



Carlton County, Minnesota Committee of the Whole Agenda

CARLTON COUNTY COMMITTEE OF THE WHOLE AGENDA

Carlton County Transportation Building, Board Room
March 1, 2016 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of February 2, 2015 meeting minutes
4. Visitors:
 - A. Chris Balzar (DNR Wildlife) – Pheasants Forever purchase in Automba/Kalevala Township Presentation
 - B. Gwen Carman (Carlton School District Superintendent) – Introduction and update on potential consolidation with Wrenshall
 - C. Mardi Harder (Regional Director) / Darlene Collins (SNAP Ed Coordinator) – Discuss potential SNAP Ed Education position to be located at Carlton County
5. New Business
 - A. COORDINATOR / HR / BUILDING MAINTENANCE
 1. Policy Committee policy list – Informational Only
 2. Discussion regarding a formal strategic planning session
 3. Review and approve the Public Hearing Rules of Procedure and Decorum
 4. Review and approve the Carlton County Justice Partners Council Operating Policy and Procedure
 5. Contracting with outside counsel to assist with union negotiations
 - B. TRANSPORTATION
 1. Monthly construction update (info only)
 2. Monthly maintenance update (info only)
 3. Monthly budget update (info only)
6. Other Business
 - A. Department Updates
 - B. The next regular meeting date scheduled for March 1, 2016 at 4:00 p.m. has been canceled due to a Carlton County strategic planning session scheduled for the same date/time/location.
7. Adjournment

Carlton County Policy Tracking Form

Revised 2/10/2016

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		**Supervisors Committee requested to prioritize		
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		January 22 - February 20, 2016	March 1, 2016	
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	January 22 - February 20, 2016	March 1, 2016	

CARLTON COUNTY PUBLIC HEARINGS
Rules of Procedure and Decorum

Adopted XXX

PURPOSE: It is recognized that in order to enhance the concept of effective and democratic government, it is essential that Carlton County establish rules of procedure and decorum so that a deliberative process will be observed and not disturbed.

RULES OF DECORUM: In order to conduct orderly and productive meetings, the following rules and guidelines have been established:

1. Please turn cell phones to silent/vibrate prior to start of meeting.
2. All members of the public are allowed to speak during the public comment period. Each member of the public addressing the presiding board shall stand if possible and speak into the microphone provided, if applicable. Each member of the public should state who they are and who they represent if representing an organization or other persons.
3. Unless further time is granted by the Chair of the presiding board, remarks from the public shall be limited to five (5) minutes per speaker. Speakers are requested to respect the time limit so others may have an opportunity to speak and to cease comments immediately upon end-time. Presentations on the board agenda and direct responses to board questions regarding presentations on the board agenda are not so limited.
4. Whenever any group of persons wishes to address the presiding board on the same subject, the chairperson may request that a spokesperson be chosen by the group to address the presiding board.
5. All remarks should be addressed to the presiding board as a body, not to any one member of the presiding board. No remarks should be addressed to members of the audience or county staff.
6. Speakers and audience shall conduct themselves in a respectful manner. Any person indulging in making impertinent, slanderous or profane remarks or gestures or who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt or disturb the orderly conduct of the meeting or public hearing, shall be called to order by the chairperson and, if such conduct continues, may at the discretion of the chairperson, be barred from making any additional comments and may be asked to leave the premises.
7. Audience members are encouraged to refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.
8. Audience members are encouraged to refrain from private conversation during meetings.
9. Audience should come and go as necessary from meeting space in the least disruptive manner as possible.
10. No campaign placards, banners, or signs will be permitted within the presiding board's chambers. Exhibits, displays, and visual aids used in connection with presentations to the presiding board are permitted.

ENFORCEMENT OF RULES: It is the intent of the presiding board to maintain order and enforce “Rules of Procedure and Decorum” for its meetings. Disregard of these rules will be met with the following consequences:

1. The chairperson will identify out loud the noncompliant behavior and request for the behavior to stop.
2. The chairperson or designee will read out loud the relevant “Rules of Procedure and Decorum.”
3. If the behavior continues, the microphone provided for the speaker, if applicable, will be switched off.
4. If the behavior continues, the offending individual or party may be escorted out of the meeting chambers.

SEVERABILITY: If any section, subsection, sentence, clause, phrase or portion of these “Rules of Procedure and Decorum” is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

CARLTON COUNTY JUSTICE PARTNERS COUNCIL

Operating Policy and Procedure

Article I: Name

The name of this Council shall be the Carlton County Justice Partners. It will be referred to as the Council throughout the operating policy and procedure document.

Article II: Creation

The Council is created by resolution as adopted by the County Board of Commissioners.

Article III: Mission

The mission of the Council is to enhance public safety in Carlton County through community collaboration by ensuring offender accountability, providing rehabilitation programs and supporting the rights and needs of victims.

Article IV: Structure

Section A: Membership:

There are 20 voting members of the Council who are members due to the position they hold in the community. These 20 members serve on the Council for as long as they occupy the position.

- Sheriff
- Fond du Lac Human Services Director
- Fond du Lac Business Committee member
- Court Administrator
- County Commissioners (2)
- County Attorney
- Chief Public Defender of Sixth Judicial District
- Arrowhead Regional Corrections Representative
- Cloquet City Prosecutor
- Carlton County Judges (2)
- County Coordinator
- Jail Administrator
- Human Services Director
- Local Law Enforcement Agencies Representatives – 1 from each (Cloquet, Moose Lake, Fond du Lac, MN State Patrol)
- Restorative Justice Representative

Additional members may be appointed/reappointed as the Council deems appropriate. Council members may designate one chief staff person as a proxy to represent them and vote at Council meetings. Any member wishing to appoint a designee is to identify the designee in written correspondence addressed to the Chair of the Council. No more than three consecutive meetings shall be allowed for a member's designee to attend Council meetings. Designees can only be changed by notifying the Chair in writing.

Any member of the Council may recommend removal of any agency member whom they believe is no longer appropriate for membership. Lack of attendance by a member may be cause for removal from the Council. Resignation of Council members shall be submitted to the chairperson and brought to a vote of the Council.

Section B: Legal Influence of the Council:

The Council is not a body that "orders" members to do anything beyond what any one member has the legal power to do as a part of their legal position. It can make system-wide policy through consensus and collaborative action.

Section C: Committees:

1. Executive Committee

Only members of the Council may serve on the Executive Committee. The Council shall determine the membership of the Executive Committee. Any member of the Council may attend and participate in the Executive Committee meetings. The Executive Committee shall be responsible for the following:

- a. Develop Council meeting agendas and ensure matters are ready for Council meetings.
- b. Ensure assignments are completed and prepared for Council meetings.
- c. Propose to the Council the formation of Standing Committees, Subcommittees and Ad Hoc Committees.
- d. Recommend to the Council individuals to serve as chairs and members of above-listed committees.
- e. Coordinate the Standing Committees, Subcommittees and Ad Hoc Committees.

2. Standing Committees

Data Analysis & Information Committee

- Identify the general information needs of the Council and its committees.
- Investigate ways and means to create the infrastructure, which can provide that information on a regular basis.
- Identify and create systems that can provide information on an ad hoc basis as requested by the Council.

Jail & Work Release Utilization Committee

- Examine how the jail and Work Release facilities are being used and by whom, by focusing on both defendant and offender characteristics including demographics, residence, criminal conduct and criminal history.

Programs & Interventions Committee

- Explore ways of deterring initial entrance into the criminal justice system.
- Identify ways to reduce criminal recidivism and victimization by researching efficient and cost-effective alternative programs and processes for defendants and offenders in Carlton County.

Public Relations & Education Committee

- Educate the public about initiatives, programs and services supported by the Council
- Identify community concerns that are related to the responsibilities of the Council
- Prepare a detailed, proactive public relations plan that will promote Council activities and initiatives.

Juvenile Justice Committee

- Identify the issues and initiatives relating to juvenile justice.
- Examine current successful processes that might be relevant for the adult system and vice versa.

3. Subcommittees and Ad Hoc Committees

The Council may authorize the formation of Subcommittees and Ad Hoc committees, to deal with specific problems or issues. Standing Committees, Subcommittees and Ad Hoc committees shall report their information and recommendations to the Council for possible action.

Section D: Meetings:

1. Meetings of the Council shall be set by the Council, the chairperson, and/or upon petition by any four members of the Council. Notice of Council, Executive Committee, Standing Committee, Subcommittee and Ad Hoc committee meeting times and location shall be provided to all members.
2. Minutes of the Council meetings shall be recorded and distributed to all members of the Council.

3. Meetings can occur with at least 3 members present. Any formal action requires a quorum with at least 7 members present.
4. Recommendations of the Council shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 51% vote of Council members who constitute the necessary quorum.

Article V: Officers

Section A: Officers:

The Chairperson of the Council shall be nominated and voted into office as a Vice-Chair in the year before taking the office of the Chair. The Council will select the vice-chairperson annually after the second year of existence. The Council will select a Secretary annually.

Section B: Duties of Officers:

The chairperson shall preside at all meetings. The vice-chairperson shall preside in the absence of the chairperson.

Article VI: Amendments

Proposed amendments to the operating policy and procedure are to be included on the agenda of an Executive Committee meeting. The proposal will be forwarded to the Council for approval. Any action in response to the proposed change in the operating policy and procedure taken by the Council shall become effective immediately.

** Only CCJP comment received*

I would like to suggest adding a couple of more voices to the CCJP. I would suggest the following additional members:

Community Representative
Mental Health Representative
Chemical Dependency Representative
DOC Representative
Victim Representative



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 February 24, 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 (Minkinen Rd), Section 28 in Kalavela Twp
Type of Work: Rehabilitate the Superstructure of Bridge L1230
Status: UNDER CONSTRUCTION – *WINTER SUSPENSION*
Traffic Impact: Bridge *OPEN* to traffic
Contractor: M&K Bridge Construction, Inc., Walnut Grove, MN
Remarks: Steel delivery and fabrication delays affected this project. *Bridge is open. Bituminous wear course to be placed spring 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.

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 in place. 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:	<i>Tentative Bid Date 03/28/2016.</i>	
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. <i>Tied to SAP 009-606-032, SAP 009-613-011, SAP 009-652-005.</i>	
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:	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:	<i>Tentative Bid 03/28/2016.</i>	
Traffic Impact:	Moderate delays during construction depending on amount of excavation	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Access changes accepted. <i>Plans at MnDOT for review and approval. Project tied to SAP 009-613-011 and SAP 009-652-005.</i>	
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:	<i>Out for Bids with St Louis County – Letting 03/03/2016.</i>	
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.	
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:	<i>Out for Bids – Letting 10:00 AM 03/07/2016.</i>	
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. <i>Tied to SAP 009-612-024.</i>	

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:	<i>Out for Bids – Letting 10:00 AM 03/07/2016.</i>	
Traffic Impact:	Moderate delays during construction. Traffic controlled by flagging operations.	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Final design complete. Plans approved. <i>Tied to SAP 009-612-021.</i>	
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:	<i>Tentative Bid 03/28/2016.</i>	
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. <i>Tied to SAP 009-606-032, SAP 009-652-005.</i>	
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:	<i>Tentative Bid 03/28/2016.</i>	
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. <i>Tied to SAP 009-606-032, SAP 009-613-011</i> to obtain better unit prices since the projects are adjacent to each other. Final plans complete submitted to MnDOT for <i>review and approval.</i>	
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:	<i>Out for Bids with St Louis County – Letting 03/03/2016.</i>	
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. <i>Tied to SAP 009-606-033 and St Louis County sealcoat projects</i> to obtain better unit prices since the projects are adjacent to each other. Plans are approved and submitted to St Louis Co for <i>March</i> 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

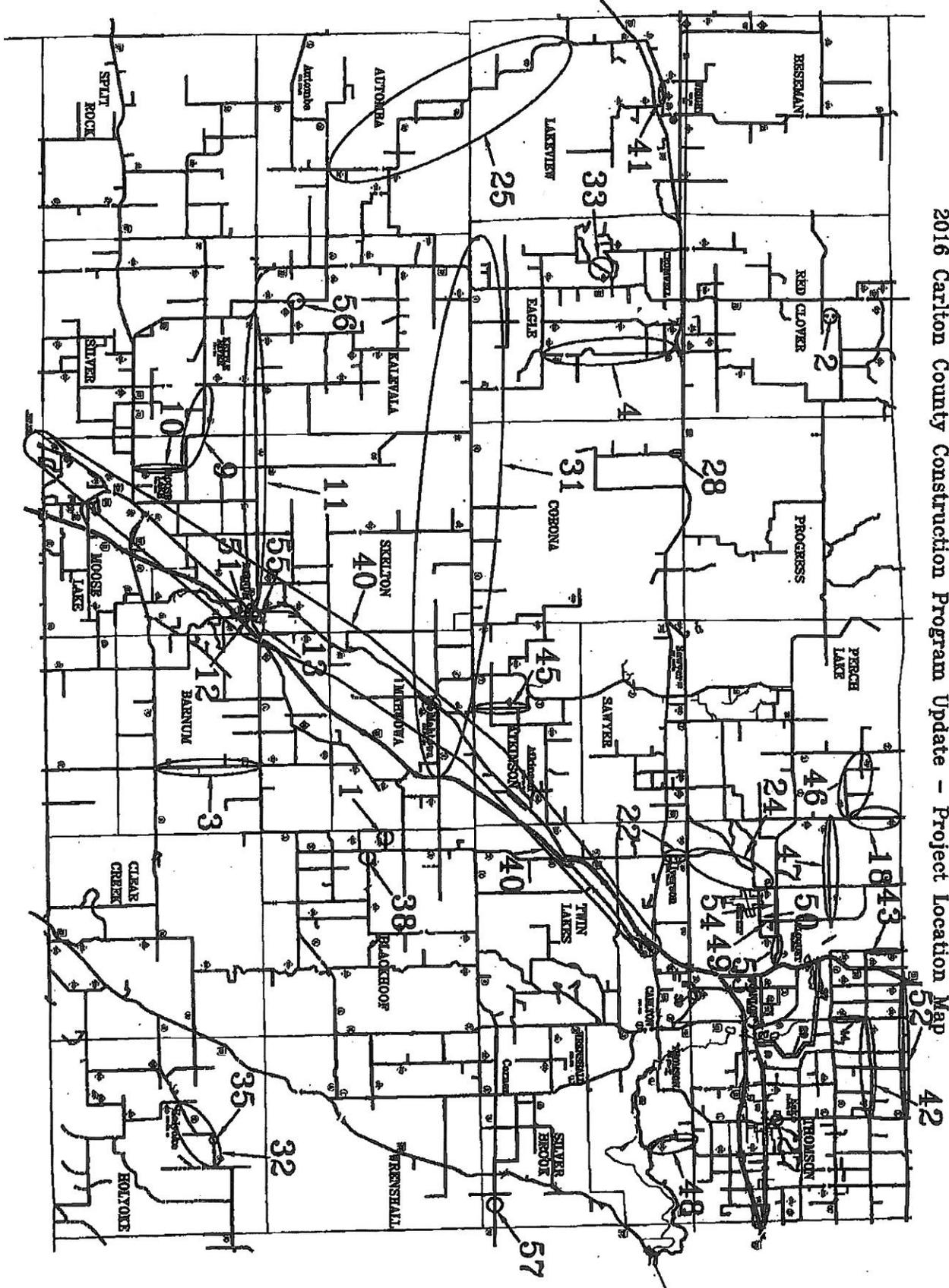
SAP 009-611-002 **CSAH 11** **Length: 3.00 Mi**
Location: (3) From CSAH 8 to CSAH 6, 4 miles east of Barnum, MN.
Type of Work: Grading, Drainage Structures, Aggregate Base
Status: Programmed for 2019.
Traffic Impact: Road closed and traffic detoured during construction. Local traffic only
Contractor: 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 42



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 27, 2016-February 22, 2016

1. Hauled Class 5 to County Road 157.
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. Removed snow from Human Services parking lots.
6. Removed snow from Barnum Streets and sidewalks.
7. Cleared trees and brush for Silver Brook Township.
8. Cleared trees on 61 West of Esko.
9. Steamed Culverts as needed.
10. Patched potholes.
11. Hauled salt and sand to MN DOT.
12. Cleared trees and brush on C.R. 144.

Mechanics' Duties

1. Maintained preventative maintenance schedule on County equipment and vehicles.
2. Attended equipment meetings on new equipment.
3. 2000 hour service done on 3910 140H Grader.
4. Resealed engine leaks on unit 670.
5. 500 hour service done on unit 1516 Cat skid steer.
6. Repaired building garage door.
7. Installed new tires on unit 0828 single axle plow truck.
8. Repaired under belly on unit 1465 tandem truck.
9. Removed and reinstalled tandems on 3910 140H grader. Also, installed new seals and shims.
10. Completed 2000 hour service on 0684 140H grader.
11. Completed yearly inventory.
12. Completed hard surface welding to build up wear surface and edges to 3812 loader bucket. Also installed new cutting edges.
13. In-serviced new pull behind Attenuator.
14. Completed hard surface welding to build up wear surface and edges to 9837 loader bucket. Also installed new cutting edges.
15. Installed wet kit system for Mag-Chloride on 1463 tandem dump truck.
16. Removed dozer blade and u-tube assembly on D5 Cat to rebuild for pins and bushings.
17. Installed wet kit system for Mag-Chloride on 1495 tandem plow truck.

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**Carlton County Transportation Department
Revenues and Expenditures
February 25, 2016**

Revenues - (Maintenance)	Year to Date	2016 Annual Budget	Over (Under) Annual Budget
Real Estate Taxes (estimated)	\$477,920.02	\$2,867,520.00	-\$2,389,599.98
Work For Government	\$96,750.47	\$480,100.00	-\$383,349.53
Work For Individuals	\$1,123.60	\$10,000.00	-\$8,876.40
Permits <i>(ACCESS & MOVING)</i>	\$1,070.00	\$9,000.00	-\$7,930.00
Culvert, Map, Scrap Sales	\$175.00	\$15,000.00	-\$14,825.00
Miscellaneous	\$0.00	\$30,000.00	-\$30,000.00
Reimbursements/Refunds/Bldg Rent	\$31,472.19	\$218,000.00	-\$186,527.81
Insurance Rebate	\$9,233.34	\$55,400.00	-\$46,166.66
HACA Disp. Red. RES/AG Credit	\$38,480.66	\$230,884.00	-\$192,403.34
State Aid Maintenance	\$335,112.34	\$2,010,674.00	-\$1,675,561.66
PERA Rate Increase Aid	\$1,828.34	\$10,970.00	-\$9,141.66
Town Road Money	\$220,947.00	\$193,815.00	\$27,132.00
Sub-Total Revenue	\$1,214,112.96	\$6,131,363.00	-\$4,917,250.04

Expenditures - (Maintenance)	Year to Date	2016 Annual Budget	Over (Under) Annual Budget
Salaries & Benefits	\$576,841.13	\$3,829,598.00	-\$3,252,756.87
Insurance / Unemployment / Bonds	\$39,222.85	\$237,000.00	-\$197,777.15
Phone, Publications, Registr.	\$7,818.39	\$38,000.00	-\$30,181.61
Utilities, Supplies, Safety	\$23,810.18	\$221,000.00	-\$197,189.82
Contracts, Consultants	\$11,354.49	\$436,440.00	-\$425,085.51
Gravel, Asphalt, Culverts, Salt	\$80,742.48	\$620,000.00	-\$539,257.52
Brush & Weed, Road Signs	\$3,293.32	\$110,000.00	-\$106,706.68
Vehicle Maintenance/Supplies	\$108,586.75	\$1,065,000.00	-\$956,413.25
Mobile Equipment	\$0.00	\$480,000.00	-\$480,000.00
Furniture, Building Repairs	\$0.00	\$30,000.00	-\$30,000.00
Right-of-Way/Land Acquisition	\$18,100.00	\$168,000.00	-\$149,900.00
Townships, Refunds, Licenses	\$189,291.91	\$187,400.00	\$1,891.91
Sub-Total Expenditures	\$1,059,058.50	\$7,422,438.00	-\$6,363,379.50
Net - County Funds	\$165,054.46	\$1,291,075.00	

County Construction			
Construction Revenues	\$10,656.45	\$6,300,335.00	\$6,289,678.55
Construction Engineering Revenues	\$0.00	\$0.00	
Local Option Transp. Sales Tax	\$297,626.92	\$2,323,240.00	

Construction Expenses	\$486,418.95	\$7,332,500.00	\$6,846,081.05
Local Sales Tax Projects	\$0.00		
Net - County Const.	-\$178,135.58		
Total 2016 Revenues	\$1,522,396.33	\$14,754,938.00	\$1,372,428.51
Total 2016 Expenditures	\$1,545,477.45	\$14,754,938.00	-\$482,701.55
Difference	-\$23,081.12		

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

Revenues	Year to Date			Annual Budget
	Jan	Feb	2016	
5001 Property Taxes	\$ 232,126.67	\$ 232,126.67	\$ 464,253.34	\$ 2,785,520
5004 Property Taxes Delinquent	\$ 6,666.67	\$ 6,666.67	\$ 13,333.34	\$ 80,000
5060 Mobile Home Current	\$ 166.67	\$ 166.67	\$ 333.34	\$ 2,000
5209 RESIDENTIAL / AGRICULTURAL Market Value Credit (MVC)			\$ -	\$ -
5216 State Shared Disparity Aid			\$ -	\$ -
5216 State Shared Homestead and Agricultural Credit Aid (estimated)	\$ 19,240.33	\$ 19,240.33	\$ 38,480.66	\$ 230,884
5228 PERA Rate Increase Aid (estimated)	\$ 914.17	\$ 914.17	\$ 1,828.34	\$ 10,970
5270 State Aid - Maintenance (\$2,010,674/yr)	\$ 167,556.17	\$ 167,556.17	\$ 335,112.34	\$ 2,010,674
5275 State Aid - Construction		\$ 231,603.45	\$ 231,603.45	\$ 6,494,150
5275 State Aid - Construction - Engineering			\$ -	\$ -
5280 Local Option Transp. Sales Tax	\$ 117,049.48	\$ 180,577.44	\$ 297,626.92	\$ 2,325,240
5401 Permits- Transp. Access, Weight	\$ 710.00	\$ 360.00	\$ 1,070.00	\$ 9,000
5475 Snowplowing/Grading Gvnmts	\$ 9,845.09	\$ 86,905.36	\$ 96,750.45	\$ 480,100
5476 Snowplowing/Grading Individuals	\$ 315.00	\$ 808.60	\$ 1,123.60	\$ 10,000
5811 Rents & AEOA	\$ 1,110.00	\$ 2,448.50	\$ 3,558.50	\$ 22,000
5839 Ca Cl sales, Late Fees, Misc.			\$ -	\$ 30,000
5840 Intra-County Billing/Reimbursemts	\$ 18,104.59	\$ 9,779.10	\$ 27,883.69	\$ 186,000
5841 PC/WC Insurance Rebate (\$55,400/yr)	\$ 4,616.67	\$ 4,616.67	\$ 9,233.34	\$ 55,400
5912 Sale of Scrap Metal			\$ -	\$ 1,000
5913 Sale of Maps, Mailbox Posts & Scrap	\$ 175.00		\$ 175.00	\$ 6,000
5914 Sale of Culverts			\$ -	\$ 8,000
Road & Bridge Revenues	\$ 578,626.51	\$ 943,769.82	\$ 1,522,396.33	\$ 14,754,938
Expenditures				
	Jan	Feb	Year to Date 2016	Annual Budget
6102 Salaries - full time	\$ 173,638.45	\$ 183,029.70	\$ 356,668.15	\$ 2,378,636
6103 Salaries - part time		\$ 746.73	\$ 746.73	\$ 48,000
6105 Overtime pay	\$ 9,416.14	\$ 5,780.23	\$ 15,196.37	\$ 110,000
6106 Overtime - temporary			\$ -	\$ 3,500
6152 Employee group insurance (908,494/year)	\$ 75,707.83	\$ 75,707.83	\$ 151,415.66	\$ 908,494
6162 PERA County share	\$ 13,254.87	\$ 13,132.76	\$ 26,387.63	\$ 186,648
6172 FICA & Medicare - county share	\$ 13,156.26	\$ 13,270.31	\$ 26,426.57	\$ 194,320
6173 Unemployment	\$ 1,722.85		\$ 1,722.85	\$ 12,000
6203 Telephone	\$ 995.05	\$ 644.18	\$ 1,639.23	\$ 16,000
6242 Legal Advertising		\$ 28.00	\$ 28.00	\$ 2,000
6246 Registration fees	\$ 4,937.95	\$ 1,213.21	\$ 6,151.16	\$ 20,000
6249 Licenses		\$ 1,026.00	\$ 1,026.00	\$ 1,000
6254 Gas, Oil, Steam	\$ 9,346.63	\$ 2,374.81	\$ 11,721.44	\$ 100,000
6271 Road Contracts - State Aid	\$ 408,343.41	\$ 78,075.54	\$ 486,418.95	\$ 7,392,500
6272 Road Contracts - County	\$ 1,590.00	\$ 7,726.48	\$ 9,316.48	\$ 220,000
6272 Local Sales Tax Projects			\$ -	\$ -
6285 Brush & Weed Control			\$ -	\$ 45,000
6293 Consulting Fees		\$ 627.00	\$ 627.00	\$ 200,000
6305 Repairs to Buildings			\$ -	\$ 30,000
6307 Maintenance Service Contracts	\$ 1,088.95	\$ 322.06	\$ 1,411.01	\$ 16,440
6353 Liability insurance (\$225,000/yr)	\$ 18,750.00	\$ 18,750.00	\$ 37,500.00	\$ 225,000
6404 Data processing supplies			\$ -	\$ -
6412 General operating supplies	\$ 1,804.55	\$ 1,217.48	\$ 3,022.03	\$ 55,000
6413 Computer software	\$ 3,250.00		\$ 3,250.00	\$ 22,000
6415 Uniforms	\$ 305.67	\$ 733.73	\$ 1,039.40	\$ 7,000
6419 Safety equipment	\$ 640.10	\$ 4,107.70	\$ 4,747.80	\$ 22,000
6499 Road signs & Pavement Striping	\$ 2,983.88	\$ 309.44	\$ 3,293.32	\$ 68,000
6501 Engineering supplies	\$ 29.51		\$ 29.51	\$ 15,000
6510 Road material - gravel		\$ 3,960.00	\$ 3,960.00	\$ 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	\$ 67,032.63	\$ 76,782.48	\$ 200,000
6563 Fuel & lubrication	\$ 34,331.25	\$ 30,443.03	\$ 64,774.28	\$ 725,000
6588 Vehicle tires	\$ 549.56	\$ 3,276.26	\$ 3,825.82	\$ 40,000
6599 Vehicle parts	\$ 7,352.55	\$ 32,631.10	\$ 39,983.65	\$ 300,000
6601 Buildings			\$ -	\$ -
6602 Mobile equipment			\$ -	\$ 480,000
6605 Land Purchases			\$ -	\$ -
6615 Right of way easements / Wetland Credits	\$ 4,000.00	\$ 14,100.00	\$ 18,100.00	\$ 168,000
6802 Remitted to Townships		\$ 188,215.91	\$ 188,215.91	\$ 181,600
6806 Refunds/Reimbursements		\$ 50.00	\$ 50.00	\$ 4,800
Road & Bridge Expenditures	\$ 796,945.31	\$ 748,532.14	\$ 1,545,477.45	\$ 14,754,938

Carlton County Transportation Department County Sales Tax Fund

Date	Dept of Revenue		Expenditure	Balance	Source/Payee	Description
	Revenue	Costs				
6/5/2015	\$75,000.00			\$75,000.00	State of Minnesota	May 2015 Estimate
6/12/2015			\$38,977.82	\$36,022.18	Northland Constructors	CP 009-105-002
6/12/2015			\$46,835.95	-\$10,813.77	Northland Constructors	CP 009-107-004
6/12/2015			\$152,470.81	-\$163,284.58	Northland Constructors	CP 009-115-004
7/8/2015	\$130,000.00			-\$33,284.58	State of Minnesota	Jun 2015 estimate
7/10/2015			\$116,219.77	-\$149,504.35	Northland Constructors	CP 009-149-002
7/16/2015	\$36,195.28			-\$113,309.07	State of Minnesota	May 2015 collections
7/16/2015		\$21,705.49		-\$135,014.56	State of Minnesota	Dept of Rev set up costs
7/16/2015		\$1,835.35		-\$136,849.91	State of Minnesota	Dept of Rev costs
8/5/2015	\$144,000.00			\$7,150.09	State of Minnesota	Jul 2015 estimate
8/10/2015	\$10,183.97			\$17,334.06	State of Minnesota	Jun 2015 collections
8/10/2015		\$1,886.16		\$15,447.90	State of Minnesota	Dept of Rev costs
8/21/2015			\$3,619.50	\$11,828.40	Northland Constructors	CP 009-149-002
9/4/2015	\$148,000.00			\$159,828.40	State of Minnesota	Aug 2015 estimate
9/14/2015	\$10,296.29			\$170,124.69	State of Minnesota	Jul 2015 collections
9/14/2015		\$2,051.48		\$168,073.21	State of Minnesota	Dept of Rev costs
9/18/2015			\$6,307.33	\$161,765.88	Northland Constructors	CP 009-149-002
10/5/2015	\$115,000.00			\$276,765.88	State of Minnesota	Sep 2015 estimate

Carlton County Transportation Department County Sales Tax Fund

Date	Dept of Revenue		Expenditure	Balance	Source/Payee	Description
	Revenue	Costs				
10/8/2015	\$18,440.68			\$295,206.56	State of Minnesota	Aug 2015 collections
11/4/2015	\$130,000.00			\$425,206.56	State of Minnesota	Oct 2015 collections
11/17/2015	\$18,934.91			\$444,141.47	State of Minnesota	Sep 2015 collections
10/9/2015		\$2,033.23		\$442,108.24	State of Minnesota	Dept of Rev costs Aug
11/17/2015		\$2,042.04		\$440,066.20	State of Minnesota	Dept of Rev costs Sep
12/4/2015	\$125,000.00			\$565,066.20	State of Minnesota	Nov 2015 estimate
12/11/2015	\$13,814.16			\$578,880.36	State of Minnesota	Oct 2015 collections
12/11/2015		\$2,070.92		\$576,809.44	State of Minnesota	Dept of Rev costs Oct
12/15/2015			\$5,155.72	\$571,653.72	County labor/equip/mtrl	CP 009-105-002
12/15/2015			\$15,517.16	\$556,136.56	County labor/equip/mtrl	CP 009-107-004
12/15/2015			\$6,065.49	\$550,071.07	County labor/equip/mtrl	CP 009-115-004
12/15/2015			\$26,269.53	\$523,801.54	County labor/equip/mtrl	CP 009-116-009 Stark Rd
12/15/2015			\$23,587.87	\$500,213.67	County labor/equip/mtrl	CP 009-117-004 Freeman Rd
12/15/2015			\$4,256.21	\$495,957.46	County labor/equip/mtrl	CP 009-119-005 Crosby Rd
12/15/2015			\$287.13	\$495,670.33	County labor/equip/mtrl	CP 009-123-007 Eagle Lk Rd
12/15/2015			\$19,738.77	\$475,931.56	County labor/equip/mtrl	CP 009-144-006 Brandt Rd
12/15/2015			\$7,603.54	\$468,328.02	County labor/equip/mtrl	CP 009-149-002 Pacific Ave
1/5/2016	\$106,000.00			\$574,328.02	State of Minnesota	Dec 2015 estimate

**Carlton County Transportation Department
County Sales Tax Fund**

Date	Dept of Revenue		Expenditure	Balance	Source/Payee	Description
	Revenue	Costs				
1/8/2016	\$13,098.14			\$587,426.16	State of Minnesota	Nov 2015 collections
1/8/2016		\$2,048.66		\$585,377.50	State of Minnesota	Dept of Rev costs Nov
1/29/2016			\$2,051.46	\$583,326.04	Northland Constructors	CP 009-105-002
1/29/2016			\$2,465.05	\$580,860.99	Northland Constructors	CP 009-107-004
1/29/2016			\$13,794.13	\$567,066.86	Northland Constructors	CP 009-115-004
2/4/2016	\$165,000.00			\$732,066.86	State of Minnesota	Jan 2016 estimate
2/9/2016	\$17,661.43			\$749,728.29	State of Minnesota	Dec collections
2/17/2016		\$2,083.99		\$747,644.30	State of Minnesota	Dept of Rev costs Dec
Totals:	\$1,276,624.86	\$37,757.32	\$491,223.24			