



*Carlton County, Minnesota
Committee of the Whole Agenda*

**CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA**
Carlton County Transportation Building, Board Room
March 3, 2015 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of February 3, 2015 meeting minutes
4. Introductions
 - A. Bob Benes – Lakes and Pines Executive Director
 1. Presentation – Overview of Carlton County Programs and Questions
 - B. MNDOT and ARDC
 1. Presentation on the Area Transportation Improvement Plan (ATIP)
5. New Business
 - A. ASSESSORS
 1. 2014 Annual Carlton County Assessor's Car Pool Report – Informational Only
 2. Others:
 - B. ZONING / ENVIRONMENTAL SERVICES
 1. Others:
 - C. LAND COMMISSIONER
 1. Others:
 - D. SHERIFF
 1. Others:
 - E. RECORDER
 1. Others:
 - F. ATTORNEY
 1. Discussion on Part-Time Legal Secretary
 2. Others:
 - G. AUDITOR / TREASURER
 1. Others:
 - H. MANAGEMENT TEAM
 1. Others:
 - I. COUNTY COORDINATOR / HUMAN RESOURCES / BUILDING MAINTENANCE
 1. Policy Committee Tracking Sheet Update
 2. Discussion on the Transportation Building garage addition
 3. Others:

- J. INFORMATION TECHNOLOGY
 - 1. Others:
- K. PUBLIC HEALTH & HUMAN SERVICES
 - 1. Others:
- L. EMERGENCY MANAGEMENT
 - 1. Others:
- M. ECONOMIC DEVELOPMENT
 - 1. Others:
- N. ADMINISTRATION
 - 1. Others:
- O. TRANSPORTATION (All are information only)
 - 1. Monthly Construction Update
 - 2. Monthly Maintenance Update
 - 3. Monthly Budget Update
 - 4. Others:
- P. VETERAN SERVICES
 - 1. Others:
- Q. EXTENSION
 - 1. Others:
- 6. Other business
 - A. Department Updates
 - B. Next regular meeting date is scheduled for April 7, 2015 at 4:00 p.m. located at the Carlton County Transportation Building.
- 7. Adjournment

CARLTON COUNTY MINNESOTA
OFFICE OF THE COUNTY COORDINATOR

301 WALNUT AVE, P.O. BOX 510, CARLTON, MINNESOTA 55718

PHONE 218.384.9140 FAX 218.384.9196

DENNIS GENEREAU, JR., COUNTY COORDINATOR

Date: February 3, 2015

Re: Carlton County Committee of the Whole Minutes

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

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

Absent: None

Agenda for February 3, 2015, meeting approved (Motion by D. Brenner, second from M. Bodie).

Minutes from December 2, 2014 meeting approved (Motion by D. Brenner, second from S. Zmyslony).

Introductions: Laraine Mickelson, Minnesota Department of Corrections. Ms. Mickelson provides information regarding the Restorative Practices International Conference, which could be brought forward by Carlton County. Info only.

A. ASSESSOR

- 1. No Business.

B. ZONING AND ENVIRONMENTAL SERVICES

- 1. No Business.

C. LAND COMMISSIONER

- 1. No Business.

D. COUNTY SHERIFF -- No Business

E. COUNTY RECORDER – No Business

F. COUNTY ATTORNEY – No Business

G. AUDITOR/TREASUER – No Business

H. MANAGEMENT TEAM – No Business

I. COUNTY COORDINATOR/HR/BLDG MAINTENANCE

1. Policy Committee Tracking Sheet. Info only.
2. Discussion on the Committee of the Whole Meeting Time. Attendance is addressed as regards Department Heads or their designees. It is made clear that Department Heads or their designees are expected to appear at the Committee of the Whole if they have an item on the agenda, but that they are not required to appear nor send a designee if there is not any items on the agenda for which their appearance is needed. Info only.
3. Request for input regarding the Carlton County Nepotism Policy. Direction provided to draft a Nepotism policy that appropriately addresses future situations where an employee with a legal, marital, or family relationship to another employee may find themselves supervising that employee or working with each other. Info only.
4. Review and approval of the Carlton County Smoke and Tobacco Free Workplace Policy. **(Motion by Brenner to approve and forward to the Regular Board as written, with the understanding that the Policy Committee may make minor modifications prior to final presentation to address traditional Native American ceremonies. Seconded by Zmyslony. Approved.)**

J. INFORMATION TECHNOLOGY

1. Discussion of IT Project Manager Position. Would like the position previously approved to be hired effective July 1, 2015, to be permitted to start effective May 1, 2015, understanding that there will be no budget impact as the IT Department will use funds previously dedicate to interns to fund the additional two months. **(Motion by Brenner to support the request. Seconded by Peterson. Approved.)**
2. Discussion of addition of security cameras in the Carlton County Jail. Cost will be covered with currently budgeted IT funds. **(Motion to by Bodie to support the request. Seconded by Zmyslony. Approved.)**

K. PUBLIC HEALTH AND HUMAN SERVICES – No Business

1. Liberalis Closure. D. Lee reports that the Liberalis Chemical Treatment Program in Carlton will be closing as soon as April of 2015. Little or no recourse for Carlton County at this time as far as impacting this decision at the state level. Info only.

L. EMERGENCY MANAGEMENT – No Business

M. ECONOMIC DEVELOPMENT – No Business

N. ADMINISTRATION -- No Business

O. TRANSPORTATION

1. Monthly Construction Update. M. Tardy. Info only.
2. Monthly Maintenance Update. M. Tardy. Info only.
3. Monthly budget update. M. Tardy. Info only.
4. Bridge Rehab/Replacement Priority List. M. Tardy. Info only.
5. St. Louis County Partnership Agreement for Pavement Seal Coat Projects. M. Tardy. Info only.

P. VETERNS SERVICES – No Business

Q. COUNTY EXTENSION – No Business

6. Other Business

A. Department Updates

1. P. Gould provides IT project list updates. Invites commissioners to review list and provide direction as to priority.

B. Next Committee Meeting. The next Committee of the Whole meeting is scheduled for March 3, 2015, at 4:00 p.m. at the Carlton County Transportation Building.

Submitted by Dennis Genereau

Eva Johnson

From: Susan Parson
Sent: Monday, February 23, 2015 9:32 AM
To: Eva Johnson
Cc: Paul Gassert
Subject: Costs for 1.0 Legal Secretary @ Grade 5

Good Morning Eva-

Below is the annual cost for your current .7FTE Legal Secretary and the projected annual cost for a 1.0 (Full Time) position. I calculated the amounts based on your request that this be a Grade 5 since the work will not be as advanced as the other Legal Secretaries at a Grade 6. That is why the figures are different from the 2015 Budget request for this position increase that did not pass. I've copied Paul so he has the information for agenda item H-4 for the adjourned session of the County Board at 4:00PM today.

Current Cost-.7 FTE
Salary \$29,525
PR Benefits \$ 4,473

Total Current Cost \$33,998

Project Cost – Full Time
Salary \$42,179
PR Benefits \$ 6,390
Insurance \$21,980

Total Projected Cost \$70,549

Total Requested Increase of \$36,551 annually.

Please let me know if there is anything else you need! Sue

Sue Parson, Accountant

Carlton County Auditor's Office
PO Box 130
Carlton MN 55718-0130

218-384-9131
susan.parson@co.carlton.mn.us

There was mention of 80-20 split

.7 Part-time Legal Secretary Position needs to go to Full-time as soon as possible

We have 3.7 Secretaries for 5 attorneys

Ratio of 1:1.35 and 1:1.6 three days out of every work cycle

Most law firms and offices in general have 1:1 ratio or even 2:1

Even a full time position would not bring us to a 1:1, Full time would still leave us at 1:25 ratio

Plus we provide secretarial services to the Victim/Witness Coordinator

As of January 1, 2015, the Court has now gone paperless, which means their turn-around time per case has doubled even tripled depending on case type. Leaving our office scrambling to get the discovery out in a timely manner, causing some errors, and missing deadlines.

More and more cases are going to trial with speedy demands. Trials are scheduled 4, 5, or even 6 deep for one day and we need to be ready on all of them. Which requires more trial prep and notification of all witnesses involved.

Higher level assaults and MSOP cases have increased, along with more advise for other county departments regarding civil matters.

Increase in MSOP cases lead to increased revenue for our office

Increase in drug cases has lead to more property crimes, ie Burglaries and Theft

Unable to find qualified individuals to apply for the part-time position without benefits.

We found an individual that was perfect for the job and she called the morning of her second interview and indicated that she had reconsidered because she really needed a full time position with benefits. Candidates that we interviewed fell off point wise dramatically from our first choice.

Carrying days of vacation over every year because we cannot take the time off with our heavy case load. Just cannot leave the office short staffed for any length of time.

We have always staggered lunches, but with the high priority to get discovery out timely, we must now have at least 2 support staff in the office at all times so that we are able to finish projects, wait on the public and answer phones.

Fl.

2014 FORFEITURES - RECEIPTS

090-213-5515

Date	Name of Case:	ICR:	Amount:	Running Balance:
				Beginning Balance: \$104,258.92
1/17/2014	FDL - Nicole Metcalf	13270999	\$140.00 x	\$140.00
1/17/2014	FDL - Matthew Rewald	13212614	\$75.00 x	\$215.00
1/24/2014	CPD - Lucas Stunkart	13065800	\$40.00 x	\$255.00
1/24/2014	CPD - David Menton	13072026	\$32.00 x	\$287.00
1/24/2014	CPD - Tanner Webster	13092421	\$240.00 x	\$527.00
1/24/2014	CPD - Austin Webster	13092421	\$783.80 x	\$1,310.80
2/12/2014	CPD - Janna Dreher/Peter Isaacson	12213248	\$38.80 x	\$1,349.60
2/27/2014	CPD - Inez Aubid	11090835	\$86.20 x	\$1,435.80
3/7/2014	CPD-Brian Lind	13110266	\$51.60	\$1,487.40
4/9/2014	MSP - Mathew Spangler	12272112	\$132.00	\$1,619.40
5/9/2014	CPD - Tracy Anderson	12128451	\$224.91	\$1,844.31
5/9/2014	CPD - Ronald Deblois	11051196	\$249.00	\$2,093.31
5/9/2014	CPD - RO: Jessica Fierke; DFD: J. Boedigheimer	13123096	\$96.48	\$2,189.79
5/9/2014	CPD - Brian Lind (\$28.60 error)	12160927	\$84.01	\$2,273.80
6/9/2014	MSP - Anthony Quaderer	13271743	\$15.72	\$2,289.52
6/9/2014	MSP - Joeann Hernandez	13272494	\$2.58	\$2,292.10
6/9/2014	MSP - Gregory Ulmer	13270711	\$371.44	\$2,663.54
6/9/2014	MSP - Dustin Lundgren	13271250	\$57.40	\$2,720.94
8/7/2014	CPD - Jonhnathan Christian	10341401	\$167.00	\$2,887.94
8/12/2014	FDL - Michael Sorenson	14058957	\$120.00	\$3,007.94
10/8/2014	CCSO - John Korby	11189942	\$248.94	\$3,256.88
10/27/2014	CPD - Winston Anderson	13226414	\$32.00	\$3,288.88
10/27/2014	CPD - Deann Bellanger	14058975	\$96.80	\$3,385.68
10/27/2014	CPD - Alisha Boettcher	13133940	\$2.80	\$3,388.48
10/27/2014	CPD - Angela Cerney	13070402	\$38.60	\$3,427.08
10/27/2014	CPD - Tracey Dandrea	11051335	\$20.60	\$3,447.68
10/27/2014	CPD - Roy DeFoe	13047375	\$25.20	\$3,472.88
10/27/2014	CPD - Allen Dyar	13230624	\$121.80	\$3,594.68
10/27/2014	CPD - Alex Houle	11170197	\$3.00	\$3,597.68

(Running balance for 2014 income)

(Pd \$28.60 twice by error; see e-mail by Klassen
\$28.60 will be deducted from next forfeiture)

51.

10/27/2014	CPD - Kenneth Kovala	14002693	\$56.40	\$3,654.08
10/27/2014	CPD - Daniel Lundquist	13195138	\$25.60	\$3,679.68
10/27/2014	CPD - John Matteen	13025892	\$8.00	\$3,687.68
10/27/2014	CPD - Thomas Moynan	14011049	\$65.80	\$3,753.48
10/27/2014	CPD - Robert Peterson	11119005	\$44.60	\$3,798.08
10/27/2014	CPD - Stephen Smith	14056383	\$36.80	\$3,834.88
10/27/2014	CPD - Darnell Warren	13267741	\$62.06	\$3,896.94
11/5/2014	MSP - Kenric Lee	13271436	\$176.88 x	\$4,073.82
11/5/2014	MSP - Todd Carter	11272273	\$270.58 x	\$4,344.40
11/5/2014	MSP - Zuriel Gray	13270252	\$28.11 x	\$4,372.51
11/20/2014	CCSO - Carol Gehrke	14211825	\$1,380.00 x	\$5,752.51
11/25/2014	CPD - Miranda Stark	14062425	\$15.90 x	\$5,768.41
12/2/2014	MSP - Olesiak, Fred	13271278	\$326.76	\$6,095.17
12/3/2014	FDL - Jordan Berg	13195396	\$380	\$6,475.17
12/3/2014	FDL - Kirk Foley	9407269	\$1,130.00	\$7,605.17
12/3/2014	FDL - Christopher Shatto	13212614	\$65.00	\$7,670.17
12/3/2014	FDL - Darren Liimatainen	12239780	\$42.70	\$7,712.87
12/3/2014	FDL - Marilyn Solots	11160378	\$64.53	\$7,777.40
12/4/2014	CPD - Kenneth John Peterson	10367006	\$210.00	\$7,987.40
12/4/2014	CPD - Ashante Epps	14225443	\$131.10	\$8,118.50
12/14/2014	FDL-Stephen Smith	14156934	\$217.00	\$8,335.50

Beginning Balance - 2014:	\$104,258.92
Receipts 2014:	\$8,335.50
Expenses 2014:	\$112,594.42
Total:	\$16,397.61
12/31/2014 BALANCE IN FORFEITURE ACCOUNT:	<u>\$96,196.81</u>

2014 Forfeiture Expenses

	Account:	Amount:	2014 Running Balance
2/10/2014 County's share of Cellebrite Software License	213-6802 x	\$549.50	\$549.50
5/12/2014 Covert Track Group - Renewal of Mapping of Cloquet-GPS device	213-6802	\$600.00	\$1,149.50
6/2/2014 County Attorney share of Cellebrite Software-Forensic	213-6802	\$1,771.00	\$2,320.50
6/16/2014 File cabinets (3)	213-6603	\$1,485.00	\$2,634.50
6/20/2014 Printer \$303.63/Paper Tray \$93.98/Envelope Feeder \$155.50	213-6603	\$413.11	\$3,047.61
6/30/2014 ADR Mediation Services - Share of Restorative Justice training	213-6802	\$2,500.00	\$5,547.61
8/29/2014 Our share for Forensics Software	213-6802	\$300.00	\$5,847.61
9/22/2014 2014 Damion Prosecutor Fees	213-6802	\$2,750.00	\$8,597.61
12/10/2014 PM Evidence Tracker; 3@\$2600.00 each; 1-CPD; 2-MLPD; 3-CCSO	213-6802	\$7,800.00	\$16,397.61

Carlton County Policy Tracking Form

Revised 2/20/2015

Priority	Policy	Created By	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
1	Data Practices Policy	Attorney's Office	June 1, 2014			
1	Data Retention Policy	Attorney's Office				
1	Smoke and Tobacco Free Workplace Policy	Mike Tardy requested/Jeff B. draft	November 17, 2014	November 19, 2014 - December 18, 2014	February 3, 2015	March 10, 2015
1	AED Policy (include what aed stands for in policy)	Becky Rudd		send changes to Shanny from 2/17/15 meeting		
1	Nepotism	Jeff Boucher				
1	HR Internal Complaint Handling Process	Kim Franek				
1	HR External Complaint Handling Process	Kim Franek				
1	HR External Complaint Form	Kim Franek				
1	Lobbying by County Staff	Requested by Commissioner Bodie	February-15			
1	Family Medical Leave Act (FMLA)	Kim Franek				
1	Facility Closing Policy and Procedure					
1	Item For Consideration Form Policy (IFC)		May-14			
2	Travel and Meal Reimbursement Policy					
2	Budget Policy (See below*)	Paul Gassert (updating)	June-14			
2	County Board Guidelines	Paul Gassert (updating)				
2	Public Hearing Rules of Procedure & Decorum					
2	County-wide Drug Testing Policy					
2	Credit Card Policy		February-15	February 20, 2015 - March 21, 2015		March 10, 2015
3	Nondiscrimination Disclosure Policy	Kathy Kortuem				
3	Bullying Policy					
3	Harassment Policy					
3	Alternative Work Site Policy (AWS)					
3	Internet Use / Social Media Policy / Email					
3	Carlton County Personnel Policy Manual					
	Personal Appearance Policy	MCIT / Kim Franek				
	Policy for no additional signature on DH timesheets	State Auditor's Office				
	Wellness Policy					
	Auditor - Wire Transfer Policy					
	Assessor's - Vehicle Use Request Form					
	Interpreter Service Policy					
	Carlton County PH&HS Emergency Procedures Guide	For Review Only				
	Conflict of Interest	Use Paul's letter as template?				
	Management Handbook & Code of Ethics	Paul Gassert				
	Performance Review Policy	Kim Franek	September 1, 2014			
OTHERS:						
	Building Committee Bylaws	Building Committee	August 1, 2014	January 26, 2015 - February 24, 2015		
	Diversity Committee Operating Policy & Procedure	Diversity Committee				
*	Finance Committee Budget Policy	Finance Committee				



Carlton County

Transportation

1630 County Road 61 ♦ Carlton MN 55718

HIGHWAY MAINTENANCE OPERATIONS

Work Completed January 28, 2015-February 25, 2015

1. Steaming culverts.
2. Digging ice out of ditches on County and Township Roads.
3. Brushing for Skelton Township.
4. Brushing along County Roads.
5. Hauling winter sand to MNDOT shed.
6. Repairing pot holes on Blacktop Roads.
7. Hauling Class 5 on County Roads.
8. Organizing and cleaning shops on really cold days.
9. Fixing frost heaves.

Mechanics' Duties

1. Maintenance on Snow Plow Tandems.
2. Repairing Brushing Equipment.
3. Installing new K9 Unit for Sheriff's Office.
4. Repairing Snow Plow Equipment.

Snow and Ice Control

- | | |
|------------|-------------------------------------------------------------|
| 1. Feb. 1 | One truck from Carlton sanding. |
| 2. Feb. 6 | Trucks plowing Blacktop roads; snow mid-day. |
| 3. Feb. 8 | Trucks out sanding; freezing rain. |
| 4. Feb. 9 | Trucks out sanding. |
| 5. Feb. 11 | Started full crew at 5 a.m.; 4"-6" of snow. |
| 6. Feb. 12 | Equipment out cleaning routes. |
| 7. Feb. 17 | Trucks out cleaning drifts. |
| 8. Feb. 24 | Equipment out cleaning drifts; light snow with heavy winds. |
| 9. Feb. 25 | Trucks out sanding. |

♦ Roads ♦ Bridges ♦ Airports ♦ Trails ♦

Office: 218-384-9150 Fax: 218-384-9123 Toll Free: 1-800-862-3760 (218 Area Only)

Cloquet Airport: 218-879-4911

"An Equal Opportunity Employer"

**Carlton County Transportation Department
Revenues and Expenditures
February 25, 2015**

Revenues - (Maintenance)	Year to Date	2015 Annual Budget	Over (Under) Annual Budget
Real Estate Taxes (estimated)	\$449,115.00	\$2,694,682.00	-\$2,245,567.00
Work For Government	\$146,084.73	\$675,000.00	-\$528,915.27
Work For Individuals	\$753.90	\$10,000.00	-\$9,246.10
Permits	\$1,150.00	\$9,000.00	-\$7,850.00
Culvert, Map, Scrap Sales	\$0.00	\$11,000.00	-\$11,000.00
Miscellaneous	\$0.00	\$30,000.00	-\$30,000.00
Reimbursements/Refunds/Bldg Rent	\$83,908.13	\$382,000.00	-\$298,091.87
Insurance Rebate	\$4,617.00	\$55,400.00	-\$50,783.00
HACA, Disp. Red., RES/AG Credit	\$41,520.00	\$249,125.00	-\$207,605.00
State Aid Maintenance	\$315,506.50	\$1,893,039.00	-\$1,577,532.50
PERA Rate Increase Aid	\$1,828.00	\$10,970.00	-\$9,142.00
Town Road Money	\$213,150.00	\$193,815.00	\$19,335.00
Sub-Total Revenue	\$1,257,633.26	\$6,214,031.00	-\$4,956,397.74

Expenditures - (Maintenance)	Year to Date	2015 Annual Budget	Over (Under) Annual Budget
Salaries & Benefits	\$525,337.83	\$3,628,383.00	-\$3,103,045.17
Insurance / Unemployment / Bonds	\$36,815.16	\$232,891.00	-\$196,075.84
Phone, Publications, Registr.	\$7,187.56	\$38,000.00	-\$30,812.44
Utilities, Supplies, Safety	\$27,377.78	\$240,000.00	-\$212,622.22
Contracts, Consultants	\$24,819.86	\$536,440.00	-\$511,620.14
Gravel, Asphalt, Culverts, Salt	\$8,361.00	\$620,000.00	-\$611,639.00
Brush & Weed, Road Signs	\$19,392.97	\$110,000.00	-\$90,607.03
Vehicle Maintenance/Supplies	\$233,922.68	\$1,165,000.00	-\$931,077.32
Mobile Equipment	\$0.00	\$480,000.00	-\$480,000.00
Furniture, Building Repairs	\$4,118.36	\$80,000.00	-\$75,881.64
Right-of-Way/Land Acquisition	\$37,326.50	\$10,000.00	\$27,326.50
Townships, Refunds, Licenses	\$181,659.00	\$178,800.00	\$2,859.00
Sub-Total Expenditures	\$1,106,318.70	\$7,319,514.00	-\$6,213,195.30
Net - County Funds	\$151,314.56	\$1,105,483.00	

County Construction			
Construction Revenues	\$873,470.89	\$4,861,536.00	\$3,988,065.11
Construction Engineering Revenues	\$5,994.95	\$0.00	

Construction Expenses	\$393,184.37	\$3,756,053.00	\$3,362,868.63
Net - County Const.	\$486,281.47		

Total 2015 Revenues	\$2,137,099.10	\$11,075,567.00	-\$968,332.63
Total 2015 Expenditures	\$1,499,503.07	\$11,075,567.00	-\$2,850,326.67
Difference	\$637,596.03		