CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA

Carlton County Transportation Building, Board Room
February 3, 2015 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of December 2, 2014 meeting minutes
4. Introductions
   - A. Laraine Mickelson, Minnesota Department of Corrections
     1. Presentation of information regarding a Restorative Practices International Conference
5. New Business
   - A. ASSESSORS
     1. Others:
   - B. ZONING / ENVIRONMENTAL SERVICES
     1. Others:
   - C. LAND COMMISSIONER
     1. Others:
   - D. SHERIFF
     1. Others:
   - E. RECORDER
     1. Others:
   - F. ATTORNEY
     1. Others:
   - G. AUDITOR / TREASURER
     1. Others:
   - H. MANAGEMENT TEAM
     1. Others:
   - I. COUNTY COORDINATOR / HUMAN RESOURCES / BUILDING MAINTENANCE
     1. Policy Committee Tracking Sheet Update
     2. Discussion on the Committee of the Whole meeting time
     3. Discuss the Carlton County Nepotism Policy
     4. Discussion on the Transportation Building garage addition
     5. Review and approve the Carlton County Smoke and Tobacco Free Workplace Policy
     6. Others:

J. INFORMATION TECHNOLOGY
   1. Discussion on IT Project Manager position
   2. Discussion on jail security cameras
   3. Others:

K. PUBLIC HEALTH & HUMAN SERVICES
   1. Others:

L. EMERGENCY MANAGEMENT
   1. Others:

M. ECONOMIC DEVELOPMENT
   1. Others:

N. ADMINISTRATION
   1. Others:

O. TRANSPORTATION (All are information only)
   1. Monthly Construction Update
   2. Monthly Maintenance Update
   3. Monthly Budget Update
   4. Bridge Rehab/Replacement Priority List
   5. St. Louis County partnership agreement for pavement seal coat projects
   6. Others:

P. VETERAN SERVICES
   1. Others:

Q. EXTENSION
   1. Others:

6. Other business
   A. Department Updates
   B. Next regular meeting date is scheduled for March 3, 2014 at 4:00 p.m. located at the Carlton County Transportation Building.
7. Adjournment

CARLTON COUNTY MINNESOTA

OFFICE OF THE COUNTY COORDINATOR

301 WALNUT AVE, P.O. BOX 510, CARLTON, MINNESOTA 55718
PHONE 218.384.9140 FAX 218.384.9196
DENNIS GENEREAU, JR., COUNTY COORDINATOR

Date: December 2, 2014

Re: Carlton County Committee of the Whole Minutes

Meeting called to order at 4:05 p.m. by Chairman Bodie.

Present: Peterson, Olean, Brenner, Proulx, Bodie.

Absent: None

Agenda for December 2, 2014, meeting approved (Motion by D. Brenner, second from K. Basilici).

Minutes from November 4, 2014 meeting approved (Motion by Marv G. Peterson, second from D. Brenner).

A. ASSESSOR

1. Pictometry discussion with Dean Larson providing information regarding cost, usage, coverage, maintenance, etc. (Info only).

B. ZONING AND ENVIRONMENTAL SERVICES

1. No Business.

C. LAND COMMISSIONER

1. Presentation on Elk establishment in Carlton County by FDL – Mike Schrage, FDL Biologist. Presents info regarding past Elk projects and current Elk herds throughout the United States. Provides information regarding what efforts are underway here in Carlton County. Will provide additional information at a future date (Info only).

2. Discussion of 2015 special legislation for parcels (Info only).

D. COUNTY SHERIFF -- No Business

E. COUNTY RECORDER – No Business

F. COUNTY ATTORNEY – No Business

G. AUDITOR/TREASUER – No Business

H. MANAGEMENT TEAM – No Business

I. COUNTY COORDINATOR/HR/BLDG MAINTENANCE

1. Policy Committee Tracking Sheet. Info only.

2. Wellness Committee Operating Policy and Procedure approval request. **(Motion by T. Proulx to approve, second from D. Brenner. Approved.)**

3. Request for input regarding the Carlton County Nepotism Policy. Tabled.

J. INFORMATION TECHNOLOGY – No Business

K. PUBLIC HEALTH AND HUMAN SERVICES – No Business

L. EMERGENCY MANAGEMENT – No Business

M. ECONOMIC DEVELOPMENT – No Business

N. ADMINISTRATION -- No Business

O. TRANSPORTATION

1. Transportation Update on Construction Budget. Milt Hagen. Info only.
2. Transportation Update on Maintenance Program. Mike Tardy. Info only.
3. Monthly budget update. Mike Tardy. Info only.

P. VETERNS SERVICES – No Business

Q. COUNTY EXTENSION – No Business

6. Other Business

A. Department Updates

B. Next Regular Meeting. The Committee of the Whole meeting will not take place in January as the Annual Regular Board meeting will take place instead on the first Tuesday of the month. The next Committee of the Whole meeting is scheduled for February 3, 2015, at 4:00 p.m.

Meeting adjourned at 5:00 p.m. for public meeting on the County Option Sales Tax for Transportation.

Submitted by Dennis Genereau

Carlton County Policy Tracking Form

Revised 1/22/2015

Priority	Policy	Created By	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
1	Data Practices Policy	Attorney's Office	June 1, 2014			
1	Data Retention Policy	Attorney's Office				
1	Smoke and Tobacco Free Workplace Policy	Mike Tardy requested/Jeff B. draft	November 17, 2014	November 19, 2014 - December 18, 2014	February 3, 2015	
1	Nepotism	Jeff Boucher				
1	HR Internal Complaint Handling Process	Kim Franek				
1	HR External Complaint Handling Process	Kim Franek				
1	HR External Complaint Form	Kim Franek				
1	Lobbying by County Staff	Requested by Commissioner Bodie				
1	Family Medical Leave Act (FMLA)	Kim Franek				
1	Cellular Phone Policy Procedure	Pete Gould				
1	Facility Closing Policy and Procedure					
2	Travel and Meal Reimbursement Policy					
2	Item For Consideration Form Policy (IFC)	Paul Gassert (updating)	May 1, 2014			
2	Budget Policy (See below*)	Paul Gassert (updating)	June 1, 2014			
2	County Board Guidelines					
2	Public Hearing Rules of Procedure & Decorum					
2	Credit Card Policy / Lost Receipt Form (Connie)?	Kathy Kortuem				
3	Nondiscrimination Disclosure Policy					
3	Bullying Policy					
3	Harassment Policy					
3	Alternative Work Site Policy (AWS)					
3	Internet Use / Social Media Policy					
3	Carlton County Personnel Policy Manual					
	Personal Appliance Policy	MCIT	MCIT template			
	Policy for no additional signature on DH timesheets	State Auditor's Office				
	AED Policy	Becky Rudd				
	Wellness Policy					
	GIS Distribution Policy					
	Auditor - Wire Transfer Policy					
	Assessor's - Vehicle Use Request Form					
	Interpreter Service Policy					
	Carlton County PH&HS Emergency Procedures Guide	For Review Only				
	Conflict of Interest	Use Paul's letter as template?				
	Management Handbook & Code of Ethics	Paul Gassert				
	Performance Review Policy	Kim Franek	September 1, 2014			
OTHERS:						
	Building Committee Bylaws	Building Committee	August 1, 2014	?		
	Diversity Committee Operating Policy & Procedure	Diversity Committee				
*	Finance Committee Budget Policy	Finance Committee				

Carlton County Policy Tracking Form

Revised 1/14/2015

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
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

Nepotism Policy

Purpose
It is the policy of Carlton County to ensure that hiring and supervision in county government is conducted in a manner which enhances public confidence, provides fair hiring and supervision for employees, and prevents situations giving rise to actual or to the appearance of partiality, preferential treatment, improper influence or a conflict of interest.

Definitions For purposes of this directive, the following definitions apply:

1. "Public official or employee" means any person elected or appointed to an office, or an employee of any Carlton County agency. Public employee includes part-time interns, paid student help, temporary, intermittent and seasonal employees.

2. "Closely related by blood or marriage" is defined to include, but is not limited to spouse, children (whether dependent or independent), parents, grandparents, siblings, aunts, uncles, in-laws, step-children, step-parents, step-grandparents, step-siblings, step-aunts, step-uncles, and other persons related by blood or marriage who reside in the same household.

3. "Significant relationship" means people living together as a spousal or family unit when not legally married or related.

4. "Business associates" are defined as parties who are joined together in a relationship for business purposes or acting together to pursue a common business purpose or enterprise.

5. "Supervision" means the direct ability or power to effectively recommend the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline or settlement of disciplinary grievances or appeals of other public employee.

Policy

All public officials and county employees are prohibited from authorizing or using the authority or influence of his or her position to secure the authorization of employment or benefit (including a promotion or preferential treatment) for a person closely related by blood or marriage or other significant relationship including business association. This includes, but is not limited to the following circumstances:

Hiring

1. No public official or employee shall authorize or use the authority or influence of their position to secure authorization of the employment of a person closely related by blood, marriage or other significant relationship, including business association, to serve in any position.

2. Except as provided below, no public official or employee serving as a department head or person of equivalent rank shall have in the employ of that person's department any person closely related by blood, marriage or other significant relationship including business association.

Supervision

1. Except as provided below, no public official or employee shall directly supervise any person closely related by blood, marriage or other significant relationship including business association.

2. Should a supervisory conflict arise, the department shall work expeditiously to relocate or transfer one of the individuals to eliminate the conflict to the extent permitted by law and/or collective bargaining agreement. This relocation or transfer should be to a comparable position with minimal inconvenience for the transferring employee.

Exceptions

1. The prohibitions above shall not apply to those circumstances in which:

a. A marital or other significant relationship develops subsequent to both the public official's and/or employee's employment with the department. (In this instance, the department should make reasonable attempts to avoid a supervisory conflict.);

b. The public official or employee is employed by the department prior to the appointment of a person closely related by blood, marriage or significant relationship to the position of Department head (e.g., a husband is employed at the agency and his wife is offered the appointment of Department head. Neither the husband nor the wife must leave the agency. Although the department should make reasonable attempts to assure that the wife does not directly supervise her husband).

c. A person closely related by blood, marriage or significant relationship obtains employment with the same department as the result of bumping, displacement, recall or some other non-discretionary personnel action.

d. The public official or employee served in a capacity other than director, assistant director, deputy director or personnel employee at the time the person closely related by blood, marriage or significant relationship was hired by the department (e.g., a sister and brother are both employed by a department and the sister achieves a promotion to the personnel area of the department. A conflict does not exist provided the sister does not process any personnel actions for her brother).

Procedures

The Carlton County human resources director shall periodically request nepotism information and accurately document any information received by the applicant/transferring employee. A model checklist includes nepotism information, as well as other information, which must be verified with every new hire or transfer

Effective Date

This policy will become effective on the date it is approved by the Carlton County Board of Commissioners.

CARLTON COUNTY NEPOTISM POLICY

I. **Purpose**: The establish policy on personal relationships between County employees which give rise to an actual or perceived potential conflict of interest with professional responsibilities and/or which create the potential for an adverse impact on County operations, safety, efficiency and morale.

As an organization heavily dependent upon its human resources, Carlton County has a vital interest in the maintenance of harmonious, efficient, and productive working relationships between its employees. Personal relationships that cause unrest, lend themselves to the perception of favoritism, adversely affect morale, or otherwise disrupt the good working order of County operations are undesirable.

II. **Policy:** It is the policy of Carlton County that the most qualified candidates will be selected for employment, for promotions and for assignment to specialized positions. Employees who are related to or who are engaged in a significant relationship with candidates for hiring selection, promotion or assignment to specialized positions must ensure that all reasonable precautions are taken to avert any undue influence in the selection process or even the appearance of impropriety in the process. Carlton County recognizes the rights of employees to become involved in personal relationships with their co-workers. However, it is the policy of Carlton County to ensure employees carry out their duties with impartiality and fairness so that public and organizational confidence in the actions of our employees is maintained. Public trust, workplace safety, county operations and employee morale require avoiding the appearance of or actual conflict of interest between professional responsibilities and any involvement in a significant relationship with other employees. In order to promote efficient county operation and avoid misunderstandings, complaints of favoritism, sexual harassment and/or gender-based discrimination, and other problems of supervision, safety, agency operations, and employee morale, all employees are instructed to avoid situations that give rise to an actual or perceived conflict.

III. **Definitions:**

A. **Closely related by blood or marriage**: includes, but is not limited to spouse, children (whether dependent or independent), parents, grandparents, siblings, aunts, uncles, in-laws, step-children, step-parents, step-grandparents, step-siblings, step-aunts, step-uncles, and other persons related by blood or marriage who reside in the same household.

B. **Significant relationship**: For purpose of this policy, significant relationship is a relationship involving employees who are dating, engaged in a romantic relationship or cohabitating, or who are business associates.

C. **Business Associates:** parties who are joined together in a relationship for business purposes or acting together to pursue a common business purpose or enterprise.

D. **Supervisor**: An employee who has authority, direct or indirect, over another employee by virtue of their rank or job classification.

E. **Subordinate**: An employee who is answerable to another employee based on their rank or job classification.

IV. Procedure:

A. Hiring, promotion and assignment to specialized positions:

a. Employees who are closely related by blood or marriage to or involved in a significant relationship with a candidate for hiring selection, promotion or assignment to specialized positions shall not be involved in the selection process.

b. Should an employee closely related by blood or marriage to or involved in a significant relationship be required to participate in any of these selection processes due to an absence of available alternatives, the final selection decision is subject to approval of the Human Resources Director.

B. Supervisory procedures:

An employee generally shall not directly supervise an employee closely related by blood or marriage or another employee where a significant relationship exists.

a. Duty to notify:

i. If a supervisor and a subordinate marry or cohabitate, both the supervisor and the subordinate are responsible for notification of a higher supervisor, the County Coordinator and the Human Resources Director who will review the working relationship of the two employees and determine if it creates a potential conflict of interest or an adverse impact on supervision, safety, operations or morale. The county will make reasonable efforts to transfer, reassign, or otherwise resolve the situation so that one of the employees is placed in a position where the conflict potential no longer exists. Prior to any reassignment, the Agency will receive input from the involved employees.

Carlton County, Minnesota
Smoke and Tobacco Free Workplace Policy

Adopted:
Revised: January 22, 2015

Smoke and Tobacco Free Workplace Policy

Purpose
Carlton County is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees and visitors. As required by Clean Air Act and also motivated by our desire to provide a healthy work environment, all individuals covered by this policy are prohibited from smoking, or using tobacco products except for in designated areas.

Policy
It is the policy of Carlton County to prohibit smoking and to prohibit tobacco use in all county buildings, all space rented by the county and any county vehicle or piece of equipment with the exception of designated smoking or tobacco use areas in order to provide and maintain a safe and healthy work environment for all employees.

Scope
This policy applies to all county employees, consultants, contractors, vendors, customers and visitors to any county facility. This policy applies to all county buildings, all space rented by the county and any county vehicle or piece of equipment. Smoking, the use of tobacco products, or the use of electronic cigarettes is only allowed in designated areas at least twenty five feet from the entrances to any county facility. This policy does not apply to tobacco use as part of a traditional Native American ceremony that has received prior approval from the county.

Definitions
Smoking: Smoking is defined as the inhaling or exhaling of smoke from any lit cigar, cigarette, pipe or other device intended for the inhalation of lit tobacco or other plant product. Smoking also includes the inhaling or exhaling of vapor from an electronic cigarette or similar device. Smoking also includes the carrying of a lit cigar, cigarette, pipe or other device intended for the inhalation of lit tobacco or other plant product.

Tobacco Use: Tobacco Use is defined as the ingestion of any tobacco product whether the tobacco is chewed, smoked, absorbed dissolved, inhaled, snorted, or otherwise ingested.

Tobacco Products: Tobacco Products are defined as any product containing, made or derived from tobacco or similar synthetic or herbal substance and used for human consumption. Tobacco Products include, but are not limited to cigars, cigarillos, cheroots, stogies, periques, plug cut, crimp cut, ready rubbed and other smoking tobacco, snuff, snuff flour, cavendish, fine cut or other chewing tobacco, shorts, refuse scraps, clippings cuttings and sweepings of tobacco, cigarettes and liquid solution of e-liquid.

Traditional Native American Ceremonies: This Policy does not prohibit tobacco use as part of a traditional Native American spiritual or cultural ceremony.

Responsibilities
All individuals covered by this policy are expected to become familiar with it and to comply with its provisions. New employees will receive a copy of this policy during employee orientation. Current employees will receive a copy of this policy via Email. Supervisors will be asked to discuss this policy with employees. Any questions a supervisor is not able to resolve may be directed to the office of the Carlton County Coordinator.

The public will be informed of this policy via positing of the policy on the Carlton County Website www.co.carlton.mn.us. Visitors to county facilities will be informed of this policy via the posting of the policy in County facilities. Any visitor or non employee violating this policy will be reminded of the policy and asked to comply. If they do not comply, they may be asked to leave. If they refuse to leave, a responsible authority shall address the situation with lawful means.

Complaint Procedure

The report of an employee violating this policy should be brought to the attention of a supervisor to investigate and resolve the report in accordance with the policy. Employees are protected from retaliation for bringing a complaint or making inquiry about this policy.

References

The Minnesota Clean Indoor Air Act. Minnesota Statute 144.411 – 144.417.

Statement of Understanding

I have read and fully understand the terms of this policy.

I understand that any violation of this policy may result in disciplinary action up to and including discharge.

I understand Carlton County reserves the right to make changes to this policy as may be required.

_____

Employee Print Name

_____ Date

_____

Employee Signature

Carlton County, Minnesota
IT Project/Network Manager Position Profile

Job Title:	IT Project \Network Manager (Currently not an approved county position)	**Job Category:**	Grade 11
Department/Group:	IT Department	**Bargaining Unit:**	Non-Bargaining
Location:	County-wide	**Travel Required:**	Yes
Level/Salary Range:	Level/Salary To Be Determined	**Position Type:**	Full-time
Position Contact:	Information Technology Director	**Date Created:**	June 1, 2014
Normal Work Week:	37.5 Hours (8:00 a.m. – 4:00 p.m.) Monday – Friday	**Re-Evaluation Date(s):**	Click here to enter a date.
View external posting at http://www.co.carlton.mn.us/Departments/Personnel/Personnel_Job_Postings.htm			

BASIC FUNCTIONS:

Under the general direction of the Director of Information Technology (IT), assist the IT Director with county-wide planning, coordinating, and directing the activities in the Carlton County IT Department, including project, network, server, and staff management as well as user support. Assist with managing and coordinating the activities involved in maintaining servers and network telecommunications infrastructure. Duties include assisting the IT Director in managing the IT Department staff, equipment, and budget resources of assigned functional areas; planning and managing a variety of Department projects; assisting in developing short- and long-range plans for acquiring, implementing, and managing information technology solutions; assisting in the preparation and management of the department budget; coordinating plans for overall IT infrastructure, including capacity planning; and planning and coordinating the training and development of department personnel.

EXAMPLES OF WORK PERFORMED / ESSENTIAL FUNCTIONS:

A. IT Leadership

1. Assist IT Director in developing objectives, programs, policies, procedures, regulations, training, and exercises.
2. Assist IT Director with conducting short- and long-range planning of software, hardware, development tools, and end-user facilities requirements; negotiate with vendors for such acquisitions.
3. Contract for the maintenance of all equipment.
4. Assist IT Director in developing and maintaining customer service, security, integrity, disaster recover, and procedural plans and standards.
5. Assist in the preparation and management of the department budget.
    - Develop and implement charge-back standards and monitor billing and receivable functions to ensure adequate financial resources are available;
    - Monitor expenditures;
    - Conduct financial planning to assure proper staffing, equipment, etc.;
    - Prepare financial statements.
6. Evaluate information system equipment/applications, and work with all staff and Information Technology staff to identify modifications or additional needs relating to hardware/software, methods, procedures, and applications.
7. Work under the supervision of the IT Director and with other departmental personnel on the creation of bids, Request for Information (RFI) and Request for Proposals (RFP) for procurement of server and network-based hardware and software not available under current State or County contracts or as otherwise required by County policy services. Assist in evaluating responses.
8. Act as IT Department decision-maker in the absence of IT Director.

B. Network Administration

9. Responsible for the installation, maintenance and administration of basic server operating systems including Microsoft Server and Workstation OS, iSeries/ AS400, email services, web support services and print services.
10. Maintain a computer network, including installing and configuring hardware and software, troubleshooting and installing new software modifications, completing documentation, and training department staff.
11. Responsible for the installation, maintenance and administration of networking hardware including Category 5/6 wiring, fiber optics, leased T1 lines, routers, switches, hubs and repeaters, network device software and network security.
12. Assist with plans and installation of network cabling for connection of PCs, printers and other networked devices. Assist with the work of various vendors and electrical contractors to install network cabling or other.
13. Assist in establishing and implementing plans and procedures for data security, integrity and privacy by arranging for data backup operations and procedures, server/network/desktop authentication and password protection in order to conform to Federal, State, County and departmental policies.
14. Assist in developing and overseeing implementation of data network and/or server environment security plans and procedures for protecting the County's data infrastructure.
15. Ensure that electronic files and hardware are protected from theft and intrusion; establish data security, integrity and privacy by implementing back-up operations, workstation and server security and password protection.
16. Assign level of access that will provide protection to data from user interaction.
17. Administer servers on the network, ensuring that files and systems are backed up daily, installing fixes and upgrades recommended by manufacturers, and restoring files; set up new technology on the network, such as mobile laptops; use ghost servers to make images of PCs.
18. Provide server-based operating system administration by adding/removing users, granting rights to computer systems, applications and services. Maintain change logs and handle all related troubleshooting.
19. Perform necessary steps for generating and installing new software releases and corrective updates and patches on server-based devices as supplied by the hardware or application system vendors. Assist desktop support staff with installation of client software for departmental users as needed.
20. Install, troubleshoot and operate County-wide electronic mail and domain name services. Monitor and tune their performance, perform upgrades and set up and notify users of their accounts, according to the standards and policies set by the department.
21. Assist in troubleshooting mission critical connectivity issues including routers, switches, fiber and related equipment.
22. Complete programming changes to existing systems.
23. Conduct ongoing evaluations of existing systems' performance and efficiency.
24. Assist in troubleshooting connectivity issues including routers, switches, fiber and related equipment.
25. Repair, install, and maintain PC, Server, and network equipment. Utilize patch management software to roll out patches.
26. Configure, install, maintain and support network hardware devices such as routers, switches, bridges, firewalls, gateways, repeaters, CSUs/DSUs and their associated connectors to the County's data network. Configure software for data network devises as necessary to achieve optimum network performance for computer applications.
27. Provide hardware support for the County's servers, or mid-range application hosting devices, by diagnosing and identifying equipment failures. Work with appropriate hardware vendors for procurement of replacement parts.
28. Utilize network and/or server management, monitoring, diagnostic and vulnerability tools to check network and/or server status, performance and usage load levels.
29. Utilize imaging and virtualization software to back-up and distribute workstation/server software.

C. Operations Management

1. Assist in the direction and administration of the operating functions, staff, equipment, and resources of the county-wide IT Department.
2. Assist IT Director with overseeing the GIS program.
3. Assist with County-wide data network connection assessment by conducting walk-throughs.
4. Perform daily monitoring and troubleshooting of server, or mid-range type of devices by checking event logs, backup status, disk space, memory, allocation and other functions as appropriate for the specific server-based device.

5. Coordinate and maintain data backups and restore files as needed.
6. Manage and assist the other IT staff with county phone systems.

D. Project Management

1. Assist IT Director with planning, managing, and facilitating the design and implementation of projects and work activities.
2. Establish schedules and deadlines required to complete project assignments;
    - Coordinate the staff, budget, vendors, contracts, communications, and other project management-related functions.
3. Coordinate special projects relating to micro, mainframe computer usage, office automation and any technological systems.
4. Coordinate the use of outside consultant resources for system and other changes or modifications.
5. Work with IT Director to establish timeframes for project completion and set priorities of work to be done on technical and departmental projects and initiatives; assess relative costs and resources available and provide input into strategic planning decisions for the IT Department.
6. Work with IT Director to effect major improvements to server or network-based technical infrastructure including server file management routines and telecommunications networks.
7. Assist in coordinating the planning, scheduling and controlling of large-scale systems software and network software upgrades and projects from inception through implementation.

E. iSeries Operations

1. Maintain and manage iSeries (or equivalent) and document imaging systems for Carlton County.
2. Perform system-critical iSeries updates.

F. Help Desk and User Support

1. Provide professional, customer-focused Help Desk Support for end-users. Document all stages of Help Desk requests and projects.
2. Schedule and provide 24/7 immediate, on-call, on-site, and remote support for mission critical systems.
3. Ensure proper operation of virus protection and web filtering on County workstations and servers.
4. Provide support and trouble-shooting services for technical staff and departmental users with difficult server or network-based problems and respond to and resolve departmental user technical problems regarding equipment and equipment-based operating system or network-related software.
5. Create and manage network users, passwords and access.
6. Support remote network connections.
7. Design, assist and prepare various databases, brochures, graphs, charts, presentations and other related projects using a variety of software.

G. Documentation

1. Document all assigned procedures clearly and precisely.
2. Create and maintain the documentation and schematics of the County's network equipment and facilities.

H. Supervision

1. Provide supervision and leadership to department personnel under the span of control in accordance with the Carlton County Personnel Policy and provisions of applicable collective bargaining agreement(s).
2. Assist, assign, direct, and coordinate the work of assigned department staff:
    - Structure and schedule work activities;
    - Administer training programs for staff;
    - Approve leaves and overtime in absence of IT Director;
    - May represent management in disposition of employee grievances.
3. Communicate, monitor and enforce compliance with safety rules, laws and practices; assure proper safety equipment and procedures are used in all operations under his/her coordination.

I. Other Duties

1. Manage, schedule, and coordinate county ITV meetings and events.

2. Coordinate and print large volume of tax-related information for county mailings.
3. Assist with county-wide technology invoices.
4. Manage county-wide document imaging system.
5. Responsible for county website updates.
6. Maintain inventory database of computers, licenses, and parts.
7. Analyze and document problems with vendor-supplied software and submit documentation of server or network-based hardware and software problems to the vendor. Contact outside resources for input into resolving device or device-based software problems and applies corrective action.
8. Provide input into the evaluation of new technical proposals to determine their appropriateness and compatibility to Carlton County's business processes and operations.
    - Perform research and development and recommend products, services, standards and guidelines;
    - Summarize and report recommendation of server and network-based hardware and software purchases to County departments and Information Technology Director.
9. Assist with the creation, testing, and maintenance of a Disaster Recovery Plan for assigned technologies that identify critical County business processes and computerized systems, site preparation requirements, and application system recovery materials. Communicate methods and processes between the IT Department and other County departments.

NON-ESSENTIAL FUNCTIONS:

1. Plan for and acquire consumables and other supplies for the Department.
2. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree in Computer Science, Business Administration, or related field.
- Six years of experience in a field of computer technology, preferably county government technology experience.
- **Substitutions:** Associate degree in a computer-related field plus eight years of experience in an approved computer- related field.
- Or an equivalent combination of education and experience sufficient to perform the essential functions of the job.

Training Required: None.

Certificates/Licenses Required: None.

INTERNAL/EXTERNAL RELATIONSHIPS & IMPACT ON SERVICES/OPERATIONS:

Supervisory/Managerial Responsibility:

- Assist IT Director with directing and supervising the work of a team of currently up to six technical support staff and up to five interns. Assist in the hiring, direction, education, and supervision of interns.
- Manage the work activities of the various projects/systems within the IT Department.
- Oversee the performance of contractors and consultants.

Internal/External Relationships:

- Daily contact with:
    - Department heads, managers, administrative staff and other department staff at all organizational levels to:
        - Maintain an understanding of current and future information requirements;
        - Define problems and needs;
        - Act as a liaison with the Information Technology Department to cooperatively develop useful solutions/alternatives and long term strategies;
    - Information Services personnel to exchange information, obtain available expertise and services, and ensure

compatibility and compliance with County-wide initiatives and applicable requirements.
    - End-users.
- Weekly contact with outside vendors to exchange of information and obtain appropriate system support.
- Continuously promotes a diverse, culturally competent, and respectful workplace.

Impact on Services/Operations:

- Performance impacts the department's ability to efficiently process, utilize, and exchange information necessary to provide high quality services and products.
- Proper performance results in:
    - Information systems that are developed, installed, easy to use, and maintained in a timely and cost-effective manner;
    - Efficient use of automated equipment and applications;
    - Installation and support of appropriate computer products;
    - Appropriate computer training of department staff, resulting in increased staff and equipment performance.
- Improper performance may result in:
    - Poor utilization of automated equipment, and applications, which may contribute to slower service/product delivery and increased costs, depending upon the scope of the project, from minor inefficiencies to problems with entire programs or work divisions;
    - Improper service and performance as a result of improper system design, selection of inappropriate products and ineffective training;
    - Reduced employee effectiveness;
    - Disruption of computer services to the whole County for extended periods of time, resulting in hundreds of County staff not being able to do their job, loss of or damage to data as well as inability of the public to access County data.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Required at Entry:

1. Skill in responding to countywide, large-scale, and unforeseen issues.
2. Ability to work independently or as a member of a team.
3. Skill in reading and analyzing technical information to determine the usefulness of hardware and software to Carlton County.
4. Ability to effectively manipulate hardware, software, and network operations.
5. Ability to maintain a variety of computer platforms and operating systems.
6. Ability to respond to telephone support requests and carefully work through problems.
7. Ability to develop and use analytical and organizational skills.
8. Ability to organize, assign and direct the work of others.
9. Ability to assist less experienced staff on technical issues.
10. Ability to research issues and solutions to County concerns and determine benefit and impact of various software/firmware versions, releases, patches, and fixes.
11. Ability to provide highly effective technical customer service to both internal IT staff and IT external customers by providing accurate responses for work-related issues using the proper tone and inflection in verbal, non-verbal, and written communications, and in a manner that is understood by non- technical staff.
12. Knowledge or skill in the principles of cost/benefit analysis.
13. Skill using project management techniques and considerations.
14. Skill in preparing and presenting oral and written reports including good writing skills.
15. Ability to manage customer service issues and expectations to meet project and ongoing processing goals/outcomes.
16. Ability to understand and recommend solutions to the most complex technical issues.

17. Ability to assess project activities products and impacts beyond the immediate timeframe.
18. Ability to quickly learn and understand the operations, goals and needs of the County department (s).
19. Ability to establish and maintain effective working relationships with outside consultants, vendors and other County staff.
20. Ability to adjust timelines, resource allocations and objectives based on changes in needs/circumstances affecting the project as well as priorities.
21. Ability to multi-task on a variety of tasks, projects and issues.
22. Advanced diagnostic and problem-solving skills.
23. Ability to lift and carry up to 60 pounds.

Required at Full Performance:

1. Skill in determining priorities and in organizing work.
2. Knowledge of diagnostic techniques and tools used in assigned area of responsibility.
3. Skill in expressing ideas and presenting oral and written reports.
4. Skill in promptly detecting, analyzing and resolving computer software and network problems, sometimes with little time or data.
5. Ability to assess and respond appropriately to unexpected or complex software, design or networking errors.
6. Ability to provide work direction and mentoring to less experienced staff or interns, and to coordinate, on a limited scale, teams of individuals in writing or verbally.
7. Ability to provide useful advice or to facilitate discussion with client departments regarding future needs or changes.
8. Ability to quickly absorb and learn new technologies, software and hardware components, and anticipate future applicability to County operations and to do so.
9. Ability to review software release documentation and determine impact on County environment where implemented.
10. Ability to provide highly effective technical customer service to both internal I.T. staff and I.T. external customers by providing accurate responses for work-related issues using the proper tone and inflection in verbal, non-verbal, and written communications, and in a manner that is understood by non-technical staff.
11. Ability to assume a leadership role, as needed, as a member of project team.
12. Knowledge of the County operations/systems in place in the project/functional area to which assigned.
13. Skill in dealing with outside consultants and vendors with respect to their involvement in project activities.
14. Ability to respond effectively to, and implement protection against, system failures/disruptions.
15. Ability to conduct a rational and considered analysis of costs/benefits, and make and appropriate recommendation.
16. Ability to manage a large-scale project from concept to implementation and to effectively maintain systems after implementation.
17. Ability to work with department decision makers and to explain complex technical information effectively.
18. Ability to accept accountability for project development and outcome.
19. Ability to see circumstances from a broad perspective and timeframe.
20. Ability to provide highly effective technical customer services to County employees by providing accurate responses for work-related issues using the proper tone and inflection in verbal, non-verbal and written communications and in a manner that is understood by non-technical staff.
21. Good written and oral communication skills.

WORK ENVIRONMENT:

- Work is performed primarily in a standard office environment.
- May involve exposure to moderate noise levels from computer equipment.
- Occasional travel to attend meetings and to various worksites, depending on assignment.
- Includes work performed outside of standard office business hours and evenings, nights, weekends and holidays as necessary. Work outside of standard business hours may be scheduled/planned work and/or emergency work and may

include on-call and callback.

- May need to work from home to check the status of systems, networks, and/or processes.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Sit or stand at a desk for extended periods of time and perform long hours of work at a computer.
- Hear and speak effectively to communicate in person and over the phone with county staff, IS team members, vendors and others.
- Visual acuity to read computer screens and printed documents and see hook-ups and displays on computer hardware.
- Manual dexterity to type on a keyboard and use a computer mouse and to perform manual tasks such as connecting cable.
- Physical coordination and mobility to:
  - Drive to, and work at, other county sites;
  - Install or examine, repair or replace computer hardware and peripherals.
- Office work may include reaching for documents and hardware; fingering to find files; grasping documents and hardware; standing, stooping and crawling in order to install or check the installation of servers, storage units and /or network devices and cabling; and repetitive motions such as typing.
- Lift computer hardware weighing up to 60 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop Phone/Voicemail
- Desktop computer or laptop
- Tablet
- Smartphone
- Access to vehicle
- Scanner
- Fax Machine

ACCESSES REQUIRED:

- Required 24/7 access to all county buildings.

ADDITIONAL NOTES:

- Regular connection from home may be required to check on primary technology status.

"This Institution is an Equal Opportunity Employer"

Reviewed By:	Pete Gould	Date:	September 29, 2014
Approved By:	Dennis Genereau	Date:	July 3, 2014
Last Updated By:	Shanny Hurst	Date/Time:	June 16, 2014

ARROWHEAD RADIO & SECURITY

Two-Way Radio & Security Sales & Service

A Division of Hunt Electric

4330 West First Street suiteB
Duluth, MN 55807
(218) 729-8603 Phone
(218) 729-6131 Fax
(218) 310-6259 Mobile

August15, 2014

Carlton County Jail
Paul Coughlin
Peter Gould

Thank you for the opportunity to present this proposal on behalf of Arrowhead Radio & Security. Following you will find pricing to upgrade the remaining analog cameras to high quality IP Cameras. After looking over the options I feel the best results would be to replace all of the Coax cable with new Cat5e cable.

Following you will find parts needed for rest of Cameras in Jail once the 7 in the cell blocks have been completed. Since this project would not be done at the same time as the other 7 there is a bit more labor as we would not be pulling cable at the same time. If you find the funds to do it all at the same time, the labor would be the same as the earlier quote I sent for the entire system

By the counts Paul provided I came up with the following counts.
(12) Indoor Standard Cameras
(1) indoor vandal resistant cameras
(6) Outdoor cameras

You would need the following;

(12)	Panasonic WV-SF 336 Indoor cameras @ $ 545.00 Ea	$ 6540.00.
(1)	Panasonic WV-SF346 Indoor vandal domes	$ 575.00
(6)	Panasonic WV-SW355 Outdoor vandal dome @ $ 849.00 Ea	$ 5094.00
(6)	WVSW3HA Heater Kits for extreme cold for above @ $ 78.00 Ea	$ 468.00
(6)	PWM484S wall mount with dome cover Kit @ $125.00 Ea.	$ 750.00
(19)	Exacq EVIP-01 IP Licenses for the existing Recorder @ 125.00 Ea.	$ 2375.00
(3)	1000' Rolls of Plenum cat5e Cable indoor @ $ 195.00 Ea	$ 585.00
(2)	1000' Rolls out outdoor Rated Cat 5e Cable @ $ 320.00 ea	$ 640.00
(lot)	Complete installation including all new Cable (Not to Exceed)	$ 4160.00

Total system investment $21,187.00

Please let me know if you have any questions or further requirements.

Sincerely,
Tom Rogentine

Carlton County

Transportation

1630 County Road 61 ◆ Carlton MN 55718

Construction Program Update
January 27, 2015

(Projects are listed by anticipated program year.)

CURRENT PROJECTS

SAP 009-600-004	**Kettle Lake Road**	**Length: 0.60 Mi**
Location: (28)	From TH 210 in Corona Twp (Unorganized) to 0.60 miles south	
Type of Work:	Grading and approach improvements to BNSF RR Crossing	
Status:	UNDER CONSTRUCTION – Road open to local traffic	
Contractor:	CCTD Maintenance Forces	
Remarks:	This Project was added by the County Engineer as a safety enhancement project to improve poor sight-lines and grades of the approaches to the railroad crossing. The availability of DNR Forest Road Account funding enabled the project to be advanced to the 2012 construction season. Preliminary survey is complete. ROW acquisition is complete with MnDNR and adjoining land owners. Plans are complete. Plans and Force Account Agreement were approved by MnDOT. County maintenance forces are working on this project as time permits. Construction activity will continue into 2015.	

SAP 009-605-021	**CSAH 5 (University Rd)**	**Length: 0.10 Mi**
Location: (5)	Over Otter Creek in Cloquet MN (Sect 29-49-17)	
Type of Work:	Replace Bridge 4885	
Status:	*Bids Opened and Awarded 01/26/2015*	
Contractor:	*Ulland Brothers, Inc., Cloquet, MN.*	
Remarks:	This Project was added by the County Engineer to maintain the integrity of roadway system. This bridge is Structurally Deficient and has a Sufficiency Rating of 57.6. State-Aid construction dollars will fund this project if bridge replacement funding is not available. It is tied to the FDR project on the approach roadway from CSAH 26 (Moorhead Rd) to CSAH 5 (University Road) under SAP 009-605-024. Permits from MnDNR, FDL, WCA and COE have been received. ROW from the University of Minnesota is in process. Plans were approved 12/2014. *By Contract and Permit requirements, work is to start on July 6, 2015 and the work and detour must be completed by July 31, 2015.*	

Office: 218-384-9150 Fax: 218-384-9123 Toll Free: 1-800-862-3760 (218 Area Only)
Cloquet Airport: 218-879-4911

"An Equal Opportunity Employer"

SAP 009-605-024 **CSAH 5** **Length: 2.70 Mi**

Location: (24) From CSAH 26 to CR 115 (Airport Rd) in Cloquet, MN.

Type of Work: Full-Depth Reclamation (FDR), bit surface, aggregate shoulders, pavement markings.

Status: *Bids Opened and Awarded 01/26/2015.*

Contractor: *Ulland Brothers, Inc., Cloquet, MN.*

Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system. This project is in the 2015 construction season to allow the City of Cloquet and Fond du Lac Reservation to complete construction of the Cartwright Road in 2014. Cartwright Road is one mile east of this project and connects University Road (at Airport Road) to Moorhead Road. The scope of this project was to be included in the SAP 009-605-009 grading project, but was pulled from that project due to funding, permitting and right-of-way acquisition constraints of the grading portion, which is moved to 2016 as a separate project. Plans were submitted to MnDOT 10/24/2014 and approved 10/28/2014. This project is tied to SAP 009-605-021 which replaces Bridge 4885 over Otter Creek. *Work on this project is to start AFTER the box culvert replacement and approach grading is completed under SAP 009-605-021.*

SAP 009-606-028 **CSAH 6** **Length: 9.9 Mi**

Location: (11) From TH 73 to curb and gutter west of CSAH 61 in Barnum, MN

Type of Work: Mill and Overlay, Aggregate Shoulders, Pavement Markings

Status: AWARDED 11/24/2014.

Contractor: Northland Constructors, Duluth, MN

Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. This project is a Federal Aid Project and is included in the 2012 – 2015 Statewide Transportation Improvement Plan (STIP). The end of the project was changed from I-35 to the curb and gutter west of CSAH 61 so all work is mill and overlay on a rural typical section. Bituminous pavement work between the gutters from west of CSAH 61 to I-35 will be done under a separate State-Aid project. LHB was retained to develop the Federal Project Memorandum, however, an agreement between Carlton County, Itasca County and SALT to swap our Federal Aid funds for Itasca County State-Aid funds will allow us to develop this project as a State-Aid project and a Project Memorandum is not required. Work on the project is scheduled to begin after Spring Load Restrictions are lifted in spring 2015 and is to be completed by July 2, 2015.

SAP 009-607-023 **CSAH 7 (Big Lake Rd)** **Length: 0.17 Mi**

Location: (55) Intersections of CSAH 7/CR 114 (Reservation Rd) and CSAH 7/CSAH 5 (Brevator Rd)

Type of Work: Intersection capacity improvements – add center left turn lanes, thru and right turn lanes

Status: AWARDED: 07/08/2014 – WORK DELAYED TO 2015.

Contractor: Ulland Brothers, Inc., Cloquet, MN

Remarks: The Project was added by the County Engineer at the request of the Fond du Lac Reservation as improvements necessary for safe and convenient travel and a roadway of importance on the Fond du Lac Reservation. This was a cooperative project with the majority of the funding coming from FDL and BIA Roads Federal apportionments. Agreements with FDL Planning Department had CCTD perform preliminary design and engineering, right-of-way acquisition, construction engineering and project administration. This project was renumbered from SP 091-607-001 to SP 009-607-023 due to the change in sponsorship from Fond du Lac to Carlton County. The Federal Project Memorandum was approved 09/18/2013. Because of delays encountered, this project was moved to the 2014 – 2017 STIP for construction in 2014. The project is in the 2014 construction program, but developed as a State-Aid project instead of a Federal-Aid project following a funding swap agreement with St Louis County and State-Aid for Local Transportation (SALT). Plans are approved by MnDOT. CCTD advanced this project to bidding and construction using Federal-Aid swap and State-Aid Construction funds due to scheduling and budget constraints at FDL. Wetland permit issues have delayed the start of work to the 2015 construction season. Environmental permits from DNR and WCA have been received. COE Permit is pending.

SAP 009-607-024 **CSAH 7 (Big Lake Rd)** **Length: 0.85 Mi**

Location: (53) CR 115 (Pinewood Dr) to 500' west of TH 33 in Cloquet

Type of Work: Mill and Overlay, Sidewalk, Pavement Markings

Status: WINTER SUSPENSION.

Contractor: Northland Constructors, Duluth, MN

Remarks: The Project was added by the County Engineer to preserve the integrity of the pavement and to complete the pedestrian access route (sidewalk) from SP 009-607-021, west up the hill to Spring Lake Road. Right-of-Way acquisition from 3 property owners is in process. Plans are approved by MnDOT. Project will be advanced to bidding once Right-of-way is acquired. Two of three parcels have been acquired. One parcel is pending acquisition for construction of sidewalk on the north side of CSAH 7, however the project was let on 09/22/2014 so bituminous work can be completed in the 2014 construction season. Pending right-of-way will be acquired by negotiated settlement or eminent domain by the 2015 construction season to allow for the construction of the sidewalk and retaining wall. A preconstruction conference was held 10/06/2014. Work started 10/08/2014. Paving and pavement markings are complete. Project is suspended until concrete work can be done in spring 2015.

SAP 009-608-018 **CSAH 8** **Length: 1.01 Mi**
Location: (36) From 2700 ft WSW of NE Corner 16-46-16 to E ¼ Corner 9-46-16 in Holyoke Twp.
Type of Work: Construct grading grade with Tire Derived Aggregate (TDA) as lightweight fill and aggregate substitute.
Status: UNDER CONSTRUCTION
Contractor: Force Account with CCTD Maintenance Crews
Remarks: This Project is a portion of SAP 009-608-014 grading from CR 145 in Holyoke to Granzow Road, 2.7 miles northeast. This portion of that project is utilizing Tire Derived Aggregate (TDA) as lightweight fill and aggregate substitute to construct the grading base to reduce the need for granular materials to build the roadbed since granular materials are in short supply in this part of the county. County maintenance forces are performing this work since our crews have the experience in constructing the road bed using TDA tire chips. This project is being constructed as a Force Account Agreement using State-Aid Construction funds. Tire chip embankment construction is complete on the east/west portion of this project. Clearing operations are to begin on the north/south section of this project this week and County Forces will continue tire chip embankment construction on this section as weather conditions permit.

SAP 009-645-005 **CSAH 45 (Broadway Street in Scanlon, MN)** **Length: 0.61 Mi**
Location: (8) From center median south of CSAH 61 to Scanlon/Cloquet Corporate limits
Type of Work: Bituminous Mill and Overlay, Aggregate Shoulders, Pavement Markings
Status: WINTER SUSPENSION
Contractor: Ulland Brothers, Inc., Cloquet, MN
Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system. Failure of the signal loop detector on CSAH 61nearest to CSAH 45 prompted the inclusion of this project in the 2014 construction program. The Scope of the project will now include the replacement of all signal loop detectors. The Design staff completed plans. Final Plans are approved by MnDOT. Project start date is 09/15/2014 after MnDOT has completed use of CSAH 45 as a detour route for the TH 33 construction in Cloquet. A preconstruction conference was held 09/08/2014. Paving is complete. Linear pavement markings are complete. Turn arrows are scheduled to be installed as weather permits. Painting of the signal system masts and signal heads is complete.

CP 009-115-002 **CR 115 (Airport Road)** **Length: 0.29 Mi**
Location: (50) from 1315 ft east of CSAH 5 (University Rd) to 2886 ft east in Cloquet MN.
Type of Work: Sag vertical curve grade corrections to improve sight distance and correct drainage issues.
Status: WINTER SUSPENSION
Contractor: CCTD Maintenance Division
Remarks: This Project was added by the County Engineer to coincide with watermain construction for the Fond du Lac Reservation by FDL Construction Company. Known drainage issues exist on this segment of roadway. Construction of the watermain would necessitate removal of at least ½ of the existing bituminous surface. To cooperate with the tribe on their project, to correct the known drainage issues and improve sight distances, the Department designed the project to raise the road elevation at two vertical curve sags. This will benefit the watermain project in reducing the depth of bury to prevent frost damage. The tribe will fund the entire width of pavement in their roadway construction zone and CCTD will perform design and construction engineering for paving the entire length of CR 115, which includes Airport Road and Pinewood Drive. The Department will fund the remainder of the pavement length. Watermain construction is completed on CR 115 so County crews resumed work on road embankments. Embankment construction is nearly complete as well as aggregate surfacing, in preparation for bituminous surfacing in spring 2015.

CP 009-115-003 **CR 115 (Airport Road and Trettle Lane)** **Length: 1.93 Mi**
Location: (51) from CSAH 5 (University Rd) on Airport Road and Pinewood Dr to CSAH 7 (Big Lake Rd).
Type of Work: Bituminous surfacing, aggregate shoulders, pavement markings
Status: DELAYED TO SPRING 2015.
Contractor: Northland Constructors, Duluth, MN.
Remarks: This Project was added by the County Engineer to coincide with watermain construction for the Fond du Lac Reservation by FDL Construction Company. Construction of the watermain would necessitate removal of at least ½ of the existing bituminous surface. The tribe will fund the entire width of pavement in their roadway construction zone and CCTD will perform design and construction engineering for paving CR 115 from University Rd to Trettle Lane and CR 114 (Trettle Lane) from CR 115 to 300 ft south of Big Lake Road. The Department will fund the remainder of the pavement length. Plans are approved. Delays in the completion of the watermain have pushed the actual paving work to 2015.

SP 009-596-005 **Pfeifer Road** **Length: 0.75 Mi**
Location: (30) Pfeifer Road @ BNSF RR Crossing, south of TH 210, 3.75 miles west of Carlton
Type of Work: Remove RR Crossing, upgrade road to west
Status: AWARDED 10/14/2014
Contractor: KGM Contractors, Angora, MN
Remarks: Carlton County will act as fiscal agent for receipt and disbursement of Federal funding. Twin Lakes Township, their consulting engineers (MSA), and CCTD reviewed project scope and obstacles in advancing the project. The three agencies worked cooperatively to complete environmental permitting, design and funding documents for construction in 2011. The Project Memorandum (PM) was submitted to MnDOT in early 02/2011. Requested revisions were completed. Right-of-way temporary easement acquisition followed approval of the PM. The project was moved to 2012 to develop cooperative agreements with the Fond du Lac Reservation and the pipeline company, to obtain environmental permits, right-of-way and completion of final plans. Pipeline elevations were obtained to design adequate cover over the pipeline. Preliminary plans have been modified. The revised PM was submitted to MnDOT 12/23/2013. The project was moved to 2014. The PM was approved 04/15/2014. Plans and supporting documents were approved by MnDOT and FHWA. Letting was 09/29/2014. A preconstruction conference will be held in *02/05/2015*. The Contractor intends to do some swamp excavation this winter during frozen conditions.

Projects programmed for the 2015 Construction Season

CP 009-105-002 **CR 105** **Length: 0.20 Mi**
Location: (38) from CSAH 5 to 500' west in Blackhoof Twp
Type of Work: Bituminous resurface
Status: Programmed for 2015.
Contractor: Design by CCTD
Remarks: Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road sales tax project was added by the County Engineer to correct a very poor bituminous surface and maintain the integrity of roadway system.

CP 009-107-004 **CR 107** **Length: 0.40 Mi**
Location: (39) from CSAH 3 (14th Street, Cloquet, MN) to the dead end.
Type of Work: Bituminous resurface
Status: Programmed for 2015.
Contractor: Design by CCTD
Remarks: Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road sales tax project was added by the County Engineer to correct a very poor bituminous surface and maintain the integrity of roadway system.

CP 009-115-004 **CR 115 (Airport Road)** **Length: 1.00 Mi**
Location: (40) from CR 114 (Trettle Lane) to CSAH 7 (Big Lake Road), Cloquet, MN.
Type of Work: Bituminous resurface
Status: Programmed for 2015.
Contractor: Design by CCTD
Remarks: Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road sales tax project was added by the County Engineer to correct a very poor bituminous surface and maintain the integrity of roadway system.

CP 009-149-002 **CR 149 (Pacific Avenue)** **Length: 0.80 Mi**
Location: (41) from CSAH 20 (3rd Street, Wright, MN) to CR 127 (North Finn Road)
Type of Work: Bituminous resurface
Status: Programmed for 2015.
Contractor: Design by CCTD
Remarks: Recent state legislation, adopted by the Carlton County Board of Commissioners, allows county boards to institute a ½ percent sales tax in the county to provide funding for local transportation projects. This county road sales tax project was added by the County Engineer to correct a very poor bituminous surface and maintain the integrity of roadway system.

SAP 009-601-049 **CSAH 1 (Canosia Rd)** **Length: 4.068 Mi**
Location: (14) from CSAH 61 in Esko to CR 696 (St Louis River Rd)
Type of Work: Sealcoat – Chip seal
Status: Programmed for 2015.
Contractor: Design by CCTD
Remarks: This project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. *The four Carlton County sealcoat projects will be combined with several St Louis County sealcoat projects to obtain better unit prices.*

SAP 009-601-050 **CSAH 1** **Length: 3.250 Mi**
Location: (15) from TH 23 in Wrenshall Twp to T-82 (Seboe Rd)
Type of Work: Sealcoat – Chip seal
Status: Programmed for 2015.
Contractor: Design by CCTD
Remarks: This project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. *The four Carlton County sealcoat projects will be combined with several St Louis County sealcoat projects to obtain better unit prices.*

SAP 009-602-020 **CSAH 2 (North Cloquet Rd)** **Length: 2.970 Mi**
Location: (16) from CR 119 (Crosby Rd in Cloquet) to CSAH 1 (Canosia Rd)
Type of Work: Sealcoat – Chip seal
Status: Programmed for 2015.
Contractor: Design by CCTD
Remarks: This project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. *The four Carlton County sealcoat projects will be combined with several St Louis County sealcoat projects to obtain better unit prices.*

SAP 009-603-033 **CSAH 3** **Length: 3.990 Mi**
Location: (17) from CSAH 4 to CSAH 1 in Carlton, MN.
Type of Work: Sealcoat – Chip seal
Status: Programmed for 2015.
Contractor: Design by CCTD
Remarks: This project was added by the County Engineer to protect the pavement surface, the integrity of the roadway and extend pavement life. *The four Carlton County sealcoat projects will be combined with several St Louis County sealcoat projects to obtain better unit prices.*

SAP 009-606-032 **CSAH 6** **Length: 0.95 Mi**
Location: (13) Curb and gutter west of CSAH 61 in Barnum, MN to I-35
Type of Work: Mill and Overlay, curb and gutter, sidewalk, storm sewer rehab, Pavement Markings
Status: Programmed for 2015.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added by the County Engineer to split from the Federal Aid Project (SP 009-606-028) since this work is a curb and gutter section and the federal portion is rural design. Bituminous pavement work between the gutters from west of CSAH 61 to I-35 will also involve curb and gutter, sidewalk and storm sewer rehabilitation. *A meeting is to be held this week with the City of Barnum to coordinate schedules with their proposed watermain extension project.*

SP 009-070-004 **Various CSAH and CR** **Length: X.XX Mi**
Location: (Map3) 37 horizontal curves on CSAH 3, 4, 5, 6, 7, 10, 12, 13, 18, 21, 23, 25 and CR 120, 138, 139, 144 and 151
Type of Work: Chevron Curve Delineation Sign installations
Status: Programmed for 2015
Contractor: Itasca County is lead agency
Remarks: This Project was added by the County Engineer to enhance traffic safety and reduce run-off-the-road type crashes by installing Chevron Curve Delineation signs at locations determined in the Carlton County Road Safety Plan. This is a joint project with Aitkin, Itasca, and Lake Counties to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% local fund split. The 10% local share will come from our State-Aid Construction Account.

SAP 009-090-004 **CSAH 7 (Big Lake Rd)** **Length: 1.60 Mi**
Location: (54) Along CSAH 7 from CSAH 5 (University Rd) to Whispering Pines Drive in Cloquet, MN.
Type of Work: Pedestrian/Bicycle Trail (Gikinoo-Inamon Trail)
Status: Programmed for 2015.
Contractor: Design by CCTD, FDL and BIA Roads Engineering Staff
Remarks: The Project was added by the County Engineer at the request of the Fond du Lac Reservation. Improvements are necessary for the safe and convenient travel of bicyclists and pedestrians. This is a cooperative project with the majority of the funding from FDL and BIA Roads apportionments. Agreements are in place with FDL Planning Department for CCTD to perform preliminary design and engineering, right-of-way acquisition, construction engineering and project administration. A public meeting was held on 10/05/2011. Preliminary survey work was completed and a public meeting was held 03/06/2013 at the FDL Tribal Center to present the preferred alignment and construction details. Permits are in process. Plans are being reviewed by MnDOT. This project was renumbered from SP 091-090-065 to SP 009-090-004. The Federal Project Memorandum was approved 09/18/2013. Because of delays encountered, this project was moved into the 2014 – 2017 STIP for construction in 2014. The project was still in the 2014 construction program, but will be developed as a State-Aid project instead of a Federal-Aid project because of a funding swap agreement with St Louis County and State-Aid for Local Transportation (SALT). The project will be constructed under a Force Account agreement with Fond du Lac Construction. Right-of-way acquisition is in process. Plans are at MnDOT for review and approval. This project is moved to the 2015 Construction Program due to funding issues, right-of-way acquisition status and workforce scheduling.

Projects programmed for the 2016 Construction Season

CP 009-113-002 **CR 113 (Brookston Road)** **Length: 1.50 Mi**
Location: (18) From North County Line to 1.50 miles south in Cloquet, MN.
Type of Work: Raise grade, widen, swamp work, bituminous surface
Status: Programmed for 2016
Contractor: TBD
Remarks: Maintenance work is funded by the County Road Construction Bond as part of the Program adopted 06/13/2006. An agreement with Fond du Lac & BIA regarding cooperative effort to reconstruct and improve the roadway was reached. This Project was moved from the 2007 and subsequent construction seasons to allow timing for survey, permitting, engineering and right-of-way acquisition. The County is working with Fond du Lac Planning Department on funding availability. FDL Planning is working on additional funding sources and applications which necessitate the moving of the project to 2016.

SAP 009-608-014 **CSAH 8** **Length: 2.70 Mi**

Location: (32) CR 145 in Holyoke to 2.7 miles northeast
Type of Work: Grade, drainage structures, aggregate base and turf establishment
Status: In Design
Contractor: Design by CCTD, Engineering Division
Remarks: The Preliminary Survey is on-going. Plans are in Preliminary Design. The Right-of-Way process has been initiated. The Project was moved from 2007 and bumped from 2009, 2010, and 2011 due to budget and funding availability and development capability. A public informational meeting was held 09/26/2011 at the Holyoke Town Hall to explain the project scope and gather input from adjacent property owners and the public. Due to delays in staff timing and availability as a result of the 06/2012 Flood event and associated projects for 2012 and in 2013, this project is moved to 2014. The use of tire chips as an aggregate replacement is being incorporated into the design of this project and was let as a separate project (SAP 009-608-018). Plans are in design with an anticipated fall 2015 bid letting for construction in 2016. Right-of-Way acquisition is progressing with all but two of 22 parcels acquired. DNR, WCA and COE Permits have been received.

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

Location: (35) Little Net River, Section 10-46-16, 1.5 miles northeast of Holyoke, MN
Type of Work: Replace old Bridge 4511 with new Bridge 09J32 and approaches
Status: In Final Design
Contractor: LHB, Engineers and Architects, Duluth, MN
Remarks: This project is within the termini of the SAP 009-608-014 Grading project. The Department secured the services of LHB to design this replacement structure. The design selected is a BEBO arch pre-cast concrete structure. Preliminary plans have been submitted to MnDOT Bridge Office for review and approval. Bid letting was anticipated early 2015 for construction in summer 2015. MnDOT will be replacing a structure on TH 23, 6 miles south of Wrenshall, during the summer of 2015. Due to a conflict in detours for the MnDOT project and the County project, this bridge replacement project will be let fall of 2015 for construction in the summer of 2016 and will be tied to the road reconstruction project SAP 009-608-014. This project is moved to the 2016 Program Year.

SAP 009-612-021 **CSAH 12** **Length: 4.50 Mi**

Location: (9) From CR 132 to TH 27/73, ½ mile west of Moose Lake, MN.
Type of Work: Bituminous Overlay, Aggregate Shoulders, Pavement Markings
Status: Programmed for 2016.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. The vertical alignment of the east north/south 1.5 miles was reviewed and the project scope was revised to allow for grade improvements. The County retained a consulting firm to perform soil borings in 11/2013 to determine soils makeup to assist in designing the pavement structure. Design staff is preparing construction plans with an anticipated March 2016 letting. Since the scope of this project has changed to include grade widening and vertical curve correction to meet minimum design speed standards, right-of-way acquisition and environmental permits are required. The project is moved to 2016.

SP 009-622-005 **CSAH 22 (South Finn Rd)** **Length: 9.9 Mi**
Location: (25) From CSAH 6, east of Automba, north to T-411 (Schoolhouse Rd)
Type of Work: Bituminous Surfacing, Aggregate Shoulders, Pavement Markings.
Status: Programmed for 2016.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added to the Construction Program by the County Engineer to maintain the integrity of the roadway system and to utilize a federal funding source that was earmarked for a grading project. The project will be developed as a federally funded bituminous surfacing project. LHB has been retained to develop the Federal Project Memorandum. If Federal approvals are received early enough, funding is available and staff work load allows, this project may be Advance Constructed in 2015. The draft Project Memorandum is under staff review before submitting to MnDOT in early 2015.

SP 009-070-003 **CSAH 5, CSAH 7, CSAH 10 and CSAH 12** **Length: 24.4 Mi**
Location: (Map4) On CSAH 5 from CSAH 6 to TH 210 (9.6 Mi); on CSAH 7 from TH 210 to CSAH 5 (9.0 Mi), on CSAH 10 from TH 73 to I-35 (1.4 Mi); on CSAH 12 from CR 132 to TH 27/73 (4.4 Mi).
Type of Work: Ground-in Wet-Reflective edge striping
Status: Programmed for 2016 Construction
Contractor: St Louis County is the lead agency
Remarks: This Project was added by the County Engineer to enhance traffic safety by installing white edge lines (fog line) using a construction method that grinds the pavement edge to create a channel that will allow the special wet-reflective epoxy paint to be installed below the surface of the roadway and thereby reduce wear of the lines caused by snow removal equipment and traffic and extend the serviceable life of the edge markings. This is a joint project with St Louis County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% local fund split. The 10% local share will come from our State-Aid Construction Account.

Projects programmed for the 2017 Construction Season

SAP 009-605-009 **CSAH 5** ***Length: 0.75 Mi***
Location: (22) From TH 210 to CSAH 26 (Moorhead Rd) in Cloquet, MN.
Type of Work: Grading, Drainage Structures, Aggregate Base, Turf.
Status: In Survey and Design
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. Preliminary survey is ongoing. Initial contacts have been made regarding right-of-way and permits. The project was moved to 2016 to allow construction of the Cartwright Road. Due to funding, permitting and right-of-way acquisition constraints, the project was moved to 2017.

SAP 009-621-003 **CSAH 21** **Length: 4.00 Mi**
Location: (4) From CR 123 to TH 210 in Cromwell, MN
Type of Work: Grading, Drainage Structures, Aggregate Base
Status: Programmed for 2017.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. Due to the complexity of this project, it was moved to the 2017 construction program to allow more time for survey, permitting and right-of-way processes.

SAP 009-599-023 **UT-388** **Length: 0.10 Mi**
Location: (2) Over Hasty Brook (Sect 10-49-20), 4.0 miles north of Cromwell, MN.
Type of Work: Replace Bridge L1244
Status: Programmed for 2017.
Contractor: Design services by SEH, Duluth, MN
Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system and as a placeholder if/when bridge funding is available. The Program Year may be adjusted based on funding availability, priority and development capability. This bridge is Structurally Deficient, has a Sufficiency Rating of 28.6 and is load posted: 20 tons single unit vehicle, 30 tons combination vehicle, 30 tons tractor-trailer. Options are being considered for roadway-in-lieu of replacing the structure. From the RFP for design services process, SEH was selected to provide design services. This structure was removed from the 2012 Flood Bond Bridge Replacement Program. Actual program year will be determined as funding, permitting and project development allows. This project is moved to the 2017 construction season as a placeholder if funding is available.

Projects programmed for the 2018 Construction Season

SAP 009-601-XXX **CSAH 1 (Canosia)** **Length: 0.10 Mi**
Location: (27) At the Midway River (Section 22-49-16) in Esko, MN.
Type of Work: Rehabilitate Bridge 09502
Status: Placeholder in 2018.
Contractor: TBD
Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system and as a placeholder if/when bridge funding is available. The Program Year may be adjusted based on funding availability, priority and development capability. This bridge is Structurally Deficient and has a Sufficiency Rating of 54.9. This project was moved from 2012 to 2018 because surface and joint repairs that were completed due to damage from the June 2012 flood extends the service life of those items.

SAP 009-605-022 **CSAH 5** **Length: 0.75 Mi**
Location: (23) From TH 210 to CSAH 26 (Moorhead Rd) in Cloquet, MN.
Type of Work: Bituminous Surfacing of SAP 009-605-009 grading section.
Status: Programmed for 2018.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. The project is moved to 2018 since the grading project (SAP 009-605-009) was moved to 2017.

SAP 009-606-XXX **CSAH 6 (Main Street in Barnum, MN)** **Length: 0.10 Mi**
Location: (12) Over Moose Horn River in Barnum (Sect 1-46-19)
Type of Work: Rehabilitate Bridge 09503
Status: Placeholder in 2018.
Contractor: TBD
Remarks: This Project was added by the County Engineer to maintain the integrity of the roadway system and as a placeholder if/when bridge funding is available. The Program year may be adjusted based upon funding availability, priority and development capability. This bridge is Structurally Deficient and has a Sufficiency Rating of 64.6. This project was moved from 2014 to 2015 to 2018 for the above reasons.

SAP 009-611-002 **CSAH 11** **Length: 3.00 Mi**
Location: (3) From CSAH 8 to CSAH 6, 4 miles east of Barnum, MN.
Type of Work: Grading, Drainage Structures, Aggregate Base
Status: Programmed for 2018.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. Due to budget, staff time, permitting and right-of-way acquisition expanded time lines; this project is moved to the 2018 construction program.

SAP 009-621-004 **CSAH 21** **Length: 4.00 Mi**
Location: (4) From CR 123 to TH 210 in Cromwell, MN
Type of Work: Bituminous Surface, Aggregate Shoulders, Pavement Markings
Status: Programmed for 2018.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. This project was to be a Federal Aid Project and was included in the 2013 – 2016 STIP, however, this project is be pulled from the Federal-Aid program and will be developed and constructed using State-aid funding. This project was moved to the 2018 program since the grading portion (SAP 009-621-003) was moved to the 2017 program.

Projects programmed for the 2019 Construction Season

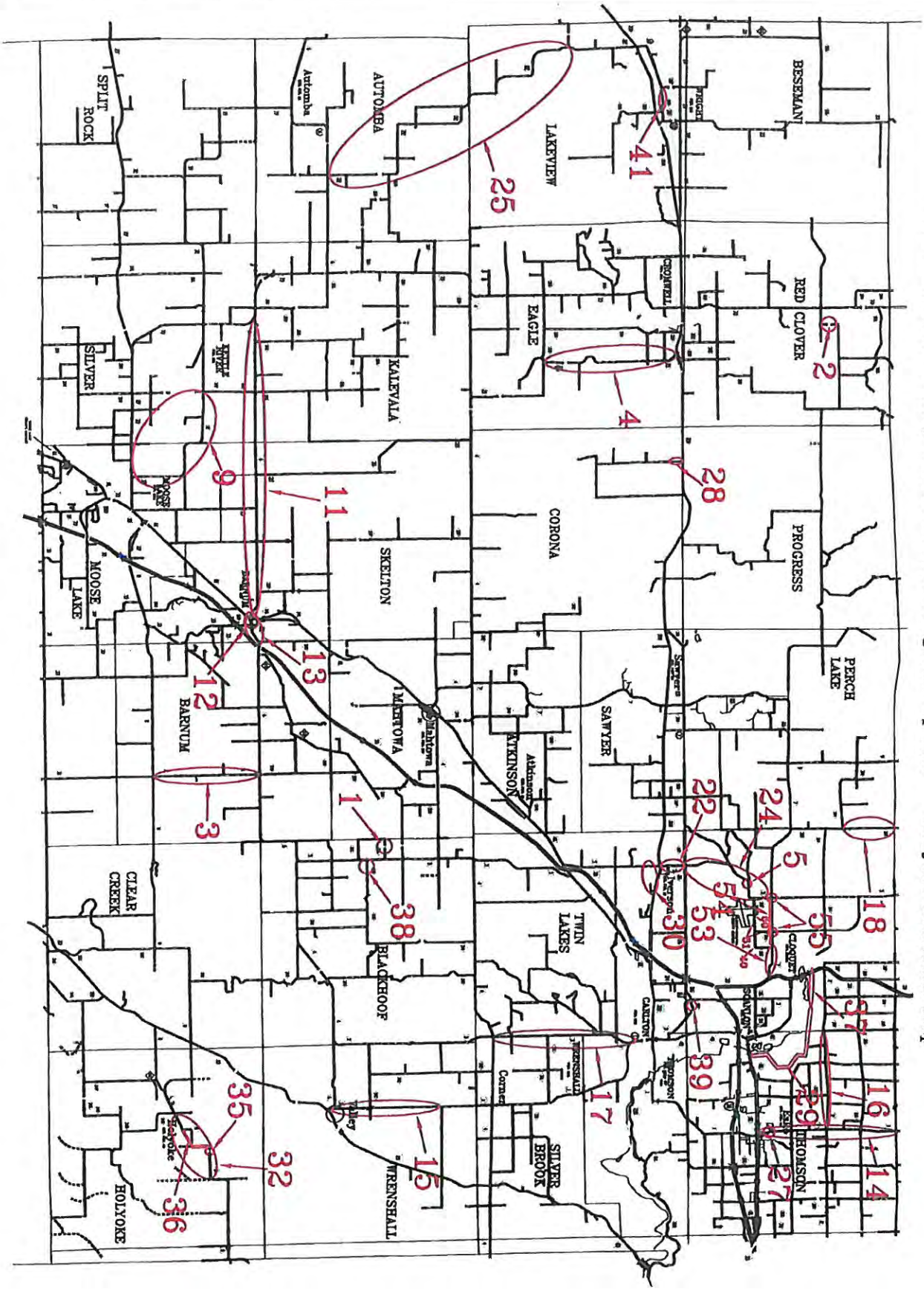
SAP 009-611-003 **CSAH 11** **Length: 3.00 Mi**
Location: (3) From CSAH 8 to CSAH 6, 4 miles east of Barnum, MN.
Type of Work: Bituminous Surface, Aggregate Shoulders, Pavement Markings
Status: Programmed for 2019.
Contractor: Design by CCTD, Engineering Division
Remarks: This Project was added at the 5-Year Construction Program Public Hearing in 03/2009 by the County Engineer to maintain the integrity of the roadway system. This project is moved to the 2019 construction program since the grading project for this section of roadway was moved to the 2018 construction program.

Other Projects not scheduled or On-Hold

CP 009-106-003 **CR 106** **Length: 0.50 Mi**
Location: (1) From W 1/4 Sec 18-47-17 to NW Cor 18-47-17, 4.22 miles ESE of Mahtowa, MN.
Type of Work: Remove closed Bridge 92409; Construct Roadway-in-lieu (R-I-L) of Bridge
Status: Project On-Hold
Contractor: TBD
Remarks: The old bridge was removed in 2008 by County Forces. This project has been discussed with Blackhoof Township, Mahtowa Township and the State Aid office. Options are: to replace the bridge as a county bridge; turn the road back to the township and replace as a township bridge; construct a roadway-in-lieu to the north; leave as-is with the bridge removed and the two segments of CR 106 as dead end roads.

SP 009-090-002	**St Louis River Trail (Phase III)**	**Length: 0.80 Mi**
Location: (37)	Chamber of Commerce Parking Lot to 0.59 mi E of TH 33 in Cloquet, MN.	
Type of Work:	Construct Bicycle/Pedestrian Trail	
Status:	Project On-Hold Pending Local match for Federal Funds.	
Contractor:	Design by City of Cloquet Engineer's Office	
Remarks:	Carlton County will act as fiscal agent for receipt and disbursement of Federal funding. This project was moved from 2011 and in front of Phase II of the trail because it is anticipated that this phase can be developed, permitted and constructed in a shorter timeline than Phase II. The City of Cloquet did the preliminary engineering work on this phase. Federal Project Memorandum has been approved. Final Plans have been approved. This phase of the project has been delayed as there is a shortage of local match dollars to the allocated Federal funds.	

SP 009-090-003	**St Louis River Trail (Phase II)**	**Length: 1.50 Mi**
Location: (29)	I-35 Park and Ride in Scanlon to 0.59 miles E of TH 33	
Type of Work:	Construct Bicycle/Pedestrian Trail	
Status:	Project On-Hold Pending Local match of Federal Funds	
Contractor:	TBD	
Remarks:	Carlton County will act as fiscal agent for receipt and disbursement of Federal funding. The Project was moved to 2010 due to delays in the progress of Phase I and bumped to 2011 behind Phase III because it is anticipated that Phase III can be developed, permitted and constructed in a shorter timeline than Phase II. This will allow the St Louis River Trail Committee additional time to secure additional funding needed to complete this phase. This project was placed on-hold until local funding is available to match Federal Funding	


2015 Carlton County Construction Program Update - Project Location Map
SPLIT ROCK
AUTOMBA
LAKEVIEW
BESEMAN
RED CLOVER
EAGLE
SILVER
KALEVALA
CORONA
PROGRESS
PERCH LAKE
MOOSE LAKE
SKELTON
BARNUM
MAHTOWA
SAWYER
ATKINSON
TWIN LAKES
CARLTON
THOMSON
CLEAR CREEK
BLACKHOOF
SILVER BROOK
TRENSHALL
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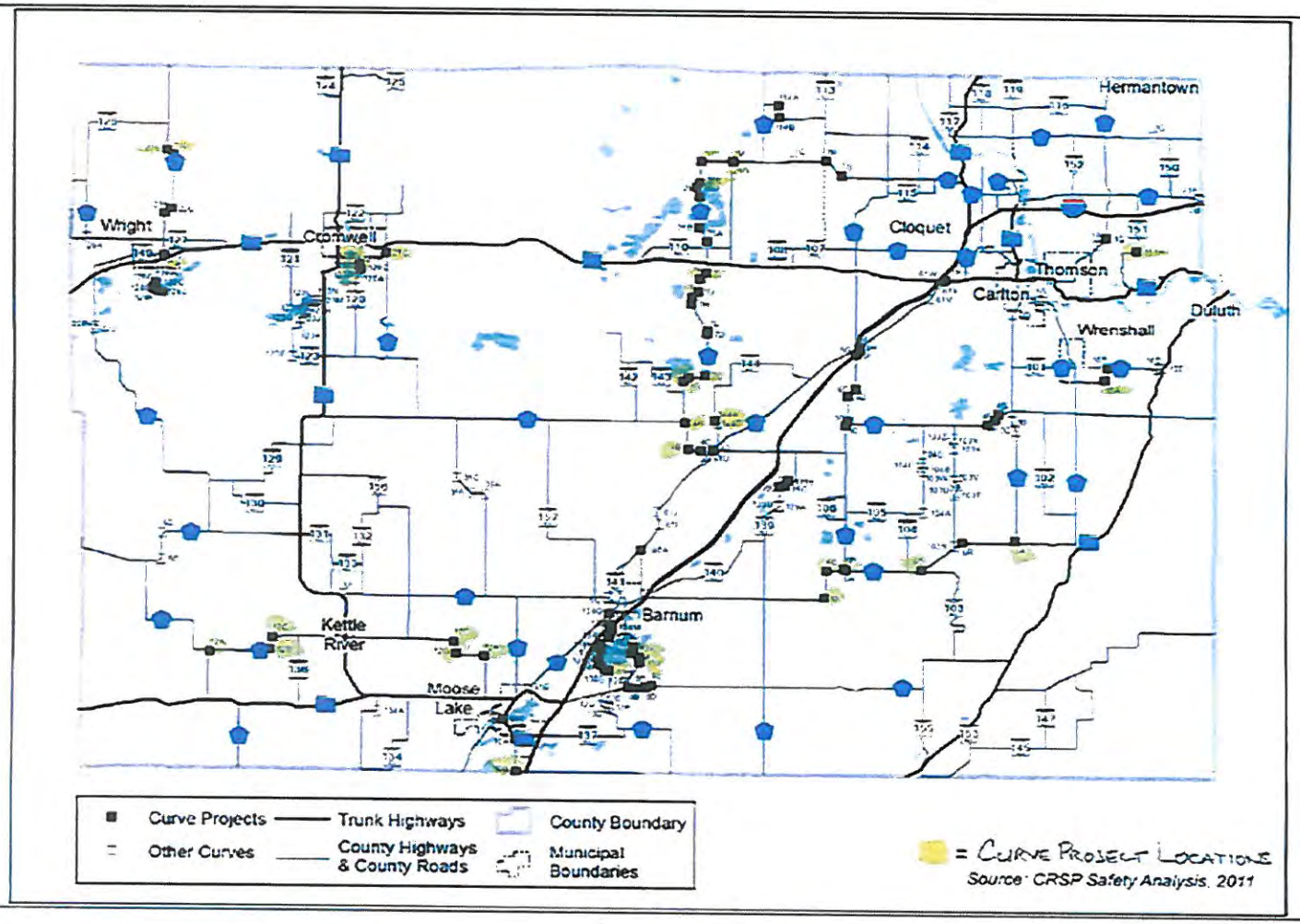
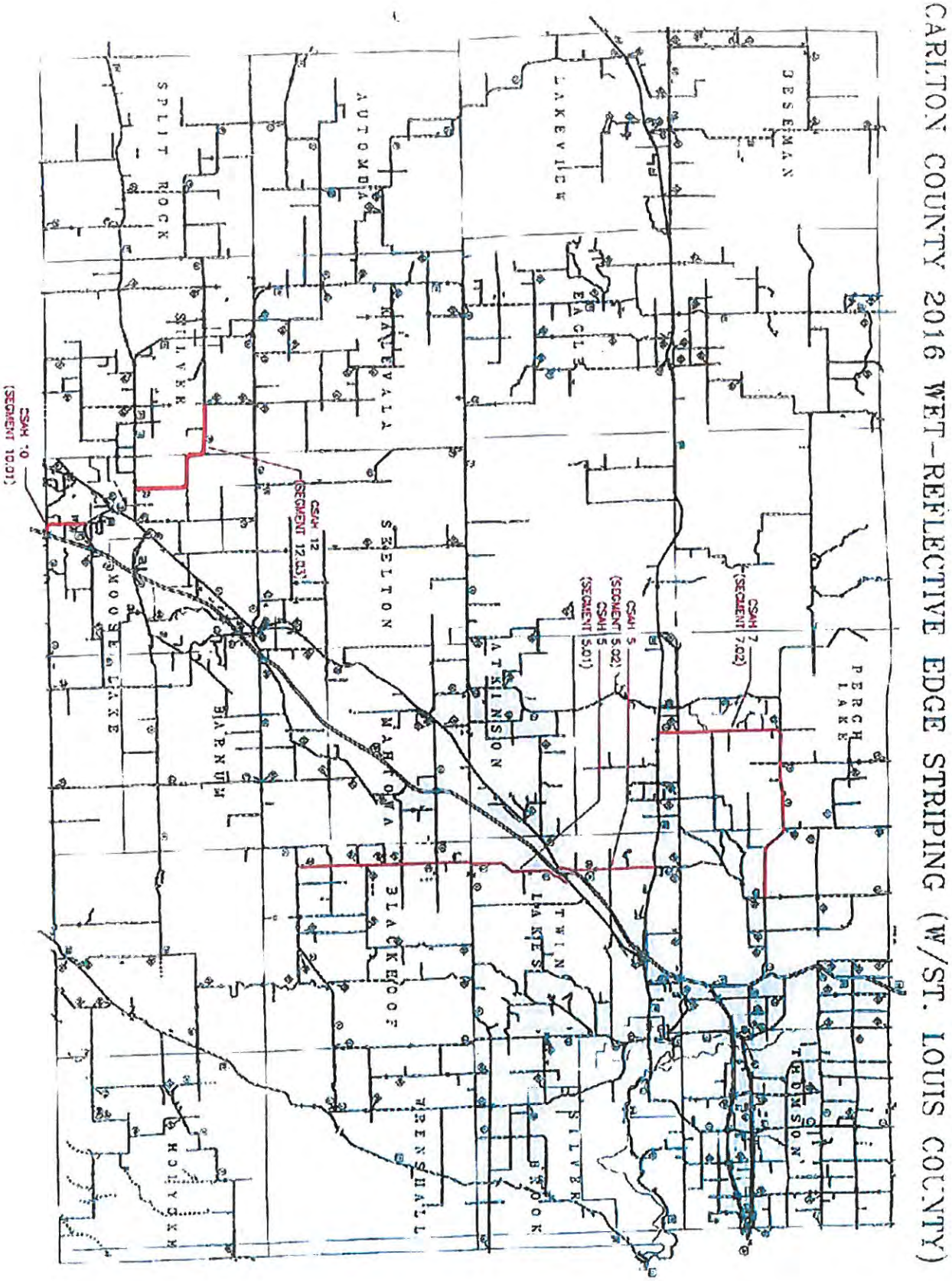


Figure 3-13
Carlton County Curve Project Map

CARLTON COUNTY 2016 WET-REFLECTIVE EDGE STRIPING (W/ST. LOUIS COUNTY)



Carlton County

Transportation

1630 County Road 61 ◆ Carlton MN 55718

HIGHWAY MAINTENANCE OPERATIONS

Work Completed January 8, 2015-January 27, 2015

1. Patching pot holes with blacktop.
2. Hauling Class 5 gravel on county and township roads.
3. Brushing along county and township roads.
4. Steaming culverts.
5. Digging ice out of ditches.
6. Picking up dead deer.
7. Hauling winter sand to sheds.
8. Tearing down tax forfeited house for Land Department.
9. Repairing frost boils.

Mechanics' Duties

1. Repairs to county brushing equipment.
2. Repairs to snow removal equipment.
3. Repairs to Sheriff Department cars.

Snow and Ice Control

1.	Jan. 8	Keeping black top roads open.
2.	Jan. 9	Started full crew at 6 a.m. - 4"-5" snow.
3.	Jan. 12	Trucks out sanding.
4.	Jan. 17	Trucks out sanding and plowing.
5.	Jan. 23	Trucks started at 5 a.m. due to freezing rain.
6.	Jan. 26	Trucks started at 5 a.m. due to rain and snow.
7.	Jan. 27	Trucks out sanding.

Carlton County Transportation Department
Revenues and Expenditures
January 28, 2015

Revenues - (Maintenance)	Year to Date	2015 Annual Budget	Over (Under) Annual Budget
Real Estate Taxes (estimated)	$224,557.50	$2,694,682.00	-$2,470,124.50
Work For Government	$108,212.24	$675,000.00	-$566,787.76
Work For Individuals	$753.90	$10,000.00	-$9,246.10
Permits	$1,150.00	$9,000.00	-$7,850.00
Culvert, Map, Scrap Sales	$0.00	$11,000.00	-$11,000.00
Miscellaneous	$0.00	$30,000.00	-$30,000.00
Reimbursements/Refunds/Bldg Rent	$46,364.16	$382,000.00	-$335,635.84
Insurance Rebate	$4,617.00	$55,400.00	-$50,783.00
HACA, Disp. Red. RES/AG Credit	$20,760.00	$249,125.00	-$228,365.00
State Aid Maintenance	$157,753.25	$1,893,039.00	-$1,735,285.75
PERA Rate Increase Aid	$914.00	$10,970.00	-$10,056.00
Town Road Money		$193,815.00	-$193,815.00
Sub-Total Revenue	$565,082.05	$6,214,031.00	-$5,648,948.95

Expenditures - (Maintenance)	Year to Date	2015 Annual Budget	Over (Under) Annual Budget
Salaries & Benefits	$263,218.65	$3,628,383.00	-$3,365,164.35
Insurance / Unemployment / Bonds	$18,407.58	$232,891.00	-$214,483.42
Phone, Publications, Registr.	$3,985.33	$38,000.00	-$34,014.67
Utilities, Supplies, Safety	$10,414.42	$240,000.00	-$229,585.58
Contracts, Consultants	$1,088.95	$536,440.00	-$535,351.05
Gravel, Asphalt, Culverts, Salt	$8,209.43	$620,000.00	-$611,790.57
Brush & Weed, Road Signs	$19,037.14	$110,000.00	-$90,962.86
Vehicle Maintenance/Supplies	$162,266.48	$1,165,000.00	-$1,002,733.52
Mobile Equipment	$0.00	$480,000.00	-$480,000.00
Furniture, Building Repairs	$0.00	$80,000.00	-$80,000.00
Right-of-Way/Land Acquisition	$32,846.50	$10,000.00	$22,846.50
Townships, Refunds, Licenses	$0.00	$178,800.00	-$178,800.00
Sub-Total Expenditures	$519,474.48	$7,319,514.00	-$6,800,039.52
Net - County Funds	$45,607.57	-$1,105,483.00	
County Construction			
Construction Revenues	$0.00	$4,861,536.00	$4,861,536.00
Construction Engineering Revenues	$0.00	$0.00	
Construction Expenses	$265,950.00	$3,756,053.00	$3,490,103.00
Net - County Const.	-$265,950.00		
Total 2015 Revenues	$565,082.05	$11,075,567.00	-$787,412.95
Total 2015 Expenditures	$785,424.48	$11,075,567.00	-$3,309,936.52
Difference	-$220,342.43		

RESOLUTION
For Amending a Prioritized Bridge Replacement List
February 10, 2015

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

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

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

Old Bridge Number	Road Number or Name	Total Project Cost	Township or State Bridge Funds	Federal Funds	Local or State Aid Funds	Proposed Construction Year
4511	CSAH 8	1,500,000	State or	Federal	750,000	2015-2016
L1230	CR 131	200,000	State or	Federal	30,000	2015
L5877	T 77 Blackhoof	300,000	Twsp, state or	Federal	20,000	2016
L1244	UT 388 Red Clov.	250,000	Twsp, state or	Federal	10,000	2017-2025
09502	CSAH 1	805,000	State or	Federal	455,000	2018-2020
L8973	CSAH 19	300,000	State or	Federal	170,000	2018-2020
09515	T 535 Perch. L.	350,000	Twsp, state or	Federal	20,000	2017-2025
97816	CR 127	300,000	State or	Federal	105,000	2019-2022
09503	CSAH 6	805,000	State or	Federal	455,000	2018-2020
1038	T 126 Lakeview	360,000	Twsp, state or	Federal	20,000	2017-2025
89981	CSAH 13	345,000	State or	Federal	195,000	2020-2025
93187	CSAH 8	200,000	State or	Federal	200,000	2020-2025

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

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

St. Louis County
Carlton County
Various Paved City Streets and County Highways
CP 0133-241417/SAP 69-733-028(Low)
Tied with SAP 009-601-049 (Low)

AGREEMENT

THIS AGREEMENT is between the COUNTY OF CARLTON, a duly organized County within the State of Minnesota, hereinafter referred to as "CARLTON COUNTY", and the COUNTY OF ST. LOUIS, a duly organized county within the State of Minnesota, hereafter referred to as "ST LOUIS COUNTY".

WITNESSETH:

WHEREAS, CARLTON COUNTY has determined the locations and quantities of Seal Coat and Fog Seal required on its CARLTON COUNTY paved streets and highways, and wishes to expend approximately $416,000.00 in applying Seal Coat and Fog Seal on said paved streets and highways; and

WHEREAS, ST LOUIS COUNTY has determined the locations and quantities of Crack Seal, Seal Coat and Fog Seal required on its paved roads and highways, and wishes to perform Crack Sealing, Seal Coating and Fog Sealing on said roads and highways under a project titled "Rout & Seal Bituminous Pavement Cracks, Crack Repair Special, Seal Coat and Fog Seal" (SAP 69-733-028), hereafter referred to as the "Plan".

THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, with regard to the aforementioned crack sealing, seal coating and fog sealing of ST LOUIS COUNTY's and CARLTON COUNTY's paved streets and highways the parties hereby agree to the following:

1. CARLTON COUNTY shall prepare a plan, and engineer's estimate for said project on the paved streets and highways it will seal coat and fog seal in accordance with the 2014 Edition of the Minnesota Department of Transportation "Standard Specifications for Construction" and 2014 Edition of the Minnesota Department of Transportation "Material Lab Supplemental Specifications for Construction". CARLTON COUNTY shall pay the cost and bear the expense for preparation of its plan.

2. ST LOUIS COUNTY shall prepare the Plan, and engineer's estimate for said project on the County Paved Roads and Highways it will seal coat and fog seal in accordance with the 2014 Edition of the Minnesota Department of Transportation "Standard Specifications for Construction" and 2014 Edition of the Minnesota Department of Transportation "Material Lab Supplemental Specifications for Construction". ST LOUIS COUNTY shall pay the cost and bear the expense for preparation of the Plan.

3. CARLTON COUNTY shall provide ST LOUIS COUNTY with its plans for Seal Coat and Fog Seal work within the CARLTON COUNTY; ST LOUIS COUNTY

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shall incorporate said information into the Plan and proposal, creating documents suitable for bidding purposes.

4. ST LOUIS COUNTY shall pay the cost and bear the expense for preparation of the Plan's construction specifications, proposal and bidding documents. CARLTON COUNTY shall be given the opportunity to review and comment on the construction specifications, proposal and bidding documents prior to the date the Plan is advertised for bidding.

5. ST LOUIS COUNTY, acting through the St. Louis County Highway Engineer, shall prepare bid documents by compiling pay items from the Plan and shall award the contract for said project to the lowest responsible bidder in accordance with current specifications, (the "Contract") and upon CARLTON COUNTY's concurrence.

6. ST LOUIS COUNTY shall bear the expense of and perform all necessary Contract administration, and shall administer the terms of the Contract from Contract award to the certification of final payment.

7. ST LOUIS COUNTY will perform all record keeping for quantities associated with the project. ST LOUIS COUNTY will perform and bear the cost of construction inspection on ST LOUIS COUNTY roads and highways.

8. CARLTON COUNTY will perform and bear the cost of construction inspection on CARLTON COUNTY roads and highways. CARLTON COUNTY shall report any observed deficiencies to ST LOUIS COUNTY immediately.

9. CARLTON COUNTY shall have final acceptance of the constructed seal coated and fog sealed roads in CARLTON COUNTY. CARLTON COUNTY shall also have final approval of quantities used to construct the seal coated and fog sealed roads and highways in CARLTON COUNTY.

10. ST LOUIS COUNTY shall bear all costs for its portion of the roadway crack sealing, seal coating and fog sealing in accordance with details contained in the Plan.

11. CARLTON COUNTY shall bear all costs for its portion (approximately $416,000.00) of the roadway seal coating and fog sealing in accordance with details contained in the Plan.

12. CARLTON COUNTY will pay to ST LOUIS COUNTY, within thirty (30) days after award of Contract, an amount equal to ninety-five percent (95%) of the estimated cost of CARLTON COUNTY's portion of the seal coating and fog sealing Contract, based on the contract unit prices as contained in the successful Contractor's bidding documents.

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13. CARLTON COUNTY shall make final payment to ST LOUIS COUNTY after final acceptance of its portion of the roadway seal coating and fog sealing on the project. Payment will be due within thirty (30) days of receipt of a valid statement of final Contract quantities for CARLTON COUNTY's cost for seal coating and fog sealing as described herein. If any funds are received by ST LOUIS COUNTY in excess of the project costs, they will be returned to CARLTON COUNTY without interest. CARLTON COUNTY will be responsible for requesting State Aid funds on their behalf and submittal of their State Aid Final to the State.

14. ST LOUIS COUNTY shall require all contractors and subcontractors performing work on the project described in this agreement to name CARLTON COUNTY as an insured party in the amounts listed in the insurance requirements contained in the Plan.

13. CARLTON COUNTY shall indemnify, hold harmless and defend ST LOUIS COUNTY, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which ST LOUIS COUNTY, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of CARLTON COUNTY, its agents, servants or employees, in the execution, performance, or failure to adequately perform CARLTON COUNTY 's obligations pursuant to this Agreement.

14. ST LOUIS COUNTY shall indemnify, hold harmless and defend CARLTON COUNTY, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which CARLTON COUNTY, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of ST LOUIS COUNTY, its agents, servants or employees, in the execution, performance, or failure to adequately perform ST LOUIS COUNTY 's obligations pursuant to this Agreement.

15. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, Subd. 1a; provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

IT IS FURTHER AGREED, that any and all employees of the County of St. Louis, while engaged in the performance of any work or service which ST LOUIS COUNTY is specifically required to perform under this Agreement, shall be considered employees of ST LOUIS COUNTY only and not of CARLTON COUNTY, and that any and all claims that may or might

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arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act of said employees, shall be the sole obligation of ST LOUIS COUNTY.

IT IS FURTHER AGREED, that any and all employees of CARLTON COUNTY, while engaged in the performance of any work or service which CARLTON COUNTY is specifically required to perform under this Agreement, shall be considered employees of CARLTON COUNTY only and not of ST LOUIS COUNTY, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, shall be the sole obligation of CARLTON COUNTY.

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IN WITNESS WHEREOF, the parties have executed this Agreement this day of _____, 2015.

COUNTY OF ST LOUIS COUNTY

By_____
County Board Chair

By_____
County Auditor

By_____
Public Works Director/Highway Engineer

APPROVED AS TO FORM:

By_____
County Attorney

Damion #:

COUNTY OF CARLTON

By_____
County Board Chair

By_____
County Auditor

APPROVED AS TO FORM:

By_____
Public Works Director/Highway Engineer

By_____
County Attorney

Drafted by: JG
1/13/2015

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