Carlton County, Minnesota
Committee of the Whole Agenda

CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA
Carlton County Transportation Building Board Room
December 2, 2014 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of November 4, 2014 meeting minutes
4. Introductions
   A. None
5. New Business
   A. ASSESSORS
      1. Others:
   B. ZONING / ENVIRONMENTAL SERVICES
      1. Others:
   C. LAND COMMISSIONER
      1. Speech on Elk establishment in Carlton County by FDL – Mike Schrage, FDL Biologist
      2. Others:
   D. SHERIFF
      1. Others:
   E. RECORDER
      1. Others:
   F. ATTORNEY
      1. Others:
   G. AUDITOR / TREASURER
      1. Others:
   H. MANAGEMENT TEAM
      1. Others:
   I. COUNTY COORDINATOR / HUMAN RESOURCES / BUILDING MAINTENANCE
      1. Policy Committee Tracking Sheet Update
      2. Wellness Committee Operating Policy and Procedure approval request
      3. Request for input regarding the Carlton County Nepotism Policy
      4. Others:
   J. INFORMATION TECHNOLOGY
      1. Others:
   K. PUBLIC HEALTH & HUMAN SERVICES

1. Others:

L. EMERGENCY MANAGEMENT

1. Others:

M. ECONOMIC DEVELOPMENT

1. Others:

N. ADMINISTRATION

1. Others:

O. TRANSPORTATION (All are information only)

1. Monthly Construction Update
2. Monthly Maintenance Update
3. Monthly Budget Update
4. County Option Sales Tax for Transportation
5. Others:

P. VETERAN SERVICES

1. Others:

Q. EXTENSION

1. Others:

6. Other business

A. Department Updates

B. Closed session for union negotiations

C. Next regular meeting date is scheduled for January 6, 2014 at 4:00 p.m. located at the Carlton County Transportation Building.

7. Adjournment

CARLTON COUNTY MINNESOTA

OFFICE OF THE COUNTY COORDINATOR

301 WALNUT AVE, P.O. BOX 510, CARLTON, MINNESOTA 55718
PHONE 218.384.9140 FAX 218.384.9196
DENNIS GENEREAU, JR., COUNTY COORDINATOR

Date: November 4, 2014

Re: Carlton County Committee of the Whole Minutes

Meeting called to order at 4:01 p.m. by Chairman Bodie.

Present: Peterson, Olean, Brenner, Proulx, Bodie.

Absent: None

Agenda for November 4, 2014, meeting approved (Brenner, Basilici).

Minutes from October 7, 2014 meeting approved (Proulx, Peterson).

A. ASSESSOR – No business

B. ZONING AND ENVIRONMENTAL SERVICES

1. Consider approval of SCORE grant funds allocated to staffed recycling sheds. Heather Cunningham and Karola Dahlen present information to the Committee regarding an increase in the SCORE block grant funds used to help cover the costs of the staffed recycling sheds in Carlton County. The staffed sheds are currently funded by the County at a rate of $3000 per year. The SCORE grant would allow for an addition funding of $1000 for 2014, and possibly additional monies in the future. At this time, the Committee is asked to consider the following action: Approve use of $1000 for each of the five staffed recycling centers: Barnum, Carlton, Moose Lake, Perch Lake Township, and Thomson Township, (for a total of $5000) in 2014. **(Motion by Proulx to support the resolution. Olean seconds. Approved.)**

2. Discussion of the Sandpiper pipeline and possible resolution in continued support of the project. Ms. Cunningham presents information regarding a request from the Clearwater County Assessor, Cheryl Grover, looking for a signature page with the County Commissioners names and signatures signing off in support of a news release and a letter of support to the Public Utilities Commission. Discussion was had all around. Decision was made to not provide the signatures requested, but to reaffirm the Board's previous motion in support. **(Motion by Olean to reaffirm previously noted written support for the Sandpiper project. Mike Tardy seconds. Approved.)**

C. LAND COMMISSIONER

1. December 2014 Timber Auction Tracts and Terms. Greg Bernu presents information regarding a proposed County Timber – Notice of Sale, to be set for December 4, 2014. **(Motion to approve the terms and condition of the timber sale as provided in County Timber – Notice of Sale by Bernu. Brenner seconds. Approved.)**

D. COUNTY SHERIFF - No Business

E. COUNTY RECORDER – No Business

F. COUNTY ATTORNEY – No Business

G. AUDITOR/TREASUER – No Business

H. MANAGEMENT TEAM – No Business

I. COUNTY COORDINATOR/HR/BLDG MAINTENANCE

1. Policy Committee Tracking Sheet Update. Info only. No comments.

J. INFORMATION TECHNOLOGY – No Business

K. PUBLIC HEALTH AND HUMAN SERVICES – No Business

L. EMERGENCY MANAGEMENT – No Business

M. ECONOMIC DEVELOPMENT – No Business

N. ADMINISTRATION

O. TRANSPORTATION

1. Transportation Update on Construction. Milt Hagen. Info only.

2. Transportation Update on Maintenance and Budget. Mike Tardy. Info only.

P. COUNTY EXTENSION – No Business

Motion to adjourn meeting (Brenner, Tardy, approved)

Meeting adjourned at 4:55 p.m.

Submitted by Dennis Genereau

Carlton County Policy Tracking Form

Revised 11/25/2014

Priority	Policy	Created By	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
1	Data Practices Policy	Attorney's Office	June 1, 2014			
1	Data Retention Policy	Attorney's Office				
1	Smoke and Tobacco Free Workplace Policy	Mike Tardy requested/Jeff B. draft	November 17, 2014	November 19, 2014 - December 18, 2014		
1	Nepotism	Jeff Boucher				
1	HR Internal Complaint Handling Process	Kim Franek				
1	HR External Complaint Handling Process	Kim Franek				
1	HR External Complaint Form	Kim Franek				
1	Lobbying by County Staff	Requested by Commissioner Bodie				
1	Family Medical Leave Act (FMLA)	Kim Franek				
1	Cellular Phone Policy Procedure	Pete Gould				
1	Office Closure Policy					
2	Travel and Meal Reimbursement Policy					
2	Item For Consideration Form Policy (IFC)	Paul Gassert (updating)	May 1, 2014			
2	Budget Policy (See below*)	Paul Gassert (updating)	June 1, 2014			
2	County Board Guidelines					
2	Public Hearing Rules of Procedure & Decorum					
2	Credit Card Policy	Kathy Kortuem				
3	Nondiscrimination Disclosure Policy					
3	Bullying Policy					
3	Harassment Policy					
3	Alternative Work Site Policy (AWS)					
3	Internet Use / Social Media Policy					
3	Carlton County Personnel Policy Manual					
	Wellness Policy					
	GIS Distribution Policy					
	Auditor - Wire Transfer Policy					
	Assessor's - Vehicle Use Request Form					
	Interpreter Service Policy					
	Carlton County PH&HS Emergency Procedures Guide	For Review Only				
	Conflict of Interest					
	Management Handbook & Code of Ethics	Paul Gassert				
	Performance Review Policy	Kim Franek	September 1, 2014			
OTHERS:						
	Building Committee Bylaws	Building Committee	August 1, 2014			
	Diversity Committee Operating Policy & Procedure	Diversity Committee				
*	Finance Committee Budget Policy	Finance Committee				
	Wellness Committee Operating Policy & Procedure	Wellness Committee	June 1, 2014	Sept. 17, 2014 - Oct. 16, 2014	December 2, 2014	

Carlton County Policy Tracking Form

Revised 11/25/2014

Policy	Created By	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
Cellular Phone Policy	Policy Committee	Jun-14	June 4, 2014 - July 4, 2014	Approved 8/5/2014	8/12/14
Lactation Policy	Policy Committee	Jun-14	June 19, 2014 - July 18, 2014	Approved 8/5/2014	8/12/14
Human Resources Internal Complaint Form	Coordinator's Office	May-14	June 19, 2014 - July 18, 2014	Approved 8/5/2014	8/12/14
OTHERS:					
Policy Committee Operating Policy & Procedure	Policy Committee	May-14	May 13, 2014 - June 12, 2014	Approved 8/5/2014	8/12/14
Policy Committee Procedure for Policy Requests and Revisions	Policy Committee	May-14	May 13, 2014 - June 12, 2014	Approved 8/5/2014	8/12/14
HRAT Bylaws	HRAT	May-14	May 30, 2014 - June 28, 2014	Approved 8/5/2014	8/12/14
Supervisors Committee	Supervisors Committee	May-14	June 4, 2014 - July 4, 2014	Approved 8/5/2014	8/12/14
Management Team Operating Policy and Procedure	Management Team	Nov-14	None	None	11/24/2014

Carlton County Wellness Committee Operating Policy and Procedure

I. **Name:** Wellness Committee

II. **Mission:** The mission of the Carlton County Wellness Committee is to provide holistic programs and resources that promote a culture of health and wellness that lead to improved health, well-being, personal performance, reduced sick leave and medical expenditures.

Goals:

1. Gather resources regarding wellness and make resources available to county employees.
2. Increase awareness about wellness by putting up posters and flyers in all county facilities.
3. Provide education for county employees related to wellness programs and opportunities in our community; include time for conversation and discussion.
4. Brainstorm ideas for getting all county employees to attend wellness trainings and participate in conversation and discussion.

III. **Membership:** The Committee shall be composed of 13 members: 8 (eight) staff total, 3 (three) supervisors/department heads, 1 (one) County Commissioner and the County Coordinator or Human Resources Manager. Four staff will rotate off on 1/1/2017 and four staff will rotate off on 1/1/2018. The Committee shall strive to include among its membership a diverse and representative cross section of County public servants representing different agencies, as outlined in Appendix A. Members shall serve terms of two years, with the ability to serve consecutive terms. However, the first term shall include staggered terms, rotating with the terms 2 (two) years and 3 (three) years commencing in January 2015. The supervisors and Commissioner shall follow the same rotation. Terms will be filled by soliciting or receiving nominations for representatives in October each year, and new members selected at the December meeting. Membership terms shall begin and end at the January meeting.

IV. **Officers Designated:** The Officers of the Wellness Committee shall be the Chair, Vice-Chair, Secretary, and Treasurer.

V. **Election of Officers:** The Chair shall be a one-year term. The Vice-Chair shall be elected at the Annual meeting. The Vice-Chair shall be elected from among Committee Members from the pool of incoming members. The Vice-Chair shall serve a one year term immediately followed by a one year term as Chair. The election of officers shall be by majority vote. The Secretary and Treasurer shall be elected at the annual meeting. The Secretary and Treasurer may serve multiple terms at the delegation of the Membership.

VI. **Duties of Officers:**

Chair

The Chair shall have the following responsibilities:

(1) Preside over all meetings.
(2) Appoint subcommittees as necessary and shall be an automatic member of all sub committees.
(3) Votes only to break a tie.
(4) Schedule special meetings.
(5) Act as representative of the Committee.
(6) Report annually to the County Board.
(7) Review and proof draft minutes submitted by the Secretary
(8) Direct and approve the preparation and submission of vouchers.

Vice-Chair

The Vice-Chair shall have the following responsibilities:

(1) Perform those duties delegated by the Chair.
(2) Preside as Chair in the event of the Chair's illness, disability, absence from meeting, absence from County or not being readily able to function as Chair. When presiding as Chair the Vice Chair retains voting rights.
(3) May make motions, second motions and vote on all issues.

Secretary
The Secretary shall have the following responsibilities:
(1) Record and maintain a record and minutes of the meetings.
(2) Process and maintain all information relating to Wellness Committee's business.
(3) Set the original agenda for the Wellness Committee and handle all other administrative affairs.
(4) Distribute agenda and draft minutes of previous meeting electronically to all Committee members and to Officers no less than seven calendar days prior to each scheduled meetings.
(5) Keep and maintain an accurate record of Committee membership, terms and vacancies.
(6) May make motions, second motions and vote on all issues.
(7) Send out county-wide email in October to recruit new members.
(8) Maintain and provide updated policies, procedures and bylaws.

Treasurer
(1) Manage account purchases.
(2) As directed by the Chair, prepare vouchers for submission to Department Head with funding responsibility.
(3) Submit grant report.
(4) May make motions, second motions and vote on all issues.

VII. **Vacancies of Officers:** In the absence of the Chair, the Vice-Chair shall preside as Chair. In the absence of both, the remaining members shall designate by majority vote who shall chair the meeting. The Secretary shall preside over the meeting until such time that the members have elected a Chair for the meeting. In the absence of the Chair, the Vice-Chair or acting chair retains voting rights. In the event of a tie vote in the absence of the Chair, the matter under consideration shall be tabled.

VIII. **Quorum:** A quorum shall consist of no less than 5 (five) members, of the Wellness Committee.

IX. **Voting:** Regular members, the Vice-Chair, Treasurer and the Secretary may vote on all items. The Chair may vote to break a tie. Failure to vote does not impact quorum.

X. **Conflict of Interest:** No Committee member is permitted to act on any matter in which he/she has, either directly or indirectly, any personal non employment related financial interest. A member who has a qualifying conflict of interest may testify relative to the matter, but he/she may not vote.

Any questions of whether a particular issue involves a qualifying conflict of interest shall be dictated by a majority vote of the attending members except the member who is being challenged.

Any member who believes he or she may have a qualifying conflict of interest, in any decision to be made by the Wellness Committee shall disclose any such interest and either disqualify him or herself or seek a ruling pursuant to above.

Any voting member may, in person or in writing, challenge whether any member may have a conflict of interest. Upon any such challenge the Wellness Committee shall decide the question.

XI. **Meetings:** Regular Meeting - The Wellness Committee will meet the first Wednesday of every month at 8:30 am at the Carlton County Public Health & Human Services Building, or any other location in Carlton County as necessary. The Wellness Committee meets in the months of August through June. There is no meeting in July.

A. Annual Meeting – The first meeting in January shall be considered the annual meeting in which all members and Officers shall attend. The agenda of the annual meeting shall include the election of officers, review of the Operating Policy and Procedures, an Annual Report by the Chair, and planning of goals for the upcoming year to fulfill the Mission.

B. Any two Wellness Committee members; the Chair; or the chair of any of the following bodies: the County Board, Management Team, the Finance Committee and the Human Resources Advisory Team; may request a special meeting by written request to the Secretary. Upon request a special meeting shall be scheduled within ten business days or as soon thereafter as a quorum can be assembled.

XII. Adoption and Amendments:

Adoption

These rules shall become effective immediately upon a two thirds majority vote at the Annual Meeting or any regular meeting provided at least five (5) days written notice has been given to the members, which notice shall contain the proposed rules to be voted upon.

Amendments

These Operating Procedures may be amended by a two thirds majority vote at the Annual or any regular meeting, provided that at least five (5) days written notice has been given to the members, which notice shall contain the proposed amendments to be voted upon. Any such amendments become effective at the time they are adopted.

XIII. Governance Structure: The Wellness Committee recognizes that its Operating Policy and Procedure must be in accordance with County Governance Structure and applicable statute.

Appendix A.

Department	Voting Supervisor	Voting Members
Public Health & Human Services	1	4
Law Enforcement Center County Attorney's Office Transportation Building	1	1
Courthouse Which includes: Recorder's Office Assessor's Office Treasurer's Office IT Department Economic Development Zoning & Environmental Services Building Maintenance Veteran's Services Motor Vehicles Extension Office	1	3
County Coordinator or Human Resources Manager		1
County Commissioner		1

Dear Commissioners:

As the attorney member of the Carlton County Policy Committee, I was asked to generate draft language for a Carlton County Nepotism policy.

I researched Nepotism Policies in place at other governmental entities and found that there were significant differences between the approaches taken by different agencies.

I did not know what approach the Board would prefer and did not want to decide what I view as fundamental issues without the input of the policy Committee and the Board. My solution was to draft two Nepotism policies, each illustrating a different approach to the issue, and to bring the questions to the Policy Committee and the Board for review. At the November 17, 2014 Policy Committee meeting the Committee determined the best course of action was to seek input from the board. I was tasked with drafting this letter and pointing out some specific issues for your review.
Items for your consideration include:

1. What general approach does the Board want the policy to take?
    a. Does the Board want to ban nepotism totally? i.e. make it so no one can hire or directly supervise the included relations; or
    b. Does the Board want the policy to put in place a procedure where Nepotism is discouraged and there are mechanisms to ensure fair treatment; i.e a supervisor cannot sit on a selection committee that hires an included relation and can supervise, but must include HR in significant decisions (transfer, promotion) and additionally there is included a procedure where another employee can complain to HR if they believe preferential treatment is occurring?
2. What relationships should be included in the policy?
    a. Generally Nepotism policies apply to people closely related by blood or marriage.
    b. Some policies also include people involved in significant relationships
        i. When significant relationships are included they apply to either romantic relationships, business associations, or both.

Thanks,

Jeffrey LH Boucher
Assistant Carlton County Attorney
P. 218.384.9166
F. 218.384.9181

Nepotism Policy

Purpose
It is the policy of Carlton County to ensure that hiring and supervision in county government is conducted in a manner which enhances public confidence, provides fair hiring and supervision for employees, and prevents situations giving rise to actual or to the appearance of partiality, preferential treatment, improper influence or a conflict of interest.

Definitions For purposes of this directive, the following definitions apply:

1. "Public official or employee" means any person elected or appointed to an office, or an employee of any Carlton County agency. Public employee includes part-time interns, paid student help, temporary, intermittent and seasonal employees.

2. "Closely related by blood or marriage" is defined to include, but is not limited to spouse, children (whether dependent or independent), parents, grandparents, siblings, aunts, uncles, in-laws, step-children, step-parents, step-grandparents, step-siblings, step-aunts, step-uncles, and other persons related by blood or marriage who reside in the same household.

3. "Significant relationship" means people living together as a spousal or family unit when not legally married or related.

4. "Business associates" are defined as parties who are joined together in a relationship for business purposes or acting together to pursue a common business purpose or enterprise.

5. "Supervision" means the direct ability or power to effectively recommend the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline or settlement of disciplinary grievances or appeals of other public employee.

Policy

All public officials and county employees are prohibited from authorizing or using the authority or influence of his or her position to secure the authorization of employment or benefit (including a promotion or preferential treatment) for a person closely related by blood or marriage or other significant relationship including business association. This includes, but is not limited to the following circumstances:

Hiring

1. No public official or employee shall authorize or use the authority or influence of their position to secure authorization of the employment of a person closely related by blood, marriage or other significant relationship, including business association, to serve in any position.

2. Except as provided below, no public official or employee serving as a department head or person of equivalent rank shall have in the employ of that person's department any person closely related by blood, marriage or other significant relationship including business association.

Supervision

1. Except as provided below, no public official or employee shall directly supervise any person closely related by blood, marriage or other significant relationship including business association.

2. Should a supervisory conflict arise, the department shall work expeditiously to relocate or transfer one of the individuals to eliminate the conflict to the extent permitted by law and/or collective bargaining agreement. This relocation or transfer should be to a comparable position with minimal inconvenience for the transferring employee.

Exceptions

1. The prohibitions above shall not apply to those circumstances in which:

a. A marital or other significant relationship develops subsequent to both the public official's and/or employee's employment with the department. (In this instance, the department should make reasonable attempts to avoid a supervisory conflict.);

b. The public official or employee is employed by the department prior to the appointment of a person closely related by blood, marriage or significant relationship to the position of Department head (e.g., a husband is employed at the agency and his wife is offered the appointment of Department head. Neither the husband nor the wife must leave the agency. Although the department should make reasonable attempts to assure that the wife does not directly supervise her husband).

c. A person closely related by blood, marriage or significant relationship obtains employment with the same department as the result of bumping, displacement, recall or some other non-discretionary personnel action.

d. The public official or employee served in a capacity other than director, assistant director, deputy director or personnel employee at the time the person closely related by blood, marriage or significant relationship was hired by the department (e.g., a sister and brother are both employed by a department and the sister achieves a promotion to the personnel area of the department. A conflict does not exist provided the sister does not process any personnel actions for her brother).

Procedures

The Carlton County human resources director shall periodically request nepotism information and accurately document any information received by the applicant/transferring employee. A model checklist includes nepotism information, as well as other information, which must be verified with every new hire or transfer

Effective Date

This policy will become effective on the date it is approved by the Carlton County Board of Commissioners.

CARLTON COUNTY NEPOTISM POLICY

I. **Purpose**: The establish policy on personal relationships between County employees which give rise to an actual or perceived potential conflict of interest with professional responsibilities and/or which create the potential for an adverse impact on County operations, safety, efficiency and morale.

As an organization heavily dependent upon its human resources, Carlton County has a vital interest in the maintenance of harmonious, efficient, and productive working relationships between its employees. Personal relationships that cause unrest, lend themselves to the perception of favoritism, adversely affect morale, or otherwise disrupt the good working order of County operations are undesirable.

II. **Policy:** It is the policy of Carlton County that the most qualified candidates will be selected for employment, for promotions and for assignment to specialized positions. Employees who are related to or who are engaged in a significant relationship with candidates for hiring selection, promotion or assignment to specialized positions must ensure that all reasonable precautions are taken to avert any undue influence in the selection process or even the appearance of impropriety in the process. Carlton County recognizes the rights of employees to become involved in personal relationships with their co-workers. However, it is the policy of Carlton County to ensure employees carry out their duties with impartiality and fairness so that public and organizational confidence in the actions of our employees is maintained. Public trust, workplace safety, county operations and employee morale require avoiding the appearance of or actual conflict of interest between professional responsibilities and any involvement in a significant relationship with other employees. In order to promote efficient county operation and avoid misunderstandings, complaints of favoritism, sexual harassment and/or gender-based discrimination, and other problems of supervision, safety, agency operations, and employee morale, all employees are instructed to avoid situations that give rise to an actual or perceived conflict.

III. **Definitions:**

A. **Closely related by blood or marriage**: includes, but is not limited to spouse, children (whether dependent or independent), parents, grandparents, siblings, aunts, uncles, in-laws, step-children, step-parents, step-grandparents, step-siblings, step-aunts, step-uncles, and other persons related by blood or marriage who reside in the same household.

B. **Significant relationship**: For purpose of this policy, significant relationship is a relationship involving employees who are dating, engaged in a romantic relationship or cohabitating, or who are business associates.

C. **Business Associates:** parties who are joined together in a relationship for business purposes or acting together to pursue a common business purpose or enterprise.

D. **Supervisor**: An employee who has authority, direct or indirect, over another employee by virtue of their rank or job classification.

E. **Subordinate**: An employee who is answerable to another employee based on their rank or job classification.

IV. Procedure:

A. Hiring, promotion and assignment to specialized positions:

a. Employees who are closely related by blood or marriage to or involved in a significant relationship with a candidate for hiring selection, promotion or assignment to specialized positions shall not be involved in the selection process.

b. Should an employee closely related by blood or marriage to or involved in a significant relationship be required to participate in any of these selection processes due to an absence of available alternatives, the final selection decision is subject to approval of the Human Resources Director.

B. Supervisory procedures: An employee generally shall not directly supervise an employee closely related by blood or marriage or another employee where a significant relationship exists.

a. **Duty to notify**:

i. If a supervisor and a subordinate marry or cohabitate, both the supervisor and the subordinate are responsible for notification of a higher supervisor, the County Coordinator and the Human Resources Director who will review the working relationship of the two employees and determine if it creates a potential conflict of interest or an adverse impact on supervision, safety, operations or morale. The county will make reasonable efforts to transfer, reassign, or otherwise resolve the situation so that one of the employees is placed in a position where the conflict potential no longer exists. Prior to any reassignment, the Agency will receive input from the involved employees.

Carlton County

Transportation

1630 County Road 61 ◆ Carlton MN 55718

Construction Program Update
November 25, 2014

(Projects are listed by anticipated program year.)

CURRENT PROJECTS

SAP 009-600-004 **Kettle Lake Road, Corona Township (Unorganized)** **Length: 0.60 Mi**
Location: (28) From TH 210 to 0.60 miles south
Type of Work: Grading and approach improvements to BNSF RR Crossing
Status: UNDER CONSTRUCTION – Road open to local traffic
Contractor: CCTD Maintenance Forces
Remarks: This Project was added by the County Engineer as a safety enhancement project to improve poor sight-lines and grades of the approaches to the railroad crossing. The availability of DNR Forest Road Account funding enabled the project to be advanced to the 2012 construction season. Preliminary survey is complete. ROW acquisition is complete with MnDNR and adjoining land owners. Plans are complete. Plans and Force Account Agreement were approved by MnDOT. County maintenance forces are working on this project as time permits. Construction activity will continue into 2015.

SAP 009-607-023 **CSAH 7 (Big Lake Rd)** **Length: 0.17 Mi**
Location: (55) Intersections of CSAH 7/CR 114 (Reservation Rd) and CSAH 7/CSAH 5 (Brevator Rd)
Type of Work: Intersection capacity improvements – add center left turn lanes, thru and right turn lanes
Status: AWARDED: 07/08/2014 – WORK DELAYED TO 2015.
Contractor: Ulland Brothers, Inc., Cloquet, MN
Remarks: The Project was added by the County Engineer at the request of the Fond du Lac Reservation as improvements necessary for safe and convenient travel and a roadway of importance on the Fond du Lac Reservation. This was a cooperative project with the majority of the funding coming from FDL and BIA Roads Federal apportionments. Agreements with FDL Planning Department had CCTD perform preliminary design and engineering, right-of-way acquisition, construction engineering and project administration. This project was renumbered from SP 091-607-001 to SP 009-607-023 due to the change in sponsorship from Fond du Lac to Carlton County. The Federal Project Memorandum was approved 09/18/2013. Because of delays encountered, this project was moved to the 2014 – 2017 STIP for construction in 2014. The project is in the 2014 construction program, but developed as a State-Aid project instead of a Federal-Aid project following a funding swap agreement with St Louis County and State-Aid for Local Transportation (SALT). Plans are approved by MnDOT. CCTD advanced this project to bidding and construction using Federal-Aid swap and State-Aid Construction funds due to scheduling and budget constraints at FDL. Wetland permit issues have delayed the start of work to the 2015 construction season. *Environmental permits from DNR and WCA have been received. COE Permit is pending.*

SAP 009-607-024 **CSAH 7 (Big Lake Rd)** **Length: 0.85 Mi**
Location: (53) CR 115 (Pinewood Dr) to 500' west of TH 33 in Cloquet
Type of Work: Mill and Overlay, Sidewalk, Pavement Markings
Status: WINTER SUSPENSION.
Contractor: Northland Constructors, Duluth, MN
Remarks: The Project was added by the County Engineer to preserve the integrity of the pavement and to complete the pedestrian access route (sidewalk) from SP 009-607-021, west up the hill to Spring Lake Road. Right-of-Way acquisition from 3 property owners is in process. Plans are approved by MnDOT. Project will be advanced to bidding once Right-of-way is acquired. Two of three parcels have been acquired. One parcel is pending acquisition for construction of sidewalk on the north side of CSAH 7, however the project was let on 09/22/2014 so bituminous work can be completed in the 2014 construction season. Pending right-of-way will be acquired by negotiated settlement or eminent domain by the 2015 construction season to allow for the construction of the sidewalk and retaining wall. A preconstruction conference was held 10/06/2014. Work started 10/08/2014. Paving and pavement markings are complete. Project is suspended until concrete work can be done in spring 2015.

SAP 009-608-018 **CSAH 8** **Length: 1.01 Mi**
Location: (36) From 2700 ft WSW of NE Corner 16-46-16 to E ¼ Corner 9-46-16
Type of Work: Construct grading grade with Tire Derived Aggregate (TDA) as lightweight fill and aggregate substitute.
Status: UNDER CONSTRUCTION
Contractor: Force Account with CCTD Maintenance Crews
Remarks: This Project is a portion of SAP 009-608-014 grading from CR 145 in Holyoke to Granzow Road, 2.7 miles northeast. This portion of that project is utilizing Tire Derived Aggregate (TDA) as lightweight fill and aggregate substitute to construct the grading base to reduce the need for granular materials to build the roadbed since granular materials are in short supply in this part of the county. County maintenance forces are performing this work since our crews have the experience in constructing the road bed using TDA tire chips. This project is being constructed as a Force Account Agreement using State-Aid Construction funds. Tire chip embankment construction is complete on the east/west portion of this project. Clearing operations are to begin on the north/south section of this project this week and County Forces will continue tire chip embankment construction on this section as weather conditions permit.

SAP 009-645-005 **CSAH 45 (Broadway Street in Scanlon, MN)** **Length: 0.61 Mi**
Location: (8) From center median south of CSAH 61 to Scanlon/Cloquet Corporate limits
Type of Work: Bituminous Mill and Overlay, Aggregate Shoulders, Pavement Markings
Status: *WINTER SUSPENSION*
Contractor: Ulland Brothers, Inc., Cloquet, MN
Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system. Failure of the signal loop detector on CSAH 61nearest to CSAH 45 prompted the inclusion of this project in the 2014 construction program. The Scope of the project will now include the replacement of all signal loop detectors. The Design staff completed plans. Final Plans are approved by MnDOT. Project start date is 09/15/2014 after MnDOT has completed use of CSAH 45 as a detour route for the TH 33 construction in Cloquet. A preconstruction conference was held 09/08/2014. Paving is complete. Linear pavement markings are complete. Turn arrows are scheduled to be installed as weather permits. Painting of the signal system masts and signal heads will be completed as weather permits.

CP 009-115-002 **CR 115 (Airport Road)** **Length: 0.29 Mi**
Location: (50) from 1315 ft east of CSAH 5 (University Rd) to 2886 ft east.
Type of Work: Sag vertical curve grade corrections to improve sight distance and correct drainage issues.
Status: *WINTER SUSPENSION*
Contractor: CCTD Maintenance Division
Remarks: This Project was added by the County Engineer to coincide with watermain construction for the Fond du Lac Reservation by FDL Construction Company. Known drainage issues exist on this segment of roadway. Construction of the watermain would necessitate removal of at least ½ of the existing bituminous surface. To cooperate with the tribe on their project, to correct the known drainage issues and improve sight distances, the Department designed the project to raise the road elevation at two vertical curve sags. This will benefit the watermain project in reducing the depth of bury to prevent frost damage. The tribe will fund the entire width of pavement in their roadway construction zone and CCTD will perform design and construction engineering for paving the entire length of CR 115, which includes Airport Road and Pinewood Drive. The Department will fund the remainder of the pavement length. Watermain construction is completed on CR 115 so County crews resumed work on road embankments. Embankment construction is nearly complete as well as aggregate surfacing, in preparation for bituminous surfacing in spring 2015.

CP 009-115-003 **CR 115 (Airport Road and Trettle Lane)** **Length: 1.93 Mi**
Location: (51) from CSAH 5 (University Rd) on Airport Road and Pinewood Dr to CSAH 7 (Big Lake Rd).
Type of Work: Bituminous surfacing, aggregate shoulders, pavement markings
Status: DELAYED TO SPRING 2015.
Contractor: Northland Constructors, Duluth, MN.
Remarks: This Project was added by the County Engineer to coincide with watermain construction for the Fond du Lac Reservation by FDL Construction Company. Construction of the watermain would necessitate removal of at least ½ of the existing bituminous surface. The tribe will fund the entire width of pavement in their roadway construction zone and CCTD will perform design and construction engineering for paving CR 115 from University Rd to Trettle Lane and CR 114 (Trettle Lane) from CR 115 to 300 ft south of Big Lake Road. The Department will fund the remainder of the pavement length. Plans are approved. Delays in the completion of the watermain have pushed the actual paving work to 2015.

SP 009-596-005 **Pfeifer Road** **Length: 0.75 Mi**
Location: (30) Pfeifer Road @ BNSF RR Crossing, south of TH 210, 3.75 miles west of Carlton
Type of Work: Remove RR Crossing, upgrade road to west
Status: AWARDED 10/14/2014
Contractor: KGM Contractors, Angora, MN
Remarks: Carlton County will act as fiscal agent for receipt and disbursement of Federal funding. Twin Lakes Township, their consulting engineers (MSA), and CCTD reviewed project scope and obstacles in advancing the project. The three agencies worked cooperatively to complete environmental permitting, design and funding documents for construction in 2011. The Project Memorandum (PM) was submitted to MnDOT in early 02/2011. Requested revisions were completed. Right-of-way temporary easement acquisition followed approval of the PM. The project was moved to 2012 to develop cooperative agreements with the Fond du Lac Reservation and the pipeline company, to obtain environmental permits, right-of-way and completion of final plans. Pipeline elevations were obtained to design adequate cover over the pipeline. Preliminary plans have been modified. The revised PM was submitted to MnDOT 12/23/2013. The project was moved to 2014. The PM was approved 04/15/2014. Plans and supporting documents were approved by MnDOT and FHWA. Letting was 09/29/2014. A preconstruction conference will be held in 11/2014. The Contractor intends to do some swamp excavation this winter during frozen conditions.

Projects programmed for the 2015 Construction Season

SAP 009-605-021 **CSAH 5 (University Rd)** **Length: 0.10 Mi**
Location: (5) Over Otter Creek in Cloquet MN (Sect 29-49-17)
Type of Work: Replace Bridge 4885
Status: *Programmed for 2015.*
Contractor: LHB is the consultant working on design of the structure.
Remarks: This Project was added by the County Engineer to maintain the integrity of roadway system and as a placeholder if/when bridge funding is available. The Program year may be adjusted based upon funding availability, priority and development capability. This bridge is Structurally Deficient and has a Sufficiency Rating of 57.6. State-Aid construction dollars will fund this project if bridge replacement funding is not available. It is anticipated to be completed along with the FDR project on the approach roadway from CSAH 26 (Moorhead Rd) to CSAH 5 (University Road) under SAP 009-605-024. Permits from MnDNR, FDL, WCA *and COE* have been received. ROW from the University of Minnesota is in process.

SAP 009-605-024 **CSAH 5** **Length: 2.70 Mi**
Location: (24) From CSAH 26 to CR 115 (Airport Rd)
Type of Work: Full-Depth Reclamation (FDR), bit surface, aggregate shoulders, pavement markings.
Status: *Programmed for 2015.*
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system. This project is in the 2015 construction season to allow the City of Cloquet and Fond du Lac Reservation to complete construction of the Cartwright Road in 2014. Cartwright Road is one mile east of this project and connects University Road (at Airport Road) to Moorhead Road. The scope of this project was to be included in the SAP 009-605-009 grading project, but was pulled from that project due to funding, permitting and right-of-way acquisition constraints of the grading portion, which is moved to 2016 as a separate project. *Plans were submitted to MnDOT 10/24/2014.*

SAP 009-606-028 **CSAH 6** **Length: 9.9 Mi**
Location: (11) From TH 73 to curb and gutter west of CSAH 61 in Barnum, MN
Type of Work: Mill and Overlay, Aggregate Shoulders, Pavement Markings
Status: *AWARDED 11/24/2014.*
Contractor: *Northland Constructors, Duluth, MN*
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. This project is a Federal Aid Project and is included in the 2012 – 2015 Statewide Transportation Improvement Plan (STIP). The end of the project was changed from I-35 to the curb and gutter west of CSAH 61 so all work is mill and overlay on a rural typical section. Bituminous pavement work between the gutters from west of CSAH 61 to I-35 will be done under a separate State-Aid project. LHB was retained to develop the Federal Project Memorandum, however, an agreement between Carlton County, Itasca County and SALT to swap our Federal Aid funds for Itasca County State-Aid funds will allow us to develop this project as a State-Aid project and a Project Memorandum is not required. Work on the project is scheduled to begin after Spring Load Restrictions are lifted in spring 2015 and is to be completed by July 2, 2015.

SAP 009-606-032 **CSAH 6** **Length: 0.95 Mi**
Location: (13) Curb and gutter west of CSAH 61 in Barnum, MN to I-35
Type of Work: Mill and Overlay, curb and gutter, sidewalk, storm sewer rehab, Pavement Markings
Status: Programmed for 2015.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added by the County Engineer to split from the Federal Aid Project (SP 009-606-028) since this work is a curb and gutter section and the federal portion is rural design. Bituminous pavement work between the gutters from west of CSAH 61 to I-35 will also involve curb and gutter, sidewalk and storm sewer rehabilitation.

SAP 009-608-014 **CSAH 8** **Length: 2.70 Mi**
Location: (32) CR 145 in Holyoke to 2.7 miles northeast
Type of Work: Grade, drainage structures, aggregate base and turf establishment
Status: In Design
Contractor: Design by CCTD, Engineering Division
Remarks: The Preliminary Survey is on-going. Plans are in Preliminary Design. The Right-of-Way process has been initiated. The Project was moved from 2007 and bumped from 2009, 2010, and 2011 due to budget and funding availability and development capability. A public informational meeting was held 09/26/2011 at the Holyoke Town Hall to explain the project scope and gather input from adjacent property owners and the public. Due to delays in staff timing and availability as a result of the 06/2012 Flood event and associated projects for 2012 and in 2013, this project is moved to 2014. The use of tire chips as an aggregate replacement is being incorporated into the design of this project and was let as a separate project (SAP 009-608-018). Plans are in design with an anticipated fall 2015 bid letting for construction in 2016. Right-of-Way acquisition is progressing with all but two of 22 parcels acquired. DNR, WCA *and COE* Permits have been received.

SAP 009-608-017 **CSAH 8** **Length: 0.10 Mi**
Location: (35) Little Net River, Section 10-46-16, 1.5 miles northeast of Holyoke, MN
Type of Work: Replace old Bridge 4511 with new Bridge 09J32 and approaches
Status: In Design
Contractor: LHB, Engineers and Architects, Duluth, MN
Remarks: This project is within the termini of the SAP 009-608-014 Grading project. The Department secured the services of LHB to design this replacement structure. The design selected is a BEBO arch pre-cast concrete structure. Preliminary plans have been submitted to MnDOT Bridge Office for review and approval. Bid letting is anticipated *early 2015.*

SP 009-070-004 **Various CSAH and CR** **Length: X.XX Mi**
Location: (Map3) 37 horizontal curves on CSAH 3, 4, 5, 6, 7, 10, 12, 13, 18, 21, 23, 25 and CR 120, 138, 139, 144 and 151
Type of Work: Chevron Curve Delineation Sign installations
Status: Programmed for 2015
Contractor: Itasca County is lead agency
Remarks: This Project was added by the County Engineer to enhance traffic safety and reduce run-off-the-road type crashes by installing Chevron Curve Delineation signs at locations determined in the Carlton County Road Safety Plan. This is a joint project with Aitkin, Itasca, and Lake Counties to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% local fund split. The 10% local share will come from our State-Aid Construction Account.

SAP 009-090-004 **CSAH 7 (Big Lake Rd)** **Length: 1.60 Mi**
Location: (54) Along CSAH 7 from CSAH 5 (University Rd) to Whispering Pines Drive
Type of Work: Pedestrian/Bicycle Trail (Gikinoo-Inamon Trail)
Status: Programmed for 2015.
Contractor: Design by CCTD, FDL and BIA Roads Engineering Staff
Remarks: The Project was added by the County Engineer at the request of the Fond du Lac Reservation. Improvements are necessary for the safe and convenient travel of bicyclists and pedestrians. This is a cooperative project with the majority of the funding from FDL and BIA Roads apportionments. Agreements are in place with FDL Planning Department for CCTD to perform preliminary design and engineering, right-of-way acquisition, construction engineering and project administration. A public meeting was held on 10/05/2011. Preliminary survey work was completed and a public meeting was held 03/06/2013 at the FDL Tribal Center to present the preferred alignment and construction details. Permits are in process. Plans are being reviewed by MnDOT. This project was renumbered from SP 091-090-065 to SP 009-090-004. The Federal Project Memorandum was approved 09/18/2013. Because of delays encountered, this project was moved into the 2014 – 2017 STIP for construction in 2014. The project was still in the 2014 construction program, but will be developed as a State-Aid project instead of a Federal-Aid project because of a funding swap agreement with St Louis County and State-Aid for Local Transportation (SALT). The project will be constructed under a Force Account agreement with Fond du Lac Construction. Right-of-way acquisition is in process. Plans are at MnDOT for review and approval. This project is moved to the 2015 Construction Program due to funding issues, right-of-way acquisition status and workforce scheduling.

Projects programmed for the 2016 Construction Season

CP 009-113-002 **CR 113 (Brookston Road)** **Length: 1.50 Mi**
Location: (18) From North County Line to 1.50 miles south
Type of Work: Raise grade, widen, swamp work, bituminous surface
Status: Programmed for 2016
Contractor: TBD
Remarks: Maintenance work is funded by the County Road Construction Bond as part of the Program adopted 06/13/2006. An agreement with Fond du Lac & BIA regarding cooperative effort to reconstruct and improve the roadway was reached. This Project was moved from the 2007 and subsequent construction seasons to allow timing for survey, permitting, engineering and right-of-way acquisition. The County is working with Fond du Lac Planning Department on funding availability. FDL Planning is working on additional funding sources and applications which necessitate the moving of the project to 2016.

SAP 009-612-021 **CSAH 12** **Length: 4.50 Mi**
Location: (9) From CR 132 to TH 27/73
Type of Work: Bituminous Overlay, Aggregate Shoulders, Pavement Markings
Status: Programmed for 2016.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. The vertical alignment of the east north/south 1.5 miles was reviewed and the project scope was revised to allow for grade improvements. The County retained a consulting firm to perform soil borings in 11/2013 to determine soils makeup to assist in designing the pavement structure. Design staff is preparing construction plans with an anticipated March 2016 letting. Since the scope of this project has changed to include grade widening and vertical curve correction to meet minimum design speed standards, right-of-way acquisition and environmental permits are required. The project is moved to 2016.

SP 009-622-005 **CSAH 22 (South Finn Rd)** **Length: 9.9 Mi**
Location: (25) From CSAH 6, east of Automba, north to T-411 (Schoolhouse Rd)
Type of Work: Bituminous Surfacing, Aggregate Shoulders, Pavement Markings.
Status: Programmed for 2016.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added to the Construction Program by the County Engineer to maintain the integrity of the roadway system and to utilize a federal funding source that was earmarked for a grading project. The project will be developed as a federally funded bituminous surfacing project. LHB has been retained to develop the Federal Project Memorandum. If Federal approvals are received early enough, funding is available and staff work load allows, this project may be Advance Constructed in 2015.

SP 009-070-003 **CSAH 5, CSAH 7, CSAH 10 and CSAH 12** **Length: 24.4 Mi**
Location: (Map4) On CSAH 5 from CSAH 6 to TH 210 (9.6 Mi); on CSAH 7 from TH 210 to CSAH 5 (9.0 Mi), on CSAH 10 from TH 73 to I-35 (1.4 Mi); on CSAH 12 from CR 132 to TH 27/73 (4.4 Mi).
Type of Work: Ground-in Wet-Reflective edge striping
Status: Programmed for 2016 Construction
Contractor: St Louis County is the lead agency
Remarks: This Project was added by the County Engineer to enhance traffic safety by installing white edge lines (fog line) using a construction method that grinds the pavement edge to create a channel that will allow the special wet-reflective epoxy paint to be installed below the surface of the roadway and thereby reduce wear of the lines caused by snow removal equipment and traffic and extend the serviceable life of the edge markings. This is a joint project with St Louis County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% local fund split. The 10% local share will come from our State-Aid Construction Account.

Projects programmed for the 2017 Construction Season

SAP 009-605-009 **CSAH 5** ***Length: 0.75 Mi***
Location: (22) From TH 210 to CSAH 26 (Moorhead Rd)
Type of Work: Grading, Drainage Structures, Aggregate Base, Turf.
Status: In Survey and Design
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. Preliminary survey is ongoing. Initial contacts have been made regarding right-of-way and permits. The project was moved to 2016 to allow construction of the Cartwright Road. Due to funding, permitting and right-of-way acquisition constraints, the project was moved to 2017.

SAP 009-621-003 **CSAH 21** **Length: 4.00 Mi**
Location: (4) From CR 123 to TH 210 in Cromwell, MN
Type of Work: Grading, Drainage Structures, Aggregate Base
Status: Programmed for 2017.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. Due to the complexity of this project, it was moved to the 2017 construction program to allow more time for survey, permitting and right-of-way processes.

SAP 009-599-023 **UT-388** **Length: 0.10 Mi**
Location: (2) Over Hasty Brook (Sect 10-49-20)
Type of Work: FLOOD REPAIR: Replace Bridge L1244
Status: Programmed for 2017.
Contractor: Design services by SEH, Duluth, MN
Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system and as a placeholder if/when bridge funding is available. The Program Year may be adjusted based on funding availability, priority and development capability. This bridge is Structurally Deficient, has a Sufficiency Rating of 28.6 and is load posted: 20 tons single unit vehicle, 30 tons combination vehicle, 30 tons tractor-trailer. Options are being considered for roadway-in-lieu of replacing the structure. From the RFP for design services process, SEH was selected to provide design services. This structure was removed from the 2012 Flood Bond Bridge Replacement Program. Actual program year will be determined as funding, permitting and project development allows. This project is moved to the 2017 construction season as a placeholder if funding is available.

Projects programmed for the 2018 Construction Season

SAP 009-601-XXX **CSAH 1 (Canosia Road in Esko, MN)** **Length: 0.10 Mi**
Location: (27) At the Midway River (Section 22-49-16)
Type of Work: Rehabilitate Bridge 09502
Status: Placeholder in 2018.
Contractor: TBD
Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system and as a placeholder if/when bridge funding is available. The Program Year may be adjusted based on funding availability, priority and development capability. This bridge is Structurally Deficient and has a Sufficiency Rating of 54.9. This project was moved from 2012 to 2018 because surface and joint repairs that were completed due to damage from the June 2012 flood extends the service life of those items.

SAP 009-605-022 **CSAH 5** **Length: 0.75 Mi**
Location: (23) From TH 210 to CSAH 26 (Moorhead Rd)
Type of Work: Bituminous Surfacing of SAP 009-605-009 grading section.
Status: Programmed for 2018.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. The project is moved to 2018 since the grading project (SAP 009-605-009) was moved to 2017.

SAP 009-606-XXX **CSAH 6 (Main Street in Barnum, MN)** **Length: 0.10 Mi**
Location: (12) Over Moose Horn River in Barnum (Sect 1-46-19)
Type of Work: Rehabilitate Bridge 09503
Status: Placeholder in 2018.
Contractor: TBD
Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system and as a placeholder if/when bridge funding is available. The Program year may be adjusted based upon funding availability, priority and development capability. This bridge is Structurally Deficient and has a Sufficiency Rating of 64.6. This project was moved from 2014 to 2015 to 2018 for the above reasons.

SAP 009-611-002 **CSAH 11** **Length: 3.00 Mi**
Location: (3) From CSAH 8 to CSAH 6
Type of Work: Grading, Drainage Structures, Aggregate Base
Status: Programmed for 2018.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. Due to budget, staff time, permitting and right-of-way acquisition expanded time lines; this project is moved to the 2018 construction program.

SAP 009-621-004 **CSAH 21** **Length: 4.00 Mi**
Location: (4) From CR 123 to TH 210 in Cromwell, MN
Type of Work: Bituminous Surface, Aggregate Shoulders, Pavement Markings
Status: Programmed for 2018.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. This project was to be a Federal Aid Project and was included in the 2013 – 2016 STIP, however, this project is be pulled from the Federal-Aid program and will be developed and constructed using State-aid funding. This project was moved to the 2018 program since the grading portion (SAP 009-621-003) was moved to the 2017 program.

Projects programmed for the 2019 Construction Season

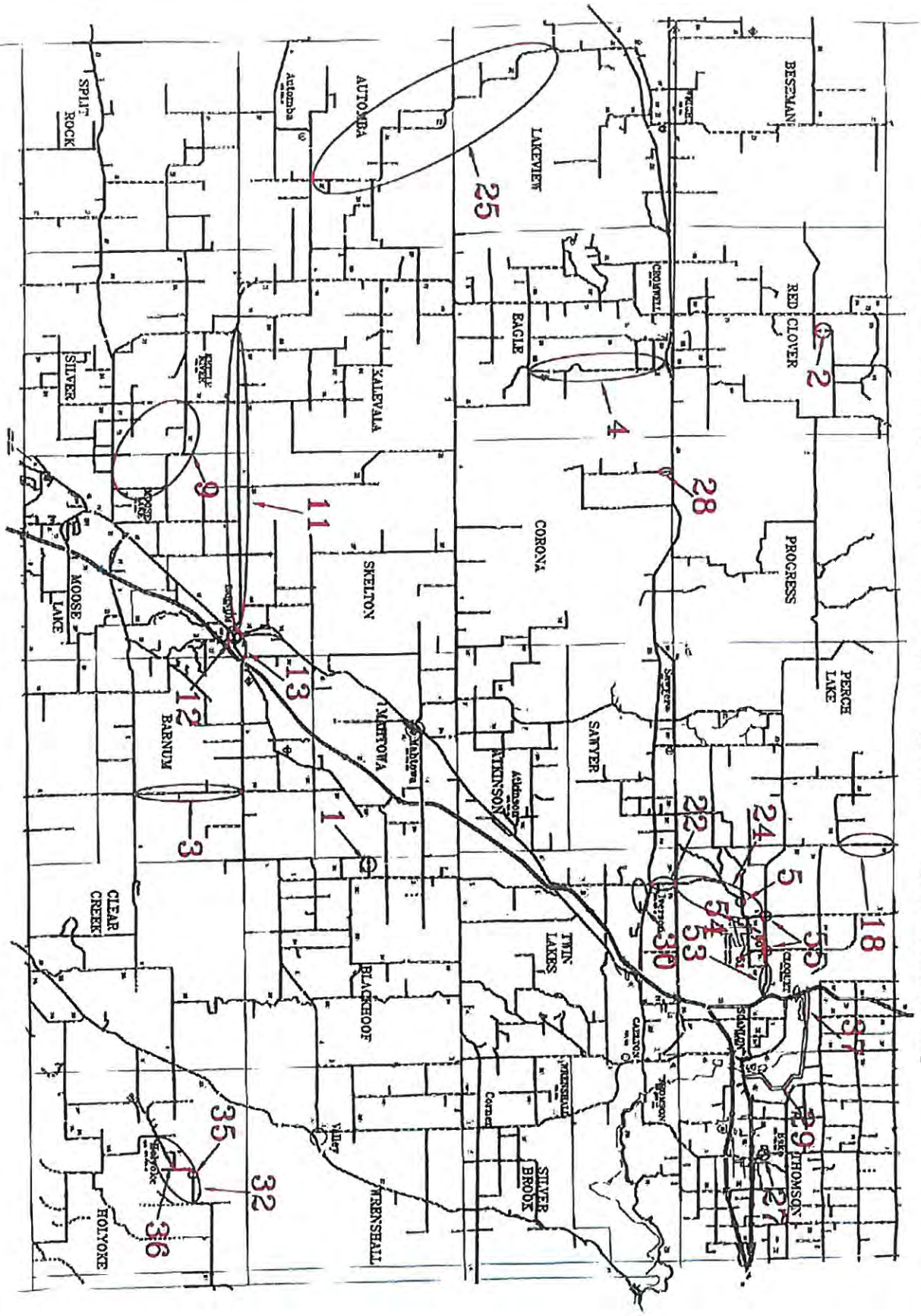
SAP 009-611-003 **CSAH 11** **Length: 3.00 Mi**
Location: (3) From CSAH 8 to CSAH 6
Type of Work: Bituminous Surface, Aggregate Shoulders, Pavement Markings
Status: Programmed for 2019.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. This project is moved to the 2019 construction program since the grading project for this section of roadway was moved to the 2018 construction program.

Other Projects not scheduled or On-Hold

CP 009-106-003 **CR 106** **Length: 0.50 Mi**
Location: (1) From W 1/4 Sec 18-47-17 to NW Cor 18-47-17
Type of Work: Remove closed Bridge 92409; Construct Roadway-in-lieu (R-I-L) of Bridge
Status: Project On-Hold
Contractor: TBD
Remarks: The old bridge was removed in 2008 by County Forces. This project has been discussed with Blackhoof Township, Mahtowa Township and the State Aid office. Options are: to replace the bridge as a county bridge; turn the road back to the township and replace as a township bridge; construct a roadway-in-lieu to the north; leave as-is with the bridge removed and the two segments of CR 106 as dead end roads.

SP 009-090-002 **St Louis River Trail (Phase III)** **Length: 0.80 Mi**
Location: (37) Chamber of Commerce Parking Lot to 0.59 mi E of TH 33
Type of Work: Construct Bicycle/Pedestrian Trail
Status: Project On-Hold Pending Local match for Federal Funds.
Contractor: Design by City of Cloquet Engineer's Office
Remarks: Carlton County will act as fiscal agent for receipt and disbursement of Federal funding. This project was moved from 2011 and in front of Phase II of the trail because it is anticipated that this phase can be developed, permitted and constructed in a shorter timeline than Phase II. The City of Cloquet did the preliminary engineering work on this phase. Federal Project Memorandum has been approved. Final Plans have been approved. This phase of the project has been delayed as there is a shortage of local match dollars to the allocated Federal funds.

SP 009-090-003 **St Louis River Trail (Phase II)** **Length: 1.50 Mi**
Location: (29) I-35 Park and Ride in Scanlon to 0.59 miles E of TH 33
Type of Work: Construct Bicycle/Pedestrian Trail
Status: Project On-Hold Pending Local match of Federal Funds
Contractor: TBD
Remarks: Carlton County will act as fiscal agent for receipt and disbursement of Federal funding. The Project was moved to 2010 due to delays in the progress of Phase I and bumped to 2011 behind Phase III because it is anticipated that Phase III can be developed, permitted and constructed in a shorter timeline than Phase II. This will allow the St Louis River Trail Committee additional time to secure additional funding needed to complete this phase. This project was placed on-hold until local funding is available to match Federal Funding



2014 Carlton County Construction Program Update - Project Location Map

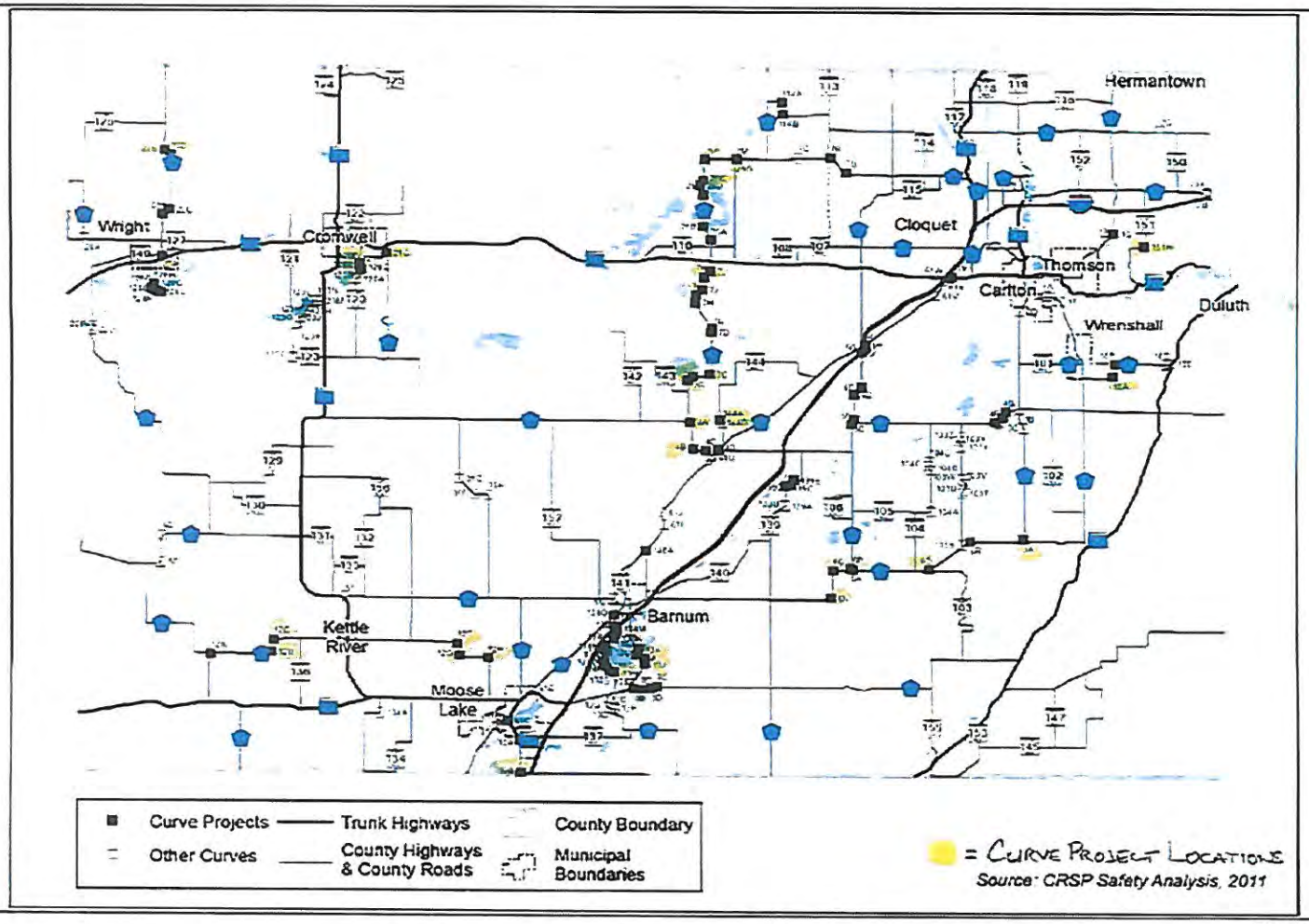
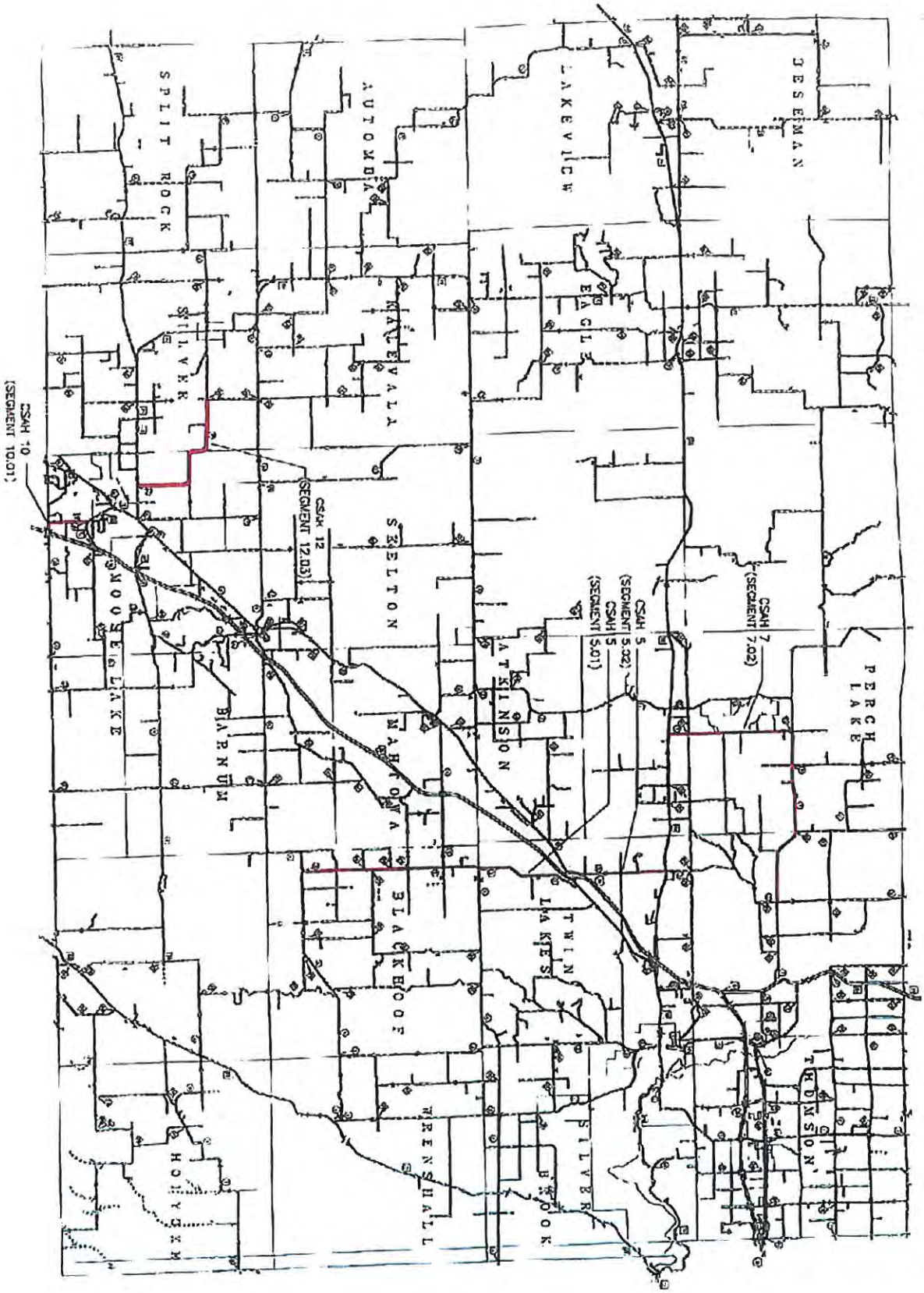


Figure 3-13
Carlton County Curve Project Map

CARLTON COUNTY 2016 WET-REFLECTIVE EDGE STRIPING (W/ST. LOUIS COUNTY)



Carlton County
Transportation
1630 County Road 61 ◆ Carlton MN 55718

HIGHWAY MAINTENANCE OPERATIONS

Work Completed November 1 – November 25, 2014

1. Reviewing snowplow routes.
2. Completing work for the season on Airport Road.
3. Stockpiling winter sand sheds.
4. Installing culverts.
5. Hauling Class 5 gravel on county roads.
6. Tearing down old creamery in Barnum for the Land Department.
7. Working on CR 8 tire project at Holyoke.
8. Hauling Class 5 gravel on Trettel Lane (CR 114).
9. Blading gravel roads.

Mechanics' Duties

1. Repair snowplow equipment.
2. Service Sheriff Department cars.
3. Install plow equipment.
4. Service rental equipment used on CR 8 project.

Snow and Ice Control

1.	Mon. Nov. 10	Plowing blacktop roads.
2.	Tues. Nov. 11	Full crew out just keeping roads open. (Veteran's Day Holiday)
3.	Wed. Nov. 12	Started crew at 5 a.m. for more clearing of roads.
4.	Thurs. Nov. 13	Trucks out sanding roads.
5.	Fri. Nov. 14	Trucks out sanding roads.
6.	Wed. Nov. 19	1" snow; trucks out.

Carlton County Transportation Department
Revenues and Expenditures
November 30, 2014

Revenues - (Maintenance)	Year to Date	2014 Annual Budget	Over (Under) Annual Budget
Real Estate Taxes (estimated)	$2,586,502.49	$2,821,639.00	-$235,136.51
Work For Government	$376,321.29	$675,000.00	-$298,678.71
Work For Individuals	$11,460.00	$10,000.00	$1,460.00
Permits	$7,134.29	$9,000.00	-$1,865.71
Culvert, Map, Scrap Sales	$3,643.43	$11,000.00	-$7,356.57
Miscellaneous	$11,000.00	$30,000.00	-$19,000.00
Reimbursements/Refunds/Bldg Rent	$444,306.15	$382,000.00	$62,306.15
Insurance Rebate	$81,061.75	$88,431.00	-$7,369.25
HACA, Disp. Red., RES/AG Credit	$261,828.79	$249,981.00	$11,847.79
State Aid Maintenance	$1,735,283.00	$1,833,384.00	-$98,101.00
PERA Rate Increase Aid	$10,055.87	$10,970.00	-$914.13
Town Road Money	$201,422.00	$193,815.00	$7,607.00
Sub-Total Revenue	$5,730,019.06	$6,315,220.00	-$585,200.94

Expenditures - (Maintenance)	Year to Date	2014 Annual Budget	Over (Under) Annual Budget
Salaries & Benefits	$3,178,653.88	$3,474,585.00	-$295,931.12
Insurance / Unemployment / Bonds	$188,480.38	$217,615.00	-$29,134.62
Phone, Publications, Registr.	$25,947.44	$34,000.00	-$8,052.56
Utilities, Supplies, Safety	$175,253.93	$228,000.00	-$52,746.07
Contracts, Consultants	$65,531.76	$465,000.00	-$399,468.24
Gravel, Asphalt, Culverts, Salt	$497,636.71	$545,000.00	-$47,363.29
Brush & Weed, Road Signs	$73,127.25	$110,000.00	-$36,872.75
Vehicle Maintenance/Supplies	$1,003,308.93	$1,120,000.00	-$116,691.07
Mobile Equipment	$382,525.57	$480,000.00	-$97,474.43
Furniture, Building Repairs	$9,019.58	$30,000.00	-$20,980.42
Right-of-Way/Land Acquisition	$258,010.40	$120,000.00	$138,010.40
Townships, Refunds, Licenses	$174,481.26	$172,300.00	$2,181.26
Sub-Total Expenditures	$6,031,977.09	$6,996,500.00	-$964,522.91
Net - County Funds	-$301,958.03	-$681,280.00	
County Construction			
Construction Revenues	$3,971,484.27	$6,270,000.00	$2,298,515.73
Construction Engineering Revenues	$401,282.73	$561,280.00	
Return of 2012 State Flood Funds	$1,970,044.35		
Construction Expenses	$3,151,400.11	$6,150,000.00	$2,998,599.89
Net - County Const.	-$748,677.46		
Total 2014 Revenues	$10,102,786.06	$13,146,500.00	$1,713,314.79
Total 2014 Expenditures	$11,153,421.55	$13,146,500.00	$2,034,076.98
Difference	-$1,050,635.49		

2014 Minnesota Statutes

Authenticate

297A.993 GREATER MINNESOTA TRANSPORTATION SALES AND USE TAX.

Subdivision 1. **Authorization; rates.** Notwithstanding section 297A.99, subdivisions 1, 2, 3, 5, and 13, or 477A.016, or any other law, the board of a county outside the metropolitan transportation area, as defined under section 297A.992, subdivision 1, or more than one county outside the metropolitan transportation area acting under a joint powers agreement, may by resolution of the county board, or each of the county boards, following a public hearing impose (1) a transportation sales tax at a rate of up to one-half of one percent on retail sales and uses taxable under this chapter, and (2) an excise tax of $20 per motor vehicle, as defined in section 297B.01, subdivision 11, purchased or acquired from any person engaged in the business of selling motor vehicles at retail, occurring within the jurisdiction of the taxing authority.

Subd. 2. **Allocation; termination.** The proceeds of the taxes must be dedicated exclusively to: (1) payment of the capital cost of a specific transportation project or improvement; (2) payment of the costs, which may include both capital and operating costs, of a specific transit project or improvement; (3) payment of the capital costs of a safe routes to school program under section 174.40; or (4) payment of transit operating costs. The transportation or transit project or improvement must be designated by the board of the county, or more than one county acting under a joint powers agreement. Except for taxes for operating costs of a transit project or improvement, or for transit operations, the taxes must terminate when revenues raised are sufficient to finance the project.

Subd. 3. **Administration, collection, enforcement.** The administration, collection, and enforcement provisions in section 297A.99, subdivisions 4 and 6 to 12, apply to all taxes imposed under this section.

History: *2008 c 152 art 4 s 3; 2009 c 88 art 8 s 4; 2013 c 117 art 3 s 25,26*

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2014 Minnesota Statutes

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297A.99 LOCAL SALES TAXES.

Subdivision 1. **Authorization; scope.** (a) A political subdivision of this state may impose a general sales tax (1) under section 297A.992, (2) under section 297A.993, (3) if permitted by special law, or (4) if the political subdivision enacted and imposed the tax before January 1, 1982, and its predecessor provision.

(b) This section governs the imposition of a general sales tax by the political subdivision. The provisions of this section preempt the provisions of any special law:

(1) enacted before June 2, 1997, or

(2) enacted on or after June 2, 1997, that does not explicitly exempt the special law provision from this section's rules by reference.

(c) This section does not apply to or preempt a sales tax on motor vehicles or a special excise tax on motor vehicles.

(d) A political subdivision may not advertise or expend funds for the promotion of a referendum to support imposing a local option sales tax.

(e) Notwithstanding paragraph (d), a political subdivision may expend funds to:

(1) conduct the referendum;

(2) disseminate information included in the resolution adopted under subdivision 2;

(3) provide notice of, and conduct public forums at which proponents and opponents on the merits of the referendum are given equal time to express their opinions on the merits of the referendum;

(4) provide facts and data on the impact of the proposed sales tax on consumer purchases; and

(5) provide facts and data related to the programs and projects to be funded with the sales tax.

Subd. 2. **Local resolution before application for authority.** Before the governing body of a political subdivision requests legislative approval of a special law for a local sales tax that is administered under this section, it shall adopt a resolution indicating its approval of the tax. The resolution must include, at a minimum, information on the proposed tax rate, how the revenues will be used, the total revenue that will be raised before the tax expires, and the estimated length of time that the tax will be in effect. This subdivision applies to local laws enacted after June 30, 1998.

Subd. 3. **Requirements for adoption, use, termination.** (a) Imposition of a local sales tax is subject to approval by voters of the political subdivision at a general election. The election must be conducted before the governing body of the political subdivision requests legislative approval of the tax.

(b) The proceeds of the tax must be dedicated exclusively to payment of the cost of a specific capital improvement which is designated at least 90 days before the referendum on imposition of the tax is conducted.

(c) The tax must terminate after the improvement designated under paragraph (b) has been completed.

(d) After a sales tax imposed by a political subdivision has expired or been terminated, the political subdivision is prohibited from imposing a local sales tax for a