Carlton County, Minnesota
Committee of the Whole Agenda

CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA
Carlton County Transportation Building, Board Room
February 2, 2016 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of December 1, 2015 meeting minutes
4. New Business
   - A. COORDINATOR / HR / BUILDING MAINTENANCE
     1. Policy Committee policy list – Informational Only
     2. Bailiff employment status and compensation
     3. Bonding discussion
     4. Commissioner & Elected updates – necessity and frequency
     5. Discussion regarding Carlton County's involvement with NACO & attendance of the NACO National Conference
     6. Consideration of employee service awards at 35 & 40 years of service
     7. Discussion regarding a formal strategic planning session
     8. Discussion of North American Trade proposal
     9. Discussion on RFP for engineering and architectural services at Transportation Building
     10. Discussion of Endorsement of Revised AMC County Program Aid Formula and ICWA State Aid
   - B. INFORMATION TECHNOLOGY
     1. Update on fiber to all County buildings (Info only with Q and A)
     2. Discuss large software or hardware needs ($5,000 +) for 2016 and 2017
     3. Discuss questions regarding email archiving
     4. Discuss scheduling possible Technology Strategic Planning meeting with department heads and IT staff
   - C. PUBLIC HEALTH & HUMAN SERVICES
     1. Additional staff request for Family Unit
     2. ACT Team Proposal
   - D. TRANSPORTATION
     1. Monthly construction update (info only)
     2. Monthly maintenance update (info only)
     3. Monthly budget update (info only)
5. Other Business
   - A. Department Updates
   - B. Next regular meeting date is scheduled for March 1, 2016 at 4:00 p.m. located at the Carlton County Transportation Building.
6. Adjournment

Carlton County Policy Tracking Form

Revised 1/20/2016

Priority	Policy	Created By/Working On	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
1	Data Retention Policy	Attorney's Office				
1	HR Internal Complaint Handling Process	Kim Franek				
1	HR External Complaint Handling Process	Kim Franek				
1	Travel and Meal Reimbursement Policy	Kathy K. and Dennis				
1	Conflict of Interest	Jeff will email Paul/Kathy				
1	Use of County Vehicles Policy	Update existing - Dennis lead				
2	County Board Guidelines	Coordinator's Office				
2	Public Hearing Rules of Procedure & Decorum	Dennis/Jeff		County Board wants less strict version		
2	County -wide Drug Testing Policy					
2	Carlton County Safety Program Policy AWAIR	Karola Dalen/Kim Franek				
2	Auditor - Wire Transfer Policy	Kathy K.				
3	Nondiscrimination Disclosure Policy					
3	Bullying Policy					
3	Harassment Policy					
3	Alternative Work Site Policy (AWS)					
3	Internet Use / Social Media Policy / Email (fundraising)	Pete/Tech Committee				
3	Carlton County Personnel Policy Manual	Kim Franek				
	Employee Fitness Center Policy	Dennis	September 1, 2015			
	Interpreter Service Policy					
	Carlton County PH&HS Emergency Procedures Guide	For Review Only				
	Courthouse Emergency Response and Evacuation Plan	Joe (for review only)				
	Management Handbook & Code of Ethics	MT Subcommittee	November 10, 2015			
	Performance Review Policy	Kim Franek	September 1, 2014			
	Accounting Policy with Manual	State Auditor recommendation	October-15	Review again in February		
	Construction/Renovation Project Change Order	State Auditor recommendation	October-15			
OTHERS:						
	Diversity Committee Operating Policy & Procedure	Diversity Committee				
*	Finance Committee Budget Policy	Finance Committee				
	Carlton County Justice Partners Bylaws	Paul, Kelly	November 1, 2015		February?	

Approved Carlton County Policy Tracking Form

Revised 12/8/2015

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
Cellular Phone Policy and Procedure	Pete Gould		Approved by Policy Committee on 2/17/15		
Smoke and Tobacco Free Workplace Policy	Mike Tardy requested/Jeff B. draft	November 17, 2014	November 19, 2014 - December 18, 2014	February 3, 2015	March 10, 2015
HR External Complaint Form	Kim Franek				February 17, 2015
Item For Consideration Form Policy (IFC)	Coordinator's Office	May-14			March 10, 2015
Nepotism Policy	Jeff Boucher	March 16, 2015	March 19, 2015 - April 17, 2015	May 5, 2015	May 12, 2015
County Issued Credit Card Policy	Kathy Kortuem	February 1, 2015	February 20, 2015 - March 21, 2015	May 5, 2015	May 12, 2015
Family Medical Leave Act Policy (FMLA)	Kim Franek / Jeff Boucher	March 16, 2015	March 17, 2015 - April 15, 2015	June 2, 2015	June 9, 2015
Lobbying by County Staff	Requested by Commissioner Bodie - Jeff Boucher	February 1, 2015	May 19, 2015 - June 17, 2015	July 7, 2015	July 14, 2015
Policy for no additional signature on DH timesheets	State Auditor's Office - Kathy/Paul	September 1, 2015	Resolution will act as the policy	N/A	September 28, 2015
AED Policy	Becky Rudd/Kim Franek		9/23/2015 - 10/22/2015	Nov. 3	November 10, 2015
Facility Closing Policy and Procedure	Kim Franek	April 1, 2015	April 23, 2015 - May 22, 2015	Nov. 3	November 10, 2015
Carlton County Personal Appliance Policy	MCIT / Kim Franek	MCIT template	September 23, 2015 - October 22, 2015	Nov. 3	November 10, 2015
Data Practices Policy	Attorney's Office	June 1, 2014	8/19/15 - 9/17/15	December 1, 2015	December 8, 2015
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
Wellness Committee Operating Policy & Procedure	Wellness Committee	June 1, 2014	Sept. 17, 2014 - Oct. 16, 2014	Approved 12/2/2014	12/22/14
Building Committee Bylaws	Building Committee	August 1, 2014	January 26, 2015 - February 24, 2015	May 5, 2015	May 12, 2015

Court security falls under the jurisdiction of the Sheriff's Office. As part of this responsibility we currently employ four part time civilian staff, with at least one being present in court rooms when in session. As uniformed staff they are trained in defensive tactics, carry TASERS and handcuffs, and are responsible for providing a safe organized environment. They assist court in their daily operations by dealing directly with the public, calling witnesses, assisting with inmates and providing a uniformed presence. Additionally the bailiffs are called upon to Coordinate juries and carry out specific judicial requirements and requests as they arise as well as security screening at the court room entrance when necessary. The Sheriff's Office is responsible to make sure the security needs of the public and court staff are met and rely significantly on the bailiff position to accomplish this

Strategic Planning Session Topics

1. Carlton County Business Park
2. Revenue Generation
3. Airport Hanger Triple Net
4. Electronic timesheets
5. Online pay stubs and mileage checks
6. Transitioning from paper to electronic invoices
7. Investigate moving to a PTO system
8. Examine retirement benefits
9. Discuss ways to measure programs for success rates

Endorsement of Revised AMC County Program Aid Formula and ICWA State Takeover

BY COMMISSIONER _____

WHEREAS, Minnesota's counties are mandated by the state to provide essential services in many program areas including human services, public safety, and transportation; and

WHEREAS, Counties depend on County Program Aid (CPA) for the financial sustainability of these state-mandated, county-administered services; and

WHEREAS, The current structure of the CPA formula, pursuant to MN Stat. MS Chapter 447A.0124, creates considerable volatility in the fund's distribution, interfering with counties' abilities to accurately budget for essential services; and

WHEREAS, The current formula's inadequacies have also resulted in the dramatic reduction of funding for one-third of Minnesota counties that have lost at least 50 percent of their funding since 2005; and

WHEREAS, despite fluctuations over the past ten years, the state appropriation to the 2015 CPA is equal to the 2005 appropriation making it greatly depressed in terms of inflation; and

WHEREAS, a revised CPA formula in conjunction with additional funding will enable counties to continue to provide quality services that may also translate into reductions in county levies, decreasing the tax burden of Minnesota residents; and

WHEREAS, In October 2014, the Association of Minnesota Counties assembled the CPA Work Group including leadership from twenty counties and representatives from the Metropolitan Inter-County Association and the Minnesota Rural Counties Caucus to analyze and develop a CPA formula that reflects the pressing needs of Minnesota's counties; and

WHEREAS, The CPA Work Group unanimously approved a revised CPA formula that benefits all Minnesota counties by reducing volatility and ensuring a fair distribution of CPA; and

WHEREAS, St. Louis County also endorses $17 million in new state funding for a state takeover of the county costs associated with funding the non-federal share of the Indian Child Welfare Act;

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support the proposed CPA formula revisions; now, therefore,

THEREFORE, BE IT RESOLVED, That the St. Louis County Board of Commissioners endorses the revised County Program Aid formula as crafted by the AMC County Program Aid Work Group. following revisions to the Minnesota County Program Aid formula:

- A funding increase of $40 million;
- The creation of a funding floor that guarantees each county $350,000 in tax base equalization aid ("TBEA");
- Adjustments to the TBEA formula factors to slow down counties loss of TBEA funding, including: an increase of the per capita factor to $190 and a decrease of the county adjusted net tax capacity (ANTC) factor to 9 percent;
- The elimination of special funds and transition aid; and
- The creation of a 5% cap on annual CPA losses; ensuring no county will lose more than 5% of its funding each year.

RESOLVED FURTHER, That the St. Louis County Board of Commissioners, consistent with the provisions above, also endorses $17 million in new state funding for a state takeover of the county costs associated with funding the non-federal share of the Indian Child Welfare Act.

BOARD LETTER NO. 15 - 526

CENTRAL MANAGEMENT AND INTERGOVERNMENTAL COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: November 24, 2015

RE: Endorsement of Revised AMC County Program Aid Formula and ICWA State Takeover

FROM: Kevin Z. Gray
County Administrator

John Ongaro, Director
Intergovernmental Relations

RELATED DEPARTMENT GOAL:
To ensure the policy directions set by the St. Louis County Board of Commissioners are implemented in the most effective and efficient manner possible.

ACTION REQUESTED:
The St. Louis County Board is requested to approve a resolution endorsing the recently revised County Program Aid (CPA) formula as drafted by the Association of Minnesota Counties (AMC). It is further requested that the County Board endorse the importance of the proposed state takeover of Indian Child Welfare Act (ICWA) expenses.

BACKGROUND:
In October 2014, AMC assembled a CPA Work Group to address perceived inadequacies in the State of Minnesota current formula for distribution of CPA. CPA funding is used for the financial sustainability of essential state mandated programing in many areas including human services, public safety and transportation. AMC is seeking a CPA funding increase to $40 million along with other adjustments. Despite fluctuations over the past ten years, the state appropriation to 2015 CPA is actually equal to the funding provided in 2005. However, concern has been expressed that the CPA resolution crafted by AMC could be misunderstood to treat another crucial item in the current Omnibus Tax Bill Conference Committee as secondary to the CPA fix.

At the close of the 2015 Legislative Session, the two biggest unresolved financial items of importance to counties were a $25 million CPA fix and the $17 million ICWA takeover by the state. St. Louis County does not want to leave any impression that ICWA takeover by the state is of lesser importance than the CPA fix. Both issues are crucial to counties. Specific language has been included in the attached resolution to address this concern and endorse the proposed state takeover of ICWA expenses.

RECOMMENDATION:
It is recommended that the St. Louis County Board approve a resolution endorsing the revised County Program Aid formula as crafted by the AMC County Program Aid Work Group and endorse the importance of the proposed state takeover of ICWA expenses.

RESOLVED FURTHER, That the St. Louis County Board of Commissioners, consistent with the provisions above, also endorses $17 million in new state funding for a state takeover of the county costs associated with funding the non-federal share of the Indian Child Welfare Act.

Commissioner Raukar moved the adoption of the Resolution and it was declared adopted upon the following vote:
Yeas – Commissioners Jewell, Boyle, Dahlberg, Rukavina, Nelson, Raukar and Chair Stauber – 7
Nays – None

STATE OF MINNESOTA
Office of County Auditor, ss.
County of St. Louis

I, **DONALD DICKLICH**, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 1st day of December, A.D. 2015, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 1st day of December, A.D., 2015.

DONALD DICKLICH, COUNTY AUDITOR

By

Clerk of the County Board/Deputy Auditor

Resolution
of the
Board of County Commissioners
St. Louis County, Minnesota
Adopted on: December 1, 2015 Resolution No. 15-731
Offered by Commissioner: Raukar

Endorsement of Revised AMC County Program Aid Formula and ICWA State Takeover

WHEREAS, Minnesota's counties are mandated by the state to provide essential services in many program areas including human services, public safety, and transportation; and

WHEREAS, Counties depend on County Program Aid (CPA) for the financial sustainability of these state-mandated, county-administered services; and

WHEREAS, The current structure of the CPA formula, pursuant to Minn. Stat. Chapter 447A.0124, creates considerable volatility in the fund's distribution, interfering with counties' abilities to accurately budget for essential services; and

WHEREAS, The current formula's inadequacies have also resulted in the dramatic reduction of funding for one-third of Minnesota counties that have lost at least 50 percent of their funding since 2005; and

WHEREAS, Despite fluctuations over the past ten years, the state appropriation to the 2015 CPA is equal to the 2005 appropriation making it greatly depressed in terms of inflation; and

WHEREAS, A revised CPA formula in conjunction with additional funding will enable counties to continue to provide quality services that may also translate into reductions in county levies, decreasing the tax burden of Minnesota residents; and

WHEREAS, In October 2014, the Association of Minnesota Counties (AMC) assembled the CPA Work Group including leadership from twenty counties and representatives from the Metropolitan Inter-County Association and the Minnesota Rural Counties Caucus to analyze and develop a CPA formula that reflects the pressing needs of Minnesota's counties; and

WHEREAS, The CPA Work Group unanimously approved a revised CPA formula that benefits all Minnesota counties by reducing volatility and ensuring a fair distribution of CPA; and

WHEREAS, St. Louis County also endorses $17 million in new state funding for a state takeover of the county costs associated with funding the non-federal share of the Indian Child Welfare Act (ICWA); and

WHEREAS, The Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support the proposed CPA formula revisions;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board of Commissioners endorses the revised County Program Aid formula as crafted by the AMC County Program Aid Work Group with the following revisions to the Minnesota County Program Aid formula:

- A funding increase of $40 million;
- The creation of a funding floor that guarantees each county $350,000 in tax base equalization aid (TBEA);
- Adjustments to the TBEA formula factors to slow down counties loss of TBEA funding, including: an increase of the per capita factor to $190 and a decrease of the county adjusted net tax capacity (ANTC) factor to 9 percent;
- The elimination of special funds and transition aid; and
- The creation of a 5% cap on annual CPA losses ensuring no county will lose more than 5% of its funding each year;

The "NEW" County Program Aid

Updating the County Program Aid Formula to Support Today's Counties

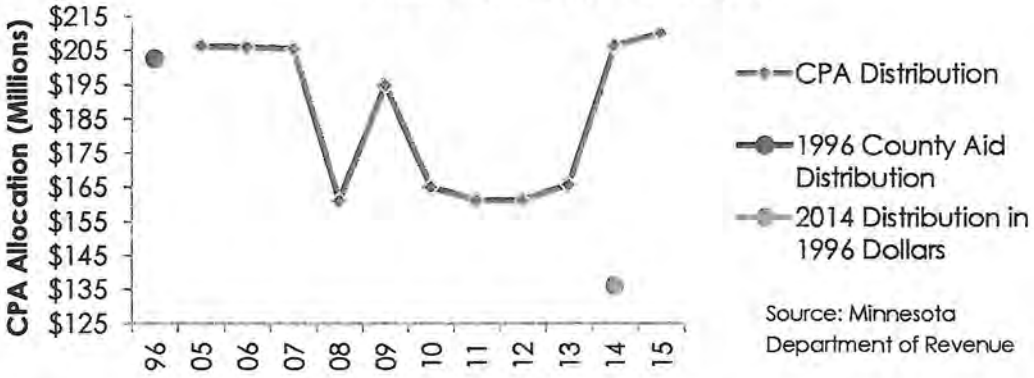
ASSOCIATION of MINNESOTA COUNTIES
Proudly Serving Minnesota's 87 Counties Since 1909

Minnesota has a tradition of state-mandated, county-administered programming that requires counties to deliver essential services in public safety, human services, transportation, and other vital program areas on the state's behalf. To help pay for these services, the state distributes funding to counties via County Program Aid (CPA) with the additional goal of potentially offsetting county tax levy growth.

Problems with the Current CPA Formula

The total appropriation counties receive in state aid has fluctuated drastically over the past twenty years, and is significantly depressed in real dollar value. The 2014 CPA allocation appears almost equal to 1996's amount, but after accounting for inflation, the 2014 allocation is actually **$70.2 million less.**

CPA Volatility (2005-2015)

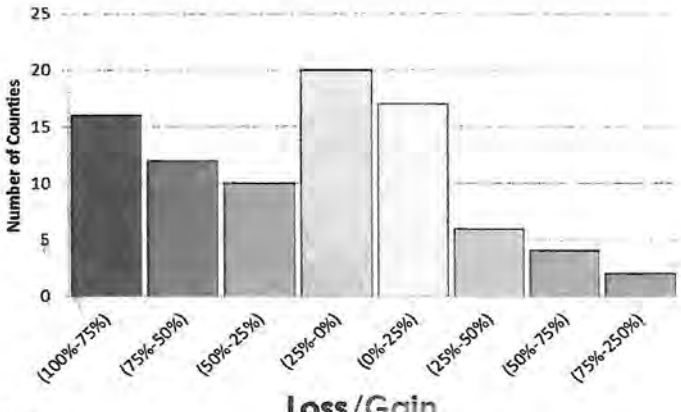


Source: Minnesota Department of Revenue

1/3 of Minnesota's counties have lost more than 50% of their CPA allocation in the past 10 years and 27 counties failed to receive a portion of their CPA entirely.

More recently, counties have seen drastic variations in aid allotments which not only cause uncertainty during the budgeting process, but can force boards to raise levies and cut vital community services.

Total County Program Aid Change (2005-2015)



Source: Minnesota Department of Revenue

Current CPA Formula

The CPA formula is broken into three parts: need aid, tax base equalization aid (TBEA), and transition aid. The state appropriates approximately equal amounts into need aid and TBEA where the funds are distributed to counties based on the following county characteristics:

Need Aid	Tax Base Equalization Aid (TBEA)	Transition Aid
• **40%** distributed to each county based on the county's share of the state's population over 65 years of age. • **40%** distributed to each county based on the county's share of the state's population receiving food stamps. • **20%** distributed to each county based on the county's share of the number of Part I crimes reported in the state.	• N x ($185 x county population - 9.45% of the county's adjusted net tax capacity) • N = factor determined by the county's population (smaller population receives a higher number)	• Seven counties receive a fixed amount at one-third of the allocation they received in 2005 to compensate for a reduced CPA distribution after the program's inaugural year.

New CPA Formula

The Association of Minnesota Counties (AMC) convened a work group to study the CPA formula and recommend improvements. The work group included leadership from over twenty counties along with input from the Minnesota Inter-County Association (MICA) and the Minnesota Rural Counties Caucus (MRCC). After more than a year of work, the work group developed recommendations that reduce volatility and protect counties from losing significant funding when there is a sudden shift in their demographics.

The following is a summary of the changes recommended by the work group:

- A funding increase of $40 million;
- The creation of a funding floor that guarantees each county $350,000 in TBEA;
- Formula revisions to slow down counties' loss of TBEA funding, including: an increase of the per capita factor to $190 and a decrease of the county adjusted net tax capacity (ANTC) factor to 9 percent;
- The elimination of special funds and transition aid; and
- The creation of a 5% cap on annual CPA losses; ensuring no county will lose more than 5% of its funding each year.

In an age when counties are forced to do more with less, while still providing quality services and maintaining low property tax burdens, CPA remains an important tool in providing counties with the resources to fund transportation, human services, public safety, and many other programs of statewide importance.

For more information, please contact:

Matt Hilgart, General Government Policy Analyst
651-789-4343 or mhilgart@mncounties.org

Jill Suurmeyer, Research Analyst
651-789-4357 or jsuurmeyer@mncounties.org

October 2015

Family Unit Data for Additional Staff Request

Child Protection/Child Welfare practice in Carlton County and in the State of Minnesota has undergone **significant** changes in the past five years. Each year both Carlton County and DHS have seen ever increasing maltreatment reports and maltreatment responses. Despite the promising approaches that Minnesota promoted, children were still being seriously injured and several children had unfortunate deaths at the hands of their abusers.

As a result of this troubling trend, Governor Mark Dayton initiated a Governor's Task Force in the fall of 2014 to investigate the status, practice, and trends of child protection/child welfare in Minnesota. The expectation of the Governor was that this task force provides recommendations to the Governor which would increase child safety in Minnesota. The Governor in turn brought forth legislation to make statutory changes.

In March of 2015 the Governor's Task Force presented their recommendations to the Governor. There were over 93 recommendations made. Several were instituted immediately and others are slated to be instituted in 2016 and beyond. While these changes were suggested to improve child safety, the myriad of changes and the staff time required to put these changes into place have mired down the child protection/child welfare system to one that provides information to the SSIS system and leaves little worker time to see children. Counties were led to believe that the bulk of the changes would not occur until mid-2016, which is not the case. The Family Unit had hoped to utilize the end of 2015 and the beginning of 2016 to see what impact the statutory changes would have. We began to see changes almost immediately after the October 1, 2015 screening criteria changes. This was after the budget had been submitted. The Family Unit then engaged in a series of meetings to gather data, discuss restructuring to meet needs, and to develop a request for additional staff as a unit.

The Family Unit will provide the reader with data to indicate the vast changes that have occurred, the internal changes we have made and are attempting to make to work more efficiently, and the request for additional staff in order to maintain child safety, first and foremost.

Trends:

We will provide information from the past five years – from 2010 until 2015.

Intakes: As of 12-31-2015

2010 – 689 which resulted in 43 Investigations and 84 Family Assessments and 34 new child protection cases
146 child protection placements total.

2011 – 1149 which resulted in 44 investigation and 99 Family Assessments and 37 new child protection cases
135 child protection placements total.

2012 – 831 which resulted in 46 investigations and 123 Family Assessments and 35 new child protection cases
120 child protection placements total.

2013 – 920 which resulted in 26 investigations and 151 Family Assessments and 17 new child protection cases
77 child protection placements total.

2014 – 1184 which resulted in 35 investigations and 175 Family Assessments and 21 new child protection cases
64 child protection placements total.

2015 – 1833 which resulted in 90 investigations and 244 Family Assessments and 49 new child protection cases

90 child protection placements total.

There have been the following increases from 2005 to 2015 percentage wise from the above mentioned data:

CSP reports, 275% increase. CSP FA assignments, 190% increase. CPS Investigations, 109% increase and CSP On-Going Case Management, 47% increase.

Maltreatment reports have more than doubled since 2010. In one way to streamline this process the Family Unit and Adult Unit instituted a universal on call system. We had one full time social worker dedicated to taking child and adult maltreatment reports. This has allowed more consistency in the information documented and allows the general public a central source to contact. Family and Adult Services workers provide back up on call services when the worker is sick or has vacation or personal time. Adult maltreatment reports are now made through a centralized intake process through DHS. This is not the case for child maltreatment – calls continue to come directly to the County. The Task Force has recommended that more data be requested during the maltreatment call. This includes asking for collateral contacts that might have more information on the family and their situation. Another requirement is to determine the allegations at the time of intake instead of after the determination if the call will be ruled in or not. This also requires the back up on call social workers to learn this new system. Law enforcement are also to receive a cross report within 24 hours. With 1629 + maltreatment reports that bench mark is hard to reach in our present configuration. The On Call Social Worker indicates that for a "simple" report of child maltreatment with two or less children it takes 20-30 minute to process. If we applied that to the 1733 reports, staff has spent 519.9 hours taking maltreatment reports and completing the documentation into SSIS. This is the equivalent to nearly 70 days. This *excludes* the time meeting with walk-in maltreatment reporters.

<u>Responses to Child Maltreatment Reports:</u>

Once a maltreatment report is screened in, the Family Unit Action Team determines whether it is appropriate for Family Assessment or Family Investigation. The Task Force made significant changes to the maltreatment guidelines requiring more cases to be accepted for child protection services than before.

The Task Force has determined that some cases are no longer appropriate for Family Assessment and those cases must go Family Investigation. The Task Force has also redefined a facility from a licensed program such as child care or foster care to include babysitters, etc. who care for children but are not licensed. In the past a report of a babysitter or non-licensed caregiver abusing a child would be referred to law enforcement for a potential criminal investigation. Now in addition to referring to law enforcement, counties are expected to conduct a facility investigation.

Family Assessment is a child protection response that is NOT voluntary. The Assessment looks at family strengths and needs and what needs to be done to provide child safety. This process involves no maltreatment determination and typically no court involvement. Family Assessment cases are to be responded to within 120 hours. We had 84 Family Assessment cases2010 and have had 244 in 2015. The sheer volume of cases with 2.5 workers makes it extremely difficult to meet the 120 hour intial contacts with victim much less provide ongoing case management services. Safety planning with the family can include a temporary, voluntary placement of the child and coordination of services to meet the needs of the family. This can include ordering dumpsters, setting up psychologicals or emergency mental health services, helping families with past due bills to avoid eviction or shut off, etc. While there may be additional changes to the Family Assessment program as a result of the Governor's

Task Force, we don't anticipate those changes to be so far reaching as to reduce the caseloads by any measureable number.

Family Investigations where child endangerment exits require a 24 hour response. Investigations require taped interviews with victims, parents, and alleged perpetrators. Sexual abuse investigations require a coordinated response with law enforcement and the county attorney's office. This coordination can be quite time consuming and requires the investigator to make forensic interviews a priority over the other cases they are working on. It also requires gathering of data from a variety of sources including hospitals, clinics, schools, etc. in order to gather the data needed for the finding of maltreatment. Investigators typically begin the process of finding a foster home for children that have been removed from the home. The investigator is also responsible for writing the petition to request either custody or protective supervision for the child/children. The investigator also meets with the ongoing child protection worker to prepare for the Parallel Protection Plan meeting that is court ordered.

Frequently the Investigators are asked to assist law enforcement with courtesy forensic interviews. These interviews are criminal in nature but because of their expertise, Family Unit workers have been called in to assist. There have been over 23 mandated child welfare cases that are either forensic interviews or prenatal exposure assessments done by the Investigators.

Both the Family Assessment and Investigation workers need to do several assessment tools in SSIS – the risk assessment, safety assessment, strengths and needs assessments are all time consuming and must be done within the designated timelines. The Task Force has recommended additional assessment tools so it is anticipated these tools will change and become lengthier.

Prenatal use of chemical is an ever increasing issue for Carlton County and much of the state of Minnesota. If a report is received of a pregnant mother using drugs or alcohol, a child welfare response is now mandated. Since there isn't a child yet, it is not a child protection concern. Typically we coordinate with public health and the chemical dependency unit for Carlton County. American Indian woman are referred to the Fond du Lac Social Services Sobriety Coach. Those women who are not affiliated with Fond du Lac are to be offered services. Currently this involves the Investigators. Due to the increase in investigations the Investigators are less able to meet with these women and offer services. This lack of prenatal intervention can result in the newborn being removed from their mother's case if they both test positive for drugs or alcohol.

Currently we have 1.5 Investigators and 2.5 Family Assessment workers. We have one shared FA/FI positions who reports they are currently working two full time equivalents not 1.0.

Cases that have been petitioned and brought to court are then assigned to ongoing child protection case management services. Workers are required to have a face to face contact with all children in out of home placement or in protective supervision at least one time per month. This also includes face to face contact with the parents and care providers. As children have more complex medical and mental health needs, we are needing to place children in specialized programs out of the county. Workers report they can spend up to 28 hours per month in travel to the placements.

In addition to travel, ongoing child protection workers must update the SDM tools, conduct a mental health screening and refer for services if needed, refer children under 6 to Child Find, develop a case plan within 30 days of placement, prepare for and participate in a 3P, arrange for supervised visitations, arrange for volunteer drivers for parents and children, conduct UA's on parents (168 so far this year) and, in some case, children, complete paperwork up to 85 pages for therapeutic foster care or residential treatment, write up a social and medical history and do court reports – many times monthly. Case plans are either the lengthy out of home placement plan

or a child protection case plan. Each child has their own case plan and parents may have different case plans depending on their legal status. Our court system is also requiring quicker and more robust visitation for children with their parents. This can involve a great deal of time for workers to coordinate with our one local provider and to arrange rides. Visits can sometimes take up to three weeks to arrange.

Our courts have also started a confidential filing requirement for all court reports whether petitions or social worker court reports. This process is time consuming to make sure that any confidential data is redacted and the proper filing form is completed.

The local child welfare agency is responsible for payment of any delinquency placements. This also entails monthly visits and inputting data into SSIS as is required by DHS. Child Protection workers have had to manage these probation child welfare cases. We have had 16 child welfare cases in 2015.

In 2015 the way foster care in Minnesota is funded changed. The North Star Program began on January 1, 2015. As part of this the determining of a difficulty of care changed. DHS now has a Minnesota Assessment of Parent Child Youth that the worker must complete within the first 30 days of placement. This form is completed with the foster parent. The old DOC form was 2 pages. The MAPCY is 28 pages.

Working Smarter, Not Harder:

The Family Unit has instituted many changes to try and cope with the demands. As was mentioned, we initiated having one designated worker provide on call/intake coverage. The workers must still provide back up to the on call worker and must remain in the building when they are back up. As the calls increase, the on call worker has had to request assistance in order to see walk in clients and get all the data needed into SSIS before the end of the day so the maltreatment reports can be reviewed the next work day. As the Adult Unit's need for this service may diminish, child maltreatment reports could be this positions full time role.

The Family Unit is exploring with another vendor visitation services in Carlton County. It is hoped this provide could more than double the options available. This would give workers two local options. We also continue to work with the Duluth Visitation Center and WINDOWS in Pine County for children placed in southern Carlton County or northern Pine County.

Workers – FA, FI and Ongoing – are responsible to UA their own clients. Setting up UA's, administering the UA's; sending in the kits and waiting for the results are all time consuming. We are exploring a contract with existing providers in the area to provide that service for us. This would free up worker time and provide a more consistent process to UA's.

Through additional child protection monies allocated to counties to meet the new child protection mandates, one full time ongoing child protection social worker was added in October of 2015. This has helped to ease the ongoing workers caseloads. The Task Force has recommended a cap of 10 cases for child protection workers but it is unsure how counties are to address this.

We also added .5 FTE of Office Support to assist our current 2.0 FTE OSS workers assigned to the Family Unit and the CMH/FSSW unit.

Staffing Needs to Continue to Implement the Task Force Recommendations:

1.0 FTE Case Aide – this individual would be responsible to arrange volunteer drivers once the social worker made the referral to the case aide. They would coordinate the paperwork with volunteer services and be the point person for any schedule changes. They would also arrange for supervised visitation and coordinate transportation, etc. It could be an expectation that this position provide transportation at times to children or parents. The case aide would also coordinate UA's with our vendor – scheduling with the vendor, distributing the results to the social workers, etc. If no community provider to do UA's for us can be found, the responsibility of giving UA's could potentially be assigned to this position. Other counties such as Lake and Aitken have a case aide provide clients with UA's. This position would also disseminate the case plans and coordinate gathering the signatures and getting them back to the social workers. Utilizing this position to do the confidential court filing will also be explored.

2.0 FTE child protection social workers – this would be one additional full time position for investigation and one for family assessment. These individuals would be trained as forensic interviewers as well. Should FA change dramatically and more cases be assigned to an investigative track, the extra FA position could be transferred to the ongoing child protection work.

1.0 FTE child welfare worker – this position would be responsible for the prenatal exposure cases, delinquency placements and child welfare petitions and case management for all child welfare court cases. This could include children's mental health cases where the parents are unwilling or unable to meet the child's special needs or youth who are not able to return home from a delinquency placement but it is not a child protection issue. This position would be able to bill for CW-TCM. If time allows, this position could also offer Parent Support Outreach Services to clients not otherwise served by other units such as the CMH unit or Fond du Lac Social Services.

1.0 FTE Paralegal – this position would be supervised by the County Attorney's office but would be located at Public Health and Human Services. The number of petitions that need to be written has doubled as well. Not only do initial petitions requesting custody need to happen but then permanency petitions need to be filed as the case progresses as well. Despite the hard work of the County Attorney's office, we frequently have to wait for petitions to be written and filed. A paralegal at Public Health and Human Services could also assist other units such as Adult Services, Children's Mental Health and the Disabilities unit with the petitions they also have to file.

Considerations:

Failure to meet our DHS mandates – of timeliness of initial contact with victims (we are currently at 75.5% and should be at 95%) and monthly face to face contact with children in out of home placements (we are currently at 90% and should be at 95%) will result in our funding being reduced by up to $30,000.

Child Protection cases are more complex than ever with chemical dependency, mental health, and trauma being the primary issues. The parents and children are presenting with extensive needs – needs for services but also needs for virtually daily contact with their social workers. As preventative services have been reduced over the years in Minnesota, child safety has decreased. With the requirements being put forth by the Task Force, counties are being overwhelmed. Carlton County staff has historically worked as a team to ensure children are safe but they are maxed out in their capacity to assist each other.

It takes a child protection worker 3-5 years to feel competent in their role. Without additional staff, workers will continue to be at a highly stressed level. This can/will result in staff turnover. Staff is putting in more than 37.5 hours per week in order to get all the tasks done that they need to – visiting children and their parents the priority. When staff work consistently more than 40 hours per week this pace can results in staff feeling exhausted and overwhelmed.

With additional staff workers will be better able to meet their contact timelines, meet their SSIS data entry timelines and bill more consistently for CW-TCM.

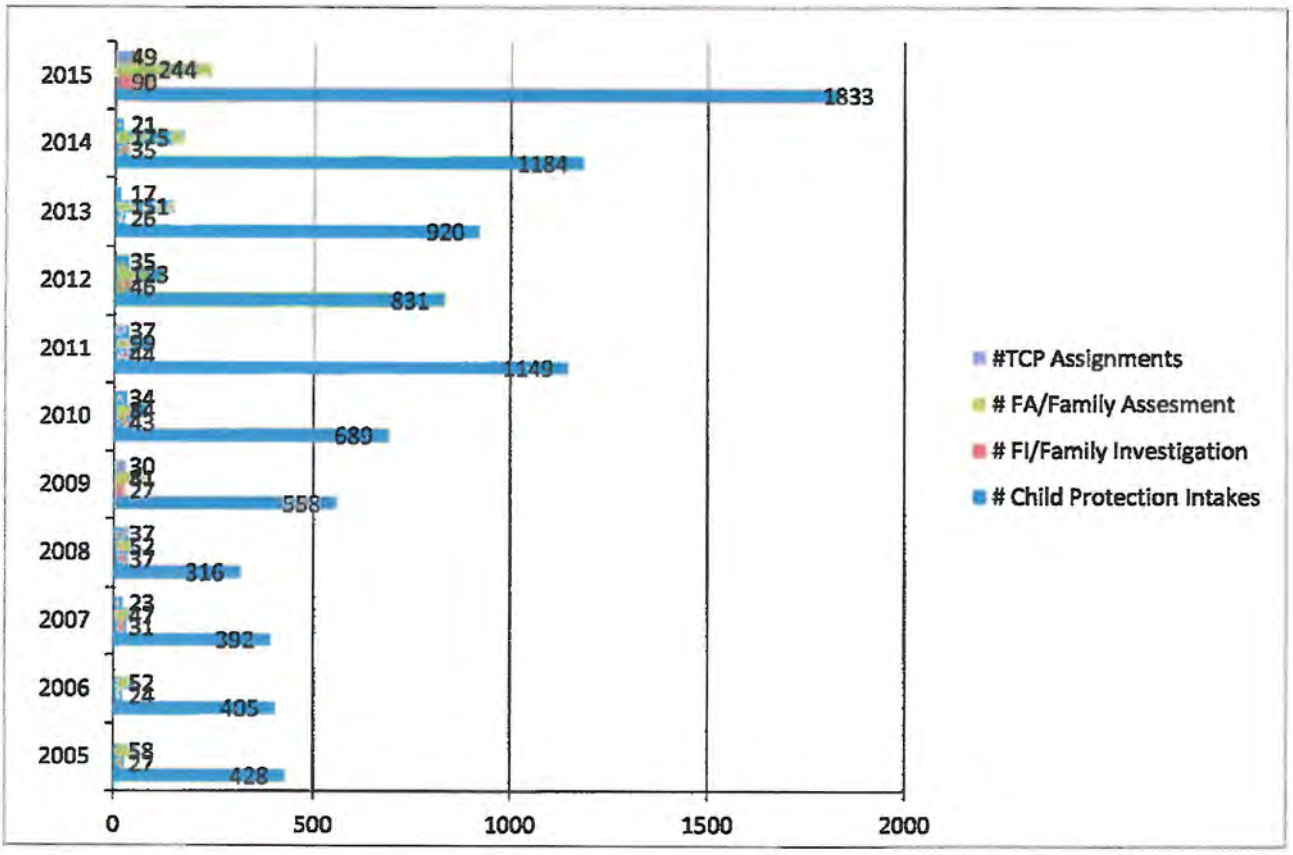
If we are unable to fill the child welfare social worker position then other units such as the Children's Mental Health Unit will need to consider reconfiguring to allow one of their workers to become trained to file child welfare petitions and learn the confidential court filing system. The Family Unit simply can't continue with that process. Child protection cases have to take precedence.

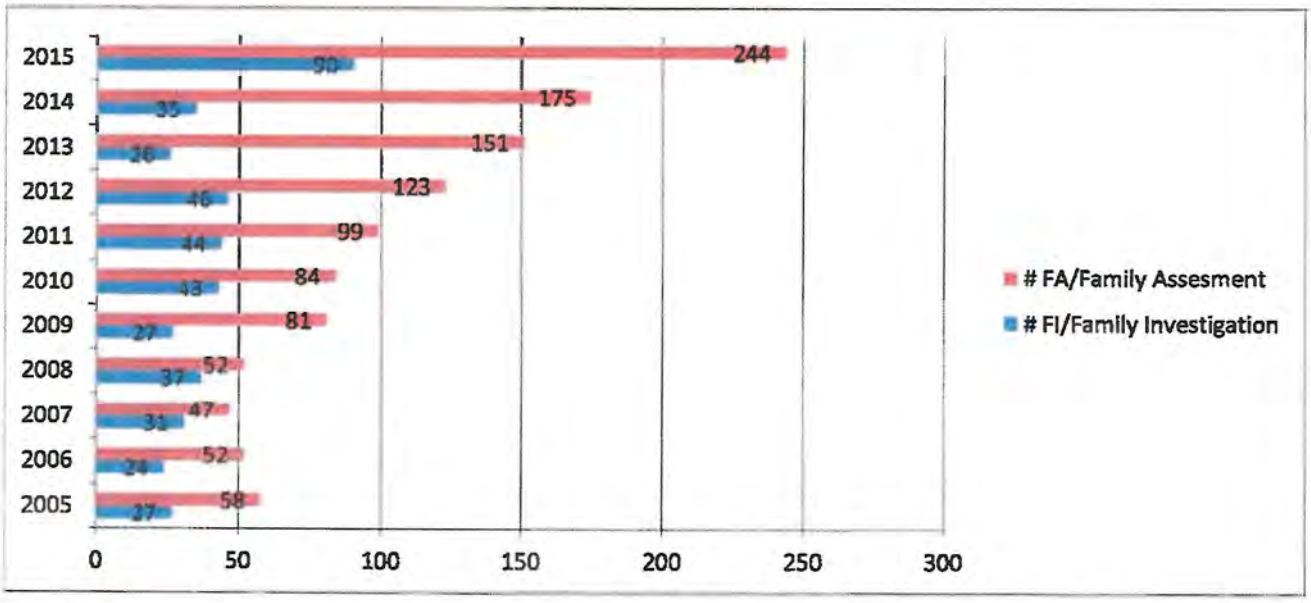
Without additional staff other units will also need to assist in the prenatal exposure mandatory offer of services – more than they have been able to do. Options were explored during the Social Services and PHN Supervisor meeting and it appears that those units are working at max capacity as well and would not be able to consistently add this to their staff's responsibilities.

Carlton County has a significant methadone and heroin issue. We have held community meetings and have a Drug Abuse Task Force active in this county. Child safety is the first and foremost concern for the Family Unit. With many seasoned workers in the unit, staff feel children are more at risk than at any other time in their employment and many staff have worked for the Agency 30 years. We acknowledge the increase in responsibilities that other units have experience d in the last few years as well – due to the nature of our work we are not able to have waiting lists or pend cases. Children are the most vulnerable population that we work with. The Governor's Task Force, Governor Dayton and the Minnesota State Legislature have made their protection a priority – a priority that the Family Unit currently can't meet without additional assistance.

WORKLOAD NUMBERS:

	2005	2006	2007	2008	2010	2011	2012	2013	2014	2015
# Child Protection Intakes	428	405	392	316	689	1149	831	920	1184	1833
# FI/Family Investigation	27	24	31	37	43	44	46	26	35	90
# FA/Family Assesment	58	52	47	52	84	99	123	151	175	244
#TCP Assignments			23	37	34	37	35	17	21	49





Costs for Additional Family Unit Staff

1.0 Case Aide	Salary and Benefits and mileage (est)		77,500
3.0 Social workers (1FI, 1 FA, 1 CW)	Salaries and Benefits and mileage (est)		259,040
		Total:	336,540
	Less CW-TCM revenue	_	46,000
		Expense:	290,540

We have prioritized the positions needed should the Board not approve all of the positions at this time. We would propose using Fund 11 fund balance for 100% of the costs in 2016, 50% fund balance for 2017 and work the full cost into the budget for 2018.

AGENDA ITEM #

Carlton County Committees and Formal Work Groups

Agenda Item Request Form

** Please include any documentation with this form prior to the scheduled meeting.

Name:	Public Health & Human Services
Contact Information:	Dave Lee
Committee for Agenda Item Request:	Committee of the Whole
Description of Agenda Item: (please be very detailed)	Assertive Community Treatment (ACT)Team Proposal
Describe any attachments:	ACT Team Proposal, DHS Statement Regarding ACT Team Start-Up Funds
Action Requested:	Committee approval to establish a Carlton County Assertive Community Treatment (ACT) Team

FOR COMMITTEE OR FORMAL WORK GROUP USE ONLY

Date of Meeting: _____

Legal Review Required: ☐ Yes ☐ No Attorney Approval & Date: _____

Publication Required: ☐ Yes ☐ No Responsible Party for Publication: _____

Budget Requirements:

_____ Expenditure _____ Budgeted

_____ Revenue _____ Budget Amendment

_____ Contingency _____ Grant or Other

_____ Transfer _____ Matching Funds

TOTAL $_____ FUND _____ NONE ☐

Action Taken: Approved ☐ Denied ☐ Tabled ☐ Other _____

Adopted: August 12, 2014

Revised:

Assertive Community Team (ACT) Proposal

Historical Context

Carlton County Public Health and Human Services formed an Intensive Community Services Team in 2007. Services were designed to provide community based treatment to adults with serious and persistent mental illness. The Intensive Community Rehabilitative Services (ICRS) model originated as a pilot project with annual grant funding to support the cost of services.

The Department of Human Services (DHS) stated intention over the programs' duration was to seek state legislative approval to secure funding through the Center for Medicaid and Medicare Services (CMS) via medical assistance reimbursement. However, ICRS services continued in pilot project status thru 2015. DHS decided to discontinue funding for ICRS programs, and instead, the state legislature approved funding for expansion of a similar, but more comprehensive service model, Assertive Community Treatment (ACT) in 2016.

Transition from Intensive Community Services (ICS) to Assertive Community Treatment (ACT) Services

Having consulted extensively with Lynette Studer, DHS Assertive Community Treatment (ACT) Policy Specialist, the plan is to transition the Intensive Community Services (ICS) Team to an Assertive Community Treatment (ACT) Team beginning April, 2016. Typically, it takes two years for an ACT Team to become fully functioning. The initial goal for the Carlton County ACT team is to serve 35 persons with the option, as a small team, to serve up to 50 individuals.

The ACT team will provide services to individuals who commonly experience multiple barriers to successful functioning, including co-occurring substance abuse or dependence, homelessness, and unemployment. They may lack the skills necessary to manage their own symptoms. They may have legal issues or be incarcerated. Their use of hospital emergency departments and inpatient psychiatric treatment is likely to be frequent and persistent. To live successfully in the community and achieve their personal recovery goals, they need the most intensive and highly integrated level of nonresidential, rehabilitative community service. ACT services are longitudinal services, provided to persons throughout their lifetime, with limited opportunities for new admissions to an established ACT team.

Transitioning from an Intensive Community Services team to an Assertive Community Treatment team requires meeting ACT service fidelity standards while continuing to provide an appropriate level of service and options for ICS clients. The estimated time frame for transitioning the majority of individuals from ICS to ACT services or adult mental health case management services is April – July. Then new ACT referrals will be assessed and, when appropriate, accepted for services in accordance with the recommended guideline of five new cases per month.

Reimbursement for Assertive Community Treatment (ACT) Services

The Department of Human Services is allocating $53,500 to support the development of new, small ACT teams including a Carlton County ACT team. (Please see the attached statement which details the

rationale and process for allocation of ACT team start- up funds.) The availability of start-up funds addresses the gap between revenue and expenses during the transition from ICS to ACT service delivery.

For the Carlton County ACT team, start-up funds provide a means to hire a required mental health professional/ACT team leader. The addition of a mental health professional/ACT team leader position to current ICS team positions of two mental health practitioners and a PHN nurse, along with an increase in psychiatric services, meets DHS' criteria to allow transition from an ICS team to an ACT team.

With DHS' approval, ACT services may be reimbursed thru the Medicaid fee for service benefit set, General Assistance Medical Care (GAMC), the Prepaid medical Assistance Program (PMAP), and Minnesota Care.

Based on information provided by DHS and by administrative supervisors of both a large and a small size ACT team, the ACT service rate determined by DHS adequately meets the cost of ACT service delivery for the 27 existing ACT teams.

ACT Team Composition

To meet ACT fidelity standards and the statutory requirements for a small ACT team, the minimum staffing requirements are: a mental health professional/ACT team leader, a full time equivalent nurse, a substance abuse specialist/mental health practitioner, a vocational specialist/mental health practitioner, a certified peer specialist, psychiatric services, and a program assistant. Additional team members may be of either mental health practitioner or mental health professional status.

The team is responsible for providing virtually all community services needed by a designated group of individuals including crisis assessment and intervention services which, for small ACT teams, may be addressed through an agreement with a reliable crisis intervention provider.

The plan is to establish a multiagency ACT team in partnership with Fond du Lac behavioral health services and the Human Development Center. As needed, to meet substance abuse specialist fidelity standards, the Center for Alcohol and Drug Treatment may also be a resource.

Establishing an ACT team means current ICS positions will be transferred to the ACT team, enhanced, or replaced to meet ACT fidelity standards and to ensure continuity of services for individuals receiving intensive community services. Adding an adult mental health case manager position will provide capacity within the adult services team for serving ICS recipients who are either not eligible for or opt out of ACT services. The adult services unit supervisor will work with the Human Resources manager, as needed, to address reassignment of duties.

The intended Carlton County ACT team composition, arrived at through consultation with Lynette Studer, DHS ACT Policy Specialist, is 1FTE Mental Health Professional / ACT Team Leader, 1.5 FTE Nurse, 2 FTE Mental Health Practitioners/Social Workers, 1 FTE Substance Abuse Specialist/MH Practitioner, 1 FTE Vocational Specialist, 1 FTE Certified Peer Specialist, 1 FTE Case Aide (Program Assistant), psychiatric services, and arrangement for crisis assessment & intervention services. The preferred staffing ratio is 1:8, excluding the program assistant and psychiatry. It's recommended the MH Professional/ACT team

leader and primary nurse be assigned few, if any, cases to allow time for addressing other team and client needs.

The recommended Carlton County ACT team composition takes into account DHS' ACT service rate setting process, proposed 2016 statutory language including its impact on ACT fidelity standards, ACT team size and potential to expand services to 50 individuals, and the staffing level needed to provide comprehensive mental health services 24 hours per day, 365 days per year.

Transition Timeline

Given initial staffing needs are addressed (i. e. a mental health professional/ACT team leader is hired, two mental health practitioner positions are secured) and the need for additional adult mental health case management capacity has been met, the transition of ICS service recipients to ACT services or adult mental health case management services or other less intensive services will begin in April. The gradual transition will continue thru July. The recommended rate of admission for new ACT referrals is five per month.

The plan, based on consistent transfer and admission of cases, is to continue adding positons to the ACT team. A gradual increase in psychiatric services will coincide with demand for service while addition of a case aide position will occur independent of service delivery. The addition of contracted mental health practitioner positions, will occur as the ACT team case load increases in June and July. The addition of a certified peer specialist (CPS) position is contingent upon training opportunities for possible candidates. DHS recognizes limited training options may prohibit filling the CPS position and currently a .5FTE CPS position meets DHS' ACT team requirements.

Ideally, the determined ACT service rate will provide adequate funding to allow for office space that may be designed to meet recommendations. An open floor plan with common workspace for team members, a street front location, direct access to the ACT program assistant and/or team members, and minimal reception desk/check in points are all recommended for ACT office space.

ACT Service Outcomes

Establishing a Carlton County ACT team will result in a comprehensive, evidence based service option for approximately 35-50 persons. In addition to the services and supports available thru the ICS team, an ACT team offers vocational specialist and substance abuse specialist services to support individuals' efforts to attain recovery goals. Employment strategies that assess and account for the impact a person's mental illness has on securing and maintaining employment will be implemented. In addition, job development including individualized carve out employment opportunities will be emphasized. The substance abuse specialist will receive training to provide integrated duel diagnosis treatment (IDDT) for clients who have co-occurring disorders and the specialist also serves as a resource for other team members.

An ACT team is not expected to fill all the service gaps within our current mental health system, but research indicates anticipated positive outcomes for program participants including a decrease in

admission to hospitals, skilled nursing facilities, and correctional settings; a decrease length of stay in hospital settings, an increase in time spent in gainful employment, increased success in independent living, and greater life satisfaction.

Alternative to ACT services

A less comprehensive and much less effective alternative response, given the discontinuation of intensive community services (ICS) grant dollars, would be the dismantling of the remaining ICS team. Individuals will be notified of the discontinuation of services, be informed of and referred to other less intense services such as adult mental health case management services, adult rehabilitative services (ARMHS), or community support program services (CSP). To meet the demand for case management services, at minimum two additional case management positions would need to be created. The Human Development Center is not accepting case management referrals and has been seeking to fill an existing case management position. Required notice will be given to HDC to terminate our purchase of psychiatric services agreement and, depending on service capacity, individuals will be referred to their psychiatric service provider of choice.

Julie Juntti

To: Julie Juntti
Subject: ACT Team Start-Up Funds/ FW: Carlton County - Hiring an ACT team leader

From: Studer, Lynette M (DHS) [mailto:Lynette.Studer@state.mn.us]
Sent: Monday, January 25, 2016 5:00 PM
To: Julie Juntti
Cc: Dave Lee
Subject: Brief Statement re: ACT Team Start-Up Funds
Hi Julie,
Thanks for the reminder! I appreciate it.

I am hoping this will suffice for a brief statement regarding the availability of start-up funds for the ACT team in Carlton County. If you need a more formal letter, please let me know and I will put the following information in a different format.

As you know, we were allocated dollars in the last legislative session to assist with the expansion of ACT teams. We have continued to work on a process to allocate these start-up funds, and are ready to move forward. For a small ACT team, the start-up funds allocated will be $53,500. They are one time funds. We have further decided that the funds will be split in a 70/30 ratio, meaning that the county will get 70% of funds prior to the ACT team's start-up, and the other 30% once certain ACT milestones have been met (these are to be finalized, but an example is a team reaches 75% of it census).

Since you are a small team, you would reach approximately 75% of your census within the first 6-7 months (assuming 5 individuals are admitted per month and you start at 0). I would work with you to determine appropriate benchmarks.

Let me provide some rationale for the allocation of $53,500 for a small ACT team start-up.

1) We analyzed all 27 ACT team data for FY2015. We categorized each of the 27 teams into small, mid-size and large teams.
2) In each category (small teams, mid-size teams, large teams), we calculated the average daily rate of those teams.
3) The daily average rate, for a small team, was $156.52.
4) We then assumed a maximum of five clients admitted to the ACT team per month (based on best practice).
5) We calculated that each client averages 17.2 daily contacts per month (this is based on the ACT average of 4 daily contacts per week for each client, and assumed 4.3 weeks/month ratio). This would mean, *on average* a team would have 86 daily client contacts per month for every five clients.
6) The team would operate in a deficit through April; however, in May they would begin to see net income that would go to balance out the first few months of a deficit.
7) From May-December, the team would continue to see net income, which would offset some of the net loss they operated under for the first four-five months. Taking that into consideration, we calculated that in the first year, the team would have a net gain of income. In the first month of start-up, the net loss was projected at $53,539 per small team (again based on FY15 data from our small ACT teams in MN (n=4). Hence, the start-up funds for $53,500.
8) In year two, by all calculations, the ACT team would operate without any net loss.
9) Obviously, one assumption that is made is that the clients you are admitting are MA eligible.

Below are our calculations for a small ACT team.

This process of start-up dollars is ongoing for us here and we expect some potential changes for future ACT expansion. However, currently, this is the process we will be working under.

I hope this suffices for your board. If it does not, please let me know.

Thanks.
Lynette

Small ACT Team (Avg 6.50 FTEs)
Estimated Daily Rate: $156.52

	Monthly Operating Expense	Monthly Units of Service	Monthly Revenue	Net Income/(Loss)
Year - 1				
Jan	$ 67,000	86	$ 13,461	$ (53,539)
Feb	$ 67,000	172	$ 26,921	$ (40,079)
Mar	$ 67,000	258	$ 40,382	$ (26,618)
Apr	$ 67,000	344	$ 53,843	$ (13,157)
May	$ 67,000	430	$ 67,304	$ 304
Jun	$ 67,000	516	$ 80,764	$ 13,764
Jul	$ 67,000	602	$ 94,225	$ 27,225
Aug	$ 67,000	688	$ 107,686	$ 40,686
Sep	$ 67,000	774	$ 121,146	$ 54,146
Oct	$ 67,000	860	$ 134,607	$ 67,607
Nov	$ 67,000	860	$ 134,607	$ 67,607
Dec	$ 67,000	860	$ 134,607	$ 67,607
	$ 804,000	6,450	$ 1,009,554	$ 205,554
Year - 2				
Jan	$ 67,000	860	$ 134,607	$ 67,607
Feb	$ 67,000	860	$ 134,607	$ 67,607
Mar	$ 67,000	860	$ 134,607	$ 67,607
Apr	$ 67,000	860	$ 134,607	$ 67,607
May	$ 67,000	860	$ 134,607	$ 67,607
Jun	$ 67,000	860	$ 134,607	$ 67,607
Jul	$ 67,000	860	$ 134,607	$ 67,607
Aug	$ 67,000	860	$ 134,607	$ 67,607
Sep	$ 67,000	860	$ 134,607	$ 67,607
Oct	$ 67,000	860	$ 134,607	$ 67,607
Nov	$ 67,000	860	$ 134,607	$ 67,607
Dec	$ 67,000	860	$ 134,607	$ 67,607
	$ 804,000	10,320	$ 1,615,286	$ 811,286

Units of Services: adds 5 clients per month with average of 4 "hits" per week

Carlton County, Minnesota

Transportation Department

Roads Bridges Airports Trails

1630 County Road 61, Carlton, Minnesota 55718
Office: 218-384-9150 Cloquet Airport: 218-879-4911
www.co.carlton.mn.us

Construction Program Summary
January 27, 2016

(Projects are listed by anticipated program year.)

CURRENT PROJECTS

SAP 009-600-004 **Kettle Lake Road** **Length: 0.60 Mi**
Location: (28) From TH 210 in Corona Twp (Unorganized) to 0.60 miles south
Type of Work: Grading and approach improvements to BNSF RR Crossing
Status: WORK SUSPENDED
Traffic Impact: Road Open to Traffic
Contractor: CCTD Maintenance Forces
Remarks: The Department is working with the Carlton County Soil and Water Conservation District to develop stream relocation plans required by the DNR for the stream adjacent to the roadway on this project. Work is suspended until these plans are completed and approved.

SAP 009-598-016 **Bridge L1230 on CR 131 (River Road)** **Length: 52 Ft**
Location: (56) Over the Kettle River, 842 ft N of CR 133 (Minkkinen Rd), Section 28 in Kalavela Twp
Type of Work: Rehabilitate the Superstructure of Bridge L1230
Status: *UNDER CONSTRUCTION*
Traffic Impact: Bridge closed, traffic will be detoured
Contractor: M&K Bridge Construction, Inc., Walnut Grove, MN
Remarks: Steel delivery and fabrication delays pushed off the start of construction to January. Materials delivered. Work started 01/04/2016. *Beams and deck installed. Fabrication error delayed installing guardrails until this week. Bridge scheduled to re-open 01/29/2016.*

Projects programmed for the 2016 Construction Season

CP 009-116-009 **CR 116 (Stark Rd)** **Length: 3.00 Mi**
Location: (42) from CR 119 (Crosby Rd) to CSAH 1 (Canosia Rd)
Type of Work: Bituminous resurface
Status: Programmed for 2016.
Traffic Impact: Minor delays during construction. Work done under traffic with flagging operations
Contractor: Design by CCTD
Remarks: Sales Tax Project. Plans to be developed early 2016.

"This Institution is an Equal Opportunity Employer"

CP 009-117-004 **CR 117 (Freeman Rd)** **Length: 1.00 Mi**
Location: (43) from CR 116 (Stark Rd) to N County Line
Type of Work: Bituminous resurface
Status: Programmed for 2016.
Traffic Impact: Minor delays during construction. Work done under traffic with flagging operations
Contractor: Design by CCTD
Remarks: Sales Tax Project. Consultant to do soil borings to determine what is inplace. Plans to be developed early 2016.

CP 009-119-005 **CR 119 (Crosby Rd)** **Length: 1.00 Mi**
Location: (44) from CSAH 2 (N Cloquet Rd) to CR 116 (Stark Rd)
Type of Work: Bituminous resurface
Status: Programmed for 2016.
Traffic Impact: Minor delays during construction. Work done under traffic with flagging operations
Contractor: Design by CCTD
Remarks: Sales Tax Project. Plans to be developed early 2016.

CP 009-123-007 **CR 123 (Eagle Lake Rd)** **Length: 1.00 Mi**
Location: (33) from 1.0 miles SW of TH 73 to TH 73
Type of Work: Slope stabilization and Bituminous resurface
Status: Programmed for 2016.
Traffic Impact: Moderate delays during construction. One lane closure with flaggers for slope repair area.
Contractor: Design by CCTD
Remarks: Sales Tax Project. Consultant to take soil borings in area sloughing by lake and recommend corrective action prior to paving. Plans to be developed after consultant work.

CP 009-144-006 **CR 144 (Brandt Rd)** **Length: 1.40 Mi**
Location: (45) From T-85 (Boundary Rd) to T-232 (Brandt Rd)
Type of Work: Bituminous resurface
Status: Programmed for 2016.
Traffic Impact: Minor delays during construction. Work done under traffic with flagging operations
Contractor: Design by CCTD
Remarks: Sales Tax Project. Plan development in early 2016.

SAP 009-604-037 **CSAH 4** **Length: 15.6 Mi**
Location: (31) From TH 73, north of Kettle River, to I-35, east of Mahtowa
Type of Work: Full-Depth Reclamation, Bit surfacing, aggregate shoulders, pavement markings
Status: Programmed for 2016
Traffic Impact: Moderate delays during construction. Traffic controlled by flagging operations
Contractor: Design by CCTD
Remarks: Corridor culvert survey complete. Maintenance crews replacing/repairing necessary culverts. Plan development in early 2016.

SAP 009-604-038 **CSAH 4 (Military Rd)** **Length: 0.04 Mi**
Location: (57) from 5400 feet east of TH 23 for 200 feet
Type of Work: Slope stabilization and Bituminous repair
Status: Programmed for 2016.
Traffic Impact: Moderate delays during construction. One lane closure with flaggers for slope repair area.
Contractor: Design by CCTD
Remarks: This is a new project added by the County Engineer to preserve the integrity of the roadway and slope. Recent inslope sloughing has increased, especially after recent rain events. A geotechnical consultant will perform soil borings and provide design recommendations to correct the sloughing. Plans, based on the recommendation, will be developed early 2016.

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 2016.
Traffic Impact: Moderate delays during construction depending on amount of excavation
Contractor: Design by CCTD, Engineering Division
Remarks: Considering options for realignment of C.R. 140 approach to CSAH 6 and re-configuration of entrances to Minit Mart (formerly Little Store) and Lazy Bear Grill. Access changes accepted. Advancing final design for March letting.

SAP 009-606-033 **CSAH 6** **Length: 10.00 Mi**
Location: (11) From TH 73 to Barnum
Type of Work: Sealcoat – Chipseal, Diamond grind patch areas; Pavement markings.
Status: Programmed for 2016
Traffic Impact: Moderate delays during construction. Traffic controlled by flagging operations.
Contractor: Design by CCTD
Remarks: Project to be tied to other sealcoat projects with St Louis County. *Plans approved and sent to St Louis County for February letting.*

SAP 009-608-014 **CSAH 8** **Length: 2.70 Mi**
Location: (32) From CR 145 in Holyoke to 2.7 miles northeast
Type of Work: Grade, drainage structures, aggregate base and turf establishment
Status: Programmed for 2016 – in Final Design
Traffic Impact: Road closed and traffic detoured during construction. Local traffic only.
Contractor: Design by CCTD, Engineering Division
Remarks: Plans are in Final Design. Early 2016 letting.

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: Programmed for 2016 - in Final Design
Traffic Impact: Road closed and traffic detoured during construction. Local Traffic Only
Contractor: LHB, Engineers and Architects, Duluth, MN
Remarks: Plans in Final Design. Tied to grading portion. Early 2016 letting.

SAP 009-612-021 **CSAH 12** **Length: 3.00 Mi**
Location: (9) From CR 132 to Anderson Road.
Type of Work: Bituminous Overlay, Aggregate Shoulders, Pavement Markings
Status: Programmed for 2016.
Traffic Impact: Minor delays during construction. Work done under traffic with flagging operations
Contractor: Design by CCTD, Engineering Division
Remarks: Final Design complete. *Plans approved. Letting set for 03/07/2016.*

SAP 009-612-024 **CSAH 12** **Length: 1.50 Mi**
Location: (10) From Anderson Road to TH 27/73, ½ mile west of Moose Lake, MN.
Type of Work: Vertical grade corrections, Bituminous Surface, Aggregate Shoulders, Pavement Markings
Status: Programmed for 2016.
Traffic Impact: Moderate delays during construction. Traffic controlled by flagging operations.
Contractor: Design by CCTD, Engineering Division
Remarks: Final design complete. *Plans approved. Letting set for 03/07/2016.*

SAP 009-613-011 **CSAH 13** **Length: 0.37 Mi**
Location: (51) From the Bridge over I-35 to CSAH 6 in Barnum, MN.
Type of Work: Curb and Gutter corrections, Bit. Surfacing, Aggregate Shoulders, Pavement Markings
Status: Programmed for 2016.
Traffic Impact: Minor delays during construction. Most work done on shoulder areas and under traffic
Contractor: Design by CCTD, Engineering Division
Remarks: In Final Design. Tied to 009-606-032 in Barnum. Tentative March 2016 letting.

SAP 009-652-005 ***CSAH 52 (Carlton St & E North St)*** ***Length: 0.32 Mi***
Location: (55) *From CSAH 6 (Main St) to CSAH 61 (Front St) in Barnum, MN.*
Type of Work: *Mill Bit. Surface, Bit. Surfacing, Pavement Markings*
Status: *Programmed for 2016.*
Traffic Impact: *Moderate delays during construction. Traffic controlled with flagging operations.*
Contractor: *Design by CCTD, Engineering Division*
Remarks: *Project was added at by the County Engineer to maintain the integrity of the roadway pavement and extend pavement life. Tied to SAP 009-606-032 to obtain better unit prices since the projects are adjacent to each other. Final plans complete and will be submitted to MnDOT by 01/29/2016.*

SAP 009-661-027 ***CSAH 61*** ***Length: 23.83 Mi***
Location: (40) *From south Co Line by Moose Lake to TH 210, west of Carlton.*
Type of Work: *Bituminous Seal Coat – Chip Seal, Pavement Markings*
Status: *Programmed for 2016.*
Traffic Impact: *Moderate delays during construction. Traffic controlled with flagging operations, pilot cars.*
Contractor: *Design by CCTD, Engineering Division*
Remarks: *Project was added at by the County Engineer to maintain the integrity of the roadway pavement and extend pavement life. Tied to SAP 009-606-033 and St Louis County sealcoat projects to obtain better unit prices since the projects are adjacent to each other. Plans are approved and submitted to St Louis Co for February letting.*

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	
Traffic Impact:	Minor delays during construction. Work is on pavement edge and under traffic	
Contractor:	St Louis County is the lead agency	
Remarks:	This is a joint project with St Louis County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% State-Aid Construction.	

Projects programmed for the 2017 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 in Cloquet, MN.	
Type of Work:	Raise grade, widen, swamp work, bituminous surface	
Status:	Programmed for 2017.	
Traffic Impact:	Road closed and traffic detoured during construction.	
Contractor:	TBD	
Remarks:	Work is partially funded by the County Road Construction Bond as part of the Program adopted 06/13/2006. Coop effort with FDL. FDL is working on additional funding.	

SAP 009-605-009	**CSAH 5**	***Length: 0.75 Mi***
Location: (22)	From TH 210 to CSAH 26 (Moorhead Rd) in Cloquet, MN.	
Type of Work:	Grading, Drainage Structures, Aggregate Base, Turf.	
Status:	Programmed for 2017 - in Survey and Design	
Traffic Impact:	Road closed and traffic detoured during construction	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Preliminary design started. Permitting started. ROW acquisition pending.	

SAP 009-608-019	**CSAH 8**	**Length: 2.70 Mi**
Location: (32)	From CR 145 in Holyoke to 2.7 miles northeast	
Type of Work:	Bituminous surfacing, Aggregate shoulders, pavement markings	
Status:	Programmed for 2017 - in Design	
Traffic Impact:	Minor delays during construction. Work done under traffic with flagging operations	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Bit surface of previous year's grading project.	

SAP 009-599-023	**UT-388**	**Length: 0.10 Mi**
Location: (2)	Over Hasty Brook (Sect 10-49-20), 4.0 miles north of Cromwell, MN.	
Type of Work:	Replace Bridge L1244	
Status:	Programmed for 2017.	
Traffic Impact:	Road closed and traffic detoured during construction	
Contractor:	Design services by SEH, Duluth, MN	
Remarks:	2017 construction season as a placeholder if funding is available.	

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 in Cloquet, MN.
Type of Work: Pedestrian/Bicycle Trail (Gikinoo-Inamon Trail)
Status: Programmed for 2017.
Traffic Impact: Moderate delays during construction. Work outside shoulder area with flagging operations
Contractor: Design by CCTD, FDL and BIA Roads Engineering Staff
Remarks: Was cooperatively funded project pending additional funding by FDL. Moved due to Big Lake Area Sanitary District sanitary sewer line proposed to be constructed in the fall of 2016 along the south side of CSAH 7.

SP 009-070-005 **CSAH 1, 4, 6, 7, 12, 18, 21, 24, 61, CR 107, 110** **Length: 0.1 Mi**
Location: (Map4) On CSAH 1 at TH 23; CSAH 4 at TH 23; CSAH 4 at TH 73, CSAH 6 at TH 73; CSAH 7 at TH 210; CSAH 12 at TH 27; CSAH 18 at TH 23; CSAH 21 at TH 210; CSAH 24 at TH 210; CSAH 61 at TH 210; CR 107 at TH 210; CR 110 at TH 210
Type of Work: Rural Intersection Lighting
Status: Programmed for 2017
Traffic Impact: Minimal delays during construction as work will be done off road
Contractor: St Louis County is the lead agency
Remarks: This is a joint project with St Louis County and Itasca County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% State-Aid Construction Account.

Projects programmed for the 2018 Construction Season

SAP 009-601-051 **CSAH 1 (Canosia Rd)** **Length: 0.10 Mi**
Location: (27) At the Midway River (Section 22-49-16) in Esko, MN.
Type of Work: Rehabilitate Bridge 09502
Status: Placeholder in 2018.
Traffic Impact: Bridge closed and traffic detoured during construction
Contractor: TBD
Remarks: This Project added as a placeholder if/when bridge funding is available. The Program Year may be adjusted based on funding availability, priority and development capability. RFP for consultant design for bridge replacement. *Bridge bond funds requested for 2017 construction if approved.*

SAP 009-605-022 **CSAH 5** **Length: 0.75 Mi**
Location: (22) From TH 210 to CSAH 26 (Moorhead Rd) in Cloquet, MN.
Type of Work: Bituminous Surfacing of SAP 009-605-009 grading section.
Status: Programmed for 2018.
Traffic Impact: Minor delays during construction. Work done under traffic with flagging operations
Contractor: Design by CCTD, Engineering Division
Remarks: No design started.

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.
Traffic Impact: Bridge closed and traffic detoured during construction
Contractor: TBD
Remarks: This Project added as a placeholder if/when bridge funding is available. The Program year may be adjusted based upon funding availability, priority and development capability.

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 2018.	
Traffic Impact:	Road closed and traffic detoured during construction. Local traffic only	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Lead time needed for design, permitting and ROW acquisition.	

SP 009-070-006	**CSAH 4, CSAH 5**	**Length: 0.1 Mi**
Location: (Map5)	On CSAH 4 at CSAH 5 North; on CSAH 5 at TH 210	
Type of Work:	Mainline Dynamic Warning System	
Status:	Programmed for 2018	
Traffic Impact:	Minimal impact during construction. Work is on shoulder area.	
Contractor:	St Louis County is the lead agency	
Remarks:	This is a joint project with St Louis County and Itasca County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% State-Aid Construction Account.	

Projects programmed for the 2019 Construction Season

SAP 009-611-002	**CSAH 11**	**Length: 3.00 Mi**
Location: (3)	From CSAH 8 to CSAH 6, 4 miles east of Barnum, MN.	
Type of Work:	Grading, Drainage Structures, Aggregate Base	
Status:	Programmed for 2019.	
Traffic Impact:	Road closed and traffic detoured during construction. Local traffic only	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Lead time needed for design, permitting and ROW acquisition.	

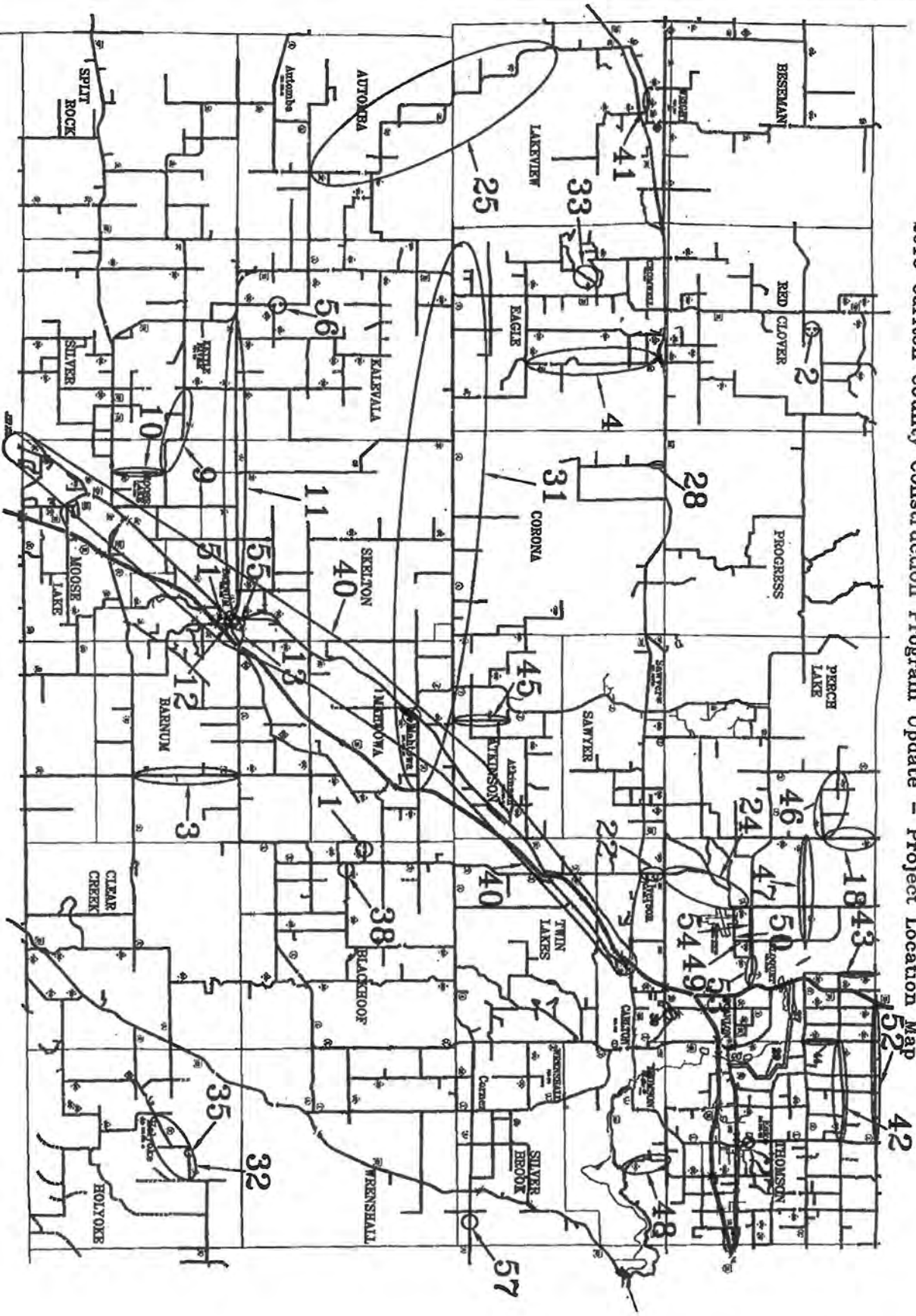
SAP 009-621-004	**CSAH 21**	**Length: 4.00 Mi**
Location: (4)	From CR 123 to TH 210 in Cromwell, MN	
Type of Work:	Bituminous Surface, Aggregate Shoulders, Pavement Markings	
Status:	Programmed for 2019.	
Traffic Impact:	Minor traffic delay during construction. Work done under traffic with flagging operations	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Surfacing of 009-621-003 grading. No design started.	

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:	Scheduled for 2019.	
Traffic Impact:	Minor traffic delay during construction. Work on shoulder area with flagging operations	
Contractor:	TBD	
Remarks:	Carlton County will act as fiscal agent for receipt and disbursement of Federal funding. The City of Scanlon applied for TAP funds (80/20 split) in 2015 to be included in the 2019 STIP. Carlton County will agree to be sponsoring agency to receive/disperse the federal funds.	

Projects programmed for the 2020 Construction Season

SAP 009-611-003	**CSAH 11**	**Length: 3.00 Mi**
Location: (3)	From CSAH 8 to CSAH 6, 4 miles east of Barnum, MN.	
Type of Work:	Bituminous Surface, Aggregate Shoulders, Pavement Markings	
Status:	Programmed for 2020.	
Traffic Impact:	Minor delays during construction. Work done under traffic with flagging operations	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Surfacing of 009-611-002 grading. No design started.	

2016 Carlton County Construction Program Update - Project Location Map



Carlton County, Minnesota

Transportation Department

Roads Bridges Airports Trails

1630 County Road 61, Carlton, Minnesota 55718
Office: 218-384-9150 Cloquet Airport: 218-879-4911
www.co.carlton.mn.us

HIGHWAY MAINTENANCE OPERATIONS

Work Completed January 1, 2016-January 26, 2016

1. Hauled Class 5 for Red Clover Township.
2. Snow and ice control for County and Township Roads.
3. Removed snow from bridges.
4. Removed rock from shoulder on C.R. 130.
5. Placed Rock on Erosion Area CSAH 6.
6. Mulched construction yard for the CSAH 8 Project.
7. Cleared brush in the Right of Way for Silver and Split Rock Townships.
8. Fixed washout area on logging road for Land Department
9. Cleared trees and brush in the Right of Way along County Roads.
10. Patched potholes.
11. Hauled gravel to North Finn Road.
12. Hauled salt and sand to MN DOT.

Mechanics' Duties

1. Maintained preventative maintenance schedule on County equipment and vehicles.
2. Equipment meetings on new equipment.
3. 2000 hour service done on D5 dozer.
4. Resealed engine leaks on unit 967.
5. 500 hour service done on unit 1516 Cat skid steer.
6. Repaired building garage door.
7. Installed eight new tires on unit 962 tandem truck.
8. Repaired under belly on unit 0670 tandem truck.
9. Repaired Airport tractor.
10. Started setup of new squad car to replace totaled squad car.
11. Completed yearly inventory.
12. Replaced main air tanks on unit 0752 tandem truck.
13. In-serviced new triple-axle trailer.

"This Institution is an Equal Opportunity Employer"

Carlton County Transportation Department
Revenues and Expenditures
January 25, 2016

Revenues - (Maintenance)	Year to Date	2016 Annual Budget	Over (Under) Annual Budget	% of Budget to Date	Budget to Date 1
Real Estate Taxes (estimated)	$238,960.01	$2,867,520.00	-$2,628,559.99	8.33%	$238,960.00
Work For Government	$9,845.09	$480,100.00	-$470,254.91	2.05%	$40,008.33
Work For Individuals	$315.00	$10,000.00	-$9,685.00	3.15%	$833.33
Permits	$710.00	$9,000.00	-$8,290.00	7.89%	$750.00
Culvert, Map, Scrap Sales	$175.00	$15,000.00	-$14,825.00	1.17%	$1,250.00
Miscellaneous	$0.00	$30,000.00	-$30,000.00	0.00%	$2,500.00
Reimbursements/Refunds/Bldg Rent	$19,244.59	$218,000.00	-$198,755.41	8.83%	$18,166.67
Insurance Rebate	$4,616.67	$55,400.00	-$50,783.33	8.33%	$4,616.67
HACA, Disp. Red., RES/AG Credit	$19,240.33	$230,884.00	-$211,643.67	8.33%	$19,240.33
State Aid Maintenance	$167,556.17	$2,010,674.00	-$1,843,117.83	8.33%	$167,556.17
PERA Rate Increase Aid	$914.17	$10,970.00	-$10,055.83	8.33%	$914.17
Town Road Money	$0.00	$193,815.00	-$193,815.00		$16,151.25
Sub-Total Revenue	$461,577.03	$6,131,363.00	-$5,669,785.97		$510,946.92

Expenditures - (Maintenance)	Year to Date	2016 Annual Budget	Over (Under) Annual Budget	% of Budget to Date	Budget to Date
Salaries & Benefits	$285,173.55	$3,829,598.00	-$3,544,424.45	7.45%	$319,133.17
Insurance / Unemployment / Bonds	$18,750.00	$237,000.00	-$218,250.00	7.91%	$19,750.00
Phone, Publications, Registr.	$3,759.54	$38,000.00	-$34,240.46	9.89%	$3,166.67
Utilities, Supplies, Safety	$6,431.35	$221,000.00	-$214,568.65	2.91%	$18,416.67
Contracts, Consultants	$2,538.95	$436,440.00	-$433,901.05	0.58%	$36,370.00
Gravel, Asphalt, Culverts, Salt	$9,749.85	$620,000.00	-$610,250.15	1.57%	$51,666.67
Brush & Weed, Road Signs	$2,746.52	$110,000.00	-$107,253.48	2.50%	$9,166.67
Vehicle Maintenance/Supplies	$40,666.46	$1,065,000.00	$1,024,333.54	3.82%	$88,750.00
Mobile Equipment	$0.00	$480,000.00	-$480,000.00	0.00%	$40,000.00
Furniture, Building Repairs	$0.00	$30,000.00	-$30,000.00	0.00%	$2,500.00
Right-of-Way/Land Acquisition	$4,000.00	$168,000.00	-$164,000.00	2.38%	$14,000.00
Townships, Refunds, Licenses	$0.00	$187,400.00	-$187,400.00	0.00%	$15,616.67
Sub-Total Expenditures	$373,816.22	$7,422,438.00	-$7,048,621.78		$618,536.50
Net - County Funds	$87,760.81	-$1,291,075.00			
County Construction					
Construction Revenues	$0.00	$6,300,335.00	$6,300,335.00	0.00%	$525,027.92
Construction Engineering Revenues	$0.00	$0.00			
Local Option Transp. Sales Tax	$0.00	$2,323,240.00			
Construction Expenses	$227,322.82	$7,332,500.00	$7,105,177.18	3.10%	$611,041.67
Local Sales Tax Projects	$0.00				
Net - County Const.	-$227,322.82				
Total 2016 Revenues	$461,577.03	$14,754,938.00	$630,549.03	3.13%	$1,035,974.83
Total 2016 Expenditures	$601,139.04	$14,754,938.00	$56,555.40	4.07%	$1,229,578.17
Difference	-$139,562.01				

Carlton County Transp. Dept
Revenues and Expenditures
January 25, 2016

Revenues	Jan	Year to Date 2016	Annual Budget
5001 Property Taxes	$ 232,126.67	$ 232,127	$ 2,785,520
5004 Property Taxes Delinquent	$ 6,666.67	$ 6,667	$ 80,000
5060 Mobile Home Current	$ 166.67	$ 167	$ 2,000
5209 RESIDENTIAL / AGRICULTURAL Market Value Credit (MVC)		$ -	$ -
5215 State Shared Disparity Aid		$ -	$ -
5216 State Shared Homestead and Agricultural Credit Aid (estimated)	$ 19,240.33	$ 19,240	$ 230,884
5228 PERA Rate Increase Aid (estimated)	$ 914.17	$ 914	$ 10,970
5270 State Aid - Maintenance ($2,010,674/yr)	$ 167,556.17	$ 167,556	$ 2,010,674
5275 State Aid - Construction		$ -	$ 6,494,150
5275 State Aid - Construction - Engineering		$ -	
5280 Local Option Transp. Sales Tax		$ -	$ 2,323,240
5401 Permits- Transp, Access, Weight	$ 710.00	$ 710	$ 9,000
5475 Snowplowing/Grading Gvmnts	$ 9,845.09	$ 9,845	$ 480,100
5476 Snowplowing/Grading Individuals	$ 315.00	$ 315	$ 10,000
5811 Rents - AEOA	$ 1,110.00	$ 1,110	$ 22,000
5839 Ca Cl sales, Late Fees, Misc.		$ -	$ 30,000
5840 Intra-County Billing, reimbursemnts	$ 18,134.59	$ 18,135	$ 195,000
5841 PC/WC Insurance Rebate ($55,400/yr)	$ 4,616.67	$ 4,617	$ 55,400
6912 Sale of Scrap Metal		$ -	$ 1,000
5913 Sale of Maps, Mailbox Posts & Scrap	$ 175.00	$ 175	$ 6,000
5914 Sale of Culverts		$ -	$ 8,000
Road & Bridge Revenues	**$ 461,577.03**	**$ 461,577**	**$ 14,754,938**
Expenditures	**Jan**	**Year to Date 2016**	**Annual Budget**
6102 Salaries - full time	$ 173,638.45	$ 173,638	$ 2,378,636
6103 Salaries - part time		$ -	$ 48,000
6105 Overtime pay	$ 9,416.14	$ 9,416	$ 110,000
6106 Overtime - temporary		$ -	$ 3,500
6152 Employee group insurance (908,494/year)	$ 75,707.83	$ 75,708	$ 908,494
6162 PERA County share	$ 13,254.87	$ 13,255	$ 186,648
6172 FICA & Medicare - county share	$ 13,156.26	$ 13,156	$ 194,320
6173 Unemployment		$ -	$ 12,000
6203 Telephone	$ 895.54	$ 896	$ 16,000
6242 Legal advertising		$ -	$ 2,000
6246 Registration fees	$ 2,864.00	$ 2,864	$ 20,000
6248 Licenses		$ -	$ 1,000
6254 Gas, Oil, Steam	$ 1,840.53	$ 1,841	$ 100,000
6271 Road Contracts - State Aid	$ 227,322.82	$ 227,323	$ 7,382,500
6272 Road Contracts - County	$ 1,450.00	$ 1,450	$ 220,000
6272 Local Sales Tax Projects		$ -	
6285 Brush & Weed Control		$ -	$ 45,000
6293 Consulting Fees		$ -	$ 200,000
6305 Repairs to Buildings		$ -	$ 30,000
6307 Maintenance Service Contracts	$ 1,088.95	$ 1,089	$ 16,440
6353 Liability insurance ($225,000/yr)	$ 18,750.00	$ 18,750	$ 225,000
6404 Data processing supplies		$ -	$ -
6412 General operating supplies	$ 395.05	$ 395	$ 55,000
6413 Computer software	$ 3,250.00	$ 3,250	$ 22,000
6415 Uniforms	$ 306.67	$ 306	$ 7,000
6419 Safety equipment	$ 640.10	$ 640	$ 22,000
6499 Road signs & Pavement Striping	$ 2,746.52	$ 2,747	$ 65,000
6501 Engineering supplies		$ -	$ 15,000
6510 Road material -gravel		$ -	$ 120,000
6515 Road material - culverts		$ -	$ 100,000
6516 Road material - asphalt		$ -	$ 100,000
6517 Calcium chloride		$ -	$ 100,000
6525 Salt & Sand	$ 9,749.85	$ 9,750	$ 200,000
6563 Fuel & lubrication	$ 34,159.28	$ 34,159	$ 725,000
6598 Vehicle tires	$ 549.56	$ 550	$ 40,000
6599 Vehicle parts	$ 5,957.62	$ 5,958	$ 300,000
6601 Buildings		$ -	$ -
6602 Mobile equipment		$ -	$ 480,000
6605 Land Purchases		$ -	$ -
6615 Right of way easements / Wetland Credits	$ 4,000.00	$ 4,000	$ 168,000
6802 Remitted to Townships		$ -	$ 181,600
6806 Refunds/Reimbursements		$ -	$ 4,800
Road & Bridge Expenditures	$ 601,139.04	$ 601,139	$ 14,754,938