

Carlton County  
Board of Commissioners  
\*\*\***ADJOURNED SESSION**\*\*\*  
September 26, 2016  
4:00 p.m.  
Carlton County Transportation Building

**A. Administrative - Routine**

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Approve Agenda
4. Approve Minutes of the September 13, 2016, Regular Board Meeting
5. Visitors:
  - a.
  - b.
  - c.

**B. Human Services**

1. Financial
  - a. Approve PHHS financial report for August, 2016
2. Personnel
3. Administrative
4. Social Services
5. Public Health Services
6. Income Maintenance
7. Child Support & Collections
8. Commissioner's Comments
9. Human Services Advisory Committee Comments
10. Case Action & Licensing of Foster and Day Care Homes

### **C. Zoning and Environmental Services**

### **D. Land and Building**

### **E. Transportation**

### **F. Public Safety**

1. Authorize bidding for Jail Phone and Commissary Services

### **G. Tax Matters**

1. Approve Application for Abatement:

1767 CC for Milczark  
1765 CC for Lewis

City of Moose Lake  
City of Kettle River

### **H. Administrative – Other**

1. Accept \$2,000.00 Grant from the North Pine Rider Snowmobile Club
2. Set 2017 Proposed County Levy and Budget
3. Set time, date, and location for property tax hearing
4. Reimbursement for Attorney bills (Data Compromise Expense Coverage) – info only
5. Amendment to personnel policy re: health insurance eligibility

6. Approve comp time accounting date for Truancy Officer position
7. Approve EDA loan – more information will be brought to the meeting

**I. Unorganized Township Matters**

**J. Commissioners Comments and Meetings Attended**

**K. Correspondence**

September 22, 2016

**PUBLIC HEALTH & HUMAN SERVICES FINANCIAL REPORT  
ESTIMATED REPORT FOR AUGUST 2016**

**BALANCE SHEET:**

Cash on Hand - \$ 10,863,642  
Receivables - \$ 2,161,723  
Fund Equity - \$ 10,721,520  
Available fund balance \$ 11,553,746

**REVENUE & EXPENDITURES:**

**REVENUE:**

State & Federal revenue over budget by 6.94 %  
Other revenue over budget by 7.47 %  
Overall revenue over budget by 3.8 %

**EXPENDITURES:**

Public Aid Assistance on budget at 0.0 %  
Personnel Services under budget by 3.2 %  
Overhead costs on budget at 0.0 %  
Overall expenditures under budget by 2.0 %

As of month end, estimated net result of approximately \$ 832,226.

Kevin

09/22/2016

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

B1 a.

**FOR MONTH OF AUGUST 2016**

	2015	2016	16 vs 15
<b>ASSETS</b>			
Cash on Hand	\$10,084,900	\$10,859,665	774,765
Petty Cash Fund	3,950	3,977	27
Receivable:			
Taxes - Current	499,535	706,519	206,984
Taxes - Delinquent	328,112	218,868	(109,244)
Taxes - State County Program Aid	100,084	104,706	4,622
Due from Other Agencies	0	0	0
Accounts Receivable - Other	3,479	3,960	481
Revenue Accrual Adjustment (due from DHS & others)	914,040	1,127,670	213,630
Prepaid Expenses	0	0	0
Suspense	(322,012)	(106,686)	215,326
<b>TOTAL ASSETS</b>	<b>\$11,612,088</b>	<b>\$12,918,679</b>	<b>1,306,591</b>
<b>LIABILITIES &amp; FUND EQUITY</b>			
<b>LIABILITIES</b>			
Accounts Payable	\$397,936	\$622,715	\$224,779
Current month Payables			
Salary & Wages Payable	364,910	384,509	19,599
Due other Funds	0	0	0
Due other Gov't Units	60,940	166,719	105,779
Deferred Revenue	136,103	134,870	(1,433)
<b>TOTAL LIABILITIES</b>	<b>\$959,889</b>	<b>\$1,308,613</b>	<b>348,724</b>
Reserve for Employee Benefits	50,870	56,320	5,650
Current Revenue/Expenditures		832,226	
<b>TOTAL EQUITY</b>	<b>10,601,529</b>	<b>10,721,520</b>	<b>119,991</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$11,612,088</b>	<b>\$12,918,679</b>	<b>1,306,591</b>
Designated fund balance			
	0	0	0
<b>Available fund balance</b>	<b>\$10,601,529</b>	<b>\$11,553,746</b>	<b>\$952,217</b>

09/22/2016

B1 a.

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

**FOR MONTH OF AUGUST 2016**

	Current Month 2016	Year To Date 2016	Adjusted Budget 2016	Percent of Budget 66.7%	Over -Under
<b>REVENUE:</b>					
Current Property Taxes	\$627,415	\$5,019,318	\$7,528,977	66.7%	-0.0%
State Shared County Program Aid	52,353	418,822	628,233	66.7%	-0.0%
State	586,797	2,058,001	3,038,132	67.7%	1.0%
Federal	983,417	3,017,199	5,069,858	59.5%	-7.2%
Other Revenue	154,362	1,039,492	1,708,730	80.8%	-5.9%
Transfers	0	4,507	12,000	37.6%	-29.1%
Revenue Accrual Adjustment		1,127,670			
<b>TOTAL REVENUE</b>	<b>\$2,414,344</b>	<b>\$12,685,009</b>	<b>\$17,985,930</b>	<b>70.5%</b>	<b>3.8%</b>
<b>EXPENDITURES:</b>					
Public Aid Assistance & Contracts	\$510,054	\$3,719,418	\$5,727,524	66.7%	0.0%
(less) 2015 accruals		(454,568)			
est current month accruals		557,913			
Personnel Services	662,689	7,063,837	11,544,606	63.5%	-3.2%
(less) 2015 accruals		(384,509)			
est current month accruals		650,639			
Operations Overhead			1,050,034	66.7%	-0.0%
Services & Charges	89,339	644,673			
Direct Material & Supplies	7,905	60,771			
Sales Tax/Other Misc	0	822			
(less) 2015 accruals		(90,964)			
est current month accruals		84,752			
<b>TOTAL EXPENDITURES</b>	<b>\$1,269,987</b>	<b>\$11,852,783</b>	<b>\$18,322,164</b>	<b>64.7%</b>	<b>-2.0%</b>
<b>Gain (Loss) Revenue over Expenses</b>	<b>\$1,144,357</b>	<b>\$832,226</b>	<b>\$336,234</b>	Use fund balance	

NOTE: Revenue & expenditures DO NOT include Collaborative activity  
Kevin

## B1 a.

	State	Federal	Other
800 SELF (710-3460) max 2,850		800	
20,500 IVE SSTS Adm. (1,600/mo - rev 3810-5321)		20,500	
32,000 IV-E FC/MPD (18,300/mo average less rev 5324)		32,000	
0 No NSF RCA (0/mo -rev 3820-5222)	0		
2,100 Child Care 720-3110/3120 (2,100/mo less revenue)	1,050	1,050	
15,000 Rule 5 MH Facilities MA & Insurance(ave 7,500/mo)		7,500	7,500
36,000 E&T 720-3370 (less revenue)	18,000	18,000	
50,000 FSSW Collab (2,500/mo)& Special Ed (3,800/mo less rev)			50,000
7,200 CMH Respite Grant (max 30,000)	7,200		
40,000 CMH-TCM (average 34,000/mo less rev)		24,800	15,200
(177,500) VCAA State Share 1pmt July \$44,360/mo max \$532,268	(177,500)		
7,500 CW-TCM (average 22,000/mo )		7,500	
<b>-----&gt; Total Family Services</b>	<b>\$33,800</b>	<b>(\$151,250)</b>	<b>\$112,150</b>
43,000 Waivered Case Mgmt (avg 43,000/mo)	21,500	21,500	
31,000 MA SSTS &R25 F54 (15,500/mo - rev)AS & FS		31,000	
60,000 Integrated Fund (Max 515,863)	60,000		
15,800 SILS (750-3340 *.70 max 100,000)	15,800		
100,000 LTSS SSTS Admin avg 37k/mo 435&438 State/Fed	50,000	50,000	
1,350 Family Support (750-3350 max 57,573)	1,350		
11,000 MH/VA/DD TCM (avg 11,000/mo)		6,600	4,400
<b>-----&gt; Total Adult Services</b>	<b>\$262,150</b>	<b>148,650</b>	<b>109,100</b>
170,000 IM Adm. (*.4 less Fed rev avg 80k/mo)		170,000	
51,000 MAXIS/MA/GAMC 650-4400 (51,000 mo- rev)	28,050	22,950	
0	0		
<b>-----&gt; Total Income maintenance</b>	<b>\$221,000</b>	<b>28,050</b>	<b>192,950</b>
85,800 Child Support Adm. (*.66 less rev avg 20k/mo)		85,800	
73,600 Collections MA/GAMC/MAXIS (Ave 9,200/mo)			73,600
35,000 Collection Incentives - MA State (Ave \$4,400/mo)	35,000		
16,500 Fed Collection Incentives (Ave \$9,500/mo)		16,500	
<b>-----&gt; Total Child Support Services</b>	<b>\$210,900</b>	<b>35,000</b>	<b>102,300</b>
100,000 Health Svcs A/R - estimated(42k/mo)	75,000		25,000
5,520 SHIP 2.0 Max 45k	5,520		
24,400 LPHG (Pd Qtrly \$146,420 Total) avg 12,200/mo	24,400		
20,000 MCH (YTD - *.75 Max \$45,778) avg 3,800/mo		20,000	
20,000 Public Health Preparedness Max \$19,500		20,000	
30,000 MIECHV 1 & 2 Max 79,240		30,000	
9,000 YSP Max 34,096		9,000	
45,000 WIC (YTD less rev) avg 10k/mo		45,000	
1,500 WIC Breastfeeding Max 7,990		1,500	
17,000 TANF Home visiting (Max 34,977)		17,000	
1,500 CWG		1,500	
28,000 CTC (less St. & fed rev) (Max \$74,253)	14,000	14,000	
25,000 Canvas Health Max 50k	25,000		
16,000 Universal Home Visiting (50,000-rev)collab avg 4,100/mo			16,000
16,600 PH LTSS LCTS avg.8,300/mo	8,300	8,300	
500 EDHI, Follow Along			500
40,000 MSHO, MSC+, SNBC (Medica Cap Pmt) avg. 31k/mo			40,000
<b>-----&gt; Total Health Services</b>	<b>\$400,020</b>	<b>\$152,220</b>	<b>\$166,300</b>
<b>Agency Total</b>	<b>1,127,670</b>	<b>212,670</b>	<b>682,800</b>
			<b>232,200</b>



# CARLTON COUNTY <sup>F-1</sup>

## SHERIFF'S OFFICE

317 Walnut Avenue, P.O. Box 530, Carlton, Minnesota 55718

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**Kelly A. Lake, Sheriff**

### ADVERTISEMENT FOR BIDS FOR JAIL SERVICES

The Carlton County Sheriff's Office will receive bids, up to 10:00 a.m., October 24, 2016, at the Office of the County Auditor, 205 Courthouse, P.O. Box 130, Carlton, Minnesota, 55718-0130, for the services listed below:

1. Inmate Phone Services
2. Inmate commissary Services

Each bid must be separately offered. The Carlton County Sheriff's Office will review these bids at 8:30 a.m., on October 26, 2016 and reserves the right to reject any or all bids, or any irregularities thereof.

Proposals, plans and a master services agreement should be included in the proposal. Any bid should be all inclusive to all costs and service agreements.

**TO ENSURE DELIVERY OF BIDS PRIOR TO THE BID OPENING:**  
Mailed bids should be sent to the Carlton County Auditor, P.O. Box 130 Carlton, MN 55718. Hand delivered bids will be received at the Carlton County Auditor's Office Room 205 located in the Carlton County Courthouse 301 Walnut Street, Carlton MN 55718.

Sheriff Kelly Lake

**ADMINISTRATION**  
Phone: (218) 384-3236  
Fax: (218) 384-9183

**COMMUNICATIONS**  
Phone: (218) 384-9520  
Fax: (218) 384-9426

**CORRECTIONS**  
Phone: (218) 384-4560  
Fax: (218) 384-9185

# OFFICE OF THE CARLTON COUNTY AUDITOR/TREASURER

H-2

**AUDITOR**  
P.O. Box 130  
CARLTON, MINNESOTA 55718-0130  
TELEPHONE (218) 384-9127  
FACSIMILE (218) 384-9116

**PAUL G. GASSERT**  
AUDITOR/TREASURER  
  
**KATHRYN KORTUEM**  
CHIEF DEPUTY AUDITOR/TREASURER

**TREASURER**  
P.O. Box 160  
CARLTON, MINNESOTA 55718-0160  
TELEPHONE (218) 384-9125  
FACSIMILE (218) 384-9116

## \*\*\* RESOLUTION NO. 16-000\*\*\*

BY COMMISSIONER:

ADOPTED: September 26, 2016

<u>DEPARTMENT</u>	<u>BUDGETED EXPENDITURES</u>	<u>BUDGETED REVENUE</u>	<u>LEVY ALLOCATION</u>	<u>FUND BALANCE</u>	<u>ACTUAL LEVY</u>
001 BOARD COMMISSIONERS	415,197	1,621,885	-1,206,688	-100,000	-1,106,688
010 RESTORATIVE JUSTICE	207,718	59,000	148,718	5,500	143,218
015 COURT ADMINISTRATOR	101,000	250	100,750	0	100,750
026 LAW LIBRARY	35,000	45,000	-10,000	-10,000	0
040 COUNTY AUDITOR	842,052	618,015	224,037	0	224,037
045 MOTOR VEHICLE	268,978	291,000	-22,022	0	-22,022
055 COUNTY ASSESSOR	514,637	0	514,637	0	514,637
060 GENERAL OPERATIONS	3,275,883	206,800	3,069,083	30,147	3,038,936
065 CNTY COORDINATOR/HR	415,208	3,750	411,458	0	411,458
070 DATA PROCESSING	931,555	5,000	926,555	0	926,555
090 COUNTY ATTORNEY	946,611	20,000	926,611	37,726	888,885
095 CTY ATT VICTIM SERVICE	74,909	70,200	4,709	0	4,709
104 COUNTY RECORDER	436,527	260,000	176,527	0	176,527
107 COUNTY SURVEYOR	15,000	0	15,000	0	15,000
116 BUILDING MAINTENANCE	912,464	38,080	874,384	63,995	810,389
120 VETERANS SERVICE	238,202	12,500	225,702	0	225,702
125 CHILD & FAMILY INITVS	194,725	36,360	158,365	31,584	126,781
130 ZONING AND ENV SVCS	346,027	123,363	222,664	15,524	207,140
200 COUNTY SHERIFF	2,897,709	476,380	2,421,329	-9,080	2,430,409
205 COURT SECURITY	120,633	0	120,633	0	120,633
210 COMMUNICATIONS	917,815	113,900	803,915	34,868	769,047
225 COUNTY CORONER	100,000	0	100,000	0	100,000
230 BOAT & WATER SAFETY	7,028	4,028	3,000	0	3,000
235 SNOWMOBILE SAFETY	4,579	4,579	0	0	0
250 COUNTY JAIL	1,821,835	58,500	1,763,335	0	1,763,335
280 EMERGENCY MGMT	57,085	22,822	34,263	0	34,263
285 EMERGENCY MED SERV	83,850	0	83,850	0	83,850
290 ANIMAL CONTROL	40,000	0	40,000	0	40,000
390 TRANSFER STATION	1,214,100	1,387,500	-173,400	0	-173,400
395 WASTE RECYCLING	227,182	226,818	364	0	364
450 COMMUNITY CORRECTNS	1,792,924	0	1,792,924	0	1,792,924
450 DRUG COURT EQUIP	40,000	0	40,000	0	40,000
501 ARROWHEAD LIBRARY	152,490	0	152,490	0	152,490
502 CNTY HISTORICAL SOC	45,000	0	45,000	0	45,000
520 PARKS & RECREATION	64,255	20,000	44,255	0	44,255
601 COUNTY FAIR ASSOC	37,750	0	37,750	0	37,750
602 SOIL & WATER	146,308	0	146,308	0	146,308
625 COUNTY EXTENSION	448,118	239,149	208,969	25,000	183,969
630 WEED INSPECTOR	7,604	0	7,604	0	7,604
635 UNREFUNDED GAS TAX	7,600	7,600	0	0	0
640 TIMBER DEVELOPMENT	12,000	30,000	-18,000	-18,000	0
645 RESOURCE DEVELOP	46,000	46,000	0	0	0

680 WATER PLAN	155,492	118,007	37,485	-14,995	52,480
690 AIRPORT COMMISSION	553,599	523,211	30,388	0	30,388
701 RAIL AUTHORITY	300	300	0	0	0
	<u>21,172,949</u>	<u>6,689,997</u>	<u>14,482,952</u>	<u>92,269</u>	<u>14,390,683</u>
300 ROAD AND BRIDGE	12,589,984	9,794,971	2,795,013	0	2,795,013
400 HUMAN SERVICES	20,052,339	12,246,304	7,806,035	277,058	7,528,977
432 COLLABORATIVE	0	0	0	0	0
	<u>20,052,339</u>	<u>12,246,304</u>	<u>7,806,035</u>	<u>277,058</u>	<u>7,528,977</u>
800 DEBT REDEMPTION	1,054,605	0	1,054,605	0	1,054,605
650 FORFEITED TAX	445,052	445,052	0	0	0
001 ECONOMIC DEVEL	580,682	605,228	-24,546	-24,546	0
	<u>55,895,611</u>	<u>29,781,552</u>	<u>26,114,059</u>	<u>344,781</u>	<u>25,769,278</u>

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

Yea votes:  
 Nay votes: None  
 Absent: None

I, Paul G. Gassert, Auditor of the County of Carlton, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of September, 2016, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE in Carlton, Minnesota, this 26th day of September, 2016.

Paul G. Gassert  
 Carlton County Auditor/Treasurer

**CARLTON COUNTY**  
**COMPARISON OF LEVIES BY FUND**  
September 26, 2016

		2016 Levy	2017 Levy Needs	Fund Balance Change	2017 Proposed Levy	\$ Change	% Change
Revenue	**	12,936,853	14,482,952	-92,269	14,390,683	1,453,830	11.24%
Road & Bridge		2,785,520	2,795,013	0	2,795,013	9,493	0.34%
Human Svcs	**	7,528,977	7,806,035	-277,058	7,528,977	0	0.00%
10A Comm Svc Bonds		361,943	0	0	0	-361,943	-100.00%
10B Comm Svc Bonds		174,660	0	0	0	-174,660	-100.00%
12 Refi 03 & 06 Bonds		582,984	594,600	0	594,600	11,616	1.99%
16 Refi 10 A&B Bonds		0	460,005	0	460,005	460,005	100.00%
Economic Development		0	-24,546	24,546	0	0	0.00%
<b>Total</b>		<b>24,370,937</b>	<b>26,114,059</b>	<b>-344,781</b>	<b>25,769,278</b>	<b>1,398,341</b>	<b>5.74%</b>

**\*\* Restated for transfer of Collaborative Levy \$158,970**

# 2017 PROPOSED LEVY

September 26, 2016

<b>Levy To Meet 2017 Budget</b>		<b>25,769,278</b>
<b>2016 Payable Levy</b>		<b>24,370,937</b>
<b>Levy Increase</b>		<b>1,398,341</b>
<b>Percent Increase</b>		<b>5.74%</b>
<b>\$ To Change Levy 1%</b>		<b>243,709</b>
<b>2016 Levy Limit</b>		<b>N/A</b>
<b>Levy Needed from Printout</b>		<b>26,167,686</b>
<b>Less: ARDC</b>	<b>53,627</b>	
RJ FB Use	5,500	
Attorney Forf FB Use	37,726	
Lead Mnt Tech FB Use	86,605	
Com & Fam Svc FB Use	31,584	
Zoning Job Shdw FB Use	23,061	
E911 Grant Advance	34,868	
Extension FB Use	25,000	
Human Svc FB Use	<u>277,058</u>	<b>-575,029</b>
<b>Add: Emergency Reserve</b>	<b>100,000</b>	
Law Library	10,000	
Gun Permit Reserve	9,080	
Timber Dev Reserve	18,000	
Aquatic Species Reserve	14,995	
Economic Dev Loan Fund	<u>24,546</u>	<u>176,621</u>
<b>Levy To Meet 2017 Budget</b>		<b><u><u>25,769,278</u></u></b>

**2017 PROPOSED BUDGET**  
**September 26, 2016**

<u>DEPARTMENT</u>	<u>BUDGETED EXPENDITURES</u>	<u>BUDGETED REVENUES</u>	<u>LEVY ALLOCATION</u>	<u>FUND BALANCE</u>	<u>ACTUAL LEVY</u>
001 BOARD COMMISSIONERS	415,197	1,621,885	-1,206,688	-100,000	-1,106,688
010 RESTORATIVE JUSTICE	207,718	59,000	148,718	5,500	143,218
015 COURT ADMINISTRATOR	101,000	250	100,750	0	100,750
026 LAW LIBRARY	35,000	45,000	-10,000	-10,000	0
040 COUNTY AUDITOR	842,052	618,015	224,037	0	224,037
045 MOTOR VEHICLE	268,978	291,000	-22,022	0	-22,022
055 COUNTY ASSESSOR	514,637	0	514,637	0	514,637
060 GENERAL OPERATIONS	3,275,883	206,800	3,069,083	30,147	3,038,936
065 CNTY COORDINATOR/HR	415,208	3,750	411,458	0	411,458
070 DATA PROCESSING	931,555	5,000	926,555	0	926,555
090 COUNTY ATTORNEY	946,611	20,000	926,611	37,726	888,885
095 CTY ATT VICTIM SERVICE	74,909	70,200	4,709	0	4,709
104 COUNTY RECORDER	436,527	260,000	176,527	0	176,527
107 COUNTY SURVEYOR	15,000	0	15,000	0	15,000
116 BUILDING MAINTENANCE	912,464	38,080	874,384	63,995	810,389
120 VETERANS SERVICE	238,202	12,500	225,702	0	225,702
125 CHILD & FAMILY INITIATIVES	194,725	36,360	158,365	31,584	126,781
130 ZONING AND ENV SVCS	346,027	123,363	222,664	15,524	207,140
200 COUNTY SHERIFF	2,897,709	476,380	2,421,329	-9,080	2,430,409
205 COURT SECURITY	120,633	0	120,633	0	120,633
210 COMMUNICATIONS	917,815	113,900	803,915	34,868	769,047
225 COUNTY CORONER	100,000	0	100,000	0	100,000
230 BOAT AND WATER SAFETY	7,028	4,028	3,000	0	3,000
235 SNOWMOBILE SAFETY	4,579	4,579	0	0	0
250 COUNTY JAIL	1,821,835	58,500	1,763,335	0	1,763,335
280 EMERGENCY MANAGEMENT	57,085	22,822	34,263	0	34,263
285 EMERGENCY MEDICAL SERV	83,850	0	83,850	0	83,850
290 ANIMAL CONTROL	40,000	0	40,000	0	40,000
390 TRANSFER STATION	1,214,100	1,387,500	-173,400	0	-173,400
395 WASTE RECYCLING	227,182	226,818	364	0	364
450 COMMUNITY CORRECTIONS	1,792,924	0	1,792,924	0	1,792,924
450 DRUG COURT EQUIPMENT	40,000	0	40,000	0	40,000
501 ARROWHEAD LIBRARY	152,490	0	152,490	0	152,490
502 CNTY HISTORICAL SOCIETY	45,000	0	45,000	0	45,000
520 PARKS & RECREATION	64,255	20,000	44,255	0	44,255
601 COUNTY FAIR ASSOCIATION	37,750	0	37,750	0	37,750
602 SOIL & WATER	146,308	0	146,308	0	146,308
625 COUNTY EXTENSION OFFICE	448,118	239,149	208,969	25,000	183,969
630 WEED INSPECTOR	7,604	0	7,604	0	7,604
635 UNREFUNDED GAS TAX	7,600	7,600	0	0	0
640 TIMBER DEVELOPMENT	12,000	30,000	-18,000	-18,000	0
645 RESOURCE DEVELOPMENT	46,000	46,000	0	0	0
680 WATER PLAN	155,492	118,007	37,485	-14,995	52,480
690 AIRPORT COMMISSION	553,599	523,211	30,388	0	30,388
701 RAIL AUTHORITY	300	300	0	0	0
	<u>21,172,949</u>	<u>6,689,997</u>	<u>14,482,952</u>	<u>92,269</u>	<u>14,390,683</u>
300 ROAD AND BRIDGE	12,589,984	9,794,971	2,795,013	0	2,795,013
400 HUMAN SERVICES	20,052,339	12,246,304	7,806,035	277,058	7,528,977
432 COLLABORATIVE	0	0	0	0	0
	<u>20,052,339</u>	<u>12,246,304</u>	<u>7,806,035</u>	<u>277,058</u>	<u>7,528,977</u>
800 DEBT REDEMPTION	1,054,605	0	1,054,605	0	1,054,605
650 FORFEITED TAX	445,052	445,052	0	0	0
001 ECONOMIC DEVELOPMENT	580,682	605,228	-24,546	-24,546	0
	<u>55,895,611</u>	<u>29,781,552</u>	<u>26,114,059</u>	<u>344,781</u>	<u>25,769,278</u>

# OFFICE OF THE CARLTON COUNTY AUDITOR/TREASURER

**AUDITOR**  
P.O. Box 130  
CARLTON, MINNESOTA 55718-0130  
TELEPHONE (218) 384-9127  
FACSIMILE (218) 384-9116

**PAUL G. GASSERT**  
*AUDITOR/TREASURER*

**KATHRYN KORTUEM**  
*CHIEF DEPUTY AUDITOR/TREASURER*

**TREASURER**  
P.O. Box 160  
CARLTON, MINNESOTA 55718-0160  
TELEPHONE (218) 384-9125  
FACSIMILE (218) 384-9116

## \*\*\* RESOLUTION NO. 16-000\*\*\*

BY COMMISSIONER:

ADOPTED: September 26, 2016

BE IT RESOLVED that there be and is hereby proposed to be levied on the taxable property of Carlton County the sum of \$25,769,278 (net of program aids) for the year 2017 as follows:

- a. On all real and personal property in Carlton County

	2017 LEVY
County Revenue Fund (excluding Arrowhead Library System)	\$14,238,193
Road and Bridge Fund	2,795,013
Human Services Fund	7,528,977
Bond Redemption Funds	1,054,605

- b. On all real and personal property in Carlton County except  
The cities of Carlton, Cloquet, and Moose Lake:

	2017 LEVY
County Revenue Fund for Arrowhead Library System	\$152,490

\*\*\*\*\*

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

Yea votes:  
Nay votes: None  
Absent: None

I, Paul G. Gassert, Auditor of the County of Carlton, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of September, 2016, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE in Carlton, Minnesota, this 26th day of September, 2016.

Paul G. Gassert  
Carlton County Auditor/Treasurer

H-3

**OFFICE OF THE  
CARLTON COUNTY AUDITOR/TREASURER**

**AUDITOR**  
P.O. Box 130  
CARLTON, MINNESOTA 55718-0130  
TELEPHONE (218) 384-9127  
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**PAUL G. GASSERT**  
*AUDITOR/TREASURER*

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**TREASURER**  
P.O. Box 160  
CARLTON, MINNESOTA 55718-0160  
TELEPHONE (218) 384-9125  
FACSIMILE (218) 384-9116

**\*\*\* RESOLUTION NO. 16-000\*\*\***

BY COMMISSIONER:

ADOPTED: September 26, 2016

WHEREAS, the Carlton County Board of Commissioners did adopt a proposed levy for property taxes to be collected upon all real estate in Carlton County for the year 2017; and

WHEREAS, it is necessary for the Carlton County Board of Commissioners to announce the time and location of a subsequent meeting at which public testimony will be allowed and the final levy and budget will be discussed.

NOW, THEREFORE BE IT RESOLVED that the Carlton County Board of Commissioners does hereby set meeting on December 13, 2016 at the Carlton County Transportation Building at 7:00 p.m. At said meeting public testimony will be allowed and the final levy and budget will be discussed.

\*\*\*\*\*

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

Yea votes:

Nay votes:

Absent:

I, Paul G. Gassert, Auditor of the County of Carlton, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of September, 2016, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE in Carlton, Minnesota, this 26th day of September 2016.

Paul G. Gassert  
Carlton County Auditor/Treasurer

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

H-4  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: 09/26/16  
Via: Paul Gassert, County Auditor/Treasurer  
From: Dennis Genereau  
Title of Item for Consideration: Reimbursement for Attorney bills under the Data Compromise Expense Coverage  
Presenter: Dennis Genereau

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

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

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

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

**Staffing Impact**

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

**Other**

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

**Supporting Attachments**

- Summary provided on page 2
- Summary has been attached
- Copy of contract and applicable bid comparison
- Draft resolution
- Meeting minutes related to this issue
- Copy of check and payment documentation
- 
- 

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_  
TO: \_\_\_\_\_

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



Minnesota Counties Intergovernmental Trust  
 Property and Casualty Division  
 100 Empire Drive, Suite 100  
 Saint Paul, MN 55103-1885

Check Number:

00061895

Date Issued:

79-600  
759

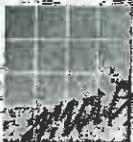
09/12/16

BMO-HARRIS BANK, N.A.  
 Mayville, WI

Payee Name: Carlton County

Member	Claimant Name Service Date(s)	Account	Claim Number Loss Date	Amount
Carlton County	Carlton County		16PR0019 05/13/15	7296.00
	Reimbursement for attorney bills incurred under the Data Compromise Expense Coverage. See detailed sheet attached with check. Deductible \$1,000.00			
			Check Total	7296.00

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND AND WILL INDICATE VOID WHEN PHOTOCOPIED



Minnesota Counties Intergovernmental Trust  
 Property and Casualty Division  
 100 Empire Drive, Suite 100  
 Saint Paul, MN 55103-1885

BMO-Harris Bank, N.A.  
 Mayville, WI

79-600  
759

VOID AFTER SIX MONTHS

PAY TO THE ORDER OF:  
 Carlton County

09/12/16

00061895

Seven Thousand Two Hundred Ninety Six Dollars and 00/100

\*\*\*\*\*\$7,296.00

Carlton County  
 Post Office Box 510  
 Carlton MN 55718

*Robert J. [Signature]*  
*Chen [Signature]*  
 VOID OVER \$7,296.00

⑈00061895⑈ ⑆075906003⑆ 00001⑈94865⑈

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

H-5  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: September 26, 2016  
Via: Paul Gassert, County Auditor/Treasurer  
From: Dennis Genereau, County Coordinator  
Title of Item for Consideration: Amendment to personnel policy re: health insurance eligibility  
Presenter: Dennis Genereau

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

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

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

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

**Staffing Impact**

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

**Other**

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

**Summary**

Currently, personnel policy does not allow part-time employees to be eligible for pro-rated health insurance. Requesting change to personnel policy to comply with Affordable Care Act. Specifically, part-time employees budgeted .7 FTE and above shall be eligible to receive health insurance at a cost to the county equal to their budgeted FTE for single coverage. The employee shall be responsible to cover the remaining costs of the single coverage and all additional costs associated with family coverage.

**Supporting Attachments**

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

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

TO: \_\_\_\_\_  
Action on Motion: \_\_\_\_\_ AYE \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN  
Motion: Carried  Defeated

Adopted December 8, 2015  
Revised April 12, 2016

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

H-6  
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: September 26, 2016  
Via: Paul Gassert, County Auditor/Treasurer  
From: Dennis Genereau, County Coordinator  
Title of Item for Consideration: Comp time accounting date for Truancy Officer position  
Presenter: Dennis Genereau

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

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

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

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

**Staffing Impact**

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

**Other**

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

**Summary**

The Truancy Officer position was converted from contract to regular county employment effective 9/6/2016. This .8 FTE position's work schedule coincides with Carlton County school schedules; as such, the incumbent does not work 12 months/year. Current personnel policy dictates a comp time accounting date of June 30 each year. Due to the schedule of the Truancy Officer position, and the need to account for the full .8 FTE each pay period of the calendar year, we are requesting Board approval to set the annual comp time accounting date for the Truancy Officer position as August 31.

**Supporting Attachments**

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

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

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

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

Motion: Carried  Defeated

Adopted December 8, 2015  
Revised April 12, 2016