

Carlton County
Board of Commissioners
REGULAR SESSION
Tuesday May 12, 2020
8:30 a.m.

Carlton County Transportation Building

**Please Check the Carlton County Website
for Possible Remote Access Options**

A. Administrative - Routine

** County Attorney's statement allowing remote participation due to peacetime emergency

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

B. Human Services

1. Financial
2. Personnel
3. Administrative
4. Social Services
5. Public Health Services
6. Income Maintenance

7. Child Support & Collections
8. Commissioner's Comments
9. Human Services Advisory Committee Comments
10. Case Action & Licensing of Foster and Day Care Homes

C. Zoning and Environmental Services

1. Contract Proposal from Cloquet Riverside Recycling to service all Carlton County Recycling Centers

D. Land and Building

1. Approve repurchase of tax forfeit land in Automba Township by G & S Land Co LLC

E. Transportation

F. Public Safety

1. Approve addendum to Jail food service contract
2. Body Worn Cameras Public Forum per MN Statute 626.8473

G. Tax Matters

H. Administrative – Other

1. Approve contracting with legal counsel for jail construction contracts
2. Accept/Approve March 2020 Expenditure Listing
3. Consider approving COVID-19 Mailing
4. Consider updated AED Policy

5. Consider approving updated Equal Employment Opportunity and Affirmative Action
6. Consider approving update Policy Committee Bylaws
7. Consider approving updated Lactation Policy
8. Consider contract with legal counsel for jail construction contracts
9. Consider status of Chub Lake Park given COVID-19 social distancing recommendations
10. Approve budget adjustment 502 to 501
11. Approve budget adjustment 6103 to 6293
12. Approve RJ/RP/Tuancy supervision and management transferred
13. Asset redistribution to Carlton SWCD
14. Consider a Limited Hiring Freeze
15. Consider Grade Changes for Land Commissioner and Traffic Services Assistant Positions

I. Unorganized Township Matters

J. Commissioners Comments and Meetings Attended

K. Correspondence

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: May 12, 2020
Via: Paul Gassert, County Auditor/Treasurer
From: Carlton County Zoning and Environmental Services

Title of Item for Consideration: Contract Proposal from Cloquet Riverside Recycling to service all Carlton County Recycling Centers.

Presenter: Karola Dalen, Resource & Recycling Coordinator, Zoning and Environmental Services

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution
 Approve contract proposal, pending review of addendums by county attorney.

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

Cloquet Riverside Recycling has the current contract and has been servicing the county recycling centers for the last four years. They have done an excellent job. The current contract expires on June 30, 2020. Cloquet Riverside submitted a contract proposal for the new contract and the fees are acceptable. We received one additional proposal of which the fee was significantly higher. We recommend approval of Cloquet Riverside Recycling's proposal, pending review of addendums by the county attorney. The addendums are additions included by Cloquet Riverside. This contract agreement is for a period of one year with the option to renew it for additional one year periods (up to three additional periods).

Supporting Attachments

Contract Proposal by Cloquet Riverside Recycling – Agreement for Collection of Recyclable Materials at the Unstaffed, Staffed, and Transfer Station, Carlton County Designated Drop-off Centers.

Table – Recycling Center Proposal Costs 2020

AGREEMENT FOR COLLECTION
OF RECYCLABLE MATERIALS AT THE
UNSTAFFED, STAFFED AND TRANSFER STATION
CARLTON COUNTY
DESIGNATED DROP-OFF CENTERS

This agreement, made this _____, by and between the County of Carlton in the State of Minnesota and (hereinafter called the County) Cloquet Riverside (hereinafter called the Contractor).

1. OVERVIEW

- A. The County provides a program for the collection of recyclable materials. Materials to be collected are glass jars and bottles, aluminum cans, steel and tin food cans, newsprint, magazines, boxboard, office paper (including shredded paper), type 1-7 plastics and corrugated cardboard. These materials are to be collected and transported by the Contractor to a recycling facility. The Contractor will collect the recyclable materials from the Carlton County designated drop-off centers. Recyclable materials become the property of the Contractor upon collection.
- B. The County will provide public relations and promotions for the recycling program.
- C. The Contractor shall follow all municipal, county, sanitary district, state and federal regulations relating to the collection and transportation of recyclable materials. The Contractor shall obtain applicable municipal, county and sanitary district licenses necessary to collect and transport recyclable materials.

2. DEFINITIONS

- A. Recycling Collection: means the taking up of all recyclable materials accumulated in containers provided by the County and the transporting of recyclable materials to a site where they can be processed for the marketplace.
- B. Recyclable Materials: means mixed (or separated) glass jars and bottles, aluminum cans, steel and tin food cans, newsprint, magazines, boxboard, office paper (including shredded paper), type 1-7 plastics and corrugated cardboard.
- C. Recycling Facility: means a public or private facility that engages in the processing or marketing of recyclable materials.
- D. Designated Drop-off Center: means a specified structure with containers for storage of recyclable materials.

3. SERVICES TO BE PERFORMED

- A. The Contractor shall collect all recyclable materials from the Carlton County designated drop-off centers. The County and Contractor acknowledge that timely performance of collection services is of

the essence. The Contractor and County shall agree at what point the containers shall be picked up and hauled to a recycling facility.

- B. The Contractor shall collect mixed (or separated) glass jars and bottles, aluminum cans, steel and tin food cans, newsprint, and type 1-7 plastics from the City of Cromwell, City of Kettle River, City of Wright, Blackhoof Township, Holyoke Township, and Mahtowa Township drop-off centers (Unstaffed drop-off centers).
- C. The Contractor shall collect mixed (or separated) glass jars and bottles, aluminum cans, steel and tin food cans, newsprint, magazines, boxboard, office paper (including shredded paper), type 1-7 plastics and corrugated cardboard from the City of Barnum, City of Carlton, City of Moose Lake, Perch Lake Township and Thomson Township drop-off centers (Staffed drop-off centers).
- D. The Contractor shall collect mixed (or separated) glass jars and bottles, aluminum cans, steel and tin food cans, newsprint, magazines, boxboard, office paper (including shredded paper), type 1-7 plastics and corrugated cardboard from the Carlton County Transfer Station.
- E. The work shall be done with facilities that are adequate to insure the satisfactory collection and processing of said materials at all times. Failure to perform may be excused only by adverse conditions of weather or by similar hindrances that might be regarded as "acts of providence." Upon completion of such a condition or event, the Contractor shall resume work under this Agreement as soon as possible and shall provide written notice to the County once work resumes.

4. PREPARATION FOR COLLECTION

- A. Upon handling of the containers and recyclable materials by the Contractor, the recyclable materials become the property and responsibility of the Contractor.

5. RECYCLING EQUIPMENT

- A. All Contractor's vehicles shall be marked uniformly and shall be identified on both sides of the cab.
- B. The Contractor shall make all collections of recyclable materials in vehicles so constructed that their contents will not spill therefrom. All receptacles and vehicles shall be kept clean and in sanitary condition and as free from all offensive odors as possible. Equipment is subject to periodic inspection by the County.
- C. The County reserves the right to change the size, type, and number of containers within the designated drop-off centers as deemed necessary.
- D. The County will distribute plastic barrels and bags to the Contractor for use in the designated drop-off centers. The Contractor will be responsible for maintaining the barrels and bags in good condition and returning the same number to the County at the end of the contract period.
- E. The County may add separate structures at various locations when deemed necessary to increase efficiency of the designated drop-off centers.
- F. The Contractor shall be liable for any excessive damage or wear caused by the Contractor to any County owned property including recyclable containers, bags, and the designated drop-off center's structures.

- G. The contractor shall provide a minimum of eight 6-cubic yard dumpsters at the Transfer Station for collection of corrugated cardboard (and boxboard if applicable).
- H. The contractor shall provide a minimum of two 8-cubic yard dumpster at each of the Staffed drop-off centers for collection of corrugated cardboard (and boxboard if applicable).

6. CONTRACTOR'S OPERATIONS

- A. The Contractor shall establish and maintain an office or answering service for accepting complaints. The office or answering service shall be in service with continuous supervision during the hours of 8:00 a.m. until 4:00 p.m., Monday through Friday. Address and telephone number of such office or answering service and any changes therein shall be given to the County in writing.
- B. Complaints on service will be taken and collected by the County. The County will notify the Contractor of all complaints it receives. The Contractor is responsible for all corrective actions. A record of all such complaints and action taken thereon will be kept by the County. All complaints shall be answered by the Contractor courteously and promptly.
- C. The Contractor's employees shall clean up and dispose of any spilled materials inside designated drop-off centers, including all recyclable and non-recyclable materials. This shall include sweeping debris out of the drop-off centers a minimum of twice per month.
- D. The Contractor shall remove and dispose of all materials from the immediate area outside of the designated drop-off centers including non-recyclable materials during every scheduled collection at each designated drop-off center. The Contractor shall ensure any hazardous waste collected is delivered to an off-site storage, treatment, or disposal facility permitted to accept hazardous waste under the Minnesota Pollution Control Agency's permitting procedures. Large or reoccurring violations shall be reported to the Resource and Recycling Coordinator with documentation. Documentation includes, but not limited to, the date, time, description, and photos of the violation.
- E. The Contractor shall transfer all collected recyclable materials to a recycling processing facility. If the Contractor is unable to dispose of any recyclable material collected, then the Contractor agrees to immediately notify the Zoning and Environmental Services Administrator of Carlton County or his authorized agent and follow directions of that County official as to the disposal of those materials.

7. PAYMENTS

- A. The Contractor shall submit monthly statements for services rendered. The County shall make monthly payments in response to the Contractor's monthly statements.
- B. The payment shall be \$6330.00 per month for service of all Unstaffed, Staffed and Transfer Station drop-off centers.
- C. Renegotiations of this contract due to substantial changes to the operation and or designated drop-off centers may be permitted if deemed necessary by the County.

8. FILING OF REPORTS

- A. The Contractor shall submit an accurate monthly summary of the types, quantities and markets of all recyclable material collected using the attached form (Appendix A) or a County approved alternative electronic form.
- B. The Contractor shall submit monthly the types and quantities of materials collected from each designated drop-off center using the attached form (Appendix B) or a County approved alternative electronic form.

9. ACCESS TO RECORDS

- A. The Contractor shall provide access to the County to review any books, documents, papers, and records which are directly pertinent to this agreement for the purpose of making an audit, other examination, and preparing excerpts and transcriptions.

10. INSURANCE

- A. The Contractor shall furnish insurance covering public liability in the amount of at least \$300,000.00 for injury or death of any one person in any one occurrence and aggregate bodily liability in the amount of at least \$1,000,000.00 for injuries or death arising out of any one occurrence. Property damage liability shall be furnished in an amount of at least \$300,000.00 for any one occurrence and in the unencumbered aggregate amount of at least \$1,000,000.00.

11. HOLD HARMLESS

- A. The Contractor does hereby agree that he will indemnify and hold harmless and defend Carlton County, its Commissioners, officers, agents, employees, and voluntary workers against any and all claims, losses, expenses, damages, or law suits for damages which such parties or individuals may hereinafter sustain, incur or be required to pay by reason of any intentional or negligent act or omission of the said Contractor in the performance of the services purchased by Carlton County as expressed herein.

12. CONTRACTOR STATUS

- A. It is agreed by the parties to this agreement that all times and for all purposes hereunder the Contractor is an independent contractor and not an employee of the County. No statement contained in this agreement shall be misconstrued so as to find the Contractor an employee of the County and the Contractor shall be entitled to none of the rights, privileges, or benefits of County employees.
- B. Contractor hereby acknowledges and agrees that it will perform the work as contemplated under this Agreement for the County, which is a government entity. Contractor agrees that it, its agents and designees cannot bind or commit the County to any obligation unless expressly agreed to in this Agreement. Contractor hereby agrees that it, its agents and designees shall not claim to be or represent itself as a government entity under this Agreement nor shall Contractor, its agents and designees claim to represent the interests of the County, except to the extent expressly agreed to herein.

13. EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS

- A. In accordance with Carlton County's Affirmative Action policy and the County Commissioners' policies against discrimination, no person shall illegally be excluded from employment rights in, participation in, or be denied the benefits of the program which is the subject of this agreement on the basis of race, creed, color, sex, age, disability, national origin, or sexual preference.

14. DATA PRIVACY

- A. The Minnesota Government Data Practices Act governs all use or disclosure of information concerning clientele served under this contract (Chapter 13). It is the responsibility of the Contractor to maintain functional knowledge of Chapter 13 and maintain proper levels of confidentiality as detailed in Chapter 13.
- B. Randy Crestik is the responsible party for ensuring the Contractor is in compliance with the above-cited data practices.

15. TERM OF AGREEMENT

- A. This agreement shall be effective from July 1, 2020 through June 30, 2021 with the option reserved to the County for renewing it for additional one year periods (up to three additional periods) at the same rates. Renewal of the agreement is conditioned on the consent of the Contractor. The County may terminate this agreement with 30 days' notice with or without cause.

16. ASSIGNMENT

- A. Contractor shall not assign its responsibilities under this agreement or this Agreement without prior written consent of the County.

17. MODIFICATIONS

- A. Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representatives of the parties.

18. GENERAL WAIVER

- A. The failure of any party at any time to require performance of any provision or to resort to any remedy provided under this Agreement shall in no way affect the right of that party to require performance or to resort to a remedy at any time thereafter, nor shall the waiver by any party of the breach be deemed to be a waiver of any subsequent breach. A waiver shall not be effective unless it is in writing and signed by the party against whom the waiver is being enforced.

19. ENTIRE AGREEMENT

- A. This is the entire Agreement between the aforementioned parties. It replaces and supersedes any and all oral agreements between the parties, as well as any prior writings.

20. ENFORCEABILITY, SEVERABILITY AND/OR REFORMATION

- A. In the event that any covenant, provision and/or restriction is found by a court of competent jurisdiction to be unenforceable, such provision shall be modified, rewritten or interpreted to include as much of its nature and scope as will render it enforceable. In the event it cannot be so modified, rewritten or interpreted to be enforceable in any respect, it will not be given effect, and the remainder of the Agreement shall be enforced as if such provision was not included.
- B. In the event that any court determines that any of the covenants, provisions or restrictions to be excessive in duration or scope or to be unreasonable under the laws of Minnesota, it is the intention of the parties that such restriction may be modified or amended by the court to render it enforceable to the maximum extent permitted by the laws of Minnesota.

21. GOVERNING LAWS

- A. The validity, construction and performance of this Agreement shall be governed and construed in accordance with the laws of Minnesota applicable to contracts and to be wholly performed within such state, without giving effect to any form of conflict of law provisions thereof. The Federal and State courts located in Minnesota shall have sole and exclusive jurisdiction over any disputes arising under the terms of this Agreement.

22. JURISDICTION AND VENUE

- A. This Agreement is to be construed pursuant to the laws of the State of Minnesota. In the event that any dispute shall arise under or in connection with the Agreement or related to any matter which is the subject of the Agreement, the dispute shall be subject to the exclusive jurisdiction of the state and or federal courts in Minnesota.

THE COUNTY OF CARLTON

Randy Crestik, Cloquet Riverside Recycling
Contractor



Marv Bodie, County Board Chairperson

Kathryn Kortuem, County Auditor

Heather Cunningham, Zoning and Environmental
Services Administrator

APPROVED AS TO FORM AND EXECUTION

Lauri Ketola, County Attorney

CARLTON COUNTY PROPOSAL REQUEST

UNSTAFFED CARLTON COUNTY DESIGNATED DROP-OFF CENTERS
STAFFED CARLTON COUNTY DESIGNATED DROP-OFF CENTERS
CARLTON COUNTY TRANSFER STATION

Sealed proposals addressed to the County Zoning and Environmental Services Administrator will be received until 2:00 PM, May 6, 2020, for the following:

Furnish all labor, tools, equipment, transportation, and all else necessary for collection and marketing of recyclable materials from the following:

Unstaffed Carlton County Designated Drop-off Centers (City of Cromwell, City of Kettle River, Blackhoof Township, Mahtowa Township, Holyoke Township, and City of Wright)

Staffed Carlton County Designated Drop-off Centers (City of Barnum, City of Carlton, City of Moose Lake, Perch Lake Township and Thomson Township)

Carlton County Transfer Station

Contractor shall furnish the following:

1. Insurance as per attached agreement.
2. Indicate operating equipment and necessary back-up equipment. If proposer has no back-up equipment, indicate what arrangements have been made to obtain the necessary equipment.
3. The contract will begin on or about July 1, 2020.
4. The proposal shall be as specified covering a period of one (1) year. The County reserves the right to reject any or all proposals. No proposer may withdraw his or her proposal within sixty (60) days after the opening date.

BID ENVELOPES MUST BE CLEARLY MARKED "SEALED BID."

**CARLTON COUNTY PROPOSAL REQUEST
CARLTON COUNTY DESIGNATED DROP-OFF CENTERS**

UNSTAFFED DROP OFF CENTERS	COST PER MONTH
City of Cromwell	\$ 485.00
City of Kettle River	\$ 485.00
City of Wright	\$ 485.00
Blackhoof Township	\$ 485.00
Holyoke Township	\$ 485.00
Mahtowa Township	\$ 485.00

STAFFED DROP OFF CENTER	COST PER MONTH
City of Barnum	\$ 485.00
City of Carlton	\$ 485.00
City of Moose Lake	\$ 485.00
Perch Lake Township	\$ 485.00
Thomson Township	\$ 485.00

DROP OFF CENTER	COST PER MONTH
Carlton County Transfer Station	\$ 995.00

****The Contractor must service all listed drop-off centers. This shall include the dumpsters listed in item number 5. RECYCLING EQUIPMENT, G. and H. of the AGREEMENT.**

*** Proposed monthly bid per location is based on one time weekly pick up.

Addendum 1

**Costs per month are based on all materials from the recycling sheds
To be picked up one time weekly.**

We will provide cardboard containers at the various locations:

- **Barnum – two 8 yd containers**
- **Carlton – two 8yd containers**
- **Moose Lake – two 8yd containers**
- **Perch Lake township – two 8yd containers**
- **Thomson township – two 8yd containers**
- **County transfer station – eight 6yd containers**

**Any additional containers requested per location would be charged
\$45 per month for weekly pick up.**

**Additional pick ups required for overflows would be charged \$120
Per location, per pick up.**

Addendum 2

- We will provide two 10 yard containers for plastic at the county transfer station and one additional 4 yard container for plastic overflows.
This additional service is included in our monthly bid for weekly pick up.
Larger outdoor bulk containment of plastics has reduced the inside congestion and clutter at this recycling shed, that being said, additional containers added inside this shed could increase frequency of service.
Additional pick ups beyond one time weekly pick up would be charged \$120 per time for materials inside the transfer station shed.
- We will provide 95 gallon containers as part of our bid, at all shed locations. These containers are replacing county provided 55 gallon barrels which in some cases are up to 30 years old. These containers have added additional capacity and a more modular use of space.
- We understand that the compaction of cardboard in the containers we provide is necessary in the efficiency of the recycling program, however, machinery used for compaction and moving containers for snow removal has at times damaged our containers. We ask that Carlton county would make the responsible party causing such damage be held accountable financially for these damages.
- In the Overview 1A clause which states: ..."Recyclable materials become the property of the contractor upon collection" (next page)

The value of the required list of materials to be collected at each shed location is factored into cost of servicing each shed location. There has been some occasions in some cities or township sheds where they have chosen to extract higher value items such as aluminum cans for their local fund raising events. These actions would affect the financial equation of servicing a shed location. Loss of materials to the contractor should be offset by an increase charged at that location.

- The sole purpose of the Carlton county funded recycling shed program is to provide convenient locations along with guided instruction for recycling in areas of the county where local trash haulers may not provide curbside recycling collection. All of Carlton county has trash pick up available, along with the self hauling option at the county transfer station. Some residents seem to think its their option to drop off non-recyclable items at the recycling sheds, in which case it becomes the responsibility of the collection contractor. The volumes of trash will vary. We feel it is fair to propose a handling and disposal fee as we are in turn charged for this by the county transfer station. Charges for non-recyclable items would be \$11.50 per cubic yard.
- We also ask, in the event of the annual renewal option, if we are willing to sign on for another year with no changes, that a consumer price index percentage increase in tandem with the Carlton County solid waste department would be available.

Operating Equipment

- 2020 Peterbilt front load truck (Primary)
- 2006 Peterbilt front load truck (Back up)
- 2017 Freightliner rear load truck (Primary)
- 2004 Freightliner rear load truck (Back up)
- 2021 Peterbilt to pull trailer (Primary)
- 2014 Dodge Ram pick up (Back up)
- 2020 24 ft Cargo trailer (primary)
- 2015 24ft Cargo trailer (Back up)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/5/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Reliable Agency, Inc PO Box 620 Cloquet MN 55720	CONTACT NAME: Becky Haley PHONE (A/C, No, Ext): 218-655-3358 E-MAIL ADDRESS: bhaley@reliablemn.com	FAX (A/C, No): 218-655-1169	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Cloquet Sanitary Service Inc North Country Waste & Recycling 1101 Industry Avenue Cloquet MN 55720	INSURER A : Employers Mutual Casualty Co		21415
	INSURER B : SFM		11347
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

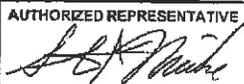
COVERAGES **CERTIFICATE NUMBER:** 267209111 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	4D54178	5/25/2019	5/25/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	4E54178	5/25/2019	5/25/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	4J54178	5/25/2019	5/25/2020	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	082630.206	7/15/2018	7/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Carlton County, its commissioners, officers, agents, employees and voluntary workers are listed as an Additional Insured and a Waiver of Subrogation is issued in favor of the certificate holder regarding the General Liability, Automobile Liability, Umbrella and Workers Compensation.

CERTIFICATE HOLDER **CANCELLATION**

Carlton County Zoning & Environmental Department PO Box 220 Carlton MN 55718	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Recap of improvements made during our last four years as the recycling contractor

- **Added a total of 180 new/unused 95 gallon carts at 12 shed locations, replacing 30 year 55 gallon barrels. Cost \$12,600 at no cost to Carlton County.**
- **Removed old shelving used for stacking bags and bundles of newspaper and magazines. Cleaned and organized and put 95 gallon carts in place at 12 locations. Donated time, no added cost to county.**
- **Added two 10 yard and one 4 yard front load containers for plastic at the transfer station shed, investment of: \$3800.00 for no cost to Carlton County.**
- **Created an area outside the transfer station shed for the new dumpsters for plastic. Cut down trees, removed stumps, added gravel and landscaped. Donated time, equipment and materials.**
- **Added two additional 6 yard front load containers for cardboard at the transfer station for no added charge. Container investment \$2100.00.**
- **Added two additional 6 yard dumpsters at the Moose Lake shed, charged additional for one, second container no added cost to Carlton County. Added investment \$1050.00. Total of three cardboard dumpsters at Moose Lake.**
- **Added one extra 6 yard dumpster at Perch Lake township. no extra charge.**

- Upgraded Thomson township shed cardboard container from 6 yards to 8 yards at no extra charge.
- We added one 6 yard container to the Cromwell shed and one 6 yard container at the Kettle River shed because the old sheds did not have enough room for plastics. No additional charge to the county.
- We added a lockable 3 yard container at the Mahtowa shed because of the trash problem. This is monitored twice weekly.
- We have also volunteered time and onsite visits to consult on the sizing and layout of the new recycling sheds at Blackhoof, Mahtowa and Kettle River.
- All containers we placed were new and unused.

A lot of time has past and many things get forgotten so we thought it was important to bring these things up.

Carlton County is our home and we take pride in what we do. We hope you would take these things into consideration as you review our proposal.

Thank you
Randy & Josiah Crestik

2020 Recycling Center Proposals

Vendor	Combined/mo	Annual	Previous Year Expense
1 Cloquet Riverside Recycling	\$ 6,330.00	\$ 75,960.00	\$ 70,747.50
2 A-1 Disposal	\$ 9,680.00	\$ 116,160.00	N/A
3			
4			
5			
6			
7			
8			
9			
10			

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

D -
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 5/12/2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Kathy Kortuem
Title of Item for Consideration: Approve repurchase of tax forfeit land in Automba Township by G & S Land Co LLC
Presenter: Kathy Kortuem

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

Parcels 36-033-4150, 5620, 5630, 5650, and 5660 in Automba Township forfeited 12-30-2019.
The owner at the time of forfeiture has applied for repurchase, which appears to be in the best interest of the county.
Application is attached.

Supporting Attachments

- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

APPLICATION FOR REPURCHASE OF FORFEITED LANDS

Pursuant to Minnesota Statutes, Section 282.241

To the Board of County Commissioners and

The County Auditor of Carlton County, Minnesota:

The undersigned, Sunny Gerten as **(a) member of G & S Land Co LLC* hereby makes application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes, Section 282.241; said land is situated in said Carlton County, Minnesota, and particularly described as follows:

SEE ATTACHED LEGAL DESCRIPTION
CARLTON COUNTY, MINNESOTA.
Parcel #'s: 36-033-4150, 5620, 5630, 5650, 5660

Applicant states and shows that at the time of the forfeiture to the State of said land for taxes hereinafter set out, G & S Land Co LLC was the owner of said land.

That said land forfeited to the State on the 31st day of December, 2019

That such taxes became delinquent 2015, and remained delinquent and unpaid for the subsequent years of 2016, 2017, 2018, and 2019.

That the aggregate of all delinquent taxes and assessments, with penalties, costs and interest, including taxes and assessments to be reinstated as provided by Minnesota Statutes, Section 282.251 is the sum of fourteen thousand two hundred one dollars and eighty-six cents (\$14,201.86).

That permission to repurchase said land is hereby requested for the reasons stated as follows:

Applicants were unable to redeem the property prior to the forfeiture.

Dated April 23, 2020

[Signature]
Applicant Signature

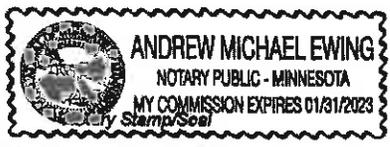
2nd Applicant Signature (optional)

STATE OF MINNESOTA,

County of Carlton Washington
Sunny M. Gerten
(print name, organization, relationship to or representative of)

being duly sworn, deposes and says: that he/she/they are the applicant and petitioner in the foregoing petition; that they have read said petition and knows the contents thereof; that the same is true of their own knowledge save as to the matters therein stated on information and belief and as to those matters they believe it to be true.

Subscribed and sworn to before me this
23rd day of April, 2020
[Signature]
Notary Signature



*(a) the owner, (or) the representative of the owner, (or) a person to whom the right to pay taxes is given by statute, to-wit: (designating under what claim of right, whether as mortgage or otherwise the right is exercised).

State of Minnesota

County of Carlton, MN

Petition of

Sunny Gerten, member of G & S Land Co LLC

12 High Road

Inver Grove Heights, MN 55077

For Repurchase of Land Forfeited to the State of Minnesota for Delinquent Taxes

Filed this ___ day of _____, 20__.

_____ County Auditor

By: _____ Deputy

RESOLUTION OF COUNTY BOARD

*Resolved by the Board of County Commissioners of Carlton County, MN,
that the foregoing application is hereby approved.*

Adopted this _____ day of _____, 20__.

County Board Chairperson

County Auditor

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

F-1
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting May 12, 2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Sheriff Kelly Lake
Title of Item for Consideration: Approval of addendum to Jail food service contract
Presenter: Kelly Lake/Paul Coughlin

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

Request approval of addendum to jail food services contract.

Supporting Attachments

- addendum to contract

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

ADDENDUM

ADDENDUM to the Agreement dated the 1st day of January, 2018, by and between Carlton County Board of Commissioners, located at 301 Walnut Ave, Room 2015, Carlton, MN 55718 (hereinafter referred to as "Client"), and Consolidated Correctional Foodservice, a division of Consolidated Management Company, located at 2670 106th Street, Suite 140, Des Moines, IA 50322 (hereinafter referred to as "Consolidated"). This addendum shall take effect on 14th day of April, 2020 and shall continue for the duration of the term of the Agreement. **All other provisions of the Agreement shall remain in full force and effect:**

The following language shall be added to the Agreement as 3.2.1, immediately following section 3.2(b):

"In the event that the inmate count is below 20 inmates at the time meals are to be served Client agrees to pay Consolidated for each meal served as noted under section 3.2 of the Agreement (Breakfast, Lunch, Dinner) at the cost per meal designated as 20-30 meals (currently \$3.69 per meal, as the rate has been amended from time to time per annual rate increases)."

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized officers this _____ day of __, 2020.

**CARLTON COUNTY BOARD OF COMMISSIONERS
FOODSERVICE**

CONSOLIDATED CORRECTIONAL

BY: _____

BY: _____

Dominic Trader, President

Printed Name and Title

Printed Name and Title

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

F-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting May 12, 2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Brian Belich
Title of Item for Consideration: Body Worn Cameras Public Forum per MN Statute 626.8473
Presenter: Brian Belich

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution
 MN Statute 626.8473 requires the opportunity for public comment before a law enforcement agency purchases body worn cameras.

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

Reviewed by finance committee for the financial aspect only.
Requesting the County Board allow for a public comment period related to the Sheriff's Office purchasing and implementing body worn cameras. This is a requirement of MN Statute 626.8473.

Supporting Attachments

- MN Statute 626.8473, CCSO Body Camera Policy, Press Release, Public Meeting Introduction

Motion By _____ Seconded By _____
TO: _____
Action on Motion: _____ AYE _____ NO _____ ABSTAIN
Motion: Carried Defeated

Public Hearing Introduction

Body Worn Cameras

In the 2016 legislative session a statute was passed concerning the use and implementation of body worn cameras by licensed peace officers of the State of Minnesota. One of the requirements of the new law is that before a police department or sheriff's office implements this technology and begins its use by its peace officers there must be a public opportunity to provide comments for consideration by the law enforcement agency as it develops policies and procedures concerning what is commonly known as body cameras.

For some time the Carlton County Sheriff's Office has been studying and exploring the technology and policy options to implement this new resource for its licensed deputies. Today is the chance for members of the public to address the Carlton County Board of Commissioners, which is the funding authority that has ultimate authority over the budget of the Carlton County Sheriff's Office. This taking of public comment meets the legal requirements of state law for such a hearing, members of the public who wish to be heard will have the opportunity to do so at this time. If you want to be heard before the county board this morning, in order to be fair to all those who may wish to comment, please limit your comments to no more than 2 minutes. You are asked and encouraged to direct your comments to specific items of suggested policies and procedures the sheriff's office should consider as it develops the final version of its written policies and procedures.

In addition to this public hearing, the opportunity to comment has previously been announced through a variety of sources including social media and a media release. A person may also provide comment by mail or electronic means directly to the Carlton County Sheriff's

Office. Any of those written comments or electronic comments as well as any comments made today will be considered by the sheriff's office as it develops and issues its final policy and procedure relative to the use of body cameras.

The policy and procedure ultimately adopted by the sheriff's office relative to body cameras will become a public document that will be available for review by anyone who makes a proper request and follows the procedures for review of public data under the Minnesota Government Data Practices Act. Therefore at this time floor is now open to anyone who wishes to address the county board and comment on any concerns or suggestions for the sheriff's office to consider about issues relative to body worn cameras. When you make your comments please identify yourself by name and provide any additional information about yourself you wish to share with the county board. You are reminded this entire proceeding is public record and any information you share or comments you make will be included as part of the public record.

Press Release:

For Further Information: Media Contact: Chief Deputy Brian Belich Contact Number: (218)384-9518	Date: April 28, 2020 Time: 02:00 PM
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The Carlton County Sheriff's Office is planning to implement a system of portable recording devices, also known as body worn cameras, for deputies that are licensed peace officers. Under Minnesota State Statute 626.8473, Subdivision 2: Before a local law enforcement agency purchases or implements a portable recording system, it must first provide an opportunity for public comment by mail, electronically, and at a regularly scheduled meeting of the governing body with jurisdiction over the budget. There will be an open forum at the Carlton County Board meeting on May 12th, 2020 during the regularly scheduled meeting that starts at 8:30 a. m. Otherwise, any questions can be sent via e-mail to brian.belich@co.carlton.mn.us or by mail to:

Carlton County Sheriff's Office
Body Worn Camera Project
PO Box 530
Carlton, MN 55718

SECTION 55

PORTABLE AUDIO/ VIDEO POLICY

I. PURPOSE

This policy provides guidelines for the use of portable audio/video recording devices by members of this office while in the performance of their duties (Minn. Stat. § 626.8473). Portable audio/ video recording devices include all recording systems whether body-worn, handheld or integrated into portable equipment. This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Carlton County Sheriff's Office facility, undercover operations, wiretaps or eavesdropping (concealed listening devices) unless captured by a portable recording system.

II. DEFINITIONS

Portable recording system - A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

III. POLICY

The Carlton County Sheriff's Office may provide members with access to portable recorders for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by accurately capturing contacts between members of the Office and the public.

IV. COORDINATOR

The Sheriff or the authorized designee should designate a coordinator responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

- (a) Establishing procedures for the security, storage and maintenance of data and recordings.
 - (a) The coordinator should work with the Custodian of Records and the member assigned to coordinate the use, access and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.).
- (b) Establishing procedures for accessing data and recordings.
 - 1. These procedures should include the process to obtain written authorization for access to non-public data by CCSO members and members of other governmental entities and agencies.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging or marking events.
- (e) Establishing an inventory of portable recorders including:
 - 1. Total number of devices owned or maintained by the Carlton County Sheriff's Office.
 - 2. Daily record of the total number deployed and used by members and, if applicable, the precinct or district in which the devices were used.
 - 3. Total amount of recorded audio and video data collected by the devices and

maintained by the Carlton County Sheriff's Office.

(f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.

(g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the Carlton County Sheriff's Office that expands the type or scope of surveillance capabilities of the office's portable recorders.

V. MEMBER PRIVACY EXPECTATION

All recordings made by members on any office-issued device at any time or while acting in an official capacity of this office, regardless of ownership of the device, shall remain the property of the Office. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

VI. MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Office, and that the recorder is in good working order (Minn. Stat. § 13.825). If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable (Minn. Stat. § 626.8473).

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, employee number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording (Minn. Stat. § 626.8473). Members should include the reason for deactivation.

VII. ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview (FI) situations

(b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops

(c) Self-initiated activity in which a member would normally notify 9-1-1 Communications

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

VIII. CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

IX. SURREPTITIOUS RECORDINGS

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Minn. Stat. § 626A.02).

Members of the Office may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another office member without a court order unless lawfully authorized by the Sheriff or the authorized designee.

X. EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

XI. PROHIBITED USE OF AUDIO/VIDEO RECORDERS

Members are prohibited from using office-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with office-issued or personally owned recorders.

Members shall not duplicate or distribute such recordings, except for authorized legitimate office business purposes. All such recordings shall be retained at the Office.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Sergeant. Any member who uses a personally owned recorder for office-related activities shall comply with the provisions of this policy, including retention and

release requirements and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

XII. IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark the recordings in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an under-cover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Minnesota Data Practices Act.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

XIII. ACCOUNTABILITY

Any member who accesses or releases recordings without authorization may be subject to discipline (Minn. Stat. § 626.8473)

XIV. REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Office who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, including pursuant to Minn. Stat. § 13.82, Subd. 15.

All recordings should be reviewed by the Custodian of Records prior to public release. Recordings that are clearly offensive to common sensibilities should not be publicly released unless disclosure is required by law or order of the court (Minn. Stat. § 13.82, Subd. 7; Minn. Stat. § 13.825, Subd. 2).

XV. RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the organizations records retention schedule but in no event for a period of less than 180 days.

If an individual captured in a recording submits a written request, the recording may be retained for an additional period of time. The coordinator should be responsible for notifying the individual prior to destruction of the recording (Minn. Stat. § 13.825).

XVI. RELEASE OF AUDIO/ VIDEO RECORDINGS

Requests for the release of audio/ video recordings shall be processed in accordance with office policy.

XVII. ACCESS TO RECORDINGS

Except as provided by Minn Stat. § 13.825, Subd. 2, audio video recordings are considered private or non public data.

Any person captured in a recording may have access to the recording. If the individual requests a copy of the recording and does not have the consent of other non-law enforcement individuals captured on the recording, the identity of those individuals must be blurred or obscured sufficiently to render the subject unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17.

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: May 12, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr
Title of Item for Consideration: Consider approval of Mike Griebel Contract for Consulting Services
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 Building Committee and Jail Steering Committee

Summary: The Building Committee, Jail Steering Committee, and County Board have authorized the negotiation of a contract with Mike Griebel to provide consultation regarding the following two issues: 1. Providing NERCC and/or AJC programming and holds at a new Carlton County Jail facility when it is built, and 2. Replacement of the current Carlton County Jail with either a 72 hour hold facility or a 90 day facility. That contract have been negotiated are being presented for approval.

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-2
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 5/12/2020

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

From: Kathryn Kortuem

Title of Item for Consideration: Accept March 2020 Expenditure Listing

Presenter: Kathryn Kortuem

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

Expenditure listing for March 2020 = \$5,031,606.63

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
Expenditures for the Month of March 2020

Board Bills	\$3,523,764.93
Payroll	1,507,841.70
Other	0.00
Total	<u><u>\$5,031,606.63</u></u>

Motion made by:

Motion seconded by:

Expenditures by Fund

Fund 1 Revenue	\$1,816,621.28
Fund 10 Road and Bridge	1,045,951.98
Fund 11 Public Health & Human Services	1,526,367.53
Fund 30 Cap Outlay Barnum Garage Project	163,836.77
Fund 32 2016 Refi 2010A/B CSC CIP	0.00
Fund 40 2012 Refi '03 Hwy Bldg & '06 Road	0.00
Fund 70 Current Taxes	0.00
Fund 71 Motor Vehicle	285,460.01
Fund 72 Delinquent Taxes	0.00
Fund 73 State Fund	63,035.32
Fund 74 Forfeited Tax	33,919.80
Fund 75 Economic Development (IRRRB)	41,479.20
Fund 76 Refunding Fund	54,934.74
Fund 77 HS Agency Fund LCTS	0.00
Fund 78 Schools	0.00
Fund 79 Towns and Cities	0.00
Fund 80 ISTS Loan Program	0.00
Total	<u><u>\$5,031,606.63</u></u>

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: May 12, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr

Title of Item for Consideration: Consider approving COVID-19 Mailing

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: The COVID-19 Mailing was approved at the May 5th Committee of the Whole meeting with a few modification requests.

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-4
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: May 12, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr
Title of Item for Consideration: Consider approving updated AED 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 _____

Summary: The updated AED Policy was approved at the May 5th Committee of the Whole meeting.

Supporting Attachments

- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated



Carlton County, Minnesota Automated External Defibrillator (AED) Policy

Adopted: November 10, 2015

Revised:

Automated External Defibrillator (AED) Policy

Purpose

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

Policy

Carlton County recognizes the importance of AEDs in increasing the chances of survival for anyone experiencing sudden cardiac arrest and, as such, subscribes to the following AED policy. An AED is located at each building owned or rented by Carlton County and staffed by County employees. It is expected that all employees will be aware of where AEDs are located at their assigned work location, ~~and employees who will be in direct contact with the AEDs or respond to a person in cardiac arrest will complete training every year regarding the proper use of AEDs and will view an AED training video through the County's annual safety training program, unless more specific department training is required.~~

Scope

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

Responsibilities

- A. AED Program Coordinator: ~~a Public Health Nurse/Registered Nurse trained in AED use, maintenance and training~~ the County Coordinator or their designee.
 - a. ~~Organize and conduct training for potential AED users~~ Make the safety training video available to all employees;
 - b. ~~Maintain records of AED training in accordance with accepted protocols including those developed by the American Red Cross and American Heart Association;~~
 - c. Coordinate equipment and accessory maintenance, including recordkeeping of said maintenance;
 - d. Maintain list of all Carlton County AEDs (make, model, and serial number), physical locations, and Department Coordinators;
 - e. Review and revise the AED Policy annually as needed in conjunction with the Policy Committee;
 - f. Serve as the liaison between the County and the AED manufacturer(s);
 - g. Participate in post-incident critical incident stress debriefing.
- B. Department AED Coordinator: ~~the appointed designee at each County building~~ Property Management Supervisor or their designee.
 - a. Conduct daily, weekly, and/or monthly equipment maintenance per manufacturer's recommendations and/or at direction of Program Coordinator;
 - b. Maintain a list of installation and expiration dates of AED batteries, AED pads, and batteries for AED cabinet door alarms;
 - c. Send all maintenance and training records to the AED Program Coordinator.

Locations/Equipment

Automated External Defibrillator (AED) Policy

- A. Per manufacturer's recommendations, AEDs located in Carlton County buildings are placed in easily accessible and identifiable locations. The list of AED locations (Appendix A) will be updated annually as part of the AED Policy review.
- B. AED cabinets at all buildings contain laminated instructions on use of the AED along with troubleshooting suggestions. AED cabinets at all buildings other than the Courthouse also contain tape, a razor, a CPR mask, gauze, gloves and trauma scissors.

Training

- A. All Carlton County employees will be ~~required to watch an AED training video, unless more specific department training is required. trained annually in AED administration. This will include a knowledge review specific to the type of AED located at the employee's applicable Carlton County building. Refresher training may be completed more frequently at the discretion of the Program Coordinator, Department Coordinator, or at the request of a department head.~~
- B. Drills ~~will~~may be conducted annually in accordance with the Carlton County Emergency Response Plan for AEDs located inside Carlton County buildings.
- C. ~~Only those employees who have successfully completed the necessary training will be considered authorized users of AEDs.~~

Maintenance

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

Reporting

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

Debriefing

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

Appendix A: AED Locations

AED	BUILDING	LOCATION
Phillips HeartStart	Courthouse 1 st Floor	Right wall next to elevator
Phillips HeartStart	Courthouse 2 nd Floor	Right wall next to elevator
Phillips HeartStart	Courthouse 3 rd Floor	Right wall next to elevator
Phillips HeartStart	Courthouse 4 th Floor	Right wall next to elevator
Phillips HeartStart	Community Services 1 st Floor	Hallway outside WIC office
Phillips HeartStart	Community Services 2 nd Floor	West wall at top of public stairs
Phillips HeartStart	Law Enforcement Center 2 nd Floor	Lobby next to elevator
Phillips HeartStart	Transportation/Land	East wall in main lobby
Phillips HeartStart	Transportation/Land Garage	Hallway near employee breakroom
Phillips HeartStart	Airport	Front lobby
Phillips HeartStart	Extension	Right wall next to front door
Phillips HeartStart	Transfer Station	Cashier Office
Phillips HeartStart	Barnum Shop	Lunch room near door
Phillips HeartStart	Moose Lake Family Services	North wall in Room #3

Automated External Defibrillator (AED) Policy

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: May 12, 2020

Via: Kathy Kortuem, Acting County Auditor/Treasurer

From: Dennis Genereau, Jr

Title of Item for Consideration: Consider approving updated Equal Employment Opportunity and Affirmative Action 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 _____

Summary: The updated EEOA Policy was approved at the May 5th Committee of the Whole meeting.

Supporting Attachments

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated



Carlton County, Minnesota
Equal Employment Opportunity & Affirmative Action Policy

Adopted: August 14, 2018

Revised:

Equal Employment Opportunity & Affirmative Action Policy

Policy

It is the policy of Carlton County to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, status with regard to public assistance, sexual orientation, genetic information, or any other protected characteristic under applicable law. As part of Carlton County's equal employment opportunity policy, the county will also take affirmative action as called for by applicable laws to ensure that all employment practices are free from discrimination. These equal opportunity and affirmative action policies relate to all phases of employment, including, but not limited to, recruiting, examination, employment, placement, classification, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, and selection for training. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitation will be adhered to by the county where appropriate.

As part of Carlton County's equal employment opportunity policy, the county will also take affirmative action as called for by applicable laws to eliminate barriers to equal employment opportunity for underrepresented groups and ensure that underrepresented individuals are introduced into the county's workforce and considered for promotional opportunities. Carlton County will provide equal employment opportunities to individuals with disabilities.

Assignment of Responsibility

The Human Resources Director is designated as the Carlton County Affirmative Action Officer, responsible for administering the county program under the direction of the County Board.

The Human Resources Director shall:

1. Develop and maintain the county's Equal Employment Opportunity (EEO)/Affirmative Action (AA) policy and AA plan/program, and establish affirmative action goals and objectives.
2. Implement the AA plan/program including internal and external dissemination of the policy and plan.
3. Conduct and/or coordinate EEO/AA training of department heads and supervisors to inform them of their responsibilities pursuant to the policy and plan.
4. Have regular discussions with Carlton County employees at all levels to ensure the county's policy is being followed.
5. Ensure all employees in protected classes are provided equal opportunity as it relates to county-sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions without regard to race, color, religion, etc.
6. Review the qualifications of employees to ensure that those in protected classes are given full opportunities for transfer and promotion.
7. Periodically audit employment practices to remove impediments to the achievement of goals and objectives.
8. Design, implement and maintain EEO audit, reporting and record systems to measure the effectiveness of the county AA plan/program, determine progress toward achievement of the county's goals and objectives have been met, and make the information available to appropriate enforcement agencies.
9. Identify problem areas and recommend solutions.
10. Coordinate the implementation of necessary remedial action to meet compliance requirements.
11. Serve as liaison between the county and relevant enforcement agencies.
12. Coordinate recruitment and employment efforts of individuals in protected classes.
13. Coordinate recruitment and utilization of businesses owned by individuals in protected classes on projects where outside contractors are employed.
14. Receive, investigate and attempt to resolve EEO complaints.
15. Monitor subcontractors and work sites to ensure compliance in such areas as: proper employment of individuals in protected classes; proper posting of EEO information; working conditions of individuals in

Equal Employment Opportunity & Affirmative Action Policy

protected classes free from discrimination; and compliance with Carlton County's Equal Employment Opportunity & Affirmative Action Policy.

Dissemination of Policy and Plan

Internal Dissemination

To insure that all present and future employees are advised of and understand the Carlton County Equal Employment Opportunity and Affirmative Action Policy and program:

1. A copy of the policy shall be provided to each new county employee (including elected officials, department heads, and supervisors) at new employee orientation.
2. Existing employees shall access the policy via the Employees Only section of the Carlton County website.
3. A copy of the policy shall be prominently displayed on all bulletin boards where job announcements are posted, as well as on break room bulletin boards.
4. A training program for department heads and supervisors shall be established to explain the purpose of the policy and program, and to inform them of their responsibilities pursuant to the policy and program. Such training shall be conducted ~~annually or~~ as necessary to communicate changes resulting from changes in legislation and/or regulations.
5. The county shall include non-discrimination language in all collective bargaining agreements, and review all contractual provisions each bargaining cycle to ensure that they are non-discriminatory.

External Dissemination

To insure that external stakeholders are advised of and understand the Carlton County Equal Employment Opportunity and Affirmative Action Policy and program:

1. A statement of the county's EEO/AA policy and program will be included on all job announcements.
2. The county's EEO/AA policy will be communicated at all pre-bid, pre-award and pre-construction conferences. Subcontractor responsibilities regarding policy enforcement will also be communicated at those times.
- ~~3. All subcontractors, vendors and suppliers will receive a written statement of sanctions that may be imposed for noncompliance.~~
- 4.3. All County communication will include a statement designating Carlton County as "An Equal Opportunity Employer." Where required.

Implementation and Compliance

All phases of employment shall be continually examined to insure compliance with rules and regulations regarding equal employment opportunity.

A. General Employment Practices

- a. Minimum qualifications shall realistically relate to the essential functions of the position.
- b. Employment practices and standards shall not be arbitrary and shall not have the effect of blocking individuals in protected classes from employment.

B. Recruitment

- a. Recruitment sources shall be notified of all job vacancies. This notification shall include: position title; brief description of duties; salary range; minimum qualifications required; closing date; and application process. These recruitment sources shall also be notified that qualified protected class members are encouraged to apply.
- b. Job vacancy announcements shall include the phrase "An Equal Opportunity Employer."
- c. All external vacancy announcements shall be posted on all official Carlton County bulletin boards for a minimum of ten days. Official County bulletin boards are located on the first and second floors of the courthouse.
- d. Supervisors shall be encouraged to actively recruit students belonging to protected classes for seasonal employment and internships.

C. Selection and Hiring

- a. In a specific area of under-utilization, the county shall make every good faith effort to meet its hiring goals and objectives.
- b. Selection decisions shall be based solely on pre-defined and clearly communicated job-related factors such as experience, education, training, etc.

D. Training

Equal Employment Opportunity & Affirmative Action Policy

- a. Training programs shall be extended to all employees, provided the training is job-related and would result in improved work performance. No employee shall be restricted from attending training based on membership in a protected class.
 - b. Training programs shall be made available to facilitate upward mobility for all County employees.
 - c. All employees shall be informed of the opportunity and encouraged to participate in career-related courses and/or formal training.
 - d. Department head and supervisory training shall include training on the Carlton County Equal Employment Opportunity and Affirmative Action policy and program. Said training will include an explanation of the policy/program and its legal basis, responsibilities regarding the policy/program, and options available to a person filing a complaint of alleged discrimination.
 - e. County departments may consider the implementation of an apprentice or trainee program to facilitate the achievement of EEO/AA goals and objectives.
- E. Career Advancement (Transfer & Promotion)
- a. All qualified County employees shall be encouraged to consider career advancement through promotion and/or transfer.
 - b. All transfer and promotion opportunities shall be posted on all official County bulletin boards for a minimum of ten days.
 - c. A combination of education/training, past work experience, and experience obtained in the County's employ shall be considered in assessing the qualifications of an applicant.
 - d. All persons employed by the county who have increased their skills and job potential shall be encouraged to apply and compete for promotion opportunities.
- F. Contracts
- a. Carlton County will not use public funds to further violations of equal employment law. As such, all contractors, sub-contractors and vendors with whom the county does business will be required to abide by the Carlton County Equal Employment Opportunity & Affirmative Action Policy.
 - b. All bid specifications, proposals and contracts shall require all contractors, sub-contractors and vendors to submit a signed statement signifying that they fully intend to comply with equal employment and anti-discrimination rules and regulations.
 - c. The county's practice of awarding contracts to the lowest bidder shall be followed, provided the bidder meets the county's affirmative action requirements. If a contractor, sub-contractor or vendor does not comply with their signed intent, as described above, the contract may be awarded to the next lowest bidder following the same procedure.
 - d. If it is reported that a contractor, sub-contractor or vendor is in violation of state and/or federal equal employment opportunity laws, or has no affirmative action program, or has not shown good faith in taking corrective steps, or is not willing to comply with the county's affirmative action requirements, the County Board may immediately request that the County Attorney issue a "letter to show cause" requesting the contractor, sub-contractor or vendor provide the County Board with information regarding why the county should not terminate the contract.
 - e. Any contractor entering into a contract with the Carlton County Transportation Department shall comply with the Minnesota Department of Transportation (MnDOT) Special Provisions pertaining to EEO as per the MnDOT Office of Civil Rights for all Federally and/or State and/or Locally funded highway construction projects. Compliance with MnDOT's EEO Special Provisions shall be considered substantial compliance with Carlton County's Equal Employment Opportunity & Affirmative Action Policy.

Auditing and Monitoring

In order to successfully evaluate the implementation of the Carlton County Equal Employment and Affirmative Action Policy and program, the following data shall be maintained by the Human Resources Office:

1. Recruitment sources. A list of all recruitment sources notified of county job vacancies shall be maintained.
2. Application flow. Data shall be maintained indicating, by vacancy and EEO-1 category, the total number of applicants, those interviewed, those offered positions, and those hired in order to determine the effectiveness of the county's recruitment process and to assess the county's progress toward achieving objectives.
3. Training activities. Data shall be maintained indicating the number of county employees participating in each county-sponsored training program and activity.
4. Promotions. Data shall be maintained regarding promotions and indicating, by vacancy and EEO-1 category, those employees who are promoted.
5. Demotions and disciplinary actions. Data shall be maintained on all demotions and disciplinary actions.

Equal Employment Opportunity & Affirmative Action Policy

6. **Terminations.** Data shall be maintained on all terminations, including the reason(s) for termination. This data will be used to determine if a disproportionate number of employees belonging to protected classes are terminated.
7. **Reporting.** Summary reports will be produced and submitted to the appropriate agency as required and/or requested. These reports will contain statistics broken down by EEO-1 category on activities in the above-listed area.

Affirmative Action Plan for Disabled Workers (5000.3540; Minn Stat 363A.01-.44; ADA 42 U.S.C. 12101)

1. Disabled Individuals Affirmative Action Clause

Carlton County shall not discriminate against any employee or applicant for employment on the basis of a physical or mental disability for any position for which the employee or applicant is qualified. Carlton County agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental disability in all employment practices. Carlton County agrees to post in conspicuous places, available to employees and applicants for employment, notices stating the county's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of employees and applicants.

2. Schedule for Review

Carlton County will review all physical and mental job requirements to the extent that these requirements tend to screen out qualified disabled individuals. Said review will occur any time a position is to be posted and will determine whether these requirements are job-related and necessary for the safe performance of the job.

3. Pre-Employment Medical Exams

Carlton County may require a comprehensive medical exam prior to employment for certain positions. The results of such an examination will not be used to screen out qualified disabled individuals. Information obtained in such examination shall be kept confidential except as allowed by the MN Government Data Practices Act.

4. Accommodations

Carlton County shall make reasonable accommodations to the physical and mental limitations of an employee or applicant unless such an accommodation would impose an undue hardship on the conduct of business.

5. Compensation

In offering employment or promotion to a disabled individual, Carlton County shall not reduce the amount of compensation offered due to any disability income, pension, or other benefit the applicant or employee receives from another source as result of their disability.

6. Outreach and Recruitment

The Human Resources Director shall review employment practices to determine whether they provide the required affirmative action for employment and advancement of qualified disabled individuals. Based upon the findings of such review, Carlton County shall undertake appropriate outreach and positive recruitment activities, such as: developing internal communications to foster understanding, acceptance and support among employees; developing reasonable internal procedures to ensure that the obligation to engage in affirmative action to employ and promote qualified disabled individuals is being fully implemented; periodically informing employees and prospective employees of the commitment to engage in affirmative action to increase employment opportunities for qualified disabled individuals; enlisting the assistance and support of appropriate recruiting sources; and engaging in recruitment activities at educational institutions which provide training for the disabled.

Complaints

- A. Any individual who believes they have been discriminated against or denied equal employment opportunity may file a complaint as outlined in the Carlton County Complaint Procedure.
- B. Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal employment opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

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: May 12, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr
Title of Item for Consideration: Consider approving updated Policy 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 _____

Summary: The updated Policy Committee Bylaws were approved at the May 5th Committee of the Whole meeting.

Supporting Attachments

- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Carlton County Policy Committee Operating Policy and Procedure

Adopted: August 12, 2014

Amended: May 8, 2018

I. Name: Policy Committee

II. Purpose: The Policy Committee reviews and makes recommendations concerning existing and new policy requests. The Policy Committee will review policy to ensure that it does not contradict existing policy, procedure or statute and make sure it is vetted legally and financially. The Policy Committee acts as an advisory board to the Carlton County Board of Commissioners.

III. Membership: Members shall consist of the County Coordinator, the HR Manager, the Administrative Assistant to the County Coordinator, the Auditor/Treasurer or designee, the County Attorney or designee, two Management Team delegates, one supervisory employee (representing non-union supervisors, MNPEA, and LELS) delegate, one confidential employee delegate, one non-supervisory union employee delegate. One alternate shall be delegated to the Policy Committee from each of the following bodies: the Management Team, supervisory employees (~~in even years an MNPEA supervisor shall be the delegate and an LELS/non-union supervisor shall be the alternate; in odd years an LELS/non-union supervisor shall be the delegate and an MNPEA supervisor shall be the alternate~~with alternation determined by the represented supervisory groups), confidential employees and non-supervisory union employees. The non-supervisory unions include the 49ers, Teamsters, AFSCME PH&HS, and LELS non-supervisory group. The AFSCME Assistant County Attorney group has opted to not be included at this time, but reserves the right to change that position with written notice at any time. The non-supervisory unions shall determine primary and alternate representation. serve as follows, with the first year representing service as the primary the second year as the alternate: 49ers, 2018 & 2019; Teamsters, 2019 & 2020; AFSCME PH&HS, 2020 & 2021; and LELS non-supervisory, 2021 & 2022. This cycle will continue for the duration of the existence of this committee, with the 49ers starting again in 2022 & 2023, and so on. All delegates shall be appointed annually. All delegates shall serve for one year and shall be eligible for re-appointment for no more than three consecutive full terms.

IV. Officers Designated: The officers of the Policy Committee shall be the Chair, Vice-Chair, and Secretary. The County Coordinator or designee shall serve as Chair. The Administrative Assistant to the County Coordinator or designee shall serve as Secretary.

V. Election of Officers: The Vice-Chair shall be elected at the Annual Meeting. The Vice-Chair shall serve for one year and shall be eligible for re-election for no more than three consecutive full terms. The election shall be by majority vote.

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

Chair

- (1) Supervise the affairs of the Policy Committee.
- (2) Preside over all meetings.
- (3) Appoint subcommittees as may be necessary and shall be an automatic member of all subcommittees.
- (4) Vote only to break a tie.
- (5) Schedule special meetings.
- (6) Act as official representative of the Committee when directed.
- (7) Work with the Committee to prepare an annual report to be presented to the County Board.

Vice-Chair

- (1) Perform those duties delegated by the Chair.
- (2) Act as Chair in the event of the Chair's absence or inability to perform the duties of Chair.

Carlton County Policy Committee Operating Policy and Procedure

Adopted: August 12, 2014

Amended: May 8, 2018

- (3) May make motions, second motions and vote on all issues, including when acting as Chair.

Secretary

- (1) Record and maintain a record and minutes of the meetings.
- (2) Process and maintain all information relating to Policy Committee's business.
- (3) Set the original agenda for the Policy Committee and handle all other administrative affairs.
- (4) Distribute agenda and draft minutes of previous meeting electronically to all Committee members no less than seven (7) calendar days prior to each scheduled meeting.
- (5) Keep and maintain an accurate record of Committee membership, terms and vacancies.
- (6) Disseminate and publish the final official policy draft to all county employees.

VII. Vacancies of Officers: In the absence of the Chair, the Vice-Chair shall act as Chair. In the absence of both, the remaining members shall designate who shall chair the meeting. The Secretary shall preside over the meeting until such time that the members have elected a Chair for the meeting.

VIII. Quorum: A quorum shall consist of five of the nine voting members of the Policy Committee.

IX. Voting: Regular members, excluding the Secretary and Chair, may vote on all items. The Chair may vote to break a tie. Failure to vote does not impact quorum. Electronic voting may be used when previously authorized at a regular or annual meeting.

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

Members who may have a conflict of interest shall disclose such to the committee. The disclosing member may excuse themselves from voting. In the event the disclosing member does not excuse themselves, the Committee shall vote on whether the disclosing member has a conflict and must not vote. In any event, any voting member may challenge, in person or writing, whether any member may have a conflict of interest. A majority vote of attending members, excepting the challenged member, shall decide if there is a conflict of interest.

XI. Meetings: Regular Meeting - The Policy Committee will meet the third Monday of every month at 2:00 p.m. as needed.

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

B. Any two Policy Committee members; the Chair; or the chair of any of the following bodies, including the County Board, the Management Team and the Finance Committee may request a special meeting on behalf of that body by written request to the Secretary. Upon request a special meeting shall be scheduled within ten (10) business days or as soon thereafter as a quorum can be assembled.

XII. Adoption and Amendments:

Adoption

These operating policies and procedures shall become effective immediately upon a two-thirds majority vote at the Annual Meeting or any regular meeting provided at least seven (7) calendar days written notice has been given to the members, which notice shall contain the proposed rules to be voted upon.

Amendments

Carlton County Policy Committee Operating Policy and Procedure

Adopted: August 12, 2014

Amended: May 8, 2018

These operating policy and procedures may be amended by a two-thirds majority vote at the Annual or any regular meeting, provided that at least seven (7) calendar days written notice has been given to the members, which notice shall contain the proposed amendments to be voted upon. Any such amendments become effective at the time they are adopted.

XIII. Governance Structure: The Policy Committee recognizes that its Operating Policy and Procedure must be in accordance with the Governance Structure and applicable statute.

XIV. Procedure for New Policy Requests and Revisions: The Policy Committee has adopted a procedure for new policy requests and revisions. (See Attachment A). This procedure was adopted by the County Board on August 12, 2014.

XV. Automatic Annual Review of Policies. All policies that require an annual review via Board direction or operation of law shall be reviewed at the annual meeting and presented thereafter through the process outlined in Attachment A. All other policies shall be reviewed once every two years. If a policy originated in an odd year, it shall be reviewed every odd year. If a policy was passed in an even year, it shall be reviewed every even year.

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

C-7
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: May 12, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr
Title of Item for Consideration: Consider approving updated Lactation 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 _____

Summary: The updated Lactation Policy was approved at the May 5th Committee of the Whole meeting.

Supporting Attachments

- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated



Carlton County, Minnesota
Lactation Support Policy for Breastfeeding Employees

Adopted: August 12, 2014

Lactation Support Policy for Breastfeeding Employees

Purpose

In accordance with Minnesota Statute 181.939 and in recognition of the well documented health advantages of breastfeeding for infants and mothers, Carlton County has deemed it imperative to provide a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a county-wide lactation support program to be developed and administered through the Carlton County Human Resources (HR) Department in conjunction with the Carlton County Public Health & Human Services (PH&HS) Department.

Policy

Carlton County subscribes to the following worksite lactation support policy. This policy shall be communicated to all current employees upon its initial adoption and shall be [included in new employee orientation training provided to all expectant mothers](#). It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Employer and Employee Responsibilities

Carlton County, as the Employer, shall provide all of its employees who choose to continue with the breastfeeding of their children after returning to work with the following resources:

- **Milk Expression Breaks**
Breastfeeding employees shall be allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisor.
- **Lactation Room**
A lactation room, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public, will be provided for employees to breastfeed or express milk. The room will be private and sanitary, and shall have an electrical outlet. The door to the room shall have a lock and signage to provide for privacy. If employees prefer, they may also breastfeed or express milk in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in County refrigerators. Employees must label all expressed milk. Breastfeeding employees are responsible for keeping milk expression areas clean. When more than one breastfeeding employee needs to use a designated lactation room at the same time, room usage shall occur on a first-come, first-served basis. The use of sign-up sheets can be implemented if the need arises.
- **Breastfeeding Equipment**
Employees may use their own equipment or may contact Public Health's WIC or Parent Child Health Teams to review a list of breastfeeding equipment and resources available to rent or purchase, or to ask questions or seek assistance. Interested employees would be expected to arrange for this during their personal time.
- **Education**
Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners. PH&HS public health nurses who are lactation specialty certified are available to provide this education in a confidential one on one setting at work or on a home visit. Interested employees would be expected to arrange for this during their personal time.
- **Communication with the HR Department, department heads and supervisors**
Employees who wish to express milk during the work period shall keep their supervisors, department heads and the HR Department advised of any necessary requests to ensure that appropriate accommodations can be made to satisfy the needs of both the employee and the County. The HR

Lactation Support Policy for Breastfeeding Employees

Department is expected to coordinate implementation and maintenance of this policy with department heads and supervisors.

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

H-8
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 05/05/2020

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

From: Lauri Ketola

Title of Item for Consideration: Resolution to contract with legal counsel for jail construction contracts

Presenter: Lauri Ketola

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 Jail Steering Committee voted to retain expert legal counsel to negotiate and draft legal documents for the jail building project.

Summary

The Board of Commissioners will be voting to build a new jail facility. The building project is estimated at 30 million dollars.

Negotiating and drafting contracts for a project of this magnitude is outside the scope of the county attorney's office expertise and should be done by an expert in construction law.

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-9
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: May 12, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr
Title of Item for Consideration: Consider status of Chub Lake Park given COVID-19 social distancing recommendations
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: Chub Lake Park is managed by Carlton County Property Management staff and used by thousands of individuals every year. Multiple times a year the park is host to scheduled events that can include upwards of 400 or more people, such as company picnics and softball tournaments. In light of the COVID-19 pandemic and the fact that social distancing is currently required and will likely be recommended through all or most of the summer, the Property Management Department is seeking Board direction as to management of the park and any limitations on accessibility. It may make sense to leave the park open but post that social distancing is required and groups are limited to 10 or less people with the requirement that social distancing occur.

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-10
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 5.12.2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Donna Lekander
Title of Item for Consideration: budget adjustment 502 to 501
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 Finance Committee moved it to the Board

Summary

Switch account from 502 (SiP) to 501 (general EXT.) to cover the cost of the 'Office Support Clerk'

Supporting Attachments

- Budget Adjustment form

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-11
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 5.12.2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Donna Lekander
Title of Item for Consideration: budget adjustment 6103 to 6293
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 Finance Committee moved it to the Board

Summary

reduction of PT staff in 2020 for a savings of \$7600 and would like to move that savings from 01-625-502-000-6103 (salaries part time) to 01-625-502-000-6293 (consulting fees).
The Board approved hiring a consult to work on branding/business plan development for the SIP program, but did not define where those funds would come from. This would assist to cover some of those costs.

Supporting Attachments

- Budget Adjustment form

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-12
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 5.12.2020
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Donna Lekander
Title of Item for Consideration: RJ/RP/Truancy supervision and management transfered
Presenter: Donna Lekander / Dennis Genereau

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

Transfer management and supervision of RP/RJ/Truancy to Community and Family Initiatives Department from the Coordinators Office

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-13
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting 5.12.2020

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

From: Donna Lokander

Title of Item for Consideration: asset redistribution to Carlton SWCD

Presenter: Donna Lokander

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 liquidation Board approved in fall 2019/ re- approved in April by Board/

COW 5.5.2020 moved to bring to the Board 2 pieces transferred to Carlton SWCD estimated value \$15,000

Summary

please see attachments

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-14
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: May 12, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr
Title of Item for Consideration: Consideration a Limited Hiring Freeze
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 agreed that this question merited consideration given the current economic challenges both locally, regionally and nationally.

Summary: In light of the unknown and possibly negative financial impacts of the Coronavirus, including the impact that it could have on county services in the future, the Human Resources Office is requesting that the Board give consideration to a limited hiring freeze on a case by case basis, with all refills requiring Board approval.

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-15
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: May 12, 2020
Via: Kathy Kortuem, Acting County Auditor/Treasurer
From: Dennis Genereau, Jr
Title of Item for Consideration: Consider Grade Changes for Land Commissioner and Traffic Services Assistant Positions
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 Finance Committee supports the change

Summary: The Human Resources Department reviews all county position descriptions once every two years in order to ensure that those descriptions remain up to date with the duties assigned. Occasionally, updates to a job description will result in a change in grade, either up or down. The positions of Land Commissioner and Traffic Services Assistant were updated for the first quarter of 2020, resulting in a change upward of one grade for both, from 200 to 210 and from 120 to 130, respectively. It is requested that the County Board approve these changes effective April 11, 2020, the first day of the first full pay period of the second quarter, consistent with contract and past practice.

Supporting Attachments

-

Motion By _____ Seconded By _____

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