



*Carlton County, Minnesota
Committee of the Whole Agenda*

**CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA**
Carlton County Transportation Building, Board Room
June 7, 2016 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of May 3, 2016 meeting minutes
4. New Business
 - A. COORDINATOR / HR / BUILDING MAINTENANCE
 1. Policy Committee policy list – Informational Only
 2. Lease / Contract / MOU / Agreement Tracker – Informational Only
 3. Discussion regarding 2nd interviews for the PH&HS Director and the County Assessor finalists
 4. Carlton County Broadband Feasibility Study Contract Award
 5. Fond du Lac USDA grant letter of support
 - B. INFORMATION TECHNOLOGY
 1. Technical Support Specialist position request
 - C. TRANSPORTATION
 1. Monthly construction update (info only)
 2. Monthly maintenance update (info only)
 3. Monthly budget update (info only)
5. Other Business
 - A. Department Updates
 - B. The next regular meeting date is scheduled for July 5, 2016 at 4:00 p.m. located at the Carlton County Transportation Building in the Board Room.
6. 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: May 3, 2016

Re: Carlton County Committee of the Whole Minutes

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

Present: Peterson, Brenner, Bodie, Zmyslony, Proulx

Absent: None

Agenda for May 3, 2016, meeting approved (Brenner, Proulx)

Minutes for February 2 and March 1 meetings approved (Zmyslony, Brenner)

Visitors: Deb Shaff – Update on Housing Institute housing proposal. Info only.

New Business

A. ASSESSOR

1. Sappi Property Tax Appeal. Info only. Marci Moreland presents.
2. GIS. Info only. Issues with location of property lines. Suggested that staff discuss the issue with County Surveyor Bill Hayden.

B. COORDINATOR/HR/BUILDING MAINTENANCE

1. Policy Committee policy priority list review. Info only
2. Discussion and recommendation for budget policy statement and budget direction. Discussion had regarding both, but no action taken.
3. Discussion of MN Rural Counties Caucus membership. Discussion had, with request to determine what benefits the Caucus might bring that are not already provided through other regional association, including the Association of Arrowhead Counties.

C. PUBLIC HEALTH AND HUMAN SERVICES

1. Child Support Update. Info only. Dan Plinski provides update

D. TRANSPORTATION

1. Monthly construction update. Info only. Mark Linne presents.

2. Monthly maintenance update. Info only. Mark Linne presents.
3. Monthly budget update. Info only. Mark Linne presents.

Other Business

- A. Department updates – None
- B. The next regular meeting date is scheduled for June 7, 2016, at 4:00 p.m. at the Carlton County Transportation Building.

Motion to adjourn meeting approved (Bodie, Proulx).

Meeting adjourned at 5:06.

Submitted by Dennis Genereau, Jr.

Carlton County Policy Tracking Form

Revised 5/17/2016

Priority	Policy	Created By/Working On	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
1	Data Retention Policy	Attorney's Office		**Supervisors Committee requested to prioritize		
1	HR Internal Complaint Handling Process	Kim Franek				
1	HR External Complaint Handling Process	Kim Franek				
1	Travel and Meal Reimbursement Policy	Kathy K. and Dennis				
1	Conflict of Interest	Jeff will email Paul/Kathy				
1	Use of County Vehicles Policy (Auto Policy and Procedure - recommended by MCT)	Update existing - Dennis lead				
2	County Board Guidelines	Coordinator's Office				
2	County-wide Drug Testing Policy					
2	Carlton County Safety Program Policy AWAIR	Karola Dalen/Kim Franek				
1	Auditor - Wire Transfer Policy	Kathy K.				
3	Nondiscrimination Disclosure Policy					
3	Bullying Policy					
3	Harassment Policy					
3	Alternative Work Site Policy (AWS)					
3	Internet Use / Social Media Policy / Email (fundraising)	Pete/Tech Committee				
3	Carlton County Personnel Policy Manual	Kim Franek				
	Employee Fitness Center Policy	Dennis	September 1, 2015			
	Interpreter Service Policy					
	Carlton County PH&HS Emergency Procedures Guide	For Review Only				
	Courthouse Emergency Response and Evacuation Plan	Joe (for review only)				
	Management Handbook & Code of Ethics	MT Subcommittee	November 10, 2015			
	Performance Review Policy	Kim Franek	September 1, 2014			
	Accounting Policy with Manual	State Auditor recommendation	October-15	Review again in February		
	Construction/Renovation Project Change Order	State Auditor recommendation	October-15			
OTHERS:						
	Diversity Committee Operating Policy & Procedure	Diversity Committee				
*	Finance Committee Budget Policy	Finance Committee				

Tracker for Leases, MOU's, Agreements, Employment Trackers, Endorsements and Resolutions

LEASE	Lease Term
Moose Lake Bldg. - 316 Elm Street Lease	January 1, 2016 - December 31, 2017
Workforce Center Lease Agreement	October 1, 20011 - September 30, 2016

MOU	
Between Carlton County and Arrowhead Regional Corrections (ARC)	Coordinate Drug Court Program, provide vehicle for program use
MOU of the Carlton County Courthouse Security Committee Regarding the Dissemination of Courthouse Security Alerts	Signed by multiple County officials in October 2013

AGREEMENT	
Between Carlton County and Terri Port Wright, Port Wright Law Office	Represent parent in Children in Need of Protection Services (CHIPS), Termination of Parental Rights (TPR), or long term foster care placement matters (LTFC), and transfer of legal and physical custody matters (TL&PC) since Nov. 2006 Commenced 2013
Cromwell/Wright Area Fire District Joint Powers Agreement	
Amendment to Joint Powers Agreement for Civil Commitment Representation for St. Louis, Carlton, Lake, and Cook Counties	Signed by County Attorney Thom Pertler (8/15/14), Board Chairman Dick Brenner (8/12/14), and County Auditor Paul Gassert (8/12/14)
Joint Powers Agreement for Group Employee Benefits and other Financial and Risk Management Services	Signed by Board Chair Tom Proulx 1/28/16
Fond du Lac Tribal Social Services Arrowhead Regional Corrections - Carlton County Probation Carlton County Public Health & Human Services Tribal / County Agreement	

EMPLOYMENT CONTRACT	TERM
Between Carlton County and Paul Mickelson, Restorative Justice Coordinator	January 1, 2016 - December 31, 2016
Between Carlton County and Teresa Walker, LCTS Coordinator	January 1, 2016 - December 31, 2016

ENDORSEMENT	
Endorsement of Revised AMC County Program Aid Formula and ICWA State Takeover	Signed 2-9-16 by Commissioner Tom Proulx

RESOLUTION	
Supporting Enbridge's proposed route of the Sandpiper Pipeline Project	Commissioner Dick Brenner/Commissioner Marv Bodie

Carlton County Courthouse
301 Walnut Avenue
Carlton, MN 55718

RE: USDA – Rural Development Community Facilities Program

May 31, 2016

Dear Mr. Genereau ,

The Fond du Lac Band of Lake Superior Chippewa has filed an application for financial assistance with the USDA – Rural Development. The specific purpose of this application is to provide financial assistance in the purchase of two squad cars for the Law Enforcement Division.

We are required to provide evidence to Rural Development of significant community support for our proposed project. All local government units within the proposed project service area are being contacted to provide a Certificate of Support. Providing the Certificate of Support does not require financial support. The Certificate of Support should include sufficient information to determine that a proposed community facility will provide needed services to the community and will have no adverse impact on other community facilities providing similar services. Please return this letter with the following "Certificate of Support" completed.

Sincerely,

Wally Dupuis
Chairman

Certificate of Support

The _____ supports the above described project. The proposed project will provide needed services and will have no adverse impact on the other facilities providing similar services. Additional comments are as follows:

Mayor/Chairperson

Date

Clerk/Secretary



Commissioners Office
County of Carlton
Carlton County Courthouse
P.O. Box 130
Carlton, MN 55718-0130
Telephone (218) 384-9127
Facsimile (218) 384-9116

FIRST DISTRICT
Dick Brenner, Cloquet
SECOND DISTRICT
Marv Bodie, Esko
THIRD DISTRICT
Thomas Proulx, Cloquet (Chairperson)
FOURTH DISTRICT
Susan Zmyslony, Carlton
FIFTH DISTRICT
Gary Peterson, Barnum (Vice-Chairperson)

Certificate of Support

The Carlton County Board supports the above described project. The proposed project will provide needed services and will have no adverse impact on the other facilities providing similar services. Additional comments are as follows:

Chairperson

Date

Clerk/Secretary



CARLTON COUNTY

INFORMATION TECHNOLOGY

301 Walnut Avenue • P.O. Box 130 • Carlton, MN 55718

PETER J. GOULD • IT DIRECTOR

218-384-9137 • peter.gould@co.carlton.mn.us

May 31, 2016

Management Team, Finance Committee, and Committee of the Whole,

I would like to submit a request for an additional Technical Support Specialist (TSS) position for the IT Department. The IT Department and PHHS have realized the need for two IT Department staff located at the Community Services Building\PHHS. We previously had 1.4 IT Department staff located at the CSB\PHHS. The .4 IT Supervisor duties and responsibilities are being absorbed by other IT Department staff and we are in the process of refilling the Information Systems Specialist Sr. position. Currently, we have moved a TSS that was located at the courthouse over to the CSB\PHHS to provide daily technology support. As soon as we fill the vacated Information Systems Specialist Sr. position, we will have a total of six IT Department positions, previously were at 6.4 IT Department positions.

I can provide more information if requested.

Sincerely,

Peter J. Gould
Carlton County IT Director



Carlton County, Minnesota Technical Support Specialist Position Profile

Job Title:	Technical Support Specialist	Job Category:	Grade 11
Department/Group:	IT Department	Bargaining Unit:	Teamsters Local #346
Location:	Courthouse – County-wide	Travel Required:	Yes
Level/Salary Range:	\$23.00 – \$27.62 Hourly \$44,850 - \$53,859 Annually	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:

Provide direct support for a diverse range of applications and issues at a variety of levels of support. Offer advice, answers and troubleshooting methods and procedures for the most difficult and complex technology tasks, projects, and issues. Operate and maintain computer networks, hardware and software; troubleshoot network hardware and software; install workstations, applications, printers, and other peripheral equipment; recommend hardware and software solutions; provide end-user support and training.

EXAMPLES OF WORK PERFORMED / ESSENTIAL FUNCTIONS:

1. Server and Network Administration – Communications and Connectivity
 - A. Maintain a computer network, including installing and configuring hardware and software, troubleshooting and installing new software modifications, completing documentation, and training department staff.
 - B. 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.
 - C. Administer servers on the network, ensuring that files and systems are backed up daily, installing fixes and upgrades recommended by manufacturers, and restoring files.
 - D. Repair, install, and maintain PC, Server, and network equipment. Utilize patch management software to roll out patches.
 - E. Install, maintain and administer basic server operating systems including Microsoft Server and Workstation OS, iSeries/ OS400, email services, web support services and print services.
 - F. 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 devices as necessary to achieve optimum network performance for computer applications.
 - G. Utilize imaging and virtualization software to back-up and distribute workstation/server software.
 - H. Complete programming changes to existing systems.
 - I. Troubleshoot mission-critical connectivity issues including routers, switches, fiber and related equipment.
 - J. Conduct ongoing evaluations of existing systems' performance and efficiency.
 - K. Troubleshoot connectivity issues including routers, switches, fiber, wireless devices, access points, and related equipment.
 - L. Coordinate and maintain data backups and restore files as needed.
 - M. Evaluate County-wide data network connection needs by conducting walk-throughs.
 - N. Plan and install network cabling for connection of PCs, printers and other networked devices. Work with various vendors and electrical contractors to install network cabling or other.
 - O. 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.
 - P. Perform daily monitoring and troubleshooting of server, or mid-range type of devices, by checking event logs, backup

Technical Support Specialist Position Profile

status, disk space, memory, allocation and other functions as appropriate for the specific server-based device.

- Q. Provide server-based operating system administration by adding/removing users, granting rights to computer systems, applications and services, maintains change logs and handles all related troubleshooting.
 - R. 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.
 - S. 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.
 - T. Utilize network and/or server management, monitoring, diagnostic and vulnerability tools to check network and/or server status, performance and usage load levels.
 - U. Maintain county phone Voiceover IP Phone (VOIP) system.
 - V. Perform ongoing operational duties.
2. System Security and Forensics
- A. Maintain data security, integrity and privacy by implementing back-up operations, workstation and server security and password protection. Ensure that electronic files and hardware are protected from theft and intrusion.
 - B. Assign level of access that will provide protection to data from user interaction.
 - C. Administer virus protection and web filtering on County workstations and servers.
 - D. Responsible for creating and managing network users, passwords, rights and permissions.
 - E. Assist the IT Director with planning and implementing 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.
3. Project Management
- A. Coordinate special projects relating to network, midrange server, computer usage, office automation and any technological systems.
 - B. Coordinate and assist with coordination of the use of outside consultant resources for system and other changes or modifications.
 - C. 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.
 - D. 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.
 - E. Work with IT Director to effect major improvements to server or network-based technical infrastructure including server file management routines and telecommunications networks.
 - F. Assist in coordinating the planning, scheduling and controlling of large-scale systems software and network software upgrades and projects from inception through implementation.
4. iSeries Operations
- A. Maintain and manage iSeries Midrange server and document imaging systems for Carlton County.
 - B. Perform system critical iSeries updates.
5. Documentation
- A. Document all assigned procedures clearly and precisely.
 - B. Document Help procedures for future reference.
 - C. Create and maintain the documentation and schematics of the County's network equipment and facilities.
6. Help and User Support
- A. Provide professional, customer-focused Help Desk support for end-users.
 - B. Set up new technology on the network such as mobile laptops, mobile devices and smart phones; troubleshoot problems and add updates.
 - C. Add users to the network and assign security.

Technical Support Specialist Position Profile

- D. Create new PCs from images.
 - E. Support remote network connections.
 - F. Provide 24/7 immediate, on-call, on-site, and remote support for mission critical systems.
 - G. Provide support and troubleshooting 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.
 - H. Provide technology use and software training to both internal and external end-users of the county technology.
 - I. Design and prepare various spreadsheets, databases, and reports for internal and external requests.
7. Other Duties
- A. Manage, schedule, and coordinate county ITV meetings and events.
 - B. Update county website.
 - C. Maintain database inventory of computers, licenses, and parts.
 - D. Assist the IT Director with video surveillance equipment and recordings.
 - E. 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.
 - F. Provide 24/7 support of mission critical law enforcement systems.
 - G. Manage county-wide document imaging system.
 - H. Act as a resource for audio/visual recording and downloading, producing DVD/CD and/or copies
 - I. Coordinate and print large volume of tax-related information for county mailings.
 - J. Analyze and document problems with vendor-supplied software and generate documentations for submission 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 apply corrective action.
 - K. Provide input into the evaluation of new technical proposals to determine their appropriateness and compatibility to Carlton County's business processes and operations:
 - a. Perform research and development and recommend products, services, standards and guidelines.
 - b. Summarize and report recommendations of server and network-based hardware and software purchases to County departments and Information Technology Director.
 - L. 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.
 - M. Provide input into strategic planning decisions for the IT Department.

NON-ESSENTIAL FUNCTIONS:

- Assist in other areas to support the County's mission and vision.
- Provide incidental support to the MN Court System.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in Computer Science or related field.
- Four years of experience in an approved computer related field.
- **Substitutions:** Associate degree in a computer-related field plus six 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.

Technical Support Specialist Position Profile

Certificates/Licenses Required:

- Valid MN Driver's License and active insurance.

INTERNAL/EXTERNAL RELATIONSHIPS & IMPACT ON SERVICES/OPERATIONS:

Supervisory/Managerial Responsibility:

- Assist in the hiring, direction, education, and supervision of interns.

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 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;
 - 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:

- Skill in responding to countywide, large-scale, and unforeseen issues.
- Ability to work independently or as a member of a team.
- Skill in reading and analyzing technical information to determine the usefulness of hardware and software to Carlton County.
- Ability to effectively manipulate hardware, software, and network operations.
- Ability to maintain a variety of computer platforms and operating systems.
- Ability to respond to telephone support and carefully work through problems.
- Ability to develop and use analytical and organizational skills.

Technical Support Specialist Position Profile

- Ability to assist less experienced staff on technical issues.
- Ability to research issues and solutions to County concerns and determine benefit and impact of various software/firmware versions, releases, patches, and fixes.
- 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.
- Ability to develop and maintain respectful and cooperative working relationships county-wide.
- Knowledge or skill in the principles of cost/benefit analysis.
- Skill using project management techniques and considerations.
- Skill in preparing and presenting oral and written reports including good writing skills.
- Ability to manage customer service issues and expectations to meet project and ongoing processing goals/outcomes.
- Ability to understand and recommend solutions to the most complex technical issues.
- Ability to assess project activities, products and impacts beyond the immediate timeframe.
- Ability to quickly learn and understand the operations, goals and needs of the County department (s).
- Ability to establish and maintain effective working relationships with outside consultants, vendors and other County staff.
- Ability to adjust timelines, resource allocations and objectives based on changes in needs/circumstances affecting the project as well as priorities.
- Ability to multi-task on a variety of tasks, projects and issues.
- Ability to maintain knowledge of developing IT trends and technologies through training, seminars, webinars, IT conferences, and web-based training and updates to key technologies
- Advanced diagnostic and problem-solving skills.
- Ability to lift and carry up to 60 pounds.

Required at Full Performance:

- Skill in determining priorities and in organizing work.
- Knowledge of diagnostic techniques and tools used in assigned area of responsibility.
- Skill in expressing ideas and presenting oral and written reports.
- Skill in promptly detecting, analyzing and resolving computer software and network problems, sometimes with little time or data.
- Ability to assess and respond appropriately to unexpected or complex software, design or networking errors.
- 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.
- Ability to provide useful advice or to facilitate discussion with client departments regarding future needs or changes.
- Ability to quickly absorb and learn new technologies, software and hardware components, and anticipate future applicability to County operations and to do so.
- Ability to review software release documentation and determine impact on County environment where implemented.
- 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.
- Ability to assume a leadership role, as needed, as a member of project team.
- Knowledge of the County operations/systems in place in the project/functional area to which assigned.
- Skill in dealing with outside consultants and vendors with respect to their involvement in project activities.
- Ability to respond effectively to, and implement protection against, system failures/disruptions.
- Ability to conduct a rational and considered analysis of costs/benefits, and make and appropriate recommendation.
- Ability to manage a large-scale project from concept to implementation and to effectively maintain systems after implementation.

Technical Support Specialist Position Profile

- Ability to work with department decision makers and to explain complex technical information effectively.
- Ability to accept accountability for project development and outcome.
- Ability to see circumstances from a broad perspective and timeframe.
- 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.
- 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, IT 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 and voicemail
- Desktop or laptop computer
- Network and email account
- Smart phone
- Access to: vehicle, copier, scanner and fax

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.

Technical Support Specialist Position Profile

"This Institution is an Equal Opportunity Employer"

Reviewed By:	Pete Gould	Date:	October 21, 2014
Approved By:	Dennis Genereau	Date:	July 3, 2014
Last Updated By:	Shanny Hurst	Date/Time:	September 29, 2014



Carlton County, Minnesota

Transportation Department

Roads Bridges Airports Trails

1630 County Road 61, Carlton, Minnesota 55718

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

www.co.carlton.mn.us

Construction Program Summary May 25, 2016

(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: WORK SUSPENDED
Traffic Impact: Road Open to Traffic
Contractor: CCTD Maintenance Forces
Remarks: The Department is working with the Carlton County Soil and Water Conservation District to develop stream relocation plans required by the DNR for the stream adjacent to the roadway on this project. Work is suspended until these plans are completed and approved.
- SAP 009-598-016 Bridge L1230 on CR 131 (River Road)** **Length: 52 Ft**
Location: (56) Over the Kettle River, 842 ft. N of CR 133 (Minkkinen Rd), Section 28 in Kalavela Twp
Type of Work: Rehabilitate the Superstructure of Bridge L1230
Status: WORK COMPLETE
Traffic Impact: Bridge OPEN to traffic
Contractor: M&K Bridge Construction, Inc., Walnut Grove, MN
Remarks: Steel delivery and fabrication delays affected this project. Bridge is open. Bituminous wear course placed 05/18/2016. Work is now complete. This project will be removed from the next report.
- CP 009-116-009 CR 116 (Stark Rd)** **Length: 3.00 Mi**
Location: (42) from CR 119 (Crosby Rd) to CSAH 1 (Canosia Rd)
Type of Work: Bituminous resurface
Status: Awarded 05/10/2016.
Traffic Impact: Minor delays during construction. Work done under traffic with flagging operations
Contractor: KGM Construction, Angora, MN.
Remarks: Sales Tax Project. Plans approved 04/13/2016. Project tied to CP 009-117-004 and CP 009-119-005.

CP 009-117-004	CR 117 (Freeman Rd)	Length: 1.00 Mi
Location: (43)	from CR 116 (Stark Rd) to N County Line	
Type of Work:	Bituminous resurface	
Status:	Awarded 05/10/2016.	
Traffic Impact:	Minor delays during construction. Work will be done under traffic with flagging operations	
Contractor:	KGM Construction, Angora, MN.	
Remarks:	Sales Tax Project. Consultant completed soil borings to determine what is in-place. Plans approved 04/13/2016. Project tied to CP 009-116-009 and CP 009-119-005.	
CP 009-119-005	CR 119 (Crosby Rd)	Length: 1.00 Mi
Location: (44)	from CSAH 2 (N Cloquet Rd) to CR 116 (Stark Rd)	
Type of Work:	Bituminous resurface	
Status:	Awarded 05/10/2016.	
Traffic Impact:	Minor delays during construction. Work will be done under traffic with flagging operations	
Contractor:	KGM Construction, Angora, MN.	
Remarks:	Sales Tax Project. Plans approved 04/13/2016. Project tied to CP 009-116-009 and CP 009-117-004.	
CP 009-144-006	CR 144 (Brandt Rd)	Length: 1.40 Mi
Location: (45)	From T-85 (Boundary Rd) to T-232 (Brandt Rd)	
Type of Work:	Bituminous resurface	
Status:	Awarded 03/28/2016.	
Traffic Impact:	Minor delays during construction. Work will be done under traffic with flagging operations	
Contractor:	Northland Constructors, Inc., Duluth, MN	
Remarks:	Sales Tax Project. Plans approved 03/02/2016. Tied to SAP 009-606-032, SAP 009-613-011, SAP 009-652-005. <i>Preconstruction conference held 05/17/2016. Contract start date is 06/13/2016.</i>	
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:	Awarded 03/28/2016.	
Traffic Impact:	Moderate delays during construction depending on amount of excavation	
Contractor:	Northland Constructors, Inc., Duluth, MN.	
Remarks:	Access changes accepted. Plans approved 02/23/2016. Project tied to SAP 009-613-011 and SAP 009-652-005. <i>Preconstruction conference held 05/17/2016. Contract start date is 06/13/2016.</i>	
SAP 009-606-033	CSAH 6	Length: 10.00 Mi
Location: (11)	From TH 73 to Barnum	
Type of Work:	Sealcoat – Chip seal, Diamond grind patch areas; Pavement markings.	
Status:	Awarded	
Traffic Impact:	Moderate delays during construction. Traffic controlled by flagging operations.	
Contractor:	ASTECH, St Joseph, MN.	
Remarks:	Project tied SAP 009-661-027 and other sealcoat projects in St Louis County.	

SAP 009-608-014	CSAH 8	Length: 2.70 Mi
Location: (32)	From CR 145 in Holyoke to 2.7 miles northeast	
Type of Work:	Grade, drainage structures, aggregate base and turf establishment	
Status:	Awarded 04/25/2016.	
Traffic Impact:	Road closed and traffic detoured during construction. Local traffic only.	
Contractor:	Hammerlund Construction, Grand Rapids, MN.	
Remarks:	Plans approved 03/25/2016. Preconstruction meeting held 05/10/2016. Tentative start date 05/23/2016 <i>pushed to 05/26/2016. Road closure scheduled to begin 06/13/2016.</i>	
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:	Awarded 04/25/2016	
Traffic Impact:	Road closed and traffic detoured during construction. Local Traffic Only	
Contractor:	Hammerlund Construction, Grand Rapids, MN.	
Remarks:	LHB, Engineers and Architects, Duluth, MN designed the new bridge. Plans approved 03/25/2016. Preconstruction meeting held 05/10/2016. Tentative start date 05/23/2016 <i>pushed to 05/26/2016. Road closure scheduled to begin 06/13/2016.</i>	
SAP 009-612-021	CSAH 12	Length: 3.00 Mi
Location: (9)	From CR 132 to Anderson Road.	
Type of Work:	Bituminous Overlay, Aggregate Shoulders, Pavement Markings	
Status:	Awarded 03/08/2016.	
Traffic Impact:	Minor delays during construction. Work will be done under traffic with flagging operations	
Contractor:	Ulland Bros., Inc., Cloquet, MN.	
Remarks:	Plans approved. Tied to SAP 009-612-024. <i>Tentative start date in early July.</i>	
SAP 009-612-024	CSAH 12	Length: 1.50 MI
Location: (10)	From Anderson Road to TH 27/73, ½ mile west of Moose Lake, MN.	
Type of Work:	Vertical grade corrections, Bituminous Surface, Aggregate Shoulders, Pavement Markings	
Status:	Awarded 03/08/2016.	
Traffic Impact:	Moderate delays during construction. Traffic controlled by flagging operations.	
Contractor:	Ulland Bros., Inc., Cloquet, MN.	
Remarks:	Plans approved. Tied to SAP 009-612-021. <i>Tentative start date in early July.</i>	
SAP 009-613-011	CSAH 13	Length: 0.37 Mi
Location: (51)	From the Bridge over I-35 to CSAH 6 in Barnum, MN.	
Type of Work:	Curb and Gutter corrections, Bit. Surfacing, Aggregate Shoulders, Pavement Markings	
Status:	Awarded 03/28/2016.	
Traffic Impact:	Minor delays during construction. Most work done on shoulder areas and under traffic	
Contractor:	Northland Constructors, Inc., Duluth, MN.	
Remarks:	Plans approved 01/29/2016. Tied to SAP 009-606-032, SAP 009-652-005. <i>Preconstruction conference held 05/17/2016. Contract start date is 06/13/2016.</i>	

SAP 009-652-005 CSAH 52 (Carlton St & E North St) Length: 0.32 Mi
Location: (55) From CSAH 6 (Main St) to CSAH 61 (Front St) in Barnum, MN.
Type of Work: Mill Bit. Surface, Bit. Surfacing, Pavement Markings
Status: Awarded 03/28/2016.
Traffic Impact: Moderate delays during construction. Traffic controlled with flagging operations.
Contractor: Northland Constructors, Inc., Duluth, MN.
Remarks: Project was added at by the County Engineer to maintain the integrity of the roadway pavement and extend pavement life. Tied to SAP 009-606-032 and SAP 009-613-011 to obtain better unit prices since the projects are adjacent to each other. Plans approved 02/25/2016. *Preconstruction conference held 05/17/2016. Contract start date is 06/13/2016.*

SAP 009-661-027 CSAH 61 Length: 23.83 Mi
Location: (40) From south Co Line by Moose Lake to TH 210, west of Carlton.
Type of Work: Bituminous Seal Coat – Chip Seal, Pavement Markings
Status: Awarded.
Traffic Impact: Moderate delays during construction. Traffic controlled with flagging operations, pilot cars.
Contractor: ASTECH, St Joseph, MN.
Remarks: Project was added at by the County Engineer to maintain the integrity of the roadway pavement and extend pavement life. Tied to SAP 009-606-033 and St Louis County sealcoat projects to obtain better unit prices. Plans approved 01/11/2016.

Projects programmed for the 2016 Construction Season

CP 009-123-007 CR 123 (Eagle Lake Rd) Length: 1.00 Mi
Location: (33) from 1.0 miles SW of TH 73 to TH 73
Type of Work: Slope stabilization and Bituminous resurface
Status: Programmed for 2016.
Traffic Impact: Moderate delays during construction. One lane closure with flaggers for slope repair area.
Contractor: Design by CCTD
Remarks: Sales Tax Project. Consultant completed soil borings in area sloughing by lake and will recommend corrective action prior to paving. Plans to be developed after consultant work.

SAP 009-604-037 CSAH 4 Length: 15.6 Mi
Location: (31) From TH 73, north of Kettle River, to I-35, east of Mahtowa
Type of Work: Full-Depth Reclamation, Bit surfacing, aggregate shoulders, pavement markings
Status: Programmed for 2016
Traffic Impact: Moderate delays during construction. Traffic controlled by flagging operations
Contractor: Design by CCTD
Remarks: Maintenance crews replacing/repairing necessary culverts. Plan development in early 2016.

SAP 009-604-038 CSAH 4 (Military Rd) Length: 0.04 Mi
Location: (57) from 5400 feet east of TH 23 for 200 feet
Type of Work: Slope stabilization and Bituminous repair
Status: Programmed for 2016.
Traffic Impact: Moderate delays during construction. One lane closure with flaggers for slope repair area.
Contractor: Design by CCTD
Remarks: This is a new project added by the County Engineer to preserve the integrity of the roadway and slope. Recent in-slope sloughing has increased, especially after recent rain events. A geotechnical consultant will perform soil borings and provide design recommendations to correct the sloughing. Plans, based on the recommendation, will be developed early 2016.

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
Traffic Impact: Minor delays during construction. Work is on pavement edge and under traffic
Contractor: St Louis County is the lead agency
Remarks: This is a joint project with St Louis County to use Federal Highway Safety Improvement
Program (HSIP) funding at a 90% Federal/10% State-Aid Construction.

Projects programmed for the 2017 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 2017.
Traffic Impact: Road closed and traffic detoured during construction.
Contractor: TBD
Remarks: Work is partially funded by the County Road Construction Bond as part of the Program
adopted 06/13/2006. Coop effort with FDL. FDL is working on additional funding.

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: Programmed for 2017 - in Survey and Design
Traffic Impact: Road closed and traffic detoured during construction
Contractor: Design by CCTD, Engineering Division
Remarks: Preliminary design started. Permitting started. ROW acquisition pending.

SAP 009-608-019 **CSAH 8** **Length: 2.70 Mi**
Location: (32) From CR 145 in Holyoke to 2.7 miles northeast
Type of Work: Bituminous surfacing, Aggregate shoulders, pavement markings
Status: Programmed for 2017 - in Design
Traffic Impact: Minor delays during construction. Work will be done under traffic with flagging operations
Contractor: Design by CCTD, Engineering Division
Remarks: Bit surface of previous year's grading project. *Surfacing may be delayed until 2019 after
the remainder of CSAH 8 from Granzow Road to the State Line can be prepared for
paving. Then the entire segment from CR 145 to the State Line will be surfaced.*

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.
Traffic Impact: Road closed and traffic detoured during construction
Contractor: Design services by SEH, Duluth, MN
Remarks: 2017 construction season as a placeholder if funding is available.

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 2017.
Traffic Impact: Moderate delays during construction. Work outside shoulder area with flagging operations
Contractor: Design by CCTD, FDL and BIA Roads Engineering Staff
Remarks: Was cooperatively funded project pending additional funding by FDL. Moved due to Big Lake Area Sanitary District sanitary sewer line proposed to be constructed in the fall of 2016 along the south side of CSAH 7.

SP 009-070-005 CSAH 1, 4, 6, 7, 12, 18, 21, 24, 61, CR 107, 110 Length: 0.1 Mi
Location: (Map4) On CSAH 1 at TH 23; CSAH 4 at TH 23; CSAH 4 at TH 73; CSAH 6 at TH 73; CSAH 7 at TH 210; CSAH 12 at TH 27; CSAH 18 at TH 23; CSAH 21 at TH 210; CSAH 24 at TH 210; CSAH 61 at TH 210; CR 107 at TH 210; CR 110 at TH 210
Type of Work: Rural Intersection Lighting
Status: Programmed for 2017
Traffic Impact: Minimal delays during construction as work will be done off road
Contractor: St Louis County is the lead agency
Remarks: This is a joint project with St Louis County and Itasca County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% State-Aid Construction Account.

Projects programmed for the 2018 Construction Season

SAP 009-601-051 CSAH 1 (Canosla Rd) 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.
Traffic Impact: Bridge closed and traffic detoured during construction
Contractor: TBD
Remarks: This Project added as a placeholder if/when bridge funding is available. The Program Year may be adjusted based on funding availability, priority and development capability. LHB selected to design bridge replacement. Bridge bond funds requested for 2017 construction. *Project will be moved to 2017 if approved.*

SAP 009-605-022 CSAH 5 Length: 0.75 Mi
Location: (22) 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.
Traffic Impact: Minor delays during construction. Work done under traffic with flagging operations
Contractor: Design by CCTD, Engineering Division
Remarks: No design started.

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.
Traffic Impact: Bridge closed and traffic detoured during construction
Contractor: TBD
Remarks: This Project added as a placeholder if/when bridge funding is available. The Program year may be adjusted based upon funding availability, priority and development capability.

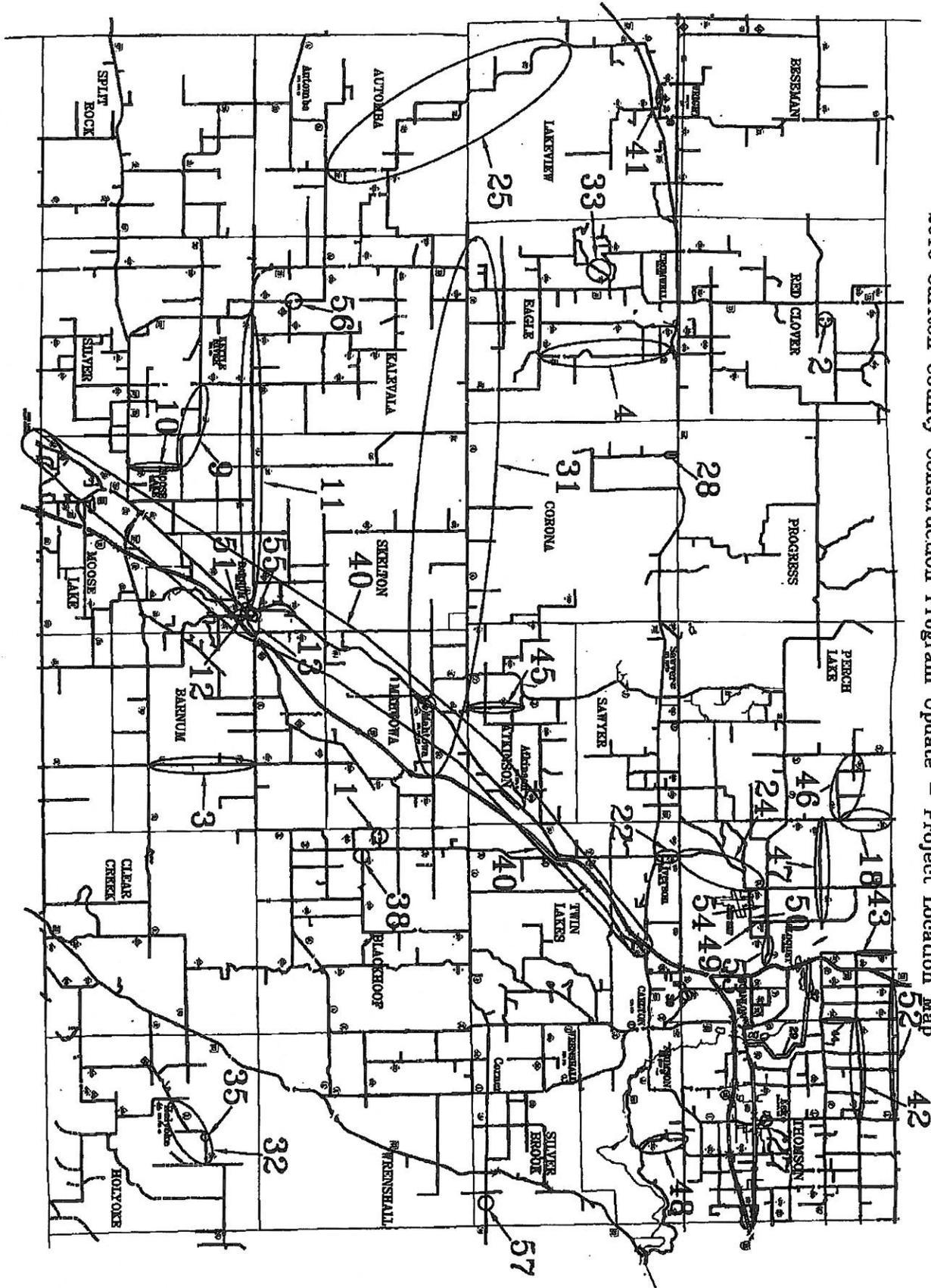
SAP 009-621-003	CSAH 21	Length: 4.00 Mi
Location: (4)	From CR 123 to TH 210 in Cromwell, MN	
Type of Work:	Grading, Drainage Structures, Aggregate Base	
Status:	Programmed for 2018.	
Traffic Impact:	Road closed and traffic detoured during construction. Local traffic only	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Lead time needed for design, permitting and ROW acquisition.	
SP 009-070-006	CSAH 4, CSAH 5	Length: 0.1 Mi
Location: (Map5)	On CSAH 4 at CSAH 5 North; on CSAH 5 at TH 210	
Type of Work:	Mainline Dynamic Warning System	
Status:	Programmed for 2018	
Traffic Impact:	Minimal impact during construction. Work is on shoulder area.	
Contractor:	St Louis County is the lead agency	
Remarks:	This is a joint project with St Louis County and Itasca County to use Federal Highway Safety Improvement Program (HSIP) funding at a 90% Federal/10% State-Aid Construction Account.	

Projects programmed for the 2019 Construction Season

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 2019.	
Traffic Impact:	Road closed and traffic detoured during construction. Local traffic only	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Lead time needed for design, permitting and ROW acquisition.	
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 2019.	
Traffic Impact:	Minor traffic delay during construction. Work done under traffic with flagging operations	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Surfacing of 009-621-003 grading. No design started.	
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:	Scheduled for 2019.	
Traffic Impact:	Minor traffic delay during construction. Work on shoulder area with flagging operations	
Contractor:	TBD	
Remarks:	Carlton County will act as fiscal agent for receipt and disbursement of Federal funding. The City of Scanlon applied for TAP funds (80/20 split) in 2015 to be included in the 2019 STIP. Carlton County agreed to be sponsoring agency to receive/disperse the federal funds.	

Projects programmed for the 2020 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 2020.	
Traffic Impact:	Minor delays during construction. Work done under traffic with flagging operations	
Contractor:	Design by CCTD, Engineering Division	
Remarks:	Surfacing of 009-611-002 grading. No design started.	



2016 Carlton County Construction Program Update - Project Location Map