Carlton County, Minnesota
Committee of the Whole Agenda

CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA

Carlton County Transportation Building, Board Room
September 6, 2016 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of July 5, 2016 meeting minutes
4. New Business
   - A. ASSESSOR
     1. Abatement Policy discussion
   - B. COORDINATOR / HR / BUILDING MAINTENANCE
     1. Policy Committee policy list – Informational Only
     2. Review and approve the Carlton County Wire Transfer Policy
     3. Strategic Planning Update
   - C. LAND
     1. Consider Land Commissioner to partner with MN Logger Education Program to apply for Sustainable Forests Initiative Grant
     2. Consider Land Commissioner to partner with Dovetail Partners to create a Comprehensive Recreation Plan
   - D. PUBLIC HEALTH & HUMAN SERVICES
     1. Additional staff request – Adult Services Unit
   - E. COUNTY SHERIFF
     1. Jail Needs Assessment Presentation – Paul Coughlin
   - F. TRANSPORTATION
     1. Monthly construction update (info only)
     2. Monthly maintenance update (info only)
     3. Monthly budget update (info only)
5. Other Business
   - A. Department Updates
   - B. The next regular meeting date is scheduled for October 4, 2016 at 4:00 p.m. located at the Carlton County Transportation Building in the Board Room.
6. Adjournment

Carlton County, Minnesota
Committee of the Whole Agenda

CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA

Carlton County Transportation Building, Board Room
July 5, 2016 at 4:00 p.m.

1. Call to Order. Chairman Peterson calls the meeting to order at 4:04 p.m. All five commissioners are present.
2. Approval of Agenda. **Motion by Brenner, second by Bodie. Approved.**
3. Approval of June 7, 2016 meeting minutes. **Motion by Zmyslony, second by Brenner. Approved.**
4. New Business
   - A. COORDINATOR / HR / BUILDING MAINTENANCE
     1. Policy Committee policy list – Informational Only. Genereau facilitates a review of the policy priority list. Request to review whether the Federal Government or AMC has applicable rules for retention. Genereau reiterates that the Minnesota Historical Society Data Retention Schedule is appropriate, up to date, and considered very reliable for data retention purposes.
   - B. PUBLIC HEALTH & HUMAN SERVICES
     1. Additional staff request for Income Maintenance due to MNSure. Patti Hart presents information regarding the need for 2 additional Income Maintenance staff, one immediately and one beginning in 2017. Noted that the request was presented to and supported by the Finance Committee earlier in the day. **Motion by Zmyslony, second by Bodie. Approved.**
     2. Additional staff request for Long Term Care due to Health Partners/SNBC contract. Patti Martin presents information regarding the need for additional staff, but notes that the state will be paying for much of the cost of this staff person. Noted that the request was presented to and supported by the Finance Committee earlier in the day. **Motion by Brenner, second by Proulx. Approved.**
   - C. TRANSPORTATION
     1. Monthly construction update (info only). Milt Hagen provides update.
     2. Monthly maintenance update (info only). Mike Tardy provides update.
     3. Monthly budget update (info only). Mike Tardy provides update.
5. Other Business
   - A. Department Updates. Zmyslony requests an update regarding the Strategic planning goals at the next Committee of the Whole meeting.
   - B. The next regular meeting date is scheduled for August 2, 2016 at 4:00 p.m. located at the Carlton County Transportation Building in the Board Room.
6. Adjournment. **Motion by Bodie, second by Brenner. Approved.**

Carlton County Policy Tracking Form

Revised 8/18/2016

Priority	Policy	Created By/Working On	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
1	Data Retention Policy	Attorney's Office		**Supervisors Committee requested to prioritize		
1	HR Internal / External Complaint Procedure	Kim Franek		May 17, 2016 - June 15, 2016		
1	Travel and Meal Reimbursement Policy	Kathy K and Dennis				
1	Conflict of Interest Policy	Jeff will email Paul/Kathy, Shanny				
1	Use of County Vehicles Policy (Auto Policy and Procedure - recommended by MCIT)	Kim (Add to Travel and Meal?)				
2	County Board Guidelines	Coordinator's Office				
2	County -wide Drug Testing Policy					
2	Carlton County Safety Program Policy AWAIT	Kim Franek/Rick N (Karola)				
1	Auditor - Wire Transfer Policy	Kathy K		July 19, 2016 - August 19, 2016	September 6, 2016	
3	Nondiscrimination Disclosure Policy					
3	Bullying Policy	Kim				
3	Harassment Policy	Kim				
3	Alternative Work Site Policy (AWS)					
3	Internet Use / Social Media Policy / Email (fundraising)	Pete/Tech Committee/Kim				
3	Carlton County Personnel Policy Manual	Kim Franek				
	Limited English Proficiency Policy/Interpreter Service Policy					
	Carlton County PH&HS Emergency Procedures Guide	For Review Only - on hold				
	Courthouse Emergency Response and Evacuation Plan	Joe (for review only) - on hold				
3	Management Handbook & Code of Ethics	MT Subcommittee	November 10, 2015			
	Performance Review Policy	Kim Franek	September 1, 2014			
	Accounting Policy with Manual	State Auditor recommendation	October-15	Review again in February		
	Construction/Renovation Project Change Order	State Auditor recommendation	October-15			
OTHERS:						
	Diversity Committee Operating Policy & Procedure	Diversity Committee				
	Finance Committee Budget Policy	Finance Committee				
1	Safety Committee Bylaws	Dannell/Safety or Policy Committee review				

Approved Carlton County Policy Tracking Form

Revised 3/9/2016

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
AED Policy	Becky Rudd/Kim Franek		9/23/2015 - 10/22/2015	Nov 3	November 10, 2015
Facility Closing Policy and Procedure	Kim Franek	April 1, 2015	April 23, 2015 - May 22, 2015	Nov 3	November 10, 2015
Carlton County Personal Appliance Policy	MCIT / Kim Franek	MCIT template	September 23, 2015 - October 22, 2015	Nov 3	November 10, 2015
Data Practices Policy	Attorney's Office	June 1, 2014	8/19/15 - 9/17/15	December 1, 2015	December 8, 2015
Public Hearing Rules of Procedure & Decorum	Dennis/Jeff		January 22 - February 20, 2016	March 1, 2016	March 8, 2016
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
Carlton County Justice Partners Bylaws	Paul Kelly	November 1, 2015	January 22 - February 20, 2016	March 1, 2016	March 8 2016

CARLTON COUNTY
ELECTRONIC FUNDS TRANSFER POLICY

PURPOSE

Minnesota law enables and regulates the use of electronic transactions in state, county and other units of local government. Statute 385.071 states that "The County Board shall establish policies and procedures for the investment and expenditure transactions via electronic funds transfer." Carlton County utilizes electronic funds transfers for receipt of intergovernmental payments, grant payments and other revenues where practical, and the transmittal of payroll, payroll withholdings, tax deposits and other disbursements where practical. The following general policy is established to ensure the safety of county funds through internal control procedures as they apply to electronic funds transfers.

POLICIES AND PROCEDURES:

1. The Board hereby delegates the authority to make electronic funds transfers to a designated administrator, the County Auditor/Treasurer. The Auditor/Treasurer will designate a minimum of two transaction initiators.

2. The disbursing banks will keep on file a certified copy of said delegation.

3. The initiator shall document the request and obtain approval from the designated administrator.

4. Disbursing banks shall provide written confirmation of the electronic transfers no later than five business days after the transfers, which will be used in lieu of a check or warrant to support said transactions.

5. The written confirmations will be sent to Auditor/Treasurer's Office. Staff not directly involved in the transaction process will compare them to the approved requests.

6. Disbursing banks will be instructed to make electronic transfers to approved accounts upon receipt of prior written authorization, including one approved signature. A list of approved accounts and signatures will be provided to each disbursing bank.

7. Disbursing banks will be instructed to make electronic transfers to non-approved accounts only upon receipt of prior written authorization, including two approved signatures.

8. A list of electronic fund transfers shall be submitted to the County Board along with the Vendor Checks Issued List at regularly scheduled meetings.

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet

Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: Sept 6, 2016
Via: Paul Gassert, County Auditor/Treasurer
From: Greg Bernu, Land Commissioner
Title of Item for Consideration: Consider Land Commissioner to Partner with Minnesota Logger Education Program to apply for Sustainable Forests Initiative Grant
Presenter: same

Type of Action Requested (check all that apply)
■ Info only, no action requested at this time
☐ Award contract or bid
☐ Approve by resolution (attached)
☐ Move to County Board

Fiscal Impact (check all that apply)
Item included under current budget ☐Yes ■No ☐NA
Budget adjustment required ☐Yes ■No ☐NA
Reviewed by Finance Committee ☐Yes ☐No ■NA

Staffing Impact
Duties of a County employee(s) may be materially affected ☐Yes ■No ☐NA
Applicable job description(s) may require revision ☐Yes ■No ☐NA
Item may change the department's authorized staffing level ☐Yes ■No ☐NA
Reviewed by Human Resources ☐Yes ☐No ■NA

Other
Reviewed by other Committee, Board or Commission ☐Yes ■No ☐NA
If yes, what was their recommendation

Supporting Attachments
☐ Summary provided on page 2
☐ Summary has been attached
☐ Copy of contract and applicable bid comparison
☐ Draft resolution
☐ Meeting minutes related to this issue
☐
☐
☐

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Summary:

The Sustainable Forest Initiative (SFI) has opened the RFP period for applications to receive grant dollars for projects on forestlands.

Carlton County Tax Forfeit Lands are Certified Forests under SFI and have been since 2008. Annually, our operations on TF lands are audited by a third party (PriceWaterhouseCoopers) to ensure we are following guidelines that will protect water and air quality, wildlife, and supply a steady and renewable stream of timber to local industry.

As part of our Certification, we undertake research to continue our improvement. Part of this improvement has been and Enbridge Grant to continue research on forestland bats, one of which is Federally listed as Threatened. Applying for the SFI Grant will allow us to continue to conduct research on forestland bats and the data will be used to guide Federal Lawmakers in decisions regarding listing a specie as Endangered or Threatened.

The details of the Grant would be $25,000 from SFI with up to $25,000 match and the match can be 100% in-kind. Minnesota Logger Education Program (a Cloquet based 501c3) would be the applicant per SFI rules and Carlton County would be the Program Participant. Results of the study will be used to help educate area loggers on bat habitat, populations and critical breeding periods.

Adoped December 8, 2015

SFI Inc. Conservation & Community Partnerships Grant Program
2016 Grant Application Template

Application Requirements:

- *Proposals must follow this application format.*
- *Applications cannot be longer than 8 pages (Note that the required agreements to Public Communications, and the Lead Organization's current proof of non-profit status do not count towards the 8 page maximum).*
- *Applicants may delete any "Instructions" included in this form to aid in meeting the 8 page maximum length.*
- *The proposal must be submitted via email in MS Word format (please, no hard copies) to grants@sfiprogram.org by 11:59 pm Eastern Time on Monday, October 10, 2016. Applicants will be notified via email that their application was received. Late proposals will not be considered.*
- *Please see Grant Application Instructions document for additional details regarding grant proposal submission.*

This application is for (check one)

Community Grant	
Conservation Grant	**X**

Organization Information

The Lead Organization in the Project must be a non-profit organization (e.g., a registered, tax-exempt 501(c)(3) in the US or registered with the Charities Directorate of the Canada Revenue Agency in Canada). Colleges, universities and schools qualify as non-profit organizations. Indigenous groups are also eligible to apply. Non-profit applicants must submit current proof of tax-exempt status with this application.

Lead Organization Name and Address	Minnesota Logger Education Program
Name, phone and email for Project Director	Rachel Peterson 218-879-5633 Rachel.peterson@mlep.org
Lead Organizational Mission Statement (25 words or less)	MLEP provides assistance to Minnesota's logging community through educational programming.
Lead Organization Annual Operating Budget	
Two references (Name, Organization, email and phone) who can speak to the relevance and potential impact of the Project and the capability of the organization to carry out the stated objectives (these should not be the same as your Project partners):	

Project Overview

Please provide the following information to describe your project.

1. Project Title:

Northern long-eared bat habitat needs and population dynamics

2. Total Length of time for completion of project (in months, from commencement to final reporting):

18 months

3. Amount Requested from SFI:

$25,000

4. Total Project Budget (including matching funds and in-kind contributions)*

$40,000

5. Brief Project Summary (50 words or less):

This project includes researching the habitat needs and population dynamics of forest-dwelling bats in Minnesota, including the recently listed, threatened species the northern long-eared bat. MLEP will work with the project partners, including Carlton County to complete the research and incorporate the results into MLEP educational programs.

** Matching funds and in-kind contributions should be reflected again in the budget outline below, indicating the source for each amount and Project Partner.*

Project Partners

**For each Project Partner, please complete the following table. This application must include a signed copy of the Grant Communications Agreement from the Lead Organization. Other listed project partners will be asked to sign such agreement following acceptance of the proposal. A copy of the Grant Communications Agreement may be found at www.sfiprogram.org, or with this application document.*

Confirmed Project Partners (list organization name only)*	Primary Contact Name & Title	Contact Information (Email, Phone Number)	Brief Summary of Individual and/or Organization Qualifications and Experience (150 words or less per partner)

Carlton County	Greg Bernu, Land Commissioner	218-384-9179 CarltonCountyLand@co.carlton.mn.us	Management of approximately 72,000 acres of tax-forfeited land certified under the Sustainable Forestry Initiative (SFI).

** Note that, for Conservation Grant applications, Project Partners must include at least one SFI Program Participant. SFI Program Participants are desirable project partners for Community Grant applications, but not required. Additional non-profit, academic, agency or indigenous partners in addition to the Project Lead organization are desirable.*

Project Details

Please provide answers to the following questions to describe your project.

1. Please provide an introductory narrative describing (a) the basic methodology, and (b) the intended impact of your project.

Carlton County has been conducting bat research on their lands for two years and this project will help support a third consecutive year of mist-netting, acoustical surveys, and telemetry opportunities. The county will complete this project with the contracted services of highly qualified, internationally recognized bat biologists and researchers from WEST, Inc. During the time that the County has been doing bat research, Minnesota has moved from being a state without confirmed white nose syndrome to having confirmed cases. Therefore, the continuation of this research helps land managers and other stakeholders understand changes in bat populations pre- and post- confirmed white nose syndrome presence in the state. The results of the research will be integrated into MLEP's educational programs.

2. Please explain how your project relates to the suggested project focal areas outlined in section 2 of the RFP for Conservation Grant applications, or section 3 of the RFP for Community Grant applications.

3. What activities will you and your Project partners perform to promote the outcomes of your Project and SFI involvement in the Project?

The results of the project will be integrated into MLEP education programs and SFI educational events.

4. Please list the goals for your project. For each goal, please describe: the actions you will take to achieve your goal; the corresponding tangible outcomes (e.g. scalable methodology for measuring conservation-related values, implementation guidance on a component of the SFI Standard, number of landowners reached through education programs, families affected by community engagement programs, etc.); the means by which you will measure success in achieving each goal, and; the

portion of the requested grant funds that would be used to achieve the goal. Add additional lines as needed to address all project goals.

1. Project Goal: Improve understanding of forest-dwelling bat populations and habitat needs
    a. Actions:
    b. Tangible Outcomes:
    c. Measures of Success:
    d. Grant Funds:
    e. In-kind or matching funds:

2. Project Goal: Support Logger Education Programs
    a. Actions:
    b. Tangible Outcomes:
    c. Measures of Success:
    d. Grant Funds:
    e. In-kind or matching funds:

Project Timeline

Please provide a timeline for completion of the project. Projects may range from a single year to a maximum of three years. Projects will commence at the time the Grant Agreement is signed, soon after notification of acceptance of your proposal. The timeline should indicate approximately when you will deliver upon the goals and outcomes – project payments will be tied to attainment of project milestones and will be generally be made on a six-month payment schedule. The specific timeline for each project will be finalized in the Grant Agreement, and will dictate the schedule of reports and payments.

This is an 18 month project. The timeline ensures that the project will occur during the 2017 summer field research season in Minnesota.

Project Budget

Please fill out the table below to illustrate the entire Project budget. SFI Inc. will not award any funds for organization overhead costs, which include but are not limited to, office rent or maintenance, utilities, temporary hires, etc. While some portion of the grant may be used to offset staff salary and benefits, the focus should be on-the-ground activities.

You may modify this table to fit your needs, however please ensure your budget addresses the following components:

1. *Portion of the budget to be allocated to each staff person working on the Project*
2. *Total costs by line item, e.g., travel, meetings, communications, education & outreach (please add categories as needed)*
3. *Identify any in-kind support allocated to this Project by <u>each</u> project partner*
4. *Identify any matching funds allocated to this Project by <u>each</u> project partner*

Expenditure	SFI Grant Funds	Total Matching Funds	Source of Matching Funds*	In-Kind Contributions*	Source of In-kind Contributions	Total per expenditure category
Staff Salary and	5000			10000	In-kind staff	10000

Benefits (please list **budget amount individually per staff** person)					and volunteers	
Research Activities	16000					16000
Meetings	1500			5000	In-kind staff and volunteers	6500
Travel	500					500
Education & Outreach	1500					1500
Communications	500					500
Total	**25000**			**15000**		**40000**

*list **sources** and amounts of any matching funds or in-kind contributions <u>for each project partner</u>

Sustainable Forestry Initiative® (SFI) Conservation and Community Partnerships Grant Communications Agreement

As part of the Grant Application, the Lead Organization must complete and sign this page. This Agreement to Public Communications does not count against the 8 page maximum for this proposal.
All identified organizations and partners involved in the Project must agree to authorize SFI Inc. to publicize the Project and to use their names, images, logos and information about the Project in such publicity. All Organizations listed in the application will be required to sign an agreement to this effect. The Lead Organization is required to submit the signed agreement with their application (other partners will be asked after acceptance of the proposal). Any additional Organizations joining the Project after the application is accepted by SFI Inc. will also be asked to sign the agreement. You can access an additional copy of this agreement for your Project Partners here:

Agreement to Public Communications.doc

I, Greg Bernu (Name, Title), as a representative of Carlton County (Organization Name) and a Partner in _____ (Name of Project), hereby give the Sustainable Forestry Initiative® (SFI), Inc. permission to use my name, the organization name as written above, and any other information about the Project in public communications regarding the Project.

I understand that public communications include, but are not limited to:

- Press releases and announcements regarding the SFI® Inc. Conservation and Community Partnerships Grant Program.
- Public presentations, fact sheets, briefing notes and other communication materials that highlight successful Projects and the SFI Inc. Conservation and Community Partnerships Grant Program.
- Use of the Organization logo on the SFI Inc. website, on news releases or other materials.
- Other materials as appropriate.

SFI Inc. will not attribute quotes or opinions to my organization without permission.

With my signature below, I attest that, to the best of my knowledge, the information provided in this application is true and accurate, and I am authorized by _____ (Organization Name) to sign this agreement.

Signed:

_____
Name

_____
Title

_____
Organization

_____
Date

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet

Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: Sept 6, 2016
Via: Paul Gassert, County Auditor/Treasurer
From: Greg Bemu, Land Commissioner
Title of Item for Consideration: Consider Land Commissioner to Partner with Dovetail Partners to create a Comprehensive Recreation Plan
Presenter: same

Type of Action Requested (check all that apply)
■ Info only, no action requested at this time
☐ Award contract or bid
☐ Approve by resolution (attached)
☒ Move to County Board

Fiscal Impact (check all that apply)
Item included under current budget ☐Yes ■No ☐NA
Budget adjustment required ☐Yes ■No ☐NA
Reviewed by Finance Committee ☐Yes ☐No ■NA

Staffing Impact
Duties of a County employee(s) may be materially affected ☐Yes ■No ☐NA
Applicable job description(s) may require revision ☐Yes ■No ☐NA
Item may change the department's authorized staffing level ☐Yes ■No ☐NA
Reviewed by Human Resources ☐Yes ☐No ■NA

Other
Reviewed by other Committee, Board or Commission ☐Yes ■No ☐NA
If yes, what was their recommendation _____

Supporting Attachments
☐ Summary provided on page 2
☐ Summary has been attached
☐ Copy of contract and applicable bid comparison
☐ Draft resolution
☐ Meeting minutes related to this issue
☐ _____
☐ _____
☐ _____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Summary:

Carlton County is a member of the Greater Minnesota Regional Parks and Trails Commission (GMRPTC), with the Land Commissioner serving as one representative of District 1. Annually, the GRMPTC receives funds from the Minnesota Legislature for Parks and Trails outside of MN DNR and Met Council areas of influence. The statutory split is 40-40-20, with GMRPTC allocating 20% of the funds to LGU's ($4M in 2016).

In order for Carlton County to compete with second tier metro counties and the larger outstate cities, the Land Department surveyed the successful receipients and found that they all had a Recreation Plan whereas those of us who were not successful, did not. Potential recreational opportunities would include the Soo Line Trail, the Soo Pits, the Carlton-Cloquet Line Trail, Chub Lake, and possible water trails on the Nemadji River or Mountain Bike Trails north and west of Carlton.

I have made an initial inquiry with Katie Fernholz, Dovetail Partners, and she would be willing to work with the Land Department (as lead) to develop a recreation plan. Katie worked with Aitkin County to develop their plan, and that lead to the success of Aitkin County receiving dollars for their portion of the Soo Line Trail and some area parks. A rough ballpark figure would be $30,000 for the plan, all inclusive and plan development would start January 2017.

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: Julie Juntti

Contact Information: PH&HS

Committee for Agenda Item Request: Committee of the Whole

Description of Agenda Item: (please be very detailed)

Addition of a .5FTE social worker position in the Adult Services unit to address an increase in demand for adult investigation and protective services and Rule 25 chemical use assessments.

Describe any attachments: summary of need

Action Requested: approval of an additional .5 FTE social worker position for the Adult Services team to coincide with rehiring to fill a .5FTE social worker/Rule 25 Assessor position

FOR COMMITTEE OR FORMAL WORK GROUP USE ONLY

Date of Meeting: _____

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:

Adult Services –Public Health and Human Services **9-6-2016**

The Adult Services unit is responsible for providing adult on call, mental health case management, and adult protective services; investigating adult maltreatment reports, conducting chemical use assessments, and responding to physicians' statements in support of civil commitment. The current team complement consists of 2 Rule 25 assessors, 2.5 adult mental health case managers, 1 adult maltreatment investigator/adult protection worker, a .5 case aide position, and a shared family services/adult services on call social worker position.

Given the need to seek Board approval to rehire for a vacated .5 FTE Rule 25 assessor position, as one of the Rule 25 assessors recently accepted the .5FTE clinical supervisor position within PH&HS', it is timely to address the Adult Services team's need for additional staff.

As noted in Public Health & Human Services recent Summary of Budget Impact Statements, with the implementation of the Minnesota Adult Abuse Reporting Center (MAARC) in July, 2015; the volume of adult maltreatment reports received has more than doubled from 66 reports received between 7/1/14 and 6/30/15 to 148 reports received in the year following the implementation of MAARC, 7/1/15-6/30/16.

One social worker is primarily responsible for the investigation of adult maltreatment reports, including reports of alleged emotional, physical, or sexual abuse as well as reports of alleged financial exploitation. This social worker also provides ongoing adult protective services for 10 to 15 individuals and, along with two other adult services social workers, is responsible for civil commitments.

With implementation of Carlton Drug Court, the adult services team, specifically one rule 25 assessor, assumed additional responsibilities as a member of the Drug Court team while maintaining her workload - providing all community based rule 25 assessments for eligible adults and adolescents and conducting civil commitments for persons with substance use disorders. Additionally, the court system now orders and expects assessment results prior to jail release. This has added to the workload of the court based Rule 25 assessor.

The Adult Services unit has addressed increased demands by redistributing workloads, given the addition of one adult mental health case manager as part of the Assertive Community Treatment (ACT) program initiative; providing training opportunities for new employees to increase skill sets; and, if necessary, seeking additional staff. The adult services team also has a history of partnering with the University of Wisconsin-Superior's social work program to provide internship opportunities for undergraduate students. The current intern is assisting the adult protection worker and has assumed responsibility for intern appropriate tasks.

The additional adult mental health case management position was filled effective June 1, 2016. While the hope was the position would allow for both adult mental health case management and investigation of adult maltreatment reports, the demand for adult mental health case management services has increased. The recommended caseload size for a full time adult mental health case management position is 30 cases. This caseload has already reached 24 persons leaving little capacity for adult protective services.

The request for additional staffing, to coincide with rehiring for the open .5FTE Social Worker/Rule 25 Assessor position, is for an additional .5 FTE Social Worker for the Adult Services unit. The .5FTE would create capacity to address mandated adult investigation and protective services and allow another adult mental health case manager to transfer several cases to create capacity to support the work of Rule 25 assessors during periods of increased demand for services.

. 5FTE Social Worker/Adult Mental Health Case Manager

$58,313 Additional Expense (based on family insurance coverage and highest salary)

$56,700 Additional Revenue (15 cases, 10 billable, 5 health plan cases@ $630 x12 mos= $37,800
5 MA cases @ $315 x12 mos = $18,900

($1,613) Maximum increase in county levy dollars (estimate based on highest add'l expenses)

Carlton County, Minnesota

Transportation Department

Roads Bridges Airports Trails

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

Construction Program Summary
August 30, 2016

(Projects are listed by anticipated program year.)

CURRENT PROJECTS

All projects programmed for 2016 are awarded or under construction.

SAP 009-600-004	**Kettle Lake Road**	**Length: 0.60 Mi**
Location: (28)	From TH 210 in Corona Twp (Unorganized) to 0.60 miles south	
Type of Work:	Grading and approach improvements to BNSF RR Crossing	
Status:	WORK SUSPENDED	
Traffic Impact:	Road Open to Traffic	
Contractor:	CCTD Maintenance Forces	
Remarks:	The Department is working with the Carlton County Soil and Water Conservation District to develop stream relocation plans required by the DNR for the stream adjacent to the roadway on this project. Work is suspended until these plans are completed and approved.	

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 surface, Gravel Shoulders, Pavement Markings	
Status:	*UNDER CONSTRUCTION*	
Traffic Impact:	Expect minor delays. Work done under traffic with flagging operations	
Contractor:	KGM Construction, Angora, MN.	
Remarks:	Sales Tax Project. Plans approved 04/13/2016. Project tied to CP 009-117-004 and CP 009-119-005. *Contract work began August 8 on CR 117. Paving, gravel shoulders and temporary pavement markings were completed 08/23/2016. Permanent pavement markings to be ground-in and applied after a ten day pavement cure time.*	

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:	Full-depth Reclamation (FDR), Bituminous surface, Gravel Shoulders, Pavement Markings	
Status:	*UNDER CONSTRUCTION*	
Traffic Impact:	Expect minor delays. Work will be done under traffic with flagging operations	
Contractor:	KGM Construction, Angora, MN.	
Remarks:	Sales Tax Project. Consultant completed soil borings to determine in-place pavement and base structure. Plans approved 04/13/2016. Project tied to CP 009-116-009 and CP 009-119-005. *Contract work began on August 8 with FDR operations. Paving, gravel shoulders and temporary pavement markings were completed 08/23/2016. Permanent pavement markings to be ground-in and applied after a ten day pavement cure time.*	

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: Full-depth Reclamation (FDR), Bituminous surface, Gravel Shoulders, Pavement markings
Status: *UNDER CONSTRUCTION*
Traffic Impact: Expect minor delays. Work will be done under traffic with flagging operations
Contractor: KGM Construction, Angora, MN.
Remarks: Sales Tax Project. Plans approved 04/13/2016. Project tied to CP 009-116-009 and CP 009-117-004. *Contract work began on August 8 on CR 117. FDR, paving, gravel shoulders and temporary pavement markings were completed 08/23/2016. Permanent pavement markings to be ground-in and applied after a ten day pavement cure time.*

SAP 009-606-032 **CSAH 6** **Length: 0.95 Mi**
Location: (13) From the 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: *WORK COMPLETE*
Traffic Impact: Moderate delays during construction depending on amount of excavation
Contractor: Northland Constructors, Inc., Duluth, MN.
Remarks: Access changes accepted. Plans approved February 23, 2016. Project tied to SAP 009-613-011 and SAP 009-652-005. Preconstruction conference held May 17, 2016. Contract start date is June 13, 2016. *All work is now complete including turf establishment at curb and gutter and sidewalk repair areas. This project will be removed from the next report.*

SAP 009-606-033 **CSAH 6** **Length: 10.00 Mi**
Location: (11) From TH 73 to the curb and gutter west of CSAH 61 in Barnum, MN.
Type of Work: Sealcoat – Chip seal, Diamond grind patch areas; Pavement markings.
Status: *UNDER CONSTRUCTION*
Traffic Impact: Moderate delays during construction. Traffic controlled by flagging operations.
Contractor: ASTECH, St Joseph, MN.
Remarks: Project tied to SAP 009-661-027 and other sealcoat projects in St Louis County. *Contractor completed micro milling, sealcoat, fog seal and temporary striping operations on 08/25/2016. Permanent pavement markings will be applied after a 15 day fog seal cure time.*

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: UNDER CONSTRUCTION
Traffic Impact: ROAD CLOSED - traffic detoured.
Contractor: Hammerlund Construction, Grand Rapids, MN.
Remarks: Plans approved March 25, 2016. Preconstruction meeting held May 10, 2016. Tentative start date May 23, 2016 pushed to May 26, 2016. Road closure began June 13, 2016. Clearing and grubbing grading, gravel and turf establishment operations complete from CR 145 to the bridge over the Little Net River. Grading operations from Little Net River to east end of project are progressing.

SAP 009-608-017 **CSAH 8** **Length: 0.10 Mi**

Location: (35) Over the 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: *UNDER CONSTRUCTION*

Traffic Impact: ROAD CLOSED – TRAFFIC DETOURED

Contractor: Hammerlund Construction, Grand Rapids, MN.

Remarks: LHB, Engineers and Architects, Duluth, MN designed the new bridge. Plans approved March 25, 2016. Preconstruction meeting held May 10, 2016. Tentative start date May 23, 2016 pushed to May 26, 2016. Road closure began June 13, 2016. Work to begin excavation and removal of old bridge began the week of August 8. *The old bridge at the Little Net River has been removed. The Contractor has excavated for the new structure and jack-hammered rock for the new bridge footings. The Contractor's concrete crew will be on-site the week of Aug 29/Sept 1 to begin forming for the footings for the new bridge. Forming, pouring and curing the new concrete footings should take about 10 days.*

SAP 009-612-021 **CSAH 12** **Length: 3.00 Mi**

Location: (9) From CR 132 to south of Anderson Road.

Type of Work: Full-Depth Reclamation (FDR), Bit Surface, Gravel Shoulders, Pavement Markings

Status: *UNDER CONSTRUCTION - SUSPENDED*

Traffic Impact: Expect minor delays. Work will be done under traffic with flagging operations

Contractor: Ulland Bros., Inc., Cloquet, MN.

Remarks: Plans approved. Tied to SAP 009-612-024. *Contractor began FDR operations August 19 and completed them August 22. Project suspended to allow soft spots on the other portion of CSAH 12 to heal before paving the entire corridor.*

SAP 009-612-024 **CSAH 12** **Length: 1.50 Mi**

Location: (10) From south of 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: UNDER CONSTRUCTION - *SUSPENDED*

Traffic Impact: Moderate delays during construction. Traffic controlled by flagging operations.

Contractor: Ulland Bros., Inc., Cloquet, MN.

Remarks: Plans approved. Tied to SAP 009-612-021. Contractor began centerline culvert replacements June 30, 2016, then continued with FDR and grading operations. Soft areas in the subgrade developed during hauling operations. They are being repaired with repair work to be completed the week of August 8. *Smaller soft spots developed, typically at the ends of the other larger soft areas that were repaired earlier. The paving operations have been suspended to stop the repeated heavy loadings by contractor trucking to allow these soft areas to heal up. A two week delay is expected to allow the soft areas to dry out and harden up.*

SAP 009-652-005 **CSAH 52 (Carlton St & E North St)** **Length: 0.32 Mi**

Location: (55) From CSAH 6 (Main St) to CSAH 61 (Front St) in Barnum, MN.

Type of Work: Mill Bituminous Surface, Bituminous Surfacing, Pavement Markings

Status: *WORK COMPLETE*

Traffic Impact: Moderate delays during construction. Traffic controlled with flagging operations.

Contractor: Northland Constructors, Inc., Duluth, MN.

Remarks: Project was added at by the County Engineer to maintain the integrity of the roadway pavement and extend pavement life. Tied to SAP 009-606-032 and SAP 009-613-011 to obtain better unit prices since the projects are adjacent to each other. Plans approved February 25, 2016. Preconstruction conference held May 17, 2016. Contract start date is June 13, 2016. *All work is complete including turf establishment at curb and gutter and sidewalk repair areas. This project will be removed from the next report.*

SAP 009-661-027	**CSAH 61**	**Length: 23.83 Mi**
Location: (40)	From south Co Line by Moose Lake to TH 210, west of Carlton.	
Type of Work:	Bituminous Seal Coat – Chip Seal, Pavement Markings	
Status:	*UNDER CONSTRUCTION*	
Traffic Impact:	Moderate delays during construction. Traffic controlled with flagging operations, pilot cars.	
Contractor:	ASTECH, St Joseph, MN.	
Remarks:	Project was added at by the County Engineer to maintain the integrity of the roadway pavement and extend pavement life. Tied to SAP 009-606-033 and St Louis County sealcoat projects to obtain better unit prices. Plans approved January 11, 2016. Scheduled start of work is early August. *Contractor completed sealcoat, fog seal and temporary pavement markings on 08/24/2016. Permanent pavement markings will be applied after a 15 day fog seal cure time.*	

Projects programmed for the 2017 Construction Season

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 2017.	
Traffic Impact:	Moderate delays during construction. One lane closure with flaggers for slope repair area.	
Contractor:	Design by CCTD	
Remarks:	Sales Tax Project. Consultant completed soil borings in area sloughing by lake and will recommend corrective action prior to paving. Plans to be developed after consultant work is complete. This project was moved to 2017 to allow for design of corrective action at slope slough area. *An option is being considered to shift the alignment of the road in this area to the east, away from the lakeshore slope. This is expected to eliminate the need for extensive shoring of the existing slope that is sloughing. Costs for options will be considered before making a final decision.*	

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	
Status:	Programmed for 2017	
Traffic Impact:	Moderate delays to road closure depending on scope of work.	
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 to the Sales Tax Program by the County Engineer to maintain the integrity of roadway system. Subgrade and grading work to be done in 2017 with paving done in 2018.	

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 2017	
Traffic Impact:	Moderate delays during construction. Traffic controlled by flagging operations	
Contractor:	Design by CCTD	
Remarks:	Maintenance crews replacing/repairing necessary culverts. Plan development in 2016. Plans are under in-house review prior to submitting to MnDOT for approval. Letting will be scheduled for late 2016/early 2017 for construction in 2017.	

SAP 009-604-038	**CSAH 4 (Military Rd)**	**Length: 0.04 Mi**
Location: (57)	From 5400 feet east of TH 23 for 200 feet	
Type of Work:	Slope stabilization and Bituminous repair	
Status:	Programmed for 2017.	
Traffic Impact:	Moderate delays during construction. One lane closure with flaggers for slope repair area.	
Contractor:	Design by CCTD	
Remarks:	This is a new project added by the County Engineer to preserve the integrity of the roadway and slope. Recent in-slope sloughing has increased, especially after recent rain events. A geotechnical consultant will perform soil borings and provide design recommendations to correct the sloughing. Plans, based on the recommendation, will be developed in 2016 for work in 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	
Traffic Impact:	Road closed and traffic detoured during construction	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Preliminary design started. Permitting started. ROW acquisition pending.	

SAP 009-599-023	**UT-388**	**Length: 0.10 Mi**
Location: (2)	Over Hasty Brook (Sect 10-49-20), 4.0 miles north of Cromwell, MN.	
Type of Work:	Replace Bridge L1244	
Status:	Programmed for 2017.	
Traffic Impact:	Road closed and traffic detoured during construction	
Contractor:	Design services by SEH, Duluth, MN	
Remarks:	Placed in the 2017 construction season as a placeholder if funding is available.	

SAP 009-599-027	**UT-103**	**Length: 0.10 Mi**
Location: (5)	Over Stoney Brook (Sect 10-46-17), 0.19 miles north of CSAH 8.	
Type of Work:	Replace Box Culvert	
Status:	Programmed for 2017.	
Traffic Impact:	Road closed and traffic detoured during construction	
Contractor:	Design services by SEH, Duluth, MN	
Remarks:	Placed in 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.	
Traffic Impact:	Moderate delays during construction. Work outside shoulder area with flagging operations	
Contractor:	Design by CCTD, FDL and BIA Roads Engineering Staff	
Remarks:	Was cooperatively funded project pending additional funding by FDL. Moved due to Big Lake Area Sanitary District sanitary sewer line proposed to be constructed in the fall of 2016 along the south side of CSAH 7.	

SP 009-070-005	**CSAH 1, 4, 6, 7, 12, 18, 21, 24, 61, CR 107, 110**	**Length: 0.1 Mi**
Location: (Map4)	On CSAH 1 at TH 23; CSAH 4 at TH 23; CSAH 4 at TH 73, CSAH 6 at TH 73; CSAH 7 at TH 210; CSAH 12 at TH 27; CSAH 18 at TH 23; CSAH 21 at TH 210; CSAH 24 at TH 210; CSAH 61 at TH 210; CR 107 at TH 210; CR 110 at TH 210	
Type of Work:	Rural Intersection Lighting	
Status:	Programmed for 2017	
Traffic Impact:	Minimal delays during construction as work will be done off road	
Contractor:	St Louis County is the lead agency	
Remarks:	This is a joint project with St Louis County and Itasca County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% State-Aid Construction Account.	

Projects programmed for the 2018 Construction Season

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:	Programmed for 2018.	
Traffic Impact:	Road Closed and Traffic Detoured during construction. Local Traffic Only.	
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 009-696-002	**CR 696 (St Louis River Rd)**	**Length: 4.20 Mi**
Location: (46)	From TH 33 to CSAH 1 (Canosia Rd)	
Type of Work:	Bituminous Surfacing	
Status:	Programmed for 2018	
Traffic Impact:	Moderate delays to road closure depending on scope of work.	
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 to the Sales Tax Program by the County Engineer to maintain the integrity of roadway system. Subgrade and grading work to be done in 2017 with paving done in 2018.	

SAP 009-601-051	**CSAH 1 (Canosia Rd)**	**Length: 0.10 Mi**
Location: (27)	At the Midway River (Section 22-49-16) in Esko, MN.	
Type of Work:	Rehabilitate Bridge 09502	
Status:	Placeholder in 2018.	
Traffic Impact:	Bridge closed and traffic detoured during construction	
Contractor:	TBD	
Remarks:	This Project added as a placeholder if/when bridge funding is available. The Program Year may be adjusted based on funding availability, priority and development capability. LHB selected to design bridge replacement. Bridge bond funds requested for 2017 construction. Project will be moved to 2017 if approved.	

SAP 009-605-022	**CSAH 5**	**Length: 0.75 Mi**
Location: (22)	From TH 210 to CSAH 26 (Moorhead Rd) in Cloquet, MN.	
Type of Work:	Bituminous Surfacing of SAP 009-605-009 grading section.	
Status:	Programmed for 2018.	
Traffic Impact:	Minor delays during construction. Work done under traffic with flagging operations	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	No design started.	

SAP 009-621-003	**CSAH 21**	**Length: 4.00 Mi**
Location: (4)	From CR 123 to TH 210 in Cromwell, MN	
Type of Work:	Grading, Drainage Structures, Aggregate Base	
Status:	Programmed for 2018.	
Traffic Impact:	Road closed and traffic detoured during construction. Local traffic only	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Lead time needed for design, permitting and ROW acquisition.	

SP 009-070-006	**CSAH 4, CSAH 5**	**Length: 0.1 Mi**
Location: (Map5)	On CSAH 4 at CSAH 5 North; on CSAH 5 at TH 210	
Type of Work:	Mainline Dynamic Warning System	
Status:	Programmed for 2018	
Traffic Impact:	Minimal impact during construction. Work is on shoulder area.	
Contractor:	St Louis County is the lead agency	
Remarks:	This is a joint project with St Louis County and Itasca County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% State-Aid Construction Account.	

Projects programmed for the 2019 Construction Season

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 2019.	
Traffic Impact:	Road closed and traffic detoured during construction.	
Contractor:	TBD	
Remarks:	Work is partially funded by the County Road Construction Bond as part of the Program adopted 06/13/2006. Coop effort with FDL. FDL is working on additional funding.	

SAP 009-606-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 2019.	
Traffic Impact:	Bridge closed and traffic detoured during construction	
Contractor:	TBD	
Remarks:	This Project added as a placeholder if/when bridge funding is available. The Program year may be adjusted based upon funding availability, priority and development capability.	

SAP 009-608-019	**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 2019 - in Design	
Traffic Impact:	Minor delays during construction. Work will be done under traffic with flagging operations	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Bit surface of previous year's grading project. Surfacing may be delayed until 2019 after the remainder of CSAH 8 from Granzow Road to the State Line can be prepared for paving. Then the entire segment from CR 145 to the State Line will be surfaced.	

SAP 009-621-004	**CSAH 21**	**Length: 4.00 Mi**
Location: (4)	From CR 123 to TH 210 in Cromwell, MN	
Type of Work:	Bituminous Surface, Aggregate Shoulders, Pavement Markings	
Status:	Programmed for 2019.	
Traffic Impact:	Minor traffic delay during construction. Work done under traffic with flagging operations	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Surfacing of 009-621-003 grading. No design started.	

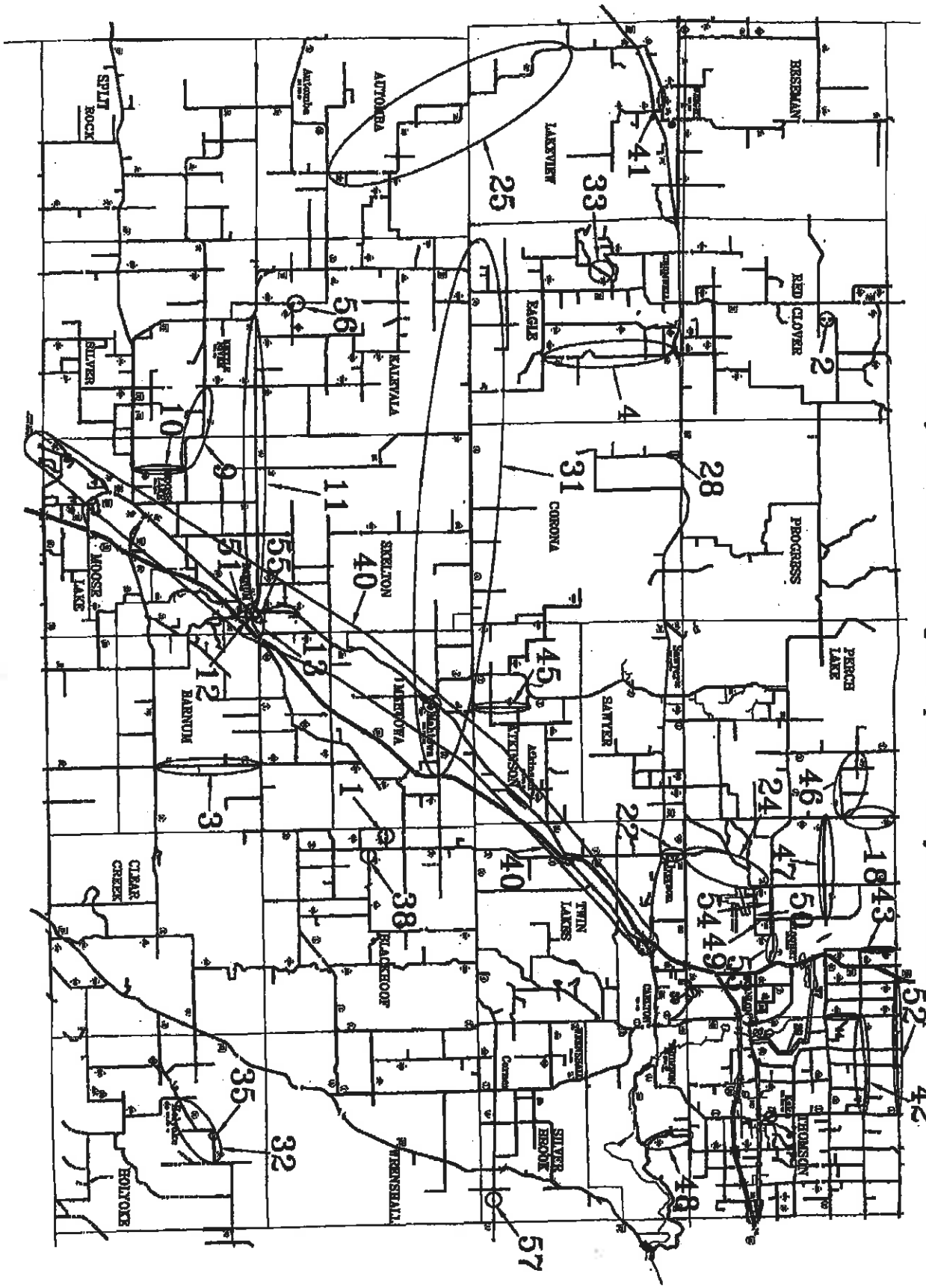
SP 009-090-003	**St Louis River Trail (Phase II)**	**Length: 1.50 Mi**
Location: (29)	From the I-35 Park and Ride in Scanlon to 0.59 miles E of TH 33	
Type of Work:	Construct Bicycle/Pedestrian Trail	
Status:	Scheduled for 2019.	
Traffic Impact:	Minor traffic delay during construction. Work on shoulder area with flagging operations	
Contractor:	TBD	
Remarks:	Carlton County will act as fiscal agent for receipt and disbursement of Federal funding. The City of Scanlon applied for TAP funds (80/20 split) in 2015 to be included in the 2019 STIP. Carlton County agreed to be sponsoring agency to receive/disperse the federal funds.	

Projects programmed for the 2020 Construction Season

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:	Programmed for 2020.	
Traffic Impact:	Road Closed and Traffic Detoured during construction. Local Traffic Only.	
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.	

Projects programmed for the 2021 Construction Season

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 Palkle Rd	
Type of Work:	Upgrade (full scope of work yet to be determined)	
Status:	To be programmed when funding allows.	
Traffic Impact:	Possible road closure and detour.	
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 to the Sales Tax Program by the County Engineer to maintain the integrity of roadway system.	



2016 Carlton County Construction Program Update - Project Location Map

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 August 1-August 30, 2016

1. Sub cut, hauled gravel and repaved 900' of Mission Road.
2. Constructed and paved turn lane and cross over CSAH 61 for Business Park.
3. Hauled Clay for crushing operation.
4. Blade lay bituminous and bituminous patched on Swede Lake Road.
5. Blade laid bituminous patches for culvert replacements. CR, 140, 138, CSAH 20, Eagle Twsp. and Barnum High School.
6. Shaped West Stark Road for paving.
7. Cut brush on Township Roads.
8. Replaced culverts on County Roads.
9. Shouldered County Roads.
10. Contractor completed crushing Nordstrom's pit.
11. Poured concrete curb and gutter and sidewalk on 140 at Barnum school.

Mechanics' Duties

1. Maintained preventative maintenance schedule on County equipment and vehicles.
2. Completed set up of new County squad.
3. Rebuilt axle assembly on pull behind sweeper.
4. Completed DOT inspections on tandem trucks.
5. Completed major repairs on 9912 140H grader.
6. Repaired air conditioning system on unit 9837 loader.
7. Repaired equipment at County Transfer Station.
8. Set up 1495 tandem truck for belly dump operation.
9. Installed new/recap tires on 0671, 0967 and 7912 tandem trucks.
10. Engine repairs on unit 0791 tandem truck. Replaced turbocharger and air to air cooler.
11. Repaired damaged ramp on unit 1620 tandem axle trailer.
12. Completed a 2000 hour service on unit 3812 140H grader.
13. Engine repaired on unit 3910 140H grader. Replaced hydraulic unit injection pump.
14. Replaced engine fan hub assembly on unit 2455 John Deere tractor.
15. Completed set up for operational use on unit 1678 Cat 311 excavator.

"This Institution is an Equal Opportunity Employer"

Carlton County Transportation Department
Revenues and Expenditures
August 31, 2016

Revenues - (Maintenance)	Year to Date	2016 Annual Budget	Over (Under) Annual Budget
Real Estate Taxes (estimated)	$1,911,680.08	$2,867,520.00	-$955,839.92
Work For Government	$256,325.33	$480,100.00	-$223,774.67
Work For Individuals	$2,099.85	$10,000.00	-$7,900.15
Permits	$4,550.00	$9,000.00	-$4,450.00
Culvert, Map, Scrap Sales	$10,568.30	$15,000.00	-$4,431.70
Miscellaneous	$0.00	$30,000.00	-$30,000.00
Reimbursements/Refunds/Bldg Rent	$145,576.72	$218,000.00	-$72,423.28
Insurance Rebate	$36,933.36	$55,400.00	-$18,466.64
HACA, Disp. Red., RES/AG Credit	$153,922.64	$230,884.00	-$76,961.36
State Aid Maintenance	$1,340,449.36	$2,010,674.00	-$670,224.64
PERA Rate Increase Aid	$7,313.36	$10,970.00	-$3,656.64
Town Road Money	$220,947.00	$193,815.00	$27,132.00
Sub-Total Revenue	$4,090,366.00	$6,131,363.00	-$2,040,997.00

Expenditures - (Maintenance)	Year to Date	2016 Annual Budget	Over (Under) Annual Budget
Salaries & Benefits	$2,351,878.13	$3,829,598.00	-$1,477,719.87
Insurance / Unemployment / Bonds	$156,885.93	$237,000.00	-$80,114.07
Phone, Publications, Registr.	$20,782.08	$38,000.00	-$17,217.92
Utilities, Supplies, Safety	$117,583.72	$221,000.00	-$103,416.28
Contracts, Consultants	$119,310.37	$436,440.00	-$317,129.63
Gravel, Asphalt, Culverts, Salt	$438,217.14	$620,000.00	-$181,782.86
Brush & Weed, Road Signs	$58,009.10	$110,000.00	-$51,990.90
Vehicle Maintenance/Supplies	$526,647.41	$1,065,000.00	-$538,352.59
Mobile Equipment	$49,697.00	$480,000.00	-$430,303.00
Furniture, Building Repairs	$6,824.85	$30,000.00	-$23,175.15
Right-of-Way/Land Acquisition	$18,490.00	$168,000.00	-$149,510.00
Townships, Refunds, Licenses	$193,073.81	$187,400.00	$5,673.81
Sub-Total Expenditures	$4,057,399.54	$7,422,438.00	-$3,365,038.46
Net - County Funds	$32,966.46	-$1,291,075.00	
County Construction			
Construction Revenues	$5,615,909.57	$6,300,335.00	-$684,425.43
Construction Engineering Revenues	$127,842.28	$0.00	
Local Option Transp. Sales Tax	$1,061,955.66	$2,323,240.00	-$1,261,284.34
Construction Expenses	$3,898,960.31	$7,332,500.00	-$3,433,539.69
Local Sales Tax Projects	$148,133.19		
Net - County Const.	$2,758,614.01		
Total 2016 Revenues	$10,896,073.51	$14,754,938.00	-$3,858,864.49
Total 2016 Expenditures	$8,104,493.04	$14,754,938.00	-$6,650,444.96
Difference	$2,791,580.47		

Carlton County Transp. Dept
Revenues and Expenditures
August 31, 2016

Revenues	Aug	Year to Date 2016	Annual Budget
5001 Property Taxes	$ 232,128.67	$ 1,857,013	$ 2,785,520
5004 Property Taxes Delinquent	$ 6,666.67	$ 53,333	$ 80,000
5060 Mobile Home Current	$ 166.67	$ 1,333	$ 2,000
5209 RESIDENTIAL / AGRICULTURAL Market Value Credit (MVC)		$ -	$ -
5215 State Shared Disparity Aid		$ -	$ -
5216 State Shared Homestead and Agricultural Credit Aid (estimated)	$ 19,240.33	$ 153,923	$ 230,884
5228 PERA Rate Increase Aid (estimated)	$ 914.17	$ 7,313	$ 10,970
5270 State Aid - Maintenance ($2,010,674/yr)	$ 167,556.17	$ 1,340,449	$ 2,010,674
5275 State Aid - Construction	$ 18,208.44	$ 5,836,857	$ 6,494,150
5275 State Aid - Construction - Engineering		$ 127,842	
5280 Local Option Transp. Sales Tax	$ 136,088.02	$ 1,061,956	$ 2,323,240
5401 Permits- Transp, Access, Weight	$ 400.00	$ 4,550	$ 9,000
5475 Snowplowing/Grading Gvmnts	$ 48,985.31	$ 256,325	$ 460,100
5476 Snowplowing/Grading Individuals	$ 85.00	$ 2,100	$ 10,000
5811 Rents - AEOA	$ 3,403.36	$ 12,608	$ 22,000
5839 Ca Cl sales, Late Fees, Misc.		$ -	$ 30,000
5840 Intra-County Billing, reimbursemnts	$ 20,727.66	$ 132,969	$ 196,000
5841 PC/WC Insurance Rebate ($55,400/yr)	$ 4,616.67	$ 36,933	$ 55,400
5912 Sale of Scrap Metal		$ -	$ 1,000
5913 Sale of Maps, Mailbox Posts & Scrap	$ 35.00	$ 5,880	$ 6,000
5914 Sale of Culverts	$ 20.00	$ 4,688	$ 8,000
Road & Bridge Revenues	$ 659,220.34	$ 10,895,074	$ 14,764,938
Expenditures	**Aug**	**Year to Date 2016**	**Annual Budget**
6102 Salaries - full time	$ 168,127.80	$ 1,439,989	$ 2,378,636
6103 Salaries - part time	$ 8,944.30	$ 39,983	$ 48,000
6105 Overtime pay	$ 8,947.79	$ 45,159	$ 110,000
6106 Overtime - temporary	$ 569.60	$ 1,504	$ 3,500
6152 Employee group insurance (908,494/year)	$ 75,707.83	$ 605,663	$ 908,494
6162 PERA County share	$ 13,280.67	$ 110,038	$ 166,648
6172 FICA & Medicare - county share	$ 13,423.76	$ 109,542	$ 194,320
6173 Unemployment		$ 6,886	$ 12,000
6203 Telephone	$ 746.49	$ 7,129	$ 16,000
6242 Legal advertising		$ 955	$ 2,000
6246 Registration fees		$ 12,697	$ 20,000
6248 Licenses		$ 1,148	$ 1,000
6254 Gas, Oil, Steam	$ 4,267.69	$ 56,506	$ 100,000
6271 Road Contracts - State Aid	$ 1,134,376.98	$ 4,047,094	$ 7,332,500
6272 Road Contracts - County	$ 4,285.35	$ 40,584	$ 220,000
6272 Local Sales Tax Projects		$ -	
6285 Brush & Weed Control	$ 922.54	$ 26,611	$ 45,000
6293 Consulting Fees	$ 5,272.38	$ 68,106	$ 200,000
6305 Repairs to Buildings	$ 889.38	$ 6,825	$ 30,000
6307 Maintenance Service Contracts	$ 587.12	$ 10,620	$ 16,440
6353 Liability Insurance ($225,000/yr)	$ 18,750.00	$ 150,000	$ 225,000
6404 Data processing supplies		$ -	$ -
6412 General operating supplies	$ 4,138.75	$ 27,824	$ 55,000
6413 Computer software		$ 10,881	$ 22,000
6415 Uniforms	$ 586.14	$ 4,442	$ 7,000
6419 Safety equipment	$ 516.27	$ 13,234	$ 22,000
6499 Road signs & Pavement Striping	$ 3,058.33	$ 31,398	$ 65,000
6501 Engineering supplies	$ 380.63	$ 4,696.13	$ 15,000
6510 Road material - gravel	$ 1,345.00	$ 56,753	$ 120,000
6515 Road material - culverts	$ 44,797.30	$ 45,181	$ 100,000
6516 Road material - asphalt	$ 4,471.18	$ 66,814	$ 100,000
6517 Calcium chloride	$ 93,658.05	$ 94,058	$ 100,000
6525 Salt & Sand		$ 175,411	$ 200,000
6563 Fuel & lubrication	$ 23,806.18	$ 283,911	$ 725,000
6598 Vehicle tires	$ 818.02	$ 14,702	$ 40,000
6599 Vehicle parts	$ 16,523.33	$ 228,034	$ 300,000
6601 Buildings		$ -	$ -
6602 Mobile equipment		$ 49,697	$ 480,000
6605 Land Purchases		$ -	$ -
6615 Right of way easements / Wetland Credits		$ 18,490	$ 188,000
6802 Remitted to Townships		$ 188,876	$ 181,600
6806 Refunds/Reimbursements	$ 400.00	$ 3,050	$ 4,800
Road & Bridge Expenditures	$ 1,653,598.86	$ 8,104,493	$ 14,764,938