



COMMITTEE OF THE WHOLE AGENDA
Carlton County Transportation Building, Board Room

February 3, 2026 at 4:00 p.m.

Watch the meeting live at <https://www.carltoncountymn.gov/meetings>

1. Call to Order
2. Approval of Agenda
3. Approve the December 2, 2025 meeting minutes
4. Transfer Station Planning Report (Heather Kraul – Burns & McDonnell)
5. Inmate Jail Programs (Paul Coughlin, Leah Collier)
6. New Business
 - A. ADMINISTRATOR
 1. Discuss moving 8:30 am County Board meeting to 1:00 pm
 2. Approve 2025 Policy Committee Annual Report
 3. Approve 2025 Management Team Annual Report and updates to Operating Policy and Procedure
 4. Approve updates to Data Practices Policy
 5. County Commissioner conference dates - reminder
 - B. ASSESSORS
 1. Annual Fleet Report – Info. Only
 - C. ECONOMIC DEVELOPMENT
 1. Economic Development update
 - D. PROPERTY MANAGEMENT
 1. Approve 2025 Building Committee Annual Report
 - E. TRANSPORTATION
 1. Transportation update
7. Other Business
 - A. Discuss lobbying priorities
 - B. Department Updates
 - C. Commissioner Comments

Five talking points from 1.8.26 Northern Counties Coalition (NCC) meeting:

 1. Aaron Vande Linde, Director, Minnesota Office of School Trust Lands, presented on a number of school trust land items. Included was a discussion of Mineral Royalties, which is relevant to Carlton County given the possibility of copper/nickel mining in the Tamarack area with Talon. State policy is that the minimum % the state should receive on a non-ferrous lease is 4%. There is also a bonanza clause, to encourage the mining companies to maximize all the resource present, and discourage high-grading (cherry picking the best ore present), which is not the proper, responsible mining of these resources. DNR is the state rep in this discussion. School trust office will analyze the impacts of these current rates. We are told that we as counties should consider analyzing this as well. The DNR is the counties' mineral trustee. All commodities price index was proposed at the legislature, which was problematic.
 2. Roseau County raised the issue of improving GIS service. NCC is looking at where to go with this. Pro West does this work in a number of other counties. Question of whether we can do better together.
 3. Pine County raised the topic of building a wetland bank. They are looking at creating or restoring wetlands to get credits, given how expensive they are. Pennington and LOTW have organized a wetland bank in the in the past. It was a lot of work, but it can be done. The SWCD was a critically helpful part of this.

4. Beltrami County is interested in membership in the NCC. Neil and Paul will effort to attend a board meeting in Beltrami to present info on the group.
 5. The NCC Amended Joint Powers Agreement needs to be approved by all county boards. NCC staff will work on providing each member county with an updated version fo the JPA for presentation to each member county's board for consideration.
- D. The next regular meeting date is scheduled for March 3, 2026 at 4:00 p.m. located at the Carlton County Transportation Building in the County Board Room.
8. Adjournment.



COMMITTEE OF THE WHOLE AGENDA
Carlton County Transportation Building, Board Room

December 2, 2025 at 4:00 p.m.

Watch the meeting live at <https://www.carltoncountymn.gov/meetings>

1. Call to Order
2. Approval of Agenda. **Motion by Zmyslony, second by Reed. Approved.**
3. Approve the November 4, 2025 meeting minutes. **Motion by Bodie, second by Zmyslony. Approved.**
4. Introductions – PHHS Assistant Directors. Annie Napoli introduces new PH Assistant Director Joanne Erspamer, and HS Assistant Director Angie Hartwig.
5. New Business
 - A. ASSESSORS
 1. IT Committee funding request – GIS department computers. Kyle Holmes presents info. **Motion by Holmes, second by Bodie. Approved.**
 2. IT Committee funding request – County cyber security package. Kyle Holmes presents info. Compliance funds 25% and Tech Fund funds 75%. **Motion by Kyle, second by Zmyslony. Approved.**
 - B. ECONOMIC DEVELOPMENT
 1. Economic Development update. Ryan Pervenanze presents info regarding collaboration between the County, City of Carlton, and the Carlton School district regarding redevelopment of the Carlton High School and a possible future resolution. Ryan presents information regarding the entrepreneur fund and some possible future projects. Working on a playbook for the 2026 legislature. Bodie recommends updating the loan guidelines before any additional loans are issued.
 - C. INFORMATION TECHNOLOGY
 1. Microsoft 365 license – 3 year contract renewal. Jesse Wheeler presents information regarding the Microsoft 3 year enterprise agreement. **Motion by Jesse, seconded by Buhs to renew. Approved.**
 - D. TRANSPORTATION
 1. Transportation update. JinYeene Neumann provides an update regarding projects for 2026 by commissioner district.
 - E. ZONING & ENVIRONMENTAL SERVICES
 1. Comprehensive Plan update. Chris Berg provides an update regarding the planning for the next two days.
 2. Board of Adjustment Vacancy. Still looking for someone to fill an alternate position on this Board.
6. Other Business
 - A. Discuss lobbying priorities.
 - B. Department Updates.
 - C. The next regular meeting date is scheduled for February 3, 2026 at 4:00 p.m. located at the Carlton County Transportation Building in the County Board Room.
 - D. Donna Lekander .3 FTE add request. Due to staff turnover and splitting a position into a .5 and a .6 position. **Motion by Donna, second by Reed. Approved.**
7. Adjournment.

▶ CARLTON COUNTY JAIL
PROGRAM

▶ DEPARTMENT

▶ LEAH COLLIER,

▶ PROGRAM COORDINATOR



Mission Statement:

The Carlton County Jail Programs' mission is to provide cost-effective, quality, therapeutic services that will provide the inmates with the tools to make lifestyle changes, thus reducing their chance of continuing to be involved in the correctional and court systems.

Why are programs and services important?

- ▶ Inmates are encouraged to participate in educational, recreational, and support programs, based and designed for individual needs and capabilities.
- ▶ Motivates inmates toward positive behavior while they are in custody.
- ▶ Assists jail staff with inmate management by keeping them occupied and active while in custody.
- ▶ Inmate accountability and structure.
- ▶ Provides Peer Support.
- ▶ Provides support for those battling addiction issues.
- ▶ Trauma informed group facilitators - recognize and respond to the signs, symptoms, and risks of trauma.
- ▶ Provides tools and support to be more productive citizens upon re-entry into the community.
- ▶ Reduce Recidivism

Programs and Services are possible through a collaboration of dedicated partnerships both with public and private and volunteer facilitators:

Carlton County Public Health and Human Services

Carlton County Community and Family Initiatives

CPS – Carlton and St. Louis Counties

Fond Du Lac Human Services

Fond Du Lac Cultural Healing Center

Wellness in the Woods

Brightwater Health

CADT

Northland Counseling Center

Carlton County School Districts

Community Volunteers

Programs offered to inmates:

Huber Work Release: The program is offered to sentenced inmates To Carlton County Jail if specified by the court's order, and if they meet the jail requirements. These inmates would be allowed to leave the jail for up to 60 hours per week for employment once meeting program qualifications.

Women's Experience Recovery Group: 12 step Program, faith based.

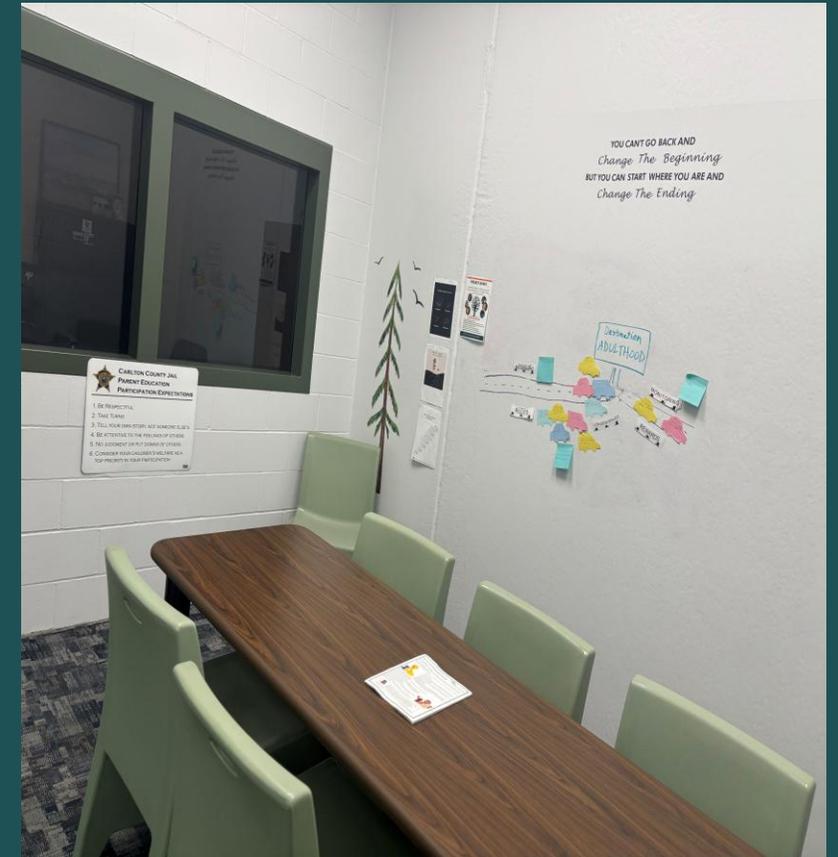
- Female Volunteer Facilitator

Male and Female Wellness in the Woods Peer Support: A non-profit provides group and 1:1 support programs, information on community programs, services and activities centered on advocacy, educational and expanding statewide peer support.

- Wellness in the Woods Peer Support Specialists

Men's Experience Recovery Group: 12 Step Program, faith based.

- Male Volunteer Facilitator



▶ **Men's Artful Relaxation:** Drawing, Creative writing, Relaxation adult coloring books and individual projects

- Program Coordinator

▶ **FDL Women's Group:** Women affected by trauma support group.

- FDL Human Services Advocate

▶ **Women's Artful Relaxation Bible Study:** Art projects, conversation, relationship building and Bible study.

- Female Volunteer Facilitator's

▶ **Men's and Women's Cultural Group:** Cultural and spiritual ceremonies, cultural art projects and talking circle. Drumming Circles to be added, in the future.

- FDL Cultural Healing Center Leader.

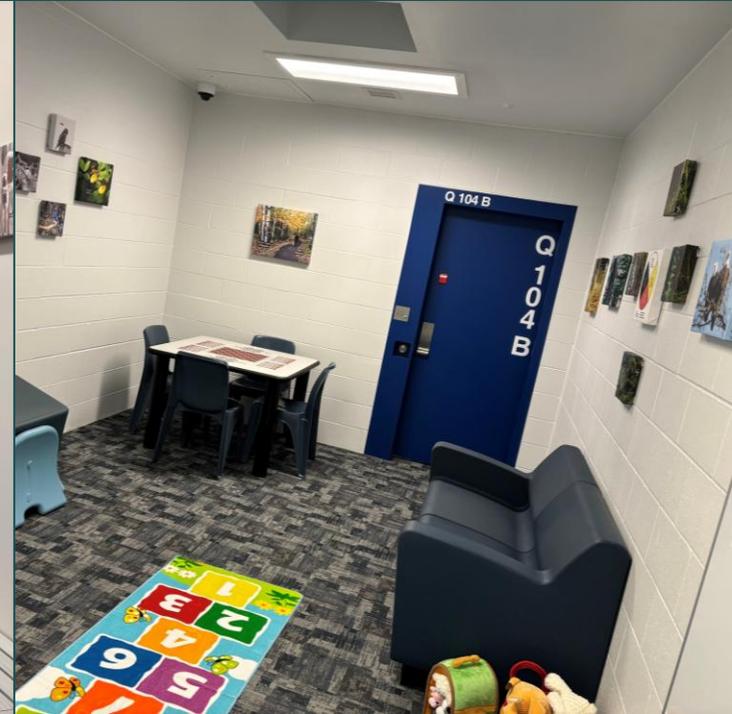
▶ **Parent Education:** Parenting Inside Out (PIO) evidence-based, cognitive skills-based parenting course designed specifically for incarcerated parents. The twelve, 2-hour courses focus on, relationship building, decision-making and problem-solving.

- Carlton County Community and Family Initiative Facilitators.



Family Friendly Visiting

- ▶ Child-friendly contact visits with parents held during special hours.
- ▶ Child focused safe environment.
- ▶ Promotes and supports communication while building and maintaining the parent/child relationship.
- ▶ Parents must be participating in Parent Ed., in good standing and free of violations.
- ▶ - Carlton County Friendly Jail Initiative Team



Recreation:

Exercise equipment:

- Exercise mats
- Benches
- Exercise bands
- Medicine balls
- Core rollers
- Stability ball
- Fitness Tree – Workout System
- Workout, Stretching and Yoga programs provided
- Basketball and hoop, for group or individual use
- Media Cart – Internet based Yoga and Workout class

Exercise improves overall physical health as well as, improves sleep, reduces stress, improved mood and a lower risk of anxiety and depression.



Reliance IPOD Programming

(747 program options)

Education

107 Creative Writing Ideas

GED: Study Guide

Grammar-Understanding the Basics, Lessons & Assessment

Basic Math Review, Course Outline & Lessons

Basic Science Review , Course Outline & Lessons

Essential Job Skills, Course Outline, Lessons and Planning

Finance

Parent Education

Addiction & Mental Health

AA 12 Step Recovery
Substance Abuse Program

Anger Management

Attitudes and Behavior Control

Men's Coping with Child Abuse

Conflict Resolution

Living with Bi-polar

Complicated Grief

Living with Depression and Anxiety

Stress Management

Wellness

Motivation Techniques

Sleep Sounds

Exercise Plans

Relaxation Techniques

Books

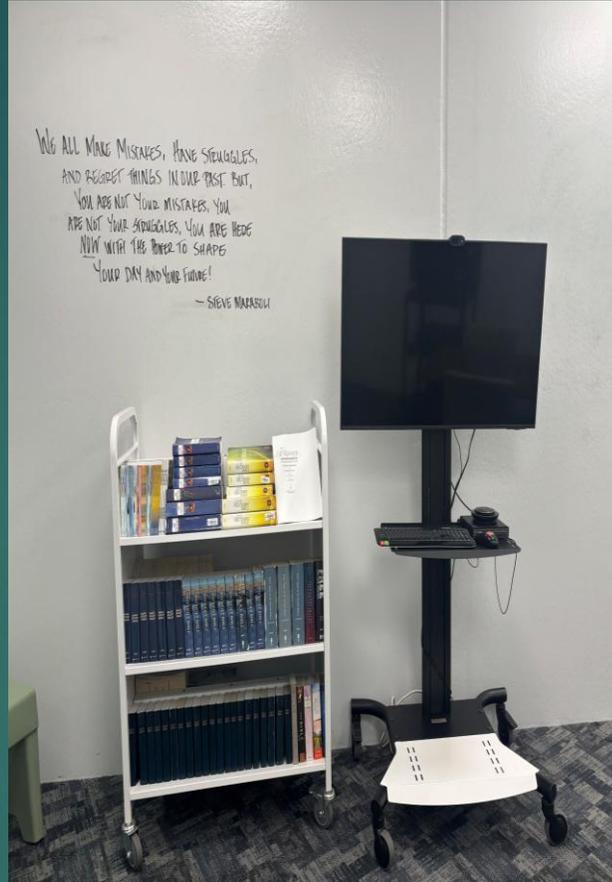
Movies

Music

Art



- ▶ Book carts with a versatile library of books and authors.
- ▶ All books are collected through donations.



- ▶ Spiritual and faith-based book carts.
- ▶ Media carts for interactive programming.



- Resource Space provides:
- ▶ Community-based activities.
 - ▶ Pamphlets for local resources.
 - ▶ Programming schedule and announcements.

Inmate Orientation:

All general population inmates:

- - Provided a Jail Programming Questionnaire to fill out
- - Parent Intake Forms 1 and 2 – Parent Ed. Intake/FFV forms
- - A brief orientation covers:
 - Programs and services available
 - Programming schedule
 - Rules and expectations
 - Attendance accountability
 - Parent Ed. & Family Friendly Visiting
 - Canteen, Snack pack and phone card schedule
- - Questions?

Documentation:

What is it used for?

Safety and Security

Liability

Programming evaluation

Policy and Procedure requirements

MN DOC 2911 Rules

Grant reports and applications processes

Statistics

Attendance

Inmate accountability

Data Reporting

Carlton County is well represented through involvement and collaboration

Model Jail Practices – MN. Jail Learning Community Team

Rebecca Shlafer, PhD, MPH – Associate Professor - U of M

Ingie Osman, MPH – Department of Pediatrics – U of M

John Eshun, Public Health Planner – Child and Family, MDH

Carlton County FFJI Team and several County Jail programmers, Public Health and Human Services, Child Protective Services, School Districts nurses, Non-profit organizations and MN DOC.

Family Friendly Jail Initiative Team

Carlton County Jail, Carlton County Community and Family Initiatives, Carlton School District

MSA – Minnesota Jail Programs and Services Member 2ND District Jail Programmers Committee

Stuff The Cell – Holiday Gift Program – Community and Family Initiatives and Carlton County Sheriff's Office assisted 42 children & 12 Families impacted by incarceration with gifts.

Creative Family Workshop – Miora Villiard and Carla Hamilton – Community and Family Initiatives and Carlton County Jail. Hosted a community and Jail creative art-based healing workshop with families impacted by incarceration.

Model Jail Practices Video– Carlton County was highlighted and involved in a video production for the "incredible" work we have done with our new jail and the family-friendly visiting space. Will be available soon.



Goals and additions for 2026:

- ▶ Assist and support Amber Jacobson with the JIP Program.
- ▶ Additional program options:
 - ▶ Add Anger Management to our program schedule.
 - ▶ Find a facilitator for a GED program.
 - ▶ Add more groups based on Recovery and Recovery Healing.
 - ▶ Add Drumming Ceremonies to our Cultural Group.
 - ▶ Work together with FDL to launch a group for men with the new advocate.
 - ▶ Aid in collaborating with a Healing Art Program.
- ▶ To see if the judicial branch and probation department recognize the programs inmates commit to attending while in custody that are related to probation conditions or sentencing requirements, such as Parent Education.
 - ▶ Probation or other agencies can use a standardized basic form of participation to validate completion or attendance, which is the objective.



GOAL

Thank you!

Leah Collier

Carlton County

Jail Program Coordinator

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You can't fly if your wings
are holding the baggage of
yesterday.

Let go. Fly.

Steve Maraboli

Committee: Policy Committee

Committee Chair: Dennis Genereau

List of Committee Members:

- | | |
|---------------------------------|--------------------------------------|
| 1) Kelly Lake, Mark Westphal | 6) Dennis Genereau (Chair) |
| 2) Kevin DeVriendt | 7) Jeff Boucher (Vice-Chair) |
| 3) Kris Basilici, Pete Gould | 8) Gary Jackson |
| 4) Paul Coughlin, Dan Danielson | 9) Jason Warnygora / Carrie Umpierre |
| 5) Shanny Hurst (Secretary) | 10) Rebecca Bosanko, Georgia Gates |

Lessons learned, purpose and objectives

The Policy Committee works to provide a deliberative process for the identification of necessary county policies and the generation of policy language. Policy development will allow Carlton County to plan for risk avoidance and help guide efficient governmental operations serving both individual departments as well as community members. The Committee met 4 times in 2025, two of those meetings being the annual meetings due to the restructure of the Policy Committee.

Top 6 Significant Committee Successes	Committee Success Factors that Supported Success
1. Policy Committee aided other Carlton County committees in the policy creation process.	Dedicated members, County Attorney’s Office involvement, Admin Assistant support
2. The Policy Committee reviewed and updated the Data Practices and Data Retention Policies.	
3.	
4.	
5.	
6.	

Committee Challenges and Solutions	Committee Shortcoming Recommended Solutions
1.	
2.	

County Board Accepted:

Committee: MANAGEMENT TEAM

Committee Chair: Dennis Genereau

Committee Vice-Chair: Kyle Holmes

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

List of Committee Members:

- | | |
|--|---|
| 1) Kevin DeVriendt – Auditor/Treasurer | 13) Ryan Pervenance – Economic Development |
| 2) Lauri Ketola/Jeff Boucher – Attorney | 14) Donna Lekander – Initiatives Department/Extension |
| 3) Kelly Lake – Sheriff | 15) Dave Hurst – Property Management |
| 4) Kyle Holmes - Assessor | 16) Gary Jackson – Human Resources |
| 5) Kristine Basilici - Recorder | 17) Shanny Hurst – (Recorder) (Non-Voting Member) |
| 6) Duane Brownie - Veterans | 18) Alyssa Bloss – SWCD (Non-Voting Member) |
| 7) Chris Berg - Zoning | 19) Keri Cavitt – Extension (Non-Voting Member) |
| 8) Dennis Genereau – Administrator | 20) Kathy McFarlane – Courts (Non-Voting Member) |
| 9) Annie Napoli – Public Health & Human Services | 21) Becky Pogatchnik – ARC (Non-Voting Member) |
| 10) JinYeene Neumann - Transportation | 22) Dawn LeDoux – Court & Field Supervisor (Non-Voting Member – ARC delegate) |
| 11) Jesse Wheeler - IT | |
| 12) Mark Westphal - Land | |

Purpose and Objectives

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

Top Significant Committee Successes

1. The hire of a Legislative Consultant.
2. Forming a Tribal-County Dialogue Team.
3. Carlton County website redesign.
- 4.
- 5.

Other Notable Successes

1. Formed a subcommittee for the 2026 National County Government Month.
- 2.
- 3.
- 4.

2026 Objectives

1. Comprehensive Plan
2. Strategic Plan
3. Capital Improvement Plan
4. Historic Courthouse Plan
5. Sustainability group initiative work

County Board accepted:

Carlton County Management Team Operating Policy and Procedure

Adopted: 11/24/2014

I. Name: Carlton County Management Team

II. Purpose: The Carlton County Management Team is established to explore, formulate and present recommendations to the Board of Commissioners on management issues of common concern to several or all departments.

The Management Team is established to provide:

- Greater involvement by department heads/directors in management issues and decisions of common interest to departments.
- Improved communications between department heads/directors and between the Management Team and the Board of Commissioners which will result in better understanding and acceptance of opinions and decisions of others.
- Increased management capability resulting from better understanding of issues and problems, from consideration of alternative approaches and from participation in decisions.
- Development of an improved relation among department managers by identifying differences, exploring alternatives, and mutually arriving at resolutions.
- Improved decisions on issues through improved data collection and sharing of information and views.
- Increased awareness and compliance with county rules and regulations as a result of sharing information and increased visibility regarding administration.
- Recognition and acceptance of the role of individual department managers in areas of department management which are not within the jurisdiction of the Management Team.
- Improved and advanced development of managerial skills through training and education.
- Recommendations concerning existing and new policy requests and makes sure they are vetted legally and financially.

III. Subject Matter of the Management Team: Subject matters of the Carlton County Management Team can be initiated by the team itself or be initiated by a resolution of the County Board of Commissioners.

IV. Membership: Membership of the Carlton County Management Team consists of all elected and appointed department heads/directors and a County Commissioner and other appointees at the discretion of a majority of the Management Team. A department head/director may designate a non-voting staff representative. The Administrative Assistant to the County Administrator will serve as non-voting committee Recorder. County Commissioners may be invited or may request to meet with the Carlton County Management Team regarding a specific subject/project. Guests may be invited to attend meetings with the approval of the Carlton County Management Team upon request of department head/director. Additional exceptions may be made upon approval of the Executive Committee.

Specifically, the membership includes:

Assessor

Attorney

Auditor/Treasurer

Administrator Administrative Assistant (non-voting committee recorder)

Courts (non-voting)

Economic Development Director

Engineer

Carlton County Management Team Operating Policy and Procedure

Adopted: 11/24/2014

Extension (non-voting)
Human Resources Director
Information Technology Director
Initiatives Department
Land Commissioner
Probation (non-voting)
Property Management Director
Public Health & Human Services Director
Recorder
Sheriff
SWCD (non-voting)
Veterans Service Officer
Zoning & Environmental Services Administrator

V. Officers Designated: The officers of the Carlton County Management Team shall be the Chair and Vice-Chair. This group shall constitute the Executive Committee. The Administrative Assistant or designee shall serve as the committee Recorder. Officers will be elected at an annual organizational meeting held on the second Tuesday of each year. Terms of office shall be one calendar year. Individuals may serve more than one term but no more than three consecutive terms in the same office. The election shall be by majority vote.

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

Chair

- (1) Facilitate the affairs of the Carlton County Management Team.
- (2) Preside over all meetings and ensure that the agenda is followed.
- (3) Approve meeting minutes.
- (4) Appoint subcommittees as may be necessary.
- (5) Act as representative of the Team when directed or as needed.
- (6) Report annually to the County Board.
- (7) The Chair, or designee, shall be responsible for submitting all approved recommendations of the Committee to the County Board for consideration and serve as the Team's spokesperson. Department heads/directors may attend those meetings at which recommendations are presented and can submit minority reports. The minority must select and identify a spokesman before the minority report is presented. The Chairperson will be responsible for presenting all positions related to the issue, not solely that of the majority. That presentation shall be made in written form with copy to all Committee and County Board members prior to presentation. Copy may be provided electronically. Any County Board action on presented recommendations shall be reported back to the Committee in written or electronic form as soon as reasonably possible by the Chair, or designee.
- (8) May exercise discretion by rescheduling or removing an agenda item in the absence of a member who requested the agenda item.

Vice-Chair

- (1) Perform those duties delegated by the Chair.
- (2) Preside as Chair in the Chair's absence.
- (3) May make motions, second motions and vote on all issues.

Recorder

- (1) Record and maintain minutes of the meetings.
- (2) Reflect attendance in Carlton County Management Team minutes.
- (3) Process and maintain all information relating to the Management Team's business.

Carlton County Management Team Operating Policy and Procedure

Adopted: 11/24/2014

- (4) Receive agenda item requests in advance, preferably by Thursday morning before the scheduled meeting, and set the original agenda for the Management Team sufficiently in advance of scheduled meetings to allow a review of its content and handle all other administrative affairs.
- (5) Schedule special meetings.
- (6) Schedule the presentation of recommendations to the Board of Commissioners and informing the Carlton County Management Team of the scheduled time.
- (7) Distribute agenda and draft minutes of previous meeting electronically to all Committee members as promptly as possible but no less than seven calendar days prior to each scheduled meeting.
- (9) Post approved agendas and minutes online for County employee informational purposes.
- (10) Keep and maintain an accurate record of Committee membership, terms and vacancies.
- (11) Disseminate and publish final official policy drafts to all county employees.

VII. Vacancies of Officers: In the absence of the Chair, the Vice-Chair shall preside as Chair. In the absence of both, the Chair shall designate who shall Chair the meeting. Replacement vacancies shall be by appointment from the remaining Executive Committee, subject to approval at the next Management Team meeting.

VIII. Quorum: A quorum shall consist of a majority of the Management Team overall membership.

IX. Voting: All meetings must have a quorum present in order to conduct business. Regular members may cast a single vote on all items. Decisions of issues raised at a meeting which are not on the agenda may, at the discretion of the Executive Committee, be tabled until the next scheduled 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 qualifying conflict of interest shall disclose such to the committee and shall disqualify themselves from voting.

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 qualifying conflict of interest.

XI. Meetings: Regular Meeting - The Management Team shall meet at 8:30 a.m. on the first Tuesday of every month at the Carlton County Transportation Building as needed. The meetings shall not be open to the public, however, the Committee may invite others to attend or present information to the Team on an as-needed basis. Robert's Rules of Order shall apply to the conduct of all meetings. Special meetings may be requested and called by a majority of the Executive Committee. Meeting schedule shall be reviewed by the membership at the annual organizational meeting.

A. Annual Meeting – The first meeting in January shall be considered the annual meeting in which all members shall attend. The agenda of the annual meeting shall include the election of the Chair and Vice-Chair, review of Operating Policy and Procedure and an Annual Report by the Chair. At the discretion of the Executive Committee, said meeting may be called at an optional date.

Carlton County Management Team Operating Policy and Procedure

Adopted: 11/24/2014

B. Any two Management Team members, the Chair or the County Board may request a special meeting by written request to the Recorder. Upon request a special meeting shall be scheduled within ten business days or as soon thereafter as a quorum can be assembled.

XII. Subcommittees: The Team shall have the option of creating a Subcommittee(s) as becomes necessary to explore or develop recommendations to the Team regarding specific areas of need. The membership and the scope of duties of the Subcommittee shall be determined and voted on by the Team, pursuant to the voting requirements of Section IV, with the requirement that at least one member of the Team serve on and chair the Subcommittee. The Subcommittee shall report to the Team as directed until completion of its assignment, shall be dissolved by vote of the Team, unless the Team determines that there is a reasonable benefit to designation as a Long-term Subcommittee, and votes as such, in which case the Long-term Subcommittee shall continue to exist in form and function until such time that the Team determines by vote that it is no longer needed.

XIII. Adoption and Amendments:

Adoption

These rules shall become effective immediately upon a two thirds majority vote at the Annual Meeting or any regular meeting provided at least five (5) days written notice has been given to the members, which notice shall contain the proposed rules to be voted upon.

Amendments

Amendments either to the Charter/Operating Policy and Procedure or to the specific team meetings must be submitted in writing to the Chairperson, if absent then to the Vice Chairperson. Submission should be made one month prior to any team meeting, allowing time for review.

The Operating Policy and Procedure may be amended at the annual meeting as long as notice of the proposed change or changes were submitted to the Chairperson, with written or electronic notice to all Team members, as a proposed agenda item at least one week in advance of the annual meeting. Passage of any proposed changes will require the affirmative vote of a majority of the full Team and must be approved by the County Board in order to be made effective. The official copy of this Operating Policy and Procedure, all agendas and minutes for the Team shall be maintained and kept on file in the County Administrator's Office. Any such amendments become effective at the time they are adopted.

XIII. Governance Structure: The Carlton County Management Team 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.

2026 Conference Dates

2026 Nuts, Bolts & Boardrooms: Commissioner Technical Days

January 21 - 23, 2026

InterContinental Hotel, St. Paul Riverfront

2026 AMC Drainage Conference

January 27 - 29, 2026

Arrowwood, Alexandria

2026 NACo Legislative Conference

February 21 - 24, 2026

Washington, D.C.

2026 AMC Legislative Conference

March 4 - 5, 2026

InterContinental Hotel, St. Paul Riverfront

2026 AMC Leadership Summit

March 25 - 27, 2026

Grand View Lodge, Nisswa

2026 NACo Annual Conference

July 17 - 20, 2026

New Orleans, LA

2026 AMC Fall Policy Conference

September 16 - 18, 2026

The Sanford Center, Bemidji

2026 AMC Annual Conference

December 6 - 9, 2026

DoubleTree Hotel, Bloomington

2025 Carlton County Assessor's Vehicle Report

Assessor-Kyle Holmes



Carlton County Assessor's Office
Carlton Historic Courthouse Room 114
P.O. Box 440
Carlton, MN 55718

Report prepared by: Anna Johnson

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- 5 Miles Traveled by Quarter
- 6 Fuel and Lube by Quarter
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			Color Legend			
2025 Fleet:			PH&HS CARS	ASSESSOR CARS	Removed from fleet	Added to Fleet
Leased Vehicles Placed in Service 12/28/2021						
CAR #	YEAR	MAKE	ODO 1-1-2025	ODO 12-31-2025		
1141 - CFI	2024	Chevy Equinox - Leased	7,012	13,975	6963	
1142	2024	Chevy Equinox - Leased	3,896	6,069	2173	
1143	2024	Chevy Equinox - Leased	6,518	11,719	5201	
1144	2024	Chevy Equinox - Leased	2,793	6,333	3540	
1145	2024	Chevy Equinox - Leased	11,473	25,337	13864	
1146	2024	Chevy Equinox - Leased	10,904	25,585	14681	
1147	2024	Chevy Equinox - Leased	9,068	23,869	14801	
1148	2024	Chevy Equinox - Leased	10,522	24,037	13515	
1149	2024	Chevy Equinox - Leased	10,294	22,860	12566	
1150	2024	Chevy Equinox - Leased	10,084	23,048	12964	
1152	2024	Chevy Equinox - Leased	9,564	24,379	14815	
1153	2024	Chevy Equinox - Leased	8,362	14,170	5808	
1154	2025	Chevy Traverse LS	-	8,857	8857	new lease
1154	2022	Chev Traverse - Leased	21,391	23,646	2255	lease ended
1155	2022	Chev Traverse - Leased	10,588	10,960	372	lease ended
1155	2025	Chev Traverse LS-Leased	-	3,604	3604	new lease
1156	2025	Chev Malibu SD - Leased	1,212	6,193	4981	
1157	2025	Chev Malibu SD - Leased	2,557	8,008	5451	
1158 - CFI	2025	Chevy Equinox - Leased	40	6,185	6145	
					152,556	Total miles 2025
TOTAL MILES TRAVELED PER YEAR:						
	2020	64,201				
	2021	31,062				
	2022	101,582				
	2023	114,883				
	2024	148,392				
	2025	152,556				
				updated 1/5/26- aj		

2025 Expense By Vehicle

Human Services Fleet											Total
	1145	1146	1147	1148	1149	1150	1152	1154	1157	H&H PHHS Trailer	
Miles Traveled	13,864	14,681	14,801	13,515	12,566	12,964	14,815	11,112	5,451		113,769
Parts / Labor per mile	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,094.26 \$0.03
Fuel / Oil per mile	\$1,373.67 \$0.10	\$1,463.42 \$0.10	\$1,463.39 \$0.10	\$1,317.52 \$0.10	\$1,184.83 \$0.09	\$1,205.67 \$0.09	\$1,455.16 \$0.10	\$1,333.78 \$0.12	\$427.41 \$0.08		\$11,224.85 \$0.10
Insurance per mile	\$819.94 \$0.06	\$819.94 \$0.06	\$819.94 \$0.06	\$819.94 \$0.06	\$819.94 \$0.07	\$819.94 \$0.06	\$819.94 \$0.06	\$819.94 \$0.07	\$819.94 \$0.15		\$7,379.46 \$0.06
License / Tax per mile	\$0.00 \$0.00	\$0.00 \$0.00		\$0.00 \$0.00							
per mile total	\$0.16	\$0.16	\$0.15	\$0.16	\$0.16	\$0.16	\$0.15	\$0.19	\$0.23		\$0.16
TOTAL	\$2,193.61	\$2,283.36	\$2,283.33	\$2,137.46	\$2,004.77	\$2,025.61	\$2,275.10	\$2,153.72	\$1,247.35	\$0.00	\$18,604.31

Assessor's Fleet									Total
	1141	1142	1143	1144	1153	1155	1156	1158	
Miles Traveled	6963	2173	5201	3540	5808	3976	4981	6145	38,787
Parts / Labor per mile	\$0.00 \$0.00	\$1,301.14 \$0.03							
Fuel / Oil per mile	\$0.00 \$0.00	\$2,352.39 \$0.06							
Insurance per mile	\$819.94 \$0.12	\$819.94 \$0.38	\$819.94 \$0.16	\$819.94 \$0.23	\$819.94 \$0.14	\$819.94 \$0.21	\$819.94 \$0.16	\$819.94 \$0.13	\$6,559.52 \$0.17
License / Tax per mile	\$0.00 \$0.00								
per mile total	\$0.12	\$0.38	\$0.16	\$0.23	\$0.14	\$0.21	\$0.16	\$0.13	\$0.17
TOTAL	\$819.94	\$6,559.52							

Total	\$25,163.83
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COMBINED CAR POOL	
Miles traveled	152,556
Parts / Labor per mile	\$4,395.40 \$0.03
Fuel / Oil per mile	\$13,577.24 \$0.09
Insurance per mile	\$13,938.98 \$0.09
License / Tax per mile	\$0.00 \$0.00
Total	\$31,911.62
per mile	\$0.21

2025 Mile Traveled: By Vehicle-By Quarter

Human Services Fleet	1145	1146	1147	1148	1149	1150	1152	1154	1157	Total
1st Quarter: Jan 2025 - March 2025	3,416	3,194	4,638	2,858	3,833	3,267	1,799	2,255	901	26,161
2nd Quarter: April 2025 - June 2025	4,272	4,671	3,258	4,940	3,903	3,381	1,908	2,648	1,339	30,320
3rd Quarter: July 2025 - September 2025	3,248	3,185	3,646	2,933	2,703	3,604	5,557	2,104	1,964	28,944
4th Quarter: October 2025 -December 2025	2,928	3,631	3,259	2,784	2,127	2,712	5,551	4,105	1,247	28,344
Total:	13,864	14,681	14,801	13,515	12,566	12,964	14,815	11,112	5,451	113,769

	CFI			L.D		L.D	CFI		
Assessor's Fleet	1141	1142	1143	1144	1153	1155	1156	1158	Total
1st Quarter: Jan 2025 - March 2025	2,026	678	1,322	788	934	372	1,681	-	7,801
2nd Quarter: April 2025 - June 2025	1,857	678	1,322	1,064	934	1,081	994	2,210	10,140
3rd Quarter: July 2025 - September 2025	1,624	431	1,003	788	2,347	930	1,337	2,462	10,922
4th Quarter: October 2025 -December 2025	1,456	386	1,554	900	1,593	1,593	969	1,473	9,924
Total:	6,963	2,173	5,201	3,540	5,808	3,976	4,981	6,145	38,787

Total Miles:
152,556

updated: 1/5/26 aj

2025 Fuel/Oil:By Vehicle-By Quarter

Human Services Fleet	1145	1146	1147	1148	1149	1150	1152	1154	1157	Total
1st Quarter: Jan 2025 - March 2025	\$313.97	\$408.23	\$436.72	\$360.41	\$333.59	\$222.38	\$180.21	\$280.51	\$87.31	<u>\$2,623.32</u>
2nd Quarter: April 2025 - June 2025	\$438.39	\$369.83	\$354.27	\$421.93	\$362.83	\$412.77	\$184.90	\$328.04	\$89.00	<u>\$2,961.97</u>
3rd Quarter: July 2025 - September 2025	\$337.54	\$330.68	\$344.32	\$296.88	\$276.11	\$351.07	\$662.23	\$294.89	\$153.65	<u>\$3,047.37</u>
4th Quarter: October 2025 - December 2025	\$283.76	\$354.68	\$328.09	\$238.30	\$212.30	\$219.45	\$427.82	\$430.33	\$97.46	<u>\$2,592.19</u>
Total:	\$1,373.67	\$1,463.42	\$1,463.39	\$1,317.52	\$1,184.83	\$1,205.67	\$1,455.16	\$1,333.78	\$427.41	\$11,224.85
PHHS Addnl Fuel										\$ 156.18
PHHS Final Total:										\$11,381.03

Assessor's Fleet	1141	1142	1143	1144	1153	1155	1156	1158	Total
1st Quarter: Jan 2025 - March 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<u>\$0.00</u>
2nd Quarter: April 2025 - June 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<u>\$0.00</u>
3rd Quarter: July 2025 - September 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<u>\$0.00</u>
4th Quarter: October 2025 - December 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<u>\$0.00</u>
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<u>\$2,352.39</u>

Total:
\$13,733.42

2025 Parts/Repairs:By Vehicle-By Quarter

from Transportation Dept

Human Services Fleet	1145	1146	1147	1148	1149	1150	1152	1154	1157	Total
1st Quarter: Jan 2025 - March 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2nd Quarter: April 2025 - June 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3rd Quarter: July 2025 - September 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4th Quarter: October 2025 - December 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,094.26

	CFI		L.D			CFI			
Assessor's Fleet	1141	1142	1143	1144	1153	1155	1156	1158	Total
1st Quarter: Jan 2025 - March 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2nd Quarter: April 2025 - June 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3rd Quarter: July 2025 - September 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4th Quarter: October 2025 - December 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,301.14

Total Repair Costs:
\$4,395.40

Car #	2025 December Repair List Leased Cars Entering Fleet
	Repair List Reflect Car Prep & County ID Decaling
1141	
1142	Initial oil change 4/24/25
1143	2 -new passenger side tires 04/25
1144	
1145	
1146	
1147	1/1/25 Accident w/turkey hit =\$3,450.22
1148	
1149	5/20/25 chip in windshield= \$95.00
1150	8/20/25 crack in windshield = \$127.18
1152	
1153	10/22/25-tire replaced
1154	
1155	
1156	10/1/25-oil change/wiper fluid; 8/12/25 windshield replacement = \$625.00
1157	8/12/25- windshield replacement = \$627.18
1158	2025 Equinox car prep, ID stickers, Oil Change 12/15/25

2025 Vehicle Use by Department

Department	Use	Miles	Ins.	Parts/Repairs	Fuel/Oil	Lic.	Total
Assessor	21.82%	33,287	\$3,041.42	\$1,301.14	\$2,962.49	\$0.00	\$7,305.05
Attorney	0.68%	1031.00	\$94.20	\$29.70	\$91.76	\$0.00	\$215.66
Co Coord/HR/Maint	0.00%	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Human Services	74.58%	113,769	\$10,395.03	\$3,094.26	\$10,125.26	\$0.00	\$23,614.55
Jail	0.42%	638.00	\$58.29	\$18.38	\$56.78	\$0.00	\$133.46
Recorder	0.48%	738.00	\$67.43	\$21.26	\$65.68	\$0.00	\$154.37
Sheriff/Dispatch	0.75%	1138	\$103.98	\$32.79	\$101.28	\$0.00	\$238.05
Transportation	0.00%	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc.	1.28%	1,955	\$178.63	\$56.33	\$173.99	\$0.00	\$408.95
TOTAL:	100%	152,556	\$13,938.98	\$4,395.40	\$13,577.24	\$0.00	\$32,070.08

Average cost per mile: **\$0.21**

2025 IRS Reimbursement Rate = .70 cents/mile

152,556 miles @ .70 cents/mile reimbursement rate=

\$106,789.20 cost at IRS rate

(\$32,070.08) Less actual cost

\$74,719.12 "savings"

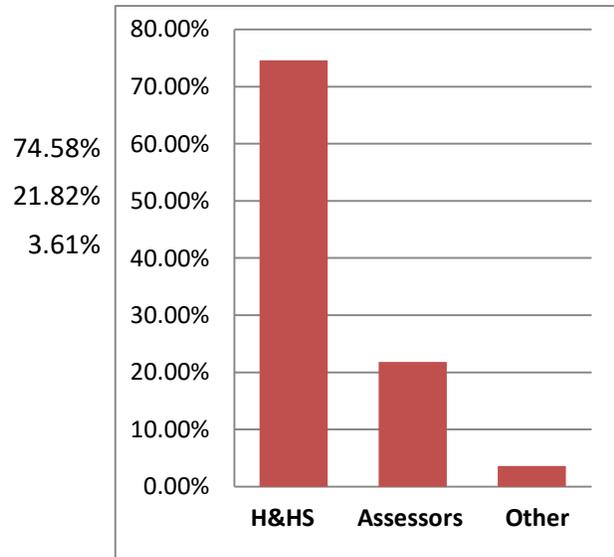
2025 Budgeted Vehicle Amount:

\$62,500.00

\$12,219.12 "actual cost savings"

2025 Department Use:

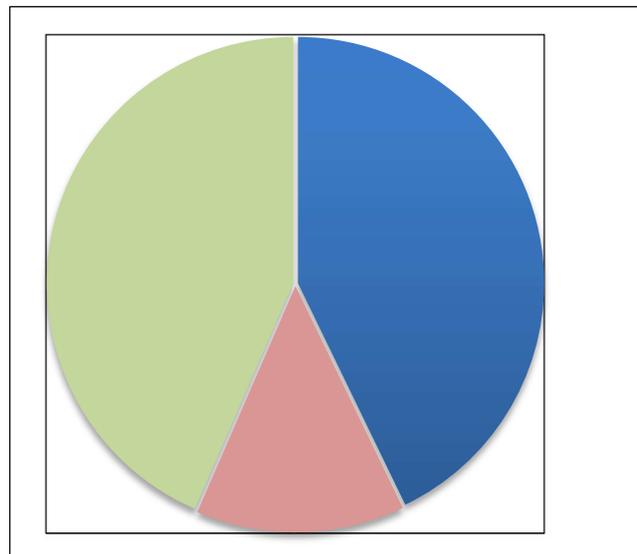
Health and Human Services
 Assessor
 Other Departments



2025 Expenses:

Fuel	\$13,733.42
Repair	\$4,395.40
Insurance	\$13,938.98
License	\$0.00

Total: \$32,067.80



Total Miles For 2025:

152,556

Average Cost Per Mile:

\$0.21

Committee: Building Committee

Committee Chair: Dave Hurst

List of Committee Members:

- 1) Commissioner Tom Proulx
- 2) Commissioner Marv Bodie
- 3) Auditor/Treasurer Kevin DeVriendt
- 4) JinYeene Neumann (Vice-Chair)
- 5) Dennis Genereau
- 6) Sheriff Kelly Lake
- 7) Dave Hurst (Chair)
- 8) Ryan Pervenanze
- 9) Shanny Hurst (Recorder)
- 10) Attorney Jeff Boucher

Lessons learned, purpose and objectives

The objective of this report is gathering all relevant information for better planning and execution of committee projects and preventing or minimizing risks for future projects.

Top 3 Significant Committee Successes	Committee Success Factors that Supported Success
1. Chub Lake Park Paving	Collaborating with Transportation Department
2. Justice Center Warranty walk thru	
3.	
4.	
5.	
6.	

Other Notable Successes	Committee Success Factors that Supported Success
1. Completion of the M. Roy easement.	
2. ACT Team move.	

2025 Objectives	Committee Objective Solutions
1.	
2.	
3.	
4.	

County Board accepted:

Transportation Department Road and Bridge Construction Report Feb. 03, 2026

Projects Per District

District 1, Commissioner Plante Buhs

1. **CSAH 25 (Mission Road)**
 - A. **009-625-003** Minor grading, paving and Multi Use Trail project from TH 210 to CSAH 7
 - Shared project with Carlton County (road) and FDL (trail)
 - Multi Use Trail starts at TH 210 and ends at Maple Drive
 - FDR/bituminous paving from TH 210 to CSAH 7
 - Construction scheduled for 2026 dependent on temporary easement acquisition
2. **Corona Township UT 264**
 - A. Replace Bridges L6369 and L6370
 - Town Bridge Funding
 - Planning for summer 2027 construction
3. **St. Louis River Trail**
 - A. Consider options for repair in 2027
4. **Transportation/HHS**
 - A. Pave parking lots as a part of 2026 paving projects

District 2, Commissioner Bodie

1. **CSAH 61 Esko**
 - A. **009-661-031** Planning stages of CSAH 61 project from Polo Road to East County Line
 - Working on funding sources
 - \$1.76 Million in federal funding \$600,000 in Carbon Reduction Funding
 - Road construction from Oja Road to east County line in 2027
2. **CSAH 61 Mission Creek**
 - A. **009-661-037** Replace structure at Mission Creek with Box Culvert Bridge 09J53
 - Construction Planned for 2026
3. **CSAH 45/61 Intersection in Scanlon**
 - A. **009-645-008** Planning stages of potential roundabout at CSAH 45/61 intersection
 - Construction would be 2028, 2029, or 2030 depending on funding options
4. **Transportation/HHS**
 - A. Pave parking lots as a part of 2026 paving projects

District 3, Commissioner Proulx

1. Transportation/HHS

- A. Pave parking lots as a part of 2026 paving projects

District 4, Commissioner Zmyslony

1. Clear Creek Township UT 103

- A. **009-599-031** Replace 6' X 8' cast in place box with steel extensions North of CSAH 8
 - Town Bridge Funding
 - Project complete, waiting for green up in the spring
- B. **009-599-032** Replace 6' X 4' cast in place box with steel extensions South of Mihnke Road
 - The new culvert will be an 8' round x 170' steel culvert
 - Construction to be done with County Maintenance forces
 - Planning for summer 2026 construction

2. CSAH 1

- A. **009-601-058** Bituminous Paving CSAH 1, TH 23 to CSAH 18
 - Paving project, part of 2026 paving program
 - Letting set for Feb. 19

3. CSAH 4

- A. **009-604-043** Bituminous Paving CSAH 4, CSAH 5 to East County Line
 - Paving project, part of 2026 paving program
 - Letting set for Feb. 19

4. CSAH 5

- A. **009-605-031** Bituminous Paving CSAH 5, Nendick Road to CSAH 61
 - Paving project, part of 2026 paving program
 - Letting set for Feb. 19

5. CSAH 18

- A. **009-618-005** Bituminous Paving CSAH 18, CSAH 1 to TH 23
 - Paving project, part of 2026 paving program
 - Letting set for Feb. 19

6. CR. 103

- A. **009-103-009** Pave County Road 103 from CSAH 6 to CSAH 4
 - Paving project, part of 2026 paving program
 - Letting set for Feb. 19

7. CR 139

A. 009-139-004 Bituminous Paving 139, Bent Trout Lake Road to CSAH 4

- Paving project, part of 2026 paving program
- Letting set for Feb. 19

8. Cr 138

A. 009-598-018

- Replace Bridge 09508 over the Moose Horn River in 2027
- Bros. Federal Funding of \$1,440,000

9. St. Louis River Trail

- Consider options for repair in 2027

10. Transportation/HHS

- A. Pave parking lots as a part of 2026 paving projects

District 5, Commissioner Reed

1. TH 73

A. 009-090-007/SP 0913-22 Cromwell Share-Use Trail from TH 210 to Villa Vista Court

- City of Cromwell Project
- MnDOT LPP Funding
- Kiminski Paving is the contractor
- Construction starting no later than June 1, 2026

2. TH 73

A. 009-090-006 Moose Lake Trail Phase 2

- City of Moose Lake project
- Connect end of Phase 1 trail near the roundabout to John Riley Memorial Drive
- Transportation Alternative and DNR Grant Funding
- Sinnott Blacktop is the contractor
- Construction is about 90% complete, waiting for green up in the spring

3. Transportation/HHS

- A. Pave parking lots as a part of 2026 paving projects