Carlton County, Minnesota
Committee of the Whole Agenda

CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA

Carlton County Transportation Building, Board Room
May 5, 2015 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of March 3, 2015 meeting minutes
4. Introductions
   - A. MN DNR Trails
     1. Presentation for Off Road Vehicle trail system north of Carlton on MN 45
5. New Business
   - A. ASSESSORS
     1. County Board of Appeal Training
     2. Others:
   - B. ZONING / ENVIRONMENTAL SERVICES
     1. Others:
   - C. LAND COMMISSIONER
     1. ARC GIS and Pictometry funding requests from County budget as separate line items
     2. June 11, 2015 Timber Auction
     3. Others:
   - D. SHERIFF
     1. Others:
   - E. RECORDER
     1. Others:
   - F. ATTORNEY
     1. Others:
   - G. AUDITOR / TREASURER
     1. Others:
   - H. MANAGEMENT TEAM
     1. Others:
   - I. COUNTY COORDINATOR / HUMAN RESOURCES / BUILDING MAINTENANCE
     1. Policy Committee Tracking Sheet – for review
     2. Review and approve the Building Committee Bylaws
     3. Review and approve the County Issued Credit Card Policy and Procedure
     4. Review and approve the Nepotism Policy

5. Designate two County Commissioners for the June 2nd National Institute of Corrections meeting
6. Discussion of County provision of maintenance to SWCD vehicle
7. Others:

J. INFORMATION TECHNOLOGY

1. Others:

K. PUBLIC HEALTH & HUMAN SERVICES

1. Request for new positions based on new MN requirements
2. Others:

L. EMERGENCY MANAGEMENT

1. Others:

M. ECONOMIC DEVELOPMENT

1. Others:

N. ADMINISTRATION

1. Others:

O. TRANSPORTATION

1. Discuss Fair Board outstanding bill
2. Monthly Construction Update (info only)
3. Monthly Maintenance Update (info only)
4. Monthly Budget Update (info only)
5. Others:

P. VETERAN SERVICES

1. Others:

Q. EXTENSION

1. Others:

6. Other business
   A. Department Updates
   B. Next regular meeting date is scheduled for June 2, 2015 at 4:00 p.m. located at the Carlton County Transportation Building.
7. Adjournment

#3

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: March 3, 2015

Re: Carlton County Committee of the Whole Minutes

Meeting called to order at 4:00 p.m. by Chairman Bodie.

Present: Peterson, Zmyslony, Bodie.

Absent: Brenner, Proulx

Agenda for March 3, 2015, meeting approved (Bodie, Zmyslony).

Minutes from February 3, 2015 meeting approved.

Introductions

1. Bob Benes, Lakes and Pines Executive Director. Provides information regarding services Lakes and Pines provides to Carlton County.
2. John McDonald and Todd Campbell from MnDOT and Jarrett Valdez from ARDC, provide information regarding the Area Transportation Improvement Plan (ATIP).

A. ASSESSOR

1. 2014 Annual Carlton County Car Pool Report – Info only. Provided by Marci Moreland.

B. ZONING AND ENVIRONMENTAL SERVICES – No business.

C. LAND COMMISSIONER – No Business

D. COUNTY SHERIFF - No Business

E. COUNTY RECORDER – No Business

F. COUNTY ATTORNEY

1. Discussion of increase of .7FTE secretary to 1.0 FTE. Matter was addressed and approved by the Finance Committee with the understanding that the County Attorney would be using forfeiture funds to pay for the cost of increasing the position from part

to full time. **Motion to support this change and move matter to the Regular Board for consideration approved. (Bodie, Zmyslony)**

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 of Transportation Building garage addition. Postponed to a later date.

J. INFORMATION TECHNOLOGY – No Business

K. PUBLIC HEALTH AND HUMAN SERVICES

1. Family School Support Worker Discussion. Dave Lee requests Committee of the Whole support for passing the full cost of any additional family school support worker FTEs to the schools making the requests. **Motion to support this plan approved. (Modie, Zmyslony)**

L. EMERGENCY MANAGEMENT – No Business

M. ECONOMIC DEVELOPMENT – No Business

N. ADMINISTRATION -- No Business

O. TRANSPORTATION

1. Transportation Update on Construction Budget. Mike Tardy. Info only.
2. Transportation Update on Maintenance Program. Mike Tardy. Info only.
3. Monthly Budget Update. Mike Tardy. Info only.
4. Airport Funding Update. Mike Tardy. Info only. Silver Bay willing to transfer $150,000 in unused funds to Carlton County for use at the Carlton County airports. No payback required.

P. VETERNS SERVICES – No Business

Q. COUNTY EXTENSION – No Business

Other Business

A. Department Updates

B. Next Regular Meeting. Set for April 7, 2015, at 4:00 p.m.

Motion to adjourn meeting approved. (Bodie, Genereau)

Meeting adjourned at 5:15 p.m.

Submitted by Dennis Genereau

5C1.

CARLTON COUNTY

INFORMATION TECHNOLOGY

301 Walnut Avenue • P.O. Box 130 • Carlton, MN 55718

PETER J. GOULD IT DIRECTOR

218-384-9137 • peter.gould@co.carlton.mn.us

April 29, 2015

Management Team, Finance Committee, and Committee of the Whole,

As IT Director and chair of the Technology Committee, I would like to make the following recommendation with the additional support of an approved motion by the Technology Committee for this request:

The Technology Committee would like to request two line items in the County Boards General Fund to cover the expense of these two projects:

1. ARC to Unlimited Top Level Licenses and training for county use at an approximate cost of $35,000 a year (ongoing)
2. Pictometry Project - $27,072.50 for 2016, and $27,072.50 for 2017, Optional Second Project cost for 2018, 2019, 2020. More information attached.

Respectfully,

Peter J. Gould
Carlton County IT Director
Chair, Carlton County Technology Committee

938	Mosaic - Area Wide (9in GSD; MrSID format; Individual) Per Sector	Available with purchase of corresponding tile product. New processing or re-processing to MrSID of individual tiles of 9-inch GSD imagery. Tiles are provided "as is." Refer to Product Parameters for additional details.	$0.50		$469.00
1	Media Drive Capacity 931G - Drive Model IT - EXTPOWER	External USB 2.0 / eSATA Externally Powered. Delivery media prices include copying a complete image library onto media. Sub-warehousing sold separately.	$199.00		$199.00
56	Mosaic - Area Wide (4in GSD; MrSID format; individual) Per Sector	Available with purchase of corresponding tile product. New processing or re-processing to MrSID of individual tiles of 4-inch GSD imagery. Tiles are provided "as is." Refer to Product Parameters for additional details.	$2.00		$112.00
1	EAP PROGRAM	Refer to detailed description of EAP Program in attached Agreement.	$0.00		$0.00
1	Electronic Field Study (EFS)	One copy of Electronic Field Study software, latest version.	$0.00		$0.00
1	Oblique Imagery Bundle with Three (3) Years of EFS Maintenance & Support	Includes digital copy of the Licensed Documentation for the License Software, two (2) End User Training Sessions, one (1) Advanced User Technical Training, one (1) Administration / IT Training Session, fifteen (15) hours of telephone support, one copy of Pictometry Electronic Field Study (EFS) software, latest version, on the storage media specified herein, and access to download updated versions of the EFS Licensed Software for a period of three years from the initial date of shipment of the EFS software, along with a copy of the updated documentation.	$0.00		$0.00
				SUBTOTAL – SECOND PROJECT	$109,927.50

Thank you for choosing Pictometry as your service provider.	TOTAL	$197,550.00

[1]Amount per product = ((1-Discount %) * Qty * List Price)

FEES; PAYMENT TERMS

All amounts due to Pictometry pursuant to this Agreement ("Fees") are expressed in United States dollars and do not include any duties, taxes (including, without limitation, any sales, use, ad valorem or withholding, value added or other taxes) or handling fees, all of which are in addition to the amounts shown above and, to the extent applicable to purchases by Customer, shall be paid by Customer to Pictometry without reducing any amount owed to Pictometry unless documents satisfactory to Pictometry evidencing exemption from such taxes is provided to Pictometry prior to billing. To the extent any amounts properly invoiced pursuant to this Agreement are not paid within thirty (30) days following the invoice due date, such unpaid amounts shall accrue, and Customer shall pay, interest at the rate of 1.5% per month (or at the maximum rate allowed by law, if less). In addition, Customer shall pay Pictometry all costs Pictometry incurs in collecting past due amounts amount due under this Agreement including, but not limited to, attorneys' fees and court costs.

FIRST PROJECT	
Due January 7, 2015	$6,963.12
Due at Initial Shipment of Imagery	$20,889.38
Due at First Anniversary of Shipment of Imagery	$27,072.50
Due at Second Anniversary of Shipment of Imagery	$27,072.50
Due at Activation of Connect	$5,625.00
Total Payments	$87,622.50

SECOND PROJECT	
Due at Initial Shipment of Imagery	$34,537.50
Due at First Anniversary of Shipment of Imagery	$33,757.50
Due at Second Anniversary of Shipment of Imagery	$33,757.50
Due at Activation of Connect	$7,875.00
Total Payments	$109,927.50

PRODUCT PARAMETERS

IMAGERY – FIRST PROJECT

Product: IMAGERY - COMMUNITY - 4-way (C5) (9in) - Per Sector
Elevation Source: Customer Provided – State LiDAR
Leaf: Less than 30% leaf cover (Off)
Special Instructions:

Product: IMAGERY - NEIGHBORHOOD - 4-way (N5) (3in) Per Sector
Elevation Source: Customer Provided – State LiDAR
Leaf: Less than 30% leaf cover (Off)
Special Instructions:

April 7, 2015

Mr. Jared Hovi
County of Carlton
301 Walnut Ave
Carlton, MN 55718

Dear Jared,

The Esri Small Municipal and County Government Enterprise License Agreement (ELA) is a three-year agreement that will grant your organization access to Esri® term license software on an unlimited basis including maintenance on all software offered through the ELA for the term of the agreement. The ELA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply geographic information system (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an enterprise license agreement.

An ELA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Maintenance on all Esri software deployed under this agreement
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the ELA.

- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the ELA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.

- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.

- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the ELA who may directly contact Esri for Tier 2 technical support.

- The organization will provide an annual report of installed Esri software to Esri.

- Esri software and updates that the organization is licensed to use will be automatically available for downloading.

- The organization will act as an Esri reference site and will permit Esri to publicize its use of Esri software and services.

- The fee and benefits offered in this ELA proposal are contingent upon your acceptance of Esri's Small Municipal and County Government ELA terms and conditions.

- Licenses are valid for the term of the ELA.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have. To expedite your acceptance of this ELA offer:

1. Sign and return the signature page of the ELA with a Purchase Order or issue a Purchase Order that references this ELA Quotation and includes the following statement on the face of the Purchase Order: **"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL MUNICIPAL AND COUNTY GOVERNMENT ELA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."** Have it signed by an authorized representative of the organization.

2. On the first page of the ELA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.

3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.

4. Send the purchase order and agreement to the address, email or fax noted below:

   Esri
   Attn: Customer Service SG-ELA
   380 New York Street
   Redlands, CA 92373-8100

   e-mail: service@esri.com
   fax documents to: 909-307-3083

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Chad Anderson

Quotation # 20467133

Date: April 7, 2015

ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.
880 Blue Gentian Rd, Ste 200
St. Paul, MN 55121-1596
Phone: (651) 454-0600 Fax: (651) 454-0705
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 04/07/2015 To: 07/06/2015

Customer # 367208 Contract #

County of Carlton
Information Systems
301 Walnut Ave
Carlton, MN 55718

ATTENTION: Jared Hovi
PHONE: (218) 384-9502
FAX:

Material	Qty	Description	Unit Price	Total
110036	1	Populations of 25,001 to 50,000 Small Government Term Enterprise License Agreement- Year One	35,000.00	35,000.00
110036	1	Populations of 25,001 to 50,000 Small Government Term Enterprise License Agreement- Year Two	35,000.00	35,000.00
110036	1	Populations of 25,001 to 50,000 Small Government Term Enterprise License Agreement- Year Three	35,000.00	35,000.00

Item Total:	105,000.00
Subtotal:	105,000.00
Sales Tax:	0.00
Estimated Shipping & Handling(2 Day Delivery) :	0.00
Contract Pricing Adjust:	0.00
Total:	$105,000.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Chad Anderson **Email:** canderson@esri.com **Phone:** (651) 454-0600 x8319

The items on this quotation are subject to the terms set forth herein and the terms of your signed agreement with Esri, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal, which are incorporated by reference. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Acceptance is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's products and services.

If sending remittance, please address to: Esri, File No. 54630, Los Angeles, Ca 90074-4630

This offer is limited to the terms and conditions incorporated and attached herein.

Esri Use Only:
Cust. Name _____
Cust. # _____
PO # _____
Esri Agreement # _____

Esri, 380 New York St., Redlands, CA 92373-8100 USA • TEL 909-793-2853 • FAX 909-793-5953

SMALL ENTERPRISE LICENSE AGREEMENT
COUNTY AND MUNICIPALITY
(E214-2)

This Agreement is by and between the organization identified in the Quotation (**"Licensee"**) and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Licensee's use of Products and incorporates by reference (i) the Quotation and (ii) the License Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the License Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Licensee is located without reference to conflict of laws principles, and the USA federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Unlimited Quantities

Desktop Software and Extensions
ArcGIS for Desktop Advanced
ArcGIS for Desktop Standard
ArcGIS for Desktop Basic
ArcGIS for Desktop Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager for Desktop, ArcGIS Data Reviewer

Server Software and Extensions
ArcGIS for Server Workgroup and Enterprise (Advanced, Standard, and Basic)
ArcGIS for Server Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager for Server, ArcGIS Image Extension for Server

Developer Tools
ArcGIS Engine
ArcGIS Engine Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Engine Geodatabase Update, ArcGIS Network Analyst, ArcGIS Schematics
ArcGIS Runtime Standard
ArcGIS Runtime Standard Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Network Analyst

Limited Quantities
One (1) Annual Subscription to Esri Developer Network (EDN) Standard*
One (1) Esri CityEngine Advanced Single Use License
One (1) Esri CityEngine Advanced Concurrent Use License
One (1) ArcGIS Online Subscription

OTHER BENEFITS

One (1) ArcGIS Online subscription with specified named users and credits as determined in the program description	**Level 3**
Number of Esri User Conference registrations provided annually	**3**
Number of Tier 1 Help Desk individuals authorized to call Esri	**3**
Maximum number of sets of backup media, if requested**	**2**
Virtual Campus Annual User License allowance	**7,500**
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement (Discount does not apply to Small Enterprise Training Package.)	

*Maintenance is not provided for these items.
**Additional sets of backup media may be purchased for a fee.

Licensee may accept this Agreement by signing and returning the whole Agreement with a sales quotation, purchase order, or other document ("Ordering Document") that matches the Quotation and references this Agreement. **ADDITIONAL OR CONFLICTING TERMS IN LICENSEE'S ORDERING DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** Unless otherwise mutually agreed to, this Agreement is effective as of the date of the last signature on the signature page ("Effective Date") or, if no date is provided with the signature, the date of Esri's receipt of Licensee's Ordering Document incorporating this Agreement by reference.

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

_____
(Licensee)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

LICENSEE CONTACT INFORMATION

Contact: _____

Address: _____

City, State, Postal Code: _____

Country: _____

Quotation Number (if applicable): _____

Telephone: _____

Fax: _____

E-mail: _____

1.0—Additional Definitions

In addition to the definitions provided in the License Agreement, the following definitions apply to this Agreement:

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Licensee's organization(s).

"Fee" means the fee set forth in the Quotation.

"Incident" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"License Agreement" means (i) the applicable license agreement incorporated by this reference that is found at http://www.esri.com/legal/software-license; composed of the General License Terms and Conditions (E204) and Exhibit 1, Scope of Use (E300); and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed license agreement between the parties that supersedes such electronically acknowledged license agreement.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Licensee during the term of this Agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Licensee.

"Technical Support" means the technical assistance for attempting resolution of a reported Incident through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Licensee's point of contact(s) to provide all Tier 1 Support within Licensee's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Technical Support provided to the Tier 1 Help Desk when an Incident cannot be resolved through Tier 1 Support. Licensee will receive Tier 2 Support from Esri.

2.0—Additional Grant of License

2.1 **Grant of License.** Subject to the terms and conditions of this Agreement, Esri grants to Licensee a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the term provided on the first page (i) for the applicable Fee and (ii) in accordance with the License Agreement.

2.2 **Consultant Access.** Esri grants Licensee the right to permit Licensee's consultants or contractors to use the Products exclusively for Licensee's benefit. Licensee will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Licensee. Access to or use of Products by consultants or contractors not exclusively for Licensee's benefit is prohibited. Licensee may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor Servers for the benefit of Licensee.

3.0—Term, Termination, and Expiration

3.1 **Term.** The term of this Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified on the signature page, unless this Agreement is terminated earlier as provided herein. Licensee is only authorized to use Products during the term of this Agreement. For an Agreement with a limited term, Esri does not grant Licensee an indefinite or perpetual license to Products.

3.2 **No Use upon Agreement Expiration or Termination.** All Product licenses and all Maintenance, Esri Virtual Campus access, and Esri User Conference registrations terminate on expiration or termination of this Agreement.

3.3 **Termination for a Material Breach.** Either party may terminate this Agreement for a material breach by the other party. The breaching party will be given a period of thirty (30) days from the date of written notice to cure any material breach.

3.4 **Termination for Lack of Funds.** For an Agreement with government or government-owned entities, either party may terminate this Agreement before any subsequent year if Licensee is unable to secure

funding through the legislative or governing body's approval process.

4.0—Product Updates

4.1 **Future Updates.** Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Licensee. Licensee may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Licensee via written notice for incorporation into the Products schedule at no additional charge. Licensee's use of new or updated Products requires Licensee to adhere to applicable additional or revised terms and conditions of the License Agreement.

4.2 **Product Life Cycle.** During the term of this Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at http://support.esri.com/en/content/productlifecycles. Updates for Products in the mature and retired phases may not be available. Licensee may continue to use Products already Deployed for the term of this Agreement, but Licensee will not be able to Deploy retired Products.

5.0—Maintenance

The Fee includes standard maintenance benefits specified in the most current applicable Esri Standard Maintenance Program document (found at http://www.esri.com/legal). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Licensee may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Licensee will provide Tier 1 Support through the Tier 1 Help Desk to all Licensee's authorized users.

2. The Tier 1 Help Desk will be fully trained in the Products.

3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.

4. The Tier 1 Help Desk will be the initial points of contact for all questions and reporting of an Incident. The Tier 1 Help Desk will obtain a full description of each reported Incident and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Incident. The Tier 1 Help Desk may also use any other information and databases that may be developed to satisfactorily resolve the Incident.

5. If the Tier 1 Help Desk cannot resolve the Incident, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Licensee.

6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Licensee may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.

2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.

3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Incident submitted by Tier 1 Help Desk.

5. When the Incident is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—Endorsement and Publicity

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Licensee's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—Administrative Requirements

7.1 **OEM Licenses.** Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Licensee will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Licensee will not decouple Esri products or services from the OEM partners' application or service.

7.2 **Annual Report of Deployments.** At each anniversary date and ninety (90) calendar days prior to the expiration date of this Agreement, Licensee will provide Esri with a written report detailing all Deployments. Upon request, Licensee will provide records sufficient to verify the accuracy of the annual report.

8.0—Ordering, Administrative Procedures, Delivery, and Deployment

8.1 Orders, Delivery, and Deployment

a. Licensee will issue an Ordering Document upon execution of this Agreement and annually thereafter in accordance with the Quotation. Payment will be due and payable within thirty (30) calendar days of the anniversary date of the Effective Date, with the initial payment due within thirty (30) calendar days of execution of this Agreement. Esri's federal ID number is 95-2775-732.

b. Upon receipt of the initial Ordering Document from Licensee, Esri will authorize download of the Products to Licensee for Deployment. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. For those entities that avoid sales tax by downloading deliverables, request for delivery or receipt of tangible media may cause the Fee to be subject to taxes. Licensee acknowledges that should such taxes become due, Esri has a right to invoice and Licensee will pay any such sales or use tax associated with its receipt of tangible media.

c. Esri will provide Authorization Codes to activate the nondestructive copy protection program that enables the Products to operate.

8.2 Order Requirements

a. All orders pertaining to this Agreement will be processed through Licensee's centralized point of contact.

b. The following information will be included in each Ordering Document:

(1) Licensee name; Esri customer number, if known; and bill-to and ship-to addresses
(2) Order number
(3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Licensee is a commercial entity, Licensee will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Licensee with or into another corporation or entity; (ii) Licensee's acquisition of another entity; or (iii) a transfer or sale of all or part of Licensee's organization (subsections i, ii, and iii, collectively referred to as "Ownership Change"). There will be no decrease in Fee as a result of any Ownership Change.

9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.

9.2 If an Ownership Change results in transfer or sale of a portion of Licensee's organization, that portion of Licensee's organization will uninstall, remove, and destroy or transfer the Products to Licensee.

9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Licensee will require any successor entity to uninstall, remove, and destroy the Products, and this Agreement will terminate upon such Ownership Change.

5C2.

COUNTY TIMBER - NOTICE OF SALE

Pursuant to the order of the County Board of Carlton County, and provisions of Minnesota Statute 282 and as amended, the following timber on tax-forfeited lands will be offered for sale **WITHOUT** the sale of the land on **Thursday, June 11, 2015, at 10:00 AM** at the Carlton County Transportation and Tax Forfeit Land Building, 1630 Co. Rd. 61, Carlton, Minnesota.

Only those on the Responsible Operator List are qualified to bid on a Timber Sale. To see if you are on the Responsible Operator List, visit the Carlton County website www.co.carlton.mn.us or call the Carlton County Land Department at 218-384-9179. Any person or company may apply to be on the Responsible Operator List. Contact the Carlton County Land Department at 218-384-9179 or visit the Carlton County website www.co.carlton.mn.us for a Contractor Application Form.

Timber will be sold by oral auction to the highest bidder at not less than the appraised value, and in conformity with the forest practices as outlined in the timber permits and appraisal. Bidding shall be on a percentage basis, **in increments of 5%**, and the right to accept or reject any or all bids is reserved.

Immediately after the sale, the successful bidder may:

A. Make payment in full, or
B. Make a down payment of 15% of the appraised price of the sale.

Payment or a Letter of Credit securing the entire unpaid balance or a cutting block thereof must be made prior to cutting.

Permits to cut and remove the timber from the land will be issued to the purchaser. All permits sold at the June 11, 2015 sale will expire June 30, 2017. The County, for good and sufficient reasons, may extend the permit beyond the expiration date stated. In general, renewals will be granted when overruns are paid up to date, and upon proof of good reason, for one (1) additional year for $100.00 or 5% of the uncut balance, whichever is greater.

Payment of all overruns must be made within 30 days of notification by the Land Department. Ten (10) percent interest will be charged on all overruns exceeding thirty (30) days. Any interest computation for a portion of a month will be deemed to be a whole month. If payment is not made before 90 days, all other timber permits which the defaulting bidder has with Carlton County will be closed until payment is made in full. Overruns not paid within 90 days may be considered as a timber trespass.

*PLEASE NOTE THAT CERTAIN CONDITIONS HAVE BEEN ADDED TO PERMITS TO MEET SITE-LEVEL FOREST MANAGEMENT GUIDELINES.

Access to all tracts, both legal and physical, is the responsibility of the bidder, and should be thoroughly investigated prior to bidding. Operators will be required to restore any/all roads used to access the permits areas to at least their original condition. Please see attached list of the offered timber tracts. **APPRAISALS AND AERIAL PHOTOS ARE ON THE CARLTON COUNTY WEBSITE www.co.carlton.mn.us.**

www.fscus.org

www.sfiprogram.org

www.fistausa.org

www.mlep.org

Carlton County Land Department

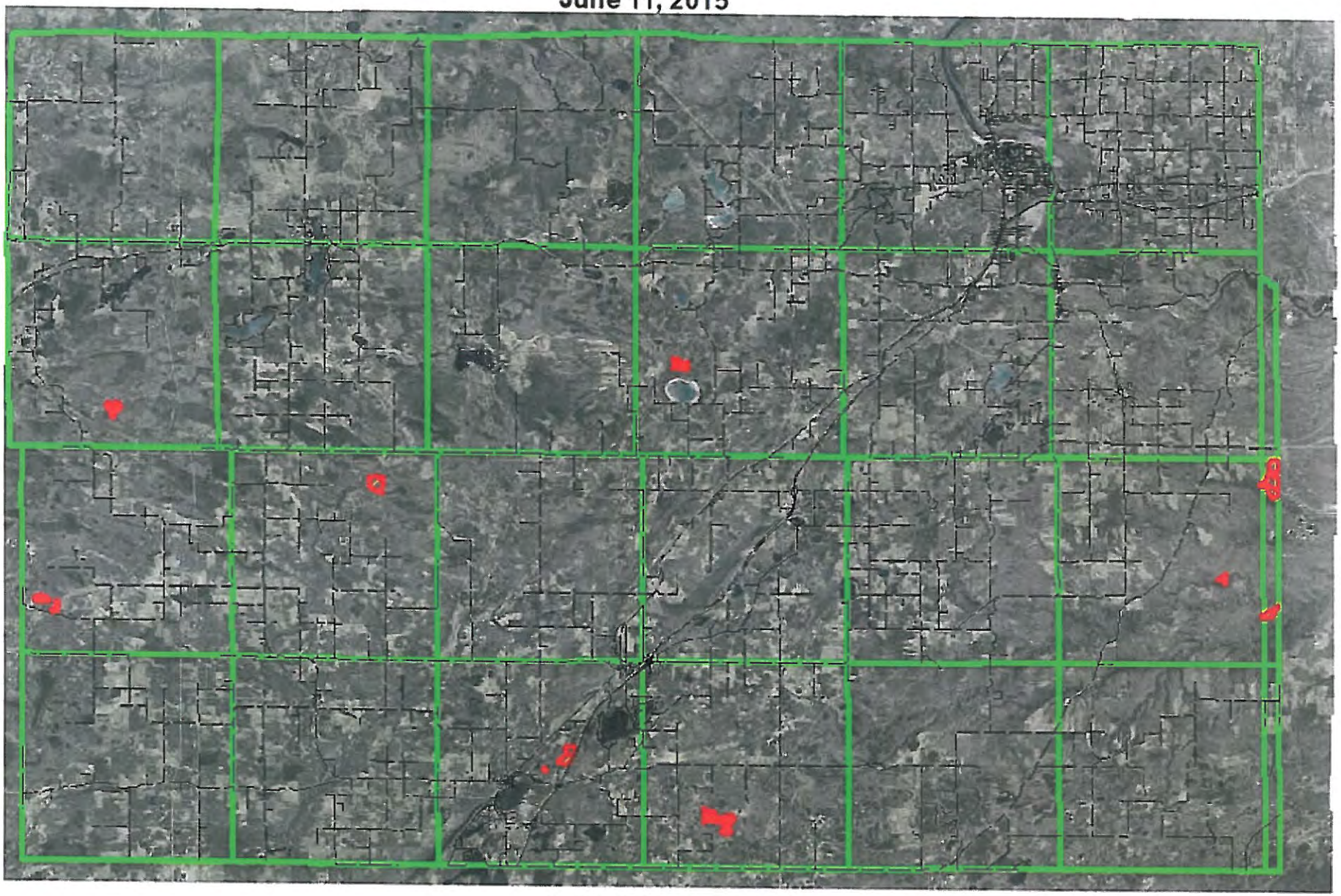
June 11, 2015 Oral Timber Auction

Tract	Cords (all species)	Value ($)
1	1,100	$16,485.00
2	485	$7,475.00
3	3,010	$65,020.00
4	345	$7,150.00
5	570	$5,700.00
6	450	$7,100.00
7	590	$11,060.00
8	1,170	$21,840.00
9	570	$9,960.00

Total cords to be auctioned: 8,290

Total timber auction value: $151,790.00

Carlton County Timber Auction
June 11, 2015



Legend

- RoadCenterlines
- Townships
- Timber_auction_June_2015

DISCLAIMER: Carlton Co., MN, makes no representation or warranties, express or implied, with respect to the use or reuse of the data provided herewith, regardless of its format or the means of its transmission. THE DATA IS PROVIDED "AS IS" WITH NO GUARANTEE OR REPRESENTATION ABOUT THE ACCURACY, CURRENCY, SUITABILITY, PERFORMANCE, MERCHANTABILITY, RELIABILITY OR FITNESS OF THE DATA FOR ANY PARTICULAR PURPOSE. Carlton Co., MN, shall not be liable for any direct, indirect, special, incidental, compensatory or consequential damages or third party claims resulting from the use of this data, even if Carlton Co., MN, has been advised of the possibility of such potential loss or damage. This data may not be used in areas that do not allow the exclusion or limitation of incidental or consequential damages.

N
W E
S

Carlton County Policy Tracking Form

Revised 4/23/2015

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	AED Policy (include what aed stands for in policy)	Becky Rudd		format and put device list in addendum		
1	Nepotism	Jeff Boucher	March 16, 2015	March 19, 2015 - April 17, 2015	May 5, 2015	
1	HR Internal Complaint Handling Process	Kim Franek				
1	HR External Complaint Handling Process	Kim Franek				
1	Lobbying by County Staff	Requested by Commissioner Bodie - Jeff Boucher	February 1, 2015			
1	Family Medical Leave Act (FMLA)	Kim Franek / Jeff Boucher	March 16, 2015	March 17, 2015 - April 15, 2015	put on May PC agenda with updates and then send to 6/2 COW?	
1	Facility Closing Policy and Procedure	Kim Franek	April 1, 2015	April 23, 2015 - May 22, 2015	June 2?	
2	Travel and Meal Reimbursement Policy					
2	County Board Guidelines					
2	Public Hearing Rules of Procedure & Decorum					
2	County -wide Drug Testing Policy					
2	County Issued Credit Card Policy	Kathy Kortuem	February 1, 2015	February 20, 2015 - March 21, 2015	May 5, 2015	
2	Carlton County Safety Program Policy AWAIRE	? Karola Dalen				
3	Nondiscrimination Disclosure Policy					
3	Bullying Policy					
3	Harassment Policy					
3	Alternative Work Site Policy (AWS)					
3	Internet Use / Social Media Policy / Email (fundraising)					
3	Carlton County Personnel Policy Manual					
	Carlton County Appliance Policy	MCIT / Kim Franek	MCIT template			
	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				
	Courthouse Emergency Response and Evacuation Plan	Joe (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			
	GIS Policy	Greg, Jared				
OTHERS:						
	Building Committee Bylaws	Building Committee	August 1, 2014	January 26, 2015 - February 24, 2015	May 5, 2015?	
	Diversity Committee Operating Policy & Procedure	Diversity Committee				
*	Finance Committee Budget Policy	Finance Committee				

5II.

5I2.

Carlton County Building Committee Bylaws

Adopted:
Revised: March 17, 2015

I. Name: Building Committee

II. Purpose: The Carlton County Building Committee (hereafter: Committee), shall provide direction and oversight to the Carlton County Building Maintenance Department regarding construction and non-routine maintenance of all Carlton County buildings and facilities, as well as to advise the County Board on issues relating to building maintenance. Due to the essential nature of County buildings and facilities and the significant cost that can accompany the construction and maintenance of those buildings and facilities, it is critical that there be a thorough and transparent process for all major decisions regarding construction and maintenance, as well as a venue for the review of all decisions regarding construction and maintenance as those decisions may be called into question from time to time. It is important that the Building and Maintenance Department be provided the guidance and support necessary to develop and carry out its annual building construction and maintenance plans. The Committee is intended to meet these and other related needs.

III. Membership: The Committee shall consist of two County Commissioners, the County Coordinator, the Auditor/Treasurer, the Building Maintenance Supervisor, the County Engineer, the Economic Development Director and the County Sheriff or designee. The Administrative Assistant to the County Coordinator will serve as non-voting committee Recorder. The Committee shall be chaired by the County Coordinator. The Commissioners shall be appointed by the County Board to serve a two year term, with a limit of two consecutive terms. The terms shall be staggered.

IV. Officers Designated: The officers of the Building Committee shall be the Chair and Vice-Chair. The County Coordinator or designee shall serve as Chair and the Administrative Assistant or designee shall serve as the committee Recorder. The Vice Chair shall be elected at the Annual Meeting held in January. The Vice Chair shall serve for one year and shall be eligible for re-election. The election shall be by majority vote.

V. Duties and Responsibilities of Officers shall include but not be limited to:

Chair

(1) Facilitate the affairs of the Building Committee.
(2) Preside over all meetings.
(3) Approve meeting minutes.
(4) Appoint subcommittees as may be necessary and shall be an automatic member of all subcommittees.
(5) Vote only to break a tie.
(6) Act as representative of the Committee when directed or as needed.
(7) Report annually to the County Board.
(8) The Chair, or designee, shall be responsible for submitting all approved recommendations of the Committee to the County Board for consideration. That presentation shall be made in written form with copy to all Committee and County Board members prior to presentation. Copy may be provided electronically. Any County Board action on presented recommendations shall be reported back to the Committee in written or electronic form as soon as reasonably possible by the Chair, or designee.

Vice-Chair

(1) Perform those duties delegated by the Chair.
(2) Preside as Chair in the Chair's absence.
(3) May make motions, second motions and vote on all issues.

Recorder

(1) Record and maintain a record and minutes of the meetings.
(2) Process and maintain all information relating to Building Committee's business.
(3) Set the original agenda for the Building Committee and handle all other administrative affairs.
(4) Schedule special meetings.
(5) Distribute agenda and draft minutes of previous meeting electronically to all Committee members no less than seven calendar days prior to each scheduled meeting.
(6) Post approved agendas and minutes online for County employee informational purposes.
(7) Keep and maintain an accurate record of Committee membership, terms and vacancies.

VI. Vacancies of Officers: In the absence of the Chair, the Vice-Chair shall preside as Chair. In the absence of both, the Chair shall designate who shall Chair the meeting.

VII. Quorum: A quorum shall consist of a simple majority of the Building Committee membership.

VIII. Voting: All meetings must have a quorum present in order to conduct business. Regular members, excluding the Chair may vote on all items. The Chair may vote to break a tie. The following items shall require an affirmative vote to proceed out of the Committee to the County Board: maintenance or remodeling projects projected to cost in excess of $15,000 that were not included in the Building and Maintenance Department's annual budget or proposed sale of certain county real estate and purchase or rental of buildings or real property. **This does not include property managed by County departments or other County subdivisions pursuant to statute.**

IX. Conflict of Interest: Committee members are permitted to testify, but not vote, on matters in which they have a direct or indirect, personal or non-employment financial interest.

Members who may have a qualifying conflict of interest shall disclose such to the committee and shall disqualify themselves from voting.

Any voting member may challenge, in person or writing, whether any member may have a conflict of interest.

A majority vote of attending members, excepting the challenged member, shall decide if there is a qualifying conflict of interest.

X. Meetings: Regular Meeting - The Building Committee shall meet the second Tuesday of every month at the Carlton County Transportation Building following the County Board Meeting as needed. The meetings shall not be open to the public, however, the Committee may invite others to attend or present information to the Committee on an as-needed basis. Abbreviated Robert's Rules of Order shall apply to the conduct of all meetings.

A. Annual Meeting – The first meeting in January shall be considered the annual meeting in which all members shall attend. The agenda of the annual meeting shall include the election of the Vice-Chair, review of Bylaws and an Annual Report by the Chair.

B. Any two Building Committee members, the Chair, the County Board, Management Team, the Finance Committee and the Human Resources Advisory Team may request a special meeting by written request to the Recorder. Upon request a special meeting shall be scheduled within ten business days or as soon thereafter as a quorum can be assembled.

XI. Subcommittees: The Committee shall have the option of creating a Subcommittee(s) as necessary to explore or develop recommendations to the Committee regarding specific areas of need. The membership and the scope of duties of the Subcommittee shall be determined and voted on by the Committee, pursuant to the voting requirements of Section IV, with the requirement that at least one member of the Committee serve on and chair the Subcommittee. The Subcommittee shall report to the Committee as directed until completion of its assignment, shall be dissolved by vote of the Committee, unless the Committee determines that there is a reasonable benefit to designation as a Long-term Subcommittee, and votes as such, in which case the Long-term Subcommittee shall continue to exist in form and function until such time that the Committee determines by vote that it is no longer needed.

XII. Adoption and Amendments:

Adoption

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

Amendments

These Bylaws may be amended at the annual meeting as long as notice of the proposed change or changes were submitted to the Chairperson, with written or electronic notice to all Committee members, as a proposed agenda item at least one week in advance of the annual meeting. Passage of any proposed changes will require the affirmative vote of a majority of the full Committee and must be approved by the County Board in order to be made effective. The official copy of these Bylaws, all agendas and minutes for the Committee shall be maintained and kept in the County Coordinator's Office in the Building and Maintenance Resource Book. Any such amendments become effective at the time they are adopted.

XIII. Governance Structure: The Building Committee recognizes that its Bylaws must be in accordance with the Governance Structure and applicable statute.

5I3.

Carlton County, Minnesota
County Issued Credit Card Policy

Adopted:
Revised:

County Issued Credit Card Policy

Purpose
Carlton County is committed to cost-effective and efficient procedures for the payment of necessary, appropriate and authorized purchases, including the use of county issued credit cards. County issued credit cards provide a convenient method of obtaining low-cost items, including travel and training costs and items purchased by telephone, online or in-store.

Policy
It is the policy of Carlton County to provide county issued credit cards and allow credit card purchases in conformance with this policy and county procedures.

Scope
Department heads and any employee authorized by the department head may be allowed a county issued credit card with the approval of the County Auditor/Treasurer.

The county issued credit card will only be used when:

- The items and/or services to be purchased are for the official use of Carlton County.
- The types of items and/or services to be purchased are those established by the department head and approved by the Auditor/Treasurer's office as having authorized governmental purposes.
- The cost of the proposed purchase does not exceed the small value purchase transaction limit established by the department head and approved by the Auditor/Treasurer's Office, or is authorized in advance.

In addition,

- Use of the county issued credit card will be as directed by the department head and the provisions of the county issued credit card procedure.
- No person other than the cardholder may use a county issued credit card, unless so directed by the cardholder. Any purchases made with a county issued credit card will be considered to have been made by the cardholder and will be the cardholder's responsibility.
- The cardholder will be responsible for the safekeeping of the county issued credit card and, if the card is lost, will report its loss immediately to the credit card company, their department head and the Auditor/Treasurer's Office.
- Disputed charges will be referred to the Auditor/Treasurer's Office.
- Use of the county issued credit card for personal purchases is not allowed. In the case of inadvertent use, the cardholder will reverse the charges or reimburse the county immediately.
- Use of the county issued credit card to purchase goods and services for other than the official use of Carlton County is fraudulent and is subject to disciplinary action as well as legal action to recover losses incurred by such use.
- The cardholder's personal credit will not be affected by any use of the county issued credit card.

PROCEDURE

For the credit card process to operate efficiently, a timely response to each element of the procedure is required. Failure to do so will result in past due transactions appearing on the statements and cards being rejected because of limits being exceeded. Employee absences should be anticipated and arrangements put in place so that the process flow will not be delayed.

Receipt of county issued credit card

1. The department head will determine purchasing authority and complete a Request & Agreement Form for each employee who is to receive a county issued credit card.
2. The Auditor/Treasurer's Office will review the Request & Agreement Form and initiate the process authorizing a county issued credit card.
3. The employee will sign the Request & Agreement Form agreeing to the conditions of use and acknowledging receipt of the county issued credit card policy and procedure.
4. New county issued credit cards will be ordered as needed.

Use of county issued credit card

- The cardholder will follow county policy and procedure for all credit card purchases.
- Credit card charges follow the same rules as any other county expenditure. The expenditure must be a proper county expense, and it must have proper documentation. Cardholders must have ITEMIZED receipts and records for each purchase on their card, including in-store orders, telephone orders, electronic orders and mail orders.
- Cardholders will be responsible for the cost of any purchase that does not have an itemized receipt or is not for official county use.
- If a county issued credit card is used improperly, or the procedure is not followed, the employee will no longer be allowed a county issued credit card.

Payment of county issued credit card charges

1. The department head will ensure that sufficient funds are available to pay for every purchase.
2. The Auditor/Treasurer will ensure payment of monthly charges resulting from use of county issued credit cards.
3. Cardholders will receive a statement on a monthly basis. Within five days of receiving the statement the cardholder shall:
   - Verify the charges on the statement are accurate.
   - Attach an ITEMIZED receipt to the statement for each transaction listed (purchase, refund, correction, etc.).
   - Indicate on the receipt a description of the expense AND the department and budget line to be charged. (In some departments, the department head or supervisor may prefer to do this.)
   - For travel, training, meals, lodging or similar expenses, include the following information for ALL related expenditures:
     - who and/or what the expenditure is for ("meals", "travel")
     - why you are being reimbursed ("MACO Conference", "K-9 training")
     - when the expenditures occurred
     - where the expenditures occurred
     - for out-of-state travel, include board approval date
   - Sign and date the statement.
   - Take the statement and itemized receipts to the person who normally signs off on your payment vouchers for their approval.
   - This process MUST be completed within five days of receiving the statement. If you will be out of the office during this time, please contact the Auditor/Treasurer's office.

4. Department heads/supervisors within three days of receiving the cardholder's statement shall:
    - Add and/or correct the coding and descriptions on the ITEMIZED receipts you received from the cardholder, just as you would a voucher.
    - Add your signature, title and date to the statement.
    - Send statement and itemized receipts to the Auditor/Treasurer's office or Human Services.

Carlton County

Credit Card Request & Agreement Form

Effective Date:
Revised Date:
Version: 1.0

Employee Name:_____ Employee Number: _____

Department:_____ Position:_____

Requested credit card limit:_____

_____ _____

Department Head Signature Date

Cardholder's Agreement

I understand that the use of county issued credit cards is subject to the County Issued Credit Card Policy. I have received copies of those documents and will abide by them. I understand that failure to follow policy and procedure may result in the revocation of my use privileges, and/or in either my purchases being reported as income to me or my purchases be considered personal, therefore requiring me to reimburse Carlton County.

I will use the county issued credit card as directed by my department head under the provisions of the County Issued Credit Card Policy. I am aware of my county issued credit card limits and will abide by those limits.

I understand that county issued credit cards may be used only for official county purchases and that use for personal purchases is not allowed. I understand that use of the county issued credit card for any reason other than official county purposes is fraudulent and in such case I am subject to disciplinary action, as well as to legal action to recover losses.

I agree that if I should violate the terms of the county issued credit card policy and procedure and use the county issued credit card for personal use or gain that I will reimburse Carlton County for all incurred charges and any fees related to the collection of those charges.

I will not permit another person to use my county issued credit card, unless under my direction. Any such purchase made with my card will be considered to have been made by me and will be my responsibility.

I will be responsible for the safekeeping of the county issued credit card and, if lost, will report its loss immediately to the credit card company, my department head and the auditor/treasurer's office.

I understand that in the event of termination of my employment with Carlton County, I must immediately return the county issued credit card to my department head.

I understand that my personal credit will not be affected by any use of the county issued credit card.

I have read, understand, and agree to the conditions above:

_____ _____

Cardholder's Signature Cardholder's Name (Please Print)

***** Return this completed form to the County Auditor/Treasurer's Office *****

5I4.

Carlton County, Minnesota
Nepotism Policy

Adopted:
Revised: April 21, 2015

Nepotism Policy

Purpose
This policy establishes guidelines on personal relationships between County employees which give rise to actual or perceived conflicts of interest with professional responsibilities and/or which create the potential for an adverse impact on County operations, safety, efficiency and morale.

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

Policy
This policy establishes guidelines on personal relationships between County employees which give rise to actual or perceived conflicts of interest with professional responsibilities and/or which create the potential for an adverse impact on County operations, safety, efficiency and morale.

It is the policy of Carlton County that the most qualified candidates will be selected for employment, for promotions and for assignment to specialized positions. Carlton County recognizes the rights of employees to become involved in personal relationships with their co-workers. However, it is the policy of Carlton County to ensure employees carry out their duties with impartiality and fairness so that public and organizational confidence in the actions of our employees is maintained. Public trust, workplace safety, county operations and employee morale require avoiding the appearance of, or actual conflict of interest between an employee's professional responsibilities and an employee's involvement in a significant relationship with other employees. In order to promote efficient county operation and avoid misunderstandings, complaints of favoritism, sexual harassment, gender-based discrimination, or other problems, all employees are instructed to avoid situations that give rise to an actual or perceived conflict.

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

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

Business Associates: parties who are joined together in a relationship for mutual financial gain or acting together to pursue a common business purpose or enterprise.

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

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

Procedure

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

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

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

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

C. **Failure to abide by Policy** - Failure to abide by this policy may result in discipline.

D. **Reporting** – Any person may make a complaint under this policy by filing an Internal or External Complaint Form with the Human Resources Office.

E. **Effective Date -** This policy is effective as of the date approved by the Board of Commissioners and applies to all significant relationships established on or after that date. Complaints of actual or perceived conflicts of interest arising from significant relationships already existing at the time the policy is enacted shall be directed to the Human Resources Director.

109

Mike - from Barb
Some information on the County Fair Board

Highway Costing Accounts Receivable

File Customer Processing Customer History Master File Lists Utilities Window Help

Customer History

Print Preview | From date: 04/01/2007 | Through date: 04/28/2015 | Refresh

Filter
Sort
Show Details
Close

Selected Customer
Stmt History
All Costs
All Adjs

Credits
18,709.93 Forgiven
5,079.39 Paid
$30,062.78 $23,789.32 $6,273.46 DUE

Customer Name			Beg Bal	Charges	Credits	End Bal	Stmtnum	Trxn
585 CARLTON COUNTY FAIR BOARD			$7,477.90	~~$8,357.32~~	~~$8,561.76~~	$6,273.46	911230	DUE F
4/01/2007	BAL	Beginning Balance	7477.90			7477.90		
7/13/2007	INVC	INV# 1314420 - 07/13/2007	7477.90	3,308.73		10786.63	1314420	
8/15/2007	INVC	INV# 1314516 - 08/15/2007	10786.63	3,440.93		14227.56	1314516	
10/02/2007	INVC	INV# 1314613 - 00/00/0000	14227.56	2,524.11		16751.67	1314613	
10/05/2007	INVC	INV# 1314704 - 10/05/2007	16751.67	1,102.15		17853.82	1314704	
1/31/2008	INVC	INV# 1315126 - 01/31/2008 FORGIVEN	17853.82	-14,227.56		3626.26	1315126	
4/23/2008	CRED	2007 FAIR GR MAINT PMT	3626.26		1,813.13	1813.13	0	19
5/27/2008	CRED	FIRST QUARTER 2008 PMT	1813.13		1,813.13	0	0	19
9/11/2008	INVC	INV# 1315732 - 09/11/2008	0	284.13		284.13	1315732	
9/22/2008	CRED	JULY 08 MAINT PAYMENT	284.13		284.13	0	0	21
10/20/2008	INVC	INV# 1315819 - 10/20/2008	0	308.20		308.20	1315819	
1/06/2009	INVC	INV# 1316126 - 01/06/2009	308.20	723.50		1031.70	1316126	
8/17/2009	INVC	INV# 1316795 - 08/17/2009	1031.70	137.30		1169.00	1316795	
8/31/2009	CRED	AUG+NOV08+JUN09 MAINT PMT	1169.00		1,169.00	0	0	25
10/07/2009	INVC	INV# 1316928 - 10/07/2009	0	1,238.92		1238.92	1316928	
11/04/2009	INVC	INV# 1317036 - 11/04/2009	1238.92	3,243.45		4482.37	1317036	
5/24/2010	CRED	AUG+SEPT 2009 FORGIVEN	4482.37		4,482.37	0	0	35
8/09/2010	INVC	INV# 1317760 - 08/09/2010	0	439.20		439.20	1317760	
8/12/2010	INVC	INV# 1317860 - 08/12/2010	439.20	36.25		475.45	1317860	
11/22/2010	INVC	INV# 1318101 - 11/22/2010	475.45	1,255.60		1731.05	1318101	
8/31/2011	INVC	INV# 1318739 - 08/31/2011	1731.05	2,672.90		4403.95	1318739	
10/31/2011	INVC	INV# 1318911 - 10/31/2011	4403.95	663.60		5067.55	1318911	
11/02/2012	INVC	INV# 1319690 - 11/02/2012	5067.55	790.45		5858.00	1319690	
10/16/2013	INVC	INV# 1320378 - 10/16/2013	5858.00	233.92		6091.92	1320378	
12/26/2014	INVC	INV# 1320980 - 12/26/2014	6091.92	181.54		6273.46	1320980	
590 ZONING/TRANSFER STA			$0.00	$17,080.75	$11,426.37	$5,654.38	911230	DUE F
4/01/2007	BAL	Beginning Balance	0			0		
6/15/2007	INVC	INV# 1314248 - 00/00/0000	0	143.80		143.80	1314248	

Carlton County Transportation Department
Revenues and Expenditures
April 30, 2015

Revenues - (Maintenance)	Year to Date	2015 Annual Budget	Over (Under) Annual Budget
Real Estate Taxes (estimated)	$898,230.00	$2,694,682.00	-$1,796,452.00
Work For Government	$251,086.41	$675,000.00	-$423,913.59
Work For Individuals	$3,805.92	$10,000.00	-$6,194.08
Permits	-$910.10	$9,000.00	-$9,910.10
Culvert, Map, Scrap Sales	$4,563.40	$11,000.00	-$6,436.60
Miscellaneous	$0.00	$30,000.00	-$30,000.00
Reimbursements/Refunds/Bldg Rent	$158,327.55	$382,000.00	-$223,672.45
Insurance Rebate	$18,468.00	$55,400.00	-$36,932.00
HACA, Disp. Red., RES/AG Credit	$83,040.00	$249,125.00	-$166,085.00
State Aid Maintenance	$631,013.00	$1,893,039.00	-$1,262,026.00
PERA Rate Increase Aid	$3,656.00	$10,970.00	-$7,314.00
Town Road Money	$213,150.00	$193,815.00	$19,335.00
Sub-Total Revenue	$2,264,430.18	$6,214,031.00	-$3,949,600.82

Expenditures - (Maintenance)	Year to Date	2015 Annual Budget	Over (Under) Annual Budget
Salaries & Benefits	$1,055,102.14	$3,628,383.00	-$2,573,280.86
Insurance / Unemployment / Bonds	$73,630.32	$232,891.00	-$159,260.68
Phone, Publications, Registr.	$13,434.82	$38,000.00	-$24,565.18
Utilities, Supplies, Safety	$70,668.03	$240,000.00	-$169,331.97
Contracts, Consultants	$29,951.71	$536,440.00	-$506,488.29
Gravel, Asphalt, Culverts, Salt	$50,529.59	$620,000.00	-$569,470.41
Brush & Weed, Road Signs	$26,116.64	$110,000.00	-$83,883.36
Vehicle Maintenance/Supplies	$342,430.50	$1,165,000.00	-$822,569.50
Mobile Equipment	$24,000.00	$480,000.00	-$456,000.00
Furniture, Building Repairs	$7,110.81	$80,000.00	-$72,889.19
Right-of-Way/Land Acquisition	$54,105.50	$10,000.00	$44,105.50
Townships, Refunds, Licenses	$181,841.62	$178,800.00	$3,041.62
Sub-Total Expenditures	$1,928,921.68	$7,319,514.00	-$5,390,592.32
Net - County Funds	$335,508.50	-$1,105,483.00	
County Construction			
Construction Revenues	$2,665,141.49	$4,861,536.00	$2,196,394.51
Construction Engineering Revenues	$15,770.55	$0.00	
Construction Expenses	$833,965.47	$3,756,053.00	$2,922,087.53
Net - County Const.	$1,846,946.57		
Total 2015 Revenues	$4,945,342.22	$11,075,567.00	-$1,753,206.31
Total 2015 Expenditures	$2,762,887.15	$11,075,567.00	-$2,468,504.79
Difference	$2,182,455.07		

Carlton County Transp. Dept
Revenues and Expenditures
April 30, 2015

Revenues	Apr	Year to Date 2015	Annual Budget
5001 Property Taxes	$ 217,723.50	$ 870,894	$ 2,612,682
5004 Property Taxes Delinquent	$ 6,667.00	$ 26,668	$ 80,000
5060 Mobile Home Current	$ 167.00	$ 668	$ 2,000
5215 State Shared Disparity Aid		$ -	$ -
5216 State Shared Homestead and Agricultural Credit Aid (estimated)	$ 20,760.00	$ 83,040	$ 249,125
5228 PERA Rate Increase Aid (estimated)	$ 914.00	$ 3,656	$ 10,970
5270 State Aid - Maintenance ($1,893,039/yr)	$ 157,753.25	$ 631,013	$ 1,893,039
5275 State Aid - Construction	$ 349,114.47	$ 2,878,291	$ 5,055,351
5275 State Aid - Construction - Engineering		$ 15,771	
5401 Permits- Transp, Access, Weight	$ 580.00	$ (910)	$ 9,000
5475 Snowplowing/Grading Gvmnts	$ 19,709.02	$ 251,086	$ 675,000
5476 Snowplowing/Grading Individuals	$ 200.00	$ 3,806	$ 10,000
5811 Rents - AEOA	$ 585.00	$ 1,755	$ 22,000
5839 Ca Cl sales, Late Fees, Misc		$ -	$ 30,000
5840 Intra-County Billing, reimbursemnts	$ 4,637.70	$ 156,573	$ 360,000
5841 PC/WC Insurance Rebate ($55,400/yr)	$ 4,617.00	$ 18,468	$ 55,400
5912 Sale of Scrap Metal		$ -	$ 1,000
5913 Sale of Maps, Mailbox Posts & Scrap	$ 125.00	$ 152	$ 6,000
5914 Sale of Culverts	$ 522.30	$ 4,411	$ 4,000
Road & Bridge Revenues	**$ 784,075.24**	**$ 4,945,342**	**$ 11,075,567**
Expenditures	**Apr**	**Year to Date 2015**	**Annual Budget**
6102 Salaries - full time	$ 164,811.71	$ 656,473	$ 2,260,434
6103 Salaries - part time		$ -	$ 42,000
6105 Overtime pay	$ 2,959.04	$ 16,588	$ 110,000
6106 Overtime - temporary		$ -	$ 1,500
6152 Employee group insurance (852,000/year)	$ 71,000.00	$ 284,000	$ 852,000
6162 PERA County share	$ 12,582.78	$ 49,898	$ 177,783
6172 FICA & Medicare - county share	$ 11,996.03	$ 48,144	$ 184,666
6173 Unemployment		$ -	$ 12,000
6203 Telephone	$ 846.78	$ 3,510	$ 16,000
6242 Legal advertising	$ 294.00	$ 584	$ 2,000
6246 Registration fees	$ 1,117.85	$ 9,342	$ 20,000
6248 Licenses		$ 183	$ 1,000
6254 Gas, Oil, Steam	$ 3,521.61	$ 37,396	$ 120,000
6271 Road Contracts - State Aid	$ 410,082.14	$ 833,965	$ 3,756,053
6272 Road Contracts - County	$ 3,471.20	$ 3,471	$ 220,000
6285 Brush & Weed Control		$ -	$ 45,000
6293 Consulting Fees		$ 24,494	$ 300,000
6305 Repairs to Buildings		$ 7,111	$ 80,000
6307 Maintenance Service Contracts	$ 188.95	$ 1,987	$ 16,440
6353 Liability insurance ($220,891/yr)	$ 18,407.58	$ 73,630	$ 220,891
6404 Data processing supplies		$ -	$ -
6412 General operating supplies	$ 4,466.40	$ 13,459	$ 55,000
6413 Computer software		$ 6,338	$ 22,000
6415 Uniforms	$ 433.59	$ 2,514	$ 6,000
6419 Safety equipment	$ 1,957.42	$ 6,647	$ 22,000
6499 Road signs & Pavement Striping	$ 2,467.88	$ 26,117	$ 65,000
6501 Engineering supplies		$ 4,315	$ 15,000
6510 Road material -gravel		$ -	$ 120,000
6515 Road material - culverts		$ 2,796	$ 100,000
6516 Road material - asphalt	$ 3,213.10	$ 8,750	$ 100,000
6517 Calcium chloride		$ -	$ 100,000
6525 Salt & Sand	$ 38,955.49	$ 38,983	$ 200,000
6563 Fuel & lubrication	$ 44,857.53	$ 166,620	$ 825,000
6598 Vehicle tires	$ 699.08	$ 52,895	$ 40,000
6599 Vehicle parts	$ 16,375.17	$ 122,916	$ 300,000
6601 Buildings		$ -	$ -
6602 Mobile equipment		$ 24,000	$ 480,000
6605 Land Purchases		$ -	$ -
6615 Right of way easements / Wetland Credits	$ 1,579.00	$ 54,106	$ 10,000
6802 Remitted to Townships		$ 181,609	$ 173,000
6806 Refunds/Reimbursements		$ 50	$ 4,800
Road & Bridge Expenditures	**$ 816,284.33**	**$ 2,762,887**	**$ 11,075,567**