



*Carlton County, Minnesota
Committee of the Whole Agenda*

**CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA**
Carlton County Transportation Building, Board Room
November 1, 2016 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of October 4, 2016 meeting minutes
4. New Business
 - A. COORDINATOR / HR / BUILDING MAINTENANCE
 1. Policy Committee policy list – Informational Only
 2. Strategic Planning Update
 3. Review of Building Maintenance supervisor positions
 4. Locations for future meetings – townships and cities
 5. Capital improvement/bonding discussion (Connie/Dennis)
 6. Suggested legislative priorities going into 2017 and AMC district meetings – Info. Only
 - B. LAND
 1. December 2016 Timber Auction
 - C. TRANSPORTATION
 1. Monthly construction update (info only)
 2. Monthly maintenance update (info only)
 3. Monthly budget update (info only)
5. Other Business
 - A. Department Updates
 - B. The next regular meeting date is scheduled for December 6, 2016 at 4:00 p.m. located at the Carlton County Transportation Building in the Board Room.
6. Adjournment



*Carlton County, Minnesota
Committee of the Whole Agenda*

**CARLTON COUNTY
COMMITTEE OF THE WHOLE MINUTES**
Carlton County Transportation Building, Board Room
October 4, 2016 at 4:00 p.m.

1. Call to Order. Chairman Peterson calls the meeting to order at 4:05 p.m. All five commissioners are present.
2. Approval of Agenda. **Motion by Bodie, second by Zmyslony. Approved.**
3. Approval of September 6, 2016 meeting minutes. **Motion by Brenner, second by Proulx. Approved.**
4. Visitor
 - A. Carlton School Superintendent Gwen Carmen – Discuss the Operating Levy Renewal. Ms. Carmen passes out school renewal info. Present with Tim Hagenah. Yes or no question on the ballot to continue the current levy. Carlton school taxes right in the middle and a little below the state and area average. State funding is lagging behind, so most schools now need operating levies. Gwen will keep us informed as to where things are going with the school.
5. New Business
 - A. PUBLIC HEALTH & HUMAN SERVICES
 1. Presentation of the Minnesota Department of Health Breastfeeding Friendly Department Recognition Award – Presented by Holly Glaubitz (Worksite Wellness Coordinator, MDH Office of Statewide Health Improvement.) **Information only.** Ms. Glaubitz presents the award at the Gold level.
 2. American Public Health Association Conference. Denver, CO. Amy LaRue. Amy will be presenting at the Conference. Focus of the presentation will address how collaboration has worked to address the opioid epidemic through a community health task force. Will be presenting at an international level later. Dave requests two days travel for both conferences. **Motion by Dave, second by Bodie. Approved.**
 - B. COORDINATOR / HR / BUILDING MAINTENANCE
 1. Policy Committee policy list – **Informational Only.** Coordinator Genereau requests suggestions to the policy list. Commissioner Bodie requests that IT Director Gould provide Genereau with a policy that addresses the use of Air Watch software on wireless devices.
 2. Strategic planning update. **Information only.** Coordinator Genereau provides an update as to what progress has been made on the four priority issue areas identified through the strategic planning session. Genereau notes that department heads or their designees have been identified to advance each issue. The updates are as follows: **1. Modernize technology to improve service to Carlton County constituents.** Long discussion had regarding time sheets. Goal is to have electronic timesheets in place by July 1, 2017. Looking into the benefits of the Civic Plus program for website management. The credit card policy is moving along through the policy committee. Broadband is being addressed at not just the local level but also the state level. **2. Develop employee leadership efforts and training that will improve the County's ability to deal with the challenges they will face over the next five years, including: increased needs in cross-training, succession planning mentorship, internships, and creative approaches to solving county issues.** This issue will be advanced through the a subcommittee of the Management Team made up of Connie Christenson, Donna Lekander, Kyle Holmes, and

Dennis Genereau. HR manager Kim Franek will be added to this subcommittee and a meeting is being planned for later in October. **3. Improve County behavioral health efforts including mental health, CD reduction and child protection.** This issue will be advanced through Dave Lee, Donna Lekander, and Sheriff Kelly Lake. Management team discussed what is expected regarding the resources directory, and now have a better idea as to what is needed. The ACT team will play a role in continuing to foster strong and respectful working relationships between the county and FDL. Dave Lee, Kelly Lake, Joanne Erspamer and Paul Coughlin have begun meeting to address the mental health needs of jail inmates. **4. Improve public safety through increased attention to funding and providing safe roads and jail facilities in Carlton County.** This issue will be advanced through Mike Tardy, Sheriff Lake, and Dennis Genereau. Jail RFP will close in mid-October, and it is hoped that a final proposal will be brought to the full Board some time in November or December.

3. Discussion regarding AMC Outstanding Service Award Nominations. **Information only.** Dave Lee suggests recommending the Tele-mental health efforts.
4. Discussion regarding 2017 Health insurance options. **Information only.** Additional information will be forthcoming and the issue will be placed on the agenda for next week.
5. Non-represented Health Insurance. Request to extend health insurance to part-time employees who are not represented consistent with the contracts. **Motion by Brenner, seconded by Proulx. Approved.**

C. TRANSPORTATION

1. Monthly construction update. **Information only.** Milt Hagen provides update. Milt fields questions regarding the timing for the half cents sales tax projects. Discussed Eagle Lake Road as well.
2. Monthly maintenance update. **Information only.** Rick Norgaard provides update. Stream realignment, flood recovery, and other projects discussed. Dan Reed asks about money being spent on beaver control. Mark Linne will get a number for Dan regarding amount spent.
3. Monthly budget update. **Information only.** Mark Linne provides update. Revenues and expenditures are doing well.

D. ASSESSOR

1. Abatement Policy Discussion – Kyle Holmes notes that he is working with Auditor Gassert to update the County's abatement policy, as it is out of date. Kyle provides an overview of the work and changes that have been made to the Abatement policy. **Motion by Brenner, seconded by Bodie. Approved.**

6. Other Business

A. Department Updates.

- B. The next Committee of the Whole meeting is scheduled for November 1, 2016 at 4:00 p.m. located at the Carlton County Transportation Building in the Board Room.

7. Adjournment. **Motion by Zmyslony, seconded by Brenner. Approved.** Meeting adjourned at 5:35 p.m.

Revised 9/20/2016

Carlton County Policy Tracking Form

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 / External Complaint Procedure	Kim Franek		**Supervisors Committee requested to prioritize		
1	Travel and Meal Reimbursement Policy	Kathy K and Dennis		May 17, 2016 - June 15, 2016		
1	Conflict of Interest Policy	Jeff will email Paul/Kathy, Shanny				
1	Use of County Vehicles Policy (Auto Policy and Procedure - recommended by MCIT)	Kim (Add to Travel and Meal?)				
2	County Board Guidelines	Coordinator's Office				
2	County-wide Drug Testing Policy					
2	Carlton County Safety Program Policy AWAIR	Kim Franek/Rick N (karola)				
3	Nondiscrimination Disclosure Policy					
3	Bullying Policy	Kim				
3	Harassment Policy	Kim				
3	Alternative Work Site Policy (AWS)					
3	Internet Use / Social Media Policy / Email (fundraising)	Pete/Tech Committee/Kim				
3	Carlton County Personnel Policy Manual	Kim Franek				
3	Limited English Proficiency Policy/Interpreter Service Policy					
	Carlton County PH&HS Emergency Procedures Guide	Review PH&HS LEP Policy				
	Courthouse Emergency Response and Evacuation Plan	For Review Only - on hold				
	Management Handbook & Code of Ethics	Joe - on hold				
3	Performance Review Policy	MT Subcommittee	November 10, 2015			
	Accounting Policy with Manual	Kim Franek	September 1, 2014			
	Construction/Renovation Project Change Order	State Auditor recommendation	October-15	Review again in February		
	Air Watch Software Policy on wireless devices (Pete)	State Auditor recommendation	October-15			
		Requested by Commissioner Brenner	October-16			
OTHERS:						
	Diversity Committee Operating Policy & Procedure	Diversity Committee				
	Finance Committee Budget Policy	Finance Committee				
1	Safety Committee Bylaws	Dannell/Safety on Policy Committee				
		review				



Carlton County Strategic Plan 2016 - 2020

Carlton County, Minnesota

WORKING DOCUMENT FOR DEPARTMENT HEAD MEETING

Carlton County Mission: “Mission of Carlton County is to Protect and Enhance the Quality of Life.”

Values: “*Insert common values*”

Five Year Vision: “*Carlton County government working collaboratively with quality technology for optimum public safety and effectiveness in delivering county services.*”

Priority Issue Areas: 2016 - 2020:

- Modernize technology to improve service to Carlton County constituents.
- Develop internal leadership skills that will improve how the county deals with challenges over the next five years.
- Improve County behavioral health efforts including mental health, CD reduction and child protection.
- Improve public safety through increased attention to funding and providing safe roads and jail facilities in Carlton County

ACTION PLANS with goals, strategies, point people and timelines.

PRIORITY ISSUE: Modernize technology to improve service to Carlton County constituents
 (Subcommittee:)

Goal #1: Electronic Timesheets / HR Module

Action Steps	Assigned	Deadline
a. Choosing which software system(s) to move forward with. RT Vision, ADP, AS400, etc.	Management Team, Auditor's Office, HR Office	June 1, 2017
b. Cost analysis and maintenance review		
c.		

Goal #2: Credit Cards

Action Steps	Assigned	Deadline
a. Identify processing needs and who already has this service in place	Auditor's Office (Kathy)	
b.		
c.		

Goal #3: Internet / Intranet

Action Steps	Assigned	Deadline
a. Social Media (Facebook, Twitter), PIO	Coordinator's Office, IT	
b. Establish Intranet - Check with CivicPlus	Coordinator's Office, IT	
c. Office 365		2018

Goal #4: Broadband

Action Steps	Assigned	Deadline
a. RFP for broadband study - RFP has been sent, study will begin on June 14, 2016 when the County Board approves it. (Final report will be ready end of October)	Pete Gould, Dennis Genereau, Mary Bodie, Connie Christenson	September 2016
b.		
c.		

PRIORITY ISSUE: *Develop employee leadership efforts and training that will improve the county's ability to deal with the challenges they will face over the next five years including; increased needs in cross-training, succession planning mentorship, internships and creative approaches to solving county issues*

(Subcommittee: Dennis Genereau, Donna Lekander, Connie Christenson, Kyle Holmes, Kim Franek, additional staff)

Goal #1: Develop knowledge transfer

Action Steps	Assigned	Deadline
a. Cross training, job shadowing other counties, internally		
b. Succession planning by department		
c. Mentoring		

Goal #2: Develop a countywide performance appraisal process

Action Steps	Assigned	Deadline
a.		
b.		
c.		

Goal #3: Promoting County as employment opportunity

Action Steps	Assigned	Deadline
a. Partnering with colleges for future educational needs of staff		
b. Expand and encourage internships		
c. Cross training / Mentoring		

Goal #4: Create a training and continuous improvement plan

Action Steps	Assigned	Deadline
a. Types of training: job specific, technology (Outlook, basic Microsoft)		
b.		
c.		

PRIORITY ISSUE: Improve County behavioral health efforts including mental health, CD reduction and child protection
 (Subcommittee: Dave Lee, Donna Lekander, Sheriff Lake)

Goal #1: Create Resource Directory

Action Steps	Assigned	Deadline
a. Management Team to create a work group to guide process	Management Team	
b. All department heads to provide information on services and resources provided and desired to be provided	Management Team	
c. Department Head Handbook	Connie Christenson	

Goal #2: Build, Maximize and Strengthen working relationships with Fond du Lac

Action Steps	Assigned	Deadline
a.		
b.		
c.		

Goal #3: Address mental health needs of incarcerated individuals

Action Steps	Assigned	Deadline
a.		
b.		
c.		

PRIORITY ISSUE: Improve public safety through increased attention to funding and providing safe roads and jail facilities in Carlton County

(Subcommittee: Mike Tardy, Sheriff Lake)

Goal #1: Public Safety – Release RFP for new jail analysis / needs assessment

Action Steps	Assigned	Deadline
a. Public RFP – Jail Needs Assessment / Look at new facility	Kelly Lake	October 10, 2016
b. Selection Process	Paul Coughlin	November 18, 2016
c. Final Proposal to County Board	Kelly Lake	December 13, 2016

Goal #2: Proactive use of Restorative Justice

Action Steps	Assigned	Deadline
a.		
b.		
c.		

Goal #1: Transportation / Infrastructure - County Buildings

Action Steps	Assigned	Deadline
a. Establish Capital Improvement Budget	Finance Committee	
b. Determine funding resources and annual allocation	Finance Committee	
c. Finalize County budget proposal – Present to County Board	Finance Committee Chair	

Goal #2: Highway and Roadways – ½ cent sales tax

Action Steps	Assigned	Deadline
a. Annual priority by need and funding availability	Transportation	
b.		
c.		

Carlton County Township Contact List

Townships

	Township	Contact	Phone	Email	Meeting Date	Time	Location	Commissioner
1	Atkinson	Joy Hedquist	218-565-2551	Lily3loy@gmail.com				Zmyslony
2	Automba	Cindy Disterhaupt	218-273-4947	airanch@frontiernet.net				Peterson
3	Barnum	Julie Klejeski	218-389-6688	klejeski6688@aol.com				Zmyslony
4	Beseman	Sara Kachinske	218-357-0957	llehti@yahoo.com				Peterson
5	Blackhoof	Kimberly Carlson	218-392-0399	bltownship@gmail.com				Zmyslony
6	Eagle	Susan Koivisto	218-644-3428	skoivisto@citilink.net	2 nd Tuesday each month	7:00 p.m.	Cromwell Sno-Gophers Building	Peterson
7	Holyoke	Rosanne Haynes	218-496-5725	holyokeclerk@gmail.com				Zmyslony
8	Kalevala	Howard Eskuri	218-380-0313	None				Peterson
9	Lakeview	Douglas Suhonen	218-357-2217	dsuhonen@hotmail.com	2 nd Monday each month	6:00 p.m.	Wright Fire Hall	Peterson
10	Mahtowa	James Haley	218-389-9897	mahtowatownshipclerk@northic.com				Zmyslony
11	Moose Lake	Gail Lundgren	218-485-4580	galan@mchsi.com	3 rd Wednesday each month	5:00 p.m.	Community Center Council Chambers	Peterson
12	Perch Lake	Lora Eames	218-879-3499	perchlaketownship@gmail.com	2 nd Monday each month	7:00 p.m.	Perch Lake Town Hall	Brennner
13	Silver	Mark Carlson	218-485-4892	None	3 rd Tuesday each month	8:00 p.m.	Mark's Home - 4191 Carlson Road, Moose Lake (will meet at KR Snowmobile Club if big event)	Peterson
14	Silver Brook	Alieca Johnson	218-384-9881	wren1090@a.com	3 rd Tuesday every other month (Jan, March, May July, Sept, Oct, Nov)	7:00 p.m.		Zmyslony
15	Skelton	Linda Redetske	218-390-3413	iredetzkbarnum.k12.mn.us	2 nd Wednesday each month	7:00 p.m.	Skelton Town Hall	Peterson
16	Split Rock	Ken L. Halverson	218-273-4572	halverson158@gmail.com	Last Tuesday each month			Peterson
17	Thomson	Rhonda Peleski	218-879-9719	ttownship@gwestoffice.net				Bodie
18	Twin Lakes	Sue Chapin	218-384-8166	clerk@twinlaketownship.com	1 st and 3 rd Wednesday of every month	5:30 p.m.	Carlton Fire Hall	Zmyslony
19	Wrenshall	Judy Korby	218-384-4452	jkorby@northic.com				Zmyslony

4A4.

Shanelle Hurst

Subject: FW: MACA: Suggested legislative priorities going into 2017 and AMC district meetings
Attachments: AMC sample ballot with MACA suggested legislative priorities.pdf

From: Hilgart, Matthew [<mailto:mhilgart@mncounties.org>]
Sent: Tuesday, October 18, 2016 12:02 PM
To: Hilgart, Matthew
Cc: Roxy Traxler; 'Chuck Whiting'
Subject: MACA: Suggested legislative priorities going into 2017 and AMC district meetings

Dear MACA Members,

As part of the new MACA legislative priorities process, members participating in the both the AMC policy conference and MACA fall conference have selected the following legislative topics as issues of high importance and budgetary implications for 2017. The following list was taken from the AMC priorities ballot which will be distributed and voted on at all district meetings—see attachment for example ballot. These priorities were selected based on their budgetary impact to counties as well as taking into consideration the political landscape going into the 2017 session. **While MACA does not directly lobby on these issues, the MACA IGS Committee encourages administrators/coordinators to share this priority list with their board of commissioners so that these issues rise to the top during the AMC legislative priority process.** If you have any questions, please contact Matt Hilgart at 651-789-4343 or mhilgart@mncounties.org.

- Mental health issues—creation of alternatives to jail for those in mental health crisis
- Increased funding and formula adjustment for CPA
- Passage of a comprehensive transportation funding package that includes new revenue for roads, bridges and transit
- Requiring that county investment (i.e. staffing, technology, training, and all other county costs) also be considered in determining the fiscal impact of a bill in health and human services.

Matt Hilgart

Minnesota Association of County Administrators
 125 Charles Avenue
 Saint Paul, MN 55103
 T: 651.789.4343
 M: 612.805.5088





Association of Minnesota Counties

AMC Policy Committee Priorities - 2017

Environment & Natural Resources

- Subdivision review and approval; amending state statutes to provide counties the same authority of subdivision review and approval that other units of local governments currently possess.
- Demolition land disposal facility permitting to require the MPCA to issue, and/or reissue all demolition land disposal facility permits in a timely manner.
- Increasing state funding for the County Feedlot Program, which more closely matches actual program costs to counties.
- Providing funding for counties that opt to enforce the riparian protection and water quality practices required under the new buffer law.
- Acquiring funding to support the One Watershed One Plan Implementation.

General Government

- **Increased funding and a formula adjustment for County Program Aid.**
- Authority to choose to appoint county row officers at a local level.
- Creation of a sustainable Payment in Lieu of Taxes (PILT) funding mechanism.
- Modifications to AMA assessor accreditation requirements.

Health & Human Services

- **Requiring county investment to be considered in determining the fiscal impact of a bill.**
- Investment in the Minnesota Eligibility Technology System (METS) to address county needs for efficient management of eligibility determination.

Public Safety

- **Mental Health Issues, creation of alternatives to jail for those in a mental health crisis.**
- Funding for community supervision, both core county probation functions and programs to control jail populations.
- Making statutory changes to keep the financial responsibility with the state for claims arising from injuries while performing Sentenced to Service (STS) work.
- Creating a stable state funding solution for activities that have been funded by fine revenue (i.e. Regional EMS boards and law enforcement training).
- Providing the resources necessary to improve the public safety response to the opioid epidemic.

Transportation & Infrastructure

- **Passage of a comprehensive transportation funding package that includes new revenue for roads, bridges, and transit.**
- Supporting the build-out of broadband infrastructure in Minnesota, including legislation that would provide funding for the Office of Broadband Development and continued funding for the Border to Border Broadband Development Grant Program.

AGENDA

4B1.

CARLTON COUNTY

Committee of the Whole

MEETING DATE: November 1, 2016

ITEM NO.	TITLE OF ITEM FOR CONSIDERATION	December 2016 Timber Auction	ORIGINATED BY:	Bernu
			REVIEWED BY:	None

PREVIOUS ACTION ON THIS ITEM: None

BACKGROUND: Sale of Timber from Tax Forfeited occurs twice a year. Our next Timber sale is scheduled for December 8, 2016.

ACTION REQUESTED: Accept the tracts of timber and the terms of the sale

FINANCIAL IMPLICATIONS OF ACTION: Income generator through sale of timber.

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, December 8, 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 December 8, 2016 sale will expire December 31, 2018. 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.**

Carlton County Land Department**December 15, 2016 Oral Timber Auction**

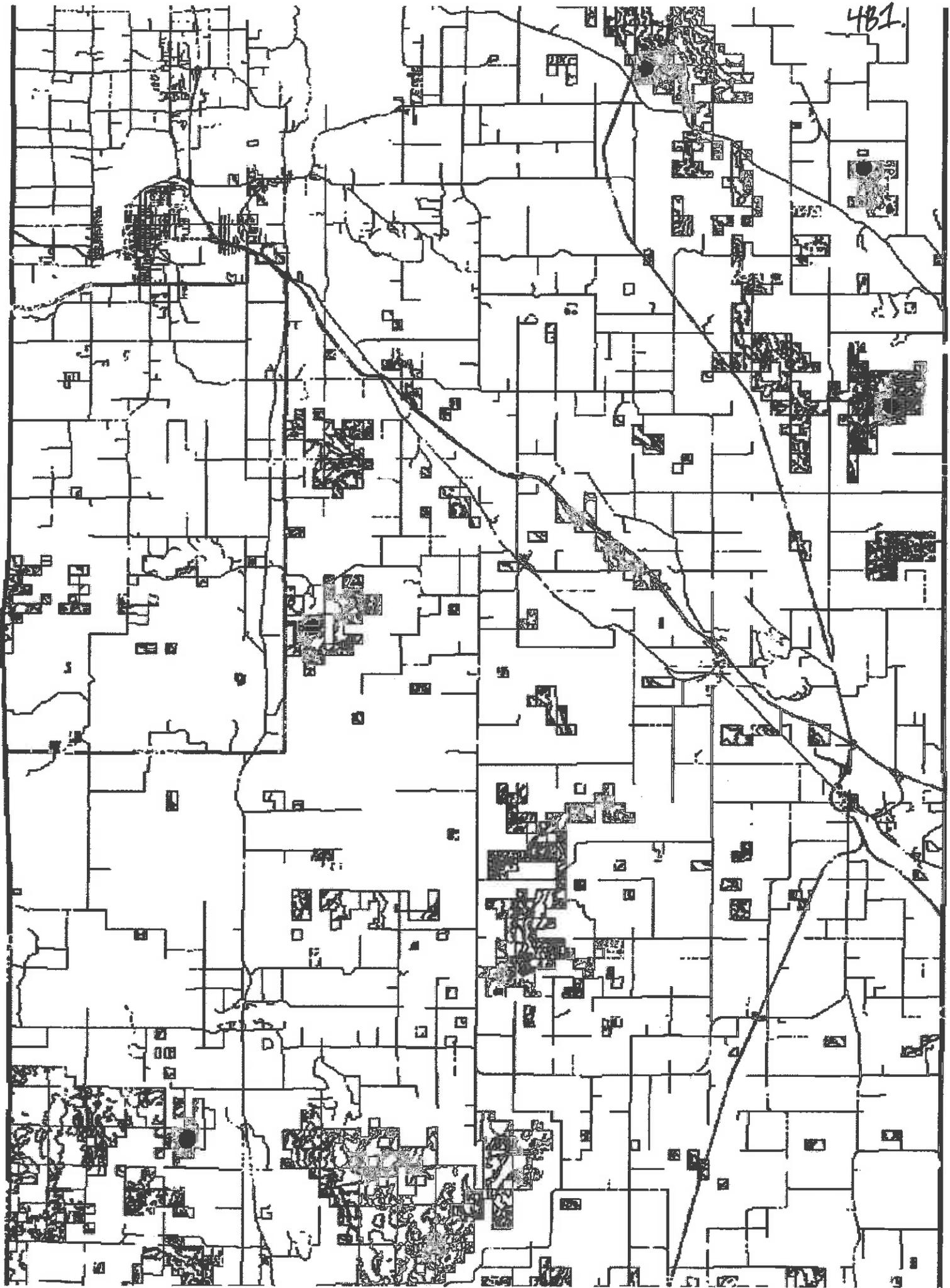
Tract	Cords (all species)	Value (\$)
1	490	\$8,455.00
2	430	\$12,900.00
3	525	\$8,500.00
4	515	\$9,150.00
5	3,600	\$58,600.00
6	300	\$5,400.00
7	810	\$14,650.00

Total cords to be auctioned: 6,670

Total timber auction value: \$117,655.00

More tracts may be added before the date of the auction

481.



4c2.



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 October 1 – October 26, 2016

1. Replaced centerline culverts on Jarvi and Reservation Road.
2. Hauled Gravel out of Harp pit to various roads in Cromwell area.
3. Installed culvert liner on 48" X 120' culvert on CSAH 6 East of Barnum.
4. Installed culverts for Holyoke Township.
5. Removed stumps and patched blacktop on Crosby Road.
6. Replaced centerline culvert on CSAH 13.
7. Blacktop paving on the centerline culvert replacements.
8. Graded county and township roads.
9. Pothole patched on county and township roads.
10. Ongoing maintenance of shouldering county roads.
11. Started the grading on the Kettle Lake Road project north of the RR tracks.
12. Completed a lift of gravel on Strandberg in Corona Township.
13. Continued to work with trapper on beaver control.

Mechanics' Duties

1. Completed set up of 1113 transfer van for Sheriffs' dept.
2. Completed DOT inspections on belly dump trailer 129.
3. Installed new tires on 129.
4. Replaced transmission coolant lines on Tandem Truck 0752.
5. Repaired spring hangers on 129.
6. Put new starter in frontend loader 3812.
7. Installed plow equipment on plow Trucks 1495, 0670, 0671, 0962, 0967, 1666.
8. Perform regular maintenance on county squads.
10. Install work lights on sign truck 1305.
11. Installed new drive tires on Tandem Truck 1463.
12. Put new tires on fork lift 639.
14. 2000 hour service on Excavator 1346.
15. Did fall service on Case Tractor Backhoe 8921.

S:\MAINTENANCE\MAINTENANCE OPERATIONS (MONTHLY)\2016 Reports\Highway Maintenance Operations-October1-26, 2016.doc

"This Institution is an Equal Opportunity Employer"

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

	Year to Date	2016 Annual Budget	Over (Under) Annual Budget
Revenues - (Maintenance)			
Real Estate Taxes (estimated)	\$2,389,600.10	\$2,867,520.00	-\$477,919.90
Work For Government	\$393,514.20	\$480,100.00	-\$86,585.80
Work For Individuals	\$3,247.54	\$10,000.00	-\$6,752.46
Permits	\$5,720.00	\$9,000.00	-\$3,280.00
Culvert, Map, Scrap Sales	\$13,336.30	\$15,000.00	-\$1,663.70
Ca Cl Dust Control; Miscellaneous	\$47,902.46	\$30,000.00	\$17,902.46
Reimbursements/Refunds/Bldg Rent	\$160,895.51	\$218,000.00	-\$57,104.49
Insurance Rebate	\$46,166.70	\$55,400.00	-\$9,233.30
HACA, Disp. Red., RES/AG Credit	\$235,412.74	\$230,887.00	\$4,525.74
State Aid Maintenance	\$1,675,561.70	\$2,010,674.00	-\$335,112.30
PERA Rate Increase Aid	\$9,141.70	\$10,970.00	-\$1,828.30
Town Road Money	\$220,947.00	\$193,815.00	\$27,132.00
Sub-Total Revenue	\$5,201,445.95	\$8,131,363.00	-\$929,917.05
	Year to Date	2016 Annual Budget	Over (Under) Annual Budget
Expenditures - (Maintenance)			
Salaries & Benefits	\$3,015,238.79	\$3,829,598.00	-\$814,359.21
Insurance / Unemployment / Bonds	\$196,370.88	\$237,000.00	-\$40,629.12
Phone, Publications, Registr.	\$23,647.31	\$38,000.00	-\$14,352.69
Utilities, Supplies, Safety	\$195,817.88	\$221,000.00	-\$25,182.12
Contracts, Consultants	\$215,386.64	\$436,440.00	-\$221,053.36
Gravel, Asphalt, Culverts, Salt	\$561,275.34	\$620,000.00	-\$58,724.66
Brush & Weed, Road Signs	\$67,745.77	\$110,000.00	-\$42,254.23
Vehicle Maintenance/Supplies	\$633,441.18	\$1,065,000.00	-\$431,558.82
Mobile Equipment	\$436,937.00	\$480,000.00	-\$43,063.00
Furniture, Building Repairs	\$10,888.32	\$30,000.00	-\$19,111.68
Right-of-Way/Land Acquisition	\$18,490.00	\$168,000.00	-\$149,510.00
Townships, Refunds, Licenses	\$193,588.81	\$187,400.00	\$6,188.81
Sub-Total Expenditures	\$5,508,827.92	\$7,422,438.00	-\$1,913,610.08
Net - County Funds	\$307,381.97	\$1,291,075.00	
County Construction			
Construction Revenues	\$5,654,426.30	\$6,300,335.00	-\$645,908.70
Construction Engineering Revenues	\$127,842.28	\$0.00	
Local Option Transp. Sales Tax	\$1,373,994.96	\$2,323,240.00	-\$949,245.04
Construction Expenses	\$5,625,268.05	\$7,332,500.00	-\$1,707,211.95
Local Sales Tax Projects	\$148,133.19		
Net - County Const.	\$1,382,842.30		
Total 2016 Revenues	\$12,357,709.49	\$14,754,938.00	-\$2,397,228.51
Total 2016 Expenditures	\$11,282,249.16	\$14,754,938.00	-\$3,472,688.84
Difference	\$1,075,460.33		

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

Revenues	Oct	Year to Date	
		2016	Annual Budget
5001 Property Taxes	\$ 232,126.67	\$ 2,321,267	\$ 2,785,520
5004 Property Taxes Delinquent	\$ 6,866.67	\$ 66,867	\$ 80,000
5060 Mobile Home Current	\$ 166.67	\$ 1,667	\$ 2,000
5209 RESIDENTIAL / AGRICULTURAL Market Value Credit (MVC)		\$	\$
5215 State Shared Disparity Aid		\$ 43,000	\$
5216 State Shared Homestead and Agricultural Credit Aid (estimated)	\$ 19,240.33	\$ 192,403	\$ 230,864
5228 PERA Rate Increase Aid (estimated)	\$ 914.17	\$ 9,142	\$ 10,970
5270 State Aid - Maintenance (\$2,010,674/yr)	\$ 167,556.17	\$ 1,675,562	\$ 2,010,674
5275 State Aid - Construction	\$ 28,082.23	\$ 5,875,373	\$ 6,484,150
5275 State Aid - Construction - Engineering		\$ 127,842	
5280 Local Option Transp. Sales Tax	\$ 150,696.42	\$ 1,373,985	\$ 2,323,240
5401 Permits- Transp. Access, Weight	\$ 100.00	\$ 5,720	\$ 9,000
5475 Snowplowing/Grading Gvnmts	\$ 38,242.21	\$ 393,514	\$ 480,100
5476 Snowplowing/Grading Individuals	\$ 105.00	\$ 3,248	\$ 10,000
5811 Rents - AEOA	\$ 1,110.00	\$ 15,101	\$ 22,800
5839 Ca Cl sales, Late Fees, Misc.		\$ 47,902	\$ 30,000
5840 Intra-County Billing, reimbursements	\$ 6,283.48	\$ 145,795	\$ 198,800
5841 PC/MC Insurance Rebate (\$55,400/yr)	\$ 4,616.67	\$ 46,167	\$ 55,400
5912 Sale of Scrap Metal		\$	\$ 1,000
5913 Sale of Maps, Mailbox Posts & Scrap	\$ 300.00	\$ 6,230	\$ 6,000
5914 Sale of Culverts	\$ 75.00	\$ 7,106	\$ 8,000
Road & Bridge Revenues	\$ 666,261.69	\$ 12,357,709	\$ 14,754,938
Expenditures	Oct	Year to Date	
		2016	Annual Budget
6102 Salaries - full time	\$ 167,523.08	\$ 1,861,561	\$ 2,378,636
6103 Salaries - part time	\$	\$ 44,081	\$ 48,000
6105 Overtime pay	\$ 7,186.92	\$ 65,880	\$ 110,000
6106 Overtime - temporary	\$	\$ 1,504	\$ 3,500
6162 Employee group insurance (908,494/year)	\$ 75,707.83	\$ 757,078	\$ 908,494
6162 PERA County share	\$ 13,103.25	\$ 143,200	\$ 186,648
6172 FICA & Medicare - county share	\$ 12,535.07	\$ 141,834	\$ 194,320
6173 Unemployment	\$ 1,984.95	\$ 8,674	\$ 12,000
6203 Telephone	\$ 405.98	\$ 6,431	\$ 16,000
6242 Legal advertising	\$	\$ 958	\$ 2,000
6246 Registration fees	\$ 488.76	\$ 14,261	\$ 20,000
6248 Licenses	\$	\$ 1,173	\$ 1,000
6254 Gas, Oil, Steam	\$ 1,314.82	\$ 61,831	\$ 100,000
6271 Road Contracts - State Aid	\$ 598,115.63	\$ 5,773,421	\$ 7,332,500
6272 Road Contracts - County	\$ 3,908.42	\$ 59,568	\$ 220,000
6272 Local Sales Tax Projects	\$	\$	\$
6285 Brush & Weed Control	\$	\$ 26,642	\$ 45,000
6293 Consulting Fees	\$ 44,793.80	\$ 144,237	\$ 200,000
6305 Repairs to Buildings	\$ 3,878.39	\$ 10,886	\$ 30,000
6307 Maintenance Service Contracts		\$ 11,582	\$ 16,440
6353 Liability Insurance (\$225,000/yr)	\$ 18,750.00	\$ 187,500	\$ 225,000
6404 Data processing supplies		\$	\$
6412 General operating supplies	\$ 1,945.70	\$ 35,888	\$ 55,000
6413 Computer software		\$ 10,881	\$ 22,000
6415 Uniforms	\$ 902.66	\$ 5,915	\$ 7,000
6419 Safety equipment	\$ 403.18	\$ 14,540	\$ 22,000
6499 Road signs & Pavement Striping	\$ 6,876.51	\$ 41,104	\$ 65,000
6501 Engineering supplies	\$ 2,235.55	\$ 7,062	\$ 15,000
6510 Road material - gravel		\$ 108,894	\$ 120,000
6515 Road material - culverts	\$ 24,520.34	\$ 89,102	\$ 100,000
6516 Road material - asphalt		\$ 98,610	\$ 100,000
6517 Calcium chloride		\$ 94,058	\$ 100,000
6525 Salt & Sand		\$ 175,411	\$ 200,000
6663 Fuel & lubrication	\$ 24,620.64	\$ 349,892	\$ 725,000
6698 Vehicle tires	\$ 4,218.29	\$ 21,704	\$ 40,000
6599 Vehicle parts	\$ 12,259.52	\$ 261,845	\$ 300,000
6601 Buildings		\$	\$
6602 Mobile equipment		\$ 438,937	\$ 480,000
6605 Land Purchases		\$	\$
6615 Right of way easements / Wetland Credits		\$ 18,490	\$ 168,000
6802 Remitted to Townships		\$ 188,876	\$ 181,800
6806 Refunds/Reimbursements	\$ 450.00	\$ 3,540	\$ 4,800
Road & Bridge Expenditures	\$ 1,328,129.39	\$ 11,282,249	\$ 14,754,936