

Carlton County
Board of Commissioners
REGULAR SESSION
Tuesday February 11, 2020
8:30 a.m.

Carlton County Transportation Building

A. Administrative - Routine

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Approve Agenda
4. Approve Minutes of the January 27, 2020, Adjourned Board Meeting
5. Visitors:
 - a.
 - b.
 - c.
 - d.

B. Human Services

1. Financial
2. Personnel
3. Administrative
 - a. Purchase of Service Contract
4. Social Services
 - a. Adult Foster Care Update
5. Public Health Services
6. Income Maintenance
7. Child Support & Collections

8. Commissioner's Comments

- a. Re-appointment of members

9. Human Services Advisory Committee Comments

10. Case Action & Licensing of Foster and Day Care Homes

C. Zoning and Environmental Services

- 1. Approve Tire Recycling Renewal Agreement
- 2. Issues with SCORE Grant Contract
- 3. Consider Interim Use Permit (IUP) #419005 Kelly and Patricia Butcher

D. Land and Building

E. Transportation

- 1. Approve Resolution for Bridge Priority List

F. Public Safety

G. Tax Matters

H. Administrative – Other

1. Consider approving the 2019 Policy Committee Annual Report
2. Set closed Session to Discuss Union Negotiations
3. Approve Budget Adjustment to cover benefits for FT Employee
4. Consider approving the Carlton County Personnel Policy
5. Consider approving Updated Finance Committee Bylaws
6. Discuss Fair Booth Ideas and Items
7. Management Team Year End Report and Strategic Plan

I. Unorganized Township Matters

J. Commissioners Comments and Meetings Attended

K. Correspondence

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

B-3a
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 2-11-2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Public Health and Human Services
Title of Item for Consideration: Purchase of Service Contract with NEOMJT
Presenter: Dave Lee

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
- Award contract or bid
- Approve by resolution
- Approve Purchase of Service Contract with NEMOJT

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 _____

Summary

Contract between Carlton County Public Health & Human Services and NE MN Office of Job Training. Providing services as relating to MN Families Investment Program and Diversionary Work Program with a maximum payment for each provider set at \$130,899

Supporting Attachments

- _____
- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

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

B-Ha
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 2-11-2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Public Health and Human Services
Title of Item for Consideration: Adult Foster Care Updates
Presenter: Dave Lee/Peggy Hart

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution

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 _____

Summary

Corporate Adult Foster Care Closure: Parchem as of 12-31-19
Family Adult Foster Care Closure: Taylor Whitebird as of 1-17-20
Corporate Adult Foster Care New: Northstar as of 10-24-2019

Supporting Attachments

-

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

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

B-8a
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 2-11-2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Public Health and Human Services
Title of Item for Consideration: Re-appointments to Human Services Advisory Committee
Presenter: Dave Lee

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution
 Re-appoint members

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 Human Services members have agreed to continue current appointments as discussed at the 1-13-2020 meeting.

Summary

The following members have all served a 2-year term and agree to re-appointment to the Human Services Advisory Committee:

Pam Schimenek - October 2019 - 2021

Jill McNamara - March 2020 - 2022

Bonnie Peterson - March 2020 - 2022

Jennie Hanson - March 2020 - 2022 (final 2 year term)

Kathy Schmidt - March 2020 - 2022 (final 2 year term)

Supporting Attachments

-

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015
Revised November 28, 2016

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

C-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: February 11, 2020
Via: Paul Gassert, County Auditor/Treasurer
From: Heather Cunningham, Zoning and Environmental Services Administrator
Title of Item for Consideration: Renew agreement for tire recycling
Presenter: Heather Cunningham, Zoning and Environmental Services Administrator

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
- Award contract or bid
- Approve by resolution
- Approve one year extension of tire recycling agreement

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 _____

Summary

The tire agreement with Liberty Tire is set to expire at the end of February. The agreement allows an extension for one year (up to three times) at the same rate if agreeable by both parties. This would be the second extension of the agreement.

Supporting Attachments

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

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

C-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: February 11, 2020
Via: Kathy Kortuem, County Auditor/Treasurer
From: Carlton County Zoning and Environmental Services

Title of Item for Consideration: Issues with SCORE Grant Contract

Presenter: Heather Cunningham, Zoning and Environmental Services Administrator

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution

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 _____

Summary

The Minnesota Pollution Control Agency (MPCA) distributes the Select Committee on Recycling and the Environment (SCORE) grants. The SCORE grant provides Carlton County approximately \$100,000 annually. Beginning in FY 2020 the MPCA will require a grant agreement to be signed and executed before funds are released. This office has reviewed the agreement and has several issues with the document. They include but are not limited to:

- This should not be viewed as a grant. It is pass-through funds collected as the solid waste management tax. These funds are used to implement our Solid Waste Management Plan, funding recycling and solid waste services.
- #5 of the grant indicates that work must be completed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative.
- #10.2 indicates that any "works" created by the grantee shall be jointly owned by the Grantee and the State.
- #12 indicates that any publicity regarding the grant and program must identify the State and must not be released without prior written approval from the State's Authorized Representative.

Supporting Attachments

Adopted December 8, 2015
Revised November 28, 2016

Sample Grant Agreement

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

November 20, 2019

RECEIVED

NOV 22 2019

ZONING OFFICE

Commissioner Richard J. Brenner, Chair
1501 Summit Avenue
Cloquet, MN 55720-1388

RE: FISCAL YEAR 2020 FIRST HALF SCORE BLOCK GRANT
CARLTON COUNTY: NOTICE OF DISBURSEMENT

Dear Commissioner Brenner:

I am pleased to inform you that your county has satisfied the requirements for distribution of the first half of the Fiscal Year 2020 (FY20) SCORE block grant. Electronic payment representing the first half of your county's total FY20 SCORE payment will be processed to the county treasurer.

In order to receive disbursement of future SCORE grant funds, your county must continue to satisfy all of the following requirements:

- Establish a separate general fund account for the grant;
- Match the grant with at least 25 percent local funds;
- Spend the grant funds and matching funds only on eligible programs;
- Submit an annual report on county expenditures and resulting improvements in waste management;
- Have in place an approved county solid waste management plan and required updates; and
- Fully executed grant agreement with Minnesota Pollution Control Agency (MPCA) for grant disbursements.

New this year, the MPCA will be requiring counties to have in place an executed grant agreement for SCORE block grant disbursements; a sample grant agreement has been provided. The MPCA second half SCORE block grant and all future disbursements will be contingent upon meeting this new best management practice. For convenience, a sample grant agreement has been provided for review and distribution. Specifically, please share this information with your delegated county representative responsible for signing the agreement and have them contact Jeannie Given directly at jeannie.given@state.mn.us, 651-757-2459, or call toll-free 1-800-657-3864 with questions. Once the MPCA receives your delegated representative's information, further instructions will be provided.

If at any time the county does not meet all of these requirements, the block grant funds must, by law, be withheld.

Commissioner Richard J. Brenner
Page 2
November 20, 2019

The MPCA looks forward to assisting your county in the implementation and operation of SCORE programs. We anticipate distribution of the second half of the FY20 SCORE block grants in April 2020.

Sincerely,

A handwritten signature in black ink, appearing to read "David J. Benke", with a long horizontal flourish extending to the right.

David J. Benke
Division Director
Resource Management and Assistance Division

DJB/JG:ds

Enclosure: FY20 SCORE Block Grants to Counties, Sample Grant Agreement

cc: Heather Cunningham, Carlton County SCORE Contact

SCORE Payments

Fall 2020

County	Vendor Number	Amount	Status	Transaction Number
Aitkin County	0000197275	\$34,846		
Anoka County	0000195348	\$513,375		
Becker County	0000197276	\$49,379		
Beltrami County	0000195975	\$67,188		
Beaton County	0000197277-002	\$58,033		
Big Stone County	0000197278-002	\$34,846		
Blue Earth County	0000197279-002	\$97,245		
Brown County	0000197280	\$36,331		
Cannon County	0000197281	\$34,846		
Carver County	0000197282	\$152,025		
Cass County	0000197283	\$42,278		
Chippewa County	0000197325	\$34,846		
Chisago County	0000197284	\$80,273		
Clay County	0000197285	\$91,762		
Clearwater County	0000197324	\$34,846		
Cook County	0000197286	\$34,846		
Cottonwood County	0000197287	\$34,846		
Crow Wing County	0000197288	\$93,213		
Dakota County	0000197289	\$614,811		
Dodge County	0000197290	\$34,846		
Douglas County	0000197326-002	\$54,574		
Fairbault County	0000197291	\$34,846		
Fillmore County	0000196178	\$34,846		
Freeborn County	0000197292	\$43,748		
Goodhue County	0000197327	\$66,767		
Grant County	0000197293	\$34,846		
Hennepin County	0000197294	\$1,809,185		
Houston County	0000197295-002	\$34,846		
Hubbard County	0000197328	\$34,846		
Isanti County	0000197329	\$57,287		
Itasca County	0000197296	\$64,831		
Jackson County	0000197297	\$34,846		
Kanabec County	0000197298	\$34,846		
Kandiyohi County	0000197330	\$61,579		
Kitson County	0000195228	\$34,846		
Koochiching County	0000196082	\$34,846		
Lac qui Parle County	0000197331	\$34,846		
Lake County	0000195682	\$34,846		
Lake of the Woods County	0000197332	\$34,846		

** Items with asterisks and italics are ineligible for payment, payment amount indicates the sum that will be held until they reach eligible status.

County	Vendor Number	Amount	Status	Transaction Number
Le Sueur County	0000197299	\$40,789		
Lincoln County	0000197300	\$34,846		
Lyon County	0000197301	\$36,869		
McLeod County	0000197362	\$51,587		
Mahnomen County	0000197333	\$34,846		
Marshall County	0000197334	\$34,846		
Martin County	0000197302	\$34,846		
Meecker County	0000197303	\$34,846		
Mille Lacs County	0000197304	\$37,415		
Morrison County	0000197305	\$47,616		
Mower County	0000197306	\$57,409		
Murray County	0000197307	\$34,846		
Nicollet County	0000197335	\$49,048		
Nobles County	0000197336	\$34,846		
Norman County	0000197308	\$34,846		
Olmsted County	0000197337	\$225,873		
Otter Tail County	0000197309	\$84,262		
Pennington County	0000197338	\$34,846		
Pine County	0000197310	\$42,307		
Pipestone County	0000197311	\$34,846		
Polk County	0000197339	\$45,372		
Pope County	0000197340	\$34,846		
Ramsey County	0000196508	\$792,234		
Red Lake County	0000197341	\$34,846		
Redwood County	0000197342	\$34,846		
Renville County	0000197312	\$34,846		
Rice County	0000197343	\$95,206	Conditional	
Rock County	0000197313	\$34,846		
Roseau County	0000197344	\$34,846		
Scott County	0000197314	\$209,611		
Sherburne County	0000197315	\$138,020		
Sibley County	0000197316	\$34,846		
Stearns County	0000194398	\$228,472		
Steele County	0000197345	\$52,984		
Stevens County	0000197317	\$34,846		
Swift County	0000197318	\$34,846		
Todd County	0000197346	\$35,273	Conditional	
Traverse County	0000197319	\$34,846		
Wabasha County	0000197363	\$34,846		
Wadena County	0000197364-002	\$34,846		
Waseca County	0000197320-002	\$34,846		
Washington County	0000197321	\$375,166		

** Items with asterisks and italics are ineligible for payment, payment amount indicates the sum that will be held until they reach eligible status.

County	Vendor Number	Amount	Status	Transaction Number
Watonwan County	0000197322	\$34,846		
Wilkin County	0000197347	\$34,846		
Winona County	0000197348	\$72,875		
Wright County	0000197323	<i>\$195,838</i>	Ineligible	
Yellow Medicine County	0000197349	\$34,846		
Western Lake Superior Sanitary District	0000197199	\$150,712		
St. Louis County - partial	0000197199	\$136,583		

** Items with asterisks and italics are ineligible for payment, payment amount indicates the sum that will be held until they reach eligible status.

Grant Agreement

State of Minnesota

Doc Type: Contract/Grant Reference

SWIFT Contract number:

Purchase Order number:

AI:

Activity ID:

*needs
- county board
approval, request blanket approval to sign
from grants*

This grant contract is between the State of Minnesota, acting through its Commissioner of the Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, Minnesota ("MPCA" or "State") and [GIVE THE FULL NAME OF THE GRANTEE INCLUDING ITS ADDRESS] ("Grantee").

Recitals

1. Under Minn. Stat. § 116.03, subd. 2 & Minn. Stat. § 115A.557, the State is empowered to enter into this grant.
2. The State is in need of the Select Committee on Recycling and the Environment (SCORE) grants.
3. Comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1).
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 Effective date:

[SPELL OUT FULL DATE (e.g., August 1, 2018)], or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed.

1.2 Expiration date:

June 30, 2020, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms.

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee and in accordance with Minn. Stat. § 115A.557, will:

- Establish a separate general fund account for grant funds;
- Match the grant with at least 25% local funds;
- Spend the grant funds and matching funds only on eligible programs;
- Submit an annual report on county expenditures and resulting improvements in waste management by April 1st; and
- Have in place an approved county solid waste management plan and required updates.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 Consideration.

The State will pay for all services performed by the Grantee under this grant contract as follows:

(a) Compensation

The Grantee will be paid per the payment schedule listed in 4.2(a).

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed \$0.00 provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$[THIS MUST BE THE TOTAL OF 4.1(A) AND 4.1(B) ABOVE].

4.2 Payment

(a) Payments:

The State will promptly pay the Grantee according to the following schedule:

- Second disbursement by April 30, 2020

Payments shall not be construed as a waiver by the State of any authority it may have to remedy Grantee's noncompliance with this agreement.

(b) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Contracting and Bidding Requirements

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is [NAME, TITLE, ADDRESS, TELEPHONE NUMBER, EMAIL], or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is [NAME, TITLE, ADDRESS, TELEPHONE NUMBER, EMAIL]. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

10.2 Intellectual Property Rights

(a) Intellectual property rights. All rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Grant shall be jointly owned by the Grantee and the State. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and Contractors, either individually or jointly with others in the performance of this grant agreement. Works include "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance

of this grant agreement. The ownership interests of the State and the Grantee in the Works and Documents shall equal the ratio of each party's contributions to the total costs described in the budget of this grant agreement, except that the State's ownership interests in the Works and Documents shall not be less than fifty percent (50%). The party's ownership interest in the Works and Documents shall not be reduced by any royalties or revenues received from the sale of the products or the licensing or other activities arising from the use of the Works and Documents. Each party hereto shall, at the request of the other, execute all papers and perform all other acts necessary to transfer or record the appropriate ownership interests in the Works and Documents.

(b) Obligations.

- (1) **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee shall immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure therein.
- (2) **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause Liability, the Grantee shall indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.
- (3) **License.** The State hereby grants a limited, no-fee, noncommercial license to the Grantee to enable the Grantee's employees engaged in research and scholarly pursuits to make, have made, reproduce, modify, distribute, perform, and otherwise use the Works, including Documents, for research activities or to publish in scholarly or professional journals, provided that any existing or future intellectual property rights in the Works or Documents (including patents, licenses, trade or service marks, trade secrets, or copyrights) are not prejudiced or infringed upon, that the Minnesota Data Practices Act is complied with, and that individual rights to privacy are not violated. The Grantee shall indemnify and hold harmless the State for any claim or action based on the Grantee's use of the Works or Documents under the provisions of Clause 10.2(b)(2). Said license is subject to the State's publicity and acknowledgement requirements set forth in this grant agreement. The Grantee may reproduce and retain a copy of the Documents for research and academic use. The Grantee is responsible for security of the Grantee's copy of the Documents. A copy of any articles, materials or documents produced by the Grantee's employees, in any form, using or derived from the subject matter of this license, shall be promptly delivered without cost to the State.

11 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 Endorsement

The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 Termination by the State

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding

The State may immediately terminate this grant contract if:

- (a)** It does not obtain funding from the Minnesota Legislature [STATE GRANT FUNDS ONLY]
- (b)** Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

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

C-3
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: February 11, 2020
Via: Kathy Kortuem, County Auditor/Treasurer
From: Heather Cunningham, Zoning and Environmental Services
Title of Item for Consideration: Consider Interim Use Permit (IUP) #419005 Kelly and Patricia Butcher

Presenter: Heather Cunningham, Zoning and Environmental Services

Type of Action Requested (check all that apply)

Approve by resolution or order (approve IUP in accordance with Findings of Fact and associated conditions)

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

Has Human Resources reviewed the request Yes No NA

Other

Reviewed by other Committee, Board or Commission Yes No NA

If yes, what was their recommendation The Planning Commission recommended approval in accordance with Findings of Fact and four conditions at the February 5, 2020, meeting.

Summary:

Kelly and Patricia Butcher of 6075 Woodbury Drive, Wright, MN 55798 have requested a Conditional/Interim Use Permit to operate a security barrier construction business on properties located in the A-1 and A-2 Zoning District. The properties are described as Part of Government Lot 3 and Lot 4 in Section 31, Township 49 North, Range 20 West in Red Clover Township; Part of the Southeast ¼ of the Southeast ¼ and Part of the Northeast ¼ of the Southeast ¼ in Section 36, Township 49 North, Range 21 West in Beseman Township. The property address is 6075 Woodbury Drive (96-010-4950 and 42-010-5785).

This request was considered at the February 5, 2020, Planning Commission meeting with recommendations to grant Interim Use Permit #419005 in accordance with the Findings of Fact detailed in the meeting minutes and with the following four conditions:

1. The application shall be processed as an Interim Use Permit. The permit shall terminate at the sale of the property.
2. The permit will be periodically reviewed by the County to assure compliance with Carlton County Zoning Ordinance #27, the permit and permit conditions.
3. The County may enter onto the premises at reasonable times and in a reasonable manner to insure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinance.
4. Must comply with performance standards listed in Carlton County Zoning Ordinance #27 for a home based business, unless more restrictive conditions have been applied. The exception is the number of accessory structures allowed, but will be limited to less than 6,000 square feet in area.

Supporting Attachments

Meeting minutes related to this issue

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

DRAFT
PLANNING COMMISSION MEETING
February 5, 2020, at 7:00 PM
Carlton County Transportation Building

(1) The meeting was called to order at 7:00 PM by Zoning and Environmental Services Administrator Cunningham.

Members Present: Jack Ezell, Byron Kuster, Sam Huhta, Dennis Lundin, Erik Abrahamson and Keith Depre

Members Absent: Jim Gottschald

Ex Officio Members Present: Commissioner Mark Thell and Heather Cunningham

Ex Officio Member Absent: None

(2) Acting as chairperson, Cunningham asked for nominations for chairperson. Abrahamson nominated Ezell. There were no other nominations. Election of Ezell as chairperson supported by all yea votes. Cunningham turned the chair over to Ezell.

(3) Chairperson Ezell asked for nominations for officers. Huhta nominated Gottschald as vice chair. There were no other nominations. The election was supported by all yea votes. Kuster nominated Abrahamson as secretary. There were no other nominations and the election was supported by all yea votes.

(4) Motion by Abrahamson, seconded by Lundin, and supported by all yea votes to approve the minutes of the October 2, 2019, meeting.

(5) The public hearing was called to order at 7:03 PM.

(6) Chairperson Ezell read a statement that legal ads were sent to the two legal newspapers. The Star Gazette ad was sent on January 16, 2020, and published January 23, 2020. The Pine Knot ad was sent on January 16, 2020, and published on January 24, 2020.

(7) Chairperson Ezell read statements regarding Findings of Fact and Finality of Decisions. Statements regarding Findings of Fact and Finality of Decisions were placed on the projector screen.

(8) Permit Requests:

(A) Conditional/Interim Use Permit #419095

Kelly and Patricia Butcher of 6075 Woodbury Drive, Wright, MN 55798 have requested a Conditional/Interim Use Permit to operate a security barrier construction business on properties located in the A-1 and A-2 Zoning Districts. The properties are described as Part of Government Lot 3 and Lot 4 in Section 31, Township 49 North, Range 20 West in Red Clover Township; Part of the Southeast ¼ of the Southeast ¼ and Part of the Northeast ¼ of the Southeast ¼ in Section 36, Township 49 North, Range 21 West in Beseman Township. The property address is 6075 Woodbury Drive (96-010-4950 and 42-010-5785).

Kelly and Patricia Butcher were present to represent the request. Chairperson Ezell read the description of the request from the legal ad and asked Mr. Butcher to further expound on the request. Butcher indicated he didn't know he needed a permit. He has had this business on the property since 2008. He is

not making fences, gates or welding on the property. He mainly works with correctional facilities. When he gets a call for work, he pulls razor wire out of his trailer and loads his truck. He also works with subcontractors. He does not have any employees. It is not a big operation and he is ready to retire. Butcher indicated he is licensed by the Department of Labor and Industry and the Department of Transportation.

Kuster asked why Butcher is applying for a permit now. Butcher indicated there was a complaint and the zoning office contacted him. Cunningham indicated that the complainant is not public record but she indicated she could share that it was not from a neighbor.

Butcher questioned that if he sold the property, would the permit be valid. Cunningham indicated that her office was recommending the permit is processed as an Interim Use Permit and would expire when the property is sold.

Butcher pointed out that the development review indicated the Beseman property is 40 acres; it is 10 acres. Cunningham indicated it would be corrected for the record.

Chairman Ezell asked if there were any questions from the Planning Commission. There were none.

Cunningham could not play the video as the DVD player in the computer appeared to be broken. Instead Cunningham narrated an image generated with Pictometry and a 2019 aerial photograph.

Chairman Ezell summarized the development review submitted by Zoning Administrator Cunningham dated January 27, 2020.

Chairperson Ezell asked if there were any comments in support or neutral of the request from the audience.

Ed Danielczyk of 6022 Woodbury Drive, Wright, MN 55798 indicated he was in support of the request. He lives just down the road and it is not a public nuisance. He indicated you can't even see it from the road. There is no noise, traffic or dust that he can see.

Chairperson Ezell asked if there were any other comments from the audience. Cunningham read a phone record from Robert Walker of 6064 Woodbury Drive, Wright, MN 55798. It is attached as Exhibit A.

The public hearing was briefly closed at 7:30 PM but opened again at 7:31 PM as Chairperson Ezell wanted clarification on the hours of operation. Butcher indicated it is very sporadic. He indicated his lawn mower and weed whip make more noise than his business. He also has skunk deterrent alarms that make a beeping noise. He indicated he may load up on a Saturday but does not get up early anymore. He is near retirement.

Chairperson Ezell asked if there were any other comments from the audience. There were none.

(9) As there were no additional questions for the applicants, Chairman Ezell closed the public hearing at 7:33 PM. The Planning Commission deliberated the conditional/interim use application as part of the Planning Commission meeting.

(A) Conditional/Interim Use Permit #419005

Motion by Abrahamson, seconded by Lundin, and supported by yeas votes to recommend approval of Interim Use Permit #419005 to the County Board in accordance with the findings of fact and approved by the Planning Commission with the four conditions, as follows:

IS THE USE REQUESTED TEMPORARY?

No. The application indicates the use request is not temporary.

IS THE USE OWNER SPECIFIC?

The application indicates the use request is not owner specific but this office recommends that the use is owner specific.

DOES THE USE LACK SPECIFIC EXISTING OR NEW INFRASTRUCTURE?

No. The use requires infrastructure.

IF YOU ANSWER ANY OF THE ABOVE QUESTIONS YES, CONSIDER PROCESSING AS IUP. PLEASE DESCRIBE WHY THE USE SHOULD BE CONSIDERED AN IUP OR CUP: The request should be processed as an Interim Use Permit and the permit shall terminate at the sale of the property.

FINDINGS OF FACT:

1. IS THE CONDITIONAL OR INTERIM USE SPECIFICALLY LISTED IN THE ZONING DISTRICT IN WHICH THE PROPERTY LIES? Yes. Article 5, Section 3, Subdivision C, 3 of Carlton County Zoning Ordinance #27 specifically lists construction trade and contractor-type businesses as a home based business requiring a Conditional/Interim Use Permit.

If the answer is no, you must make the following findings:

~~A.) THE USE IS SIMILAR IN NATURE TO OTHER USES LISTED IN THE SAME ZONING DISTRICT. WHY OR WHY NOT?~~

~~B.) THE PROPOSED USE DOES NOT CREATE A GREATER POTENTIAL FOR IMPACTS THAN OTHER USES LISTED THAT CANNOT BE MITIGATED WITH APPROPRIATE CONDITIONS. WHY OR WHY NOT?~~

~~C.) IS THE PROPOSED USE COMPATIBLE WITH ADJACENT LAND USES? WHY OR WHY NOT?~~

~~D.) THE PROPOSED USE IS CONSISTENT WITH THE CARLTON COUNTY COMPREHENSIVE PLAN OR THE INTENT OF THE ORDINANCE. WHY OR WHY NOT?~~

If the answer to 1 is yes or if A – D are all yes, proceed to question 2.

If not, the request should not be approved.

2. THE USE WILL NOT BE INJURIOUS TO THE USE AND ENJOYMENT OF PROPERTY IN THE IMMEDIATE VICINITY FOR THE PURPOSE ALREADY PERMITTED NOR SUBSTANTIALLY DIMINISH AND IMPAIR PROPERTY VALUES. Yes. As the business has been located on the property without complaint in the neighborhood since at least 2007, it appears it is not injurious to the use and enjoyment of property in the immediate vicinity or diminish property values.
3. THE ESTABLISHMENT OF THIS USE WILL NOT IMPEDE NORMAL AND ORDERLY DEVELOPMENT AND IMPROVEMENT OF SURROUNDING VACANT PROPERTY FOR USES PREDOMINANT IN THE AREA. Yes. It appears the applicants have operated the business since at least 2007. In the last 13 years, normal and orderly development and improvement of the surrounding vacant properties has continued.
4. ADEQUATE UTILITIES, ACCESS ROADS, DRAINAGE AND OTHER NECESSARY FACILITIES HAVE BEEN OR ARE BEING PROVIDED. Yes. Utilities appear to be sufficient for the use. The access road is the driveway and appears to be sufficient. Drainage should not be an issue with this use.

5. ADEQUATE OFF STREET PARKING IS OR WILL BE PROVIDED. Yes. It appears there is an adequate area for parking.
6. ADEQUATE MEASURES HAVE BEEN OR WILL BE TAKEN TO PREVENT OR CONTROL OFFENSIVE ODOR, FUMES, DUST, NOISE AND VIBRATION SO THAT NONE OF THESE CONSTITUTE A NUISANCE. Yes. No offensive odor, fumes, dust or vibration should be generated by this use. The storage of fencing materials and equipment does not generate odor, fumes, dust or vibration. Potential noise would be limited to vehicle traffic.
7. ADEQUATE CONTROL OF LIGHTED SIGNS AND OTHER LIGHTS IS PROVIDED SO THAT A DISTURBANCE TO NEIGHBORING PROPERTIES WILL NOT RESULT. Yes. No lighted signs or other lights are proposed.

CONDITIONS:

1. The application shall be processed as an Interim Use Permit. The permit shall terminate at the sale of the property.
2. The permit will be periodically reviewed by the County to assure compliance with Carlton County Zoning Ordinance #27, the permit and permit conditions.
3. The County may enter onto the premises at reasonable times and in a reasonable manner to insure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinance.
4. Must comply with performance standards listed in Carlton County Zoning Ordinance #27 for a home based business, unless more restrictive conditions have been applied. The exception is the number of accessory structures allowed, but will be limited to less than 6,000 square feet in area.

(10) Old Business: None

(11) Other Business: None

(12) Motion by Huhta, seconded by Kuster, and supported by yea votes to adjourn the meeting.

Respectfully submitted,

Heather Cunningham
Zoning and Environmental Services Administrator
Recording Secretary

Attachment: Exhibit A

Exhibit A

CARLTON COUNTY PLANNING AND ZONING OFFICE
RUNNING RECORD

Contact: Robert Walker
Phone Number:
Parcel Number: R2: 96-010-4950 & 42-010-
Permit Number: R: 4-19005 5785

Date

Record

1/29/2000

Robert Walker of 6064 Woodbury Drive (PIN 96-020-0110) purchased his property about 12 years ago. He has the following concerns:

- 1) dust control on road
- 2) operating on Saturdays & Sundays

Date

Record

- 3) operating before 8:00 AM or after 5:00 PM

- 4) against the use but would like to see the IUP expire after

Date

Record

3 years to make sure applicant is following conditions

He indicated he was aware there was a business on the property due to name on mailbox and he hears a back-up

Date

Record

alarm on the bobcat. He didn't know he could complain about the use.

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

E-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 02-11-19
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: JinYeene Neumann, County Engineer
Title of Item for Consideration: Resolution for Bridge Priority List
Presenter: JinYeene Neumann

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution

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 _____

Summary

State Aid requires us to have a bridge priority list in order to fund bridges through bridge bonding and township bridge funds. The last bridge priority we established was in 2017, this resolution will update the bridge priority list.

Supporting Attachments

- Bridge Priority List Resolution

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015
Revised November 28, 2016

RESOLUTION
For Amending a Prioritized Bridge Replacement List
February 11, 2020

WHEREAS, Carlton County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and

WHEREAS, Carlton County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next ten years;

NOW, THEREFORE BE IT RESOLVED that the following bridges are high priority and Carlton County intends to replace, rehabilitate or remove these bridges as soon as possible when funds are available,

Old Bridge Number	Road Number or Name	Total Project Cost	TWP or State Bridge Funds	Federal Funds	Local or State Aid Funds	Proposed Construction Year
N/A	N Holyoke Dr	425,000	TB	Federal		2020-2022
N/A	T-18 (Bley Rd)	700,000	TB	Federal		2021-2022
09504*	CSAH 1	125,000	SBB	Federal	125,000	2020-2022
09505*	CSAH 61	125,000	SBB	Federal	125,000	2020-2022
93187	CSAH 8	200,000	SBB	Federal	200,000	2020-2022
09503	CSAH 6	805,000	SBB	Federal	455,000	2021-2022
N/A	CSAH 8 near Birch Rd	225,000	SBB	Federal		2020-2025
09515	T-535 P.L.	350,000	TB	Federal	20,000	2022-2025
97816	CR 127	300,000	SBB	Federal	105,000	2025-2030
L2427	CSAH 6	450,000	SBB	Federal	225,000	2022-2025
L8973	CR 135	300,000	SBB	Federal	170,000	2022-2025
1038	T-126 LkView	150,000	TB	Federal	20,000	2021-2025
89981	CSAH 13	345,000	SBB	Federal	175,000	2021-2025
L1244	UT-388	250,000	TB	Federal	10,000	2022-2027
L1189	CSAH 4	450,000	SBB	Federal	225,000	2025-2030
96279	T-421 P.L.	350,000	TB	Federal	20,000	2025-2030
3077	CSAH 61	360,000	SBB	Federal	180,000	2022-2027

* deck rehab

FURTHERMORE, Carlton County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Carlton County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

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

H-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: February 11, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr.
Title of Item for Consideration: Consider approving the 2019 Policy Committee Annual Report
Presenter: Dennis Genereau, Jr.

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution

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 The Policy Committee approved the report on January 28, 2020.

Summary:

Supporting Attachments

-

Motion By _____ Seconded By _____

TO: _____
Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Committee: Policy Committee

Committee Chair: Dennis Genereau

List of Committee Members:

- | | |
|--|------------------------------------|
| 1) Duane Brownie / Pete Gould | 6) Jeff Boucher |
| 2) Kathy Kortuem | 7) Kim Franek (Vice-Chair) |
| 3) Donna Lekander / JinYeene Neumann | 8) Carrie Umpierre / Doug Juntunen |
| 4) Paul Coughlin, Shanny Hurst (Secretary) | 9) Holly Osvold, Jason Salzer |
| 5) Dennis Genereau (Chair) | |

Lessons learned, purpose and objectives

The Policy Committee works to provide a deliberative process for the identification of necessary county policies and the generation of policy language. Policy development will allow Carlton County to plan for risk avoidance and help guide efficient governmental operations serving both individual departments as well as community members.

Top 3 Significant Committee Successes	Committee Success Factors that Supported Success
1. Limited English Proficiency (LEP) Policy	
2. Discrimination and Harassment Prevention Policy	
3. Animals in County Buildings Policy	
4. Alternative Worksite Policy – it was decided that this would be a departmental policy, if needed	

Committee Shortcomings and Solutions	Committee Shortcoming Recommended Solutions
1. More in depth policies remain in which take more time to complete and approve.	
2. Attendance was an issue.	

2020 Policy Goals

Complete all of the remaining policies listed on the policy priority sheet:

1. Internet Use / Social Media Policy / Email (fundraising), Electronic Communication Policy
2. Accounting Policy with manual
3. Performance Review Policy
4. Purchasing Policy
5. Catastrophic Leave Policy
6. Health Equity Policy
7. Capital Assets Policy
8. Safety Policy

County Board Accepted:

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

H-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: February 11, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Closed Session to Discuss Union Negotiations

Presenter: Dennis Genereau, Jr.

Type of Action Requested (check all that apply)

Info only, no action requested at this time

Award contract or bid

Approve by resolution

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 _____

Summary:

Supporting Attachments

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

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

H-3
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting _____

Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer

From: Donna Lekander

Title of Item for Consideration: budget adjustment to cover benefits for FT employee

Presenter: Donna Lekander

Type of Action Requested (check all that apply)

Info only, no action requested at this time

Award contract or bid

Approve by resolution

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 Oct 2019 Board approved merging two positions into one FT during a staff restructuring for the Extension Division and Initiatives Department. The position will be split 60/40 between the initiatives Department's Integrated Fund 01-125-152 and the Extension Department 01-625-501.

Summary

Requesting the Board approve using funds from the Initiatives Dept 01-125-150 to cover the cost of 60% of the full-time benefits that will now be allocated to the Initiative Department's Integrated Fund 01-125-152 due to the staff restructuring. The Extension Department would be responsible for the remaining 40% based on the 60/40 split.

Supporting Attachments

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015

Revised November 28, 2016

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

H-4
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: February 11, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Consider approving the Carlton County Personnel Policy

Presenter: Dennis Genereau, Jr.

Type of Action Requested (check all that apply)

Info only, no action requested at this time

Award contract or bid

Approve by resolution

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 The Committee of the Whole approved the Personnel Policy Manual on February 4, 2020.

Summary: The Personnel Policy Manual is a necessary document as it addresses wages and benefits for non-represented county staff, as well as any items not covered in a union contract or contracts for all staff.

Supporting Attachments

Proposed Personnel Policy Manual

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

2

CARLTON COUNTY
PERSONNEL MANUAL

Revised December 2019

PURPOSE OF PERSONNEL MANUAL

The purpose of this manual is to compile personnel procedures in a convenient form and to provide guidance to the Carlton County Board of Commissioners, Elected Officials, Department Heads, and staff not represented by a Collective Bargaining Agreement regarding the terms, conditions and benefits of employment. The procedures in this manual supersede all previous personnel procedures. Additions, modifications and deletion to this manual may be made only by official action of the County Board at any time without prior notice to affected employees. This personnel manual creates no vested rights, nor does it constitute an employment contract or a portion of an employment contract for any affected employee. Except where precluded by Collective Bargaining Agreements or Merit System directives, these procedures apply to all employees. This manual is applicable to Elected Officials where specified herein.

PREFACE

The following Articles are applicable to Elected Officials:

Article 4	Retirement
Article 10	Expenses
Article 12	Mileage
Article 15	Rehire After Termination
Article 17	Wages
Article 18	Insurance – Medical, Life and Dental

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ARTICLE 1. WORK WEEK

- A. The standard work week for full-time employees shall be thirty-seven and one-half (37-1/2) hours, composed of five (5) consecutive seven and one-half (7-1/2) hour days, Monday through Friday, with the exception of those positions whose job description reflects a forty (40) hour work week, composed of five (5) consecutive eight (8) hour days, Monday through Friday. An employee shall be granted two (2) fifteen (15) minute paid breaks and one (1) one-half (1/2) hour unpaid break during a regular work day.
- B. The normal workday for department heads shall be 7-1/2 hours. The normal hours of operation of the County are 8:00am to 4:00pm, Monday through Friday, with exceptions depending upon departmental operations. Department heads shall be expected to schedule their time in order to facilitate the operation of their respective departments. Per the Fair Labor Standards Act (FLSA), department heads are not eligible for overtime or compensatory time. However, it is recognized that department heads are ultimately responsible for the operations of their respective departments and must devote a great deal of time outside of normal office hours to the business of the County; to that end, department heads will be allowed to flex their time as may be appropriate and as operations permit.
- C. Those employees in positions covered by the FLSA who are required to work in excess of 37-1/2 or 40 hours per week based on job description are eligible for overtime payment or compensatory time at the rate of 1-1/2 times the regular rate of pay for all hours worked in excess of 37-1/2 or 40. Those positions exempt from the FLSA may be eligible for overtime payment or compensatory time at the discretion of the department head. All overtime must be approved by the department head in advance, and whether time earned is paid or taken as time off shall be at the department head's sole discretion. Compensatory time totals for each unrepresented employee shall be reported to the County Board on an annual basis and may not exceed fifty (50) hours as of the reporting date of June 30 each year.

ARTICLE 2. HOLIDAYS

- A. Paid holidays are as follows: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. Legal holidays that fall on weekends shall be observed on the Friday prior to or the Monday following the holiday, as set by Federal statute.
- B. To be entitled to receive a paid holiday, and employee must be in payroll status on the normal work day immediately preceding and the normal work day immediately following the holiday(s).
- C. In addition, each employee shall receive 41 (for 37.5 hours per week employees) or 44 (for 40 hours per week employees) personal leave hours each year, the date of use which must be mutually agreed upon by the employee and the department head. The personal leave hours must be taken during the calendar year in which they are allotted; there shall be no carryover of hours from year to year. Personal leave hours may be utilized during the probationary period.

Personal leave hours will be pro-rated in the first calendar year of employment according to the following schedule:

37.5 hours per week employees

Hire date 01/01-04/30 41 hours

05/01-08/31	26 hours
09/01-12/31	18.5 hours

40 hours per week employees

Hire date	01/01-04/30	44 hours
	05/01-08/31	28 hours
	09/01-12/31	20 hours

- D. Part-time employees shall receive personal leave hours based on the above schedule pro-rated in accordance with the percentage time of their appointment. Part-time employees normally scheduled to work the above-listed holidays shall be paid on a pro-rated basis.

ARTICLE 3. SICK LEAVE

- A. Sick leave is defined as absence from work necessitated by the inability of an employee to perform his/her job duties by reason of the employee's illness, injury, necessity for medical or dental care or legal quarantine, or to care for the employee's spouse, child(ren), parent(s), stepchild(ren), spouse's parent(s), or any other eligible person as defined by MN Statute 181.9413.
- B. Full-time employees shall earn sick leave at the rate of one (1) day per month. Permanent part-time employees working more than fourteen (14) hours per week shall earn two (2) hours of sick leave for every forty (40) hours worked.
- C. Where an injury has occurred on the job and workers' compensation insurance is making payments to an employee, sick leave may be used to insure the employee's full salary. This sick leave will be deducted from the employee's accumulation on a pro-rated basis. If sick leave payment has been made and it is determined that the time lost is covered by workers' compensation, the employee may refund an appropriate amount to the County through the payroll process. Accumulated sick leave will be adjusted on a pro-rata basis.
- D. A department head may require an employee to produce medical certification from a health care provider attesting to the need for sick leave and/or attesting that the employee is fit to return to work for absences greater than five (5) working days in duration.
- E. Use of sick leave while on scheduled annual leave (vacation) will be authorized only when the department head is provided with documentation of hospital confinement during that period. Sick leave shall be limited to the date(s) of hospitalization.
- F. Any misuse of sick leave may be cause for disciplinary action after an investigation has been made.
- G. Staff operating under the personnel manual may accumulate two hundred (200) seven and one-half (7-1/2) or eight (8) hour days of sick leave as appropriate.
- H. Employees reaching sick leave accumulation of one hundred eighty (180) days may elect to contribute unused days over the 180 days toward payment of the employee portion of their health insurance premium. Election must be made on an annual basis, cannot be changed during the year, and to be eligible, the employee must have reached the 180 days accumulation as of December 31 of the year immediately preceding the election.
- I. Any employee who retires with 0-9 years of continuous service with the County shall not be entitled to payment for any day of accumulated sick leave. Retirees with ten (10) or more years of continuous

service, or an employee who dies while in the employment of Carlton County, shall receive sick leave payout in accordance with the following schedule:

Less than 10 years of service	No payment
10 years of service	50% of any unused sick leave accumulation
11 years of service	60% of any unused sick leave accumulation
12 years of service	70% of any unused sick leave accumulation
13 years of service	80% of any unused sick leave accumulation
14 years of service	90% of any unused sick leave accumulation
15+ years of service	100% of any unused sick leave accumulation

All retiring employees operating under the personnel manual and eligible for sick leave payout shall have 100% of their eligible payout directed to the Minnesota State Retirement System (MSRS) administered Post-Retirement Health Care Savings Plan (HCSP) (see Board Resolution numbers 07-135 and 15-012), and be subject to all terms and conditions of said plan.

Sick leave payout upon retirement shall not exceed one hundred thirty (130) days.

Severance benefits will be paid to a deceased employee's legal representative or beneficiary in accordance with the above schedule.

ARTICLE 4. RETIREMENT

Selective retirement will be in accord with the procedures outlined by the Public Employees Retirement Association (PERA). Retirement means the individual is eligible for retirement benefits from PERA or other State system at the time employment ceases.

ARTICLE 5. MEDICAL LEAVE

- A. Employees who have completed at least one (1) year of service and have worked at least 1,250 hours over the previous twelve (12) months, and who have a serious health condition as defined in the Family and Medical Leave Act (FMLA), may request up to twelve (12) weeks of leave per year during which their health insurance coverage will be maintained with the employee only responsible for the employee share of the premium. An employee may retain up to six (6) weeks of previously earned paid leave for use upon return to work.
- B. Medical leave (beyond the limits prescribed by Section A above) of up to six (6) months may be granted upon written request by an employee to his/her respective department head, with final approval by the County Board. Such request must be supported by a written statement of a health care provider indicating the medical necessity for the leave and the time the employee will be unable to work. A medical leave may be extended for an additional six (6) months by following the above procedure. Medical leave will not be effective until all accrued sick leave has been utilized.
- C. There shall be no continuation of benefits during non-FMLA medical leave except for medical and life insurance benefits, which will remain in effect, at County expense, for thirty (30) days after the start of the medical leave. Medical, dental and life insurance may be continued under the

Consolidated Omnibus Budget Reconciliation Act (COBRA) for a period of up to eighteen (18) months at the employee's expense. County and department seniority will continue during a medical leave.

- D. The treating health care provider's statement as to the employee's ability to return to work without restriction following medical leave shall be required by the Human Resources Office PRIOR to the employee's return to work.

ARTICLE 6. ANNUAL LEAVE (VACATION)

- A. Annual leave (vacation) shall accrue at the following rates for permanent employees with the following continuous service:

1 st year	½ day per month	6 days per year
2-4 years	1 day per month	12 days per year
5-9 years	1-1/4 days per month	15 days per year
10-14 years	1-1/2 days per month	18 days per year
15-19 years	1-3/4 days per month	21 days per year
20-24 years	2 days per month	24 days per year
25+ years	2-1/4 days per month	27 days per year

- B. Permanent part-time employees shall accrue annual leave (vacation) at two (2) hours for every (40) hours worked, not to exceed a total accumulation pro-rated in accordance with both the percentage time of their appointment and the maximum accumulation of twenty-five (25) days. The accounting date for the maximum accumulation is January 1 each year.
- C. There shall be no carry-over of annual leave (vacation) beyond twenty-five (25) days, with an accounting date of January 1 of each year. Although employees could accumulate more days during the year, the maximum on January 1 each year would be twenty-five (25) days.

ARTICLE 7. FUNERAL LEAVE

- A. Up to five (5) days paid leave shall be allowed for mourning the death of an employee's spouse, child, parent, sibling, grandparent, stepparent, stepchild, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, and brother-in-law, and the employee's spouse's grandparent. Up to three (3) days paid leave shall be allowed for the purpose of attending the wake and/or funeral of the employee's legal ward, aunt, uncle, niece and nephew. One (1) day paid leave may be granted for the purpose of attending the wake and/or funeral of a current Carlton County employee at the discretion of the employee's department head.
- B. Additional days may be taken with the approval of the respective department head and shall be deducted from the employee's annual leave (vacation), personal leave or compensatory time accumulation.

ARTICLE 8. LEAVES OF ABSENCE

- A. A leave of absence without pay may be granted by the department head, using his/her discretion and in consideration of departmental need, for a period not to exceed ten (10) working days in each

calendar year. Medical and life insurance will continue during a department head-approved leave. A leave of absence in excess of ten (10) days may be granted by the County Board (for good and sufficient reason) given department head approval in consideration of departmental need. These requests shall be made in writing by the employee. Medical, dental and life insurance may be continued during a County Board-approved leave of absence under COBRA for a period of up to eighteen (18) months at the employee's expense.

- B. Subject to the provisions of this section, up to twelve (12) weeks of unpaid parental leave shall be granted to a father or mother in conjunction with the birth or adoption of a child. The provisions of this Section shall not be in addition to FMLA leave and shall be consistent with MN Statutes 181.941 and 181.943. In order to be eligible for parental leave, the employee must have completed at least twelve (12) months of service and averaged at least twenty (20) hours of work per week over the preceding twelve (12) months, must commence the parental leave no more than twelve (12) months after the birth or adoption of the child, and must request the parental leave in writing to the employee's department head at least four (4) weeks in advance of the commencement of the leave. An employee may retain up to six (6) weeks of previously earned paid leave for use upon return to work.

The length of the leave shall be determined by the employee, but may not exceed twelve (12) weeks unless agreed to by the department head with final approval by the County Board. Employees may request the parental leave be extended up to a maximum of six (6) months, which extension shall be optional at the sole discretion of the Employer.

Upon expiration of the parental leave and return to work, the employee shall be assigned to his/her former position or a position of comparable duties, hours and pay. When an employee requests, and is granted, an extension of parental leave beyond twelve (12) weeks, if reasonable to the needs of the County, arrangements may be made for the employee to return to his/her position or a like position at the end of the extended parental leave period.

If, during parental leave, the Employer experiences a layoff and the employee would have lost his/her position, pursuant to the layoff and recall provisions of this manual, had the employee not been on parental leave, then the employee is not entitled to reinstatement in the former or comparable position and, in such circumstances, the employee shall retain all rights under the layoff and recall provisions of this manual, as if the employee had not taken the parental leave.

- C. Seniority continues during medical leave but is frozen for the duration of any other unpaid leave of absence.
- D. Following are the citations for leaves mandated by state statute. These leaves are subject to change or repeal.
 - 3.088 Leave of Absence to Serve as a Legislator or For Election to a Full-Time City or County Office
 - 15.62 Athletic Leave of Absence
 - 181.940 - 181.9413 Parenting Leave, School Conference and Activities Leave, Sick Leave Benefits; Care of Relatives
 - 181.945 Bone Marrow Donation Leave
 - 181.9456 Organ Donation Leave
 - 181.946 Leave for Civil Air Patrol Service

181.947 Leave for Immediate Family Members of Military Personnel Injured or Killed in Active Service

181.948 Leave to Attend Military Ceremonies

192.26, 192.261 Military Service Leave

202A.135 Leave Time from Employment; Party Officers; Delegates to Party Conventions

202A.19 Precinct Caucus Leave

204B.195 Time Off From Work to Serve as Election Judge

204C.04 Time Off to Vote in an Election

An employee's request for any of the above-listed leaves shall be submitted in writing to his or her department head. The request shall state the reason for the leave of absence and the dates requested.

ARTICLE 9. JURY DUTY

Carlton County will pay the difference between jury wages and regular wages for any County employee(s) selected for jury duty. If an employee is excused from jury duty during the working day, time permitting, the employee shall report to work.

ARTICLE 10. EXPENSES

- A. Where the expenses for conferences, meetings and training are included in the respective department budget and no overnight lodging is required, or for in-state meetings where overnight lodging is required, authorization may be granted by the department head.
- B. Where the expenses for conferences, meetings and training are not included in the respective department budget, or where out-of-state travel and overnight lodging is required, prior authorization must be granted by the County Board.
- C. The County shall provide and maintain uniforms for those Sheriff's Office employees whose position requires a uniform.
- D. The County will pay the cost of protective equipment as required by the standards of the Minnesota Occupational Safety and Health Act and/or for those employees whose position description requires safety equipment.

ARTICLE 11. RESIGNATIONS

- A. Any employee resigning from County employment must give a two (2) week written notice, absent extenuating circumstances, to the respective department head with copy to Human Resources.
- B. Absence from work for three (3) consecutive days, without notification, may constitute a resignation after investigation of the facts concerning the absence.

ARTICLE 12. MILEAGE

- A. County employees who use their personal car for County business shall be reimbursed for mileage at the rate prescribed by the County Board and in accordance with County policy.

- B. Employees are required to have liability insurance in effect on all personal vehicles that may be used for County business. Proof of such insurance must be furnished to the Human Resources Office upon hire.
- C. County-authorized committee and/or task force members and Commissioners will be required to furnish certification of personal vehicle liability insurance in order to receive reimbursement of mileage expense.

ARTICLE 13. PROBATIONARY PERIOD

- A. All new employees shall serve a probationary period of six (6) calendar months. At the discretion of the department head, the probationary period may be extended an additional ninety (90) days.
- B. During said probationary period, the County may, at its option, layoff or dismiss said probationary employee without recourse.
- C. Employees in the probationary period shall not be eligible for any lateral transfer or position advancement (promotion) until satisfactory completion of the probationary period.
- D. Annual leave (vacation) may not be used during the probationary period, but accruals will be credited to the employee after attainment of permanent status. Use of sick leave and personal leave is authorized during the probationary period.
- E. Employees retained at the expiration of the probationary period shall become regular employees and shall be credited with seniority from the date of hire.

ARTICLE 14. JOB POSTING AND SENIORITY

- A. All position vacancies or new positions shall be posted on the bulletin board ten (10) working days prior to filling said vacancy or new position. Such notice shall state the minimum qualifications for the position to be filled and said qualifications shall be consistent with the requirements of the position. Employees shall apply for the vacancy or new position in writing, and only those applicants who meet the minimum qualifications will be considered.

In making promotions and in filling vacancies or new positions, preference shall be given those employees with most seniority, provided, however, that the qualifications of the employees being considered for the position are relatively equal. In judging employee's qualifications for the position, the following factors shall be evaluated in total:

1. Ability to perform essential functions;
2. Attitude;
3. Aptitude;
4. Versatility;
5. Efficiency;
6. Employment record; and
7. Seniority.

Interviews are required for full-time employees who have passed probation provided they have applied for and meet the minimum qualifications of the posted position. Interviews are required for

part-time employees who have at least two (2) calendar years' experience with the County provided they, too, have applied for and meet the minimum qualifications of the posted position.

- B. The successful applicant shall have up to ninety (90) calendar days' trial period in which to demonstrate the ability to perform the essential functions of the position. If during such period the department head and/or Employer consider the employee unqualified, the employee shall be returned to his/her former position and rate of pay without loss of seniority rights.
- C. The Employer may make immediate temporary assignment(s) to fill any vacancy or new position while the position posting procedures are being carried out.
- D. When funding for temporary/part-time position(s) has been included in the departmental budget, County Board approval is not required prior to filling such position(s). All part-time and temporary positions will be filled in accordance with established procedures. A temporary position is defined as a position with a duration of sixty-seven (67) working days or less.
- E. Seniority/Layoff
 - 1. Seniority is defined as the continuous, uninterrupted accumulation of paid service, excluding service in a temporary position. "Date of hire" seniority begins to accrue on the date that the employee first begins working for the County in a permanent position. "Department date" seniority begins to accrue on the date the employee begins work within a particular department in a permanent position or, in the case of an employee awarded a position posting pursuant to Section A of this Article, on the date the employee is awarded the position.
 - 2. There shall be separate seniority lists maintained for each County department.
 - 3. In the event of laying off employees during slack time or when reduction in force is to be effected, seniority as a principle is defined as the last person hired shall be the first person laid off, and, in calling employees back to work, the last person laid off shall be the first person returned to work. In the case of filling vacancies, new positions, or in making transfers to permanent positions, seniority based on length of service and qualifications shall prevail as herein provided.
 - 4. No seasonal, part-time or temporary employee shall exceed in seniority a regular employee who fills a full-time position.
 - 5. In the event the Employer determines to make a reduction in force in a classification in a department, seasonal and temporary employees within the classification shall be laid off first, then part-time employees in the inverse order of department seniority, then full-time probationary employees in the inverse order of department seniority, then permanent full-time employees in the inverse order of department seniority in the classification. Employees shall be given forty-five (45) days' notice prior to layoff.
 - 6. In order to avoid layoff, an employee who has received a layoff notice pursuant to Section 5 above shall be entitled to exercise department seniority to bump the least senior employee, in terms of department seniority, in a lower paid classification within the department, provided the employee wishing to bump has greater department seniority than the employee to be bumped and is qualified to perform the essential functions of the lower classification without an excessive retraining period, defined as not more than thirty (30) days. (This language does not allow an employee in a confidential job classification to bump into a bargaining unit job classification.)
 - 7. In order to avoid layoff, an employee who does not have sufficient department seniority to bump within the department pursuant to Section 6 above may exercise his/her date of hire

seniority to bump the least senior employee, in terms of date of hire seniority, in the classification which the employee has most recently vacated in another department, provided the employee has greater date of hire seniority than the employee to be bumped and is qualified to perform the essential functions of the former classification without an excessive retraining period, defined as not more than thirty (30) days.

8. Employees shall be recalled to employment in a classification in the inverse order of layoff. Employee shall be retained on the recall list for a period of two (2) years, after which the employee shall be considered separated. The Employer shall provide a laid off employee with seven (7) days' advance written notice of recall mailed to the last address which the employee has on file with the Human Resources Office. No part-time employee shall be put to work until all regular full-time employees in the classification in layoff status have been given the opportunity for such work. In the event that a regular full-time employee in layoff status chooses not to perform the available work, the County may employ a part-time employee.

ARTICLE 15. REHIRE AFTER TERMINATION

Upon termination of employment, all benefits cease. In the event a previously terminated employee is rehired, s/he returns as a new employee. Previous sick leave and annual leave (vacation) accrual may be negotiated, as a condition of employment, at the time of rehire.

ARTICLE 16. POSITION RE-EVALUATIONS

It is understood that employee position descriptions and rates of pay need to be re-evaluated on a regular basis and in a fair and uniform manner that takes into consideration both internal and external factors. It is agreed that all Carlton County employees will have their position descriptions and rates of pay re-evaluated automatically on a regular schedule once every two years. The general understanding is that the schedule will involve dividing the membership of each of the County's unions and the non-bargaining/confidential unit into eight relatively equal groups, with one group being re-evaluated in each quarter of the two year period.

ARTICLE 17. WAGES

- A. A newly hired employee's anniversary date for purposes of future step increases shall be the date of hire. A promoted employee's anniversary date for purposes of future step increases shall be the date of promotion.
- B. New employees shall normally be paid at the minimum (Step 1) of the salary range for their classification. At the discretion of the employer, new employees may be started at Step 2 or higher if such higher placement is justified by exceptional qualifications of the new employee or by lack of available qualified eligible persons at the minimum rate. The employee so situated will progress to the next step at the appropriate step interval.
- C. An employee's wage shall not exceed the established range for the employee's classification.
- D. The County Board shall set a maximum salary for elected positions each year. At the time an elected position is filled, a determination will be made as to where the individual will start in relation to the maximum salary based on experience, qualifications, etc.

ARTICLE 18. INSURANCE – MEDICAL, LIFE AND DENTAL

- A. All permanent full-time employees shall have the insurance premium paid, by the County, for their single medical insurance. If dependent coverage is desired, the employee must pay 20% of the dependent portion of the coverage.
- B. Permanent part-time employees budgeted at .7 FTE and above shall receive a pro-rated contribution equal to their budgeted FTE toward the single health insurance premium. Any costs above that amount, including the cost to provide health insurance for the employee’s dependents, shall be totally the employee’s responsibility.
- C. Employees hired on or after January 1, 2019, shall not be eligible for retiree health insurance. For employees hired prior to January 1, 2019, the premium shall be paid, by the County, for retired permanent Elected Officials, department heads, and employees not represented by a bargaining unit who are eligible for retirement benefits per Article 4 up to becoming eligible for Medicare, and their authorized dependents, according to the following schedule:

Ten (10) years of service	50% cost of County portion of premium
Fifteen (15) years of service	58% cost of County portion of premium
Twenty (20) years of service	66% cost of County portion of premium
Twenty-five (25) years of service	85% cost of County portion of premium
Thirty (30) years of service	Not to exceed the rates being paid for active County employees

If retirement is prior to reaching eligibility for retirement benefits per Article 4, the retiree must maintain the total premium payments as his/her own expense until becoming eligible for retirement benefits per Article 4. The benefits provided to retired employees under this Section are intended to equal the benefits provided to current employees. These benefits are subject to addition, modification or deletion depending on County Board action.

- D. Employees separating with a minimum of eight (8) years of service, or employees retiring who meet the requirements of Article 4, or employees separating under a disability at any age shall have the opportunity to remain in the group health plan at their own expense until age sixty-five (65), with the monthly premium being paid to the County Auditor/Treasurer by the 20th of the month prior to the month of coverage. Non-payment of premium(s) will result in termination of coverage.
- E. The County will also provide term life insurance coverage on each employee (.5 FTE and above) with the premium being paid by the County.

Term life insurance for all elected officials, department heads, and employees not represented by a bargaining unit shall be \$50,000 or 100% of annual salary, whichever is greater, rounded to the next highest \$1,000 to a maximum of \$75,000.

- F. A voluntary employee-paid dental insurance plan is available to employees budgeted at .7 FTE and above. No cost shall accrue to the County as a result of the establishment or maintenance of said plan.

ARTICLE 19. MILITARY LEAVE

- A. A leave shall be granted to employees for the purpose of fulfilling their voluntary and involuntary military obligation; job rights and benefits will continue in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).
- B. For those employees in the Reserves or National Guard, the County shall guarantee an employee their regular salary for the period of attendance at annual required training, not to exceed fifteen (15) calendar days per calendar year.

ARTICLE 20. DISCIPLINARY ACTION

- A. Upon recognition of a violation of County policy, or an employee issue affecting the performance of duties of an employee and/or other employees (co-workers), the department head or designee shall serve notice on the employee by way of a verbal reprimand, indicating corrective action.
- B. If a verbal reprimand does not resolve the issue, the department head shall serve a written notice upon the employee, and said written notice will be construed as a clear indication of possible suspension, demotion or dismissal. Said written notice shall clearly describe the nature of the violation and shall be signed by the department head and employee (as acknowledgement of being received). The department head shall then forward a copy to the Human Resources Office.
- C. The department head reserves the right to execute an immediate dismissal in cases of insubordination or gross misconduct.
- D. If the employee feels that s/he has been subject to unfair treatment, the employee may invoke the grievance procedure as set forth in Article 21 of the personnel manual.

ARTICLE 21. GRIEVANCE PROCEDURE

- A. Any issue arising from the interpretation of, or adherence to, the terms and provisions of this manual shall be settled by the grievance procedure hereinafter set forth.
- B. Any complaint or grievance shall be deemed to have been waived if not presented in writing by the aggrieved employee within fourteen (14) calendar days following the known occurrence out of which the grievance arose, or from the first date of which the grievance could reasonably be assumed to be known.
- C. Should a difference arise between the Employer and the employee as to the meaning and application of the provisions of this manual or as to the compliance of either party with any of their obligations per this manual, or should there be any complaint or grievance by an employee or Employer, an earnest effort shall be made to settle such difference(s) under the following procedures:
 - a. Between the employee affected and the department head. The Human Resources Director or designee may be included, if desired by either party. In the case where the department head is the Human Resources Director, the issue may proceed directly to Subsection B.
 - b. Should the employee feel the reply of the department head is unsatisfactory, the employee shall immediately submit the facts in writing to the Human Resources Office. The parties shall arrange for a meeting between the Employer and a representative of the County Board within five (5) business days for discussion of the issue. If the parties desire, the employee

- and the Employer may have additional representatives. If the issue remains unresolved, it shall be submitted to arbitration in accordance with Subsection C.
- c. Any dispute, difference or grievance relative to the interpretation of or adherence to the Articles of this manual which has not been concluded through the above procedures within ten (10) business days after reduction to writing in the manner herein above provided, may be referred, by either party, within five (5) business days to an arbitrator jointly selected by the Employer and employee. Should the representative(s) of the employee and Employer fail to agree upon a third party within five (5) additional days, the arbitrator shall be appointed as follows:

The Director of Mediation, State of Minnesota, shall be called upon to submit a panel of five (5) neutral arbitrators. After said panel has been submitted to the parties by the Director of Mediation, the neutral arbiter shall be selected by striking four (4) names; the first strike to be determined by drawing lots, the fifth remaining name shall be the neutral arbiter.

The decision of the arbitrator shall be final and binding on the employee, the Employer and any employee affected in an issue so settled. If either party fails to abide by the decision of the Arbitrator, the parties will then be allowed to use whatever economic or legal recourse they deem necessary. The employee and Employer shall share equally any cost of the arbitrator.

ARTICLE 22. FIRST REPORT OF INJURY

- A. Employees must report any and all workplace injuries or work-related illnesses to the Human Resources Office as soon as practical after the injury or illness has occurred. Reports may be made by the affected employee, the supervisor, and/or the department head.
- B. The employee making the report should note the time and date the event occurred and the date the supervisor was informed, if applicable. The following information should also be provided:
 - a. If the injury or illness caused loss of time from work and the date of the first day of lost time;
 - b. Location where the injury or illness occurred;
 - c. Name and title of the supervisor who first received notice of the injury or illness, if applicable;
 - d. Name of treating physician, if applicable;
 - e. Description of the injury or illness; and
 - f. Name(s) of employee(s) who may have witnessed the event.
- C. If any of the above information is unavailable, employees should **not** wait to contact Human Resources. A Human Resources staff will follow-up on all incidents to make sure the required information is obtained.
- D. Filing a First Report of Injury does not mean a worker's compensation claim has been filed. It merely indicates that an event has occurred which requires an investigation by the County's claims administrator. It is they who determine whether or not a claim exists and whether or not they will cover it. They are also charged with the responsibility of defending those decisions.

ARTICLE 23. EMPLOYEE ASSISTANCE PROGRAM

- A. Carlton County offers a no-cost comprehensive employee assistance program (EAP) to all regular, year-round employees. (Other employees may be considered on a case-by-case basis.) This confidential service is available to both qualified employees and members of their household who feel they may need professional assistance in dealing with any personal or work issue or crisis that may be affecting their ability to function.
- B. Supervisors who observe employees experiencing issues which are affecting their job performance may refer them to the EAP for assessment and/or short-term counseling.
- C. Employees who are referred by their supervisor shall be protected by the EAP's rules of confidentiality. However, they may be required to provide documentation of their visit to the EAP for purpose of sick leave verification. No additional information will be provided to the Employer without the employee's signed release.

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

H-5
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: February 11, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Consider approving Updated Finance Committee Bylaws

Presenter: Dennis Genereau, Jr.

Type of Action Requested (check all that apply)

Info only, no action requested at this time

Award contract or bid

Approve by resolution

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 The Finance Committee recommends the changes.

Summary: The proposed amendment changes the Board's membership from the chair and vice-chair to two commissioners that the Board assigns. It also assigns a backup for the management team representative.

Supporting Attachments

Proposed redlined copy of the Carlton County Finance Committee Bylaws

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Carlton County Finance Committee Bylaws

I. **Organization:** There shall be a committee of the Carlton County Board of Commissioners (the Board) known as the Finance Committee which shall serve at the direction of the Board in an advisory capacity on various financial affairs relating to Carlton County (the County). The Board may direct the Committee to provide input on financial policy, procurement policy, financial planning, risk management, debt issuance, budget development and other fiscal related issues. The Finance Committee (the Committee) shall be comprised of both voting and non-voting committee members. The voting members of the Committee shall be comprised of ~~both the Chair and Vice-Chair of the two County Board members~~, the County Coordinator, the County Auditor/Treasurer, the County Public Health and Human Services Director, the County Sheriff, the County Engineer and ~~two~~ Management Team members (primary and alternate for a 2 year term as elected by the Management Team). The non-voting members of the Committee shall be comprised of the Chief Deputy Auditor/Treasurer, the County Accountants of the Auditor's Office, the Human Services Fiscal Supervisor, and the Transportation Department Administrative Assistant. The Administrative Assistant to the County Coordinator will serve as Secretary of the Committee with the duties including preparing agendas and reports for the Committee. The County Coordinator shall serve as the Committee Chair and ~~the County Board member~~ Chair shall serve as the vice-chair of the Committee.

II. **Purpose:** The primary function of the Committee is to review matters of a financial nature including proposed changes to fiscal/procurement policies and the review and recommendation for matters of a financial nature coming forward to the Board including, but not limited to, supplemental appropriations, transfers and contracts. The Committee's primary duties and responsibilities are as follows:

- To provide to the Board a means for determining the manner in which policies, programs, and resources authorized by the Board are being deployed by management consistent with the intent of the Board and in compliance with all appropriate statutes, ordinances, and directives.
- Develop and submit reports, draft policies and/or recommendations regarding audits and the finances of the County to the full Board for its consideration.

The Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this document.

III. **Meetings and Quorum:** The Committee shall meet monthly or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the voting and non-voting committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. With the exception of Commissioners, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting. A majority of the total voting members of the Committee shall constitute a quorum for the purpose of conducting Committee business.

IV. **Responsibilities:** Subject to Board direction and oversight, the Committee shall have the following duties and responsibilities:

A. Finance and Budgets

1. Review and advise the Board with respect to finance initiatives, including activities relating to procurement.

Carlton County Finance Committee Bylaws

2. Provide direction during the preparation of the annual budget. Review the County's final budget proposal and provide recommendations to the Board with respect to those proposals including levies.
3. Review and advise the Board on supplemental appropriation requests, budget adjustments, and transfers as dictated by policy.
4. Review the budgetary and financial implications of management's tactical and strategic plans.
5. Review periodic or interim budget and/or financial statements to ensure the County is operating within approved financial and budgetary allocations and that the County is appropriately safeguarding its financial resources.

B. Other Duties

1. Review and reassess annually the adequacy of the bylaws and conduct an annual self-assessment of this Committee's performance.
2. Report all meetings of the Committee to the Board on the matters discussed at each Committee meeting, as appropriate.
3. Perform any other activities consistent with these bylaws, the County's goals, objectives and governing law, as the Committee or the Board deems necessary or appropriate.

V. Officers:

- A. The Chair, or the Vice-Chair in the absence of the Chair, shall:
 1. Call regular meetings
 2. Create agenda
 3. Distribute agenda and draft minutes of previous meeting electronically to all committee members no less than 5 calendar days prior to each scheduled meeting
 4. Preside over meetings (clarify who presides if Chair is absent)
- B. The Secretary shall:
 1. Take accurate minutes (including attendance records) of each committee meeting
 2. Submit draft of minutes to committee chair no less than 10 days prior to the meetings
 3. Ensure and verify electronic posting of approved agendas and minutes

VI. Attendance:

- A. It is expected that voting members will make every effort to regularly attend the scheduled Committee meetings. In the instance where a voting member is unable to attend, they should make a reasonable effort to notify the Secretary as soon as possible.

VII. Subcommittees:

- A. The Finance Committee has the authority to commission and decommission a standing subcommittee(s) as necessary.

VIII. Amendments:

- A. These bylaws may be amended by a two-thirds majority vote at the annual meeting or at any regular meeting, provided that at least five (5) days written notice has been given to all committee members, which notice shall contain the proposed amendments to be voted on. Any such amendments become effective at the time they are adopted.
-

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

H-6
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: February 11, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr.

Title of Item for Consideration: Discuss Fair Booth Ideas and Items

Presenter: Dennis Genereau, Jr.

Type of Action Requested (check all that apply)

Info only, no action requested at this time

Award contract or bid

Approve by resolution

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 _____

Summary: Carlton County will have a fair booth again this year. In the past balloons were part of that booth, but due to the price and limited availability of helium, it was suggested that 2019 be the last year we provide balloons. We have provided pens, water bottles, and suckers to fairgoers in the past. We also make an effort to get out county related information at the booth, with some of last year's focus being on the jail project. We are looking for suggestions regarding both the items we give out as well as what information the Board would like to see us provide.

Supporting Attachments

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

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

H-7
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 2/11/20

Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer

From: Donna Lekander & Kris Basilici on behalf of Management Team

Title of Item for Consideration: Management Team Year End Report and Strategic Plan

Presenter: _____

Type of Action Requested (check all that apply)

Info only, no action requested at this time

Award contract or bid

Approve by resolution

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 _____

Summary

Supporting Attachments

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015

Revised November 28, 2016

Committee: MANAGEMENT TEAM

Committee Chair: Donna Lekander

Committee Vice-Chair: Kris Basilici

Mission: The primary purpose of the Carlton County Management Team is to problem solve and work on common concerns in order to deploy enterprise (or countywide) solutions.

List of Committee Members:

- | | |
|---|---|
| 1) Kathy Kortuem – Acting Auditor/Treasurer | 9) Dave Lee – Public Health & Human Services |
| 2) Lauri Ketola – Attorney | 10) JinYeene Neumann - Transportation |
| 3) Kelly Lake – Sheriff | 11) Peter Gould - IT |
| 4) Kyle Holmes - Assessor | 12) Greg Bernu - Land |
| 5) Kris Basilici - Recorder | 13) Mary Finnegan – Economic Development |
| 6) Duane Brownie - Veterans | 14) Donna Lekander – Initiatives Department/Extension |
| 7) Heather Cunningham - Zoning | 15) Brian Stevenson – Court & Field Supervisor |
| 8) Dennis Genereau – Coord/HR/PM | 16) Shanny Hurst – (Recorder) (Non-Voting Member) |

Purpose and Objectives

To promote innovation within Carlton County departments by gathering relevant information and best practices in order to minimize risk and maximize fiscal benefits.

Top 3 Significant Committee Successes

1. Updated Strategic Plan – 12/3/19
2. Paycom implementation
3. Jail & Mental Health
4. Restructuring of departments

Other Notable Successes

1. Support & Assist with Karpel Software Implementation (County Attorney's Office)
2. Work with Finance Committee on continued budget structure efficiencies
3. Support the use of telepresence (Vidyo) for meetings on an "as needed" basis
- 4.
- 5.

County Board accepted:



Carlton County Strategic Plan 2020

Carlton County, Minnesota

WORKING DOCUMENT FOR DEPARTMENT HEAD MEETING

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

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

Priority Issue Areas 2020:

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

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

PRIORITY ISSUE: Modernize technology to improve service to Carlton County constituents
 (Subcommittee: Kris Basilici, Pete Gould, Kathy Kortuem, Dave Lee, Dennis Genereau)

2020 Management Team Action(s)

Goal #1: Goal Credit Cards/Cash Drawer

Action Steps	Assigned	Deadline
a. Identify processing needs and who already has this service in place	Auditor's Office (Kathy)	Early Fall 2020

On-Going Management Team Actions

Goal: Social Media / Software Deployment / PIO / Broadband

Action Steps	Assigned	Actions
a. Social Media (Facebook, Twitter), Authorizations & Protocols	IT, Management Team Subcommittee (Coordinator, Attorney, Sheriff, Zoning, PHHS)	Set Committee members on 12/3/2019
b. Office 365 – Verify funding	IT	Begin implementing in January 2020
c. PIO (Public Information Officer)	Coordinator & Economic Development	
d. Implement recommendations, partner and make application for state broadband grants	Economic Development, Coordinator, IT	

PRIORITY ISSUE: Modernize technology to improve service to Carlton County constituents
 (Subcommittee: Kathy Kortuem , Kris Basilici, Pete Gould, *Paul Gassert, Dave Lee, Dennis Genereau)

Completed Management Team Actions

Goal: Electronic Timesheets - HR Module / Internet-Intranet / Broadband / Software Deployment

Action Steps	Assigned	Completed
a. Cost analysis and maintenance review -- PayCom selected vendor		Will be implemented 1/1/2020
b. Assisted with Karpel Implementation Carlton County Attorney's Office		10/2019 Complete
c. Choosing which software system(s) to move forward with. RT Vision, ADP, AS400, etc. RT Vision will be the vendor and will begin in Sept/Oct. of 2017 with a few smaller departments.	Management Team, Auditor's Office, HR Office	June 1, 2017 – change to 1/1/18?
c. Establish Intranet – Check with CivicPlus	Coordinator's Office, IT	Completed 3/6/18
d. RFP for broadband study – RFT has been sent, study will begin on June 14, 2016 when the County Board approves it. (Final report will be ready end of October)	Pete Gould, Dennis Genereau, Mary Bodie, Connie Christenson	Complete

*Member 2016-2019

PRIORITY ISSUE: Update County Comprehensive Plan (Zoning) / Implement Marketing Tools Which Highlight County Amenities / Research Housing Needs and Housing Trends for the County

(Subcommittee: Heather Cunningham, Mary Finnegan, Land Records/Tax Departments / Human Resources)

2020 Management Team Action(s)

Goal #1: Zoning Comprehensive Plan / County Marketing Tools / Overview County Housing, Infrastructure, Tax Base

Action Steps	Assigned	Deadline
a. 2001 – latest version of County’s Comprehensive Plan	Zoning, Economic Development	December 2021
b. Marketing tools that highlight strong County amenities (Housing, Schools, Broadband, Land Use, Recreation, Utilities etal)	Economic Development Work with consultant(s) for grant potential for Agricultural tourism (St. Louis County may be a resource for this type of grant application)	December 2021
c. Housing Needs/Housing Potential, Tax Base, Infrastructure	Human Services, Assessor, Land Records, Auditor/Treasurer, Transportation, Coordinator	December 2022

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

(Subcommittee: Dennis Genereau, Donna Lekander, Mary Finnegan, Kyle Holmes, Kim Franek, additional staff)

2020 Management Team Action(s)

Goal #1: Develop a Countywide Performance Appraisal Process

Action Steps	Assigned	Deadline
a. Feedback received on reports, did the Jannati training, seeking clarification on what county will use as the measurement for the appraisal process	Human Resources	2020

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

**(Subcommittee: Dennis Genereau, Donna Lekander, Mary Finnegan, Kyle Holmes, Kim Franek, additional staff)
On-Going Management Team Actions**

Goal: Develop Knowledge Transfer / Promoting County as an Employment Opportunity / Create a Training and Continuous Improvement Plan

Action Steps	Assigned	Actions
a. Cross training, job shadowing other counties, internally	Department Focused	
b. Succession planning by department under way through restructuring of departments to support the development of knowledge transfer	Management Team, Human Resources	
c. Mentoring / Cross Training	Department Focused	
d. Partnering with colleges to promote job opportunities with county Zoning use job fairs, Assessor's use St. Cloud State & St. Thomas Real Estate degree program participants Indeed.com has been utilized for job postings Email notifications are set out to interested parties who have signed up for notifications for county job openings (county website) Organizations are notified as requested by department heads Merit system postings are also utilized	Department Focused	
d. Expand and encourage internships	Management Team	
e. Types of training: Job specific, technology (Outlook, basic Microsoft)	Management Team, IT, Coordinator, PHHS	Suggested that IT work with St. Louis County for training opportunities Suggested to make a library of tutorials available for staff Suggested that training for beginners, intermediate and advanced workers could be shared with other counties
f. Safe Assure – safety training	Coordinator, Bldg. Maintenance, Human Resources	
g. Partnering with colleges for future educational needs of staff	Department specific for licensure – Department focused	

Completed Management Team Actions None

PRIORITY ISSUE: Improve County behavioral health efforts including mental health, CD reduction and child protection

(Subcommittee: Dave Lee, Donna Lekander, Sheriff Lake) Last updated 11.20.17

2020 Management Team Action(s)

Goal #1: Address Mental Health Needs of Incarcerated Individuals / Build, Maximize and Strengthen Working Relationships with Fond du Lac

Action Steps	Assigned	Deadline
a. Expand MH access (Psych. Time/ Rule 25/NERCC) utilizing I.T.P.	PHHS/Law Partners	Dec. 2020
b. Identify appropriate space for client needs – work with provider	Duluth Bethe/Bldg. Committee	ASAP

On-Going Management Team Actions

Goal: Address Mental Health Needs of Incarcerated Individuals / Create Resource Directory / Build, Maximize and Strengthen Working Relationships with Fond du Lac

Action Steps	Assigned	Actions
a. All department heads to provide information on services and resources provided and desired to be provided (new county website, COW meetings)	Management Team	Ongoing
b. Department Head Manual Electronic Version	Management Team Chair and Vice-Chair	Early 2020
c. Coordination of mobile crisis teams (HDC/FDL)	PHHS	
d. Partner with FDL around trauma informed and ACE's work locally and regionally	PHHS/Initiatives Dept.	

PRIORITY ISSUE: Improve County behavioral health efforts including mental health, CD reduction and child protection

(Subcommittee: Dave Lee, Donna Lekander, Sheriff Lake) Last updated 11.20.17

Completed Management Team Actions

Goals: Address Mental Health Needs of Incarcerated Individuals / Create Resource Directory / Build, Maximize and Strengthen Working Relationships with Fond du Lac

Action Steps	Assigned	Completed
a. Research sustainable housing options for MH/CD clients and explore halfway house models i.) Schedule a planning meeting to explore halfway house options ii.) Explore and identify potential public/private housing partnerships	PHHS/Initiatives Dept.	Dec 2019 Dec 2017 Dec 2018
b. Expansion of school-linked mental health services	Initiatives Dept	June 2018
c. Develop a plan from the Jail & Criminal Justice System Study recommendations to expand and strengthen behavioral health services i.) Public release at the COW meeting of the plan and recommendations ii.) Explore the Yellow Line Project concept as a possible fit for Carleton County – Community Based Coordinator iii.) RFP – Jail Consultant position	Law Partners	Dec 2017 June 2018
d. Research, select and implement a new jail management data collection system – Zuercher Technologies	Law Partners	April 2018
e. Develop a local mobile crisis response team	PHHS & regional partners	Completed Nov. 2017
f. Develop a RAP Team	PHHS/Law Partners	Completed Aug. 2017
g. Department Head Handbook	Connie Christenson	Complete in 2017 (Paper version only)
h. Management Team to create a work group to guide process (refer to 211 and use the county's pocket resource guide)	Management Team Pocket guide- Public Health	Completed in 2017

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

(Subcommittee: Jin Yeene Neumann, Sheriff Lake, Donna Lekander, Dennis Genereau, Kathy Kortuem)

2020 Management Team Action(s)

Goal #1: Create a Safe, Secure, Family-friendly County Jail

Action Steps	Assigned	Deadline
a. Consider and address changes within policies, systems and environments which are responsive to needs to promote well-being of children of incarcerated parents	Jail staff	December 2020

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

**(Subcommittee: Jin Yeene Neumann, Sheriff Lake, Donna Lekander, Dennis Genercau, Kathy Kortuem)
On-Going Management Team Actions**

Goal: Infrastructure – Capital Improvement Plan / Budget Planning / Proactive Use of Restorative Justice

Action Steps	Assigned	Actions
<p>a. By need and funding availability Since 2015, Revenue has been collected at \$4,381,815.72; \$1,675,800.15 spent on completed road projects as of 11/2017; \$83,964.05 to MN Dept of Revenue that, \$83,964.05 was transferred to MN Dept of Revenue by mandate; \$1,675,800.15 spent on projects.</p>	<p>Transportation</p>	<p>Annual Priority</p>
<p>b. Continue to work with the State Towards Zero Death Coalition focusing on the enforcement, education, engineering goals of TZD * This is not part of the ½ cent sales tax, but safety related</p>	<p>Transportation/Sheriff's Office</p>	
<p>c. Establish Capital Improvement Budget</p>	<p>Finance Committee</p>	<p>Department's submitted improvements to Building Committee; Committee will prioritize with jail and other building futures taken into consideration</p>
<p>d. Determine funding resources and annual allocation</p>	<p>Finance Committee</p>	<p>Met with department heads on budget structure, 5305 budget line recommend to roll over every year in addition to assigning project specific funding for departments to draw down all the dollars that are available to see grant funding where possible</p>
<p>e. Finalize County budget proposal – Present to County Board</p>	<p>Finance Committee Chair</p>	
<p>f. Maintain and expand the county Restorative Justice Juvenile Program and Expand the Restorative Practices Program into the schools across the county</p>	<p>RJ Division</p>	
<p>g. Meet with department heads to consult with budgets well in advance of budget submission due date</p>	<p>Finance Committee Chair (R. Brenner)</p>	
<p>h. Explore the develop an 18-27 year old Restorative Justice Program for nonsexual low level crimes</p>	<p>RJ Division and County Attorney's Office</p>	
<p>i. expand community education outreach around Restorative Justice, trauma and adverse childhood experiences</p>	<p>RJ Division</p>	
<p>j. Explore Yellow Medicine's program "Circle of Hope" regarding chemical dependency</p>	<p>RJ Division</p>	

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

(Subcommittee: Kathy Kortuem, Jin Yeene Neumann, Sheriff Lake, Donna Lekander, Dennis Genereau, *Paul Gassert)

Completed Management Team Actions

Goals: Public Safety – Release RFP for new jail analysis – needs assessment / Highway and Roadways – ½ cent sales tax – Transportation

Action Steps	Assigned	Completed
a. Develop a work plan to respond to the results of the assessment in the following areas: website, exterior, lobby, visiting, parent education	Donna Lekander & Stephanie Upton	June 15, 2018
b. Complete the 'Safe and Secure, Family-friendly Visiting in Jails and Prisons: A toolkit for addressing the Correctional Facility Environment' Assessment from the University of MN	Jail staff	June 1, 2018
c. Working on update of the Road/County Safety Plan document, also includes adding updated lighting at major county road intersections	Transportation	Spring 2018
d. Final Report of Jail Needs Assessment presented at C/W Meeting Carlton County	By: Wold Architects/Dr. Allen Beck	December 5, 2017
e. Final Proposal to County Board	Kelley Lake	December 13, 2016
f. Selection Process	Paul Coughlin	November 18, 2016
g. Public RFP – Jail Needs Assessment / Look at new facility Recommendations	Kelly Lake	October 10, 2016

*Member 2016-2019