Carlton County, Minnesota
Committee of the Whole Agenda

CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA

Carlton County Transportation Building, Board Room
November 3, 2015 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of September 1, 2015 meeting minutes
4. Introductions
    A. Peter Lindstrom (St. Paul Port Authority) – Presentation on PACE Program
5. New Business
    A. ASSESSOR
        1. Pictometry Discussion
    B. COORDINATOR / HR / BUILDING MAINTENANCE
        1. Policy Committee policy list – Informational Only
        2. Review and approve the Carlton County Facility Closing Policy
        3. Review and approve the Personal Appliance Policy
        4. Review and approve the AED Policy
    C. ECONOMIC DEVELOPMENT
        1. Broadband Feasibility Study
    D. PUBLIC HEALTH & HUMAN SERVICES
        1. PH&HS Point Person Discussion
    E. TRANSPORTATION
        1. Monthly Construction Update (info only)
        2. Monthly Maintenance Update (info only)
        3. Monthly Budget Update (info only)
6. Other Business
    A. Department Updates
    B. Next regular meeting date is scheduled for December 1, 2015 at 4:00 p.m. located at the Carlton County Transportation Building.
7. Adjournment

CARLTON COUNTY MINNESOTA
OFFICE OF THE COUNTY COORDINATOR
301 WALNUT AVE, P.O. BOX 510, CARLTON, MINNESOTA 55718
PHONE 218.384.9140 FAX 218.384.9196
DENNIS GENEREAU, JR., COUNTY COORDINATOR

Date: September 1, 2015

Re: Carlton County Committee of the Whole Minutes

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

Present: Peterson, Zmyslony, Bodie, Brenner, Proulx

Absent: None

Agenda for September 1, 2015, meeting approved (Zmyslony, Brenner).

Minutes from August 4, 2015 meeting approved (Brenner, Bodie).

Introductions/Guests

New Business

A. COORDINATOR/HR/BUILDING MAINTENANCE

1. Policy Committee policy list - info only.
2. Guidance on direction of travel and meal reimbursement policy – Committee reviews letter dated August 26th. Committee requests additional policy examples from other counties for consideration at the October 6th Committee of the Whole meeting.
3. Discuss the County Board adopting the public hearing rules of procedure and decorum policy. Discussion had with Rules of Decorum as proposed as a starting point. Committee requested that the proposed rules be revised to make them somewhat less formal. This item will be reviewed at the October 6th Committee of the Whole meeting.
4. Request temporary hire of 1.0 FTE Financial Eligibility Specialist (FES) for the Public Health and Human Services Income Maintenance unit due to the fact that the unit has been short at least one staff for several months, and may continue to be short one staff person for the foreseeable future. Genereau and Lee present information to the Committee regarding the need for a four month temporary appointment of a 1.0 FTE FES. **Motion to authorize hiring of a temporary 1.0 FTE FES for four months made by Brenner, Bodie. Approved.**

5. Finance Committee requests guidance on overall budget priorities and spending considerations. Committee provides general input to adjust the levy to somewhere between two and four percent.

B. IT

1. Courthouse Generator – pulled from agenda

C. Land

1. Review the resolution dated January 13, 1989 for validity per letter from county attorney. Discussion regarding what to do with the land. Discussion around having the township attorney address the issue. Motion to use option 2, with some modifications to allow county access. (Bernu, Brenner) Approved.
2. Township beaver control. Greg Bernu presents looking for guidance as to helping townships with beaver control. Brenner moves to allow Greg to do it at cost. Peterson seconds. Approved.

D. Transportation

1. 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.

Other Business

A. Department Updates

1. Auditor's budget presentation. Gassert provides budget info.

B. Next Regular Meeting. Set for October 6, 2015, at 4:00 p.m.

Motion to adjourn meeting (Zmyslony, Bodie) Approved

Meeting adjourned at 5:52 p.m.

Submitted by Dennis Genereau

Port Authority of the City of Saint Paul
Property Assessed Clean Energy Program
(PACE OF MN)
JOINT POWERS AGREEMENT

Saint Paul Port Authority
850 Lawson Commons
380 St. Peter Street
Saint Paul, MN 55102
(651) 224-5686
(651) 223-5198 (fax)
www.sppa.com

Revised 07/14/2015

DRAFT

JOINT POWERS AGREEMENT

This Agreement, made and entered into as of the _____ day of _____, 2015, by and between the Port Authority of the City of Saint Paul (the "Port Authority"), a body corporate and politic, and the County of Carlton, Minnesota, a political subdivision under the laws of Minnesota (the "County"), provides as follows:

WHEREAS, the Port Authority has been engaged in governmental programs for providing financing in the County of Ramsey and in other areas of the State of Minnesota (the "State") by making loans evidenced by various financing leases and loan agreements, and in the process of operating these programs the Port Authority has developed a high degree of financial expertise and strength; and

WHEREAS, Minnesota Statutes, Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 (collectively the "Act") authorize the County to provide for the financing of the acquisition and construction or installation of energy efficiency and conservation improvements (the "Cost Effective Energy Improvements" as defined in the Act or "Improvements") on Qualifying Real Properties" as defined in the Act (the "Properties" or "Property") located within the boundaries of the County through the use of special assessments; and

WHEREAS, the Act authorizes the County to designate a local government unit other than the County to implement the program under the Act on behalf of the County; and

WHEREAS, the County has one or more projects within the boundaries of the County that have Improvements in need of financing, and has adopted its Resolution No. _____ (a copy of which is attached hereto as Exhibit A) to designate the Port Authority to implement and administer a program on behalf of the County to finance such Improvements; and

WHEREAS, the Port Authority has created a program under the Act known as the Property Assessed Clean Energy Program ("PACE OF MN") for purposes of implementing and administering the activities described in the Act, and the Port Authority is willing to implement and administer that program on behalf of the County as requested herein; and

WHEREAS, the County has expressed a desire to make energy improvement financing programs of the kind managed by the Port Authority available for improvements of eligible properties within its boundaries, including but not limited to the Energy Savings Partnership, Trillion BTU and PACE OF MN, and a joint powers agreement is required between the County and the Port Authority for PACE OF MN; and

WHEREAS, the Improvements will serve citizens of Carlton County and the State of Minnesota.

NOW THEREFORE, in consideration of the mutual covenants herein made, the parties to this Agreement hereby agree as follows:

1. The Port Authority will exercise the powers of the Act on behalf of the County by utilizing to provide financing for Improvements located within the boundaries of the County. Except as otherwise provided in this Joint Powers Agreement, the Port Authority shall be solely responsible for the implementation and administration of PACE OF MN and the financing of the Improvements.

2. In connection with its implementation and administration of PACE OF MN, and its financing of the Improvements located within the boundaries of the County, it is anticipated that the Port Authority will enter into various agreements with persons wishing to obtain financing for Improvements located within the boundaries of the County as well as with sources of financing for such Improvements (collectively the "Program Documents").

3. The Port Authority may and is permitted to charge fees for its implementation and administration of PACE OF MN, which fee will be described in, and payable under, the Program Documents.

4. The Port Authority will have the sole duty and responsibility to comply with or enforce covenants and agreements contained in the Program Documents. This power specifically includes the responsibility for monitoring and enforcing compliance with the provisions of the Program Documents.

5. Either the Port Authority or a lending institution (the "Lender") will use its own financial resources to finance the Improvements (the "Loan"), or a taxable special assessment revenue bond(s) (the "Bond(s)") issued by the Port Authority in favor of the Lender will be used to finance the Improvements. Regardless of the financing mechanism, the Lender will advance funds under the Program Documents to be paid from levied special assessments.

6. The Loan(s) or Bond(s) must be a special/limited obligation of the Port Authority, payable solely from special assessments levied by the County as provided herein. The Loan(s) or Bond(s) and interest thereon must neither constitute nor give rise to a general indebtedness or pecuniary liability, or a general or moral obligation, or a pledge or loan of credit of the Port Authority, the County, the City of Saint Paul or the State of Minnesota, within the meaning of any constitutional or statutory provision. To that end, the Port Authority hereby agrees to indemnify and hold harmless the County from and against any claims or losses arising out of the failure of the Port Authority to provide for the payment of principal of, and the interest or any premium on the Loan(s) or Bond(s), from special assessment payments actually paid to the Port Authority by the County. This indemnity must not, however, be construed to relate to any claims or losses which might arise by virtue of the exercise, by the County, of its governmental powers in connection with the Project, or by virtue of the failure of the County to levy and collect special assessments with respect to the Improvements or promptly remit such special assessment payments to the Port Authority as provided in the Program Documents.

7. As and for its contribution to the financing of the Improvements, and as provided in the Act, the County must impose and collect special assessments necessary to pay debt service on that portion of the Loan(s) or Bond(s) attributable to the Improvements located within the boundaries of the County. Evidence that the County has imposed such special assessments is a

precondition to the Port Authority's obligation to provide financing to any Improvements located within the boundaries of the County in accordance with the following process:

A. The Port shall provide to County an application from an Applicant under the Program which includes the following documentation:

1) A copy of the Application containing the legal name of the Applicant, its legal status, its legal address, a description of the Project, the cost of the Improvements, the total amount to be assessed against the Property and the address, legal description and tax identification code for the Property upon which the Improvements are to be constructed or installed.

2) A statement from the Port that the proposed Project as described in the Application qualifies under the requirements of the Act and the Port Authority.

3) A fully-executed copy of the Applicant's Petition and Assessment Agreement suitable for evidencing, and recording if necessary, Applicant's agreement to be assessed for the amount of the Improvements.

B. Upon receipt of the documentation described in Subparagraph A above, County agrees that it will levy an assessment against the Property for the amount to be assessed as set forth in Section 7.A. above.

C. Evidence that the County has imposed such special assessments is a precondition to the Port Authority's obligation to provide financing to any Improvements located within the boundaries of the County.

D. In the event that, after the County levies an assessment against the Property for the costs of the Improvements and related costs as provided for in Subparagraph B above, the Port does not fund the cost of the Improvements as contemplated by this Agreement, the Port shall promptly notify County that it has not and will not fund the costs of the Improvements under the Program and County shall thereafter inform the County Auditor to remove the subject assessment from the Property.

8. Once the County has imposed special assessments to finance Improvements located within the boundaries of the County, the County transfer all collections of the assessments received by it upon receipt to the Port Authority for application to the payment of the applicable Loan(s) or Bond(s). The County will take all actions permitted by law for the recovery of the assessments, including without limitation, reinstating the outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, Subd. 4. The County acknowledges that the Lender is a third-party beneficiary of the County's covenants herein with respect to the imposition and transfer of special assessments described herein.

9. Unless otherwise provided by concurrent action of the Port Authority and the County, this Agreement will terminate upon a 30-day's advanced written notice to the other Joint Powers Agreement partner or upon the retirement or defeasance of all Loan(s) or Bond(s),

whichever is later; and notwithstanding any other provisions, this Agreement may not be terminated in advance of such retirement or defeasance.

10. This Agreement may be amended by the Port Authority and the County, at any time, by an instrument executed by both of them. The Port Authority or the County may not amend this Agreement, however, if the effect of the amendment would impair the rights of the holder of the Loan(s) or Bond(s), unless the holder has consented to the amendment.

11. This Agreement may be executed in any number of counterparts, each of which when taken together will constitute a single agreement.

[Remainder of page intentionally left blank]

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IN WITNESS WHEREOF, the Port Authority and the County have caused this Agreement to be executed on their behalf, by their duly authorized officers, as of the day and year first above written.

PORT AUTHORITY OF THE
CITY OF SAINT PAUL

By: _____
Its: President

By: _____
Its: Chief Financial Officer

COUNTY OF CARLTON, MINNESOTA

By: _____
Its: _____

By: _____
Its: _____

DRAFT

EXHIBIT A

Extract of Minutes of Meeting of the
Board of Commissioners of the County of Carlton, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the Board of Commissioners of the County of Carlton (the "County"), was duly held at the Carlton County Government Center in the County, on _____, _____, 20____, at _____P.M.

The following members were present:

and the following were absent:

* * * * * * * * *

The Chair announced that the next order of business was consideration of the designation of the Port Authority of the City of Saint Paul to implement and administer a program under Minnesota Statutes, Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 on behalf of the County.

Member _____ introduced the following resolution and moved its adoption, the reading of which had been dispensed with by unanimous consent:

RESOLUTION NO. _____

RESOLUTION DESIGNATING THE PORT AUTHORITY TO IMPLEMENT AND ADMINISTER A PROJECT ASSESSED CLEAN ENERGY IMPROVEMENT FINANCING ON BEHALF OF THE COUNTY, AND PROVIDING FOR THE IMPOSITION OF SPECIAL ASSESSMENTS AS NEEDED IN CONNECTION WITH THAT PROGRAM

BE IT RESOLVED by the Board of Commissioners of the County of Carlton (the "County"), as follows:

1. The Port Authority of the City of Saint Paul (the "**Port Authority**") has established the Property Assessed Clean Energy Program ("**PACE OF MN**") to finance the acquisition and construction or installation of energy efficiency and conservation improvements

(the "**Improvements**"), on properties located throughout the State of Minnesota through the use of special assessments pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 (the "Act").

2. The County has received and approved one or more applications and petitions for Special Assessments from owners of property located in the County desiring to participate in and receive financing pursuant to the Act.

3. In order to finance the Improvements, the County hereby determines that it is beneficial to participate in PACE OF MN, and to designate the Port Authority as the implementor and administrator of that program on behalf of the County for purposes of financing Improvements located within the County.

4. The County understands that the Port Authority may obtain funding from designated lending institutions or may issue its PACE OF MN special assessment revenue bond(s) to finance the Improvements, and that the sole security for the loan(s) or bond(s) will be special assessments imposed by the other cities participating in PACE OF MN.

5. To facilitate and encourage the financing of Improvements located within the County, the County covenants to levy assessments for said Improvements on the property so benefitted, in accordance with the Application and Petition for Special Assessments received from the owner(s) of the Property and approved by the Port Authority. The interest rate on the Special Assessments shall be the interest rate on the Loan(s) or Bond(s), and may include additional interest.

6. After imposition of the special assessments, the County shall collect such assessments and remit them to the Port Authority for use in the repayment of the Loan(s) or Bond(s). The County will take all actions permitted by law to recover the assessments, including without limitation, reinstating the outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, Subd. 4.

7. The County Manager or Assistant County Manager are authorized to execute on behalf of the County, any documents, certificates or agreements necessary to implement the program authorized by this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Member

_____ upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF CARLTON)

I, the undersigned, being the duly qualified and acting _____ of the County of Carlton, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of the Board of Commissioners of said County held _____, with the original thereof on file and of record in my office and the same is a full, true and complete transcript therefrom.

WITNESS My hand officially and the seal of the County this _____ of _____.

By: _____
Its: _____
County of Carlton

(Seal)

DRAFT

Carlton County Policy Tracking Form

Revised 10/20/2015

Priority	Policy	Created By/Working On	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
1	Data Practices Policy	Attorney's Office	June 1, 2014	8/19/15 - 9/17/15		
1	Data Retention Policy	Attorney's Office				
1	AED Policy	Becky Rudd/Kim Franek		9/23/2015 - 10/22/2015	Nov. 3	
1	HR Internal Complaint Handling Process	Kim Franek				
1	HR External Complaint Handling Process	Kim Franek				
1	Facility Closing Policy and Procedure	Kim Franek	April 1, 2015	April 23, 2015 - May 22, 2015	Nov. 3	
1	Travel and Meal Reimbursement Policy	Kathy K. and Dennis				
1	Conflict of Interest	Use Paul's letter as template?				
1	Use of County Vehicles Policy	Update existing - Dennis lead				
2	County Board Guidelines	Coordinator's Office				
2	Public Hearing Rules of Procedure & Decorum	Dennis/Shanny		County Board wants less strict version		
2	County -wide Drug Testing Policy					
2	Carlton County Safety Program Policy AWAIR	Karola Dalen/Kim Franek				
2	Auditor - Wire Transfer Policy	Kathy K.				
2	Carlton County Personal Appliance Policy	MCIT / Kim Franek	MCIT template	September 23, 2015 - October 22, 2015	Nov. 3	
3	Nondiscrimination Disclosure Policy					
3	Bullying Policy					
3	Harassment Policy					
3	Alternative Work Site Policy (AWS)					
3	Internet Use / Social Media Policy / Email (fundraising)	Pete/Tech Committee				
3	Carlton County Personnel Policy Manual	Kim Franek				
	Employee Fitness Center Policy	Dennis	September 1, 2015			
	Wellness Policy					
	Interpreter Service Policy					
	Carlton County PH&HS Emergency Procedures Guide	For Review Only				
	Courthouse Emergency Response and Evacuation Plan	Joe (for review only)				
	Management Handbook & Code of Ethics	MT Subcommittee				
	Performance Review Policy	Kim Franek	September 1, 2014			
	Accounting Policy with Manual	State Auditor recommendation	October-15	Review again in February		
	Construction/Renovation Project Change Order	State Auditor recommendation	October-15			
	GIS Policy	Greg, Jared				
OTHERS:						
	Diversity Committee Operating Policy & Procedure	Diversity Committee				
*	Finance Committee Budget Policy	Finance Committee				

Approved Carlton County Policy Tracking Form

Revised 10/1/2015

Policy	Created By	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
Cellular Phone Policy	Policy Committee	Jun-14	June 4, 2014 - July 4, 2014	Approved 8/5/2014	8/12/14
Lactation Policy	Policy Committee	Jun-14	June 19, 2014 - July 18, 2014	Approved 8/5/2014	8/12/14
Human Resources Internal Complaint Form	Coordinator's Office	May-14	June 19, 2014 - July 18, 2014	Approved 8/5/2014	8/12/14
Cellular Phone Policy and Procedure	Pete Gould		Approved by Policy Committee on 2/17/15		
Smoke and Tobacco Free Workplace Policy	Mike Tardy requested/Jeff B. draft	November 17, 2014	November 19, 2014 - December 18, 2014	February 3, 2015	March 10, 2015
HR External Complaint Form	Kim Franek				February 17, 2015
Item For Consideration Form Policy (IFC)	Coordinator's Office	May-14			March 10, 2015
Nepotism Policy	Jeff Boucher	March 16, 2015	March 19, 2015 - April 17, 2015	May 5, 2015	May 12, 2015
County Issued Credit Card Policy	Kathy Kortuem	February 1, 2015	February 20, 2015 - March 21, 2015	May 5, 2015	May 12, 2015
Family Medical Leave Act Policy (FMLA)	Kim Franek / Jeff Boucher	March 16, 2015	March 17, 2015 - April 15, 2015	June 2, 2015	June 9, 2015
Lobbying by County Staff	Requested by Commissioner Bodie - Jeff Boucher	February 1, 2015	May 19, 2015 - June 17, 2015	July 7, 2015	July 14, 2015
Policy for no additional signature on DH timesheets	State Auditor's Office - Kathy/Paul	September 1, 2015	Resolution will act as the policy	N/A	September 28, 2015
OTHERS:					
Policy Committee Operating Policy & Procedure	Policy Committee	May-14	May 13, 2014 - June 12, 2014	Approved 8/5/2014	8/12/14
Policy Committee Procedure for Policy Requests and Revisions	Policy Committee	May-14	May 13, 2014 - June 12, 2014	Approved 8/5/2014	8/12/14
HRAT Bylaws	HRAT	May-14	May 30, 2014 - June 28, 2014	Approved 8/5/2014	8/12/14
Supervisors Committee	Supervisors Committee	May-14	June 4, 2014 - July 4, 2014	Approved 8/5/2014	8/12/14
Management Team Operating Policy and Procedure	Management Team	Nov-14	None	None	11/24/2014
Wellness Committee Operating Policy & Procedure	Wellness Committee	June 1, 2014	Sept. 17, 2014 - Oct. 16, 2014	Approved 12/2/2014	12/22/14
Building Committee Bylaws	Building Committee	August 1, 2014	January 26, 2015 - February 24, 2015	May 5, 2015	May 12, 2015

Regarding the Facility Closing Policy and Procedure, the Policy Committee is seeking guidance from the County Board on two areas. One, who should be the primary contact regarding potential facility closure? Currently, it is the County Auditor/Treasurer with the County Coordinator and County Sheriff designated as back-ups. A comment was received during the 30-day comment period that the primary contact should perhaps be changed to the County Coordinator with the County Auditor/Treasurer and County Sheriff as back-ups. This determination is outside of the scope of authority of the Policy Committee.

Two, a comment was also received suggesting that there should be a designated authority at each primary location (the Community Services Building, the Courthouse/LEC, and Highway/Land) with the ability to immediately close/vacate/lockdown their respective building in an emergency situation. Again, this determination is outside of the scope of authority of the Policy Committee.

Carlton County, Minnesota
Facility Closing Policy and Procedure

Adopted:
Revised: April 21, 2015

Facility Closing Policy and Procedure

Purpose
The purpose of this policy is to provide guidelines to all non-essential Carlton County employees when a closure or delay in opening of Carlton County facilities has been declared.

Policy
When natural disasters or other unforeseen circumstances result in the closure or delay in opening of any Carlton County facility, it is the responsibility of all non-essential County employees to confirm if and when County facilities are open to the public for business prior to reporting to work.

Definitions
Alternative work site – any location other than an employee's regularly assigned work site where official work can be performed by the employee.

Carlton County facility – any building owned or rented by Carlton County.

Essential employee – any Carlton County employee designated as required to work in order to provide essential services to the public involving health, welfare and public safety, as determined by the department head after taking into consideration the circumstances of the situation.

Non-essential employee – any Carlton County employee not designated as required to work in order to provide essential services to the public involving health, welfare and public safety.

Procedure

1. Carlton County conducts uninterruptible operations that are required to maintain public safety regardless of conditions. These operations include, but may not be limited to, the operations of Emergency Management, the Sheriff's Office, the Jail, 911 Communications, and Highway Maintenance.
2. Standard County operations may be temporarily suspended when, due to a natural disaster or other unforeseen circumstances, the risks and potential hazards outweigh the benefits of continuing standard operations.
3. When circumstances require consideration of suspending standard operations, the following procedures will be followed:
    a. As soon as a potential facility closing event arises, the County Auditor (Coordinator?) will research the need to potentially close County facilities.
        i. If the Auditor (Coordinator?) is unavailable, the responsibility is that of the County Coordinator and/or the County Sheriff.
        ii. The Chair of the Board and/or the County Sheriff may determine if any Carlton County facility is unsafe and employee attendance prohibited.
    b. As conditions warrant, the County Auditor (Coordinator?) or designee will confer with the County Sheriff, the County Engineer, and the PH&HS Director.
    c. If a need to possibly close Carlton County facilities is determined, the Chair of the Board will be notified. In the absence of the Chair, the Vice-Chair will be contacted.
    d. In concurrence with the staff designated, the County Auditor (Coordinator?) or designee will insure the following notification procedures are implemented:
        i. Local radio and television stations will be contacted, if possible prior to 6:00 a.m., to inform them that Carlton County facilities will be closed. The day, date and reason for closure will be provided.
        ii. The County Sheriff will designate the necessary staff to send notice to all County employees via the Everbridge notification system.

iii. The IT Director will remotely lock the automatic doors at the courthouse, add an announcement to the Carlton County website stating that Carlton County facilities will be closed, and send an email to all staff providing notice that Carlton County facilities will be closed. Court System and Probation staff will also be notified via email.
iv. The PH&HS Director will lock the automatic doors at the Community Services Building.
v. Each department head will determine the need to contact his/her employees individually.

4. In the event a Carlton County facility is closed due to a natural disaster or other unforeseen circumstances, County employees should follow the following procedure prior to reporting to work:
   a. Essential employees in the Sheriff's Office and IT Department will contact their department head or designee directly. The Maintenance Superintendent will contact essential employees in the Highway Maintenance Department.
   b. Non-essential County employees should listen to a local radio station (WKLK, 96.5 FM or 1230 AM; WMOZ 106.9 FM; or KDAL 95.7 FM or 610 AM), view a local television station, check their County email via the internet, or check the County website. Employees will also receive notice via the Everbridge notification system.
   c. If a Carlton County facility is closed and/or employee attendance prohibited, non-essential employees will have the following options: 1) utilize accrued vacation or personal leave; or 2) take leave without pay; or 3) make up the lost time as agreed to and scheduled by the employee's supervisor and/or department head and in accordance with the Fair Labor Standards Act. Essential employees required to work will be compensated pursuant to their respective collective bargaining agreement.
   d. If a Carlton County facility is closed and an employee was scheduled at an alternative work site for that day, the employee may choose to utilize vacation or personal leave, to the extent they have such time accrued, or work their scheduled hours at the alternative work site and be compensated accordingly.
   e. Employees covered by a collective bargaining agreement whose contract includes specific provisions for the emergency release of employees from duty in the event of natural disasters or other unforeseen circumstances shall be governed by and act in accordance with the provisions contained in the current contract. If the situation occurring is not covered under the collective bargaining agreement, the employees will be subject to the policies and procedures set forth herein.
5. This policy will be construed consistent with State and Federal law.

Carlton County, Minnesota
Personal Appliance Policy

Adopted:
Revised:

Personal Appliance Policy

Purpose
This policy sets standards for evaluation, acquisition, and installation of approved appliances at Carlton County facilities. This policy applies to all Carlton County facilities, including buildings owned and/or rented by Carlton County.

Definitions
Appliance: any item that requires an electrical connection or a power source for operation, including permanent fixtures and temporary devices, other than standard office electronics such as personal computers (PC's), monitors, printers, and related technology items.

County-Furnished Appliances: large commodities such as refrigerators, microwaves, space heaters, coffee services, and personal appliances, such as fans, foot warmers, task lights, or special accommodations that are approved and installed through the Building Maintenance Director.

Employee-Furnished Appliances: devices brought into a Carlton County facility by employees, such as coffee pots, radios, lamps, clocks, decorator lights, fish tanks, water coolers, fans, etc. (Note: Not all appliances are acceptable for installation.)

Responsibility

- **The Building Maintenance Director, Safety Committee, Maintenance Department, or any department head** may require the removal of unauthorized appliances, subject to these responsibilities and procedural guidelines.

- **The Maintenance Department is responsible for providing a safe physical environment** for all employees and for the review, acquisition, funding, installation, and oversight of approved county-furnished appliances at Carlton County facilities. Maintenance provides guidance regarding the appropriateness of any appliance in question.

- **The Building Maintenance Director and department heads** are responsible to review and determine the appropriateness of any employee-furnished appliance in the workplace, and they assume responsibility for safety compliance.

- **Employees must acquire their department head's permission** in advance of installation for any appliance they bring into the workplace. Employees who have unauthorized appliances will be asked to remove them from the Carlton County facility. Any appliances in place prior to the effective date of this policy may be subject to inspection and/or removal and replacement with an approved County-Furnished Appliance, if it is determined they pose a safety risk.

Procedures

- **County-Furnished Appliances (Category 1)** The Building Maintenance Director and the affected department head(s) will evaluate requests for County-Furnished Appliances on a case-by-case basis. County-furnished microwave ovens, refrigerators, or coffee services may be provided in designated employee break areas. Appliances may be placed at locations where employees work overtime or have irregular duty hours, and where nearby food facilities are closed during that time. County-furnished appliances may also include fans, foot warmers, leg warmers, space heaters, and task lights. Installation of these appliances is generally approved if Maintenance Department hot/cold inspections warrant and once other adjustments to the physical work environment have been reviewed by the Maintenance Department and/or the employee's supervisor, as appropriate. Department heads may evaluate the use of an appliance after installation to determine ongoing need.

- **Acceptable Employee-Furnished Appliances (Category 2)** Department heads assume responsibility for any appliance approved for use in the workplace. Small personal appliances must comply with Occupational Safety & Health Administration (OSHA) safety standards and must not pose potential disruptions to the workplace, such as interference with lighting or building power, noise pollution, and/or possible odors generated from stagnant water, lack of cleaning, etc. Appliances in this category may include radios, lamps, or clocks.

- **Unacceptable Employee-Furnished Appliances (Category 3)** Any consideration of a Category 3 appliance requires specific detailed justification (via a Maintenance Care request) and approval of the Building Maintenance Director. Any exception based on medical reasons for placement of unauthorized appliances must be approved by the Human Resources Director as reasonable accommodation. Items such as personal coffee pots, grills, griddles, hot plates, small refrigerators, toaster ovens, popcorn makers, decorator lights (including non-LED holiday string lights), fish tanks and water fountains may cause safety hazards, significant noise pollution, or potential water damage. Cumulative use of these items may cause overload on certain building electrical systems and trigger outages.

- This policy will be construed consistent with State and Federal law.

Adopted:

Automated External Defibrillator (AED) Policy

Purpose

Statistics from the American Heart Association show that approximately 350,000 adult Americans die each year from sudden cardiac arrest. Many of these deaths are the result of out-of-hospital sudden cardiac arrest brought on by ventricular fibrillation (VF). VF is a dangerous arrhythmia in which the heart quivers chaotically instead of beating in a normal rhythm resulting in death. The only effective treatment for ventricular fibrillation is the delivery of an electric shock by a defibrillator. An Automated External Defibrillator (AED) is a simple, easy-to-use device that analyzes the heart's rhythm and if necessary tells the user to deliver a lifesaving shock. Early defibrillation (within 3-5 minutes of the cardiac arrest) is critical to survival. Every minute defibrillation is delayed, survival rates plunge 10 percent. Studies have shown that early defibrillation, along with Cardio-Pulmonary Resuscitation (CPR), can increase the chance of survival two to three fold. The solution to sudden cardiac arrest is the deployment of AEDs in key locations where people congregate.

Policy

Carlton County recognizes the importance of AEDs in increasing the chances of survival for anyone experiencing sudden cardiac arrest and, as such, subscribes to the following AED policy. An AED is located at each building owned or rented by Carlton County and staffed by County employees. It is expected that all employees will be aware of where AEDs are located at their assigned work location, and employees who will be in direct contact with the AEDs or respond to a person in cardiac arrest will complete training at least every two years regarding the proper use of AEDs.

Scope

An AED will be used in conjunction with CPR in cases of sudden cardiac arrest at any Carlton County building, in accordance with accepted protocols, including those developed by the American Red Cross and American Heart Association. Use of the AED and CPR will continue as appropriate during the course of emergency care, until the victim resumes pulse and respiration and/or local Emergency Medical Services (EMS) arrive at the scene and assume responsibility for emergency care of the victim. An AED must only be applied to victims who are unconscious, without signs of life.

Responsibilities

A. AED Program Coordinator: a Public Health Nurse/Registered Nurse trained in AED use, maintenance and training.
   a. Organize and conduct training for potential AED users;
   b. Maintain records of AED training in accordance with accepted protocols including those developed by the American Red Cross and American Heart Association;
   c. Coordinate equipment and accessory maintenance, including recordkeeping of said maintenance;
   d. Maintain list of all Carlton County AEDs (make, model, and serial number), physical locations, and Department Coordinators;
   e. Review and revise the AED Policy annually as needed in conjunction with the Policy Committee;
   f. Serve as the liaison between the County and the AED manufacturer(s);
   g. Participate in post-incident critical incident stress debriefing.

B. Department AED Coordinator: the appointed designee at each County building.
   a. Conduct daily, weekly, and/or monthly equipment maintenance per manufacturer's recommendations and/or at direction of Program Coordinator;
   b. Maintain a list of installation and expiration dates of AED batteries, AED pads, and batteries for AED cabinet door alarms;
   c. Send all maintenance and training records to the AED Program Coordinator.

Locations/Equipment

A. Per manufacturer's recommendations, AEDs located in Carlton County buildings are placed in easily accessible and identifiable locations. The list of AED locations (Appendix A) will be updated annually as part of the AED Policy review.

B. AED cabinets at all buildings contain laminated instructions on use of the AED along with troubleshooting suggestions. AED cabinets at all buildings other than the Courthouse also contain tape, a razor, a CPR mask, gauze, gloves and trauma scissors.

Training

A. Employees who will be in direct contact with the AEDs or respond to a person in cardiac arrest will complete training at least every two years in conjunction with American Heart Association and/or American Red Cross Certified CPR/First Aid training. This will include a knowledge review specific to the type of AED located at the employee's applicable Carlton County building. Refresher training may be completed more frequently at the discretion of the Program Coordinator, Department Coordinator, or at the request of a department head.
B. Drills will be conducted annually in accordance with the Carlton County Emergency Response Plan for AEDs located inside Carlton County buildings.
C. Only those employees who have successfully completed the necessary training will be considered authorized users of AEDs.

Maintenance

A. Monthly equipment check: Once each calendar month, the Department AED Coordinator will conduct and document an equipment check including the following elements:
    a. Emergency kit supplies;
    b. AED battery life;
    c. AED operation and status.
B. Annual equipment check: Once each calendar year, the AED Program Coordinator will conduct and document an equipment check including the following elements:
    a. Check expiration date of batteries and electrodes;
    b. Check AED status;
    c. Perform AED self-diagnostic check.
C. Post-incident check: Once an AED has been used, the AED Program Coordinator will evaluate the AED prior to it being returned to service.

Reporting

When an incident has occurred at any Carlton County facility that required the use of an AED, the AED Incident Report Form (Appendix B) must be completed and submitted to the AED Program Coordinator within 24 hours of the incident.

Debriefing

A. A review of each medical event requiring use of an AED will be conducted by the AED Program Coordinator. All key participants in the medical event will be encouraged to participate in the review as it will include actions that went well during the medical event and opportunities for improvement.
B. When an incident has occurred at a Carlton County building that required the use of an AED, critical incident stress debriefing services will be offered through the county's Employee Assistance Program (EAP). Although this is a voluntary program, staff will be encouraged to participate.

Appendix A: AED Locations

AED	BUILDING	LOCATION
	Courthouse	1st floor
	Courthouse	2nd floor
Zoll Plus	Courthouse	3rd floor
	Courthouse	4th floor
Phillips HeartStart	Community Services	1st floor hallway outside WIC office
Phillips HeartStart	Community Services	2nd floor west wall at top of public stairs
	Law Enforcement Center	2nd floor lobby
Phillips HeartStart	Transportation/Land	East wall in main lobby
	Extension	
	Transfer Station	
	Barnum Shop	
Phillips HeartStart	Moose Lake Family Services	North wall in Room #3

Appendix B: AED Incident Report Form

Name of Patient:	Incident Date:
Incident Location:	CPR/AED Operator and Witnesses:
Estimated Time from Patient's collapse until CPR: _____minutes	
Was cardiac arrest witnessed? Yes No by Whom:_____	
Estimated time from CPR initiated until AED pads applied: _____minutes	CPR started by: _____ Time: _____
	Any known illnesses of patient:
Did patient start breathing? Yes No	Did patient gain consciousness? Yes No
Other Treatments:	Medical Patches Removed? Yes No Given to Medics? Yes No
Shock Given? Yes No	Additional Shocks Given? Yes No
Briefly describe the incident:	
Additional Information:	
Coordinator Review: Date:	Review with Responders: Date:

AGENDA ITEM #

Carlton County Committees and Formal Work Groups

Agenda Item Request Form

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

Name: Dave Lee

Contact Information: 218-878-2844

Committee for Agenda Item Request: (COW) Establish point person for PH&HS "second in command duties"

Description of Agenda Item: (please be very detailed)

Currently there is not a Deputy or Asst. Director for PH&HS. This request is to use currently budgeted funds to designate a "second in command" supervisor that would provide back up and cross training with the PH&HS Director. No additional FTE's are being requested. A current PH&HS supervisor would be selected and be moved to a higher Supervisor position. Additional restructuring would lead to one or two team leader positions being designated in the same unit that the selected Supervisor is a part of. This will allow for better coverage, information flow, succession planning without adding FTE's, while maintaining a flatter structure while also not adding another layer of administration. The financial impact will be less than the $40,000 currently being saved by the last restructure earlier this year.

Describe any attachments:

Action Requested: Approval to use budgeted funds to restructure PH&HS administrative team to provide for a point person to serve as back up for the director.

FOR COMMITTEE OR FORMAL WORK GROUP USE ONLY

Date of Meeting: Nov. 3, 2015

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

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

Budget Requirements:

_____	Expenditure	☒	Budgeted
_____	Revenue	_____	Budget Amendment
_____	Contingency	_____	Grant or Other
_____	Transfer	_____	Matching Funds

TOTAL $_____ FUND _____ NONE ☐

Action Taken: Approved ☐ Denied ☐ Tabled ☐ Other _____

Adopted: August 12, 2014 Revised:

Carlton County, Minnesota

Transportation Department

Roads Bridges Airports Trails

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

Construction Program Update
October 28, 2015

(Projects are listed by anticipated program year.)

CURRENT PROJECTS

SAP 009-600-004 **Kettle Lake Road** **Length: 0.60 Mi**
Location: (28) From TH 210 in Corona Twp (Unorganized) to 0.60 miles south
Type of Work: Grading and approach improvements to BNSF RR Crossing
Status: WORK SUSPENDED – Road open to local traffic
Contractor: CCTD Maintenance Forces
Remarks: This Project was added by the County Engineer as a safety enhancement project to improve poor sight-lines and grades of the approaches to the railroad crossing. The availability of DNR Forest Road Account funding enabled the project to be advanced to the 2012 construction season. Preliminary survey is complete. ROW acquisition is complete with MnDNR and adjoining land owners. Plans are complete. Plans and Force Account Agreement were approved by MnDOT. County maintenance forces are working on this project as time permits. Construction activity will continue into 2015. The County will work with the Carlton County Soil and Water Conservation District to develop stream relocation plans required by the DNR for the stream adjacent to the roadway on this project. Work is suspended until these plans are completed and approved.

SAP 009-603-034 **CSAH 3** **Length: 4.37 Mi**
Location: (34) From TH 45 in Carlton to Cloquet Ave in Cloquet
Type of Work: Signing and Pavement Markings for shared bike lanes
Status: *WORK COMPLETE*
Contractor: AAA Striping Service Co., St Michael, MN
Remarks: This Project was added by the County Engineer with input from the City of Cloquet, the City of Carlton and their respective Active Communities Coalitions to enhance safety of bicyclists that use this route between Cloquet and Carlton as well as destinations along the route such as baseball, softball and soccer fields, Fond du Lac Tribal and Community College, the public library and other recreational and places of interest. Plans were under in-house review prior to submittal to MnDOT for approval. Plans were approved 07/13/2015. The Contractor reports there is an 8 – 10 week lead time required for the steel posts needed for sign installations on this project. A pre-construction conference was held 09/22/2015. Tentative start date is the week of 10/05/2015 with construction activities anticipated to take less than two weeks. This work involves pavement markings on the shoulder area of the roadway and sign installations beyond the shoulder/curb lines. *Work started 10/13 with sign installations and was completed by 10/16 with epoxy pavement markings. This project is now complete and will be removed from the next report.*

"This Institution is an Equal Opportunity Employer"

SAP 009-605-021 **CSAH 5 (University Rd)** **Length: 0.10 Mi**
Location: (5) Over Otter Creek in Cloquet MN (Sect 29-49-17)
Type of Work: Replace Bridge 4885
Status: *WORK COMPLETE*
Contractor: Ulland Brothers, Inc., Cloquet, MN.
Remarks: This Project was added by the County Engineer to maintain the integrity of roadway system. This bridge is Structurally Deficient and has a Sufficiency Rating of 57.6. State-Aid construction dollars will fund this project if bridge replacement funding is not available. It is tied to the FDR project on the approach roadway from CSAH 26 (Moorhead Rd) to CSAH 5 (University Road) under SAP 009-605-024. Permits from MnDNR, FDL, WCA and COE have been received. ROW from the University of Minnesota is acquired. Plans were approved 12/2014. By Contract and Permit requirements, work is to start on July 6, 2015 and the work and detour must be completed by July 31, 2015. Due to high water conditions, the start of the project was delayed until 07/27/2015. Construction and road closure was anticipated to last two weeks, however, for safety reasons; the bridge was to remain closed until guardrails were installed after paving operations were completed. The bridge was opened and protected on the south by permanent guardrail. Utility conflicts on the north side delayed installation of the guardrail. *The north side was temporarily protected with portable barriers, but permanent guardrail and end treatments were installed. Paving, gravel shoulders and pavement markings are complete. This project is complete and will be removed from the next report.*

SAP 009-605-024 **CSAH 5** **Length: 2.70 Mi**
Location: (24) From CSAH 26 to CR 115 (Airport Rd) in Cloquet, MN.
Type of Work: Full-Depth Reclamation (FDR), bit surface, aggregate shoulders, pavement markings.
Status: *WORK COMPLETE*
Contractor: Ulland Brothers, Inc., Cloquet, MN.
Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system. This project is in the 2015 construction season to allow the City of Cloquet and FDL to complete construction of the Cartwright Road in 2014. Cartwright Road is one mile east of this project and connects University Road (at Airport Road) to Moorhead Road. The termini of this project was to be included in the SAP 009-605-009 grading project, but was pulled from that project due to funding, permitting and right-of-way acquisition constraints of the grading portion, which is moved to 2017 as a separate project. Plans were submitted to MnDOT 10/24/2014 and approved 10/28/2014. This project is tied to SAP 009-605-021 which replaces Bridge 4885 over Otter Creek. Work on this project is to start AFTER the box culvert replacement and approach grading is completed under SAP 009-605-021. FDR work has started. All work is still scheduled to be completed by 08/28/2015. The Contractor lowered the FDR profile grade by four inches, then re-shaped and compacted the material before placing the 3-1/2 inches of bituminous surfacing. *The Contractor completed gravel shouldering, in slope operations and pavement markings. Contract work was accepted as open for the safe and convenient use by traffic on 09/17/2015. The Contract completion date is 08/28/2015 and the Contractor was assessed a penalty for each day after 08/28 until all the work was accepted on 09/17/2015. This project is complete and will be removed from the next report.*

SAP 009-607-024 **CSAH 7 (Big Lake Rd)** **Length: 0.85 Mi**

Location: (53) CR 115 (Pinewood Dr) to 500' west of TH 33 in Cloquet

Type of Work: Mill and Overlay, Sidewalk, Pavement Markings

Status: *WORK COMPLETE*

Contractor: Northland Constructors, Duluth, MN

Remarks: The Project was added by the County Engineer to preserve the integrity of the pavement and to complete the pedestrian access route (sidewalk) from SP 009-607-021, west up the hill to Spring Lake Road. Plans are approved by MnDOT. The project was let on 09/22/2014 so bituminous work could be completed in the 2014 construction season. Right-of-way was to be acquired by the 2015 construction season for the construction of the sidewalk and retaining wall. A preconstruction conference was held 10/06/2014. Work started 10/08/2014. Paving and pavement markings are complete. Project is suspended until concrete work can be done in 2015. The final parcel of Right of Way was recently acquired. Final construction items (curb and gutter repairs, sidewalk, retaining wall and landscaping) are scheduled for fall 2015. The retaining wall has been completed. *The Contractor completed work on the sidewalk construction from Spring Lake Road to the entrance at Perkins as well as repairing/replacing sections of curb and gutter. This project is now complete and will be removed from the next report.*

SAP 009-608-018 **CSAH 8** **Length: 1.01 Mi**

Location: (36) From 2700 ft WSW of NE Corner 16-46-16 to E ¼ Corner 9-46-16 in Holyoke Twp.

Type of Work: Construct grading grade with Tire Derived Aggregate (TDA) as lightweight fill and aggregate substitute.

Status: *WORK COMPLETE*

Contractor: Force Account with CCTD Maintenance Crews

Remarks: This Project is a portion of SAP 009-608-014 grading from CR 145 in Holyoke to Granzow Road, 2.7 miles northeast. This portion of that project is utilizing Tire Derived Aggregate (TDA) as lightweight fill and aggregate substitute to construct the grading base to reduce the amount of granular materials needed to build the roadbed since granular materials are in short supply in this part of the county. County maintenance forces are performing this work since our crews have the experience in constructing the road bed using TDA tire chips. This project is being constructed as a Force Account Agreement using State-Aid Construction funds. Tire chip embankment construction is complete on the east/west portion of this project. Clearing operations on the north/south section of this project are complete and County Forces completed tire chip embankment construction on this section as weather conditions permit. County forces completed construction of the TDA embankment on the westerly portion of the new roadway. Traffic was shifted to the new embankment in one lane with traffic controlled by a portable traffic controls system to allow traffic in one direction at a time. This was necessary to allow construction of the easterly lane and embankment which will encroach on the old roadbed. *The easterly side of the new roadbed is complete and County crews completed final embankment cover on the east half of the new road bed and placing gravel surfacing. Work is now complete on this project and it will be removed from the next report.*

SAP 009-645-005 **CSAH 45 (Broadway Street in Scanlon, MN)** **Length: 0.61 Mi**
Location: (8) From center median south of CSAH 61 to Scanlon/Cloquet Corporate limits
Type of Work: Bituminous Mill and Overlay, Aggregate Shoulders, Pavement Markings
Status: *WORK COMPLETE*
Contractor: Ulland Brothers, Inc., Cloquet, MN
Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system. Failure of the signal loop detector on CSAH 61nearest to CSAH 45 prompted the inclusion of this project in the 2014 construction program. The Scope of the project will now include the replacement of all signal loop detectors. The Design staff completed plans. Final Plans were approved by MnDOT. Project start date was 09/15/2014 after MnDOT completed use of CSAH 45 as a detour route for the TH 33 construction in Cloquet. A preconstruction conference was held 09/08/2014. Paving is complete. Linear pavement markings are complete. Turn arrows and painting of the signal heads is complete. Placement of pavement markings (Turn Arrows and 'ONLY' markings were to be placed as soon as the sub-contractor' grinding equipment is repaired. The sub-contractor completed installing the remaining pavement markings. *All contractor work is complete on this project and it will be removed from the next report.*

SP 009-596-005 **Pfeifer Road** **Length: 0.75 Mi**
Location: (30) Pfeifer Road @ BNSF RR Crossing, south of TH 210, 3.75 miles west of Carlton
Type of Work: Remove RR Crossing, upgrade road to west
Status: CONTRACTOR WORK COMPLETE
Contractor: KGM Contractors, Angora, MN
Remarks: Carlton County acted as fiscal agent for receipt and disbursement of Federal funding. Work remaining includes removal of the at-grade crossing of the BNSF railroad tracks by BNSF crews. Access to properties on Pfeifer Road is from CSAH 5, south of TH 210. The access from TH 210 is CLOSED. *Contract work is complete on this project and it will be removed from the next report.*

SAP 009-598-016 **Bridge L1230 on CR 131 (River Road)** **Length: 52 Ft**
Location: (56) Over the Kettle River, 842 ft N of CR 133 (Minkkinen Rd), Section 28 in Kalavela Twp
Type of Work: Rehabilitate the Superstructure of Bridge L1230
Status: AWARDED 07/14/2015
Contractor: M&K Bridge Construction, Inc., Walnut Grove, MN
Remarks: This project was added by the County Engineer to protect the integrity of the bridge and roadway. During 2014 Bridge Safety Inspections, deficiencies were discovered that necessitated posting the bridge to 3 Ton load limit. State Bridge Bond funding has been secured to rehab the superstructure to carry legal loads. Due to the lead time necessary for fabrication of steel and timber structural members, a completion date of 11/06/2015 set in the Contract. *Steel delivery and fabrication delays have pushed the start of construction to the end of November.*

SP 009-070-004	**Various CSAH and CR**	**Length: X.XX Mi**
Location: (Map3)	37 horizontal curves on CSAH 3, 4, 5, 6, 7, 10, 12, 13, 18, 21, 23, 25 and CR 120, 138, 139, 144 and 151	
Type of Work:	Chevron Curve Delineation Sign installations	
Status:	UNDER CONSTRUCTION	
Contractor:	A&H Company, Inc., of Ironton, MN	
Remarks:	This Project was added by the County Engineer to enhance traffic safety and reduce run-off-the-road type crashes by installing Chevron Curve Delineation signs at locations determined in the Carlton County Road Safety Plan. This is a joint project with Aitkin, Itasca, and Lake Counties to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% local fund split. The 10% local share will come from our State-Aid Construction Account. Plans were submitted to and approved by MnDOT. Itasca County is the lead agency and will administer the project. A preconstruction conference was held 07/07/2015. The Contractor anticipates work starting mid to late September pending delivery of steel posts which require an 8 – 10 week lead time. The Contractor has begun installations in Itasca County. *Work in Carlton County is anticipated to begin later in the week of 10/26.*	

Projects programmed for the 2016 Construction Season

CP 009-116-009	**CR 116 (Stark Rd)**	**Length: 3.00 Mi**
Location: (42)	from CR 119 (Crosby Rd) to CSAH 1 (Canosia Rd)	
Type of Work:	Bituminous resurface	
Status:	Programmed for 2016.	
Contractor:	Design by CCTD	
Remarks:	Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road sales tax project was added by the County Engineer to correct a very poor bituminous surface and maintain the integrity of roadway system. Estimated revenues from the transportation sales tax have increased significantly from earlier projections allowing this project to be funded earlier and moved to 2016.	

CP 009-117-004	**CR 117 (Freeman Rd)**	**Length: 1.00 Mi**
Location: (43)	from CR 116 (Stark Rd) to N County Line	
Type of Work:	Bituminous resurface	
Status:	Programmed for 2016.	
Contractor:	Design by CCTD	
Remarks:	Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road sales tax project was added by the County Engineer to correct a very poor bituminous surface and maintain the integrity of roadway system. Estimated revenues from the transportation sales tax have increased significantly from earlier projections allowing this project to be funded earlier and moved to 2016.	

CP 009-119-005	**CR 119 (Crosby Rd)**	**Length: 1.00 Mi**
Location: (44)	from CSAH 2 (N Cloquet Rd) to CR 116 (Stark Rd)	
Type of Work:	Bituminous resurface	
Status:	Programmed for 2016.	
Contractor:	Design by CCTD	
Remarks:	Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road sales tax project was added by the County Engineer to correct a very poor bituminous surface and maintain the integrity of roadway system. Estimated revenues from the transportation sales tax have increased significantly from earlier projections allowing this project to be funded earlier and moved to 2016.	

CP 009-123-007	**CR 123 (Eagle Lake Rd)**	**Length: 1.00 Mi**
Location: (33)	from 1.0 miles SW of TH 73 to TH 73	
Type of Work:	Slope stabilization and Bituminous resurface	
Status:	Programmed for 2016.	
Contractor:	Design by CCTD	
Remarks:	Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road sales tax project was added by the County Engineer to correct a very poor bituminous surface and maintain the integrity of roadway system. *The slope stabilization work will occur in 2016 and bituminous surfacing may be pushed to 2017 if needed to allow full stabilization of the slope.*	

CP 009-144-006	**CR 144 (Brandt Rd)**	**Length: 1.40 Mi**
Location: (45)	From T-85 (Boundary Rd) to T-232 (Brandt Rd)	
Type of Work:	Bituminous resurface	
Status:	Programmed for 2016.	
Contractor:	Design by CCTD	
Remarks:	Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road sales tax project was added by the County Engineer to correct a very poor bituminous surface and maintain the integrity of roadway system. Estimated revenues from the transportation sales tax have increased significantly from earlier projections allowing this project to be funded earlier and moved to 2016.	

SAP 009-604-037	**CSAH 4**	**Length: 15.6 Mi**
Location: (31)	From TH 73, north of Kettle River, to I-35, east of Mahtowa	
Type of Work:	Full-Depth Reclamation, Bit surfacing, aggregate shoulders, pavement markings	
Status:	Programmed for 2016	
Contractor:	Design by CCTD	
Remarks:	This Project was added by the County Engineer to protect the integrity of the roadway and extend pavement life.	

SAP 009-606-032	**CSAH 6**	**Length: 0.95 Mi**
Location: (13)	Curb and gutter west of CSAH 61 in Barnum, MN to I-35	
Type of Work:	Mill and Overlay, curb and gutter, sidewalk, storm sewer rehab, Pavement Markings	
Status:	Programmed for 2016.	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	This Project was added by the County Engineer to split from the Federal Aid Project (SP 009-606-028) since this work is a curb and gutter section and the federal portion is rural design. Bituminous pavement work between the gutters from west of CSAH 61 to I-35 will also involve curb and gutter, sidewalk and storm sewer rehabilitation. A meeting was held with the City of Barnum to coordinate schedules with their proposed water main extension project. Potential realignment of C.R. 140 approach to CSAH 6 and re-configuration of entrances to Minit Mart (formerly Little Store) and Lazy Bear Grill pushed the project to a fall of 2015 letting with construction in 2016.	

SAP 009-606-033	**CSAH 6**	**Length: 10.00 Mi**
Location: (11)	From TH 73 to I-35 in Barnum	
Type of Work:	Sealcoat – Chipseal, Pavement markings.	
Status:	Programmed for 2016	
Contractor:	Design by CCTD	
Remarks:	This Project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. This project will include diamond grinding or other pavement corrective actions to improve the patch areas that were done due to the project done in 2015 (SAP 009-606-028).	

SAP 009-608-014	**CSAH 8**	**Length: 2.70 Mi**
Location: (32)	From CR 145 in Holyoke to 2.7 miles northeast	
Type of Work:	Grade, drainage structures, aggregate base and turf establishment	
Status:	Programmed for 2016 – in Final Design	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	The Preliminary Survey is complete. Plans are in Final Design. The Project was moved from 2007 and subsequent years due to budget and funding availability and development capability. A public meeting was held 09/26/2011 at the Holyoke Town Hall to present project scope and gather input from adjacent property owners and the public. Due to delays in staff timing and availability as a result of the 06/2012 Flood event and associated projects for 2012 and 2013, this project was moved to 2014. The use of tire chips as an aggregate replacement is incorporated into the design of this project and was let as a separate project (SAP 009-608-018). Plans are in design with an anticipated fall 2015 bid letting for construction in 2016. Right-of-Way acquisition is progressing with all but two of 22 parcels acquired. DNR, WCA and COE Permits have been received. To ensure the construction time line, Eminent Domain is being used to acquire the remaining Right of Way.	

SAP 009-608-017	**CSAH 8**	**Length: 0.10 Mi**
Location: (35)	Little Net River, Section 10-46-16, 1.5 miles northeast of Holyoke, MN	
Type of Work:	Replace old Bridge 4511 with new Bridge 09J32 and approaches	
Status:	Programmed for 2016 - in Final Design	
Contractor:	LHB, Engineers and Architects, Duluth, MN	
Remarks:	This project is within the termini of the SAP 009-608-014 Grading project. The Department secured the services of LHB to design this replacement structure. The design selected is a BEBO arch pre-cast concrete structure. Preliminary plans have been submitted to MnDOT Bridge Office for review and approval. Bid letting was anticipated early 2015 for construction in summer 2015. MnDOT will be replacing a structure on TH 23, 6 miles south of Wrenshall, during the summer of 2015. Due to a conflict in detours for the MnDOT project and the County project, this bridge replacement project will be let fall of 2015 for construction in the summer of 2016 and will be tied to the road reconstruction project SAP 009-608-014. This project is moved to the 2016 Program Year.	

SAP 009-612-021	**CSAH 12**	**Length: 3.00 Mi**
Location: (9)	From CR 132 to Anderson Road.	
Type of Work:	Bituminous Overlay, Aggregate Shoulders, Pavement Markings	
Status:	Programmed for 2016.	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	The original project, from CR 132 to TH 27/73, was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. The vertical alignment of the east north/south 1.5 miles was reviewed and the project scope was revised to allow for grade improvements. This project was split out due to the differing type of work required. The County retained a consulting firm to perform soil borings in 11/2013 to determine soils makeup to assist in designing the pavement structure. Design staff is preparing construction plans with an anticipated March 2016 letting. An FDR project is being scoped for pavement improvement for this three mile stretch of CSAH 12 from CR 132 to the south end of the curve, south of Anderson Road.	

SAP 009-612-024	**CSAH 12**	**Length: 1.50 Mi**
Location: (10)	From Anderson Road to TH 27/73, ½ mile west of Moose Lake, MN.	
Type of Work:	Vertical grade corrections, Bituminous Surface, Aggregate Shoulders, Pavement Markings	
Status:	Programmed for 2016.	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	This Project was part of SAP 009-612-021 which was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. This project was split out due to the differing type of work required. The vertical alignment of this segment was reviewed and the project scope was revised to allow for grade improvements to correct vertical curve sight distance issues. The County retained a consulting firm to perform soil borings in 11/2013 to determine soils makeup to assist in designing the pavement structure. Since the scope of this project is to include grade widening and vertical curve correction to meet minimum design speed standards, right-of-way acquisition and environmental permits are required so the project was moved to 2016.	

SAP 009-613-011	**CSAH 13**	**Length: 0.37 Mi**
Location: (51)	From the Bridge over I-35 to CSAH 6 in Barnum, MN.	
Type of Work:	Curb and Gutter corrections, Bit. Surfacing, Aggregate Shoulders, Pavement Markings	
Status:	Programmed for 2016.	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	This Project was added at by the County Engineer to maintain the integrity of the roadway pavement and extend pavement life. This project will be tied to SAP 009-606-032 to obtain better unit prices since the projects are adjacent to each other.	

SP 009-070-003	**CSAH 5, CSAH 7, CSAH 10 and CSAH 12**	**Length: 24.4 Mi**
Location: (Map4)	On CSAH 5 from CSAH 6 to TH 210 (9.6 Mi); on CSAH 7 from TH 210 to CSAH 5 (9.0 Mi), on CSAH 10 from TH 73 to I-35 (1.4 Mi); on CSAH 12 from CR 132 to TH 27/73 (4.4 Mi).	
Type of Work:	Ground-in Wet-Reflective edge striping	
Status:	Programmed for 2016	
Contractor:	St Louis County is the lead agency	
Remarks:	This Project was added by the County Engineer to enhance traffic safety by installing white edge lines (fog line) using a construction method that grinds the pavement edge to create a channel that will allow the special wet-reflective epoxy paint to be installed below the surface of the roadway and thereby reduce wear of the lines caused by snow removal equipment and traffic and extend the serviceable life of the edge markings. This is a joint project with St Louis County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% local fund split. The 10% local share will come from our State-Aid Construction Account.	

Projects programmed for the 2017 Construction Season

CP 009-113-002	**CR 113 (Brookston Road)**	**Length: 1.50 Mi**
Location: (18)	From North County Line to 1.50 miles south in Cloquet, MN.	
Type of Work:	Raise grade, widen, swamp work, bituminous surface	
Status:	Programmed for 2017.	
Contractor:	TBD	
Remarks:	Work is partially funded by the County Road Construction Bond as part of the Program adopted 06/13/2006. An agreement with FDL & BIA regarding cooperative effort to reconstruct and improve the roadway was reached. This Project was moved from 2007 and subsequent construction seasons to allow timing for survey, permitting, engineering and right-of-way acquisition. CCTD is working with FDL on funding availability. FDL is working on additional funding sources and applications which necessitate the moving of the project to 2017.	

SAP 009-605-009	**CSAH 5**	***Length: 0.75 Mi***
Location: (22)	From TH 210 to CSAH 26 (Moorhead Rd) in Cloquet, MN.	
Type of Work:	Grading, Drainage Structures, Aggregate Base, Turf.	
Status:	Programmed for 2017 - in Survey and Design	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. Preliminary survey is ongoing. Initial contacts have been made regarding right-of-way and permits. The project was moved to 2016 to allow construction of the Cartwright Road. Due to funding, permitting and right-of-way acquisition constraints, the project was moved to 2017.	

SAP 009-608-019	**CSAH 8**	**Length: 2.70 Mi**
Location: (32)	From CR 145 in Holyoke to 2.7 miles northeast	
Type of Work:	Bituminous surfacing, Aggregate shoulders, pavement markings	
Status:	Programmed for 2017 - in Design	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	This Project was added by the County Engineer to maintain the integrity of the roadway as traffic counts are at the threshold where bituminous pavement is more cost effective than maintaining the gravel surface, especially this distance from readily available gravel sources and maintenance facilities.	

SAP 009-599-023	**UT-388**	**Length: 0.10 Mi**
Location: (2)	Over Hasty Brook (Sect 10-49-20), 4.0 miles north of Cromwell, MN.	
Type of Work:	Replace Bridge L1244	
Status:	Programmed for 2017.	
Contractor:	Design services by SEH, Duluth, MN	
Remarks:	This Project was added by the County Engineer to maintain the integrity of the roadway system and as a placeholder if/when bridge funding is available. The Program Year may be adjusted based on funding availability, priority and development capability. This bridge is Structurally Deficient, has a Sufficiency Rating of 28.6 and is load posted: 20 tons single unit vehicle, 30 tons combination vehicle, 30 tons tractor-trailer. Options are being considered for roadway-in-lieu of replacing the structure. SEH was selected to provide design services. This structure was removed from the 2012 Flood Bond Bridge Replacement Program. Actual program year will be determined as funding, permitting and project development allows. This project is moved to the 2017 construction season as a placeholder if funding is available.	

SAP 009-090-004	**CSAH 7 (Big Lake Rd)**	**Length: 1.60 Mi**
Location: (54)	Along CSAH 7 from CSAH 5 (University Rd) to Whispering Pines Drive in Cloquet, MN.	
Type of Work:	Pedestrian/Bicycle Trail (Gikinoo-Inamon Trail)	
Status:	Programmed for 2017.	
Contractor:	Design by CCTD, FDL and BIA Roads Engineering Staff	
Remarks:	The Project was added by the County Engineer at the request of the Fond du Lac Reservation. Improvements are necessary for the safe and convenient travel of bicyclists and pedestrians. This is a cooperative project with the majority of the funding from FDL and BIA Roads apportionments. Agreements are in place with FDL for CCTD to perform design engineering, right-of-way acquisition, construction engineering and project administration. A public meeting was held on 10/05/2011. Preliminary survey work is complete. A public meeting was held 03/06/2013 at the FDL Tribal Center to present the preferred alignment and construction details. Permits are in process. Plans are being reviewed by MnDOT. This project was renumbered from SP 091-090-065. The PM was approved 09/18/2013. This project was moved into the 2014 – 2017 STIP for construction in 2014. The project is still in the construction program, but will be developed as a State-Aid project because of a funding swap agreement with St Louis County and SALT. Right-of-way acquisition is in process. Plans are at MnDOT for review and approval. This project was moved to the 2015 Construction Program due to funding issues, right-of-way acquisition status and workforce scheduling. The Big Lake Area Sanitary District sanitary sewer line is proposed to be constructed in the fall of 2016 along the south side of CSAH 7. To avoid construction conflicts, this project is moved to 2017.	

SP 009-070-005	**CSAH 1, 4, 6, 7, 12, 18, 21, 24, 61, CR 107, 110**	**Length: 0.1 Mi**
Location: (Map4)	On CSAH 1 at TH 23; CSAH 4 at TH 23; CSAH 4 at TH 73, CSAH 6 at TH 73; CSAH 7 at TH 210; CSAH 12 at TH 27; CSAH 18 at TH 23; CSAH 21 at TH 210; CSAH 24 at TH 210; CSAH 61 at TH 210; CR 107 at TH 210; CR 110 at TH 210	
Type of Work:	Rural Intersection Lighting	
Status:	Programmed for 2017	
Contractor:	St Louis County is the lead agency	
Remarks:	This Project was added by the County Engineer to enhance traffic safety by installing street lights at rural Stop controlled intersections as part of the Carlton County Roadway Safety Plan. This is a joint project with St Louis County and Itasca County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% local fund split. The 10% local share will come from our State-Aid Construction Account.	

Projects programmed for the 2018 Construction Season

SAP 009-601-XXX	**CSAH 1 (Canosia Rd)**	**Length: 0.10 Mi**
Location: (27)	At the Midway River (Section 22-49-16) in Esko, MN.	
Type of Work:	Rehabilitate Bridge 09502	
Status:	Placeholder in 2018.	
Contractor:	TBD	
Remarks:	This Project was added by the County Engineer to maintain the integrity of the roadway system and as a placeholder if/when bridge funding is available. The Program Year may be adjusted based on funding availability, priority and development capability. This bridge is Structurally Deficient and has a Sufficiency Rating of 54.9. This project was moved from 2012 to 2018 because surface and joint repairs that were completed due to damage from the June 2012 flood extends the service life of those items.	

SAP 009-605-022	**CSAH 5**	**Length: 0.75 Mi**
Location: (23)	From TH 210 to CSAH 26 (Moorhead Rd) in Cloquet, MN.	
Type of Work:	Bituminous Surfacing of SAP 009-605-009 grading section.	
Status:	Programmed for 2018.	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. The project is moved to 2018 since the grading project (SAP 009-605-009) was moved to 2017.	

SAP 009-606-XXX	**CSAH 6 (Main Street in Barnum, MN)**	**Length: 0.10 Mi**
Location: (12)	Over Moose Horn River in Barnum (Sect 1-46-19)	
Type of Work:	Rehabilitate Bridge 09503	
Status:	Placeholder in 2018.	
Contractor:	TBD	
Remarks:	This Project was added by the County Engineer to maintain the integrity of the roadway system and as a placeholder if/when bridge funding is available. The Program year may be adjusted based upon funding availability, priority and development capability. This bridge is Structurally Deficient and has a Sufficiency Rating of 64.6. This project was moved from 2014 to 2015 to 2018 for the above reasons.	

SAP 009-621-003	**CSAH 21**	**Length: 4.00 Mi**
Location: (4)	From CR 123 to TH 210 in Cromwell, MN	
Type of Work:	Grading, Drainage Structures, Aggregate Base	
Status:	Programmed for 2018.	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. Due to the complexity of this project, funding availability and staffing levels, it was moved to 2018 to allow more time for survey, permitting and right-of-way processes.	

SP 009-070-006	**CSAH 4, CSAH 5**	**Length: 0.1 Mi**
Location: (Map5)	On CSAH 4 at CSAH 5 North; on CSAH 5 at TH 210	
Type of Work:	Mainline Dynamic Warning System	
Status:	Programmed for 2018	
Contractor:	St Louis County is the lead agency	
Remarks:	This Project was added by the County Engineer to enhance traffic safety by installing mainline dynamic warning systems at rural intersections as part of the Carlton County Roadway Safety Plan. This is a joint project with St Louis County and Itasca County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% local fund split. The 10% local share will come from our State-Aid Construction Account.	

Projects programmed for the 2019 Construction Season

SAP 009-611-002	**CSAH 11**	**Length: 3.00 Mi**
Location: (3)	From CSAH 8 to CSAH 6, 4 miles east of Barnum, MN.	
Type of Work:	Grading, Drainage Structures, Aggregate Base	
Status:	Programmed for 2019.	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. Due to budget, staff time, permitting and right-of-way acquisition expanded time lines; this project is moved to the 2019 construction program.	

SAP 009-621-004	**CSAH 21**	**Length: 4.00 Mi**
Location: (4)	From CR 123 to TH 210 in Cromwell, MN	
Type of Work:	Bituminous Surface, Aggregate Shoulders, Pavement Markings	
Status:	Programmed for 2019.	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. This project was to be a Federal Aid Project and was included in the 2013 – 2016 STIP, however, this project is be pulled from the Federal-Aid program and will be developed and constructed using State-aid funding. This project was moved to the 2019 program since the grading portion (SAP 009-621-003) was moved to the 2018 program.	

SP 009-090-003	**St Louis River Trail (Phase II)**	**Length: 1.50 Mi**
Location: (29)	I-35 Park and Ride in Scanlon to 0.59 miles E of TH 33	
Type of Work:	Construct Bicycle/Pedestrian Trail	
Status:	Scheduled for 2019.	
Contractor:	TBD	
Remarks:	Carlton County will act as fiscal agent for receipt and disbursement of Federal funding. The Project was moved to 2010 due to delays in the progress of Phase I and bumped to 2011 behind Phase III because it is anticipated that Phase III can be developed, permitted and constructed in a shorter timeline than Phase II. This will allow the St Louis River Trail Committee additional time to secure additional funding needed to complete this phase. This project was placed on-hold until local funding is available to match Federal Funding. The City of Scanlon applied for TAP funds (80/20 split) in 2015 to be included in the 2019 STIP. Carlton County will agree to be sponsoring agency to receive/disperse the federal funds.	

Projects programmed for the 2020 Construction Season

SAP 009-611-003	**CSAH 11**	**Length: 3.00 Mi**
Location: (3)	From CSAH 8 to CSAH 6, 4 miles east of Barnum, MN.	
Type of Work:	Bituminous Surface, Aggregate Shoulders, Pavement Markings	
Status:	Programmed for 2020.	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. This project is moved to the 2020 construction program since the grading project for this section of roadway was moved to the 2019 construction program.	

Other Projects not scheduled or On-Hold

CP 009-105-003	**CR 105**	**Length: 0.20 Mi**
Location: (38)	From CSAH 5 to 1500 ft east	
Type of Work:	Sealcoat – Chipseal, Pavement markings.	
Status:	Project on Hold	
Contractor:	Design by CCTD	
Remarks:	This Project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. However, this project is not on the original list of 13 Sales Tax projects and *will be delayed for funding availability and as the Department reviews its pavement preservation strategies and implementation timelines.*	

CP 009-106-003	**CR 106**	**Length: 0.50 Mi**
Location: (1)	From W 1/4 Sec 18-47-17 to NW Cor 18-47-17, 4.22 miles ESE of Mahtowa, MN.	
Type of Work:	Remove closed Bridge 92409; Construct Roadway-in-lieu (R-I-L) of Bridge	
Status:	Project on-Hold	
Contractor:	TBD	
Remarks:	The old bridge was removed in 2008 by County Forces. This project has been discussed with Blackhoof Township, Mahtowa Township and the State Aid office. Options are: to replace the bridge as a county bridge; turn the road back to the township and replace as a township bridge; construct a roadway-in-lieu to the north; leave as-is with the bridge removed and the two segments of CR 106 as dead end roads.	

CP 009-107-005	**CR 107**	**Length: 0.40 Mi**
Location: (39)	From CSAH 3 (14th St) to dead end east	
Type of Work:	Sealcoat – Chipseal, Pavement markings.	
Status:	Project on Hold	
Contractor:	Design by CCTD	
Remarks:	This Project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. However, this project is not on the original list of 13 Sales Tax projects and *will be delayed for funding availability and as the Department reviews its pavement preservation strategies and implementation timelines.*	

CP 009-114-007	**CR 114 (Lund Rd)**	**Length: 2.50 Mi**
Location: (46)	From CSAH 9 (Twin Lakes Rd) to CR 113 (Brookston Rd)	
Type of Work:	Grading, Aggregate Base, Bituminous Surfacing	
Status:	To be programmed when funding allows	
Contractor:	Design by CCTD	
Remarks:	Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road has a grade with very poor drainage, overtops after rains and the bituminous surface is very poor with potholes, alligator cracking and large transverse cracking. The project was added by the County Engineer to maintain the integrity of roadway system.	

CP 009-114-008 **CR 114 (Jarvi Rd (E/W) and Reservation Rd (N/S))** **Length: 3.80 Mi**
Location: (47) From CR 113 (Brookston Rd) to Lockling Rd in the City of Cloquet
Type of Work: Grading, Aggregate Base, Bituminous Surfacing
Status: To be programmed when funding allows
Contractor: Design by CCTD
Remarks: Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road has a grade that overtops after rains and the bituminous surface is very poor condition. The project was added by the County Engineer to maintain the integrity of roadway system.

CP 009-114-009 **CR 114 (Trettle Lane)** **Length: 0.45 Mi**
Location: (49) From CR 115 (Airport Rd) to 2353' north
Type of Work: Sealcoat – Chipseal, Pavement markings.
Status: Project on Hold
Contractor: Design by CCTD
Remarks: This Project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. However, this project is not on the original list of 13 Sales Tax projects and *will be delayed for funding availability and as the Department reviews its pavement preservation strategies and implementation timelines.*

CP 009-115-005 **CR 115 (Airport Rd and Pinewood Dr)** **Length: 2.80 Mi**
Location: (40) From CSAH 5 (University Rd) to CSAH 7 (Big Lake Rd)
Type of Work: Sealcoat – Chipseal, Pavement markings.
Status: Project on Hold
Contractor: Design by CCTD
Remarks: This Project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. However, this project is not on the original list of 13 Sales Tax projects and *will be delayed for funding availability and as the Department reviews its pavement preservation strategies and implementation timelines.*

CP 009-149-003 **CR 149 (Pacific Ave)** **Length: 0.80 Mi**
Location: (41) From CSAH 20 (3rd St) to CR 127 (No Finn Rd)
Type of Work: Sealcoat – Chipseal, Pavement markings.
Status: Project on Hold
Contractor: Design by CCTD
Remarks: This Project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. However, this project is not on the original list of 13 Sales Tax projects and *will be delayed for funding availability and as the Department reviews its pavement preservation strategies and implementation timelines.*

CP 009-151-003 **CR 151 (Jay Cooke Rd)** **Length: 1.25 Mi**
Location: (48) From TH 210 (in Jay Cooke State Park) to East Palkie Rd
Type of Work: Upgrade (full scope of work yet to be determined)
Status: To be programmed when funding allows
Contractor: Design by CCTD
Remarks: Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road has a grade with very poor drainage, steep terrain and side slopes. Centerline culverts need to be inspected for potential replacements. The roadbed is in good shape, but we have a high cost per mile for maintenance. This section was on a previous County Bond list, if funding was available, but was not prioritized. The project was added by the County Engineer to maintain the integrity of roadway system.

CP 009-696-002 **CR 696 (St Louis River Rd)** **Length: 4.20 Mi**
Location: (46) From TH 33 to CSAH 1 (Canosia Rd)
Type of Work: Minor Grading, Aggregate Base, Bituminous Surfacing
Status: To be programmed when funding allows
Contractor: Design by CCTD
Remarks: Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road has a grade with poor drainage, severe erosion on hills after heavy rains and must be bladed quite often to maintain the gravel surface. The roadbed has settled by the swamps. This section was on a previous County Bond list, if funding was available, but was not prioritized. The project was added by the County Engineer to maintain the integrity of roadway system.

SAP 009-605-025 **CSAH 5 (University Rd)** **Length: 2.70 Mi**
Location: (24) From CSAH 26 (Moorhead Rd) to CR 115 (Airport Rd) in Cloquet, MN.
Type of Work: Sealcoat – Chipseal, Pavement markings.
Status: Project on Hold
Contractor: Design by CCTD
Remarks: This Project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. This project may be delayed as the Department reviews its pavement preservation strategies and implementation time lines.

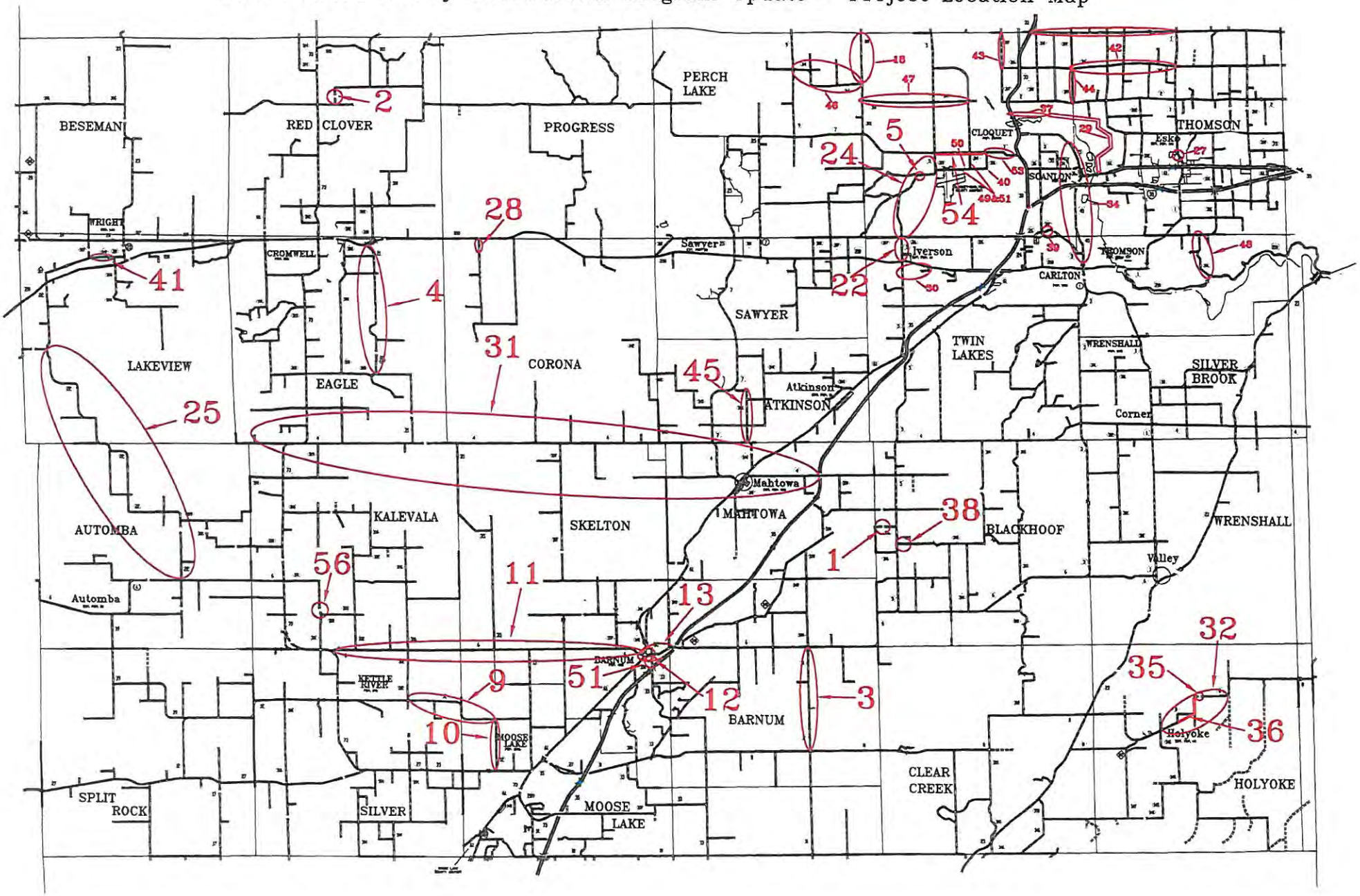
SAP 009-607-025 **CSAH 7 (Big Lake Rd)** **Length: 0.85 Mi**
Location: (53) From CR 115 (Pinewood Dr) to 500 ft west of TH 33
Type of Work: Sealcoat – Chipseal, Pavement markings.
Status: Project on Hold
Contractor: Design by CCTD
Remarks: This Project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. This project may be delayed as the Department reviews its pavement preservation strategies and implementation time lines.

SAP 009-608-020 **CSAH 8** **Length: 2.70 Mi**
Location: (32) From CR 145 in Holyoke to 2.7 miles northeast
Type of Work: Sealcoat – Chipseal, Pavement markings.
Status: Project on Hold
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. This project may be delayed as the Department reviews its pavement preservation strategies and implementation time lines.

SAP 009-622-006 **CSAH 22 (So Finn Rd)** **Length: 9.90 Mi**
Location: (25) From CSAH 6 to T-411 (Schoolhouse Rd)
Type of Work: Sealcoat – Chipseal, Pavement markings.
Status: Project on Hold
Contractor: Design by CCTD
Remarks: This Project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. This project may be delayed as the Department reviews its pavement preservation strategies and implementation time lines.

SP 009-090-002	**St Louis River Trail (Phase III)**	**Length: 0.80 Mi**
Location: (37)	Chamber of Commerce Parking Lot to 0.59 mi E of TH 33 in Cloquet, MN.	
Type of Work:	Construct Bicycle/Pedestrian Trail	
Status:	Project On-Hold Pending Local match for Federal Funds.	
Contractor:	Design by City of Cloquet Engineer's Office	
Remarks:	Carlton County will act as fiscal agent for receipt and disbursement of Federal funding. This project was moved from 2011 and in front of Phase II of the trail because it is anticipated that this phase can be developed, permitted and constructed in a shorter timeline than Phase II. The City of Cloquet did the preliminary engineering work on this phase. Federal Project Memorandum has been approved. Final Plans have been approved. This phase of the project has been delayed as there is a shortage of local match dollars to the allocated Federal funds.	

2015 Carlton County Construction Program Update – Project Location Map



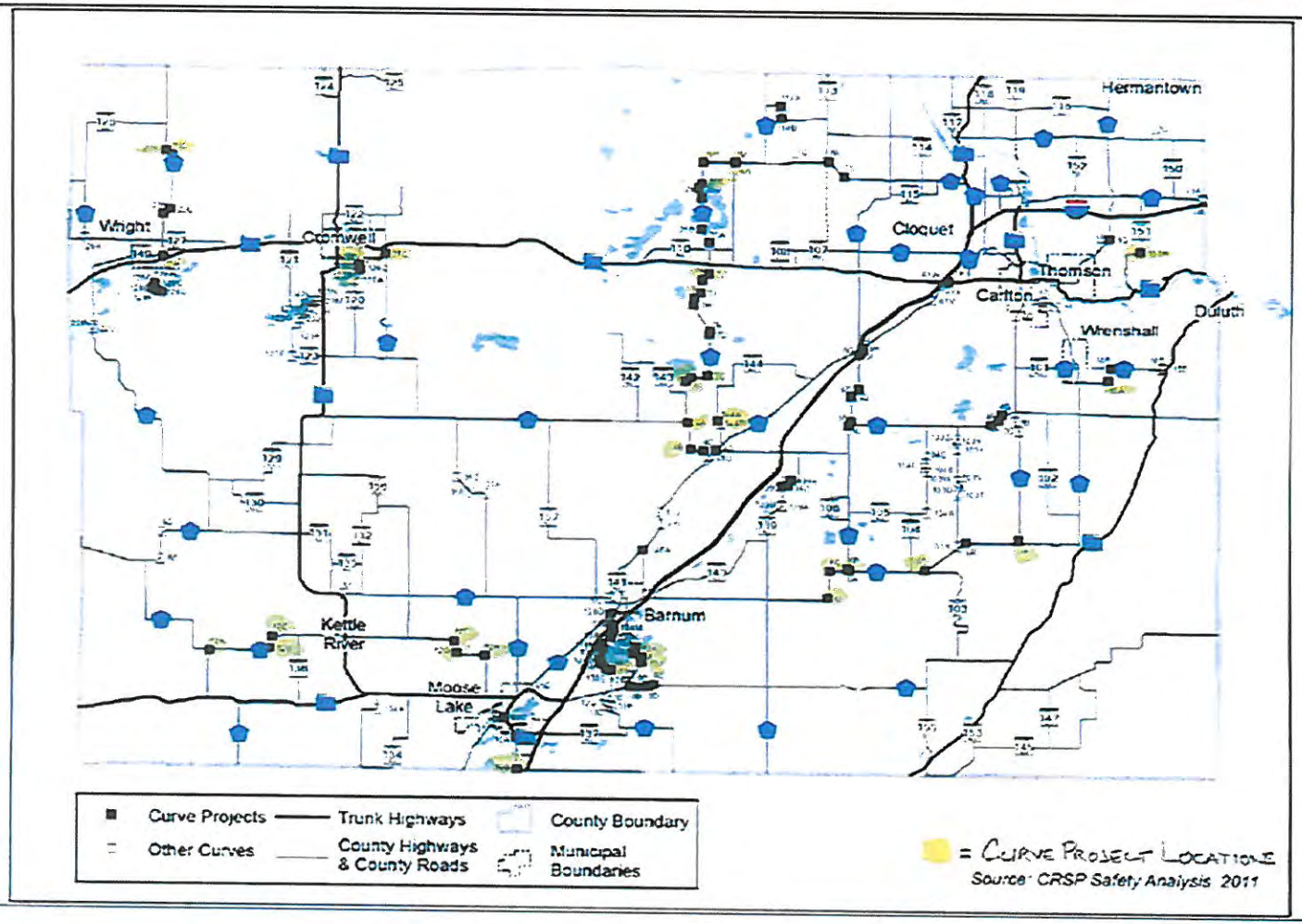
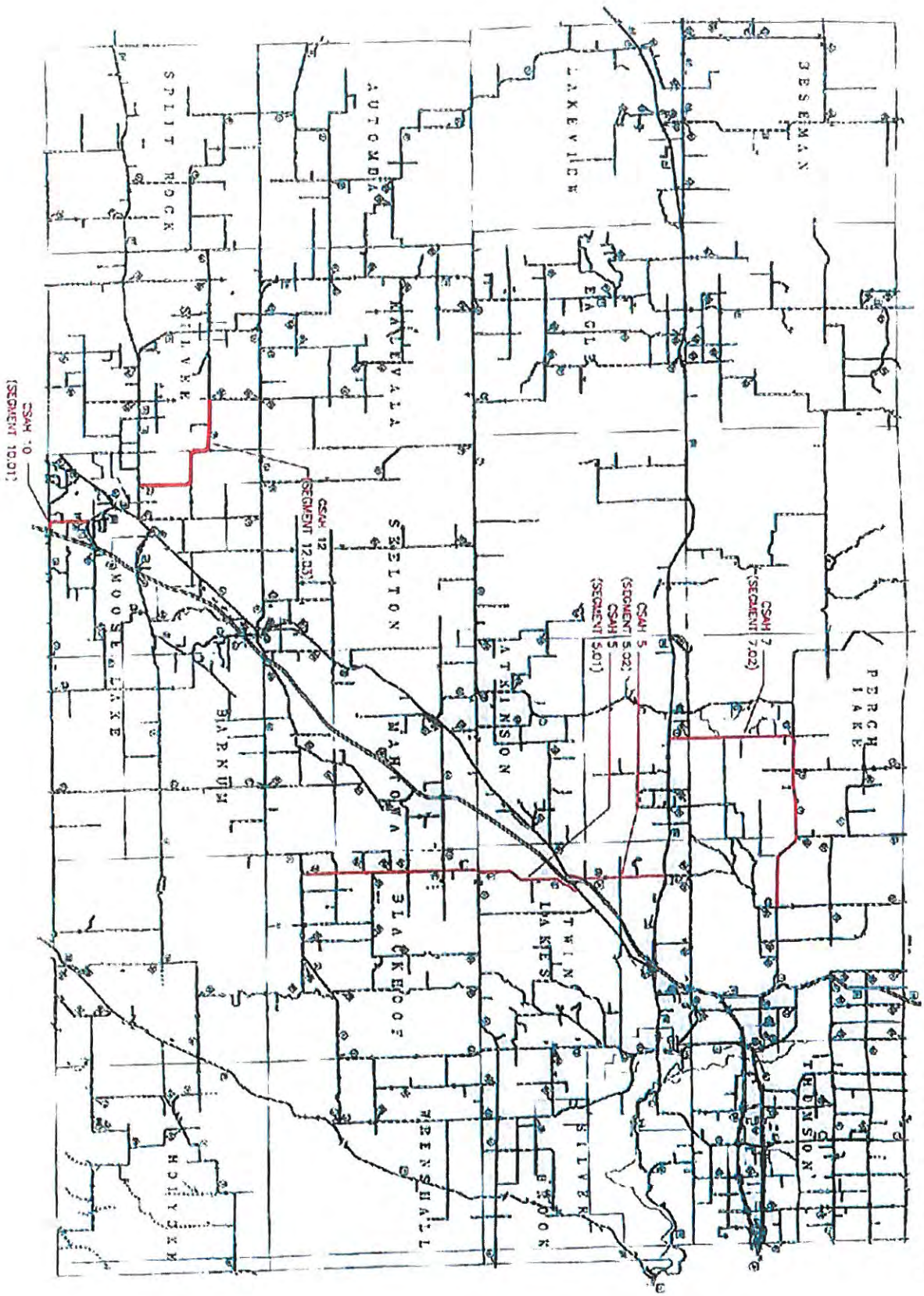
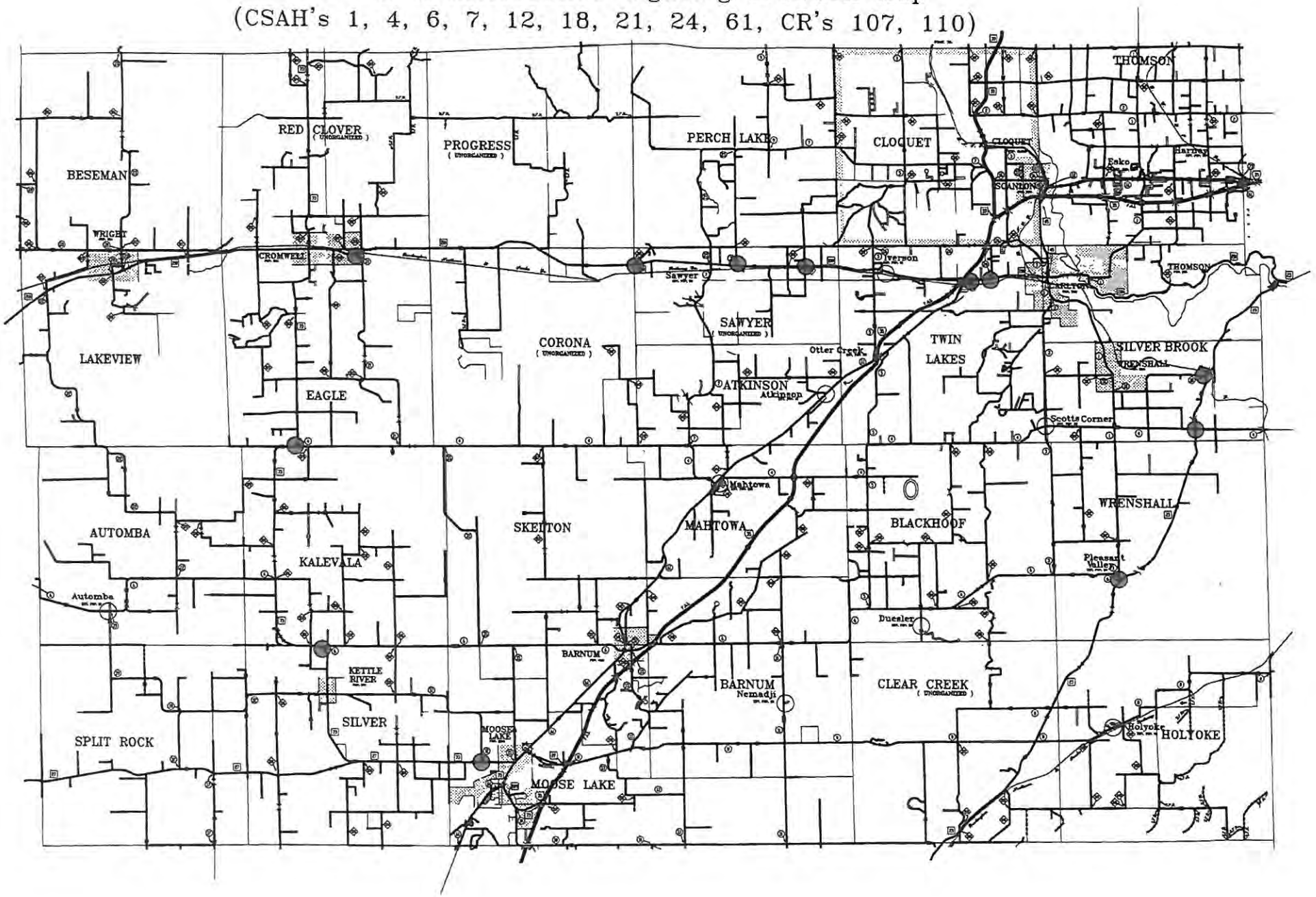


Figure 3-13
Carlton County Curve Project Map

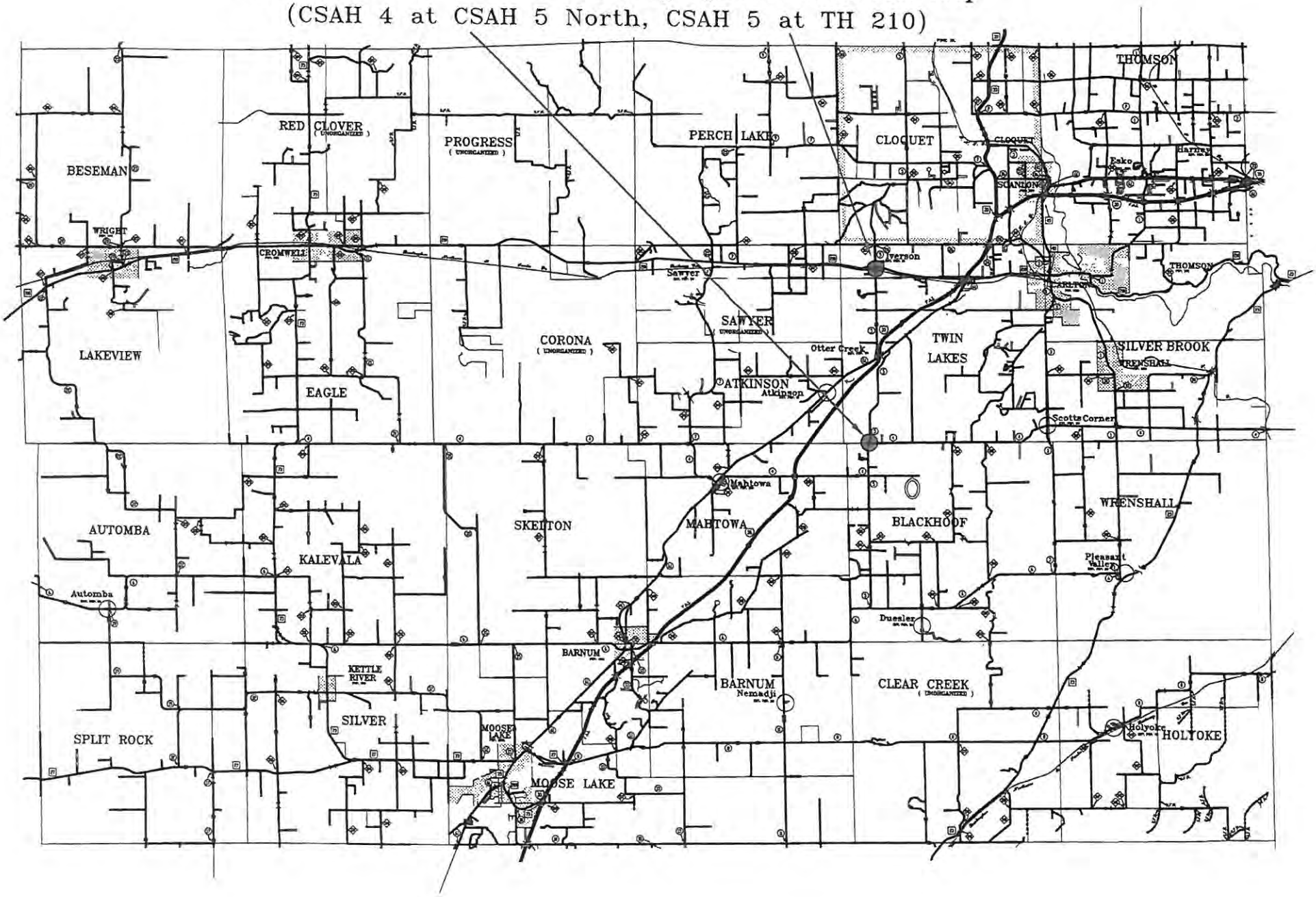
CARLTON COUNTY 2016 WET-REFLECTIVE EDGE STRIPING (W/ST. LOUIS COUNTY)



2017 Rural Intersection Lighting Location Map
(CSAH's 1, 4, 6, 7, 12, 18, 21, 24, 61, CR's 107, 110)



2018 Mainline Dynamic Warning System Location Map
(CSAH 4 at CSAH 5 North, CSAH 5 at TH 210)



Map Location	Project Number	Map Location	Project Number
1	009-106-003	34	009-603-034
2	009-599-023	35	009-608-017
3	009-611-002 & 003	36	009-608-018
4	009-621-003 & 004	37	009-090-002
5	009-605-021 (4885)	38	009-105-003
6		39	009-107-005
7		40	
8		41	009-149-003
9	009-612-021	42	009-116-009
10	009-612-024	43	009-117-004
11	009-606-033	44	009-119-005
12	009-606-XX (09503)	45	009-144-006
13	009-606-032	46	009-114-007
14	~~009-601-049~~	47	009-114-008
15	~~009-601-050~~	48	009-151-003
16	~~009-602-020~~	49	009-114-009
~~17~~	~~009-603-033~~	50	009-115-005
18	009-113-002	51	009-613-011
19		52	009-696-002
20		53	009-607-024 & 025
21		54	009-090-004
22	009-605-009	55	~~009-607-023~~
23	009-605-022	56	009-598-016
24	009-605-024 & 025	57	
25	009-622-006		
26			
27	009-601-XX (09502)		
28	009-600-004		
29	009-090-003		
30	009-596-005		
31	009-607-037		
32	608-014 & 019 & 020		
33	009-123-007		

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, 2015-October 26, 2015

1. Continued CSAH 8 Project with hauling clay, sand and Class 5.
2. Finished in-slopes by seeding and mulching CSAH 8.
3. Right of Way work CSAH 8.
4. Installed culverts CSAH 4.
5. Paved culvert patches CSAH 4.
6. Installed culverts on Freeman and Crosby Roads.
7. Shouldered County Roads.
8. Graded County and Township Roads.
9. Brushed along County and Township Roads.
10. Installed culverts and hauled gravel for Holyoke Township.
11. In-slope work on CSAH 5 (University).
12. Crushed Airport and Johnson Pits.

Mechanics' Duties

1. Completed 2,000 hour service on 12M Grader.
2. Serviced Cat Rental Equipment before returned.
3. Completed Demolition Pit for Transfer Station.
4. Completed repairs on 9667 Tandem Dump Truck for a spare plow truck for winter.
5. Had fuel system repaired on 140M Grader.
6. Completed set up on two new squad cars and removed 2 squad cars from service.
7. Completed D.O.T. inspections on trucks.
8. Completed major service on 50 ton equipment trailer.
9. Maintained preventative maintenance schedule on County equipment and vehicles.
10. Completed set up on a newer service truck for the Barnum Shop.
11. Attended a 2 day training seminar hosted by Anderson Lubricants/Petro Choice and Mobil Oil.

"This Institution is an Equal Opportunity Employer"

Carlton County Transportation Department
Revenues and Expenditures
October 27,2015

Revenues - (Maintenance)	Year to Date	2015 Annual Budget	Over (Under) Annual Budget
Real Estate Taxes (estimated)	$2,245,575.00	$2,694,682.00	-$449,107.00
Work For Government	$412,036.27	$675,000.00	-$262,963.73
Work For Individuals	$6,331.44	$10,000.00	-$3,668.56
Permits	$4,344.90	$9,000.00	-$4,655.10
Culvert, Map, Scrap Sales	$11,965.40	$11,000.00	$965.40
Miscellaneous	$373.10	$30,000.00	-$29,626.90
Reimbursements/Refunds/Bldg Rent	$712,641.30	$382,000.00	$330,641.30
Insurance Rebate	$46,170.00	$55,400.00	-$9,230.00
HACA, Disp. Red., RES/AG Credit	$228,482.16	$249,125.00	-$20,642.84
State Aid Maintenance	$1,577,532.50	$1,893,039.00	-$315,506.50
PERA Rate Increase Aid	$9,140.00	$10,970.00	-$1,830.00
Town Road Money	$213,150.00	$193,815.00	$19,335.00
Sub-Total Revenue	$5,467,742.07	$6,214,031.00	-$746,288.93

Expenditures - (Maintenance)	Year to Date	2015 Annual Budget	Over (Under) Annual Budget
Salaries & Benefits	$2,898,234.55	$3,628,383.00	-$730,148.45
Insurance / Unemployment / Bonds	$185,260.24	$232,891.00	-$47,630.76
Phone, Publications, Registr.	$26,898.50	$38,000.00	-$11,101.50
Utilities, Supplies, Safety	$172,762.96	$240,000.00	-$67,237.04
Contracts, Consultants	$454,365.58	$536,440.00	-$82,074.42
Gravel, Asphalt, Culverts, Salt	$283,249.98	$620,000.00	-$336,750.02
Brush & Weed, Road Signs	$65,841.62	$110,000.00	-$44,158.38
Vehicle Maintenance/Supplies	$704,820.04	$1,165,000.00	-$460,179.96
Mobile Equipment	$520,151.73	$480,000.00	$40,151.73
Furniture, Building Repairs	$12,005.90	$80,000.00	-$67,994.10
Right-of-Way/Land Acquisition	$81,477.75	$10,000.00	$71,477.75
Townships, Refunds, Licenses	-$185,519.29	$178,800.00	$6,719.29
Sub-Total Expenditures	$5,590,588.14	$7,319,514.00	-$1,728,925.86
Net - County Funds	-$122,846.07	-$1,105,483.00	
County Construction			
Construction Revenues	$4,531,504.74	$4,861,536.00	$330,031.26
Construction Engineering Revenues	$130,120.09	$0.00	
Local Option Transp. Sales Tax	$657,604.51	$0.00	
Construction Expenses	$5,782,476.52	$3,756,053.00	-$2,026,423.52
Local Sales Tax Projects	$324,156.42		
Net - County Const.	-$787,403.60		
Total 2015 Revenues	$10,786,971.41	$11,075,567.00	-$416,257.67
Total 2015 Expenditures	$11,697,221.08	$11,075,567.00	-$3,755,349.38
Difference	-$910,249.67		

Carlton County Transp. Dept
Revenues and Expenditures
October 27,2015

Revenues	Oct	Year to Date 2015	Annual Budget
5001 Property Taxes	$ 217,723.50	$ 2,177,235	$ 2,612,682
5004 Property Taxes Delinquent	$ 6,667.00	$ 66,670	$ 80,000
5060 Mobile Home Current	$ 167.00	$ 1,670	$ 2,000
5215 State Shared Disparity Aid		$ 20,882	$ -
5216 State Shared Homestead and Agricultural Credit Aid (estimated)	$ 20,760.00	$ 207,600	$ 249,125
5228 PERA Rate Increase Aid (estimated)	$ 914.00	$ 9,140	$ 10,970
5270 State Aid - Maintenance ($1,893,039/yr)	$ 157,753.25	$ 1,577,533	$ 1,893,039
5275 State Aid - Construction		$ 4,744,655	$ 5,055,351
5275 State Aid - Construction - Engineering		$ 130,120	
5280 Local Option Transp. Sales Tax	$ 131,407.45	$ 657,605	
5401 Permits- Transp, Access, Weight		$ 4,345	$ 9,000
5475 Snowplowing/Grading Gvmnts		$ 412,036	$ 675,000
5476 Snowplowing/Grading Individuals		$ 6,331	$ 10,000
5811 Rents - AEOA		$ 5,652	$ 22,000
5839 Ca Cl sales, Late Fees, Misc.		$ 373	$ 30,000
5840 Intra-County Billing, reimbursemnts	$ 422.00	$ 706,989	$ 360,000
5841 PC/WC Insurance Rebate ($55,400/yr)	$ 4,617.00	$ 46,170	$ 55,400
5912 Sale of Scrap Metal		$ -	$ 1,000
5913 Sale of Maps, Mailbox Posts & Scrap		$ 1,861	$ 6,000
5914 Sale of Culverts		$ 10,105	$ 4,000
Road & Bridge Revenues	**$ 540,431.20**	**$ 10,786,971**	**$ 11,075,567**
Expenditures	**Oct**	**Year to Date 2015**	**Annual Budget**
6102 Salaries - full time	$ 166,261.60	$ 1,788,490	$ 2,260,434
6103 Salaries - part time		$ 43,808	$ 42,000
6105 Overtime pay	$ 8,728.56	$ 79,617	$ 110,000
6106 Overtime - temporary		$ 3,631	$ 1,500
6152 Employee group insurance (852,000/year)	$ 71,000.00	$ 710,000	$ 852,000
6162 PERA County share	$ 13,124.30	$ 136,099	$ 177,783
6172 FICA & Medicare - county share	$ 12,524.26	$ 136,589	$ 184,666
6173 Unemployment	$ 1,181.92	$ 1,182	$ 12,000
6203 Telephone	$ 1,701.59	$ 10,873	$ 16,000
6242 Legal advertising		$ 1,109	$ 2,000
6246 Registration fees	$ 434.88	$ 14,917	$ 20,000
6248 Licenses		$ 298	$ 1,000
6254 Gas, Oil, Steam	$ 3,465.77	$ 63,550	$ 120,000
6271 Road Contracts - State Aid	$ 70,788.48	$ 5,782,477	$ 3,756,053
6272 Road Contracts - County	$ 207,745.02	$ 395,522	$ 220,000
6272 Local Sales Tax Projects		$ 324,156	
6285 Brush & Weed Control		$ 26,781	$ 45,000
6293 Consulting Fees	$ 641.50	$ 48,509	$ 300,000
6305 Repairs to Buildings	$ 745.61	$ 12,006	$ 80,000
6307 Maintenance Service Contracts	$ 313.88	$ 10,335	$ 16,440
6353 Liability Insurance ($220,891/yr)	$ 18,408.00	$ 184,078	$ 220,891
6404 Data processing supplies		$ -	$ -
6412 General operating supplies	$ 1,534.85	$ 71,499	$ 55,000
6413 Computer software		$ 8,768	$ 22,000
6415 Uniforms	$ 436.59	$ 5,523	$ 6,000
6419 Safety equipment	$ 1,953.99	$ 14,509	$ 22,000
6499 Road signs & Pavement Striping	$ 1,417.92	$ 39,060	$ 65,000
6501 Engineering supplies	$ 29.18	$ 8,913	$ 15,000
6510 Road material -gravel		$ 300	$ 120,000
6515 Road material - culverts	$ 9,857.96	$ 132,606	$ 100,000
6516 Road material - asphalt		$ 33,890	$ 100,000
6517 Calcium chloride		$ 77,470	$ 100,000
6525 Salt & Sand		$ 38,983	$ 200,000
6563 Fuel & lubrication	$ 32,608.94	$ 385,632	$ 825,000
6598 Vehicle tires		$ 62,735	$ 40,000
6599 Vehicle parts	$ 11,364.16	$ 256,453	$ 300,000
6601 Buildings		$ -	$ -
6602 Mobile equipment		$ 520,152	$ 480,000
6605 Land Purchases		$ -	$ -
6615 Right of way easements / Wetland Credits		$ 81,478	$ 10,000
6802 Remitted to Townships		$ 181,678	$ 173,000
6806 Refunds/Reimbursements	$ 817.00	$ 3,544	$ 4,800
Road & Bridge Expenditures	**$ 637,085.96**	**$ 11,697,221**	**$ 11,075,567**