

**Carlton County  
Coordinator/HR Office**

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# Carlton County

County-wide newsletter brought to you by the County Coordinator's Office

Issue 02 March/April 2015

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## Employee Service Awards



**Cheryl Bohlen  
(IT)  
10 Years**

**Paula King  
(PH&HS)  
10 Years**

**Holly Fetters  
(PH&HS)  
10 Years**

## Dawn LeDoux Receives 'Court and Field Employee Recognition Award'



This year's recipient of the Court and Field Employee Recognition Award is Dawn LeDoux. "Respectful, compassionate, talented, and team player" are just a few of the words that co-workers used to describe this year's recipient of the Court and Field Employee Recognition Award.

Dawn has been with ARC for 14 years. She has worked with both juveniles and adults. She is a certified ARC Trainer/Mentor and is actively involved in the Sex Offender Round Table. She supervises a large caseload without complaining. She goes above and beyond in her position and is always willing to help anyone out. She is always looking to do things more efficiently and in a manner that makes sense for not just her, but those she works with and for. She works extremely well with everyone and is well respected in the community, by law enforcement, her coworkers, and her clients. Her sense of humor and work ethic has a profound effect on the rest of the staff. She represents ARC well while making work fun. Plus, she has a wonderful singing voice! Congratulations Dawn!

## "Operation Thank an Officer" Comes to Carlton County

Liz Gerads, wife of a Wright County Deputy, has started "Operation Thank an Officer" to recognize law enforcement officers throughout the State of Minnesota during National Police Week. Gerads wrote in a letter to radio station KDWB, "This year more than ever, our law enforcement men and women need a pick me up, although he (her husband) doesn't always admit it, I know that the events of the past year including Ferguson and New York City as well as the loss of Officer Scott Patrick, has taken a toll on him. Not only that, it has made an already difficult job more difficult because of the current attitude towards law enforcement."

Gerads idea originated as a small project where she asked area school teachers and friends to help write thank you letters to local law enforcement officers. However, with the help of social

and local media, her idea has grown to a point where hundreds and hundreds of thank you cards are being received for distribution throughout the state. "Thank You" cards were accepted up until May 1, 2015.

Ms. Gerads will be providing her thank you cards to our local law enforcement officers with the Carlton County Sheriff's Office during National Police Week, May 10 – 16, 2015.

In 1962, President John F. Kennedy signed a proclamation which designated May 15th as Peace Officers Memorial Day and the week in which that date falls as Police Week. Please [click here](#) for further information on National Police Week.



## County Calendar

June 6 - 7 -

Grand Prix Snowmobile  
Water-Cross Racing  
Moose Lake City Park

June 11 - 14 -

Spring Fever Days,  
100 Year School Reunion  
Barnum

June 20 -

Fly-In Breakfast  
7:30 a.m. - 11:00 a.m.  
Moose Lake Carlton County  
Airport

June 27 -

Mercy Hospital Foundation  
Golf Tournament  
Moose Lake Golf Course

\*Meeting dates are subject to  
change.

Visit the **2014 Official  
Visitor's Guide & Chamber  
Membership for the AREA of  
Carlton, MN**

## Carlton County Receives Grant to Fix Subsurface Sewage Treatment Systems

Carlton County was awarded a Subsurface Sewage Treatment Systems (SSTS) Local Fix-up Fund Program grant to fix subsurface sewage treatment systems that have been deemed as an Imminent Threat to Public Health or Failing to Protect Groundwater. The system must have been issued a Notice of Noncompliance.

Qualifications for the Carlton County Septic System Replacement grant are as follows: funding is only available for homesteaded single-family homes or duplexes, you must own the house either free of debt through a mortgage or recorded Contract for Deed (if you are buying the property on a Contract for Deed, the holder of the contract must sign off on the permit), the taxes must be current, the loan payment must be current, and the property cannot be capable of being repossessed. Depending on the applicant's income level, the grant will cover 75% or 100% of the total cost of replacement.

The application process is on a first come first serve basis. If you believe you qualify for this grant, please contact Carlton County Zoning and

Environmental Services prior to filling out the application. The staff will assist applicants with the application, but applicants are responsible for making certain choices and doing the following: providing staff with the necessary information promptly, choosing contractors on a competitive, lowest bid process with a minimum of two bids recommended, completing all of the necessary permitting, and working with the contractors to settle disagreements during the job. [Click here](#) for the application and income limits.

This grant has helped replace a total of five Carlton County septic systems to date. If you are interested in participating in this program or have questions, please contact:

Carlton County  
Zoning and Environmental Services  
PO Box 220, Carlton, MN 55718  
218-384-9176  
[david.hurst@co.carlton.mn.us](mailto:david.hurst@co.carlton.mn.us)

## Carlton County Services: Did You Find What you were Looking For?

Carlton County provides numerous services to the public. Those services are provided through several departments that are currently officed in over a half dozen locations. We recognize that attempting to contact the most appropriate department for the services you need can sometimes be difficult and confusing.

At one time several years ago, Carlton County employed a live operator to answer and forward all incoming calls to the most appropriate department, as well as answer the public's questions in person at the Courthouse. That position no longer exists, as it was replaced some time ago

with an automated phone system, with admittedly mixed results.

Currently, Carlton County is working to make it easier for the public to locate the departments they are looking for. This effort includes adding or updating signage within some of the buildings, as well as simplifying and streamlining the answering service message at each building. Please visit the newly updated Carlton County website at [www.co.carlton.mn.us](http://www.co.carlton.mn.us) for additional information that will hopefully assist you in reaching a particular department as quickly and efficiently as possible.

## On the Download . . . Tech Tips



Everyone loves new technology tips so here are a couple to try out if you haven't already:

**Tip #1.** If you are searching for a file or program by name, simply hit the Windows key and do a quick search. It makes finding things so much faster.

**Tip #2.** Launch Windows Explorer by hitting Windows-E. This is a quick way to get to your

computer network folders.

**Tip #3.** Drag an email to your Outlook calendar to schedule time for yourself to work on it. This way it doesn't get lost in the shuffle or multiple folders.

**Tip #4.** Close the current open application by pressing Alt-F4. Close the current open document by pressing Control-F4.

## Visit the Carlton County Website for Current Job Opportunities

Looking for employment with Carlton County? All current job openings are posted on the new updated Carlton County website at [www.co.carlton.mn.us](http://www.co.carlton.mn.us). Click on the Job Postings tab where you can find a listing of all Carlton County job postings.

The required Carlton County Application for Employment can be found at the bottom of the webpage. The application can either be printed and written out or filled out online and printed.

All applications must be submitted or postmarked by the closing date indicated on the job announcement to the HR Office located at 301 Walnut Street, P.O. Box 510, Carlton, MN 55718 on the second floor of the Carlton County Courthouse in room #214.

Please call the HR Office with any additional questions you may have concerning this process at 218-384-9140.

## The Carlton County Sheriff's Office Recognizes the Value of Volunteers

An appreciation dinner was held at the Carlton County Transportation Building on April 14, 2015, during National Volunteer Week, to recognize the hard work and dedication of the many volunteers for the Carlton County Sheriff's Office. Sheriff Kelly Lake, Jail Administrator Paul Coughlin, and Jail Program Coordinator Stephanie Upton gave a brief presentation and presented awards to the many volunteers.

A number of Jail Volunteers, Chaplains, and Mounted Posse members were recognized for their years of service to Carlton County. We are fortunate to have volunteers that have contributed as many as 28 years of service to Carlton County. Volunteers play an essential role in providing quality programs. Volunteers give their time, and their caring and compassion is an invaluable resource.

The Carlton County Jail provides inmate programming in accordance with Minnesota Department of Corrections 2911 Rules. The mission of the Carlton County Jail Programs division is to provide cost-effective, quality therapeutic services that provide inmates with the tools to make lifestyle changes, thus reducing their chance of becoming involved with the correctional system again.

Corrections Officer Stephanie Upton is the Programmer for the Carlton County Jail,

and coordinates programming in the areas of education, spiritual/religious practices, cultural development, and alcohol/chemical dependency meetings. There are currently 37 active volunteers working with the Jail programs.

The Carlton County Sheriff's Mounted Posse was formed in 1995 under the request and direction of the Carlton County Sheriff. They are a non-profit organization, independent from the Carlton County Sheriff's Office, whose primary function is to promote search and public relations. Other functions include good horsemanship, good sportsmanship, and good safety practices within our community. Although they are an independent organization, the Posse serves under the supervision and direction of the Carlton County Sheriff, and may be called to provide other functions as directed by the Sheriff. The all-volunteer unit consists of riding and non-riding members. In 2014, the Posse contributed approximately 400 volunteer service hours to Carlton County.



**2015 Carlton County Board of Commissioners**



**Dick Brenner**  
Member  
218.879.5572

District 1  
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**Marv Bodie**  
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**Thomas Proulx**  
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**Susan Zmyslony**  
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**Gary Peterson**  
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\*Board meetings are held at the Transportation Building on the 2nd Tuesday of every month at 8:30 a.m. and the 4th Monday of every month at 4:00 p.m.

## **Gym and Fitness Center Discounts Offered for Blue Cross Blue Shield Members**

Blue Cross Blue Shield offers its members a \$20 monthly credit towards a gym and fitness center membership when an employee exercises the required number of times per month.

To enroll and sign up for the monthly discount, visit the Blue Cross Blue Shield website at [www.bluecrossmn.com](http://www.bluecrossmn.com), click on 'Live Healthy,' click on 'Health Programs and Discounts,' scroll down to Fitness

Membership Discount and click on 'Learn about fitness discounts' and click on 'Find a participating fitness center near you.' Once a fitness center is chosen, click enroll and detailed instructions will be provided on how to proceed.

For more information please contact Blue Cross Blue Shield by calling the phone number listed on the back of your member ID card.



## **Jail and Justice System Assessment to be performed on the Carlton County Jail**

The Carlton County Jail was built in 1979. It is currently the 12th oldest jail in the State of Minnesota and is licensed as a 48 bed facility. Since 2003, the Carlton County jail inmate population has necessitated that the County board inmates out to other jail facilities in Pine, Aitkin, Mille Lacs, and Douglas County, Wisconsin due to the Carlton County Jail overcrowding.

Due in part to the jail overcrowding and looking toward solutions, the Carlton County Justice Partners (CCJP) was formed, which is a group of Criminal Justice stakeholders in Carlton County comprised of law enforcement, prosecutors, defense attorneys, probation, treatment providers, and public health, all of whom interact in some way with persons entering the criminal justice system in Carlton County. The CCJP looks at how each interacts with one another and the people they serve, to ensure they are working efficiently and effectively, while keeping the Public Safety a priority.

As another step in taking a comprehensive look

at the Carlton County Jail and future needs, the National Institute of Corrections will be providing two technical resource consultants to Carlton County to complete a Jail and Justice System Assessment.

The consultants will be meeting with Sheriff's Office staff and gathering statistical information on jail inmate population, facility usage, physical plant structure and layout of the jail, and staffing. The consultants will also have the opportunity to meet with other stakeholders in the Criminal Justice system and County officials during an afternoon workshop and series of interviews to document how the services they provide interact with the Carlton County Jail.

On June 4, 2015 at 1:00pm, the consultants will be at the Carlton County Transportation Building for a public meeting to report their findings of the Jail and Justice System Assessment, including a jail and data discussion and suggestions for action steps moving forward. Members of the public and media are invited to attend.

## **Chub Lake Park is a Great Location for Summer Activities and Special Events**



Nestled on 15 beautiful acres, Chub Lake Park is located just outside of Carlton, MN. Chub Lake Park is the last county-owned and operated park left in Carlton County and is maintained by the Carlton County Parks department.

The park is open daily from 6 a.m. to 10 p.m. and features a swimming beach and picnic pavilion perfect for any occasion as well as a fully plumbed bathroom and a changing facility. The boat landing access and

dock make for a fun, easy and care free day on the water.

Atop of the hill sits a total of four baseball/softball fields used by the Carlton Baseball Association. There is also a small sand volleyball court and lots of wide open space for summer activities.

Although special event reservations are not available for the entire park, there is a first come first serve basis for groups wanting to use the location. No overnight camping is allowed. For more information please contact Monty Lundberg at (218) 384-9100.

## Security and Personal Safety Tips with Joe

Volume 2 - Trust your gut!

Have you ever been somewhere and all of a sudden the little hairs on the back of your neck stand up? Have you ever had that feeling in your stomach that made you feel like something “just wasn’t right?” These feelings are called instinctual situational awareness. My last article was about observational awareness and being aware of your surroundings. Instinctual awareness is not a learned or taught behavior, but rather it is something imbedded within our genetic makeup. Why do we need or have such instincts? Well, long ago when dinosaurs roamed the earth, humans were a tasty snack rather than the top of the food chain. When being chased by a tyrannosaurus rex, the “fast food” would have had two options: fight or flight. That feeling you get in your stomach is the human body reacting to these two options and preparing to either run or fight. I know that dinosaurs and humans didn’t roam the earth at the same time, but it makes for a better illustration.

I have been in several situations where I thought if I had done anything different, something bad may have happened. Are these near misses or “close calls” mere coincidence to actions that we have taken, or did we take the actions based on micro-cues that we are not able to articulate? Did we not notice these micro-cues or did we subconsciously or consciously heed these warnings? When asked why action was taken or not taken, we may not know exactly why we didn’t do a certain thing or take specific actions. I believe that we are constantly taking actions based on micro-cues. If you don’t believe me, why aren’t we crashing into one another in a crowded hallway or when pushing our cart through stores? By listening to our inner voice and combining that with things that we observe and determine are likely potentially dangerous situations.

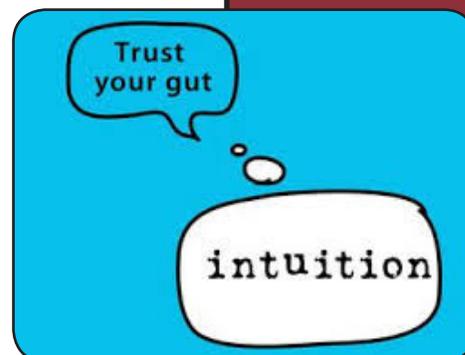
Sometimes we throw caution to the wind by charging into situations that are dangerous and remain lucky that nothing bad happened. More often than not we neglect to trust our instincts and that is when trouble ensues. It is impossible to prove a negative and determine that actions we have taken contributed to

zero harm. Trusting your instincts goes a long way in keeping you and your family safe. If something “feels” wrong or you “think” you are in danger, heed these warnings and take alternate actions to avoid potential danger.

There have been intense interviews and case analysis with crime victims where the victims initially indicated that the suspect “came out of nowhere” and the attack or victimization came without warning. After a systematic breakdown of the minutes and seconds before the attack, micro-cues, including body language and other nonverbal or verbal interpersonal communication, had occurred between the victim and the suspect. Although none of the cues were enough to change the victim’s actions, the accumulation of all of these cues allowed the victim to often notice that an attack was imminent, albeit too late.

Don’t be a victim. Be aware of your surroundings. Be aware of the people around you. Trust your instincts and change your course of actions to avoid potential danger if something “doesn’t seem right.” Keep your head up and be aware of your surroundings. I doubt that there is a smartphone app that will alert you to imminent danger, so put the phone down and stay alert. You may not know if your efforts changed the outcome of your day, but if you get through your day safely, you have made the right choices when encountering potentially dangerous situations. Maybe you were just lucky. Either way, you can have some type of control over your personal safety.

If you have specific questions about security issues or have topics or feedback for this security and personal safety column, please email me at [joe.mattinen@co.carlton.mn.us](mailto:joe.mattinen@co.carlton.mn.us). I’d love to hear your ideas. (Joe Mattinen serves as Carlton County Deputy Sheriff/Court Security and is officed in the Carlton County Courthouse.)



## Carlton County Committee's

### Building Committee -

2nd Tuesday of the month Immediately following the County Board meeting (Transportation Building -TB)

### Committee of the Whole -

1st Tuesday of the month at 4:00 p.m. (TB)

### Diversity Committee -

4th Thursday of the month at 8:30 a.m.

### Finance Committee -

1st Tuesday of the month at 2:30 p.m. (TB)

### HR Advisory Team -

3rd Tuesday of the month at 8:00 a.m. (PH&HS)

### Policy Committee -

3rd Monday of the month at 2:00 p.m. (LEC)

### Management Team -

1st Tuesday of the month at 8:30 a.m. (TB)

### Supervisors Committee -

3rd Thursday of the month at 2:00 p.m.

### Wellness Committee -

1st Wednesday of the month at 8:30 a.m. (PH&HS)

For a more detailed Carlton County Committee listing with members [click here.](#)



Are you interested in submitting an article in the next Carlton County Newsletter? Email, mail or fax your articles and pictures by the June 22, 2015 deadline to:

Shanny Hurst  
Carlton County Coordinator's Office  
301 Walnut Avenue, PO Box 510  
Carlton, MN 55718  
Fax: (218) 384-9196  
[shanelle.hurst@co.carlton.mn.us](mailto:shanelle.hurst@co.carlton.mn.us)

\*Please note that all submissions are subject to editing, as needed.

## "Let's Get Acquainted" with the Carlton County Collaborative Director



Donna Lekander is the Carlton County Children's Mental Health and Family Services Collaborative Department Director.

### What role do you play at Carlton County?

I oversee and manage several programs that provide early intervention and prevention strategies for children, adolescents, and family. I work as part of a team that focuses on achieving an effective, collaborative, and comprehensive system of social, educational, and health services that strengthen and support families as well as help them thrive.

### What work experiences and education led you to a career at Carlton County?

I have worked in the social service and education fields for 20 years. In that time I have worked both directly with youth as a teacher and indirectly with youth-focused programs in many different capacities. I have performed numerous types of program development, promotion, policy development, program evaluation, and systems level work; to include working with TXT4Life (suicide prevention), Restorative Justice, and Head Start (early childhood). I have managed local, county, multi-county, and regional programs and initiatives that include multiple school districts and tribal regions. My educational background includes a B.S. in Leadership in Educational Management and Non-Profit Management Certification from the University of WI, Superior.

### What are the things you like most about your work?

When I'm asked how I like working at Carlton County, the best way I can describe it is to say that it feels like a community working alongside my friends and colleagues. It's a real pleasure coming to work every day, knowing the big picture is to help children and families thrive. The Collaborative team members care about providing high quality services and working together; both those things are priceless to me. I like challenges, and there are a lot of them in my roles with the diversity of programs and projects I work on. Every day is different and, considering my work style and personality, that is a good environment for me. The County also supports work-life balance, which makes things easier for me as a working mother of three to continue to serve the county which I live in.

### Tell us a little something about family.

I am married to Lucas, who I have known since high school, as we both graduated from Barnum. My husband is currently enrolled in seminary as a fulltime student. We have three amazing children. Our family currently resides in Mahtowa. I volunteer in a leadership role and coach several of my children's activities. We are very engaged in multiple activities from church, sports, theater, music, math league, school, youth group, volunteering on community service projects, and of course time with friends and family; so we always seem to be "going."

### Tell us three things most people might not know about you...

- 1) I LOVE ice cream. I have been known to go on road trips hundreds of miles away to try out an ice cream shop. I feel it should be its own section on the food pyramid.
- 2) My favorite kind of vacation is a dice trip. It's a trip where you roll two dice one for the direction (north, south, east, or west) and the other for the distance (1-100 miles) to discover where you go. When you get to the rolled location, you ask a local for suggestions for "non-tourist" things to do in their area. Whatever they recommend (unless it's illegal or unsafe) you have to do. I have been on a several hundred mile tour of underground railroad historical sites, private tours of military bases/mines/boats, gone nuclear plant fishing with high school kids, and dolphin watching to mention a few. A lot of the time the locals have volunteered to be our tour guide. Once the activity is done, you re-roll the dice for your next stop. Additional rules include no food from food chain restaurants, consuming only local beer, and having at least two kinds of ice cream a day. It's fun, inexpensive, and always a surprise.
- 3) The outdoors world is my sanctuary. I enjoy hiking, fishing, gardening, camping and nature photography. It helps to not only bring balance, but refresh me as well. I feel there is no such thing as bad weather, just bad clothing selections. I can't ever imagine not being connected to the woods and water.

"This institution is an equal opportunity provider and employer."