



Carlton County, Minnesota Committee of the Whole Agenda

CARLTON COUNTY COMMITTEE OF THE WHOLE AGENDA

Carlton County Transportation Building, County Board Room
Join by phone 1-408-418-9388, Access code: 126 146 2461, Password: 1234
View the Carlton County Homepage Calendar for other meeting access
June 2, 2020 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approve May 5, 2020 Meeting Minutes
4. Visitors:
 - A. Stacey Price - CCHS Hair Testing as an Option to Rectify Adverse Outcomes for Families of Carlton County During Covid19 Global Pandemic
5. New Business
 - A. COORDINATOR / HUMAN RESOURCES / PROPERTY MANAGEMENT
 1. Policy Committee policy list
 2. Strategic Plan update
 3. Property Management Budget Update
 4. Consider approving Carlton County Project Change Order Policy and Approval Requirements update
 5. Review Mike Griebel contract
 - B. PUBLIC HEALTH & HUMAN SERVICES
 1. HEP A Grant for purchase of new refrigerator for jail vaccine
 - C. TRANSPORTATION
 1. Monthly construction update (info only).
 2. Monthly maintenance update (info only).
 3. Monthly budget update (info only)
6. Other Business
 - A. Department Updates
 - B. The next regular meeting date is scheduled for July 7, 2020 at 4:00 p.m. located at the Carlton County Transportation Building in the County Board Room.
7. Adjournment.



Carlton County, Minnesota Committee of the Whole Agenda

CARLTON COUNTY

COMMITTEE OF THE WHOLE MEETING MINUTES

Carlton County Transportation Building, County Board Room
Join by phone 1-408-418-9388, Access code: 622 249 923, Password: 1234
May 5, 2020 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda **Motion by Bodie, second by Thell. Approved.**
3. Approve March 3, 2020 Meeting Minutes **Motion by Peterson, second by Brenner. Approved.**
4. New Business
 - A. COORDINATOR / HUMAN RESOURCES / PROPERTY MANAGEMENT
 1. Policy Committee policy list. **Information only.**
 2. Strategic Plan update. **Information only.**
 3. Property Management Budget Update. **Information only.**
 4. Discuss Wellness Committee. **Information only.**
 5. Committee updates
 - a) Option to allow public access to internal committee agendas/minutes – sign up via Notify Me or keep the internal committee agendas and minutes on the intranet as they currently are. The recommendation on this is for no change, so no action needed.
 6. Approve AED Policy updates. This policy has been vetted through the outlined process. **Motion by Genereau, second by Bodie. Approved.**
 7. Approve Policy Committee Bylaws update. This policy has been vetted through the outlined process. **Motion by Genereau, second by Peterson. Approved.**
 8. Approve Equal Employment Opportunity and Affirmative Action Policy updates. This policy has been vetted through the outlined process. **Motion by Genereau, second by Thell. Approved.**
 9. Approve Lactation Policy updates. This policy has been vetted through the outlined process. **Motion by Genereau, second by Thell. Approved.**
 10. Discuss AMC District 1 Meeting participation. **Information only.**
 11. Discuss significant initiatives and issues that may impact the budget policy statement and budget direction. **Information only.**
 12. Consider approving contract with Mike Griebel. Information was provided as to the progress on the contract, which is not ready for approval.
 13. Consider approving county resident COVID-19 mailing. Discussion was had regarding what a mailing might look like. Approval by consent to work on putting a mailing together.
 14. Disposal of Extension Seeders. Request is to permit Donna Lekander to either sell the two seeders, or in the alternative to work out a plan with the SWCD to continue to rent the machines. **Motion by Brenner, second by Bodie to work out a plan with the SWCD. Approved.**

15. Broadband discussion. **Information only.**

B. INFORMATION TECHNOLOGY

1. Full-time Help Desk position request. Pete Gould requests consideration for the filling of a full time help desk position for support of the PH&HS department. That request is denied due to a desire limit the addition of any new bodies at this time.

C. TRANSPORTATION

1. Monthly construction update. **Information only**
2. Monthly maintenance update. **Information only**
3. Monthly budget update. **Information only**

5. Other Business

A. Department Updates

B. The next regular meeting date is scheduled for June 2, 2020 at 4:00 p.m. located at the Carlton County Transportation Building in the County Board Room.

6. Adjournment. **Motion by Bodie, second by Peterson. Approved.**

Carlton County Policy Tracking Form

10/23/2019

Priority	Policy	Created By/Working On	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
1	Internet Use / Social Media Policy / Email (fundraising), Electronic Communication Policy	Pete (see list below)				
3	Accounting Policy with Manual	State Auditor recommendation (Kathy)	1-Oct-15			
3	Performance Review Policy	Kim Franek	1-Sep-14			
3	Purchasing Policy	Dennis Genereau/Auditor-Treasurer	1-Sep-18			
3	Catastrophic Leave Policy	Dennis/Kim				
3	Capital Assets Policy	Auditor/Treasurer's Office				
	AWS Policy	HR Office				

SafeAssure	Carlton County Safety Program Policy AWAIR	Safety Committee (Karola in the loop), Safe Assure will assist				
SafeAssure	Carlton County PH&HS Emergency Procedures Guide	For Review Only - on hold				
SafeAssure	Courthouse Emergency Response and Evacuation Plan	Joe - on hold, Safe Assure will possibly assist				
SafeAssure	Safety Committee Bylaws	Safety or Policy Committee review (Rob Carr), Safe Assure?				

On hold	County Board Guidelines (On hold)	Coordinator's Office		(30 day commissioner comment period deadline July 13, 2017)	Sept. 5, 2017	County Board did not wish to adopt
---------	-----------------------------------	----------------------	--	--	---------------	---------------------------------------

IT	IT Standard on Acceptable Technology Use	Procedure		**Combine all procedures into a Best Practices Manual		
IT	IT Standard on Mobile Device Use	Procedure				
IT	IT Standard on Network Access	Procedure				
IT	IT Standard on Passwords	Procedure				
IT	IT Standard on Portable Computing Use	Procedure				
IT	Social Media/Internet/Email Policy	Policy				
IT	IT Standard on Virus and Malware	Procedure				
IT	IT Standard on Website	Procedure				

Approved Carlton County Policy Tracking Form

8/14/2018

Policy	Created By	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
Cellular Phone Policy	Policy Committee	Jun-14	June 4, 2014 - July 4, 2014	Approved 8/5/2014	8/12/14
Lactation Policy	Policy Committee	Jun-14	June 19, 2014 - July 18, 2014	Approved 8/5/2014	8/12/14
Human Resources Internal Complaint Form	Coordinator's Office	May-14	June 19, 2014 - July 18, 2014	Approved 8/5/2014	8/12/14
Cellular Phone Policy and Procedure	Pete Gould		Approved by Policy Committee on 2/17/15		
Smoke and Tobacco Free Workplace Policy	Mike Tardy requested/Jeff B. draft	November 17, 2014	November 19, 2014 - December 18, 2014	February 3, 2015	March 10, 2015
HR External Complaint Form	Kim Franek				February 17, 2015
Item For Consideration Form Policy (IFC)	Coordinator's Office	May-14			March 10, 2015
Nepotism Policy	Jeff Boucher	March 16, 2015	March 19, 2015 - April 17, 2015	May 5, 2015	May 12, 2015
County Issued Credit Card Policy	Kathy Kortuem	February 1, 2015	February 20, 2015 - March 21, 2015	May 5, 2015	May 12, 2015
Family Medical Leave Act Policy (FMLA)	Kim Franek / Jeff Boucher	March 16, 2015	March 17, 2015 - April 15, 2015	June 2, 2015	June 9, 2015
Lobbying by County Staff	Requested by Commissioner Bodie - Jeff Boucher	February 1, 2015	May 19, 2015 - June 17, 2015	July 7, 2015	July 14, 2015
Policy for no additional signature on DH timesheets	State Auditor's Office - Kathy/Paul	September 1, 2015	Resolution will act as the policy	N/A	September 28, 2015
AED Policy	Becky Rudd/Kim Franek		9/23/2015 - 10/22/2015	Nov. 3	November 10, 2015
Facility Closing Policy and Procedure	Kim Franek	April 1, 2015	April 23, 2015 - May 22, 2015	Nov. 3	November 10, 2015
Carlton County Personal Appliance Policy	MCIT / Kim Franek	MCIT template	September 23, 2015 - October 22, 2015	Nov. 3	November 10, 2015
Data Practices Policy	Attorney's Office	June 1, 2014	8/19/15 - 9/17/15	December 1, 2015	December 8, 2015
Public Hearing Rules of Procedure & Decorum	Dennis/Jeff		January 22 - February 20, 2016	March 1, 2016	March 8, 2016
Auditor - Wire Transfer Policy	Kathy K.		July 19, 2016 - August 19, 2016	September 6, 2016	September 13, 2016
HR Internal / External Complaint Procedure	Kim Franek		May 17, 2016 - June 15, 2016	February 7, 2017	February 14, 2017
Data Retention Policy	Attorney's Office		November 22, 2016 - December 21, 2016	March 7, 2017	March 14, 2017
Travel and Meal Reimbursement Policy	Kathy K. and Dennis		December 20, 2016 - January 18, 2016	March 7, 2017	March 14, 2017 (goes into effect July 1, 2017)
Construction/Renovation Project Change Order	State Auditor recommendation -Finance Committee recommends working on this soon (DG talking with Rob & Tony Mancuso) Draft sent to Paul Gassert for review.	October-15			September 5, 2017
Conflict of Interest Policy	Jeff		March 21 - April 19, 2017	October 3, 2017	October 10, 2017
Voucher Approval & Claims Payment Policy	Kathy K.		3/20/18 - 4/18/18	May 1, 2018	May 8, 2018
Credit Card & Electronic Payment Acceptance Policy	Kathy K.		3/20/18 - 4/18/18	May 1, 2018	May 8, 2018
Drug and Alcohol Free Workplace Policy	Kim/Jeff		June 21 - July 20, 2018	COW - ran out of time to review (straight to Brd. Mtg.)	August 14, 2018
Equal Employment Opportunity and Affirmative Action Policy	Kim/Jeff	1-Apr-17	June 19 - July 18, 2018	COW - ran out of time to review (straight to Brd. Mtg.)	August 14, 2018
Limited English Proficiency Policy	Kim Franek		January 23 - February 21, 2019	April 2, 2019	April 9, 2019
Harassment/Bullying Policy	Kim is working on a draft policy	1-Apr-17	January 23 - February 21, 2019	April 2, 2019	April 9, 2019
Animals in County Buildings Policy	Jeff Boucher	1-Mar-18	5/21 - 6/19	August 6, 2019	August 13, 2019
Health Equity Policy	Donna Lekander		1/29/20 - 2/27/20	March 3, 2020	March 10, 2020
OTHERS:					
Policy Committee Operating Policy & Procedure	Policy Committee	May-14	May 13, 2014 - June 12, 2014	Approved 8/5/2014	8/12/14
Policy Committee Procedure for Policy Requests and Revisions	Policy Committee	May-14	May 13, 2014 - June 12, 2014	Approved 8/5/2014	8/12/14
HRAT Bylaws	HRAT	May-14	May 30, 2014 - June 28, 2014	Approved 8/5/2014	8/12/14
Supervisors Committee	Supervisors Committee	May-14	June 4, 2014 - July 4, 2014	Approved 8/5/2014	8/12/14
Management Team Operating Policy and Procedure	Management Team	Nov-14	None	None	11/24/2014
Wellness Committee Operating Policy & Procedure	Wellness Committee	June 1, 2014	Sept. 17, 2014 - Oct. 16, 2014	Approved 12/2/2014	12/22/14
Building Committee Bylaws	Building Committee	August 1, 2014	January 26, 2015 - February 24, 2015	May 5, 2015	May 12, 2015
Carlton County Justice Partners Bylaws	Paul, Kelly	November 1, 2015	January 22 - February 20, 2016	March 1, 2016	March 8, 2016
Finance Committee Bylaws	Finance Committee		April 5 - May 4, 2017	June 6, 2017	June 13, 2017
Finance Committee Budget Policy	Finance Committee (Dennis)		April 5 - May 4, 2017	September 5, 2017	August 28, 2017



Carlton County Strategic Plan 2020

Carlton County, Minnesota

WORKING DOCUMENT FOR DEPARTMENT HEAD MEETING

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

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

Priority Issue Areas 2020:

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

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

PRIORITY ISSUE: Modernize technology to improve service to Carlton County constituents

(Subcommittee: Kris Basilici, Pete Gould, Kathy Kortuem, Dave Lee, Dennis Genereau)

2020 Management Team Action(s)

Goal #1: Goal Credit Cards/Cash Drawer

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

On-Going Management Team Actions

Goal: Social Media / Software Deployment / PIO / Broadband

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

PRIORITY ISSUE: Modernize technology to improve service to Carlton County constituents

*(Subcommittee: Kathy Kortuem , Kris Basilici, Pete Gould, *Paul Gassert, Dave Lee, Dennis Genereau)*

Completed Management Team Actions

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

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

*Member 2016-2019

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

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

2020 Management Team Action(s)

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

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

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

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

2020 Management Team Action(s)

Goal #1: Develop a Countywide Performance Appraisal Process

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

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

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

On-Going Management Team Actions

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

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

Completed Management Team Actions

None

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

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

2020 Management Team Action(s)

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

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

On-Going Management Team Actions

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

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

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

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

Completed Management Team Actions

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

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

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

(Subcommittee: **JinYeene Neumann, Sheriff Lake, Donna Lekander, Dennis Genereau, Kathy Kortuem**)

2020 Management Team Action(s)

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

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

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

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

On-Going Management Team Actions

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

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

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

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

Completed Management Team Actions

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

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

*Member 2016-2019

Property Management Expenditures

** May totals are not accurate as the month has not been closed out.

Expenditures	May '20	Year to Date	Annual Budget	Remaining total
6102 Salaries Full Time	\$ 39,692.97	\$ 218,599.73	\$ 533,483	\$ 314,883.27
6103 Salaries Part Time	\$ 3,739.96	\$ 20,418.52	\$ 98,003	\$ 77,584.48
6105 Overtime Pay	\$ 176.67	\$ 4,611.25	\$ 10,000	\$ 5,388.75
6162 Retirement Pera - County Share	\$ 3,130.09	\$ 17,509.16	\$ 46,702	\$ 29,192.84
6172 Fica & Medicare - County Share	\$ 3,250.35	\$ 18,210.32	\$ 49,073	\$ 30,862.68
6203 Telephone and Telegraph	\$ 263.57	\$ 1,234.88	\$ 4,600	\$ 3,365.12
6248 Licenses	\$ -	\$ 176.50	\$ 1,300	\$ 1,123.50
6305 Repairs to Buildings	\$ 18,826.73	\$ 56,452.25	\$ 375,000	\$ 318,547.75
6332 Private Auto Mileage	\$ 46.58	\$ 195.95	\$ 500	\$ 304.05
6334 Travel Expense - Meals - Lodging	\$ -	\$ 22.15	\$ 800	\$ 777.85
6412 General Operating Supplies	\$ 8,026.73	\$ 61,006.78	\$ 12,000	\$ (49,006.78)
6415 AED Supplies & Equipment	\$ -	\$ -	\$ 3,000	\$ 3,000.00
6603 Furniture, Fixtures, etc.	\$ -	\$ -	\$ 3,000	\$ 3,000.00
Building Maintenance Expenditures	\$ 77,153.65	\$ 398,437.49	\$ 1,137,461.00	\$ 739,023.51

Carlton County Construction and Renovation Project Change Order Approval Policy and Procedures

Purpose

Carlton County recognizes that during any construction or renovation project unanticipated conditions or extenuating circumstances may develop that may change the scope of work that may increase the contract price or adjust the amount of time required to complete the work. The purpose of this policy is to prescribe procedures for approving changes to design requirements or the scope of construction which cause an adjustment to the Contract Amount or Contract Time of a project while under construction.

Policy

Facilities and projects under construction or renovation shall require a Change Order to change design requirements or scope of construction which require an adjustment of the Contract Amount or Contract Time.

~~(This paragraph may not be needed) A proposed Change Orders request will be considered~~ may (must? Will?) be requested:

1. For changes in ~~work required~~ project requirements initiated by Carlton County.
2. When essential design/work has been inadvertently omitted.
3. To correct errors in plans and specifications.
4. To correct design/work when concealed conditions in existing facilities are exposed and found to differ from construction documents or available information.
5. When unavoidable events or weather cause delays and the need for additional time for completion of work.

Approval of Change Orders

1. When the individual change order is under \$50,000 and less than 25% of total project cost
 - o Department Head or designee will submit the change order request with supporting documentation to County Auditor/Treasurer.
 - County Auditor/Treasurer may approve the change order request in writing with copy sent to Building Committee and County Board.
 - If approval is not given, the Department Head may submit an Item for Consideration (IFC) with the change order request and supporting documentation to the County Board.
2. When the individual change order is over \$50,000 or greater than 25% of total project cost:

- If the request is not urgent
 - Department Head or designee will submit an IFC with the change order request and supporting documentation to the County Board.
- If the request is urgent or immediately required to timely complete the project
 - Department Head or designee will submit the change order request with supporting documentation to County Auditor/Treasurer, County Board Chairperson and Vice-Chairperson.
 - County Auditor/Treasurer, Board Chairperson and Vice-Chairperson may approve the request in writing with copy sent to the Building Committee and County Board.
 - If approval is not given, the Department Head may submit an IFC with the change order request and supporting documentation to the full County Board.
- 3. When the change order request is outside the approved project scope:
 - A County Board resolution authorizing the change order is required.
 - Department Head or designee will submit the change order request with supporting documentation to the appropriate committee if time permits.
 - If time does not permit, committee approval may be bypassed.
 - Department Head submits an IFC with the change order request and supporting documentation to the County Board.

Additionally:

1. County Board may (shall?) require revision of Contractor's Bond
2. The construction budget and contingency budget shall be adjusted following approval of change orders.
3. Change Orders shall be administered in accordance with procedures outlined in the bidding and contract documents.
4. The Architect or Contractor is responsible for the preparation of Change Orders.
5. Change Orders must be in written form and shall be prepared on an approved form.
6. All approved Change Orders will be submitted to the Board at scheduled meetings with the current status and balance of all project construction budgets and contingency budgets.

Carlton County Construction and Renovation Project Change Order Approval Policy and Procedures

Purpose

Carlton County recognizes that during any construction or renovation project unanticipated conditions or extenuating circumstances may develop that may change the scope of work that may increase the contract price or adjust the amount of time required to complete the work. The purpose of this policy is to prescribe procedures for approving changes to design requirements or the scope of construction which cause an adjustment to the Contract Amount or Contract Time of a project while under construction.

Policy

Facilities and projects under construction or renovation shall require a Change Order to change design requirements or scope of construction which require an adjustment of the Contract Amount or Contract Time.

Change Orders shall be requested:

1. For changes in project requirements initiated by Carlton County.
2. When essential design/work has been inadvertently omitted.
3. To correct errors in plans and specifications.
4. To correct design/work when concealed conditions in existing facilities are exposed and found to differ from construction documents or available information.
5. When unavoidable events or weather cause delays and the need for additional time for completion of work.

Approval of Change Orders

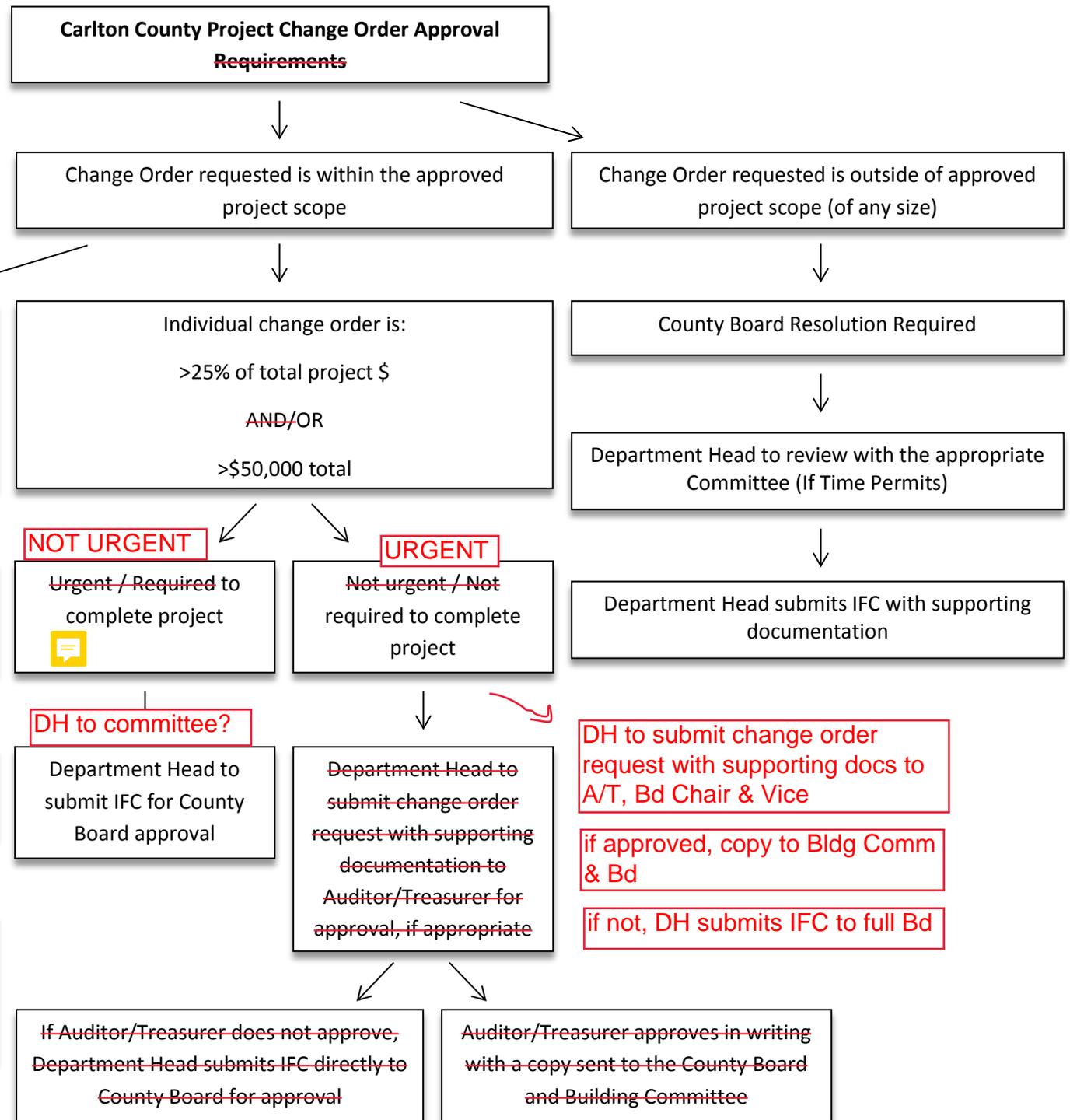
1. When the individual change order is under \$50,000 and less than 25% of total project cost
 - Department Head or designee will submit the change order request with supporting documentation to County Auditor/Treasurer.
 - County Auditor/Treasurer may approve the change order request in writing with copy sent to Building Committee and County Board.
 - If approval is not given, the Department Head may submit an Item for Consideration (IFC) with the change order request and supporting documentation to the County Board.
2. When the individual change order is over \$50,000 or greater than 25% of total project cost:
 - If the request is not urgent

- Department Head or designee will submit an IFC with the change order request and supporting documentation to the County Board.
- If the request is urgent or immediately required to timely complete the project
 - Department Head or designee will submit the change order request with supporting documentation to County Auditor/Treasurer, County Board Chairperson and Vice-Chairperson.
 - County Auditor/Treasurer, Board Chairperson and Vice-Chairperson may approve the request in writing with copy sent to the Building Committee and County Board.
 - If approval is not given, the Department Head may submit an IFC with the change order request and supporting documentation to the full County Board.
- 3. When the change order request is outside the approved project scope:
 - A County Board resolution authorizing the change order is required.
 - Department Head or designee will submit the change order request with supporting documentation to the appropriate committee if time permits.
 - If time does not permit, committee approval may be bypassed.
 - Department Head submits an IFC with the change order request and supporting documentation to the County Board.

Additionally:

1. County Board shall require revision of Contractor's Bond
2. The construction budget and contingency budget shall be adjusted following approval of change orders.
3. Change Orders shall be administered in accordance with procedures outlined in the bidding and contract documents.
4. The Architect or Contractor is responsible for the preparation of Change Orders.
5. Change Orders must be in written form and shall be prepared on an approved form.
6. All approved Change Orders will be submitted to the Board at scheduled meetings with the current status and balance of all project construction budgets and contingency budgets.

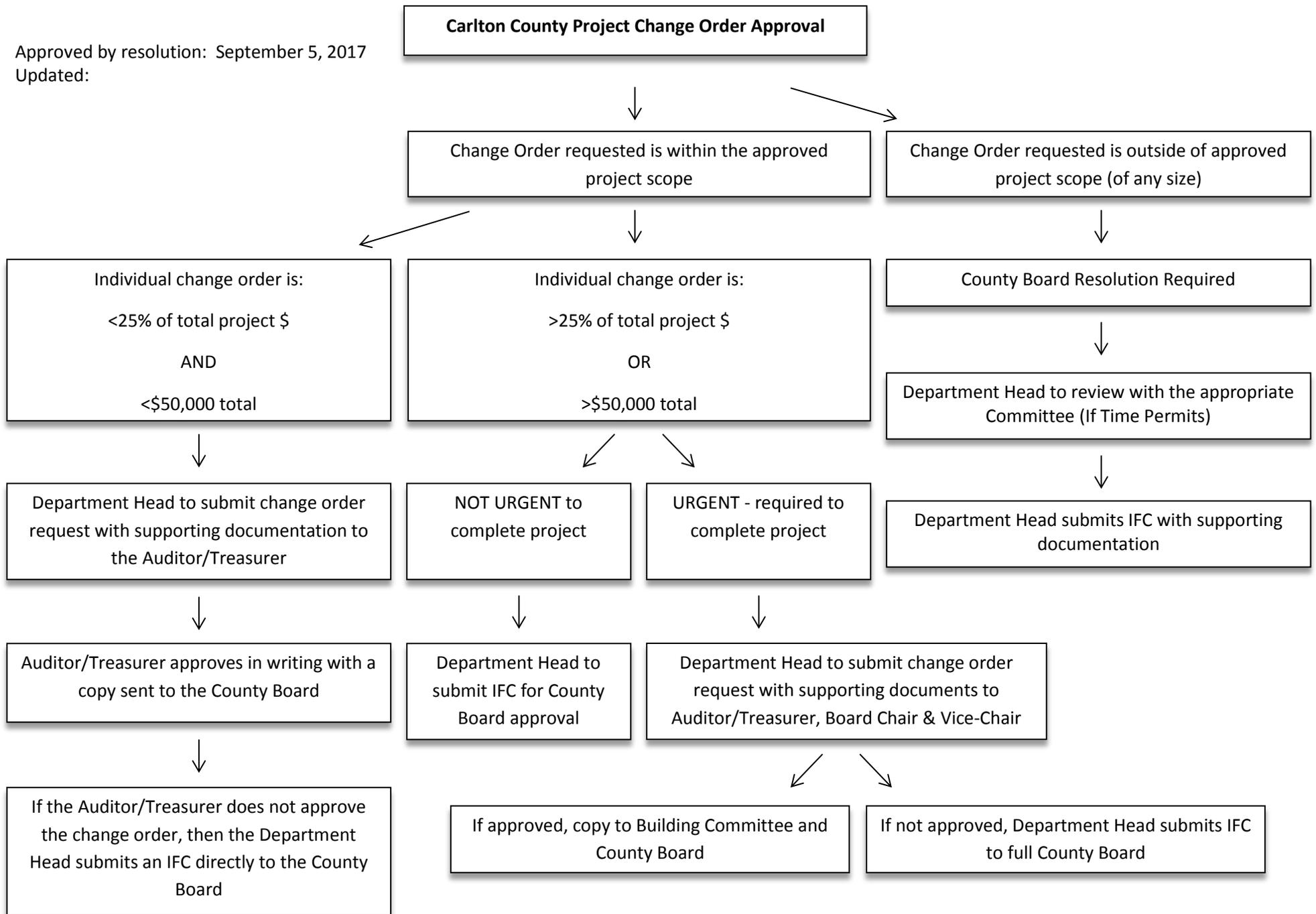
Approved by resolution: September 5, 2017
 Updated:



**Urgent is defined as real surprises, life/safety issues immediately impacting work environment: ask Auditor/Treasurer or seek Board approval if it appears to be necessary or prudent.

Approved by resolution: September 5, 2017
Updated:

Carlton County Project Change Order Approval



**Urgent is defined as real surprises, life/safety issues immediately impacting work environment: ask Auditor/Treasurer or seek Board approval if it appears to be necessary or prudent.



Carlton County, Minnesota

Transportation Department

Roads Bridges Airports Trails

1630 County Road 61, Carlton, Minnesota 55718

Office: 218-384-9150 Cloquet Airport: 218-879-4911

www.co.carlton.mn.us

Work Completed May 1 – May 27, 2020

HIGHWAY MAINTENANCE OPERATIONS

1. Pothole patched County and Township roads.
2. Bladed Township and County Roads.
3. Replaced culverts on Erickson Road in preparation for new blacktop.
4. Performed two sub cuts on St. Louis River Road.
5. Swept County and City roads.
6. Removed fallen and snapped trees from road right of ways.
7. Repaired sod and yards from winter plowing damage.
8. Continued seasonal beaver control and trapping.
9. Removed centerline culvert on County Road 123 and diverted water east.
10. Changed out bad culverts on County Road 155.
11. Removed centerline culvert on Sheetz Road and CSAH 1 intersection. This diverted the water east. Placed root wads to shore up the embankment.
12. Ditched and replaced two culverts off the south end of the project on Swede Lake Road to get drainage.
13. Crack sealed CR. 134, 138, Trettel Lane, a couple roads for the City of Carlton, and CSAH 4 from TH 73 to I-35.
14. Hauled gravel and flattened slopes on Jay Cooke Road prior to paving.

Mechanics' Duties

1. Serviced Building and Parks lawn mowers.
2. Put fluid in rear tires for unit #1937 loader.
3. Performed general maintenance on Sheriff Department vehicles.
4. Repaired skirting on Unit #6812 sander box.
5. Finished removing plow equipment.
6. Performed general maintenance on Transportation Department vehicles.
7. Replaced front wheel bearing on unit #9702 Ford Expedition.
8. Installed new steps on dump trucks, unit #2063 and #2076.
9. Replaced blown hoses at Carlton County landfill.
10. Repaired belly dump unit #129 and performed DOT inspection.
11. Replaced battery for unit #1450 dump truck.
12. Serviced unit #962 dump truck.
13. Cleaned everything out of the Barnum Shop to get ready for demo crews.
14. Diagnosed engine code problems on unit #684 grader and installed new battery.
15. Service brake line on unit #3910 grader
16. Installed DPF exhaust line on unit #962 dump truck.

"This Institution is an Equal Opportunity Employer"