statute or a municipal ordinance, including a traffic offense. As of July 1, 2010, this fee in Carlton County is \$10.00. The fees are paid to the county auditor who then disburses those funds at the direction of the board of trustees. The Carlton County Law Library, through December of 2015, has a surplus balance of funds in the amount of \$103,554.56 that is held by the County Auditor.

Collection

The Carlton County Law Library maintains an inventory in excess of the "Tier 2" collection of resources as recommended by the American Association of Law Libraries. These resources include reference materials, self-help materials, practitioner treatises, periodicals, directories, statutes, and Minnesota State Bar Association Publications. The law library also provides a public access computer with a printer and a subscription to FastCase for online research. The law library also contains the Self-Help terminal and telephone maintained by the state of Minnesota. Items purchased with law library funds belong to the county.

Staff

The law library has one staff member, the law librarian, who serves as a secretary to the board and is charged with the administration of the library under the direction and review of the board. The current law librarian is Linda Prihoda who is paid a yearly salary of \$7,500.

Court Administrator

| 015 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$54,500 | \$45,900 | \$0 | \$320 | \$54,500 | \$0 | \$54,500 |
| 2013 | \$54,500 | \$65,409 | \$0 | \$920 | \$54,500 | \$0 | \$54,500 |
| 2014 | \$57,000 | \$54,200 | \$0 | \$300 | \$57,000 | \$0 | \$57,000 |
| 2015 | \$57,000 | \$83,516 | \$0 | \$365 | \$57,000 | \$0 | \$57,000 |
| 2016 | \$57,000 | | \$0 | | \$57,000 | \$0 | \$57,000 |

Law Library

| 026 | Budgeted Expenses | Actual Expenses | Budgeted Revenues | Actual Revenues | Levy Allocation | Fund Balance | Actual Levy |
|------|--------------------------|------------------------|--------------------------|------------------------|------------------------|---------------------|--------------------|
| 2012 | \$25,000 | \$29,887 | \$25,000 | \$40,124 | \$0 | \$0 | \$0 |
| 2013 | \$25,000 | \$35,241 | \$25,000 | \$44,083 | \$0 | \$0 | \$0 |
| 2014 | \$36,000 | \$31,371 | \$36,000 | \$46,215 | \$0 | \$0 | \$0 |
| 2015 | \$36,000 | \$34,604 | \$36,000 | \$47,845 | \$0 | \$0 | \$0 |
| 2016 | \$42,000 | | \$42,000 | | \$0 | \$0 | \$0 |

