



COMMITTEE OF THE WHOLE AGENDA
Board of Commissioners, St. Louis County, Minnesota

February 26, 2013

Immediately following the Board Meeting, which begins at 9:30 A.M.
Hibbing City Hall, City Council Chambers, 401 East 21st Street, Hibbing, MN

CONSENT AGENDA:

All matters listed under the consent agenda are considered routine and/or non-controversial and will be enacted by one unanimous motion. If a commissioner requests, or a citizen wishes to speak on an item on the consent agenda, it will be removed and handled separately.

Minutes of February 12, 2013

Health & Human Services Committee – Commissioner Stauber, Chair

1. Addendum to Community Health Board Joint Powers Agreement [13-65]
2. FY 2013 Safe Havens Grant Program Continuation Grant Application [13-66]

Environment & Natural Resources Committee – Commissioner Nelson, Chair

3. State Tax Forfeited Leases - Lake County [13-67]
4. Reinstatement of Contract for Repurchase of State Tax Forfeited Land – Lundberg [13-68]
5. Rescind St. Louis County Board Resolution No. 13-84 [13-69]

Public Works & Transportation Committee – Commissioner Forsman, Chair

6. Public Land Survey Monumentation Reimbursement Program Policy [13-70]
7. Purchase of Pressure Washers [13-71]
8. Agreement with City of Eveleth for the Reconstruction of CSAH 146 and 147/Jones Street [13-72]
9. Agreement with City of Eveleth for Lighting Construction and Maintenance – CSAH 142/Grant Avenue, and 146 and 147/Jones Street [13-73]

Finance & Budget Committee – Commissioner Raukar, Chair

10. Amendment to Federal Railroad Administration Grant Contract Between MnDOT and St. Louis County – Rail Alliance Environmental Study (NLX Project) [13-74]
11. Amendment to Agreement for Environmental Study Pass Through Funding Between St. Louis County and the Minneapolis-Duluth/Superior Passenger Rail Alliance (NLX Project) [13-75]

Public Safety & Corrections Committee – Commissioner O’Neil, Chair

12. Food Services Contract for the Hibbing and Virginia Lockup Facilities [13-76]

ESTABLISHMENT OF PUBLIC HEARINGS:

Finance & Budget Committee – Commissioner Raukar, Chair

13. Establish Public Hearing to Consider Imposing the Remainder of Penalties for Liquor Law Violation – Polley’s Resort, Unorganized Township 63-17 – March 26, 2013, 9:40 a.m., Ely Public Works Facility, Ely, MN [13-77]
 14. Establish Public Hearing to Consider Allegations of Liquor Law Violations – Polley’s Resort, Unorganized Township 63-17 – March 26, 2013, 9:45 a.m., Ely Public Works Facility, Ely, MN [13-78]
-

REGULAR AGENDA:

For items on the Regular Agenda, citizens will be allowed to address the Board at the time a motion is on the floor.

Environment & Natural Resources Committee – Commissioner Nelson, Chair

- 1. Award of Proposal: Shoreland Lease Surveys [13-79]**
Resolution to award surveying contracts for the shoreland lease lot sales.

Public Works & Transportation Committee – Commissioner Forsman, Chair

- 1. Award of Bids – Shouldering Contract for June 2012 Storm Damage; Reclaim and Overlay in Unorganized Township 57-16 and Biwabik Township [13-80]**
Bids will be opened on February 21, 2013. The bid results and a recommendation for Board Consideration will be presented at the February 26 Committee of the Whole meeting.

Central Management & Inter-Governmental Committee – Commissioner Jewell, Chair

- 1. New Job Class – GIS Principal [13-81]**
Resolution to create a new job classification - GIS Principal.
- 2. Amended Policy on Sick Leave Reserve Funds [13-82]**
Resolution to update the “St. Louis County Policy on Sick Leave Reserve Fund” to more clearly state existing policy and procedures.
- 3. 2013 Revised Affirmative Action Plan [13-83]**
Resolution approving the revised Affirmative Action Plan and submission to the Minnesota Department of Human Rights for certification.

COMMISSIONER DISCUSSION ITEMS AND REPORTS:

At this time, Commissioners may introduce items for discussion or report on past and future activities.

ADJOURNED:

NEXT COMMITTEE OF THE WHOLE MEETING DATES:

March 12, 2013	Commissioners’ Conference Room, Courthouse, Duluth, MN
March 26, 2013	Public Works Facility, 2210 East Sheridan Street, Ely, MN
April 2, 2013	Commissioners’ Conference Room, Courthouse, Duluth, MN

BARRIER FREE: *All St. Louis County Board meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual needs for special services. Please contact St. Louis County Property Management (218-725-5085) early so necessary arrangements can be made.*

COMMITTEE OF THE WHOLE
ST. LOUIS COUNTY BOARD OF COMMISSIONERS

Tuesday, February 12, 2013

Location: Hermantown City Council Chambers, City Hall, Hermantown, Minnesota
Present: Commissioners Jewell, O'Neil, Forsman, Stauber, Nelson, Raukar, and Chair Dahlberg
Absent: None
Convened: Chair Dahlberg called the meeting to order at 10:54 a.m.

CONSENT AGENDA

Forsman/O'Neil moved to approve the consent agenda. (7-0)

- Minutes of February 5, 2013
 - Adjoining Owner Sales [13-57]
 - Withdrawal of State Tax Forfeited Land from Memorial Forest Status [13-58]
 - Request for Easement for Well and Water Utilities on County Fee Property (Hibbing) [13-59]
 - Purchase of Base One Material for the 2013 Gravel Road Investment Program (GRIP) [13-60]
 - Waiver of Ordinance No. 28, Section 11.05 – Billy's (Rice Lake Township) [13-61]
 - Lawful Gambling Application (Rice Lake Township) [13-62]
-

REGULAR AGENDA

Finance & Budget Committee

Nelson/Raukar moved to authorize a purchase agreement with the City of Virginia, Minnesota in an amount of \$45,000 for the purchase of land described as Parcel ID # 090-0010-07820, East ½ of lot 25, and all of lots 26, 27, and 28, Block 31 in Virginia, for the motor pool building project. [13-63] After further discussion, the motion passed. (7-0)

Raukar/Nelson moved to authorize an agreement with Uhl Company of Maple Grove and Duluth, Minnesota in an amount \$120,500 for the replacement of the HVAC building automation control system at the Hibbing Annex facility. Tony Mancuso, Property Management Director, explained the control system issues. [13-64] After further discussion, motion passed. (7-0)

COMMISSIONER DISCUSSION ITEMS

On February 7, 2013, and February 8, 2013, Commissioner Forsman attended the Minnesota Transportation Alliance in St. Paul along with Commissioner Nelson and Administrator Kevin Gray.

Commissioner Nelson passed out the Labovitz School of Business & Economics report entitled, "The Economic Impact of Ferrous and Non-Ferrous Mining". The Governor's Tax Reform includes sales tax on services, explained Commissioner Nelson; this sales tax will have a huge impact on levies and taxpayers.

Commissioner Dahlberg attended the AMC Futures Conference in St. Paul on February 7, 2013, and February 8, 2013.

At 11:34 a.m., Raukar/Jewell moved to adjourn the committee of the whole meeting. (7-0)

Chris Dahlberg, Chair of the County Board

Roberta Museta, Clerk of the County Board

BOARD LETTER NO. 13 – 65

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: February 26, 2013 **RE:** Addendum to Community
Health Board Joint Powers
Agreement

FROM: Kevin Z. Gray
County Administrator

Ann M. Busche, Director
Public Health & Human Services

RELATED DEPARTMENT GOALS:

Our community will make healthy life choices and have safe food, water and air. Our community will be prepared for emergencies and hazards and will be at low risk of epidemics and the spread of disease.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an Addendum to the Joint Powers Agreement between Carlton, Cook, Lake and St. Louis counties.

BACKGROUND:

The Carlton-Cook-Lake-St. Louis Community Health Board (CHB) was established through a Joint Powers Agreement (JPA) in 1977, which was amended in December 1990 and most recently in August 2012. The CHB adds value to the region and to local public health departments by working collaboratively to prevent illness and injury, and to protect and promote the public's health at the individual, community and system levels. Goals are to assure an adequate local public health infrastructure, promote healthy communities and healthy behaviors, prevent the spread of infectious disease, protect against environmental health hazards, prepare for and respond to disasters to assist communities in recovery, and assure the quality and accessibility of health services.

The CHB recently amended and fully executed its Joint Power Agreement, which went into effect January 1, 2013. During this execution process it was noted that the Delegation of Powers to the counties as well as an indemnification clause were not included in the JPA. The St Louis County Attorney's Office drafted the addendum and the CHB approved it at its December 17, 2012 meeting.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize execution of the Addendum to the Joint Powers Agreement between Carlton, Cook, Lake and St. Louis counties for a joint Community Health Board.

Addendum to Community Health Board Joint Powers Agreement

BY COMMISSIONER _____

WHEREAS, The Carlton-Cook-Lake-St. Louis Community Health Board (CHB) was established through a Joint Powers Agreement in 1977, and was amended in December 1990 and most recently in August 2012; and

WHEREAS, The Community Health Board (CHB) adds value to the region and to local public health departments by working collaboratively to prevent illness and injury, and to protect and promote the public's health at the individual, community and system levels; and

WHEREAS, During the execution process of the most recent amendment to the Joint Powers Agreement it was noted that the Delegation of Powers to the counties as well as an indemnification clause were not included in the JPA; and

WHEREAS, The St Louis County Attorney's Office has drafted an Addendum, which was approved by the CHB at its December 17, 2012 meeting;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes execution of the Addendum to the Joint Powers Agreement between Carlton, Cook, Lake and St. Louis counties.

BOARD LETTER NO. 13 – 66

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

DATE: February 26, 2013 **RE:** FY2013 Safe Havens Grant
Program Continuation Grant
Application

FROM: Kevin Z. Gray
County Administrator

Ann Busche, Director
Public Health & Human Services

RELATED DEPARTMENT GOAL:

Children will be born healthy, live a life free from abuse and neglect, and will have a permanent living arrangement.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize application of a continuation grant from the Office of Violence Against Women on behalf of the Duluth Family Visitation Center.

BACKGROUND:

On October 16, 2007, the St. Louis County Board adopted Resolution No. 07-557, authorizing acceptance of the Safe Havens: Supervised Visitation and Safe Exchange Program grant from the Office of Violence Against Women (OVW) to support the work of the Duluth Family Visitation Center. This was a 3-year grant in the amount of \$398,750. On October 12, 2010, the Board adopted Resolution No. 10-483, authorizing acceptance of a second round of Safe Havens funding in the amount of \$350,000 over three years. St. Louis County has served as the fiscal agent for both grants and has withheld a 5% fee for fiscal administration.

As part of the implementation of that grant, on July 22, 2008, the Board adopted Resolution No. 08-404, which authorized signing a Memorandum of Understanding (MOU) between the partners of the St. Louis County Visitation Collaborative which includes St. Louis County Public Health and Human Services, Duluth Family Visitation Center (part of the Duluth Abuse Intervention Programs), Sixth Judicial District of Minnesota and Dainoo'Igan, a battered woman's shelter run by the American Indian Community Housing Organization. This MOU was reauthorized, with the same partners, as required as part of the 2010 application.

The OVW has again distributed a Request for Proposals for a continuation grant for the Safe Havens: Supervised Visitation and Safe Exchange Program in the amount of \$350,000 over a 3-year period. Duluth Family Visitation Center has asked the Public

Health and Human Services Department to serve again as the “eligible application” which must be a governmental agency. The department’s role will be to serve as a fiscal agent and to work in partnership with the Duluth Family Visitation Center and other community agencies to complete the work plan outlined in the grant application. The application requires that a signed MOU be submitted along with the grant application.

RECOMMENDATION:

It is recommended that the St. Louis County Board:

1. Authorize submission of a grant request to the Office of Violence Against Women “Safe Havens” grant in the amount of \$350,000; authorize the county to serve as fiscal agent for this grant with a 5% fee for fiscal agent services should the funds be awarded, with funds to be deposited in Revenue: 230-232008-540512-23209-99999999-2013 and Expenses: 230-232008-602000-23209-99999999-2013 and 230-232008-610000-23209-99999999-2013 (Fiscal Agent fee).
2. Authorize the appropriate county officials to re-execute a Memorandum of Understanding with the Duluth Family Visitation Center in accordance with the grant requirements.
3. Authorize the Director of Public Health and Human Services to coordinate with the County Administrator to ensure the appropriate entries are made in the Department’s 2013, 2014 and 2015 budget as are required to account for such grant funds.

FY2013 Safe Havens Grant Program Continuation Grant Application

BY COMMISSIONER _____

WHEREAS, On October 16, 2007, the St. Louis County Board adopted Resolution No. 07-557, authorizing acceptance of the Safe Havens: Supervised Visitation and Safe Exchange Program 3-year grant from the Office of Violence Against Women (OVW) to support the work of the Duluth Family Visitation Center in the amount of \$398,750; and

WHEREAS, On October 12, 2010, the Board adopted Resolution No. 10-483, authorizing acceptance of a second round of Safe Havens funding in the amount of \$350,000 over three years; and

WHEREAS, The OVW has distributed another Request for Proposals for a continuation grant for the same program in the amount of \$350,000 over a 3-year period, and the Duluth Family Visitation Center has asked the Public Health and Human Services Department to again serve as the "eligible applicant" which must be a governmental agency;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Health and Human Services Department to submit a grant request to the Office on Violence Against Women "Safe Havens" grant in the amount of \$350,000, and authorizes the county to serve as fiscal agent for this grant with a 5% fee for fiscal administration services should the funds be awarded, with funds to be deposited in Revenue: 230-232008-540512-23209-99999999-2013 and Expenses: 230-232008-602000-23209-99999999-2013 and 230-232008-610000-23209-99999999-2013 (Fiscal Agent fee);

RESOLVED FURTHER, That the St. Louis County Board authorizes the appropriate county officials to execute a Memorandum of Understanding with the Duluth Family Visitation Center in accordance with grant requirements;

RESOLVED FURTHER, That the St. Louis County Board authorizes the Director of Public Health and Human Services to coordinate with the County Administrator to ensure appropriate entries are made in the Department's 2013, 2014 and 2015 budget as are required to account for such grant funds.

GRANT APPROVAL FORM

GRANT NAME: Safe Havens:Spvd. Visit. GRANT AMOUNT: \$350,000

GRANTOR: OVW MATCH AMOUNT: \$0.00

FUND: 230 AGENCY: 232008 GRANT: 23209 GRANT YEAR: 2013

AGENCY NAME: Public Health and Human Services

CONTACT PERSON: Jane Gilley PHONE: Ext. 5010

GRANT PERIOD: BEGIN DATE: 10-01-2013 END DATE: 9-30-2015

STATE GRANT AWARD NUMBER OR FEDERAL CFDA # 16.589

FILL IN THE ABOVE INFORMATION ON THIS FORM AND IDENTIFY THE CATEGORY OF THE GRANT FROM THE CHOICES BELOW. ATTACH THIS FORM TO THE GRANT APPLICATION AND ANY OTHER PERTINENT OTHER DOCUMENTATION AND ROUTE THE PACKET TO THE INDIVIDUALS LISTED FOR THE TYPE OF GRANT.

IT IS ESSENTIAL THAT DEPARTMENTS SUBMIT THE COMPLETED APPROVAL FORM ON THOSE GRANTS THAT DO NOT REQUIRE BOARD RESOLUTION TO THE AUDITOR'S OFFICE ACCOUNTING DEPARTMENT FOR BUDGETING PURPOSES. NO GRANT ACTIVITY WILL BE RECORDED WITHOUT AN ESTABLISHED BUDGET.

GRANTS OF \$25,000 OR LESS

A grant of \$25,000 or less may be applied for and/or accepted by the department without a separate County Board Resolution if it meets the following:

1. The grant fits within the department's functions, and
2. If the grant requires a County match (not to exceed in money or value an amount equal to the actual grant), and if that match is "in kind", that "in-kind" match is part of the ongoing operations, or if the match is monetary, that the department can find the necessary amount within its existing budget.

DOES THIS GRANT QUALIFY UNDER "GRANTS OF \$25,000 OR LESS"?

YES NO

If so, this type of grant requires the following review approval:

County Auditor	<input type="text"/>	Date:	<input type="text"/>
County Administrator	<input type="text"/>	Date:	<input type="text"/>
County Attorney	<input type="text"/>	Date:	<input type="text"/>

The Grant Budget must be entered into the accounting system. Send a copy of the grant, this signed approval form and any other pertinent information to the Auditor's Office-Accounting, so the budget can be entered into the system. Without a budget, no expenditures or revenues will be recorded.

NEW GRANTS GREATER THAN \$25,000

All new grants that exceed \$25,000 and all recurring grants that exceed \$25,000 that contain changes in the grant's requirements which may affect either County resources or the scope of the grant need two (2) board resolutions. One board resolution is required to apply for the grant and a second resolution is required to accept the grant.

DOES THIS GRANT QUALIFY UNDER "GRANTS GREATER THAN \$25,000"?

YES NO

If this is a new grant greater than \$25,000, it requires the following review approval:

County Auditor _____ Date: _____
County Administrator _____ Date: _____

The Grant Budget must be entered into the accounting system. Send a copy of the grant, this completed approval form and the Board Resolution to the Auditor's Office-Accounting, so a budget can be entered into the system. Without a budget, no expenditures or revenues will be recorded.

RECURRING GRANTS GREATER THAN \$25,000

A recurring grant greater than \$25,000 that is a repeat of a grant which has been received by the County in past year(s) and that has no changes in the use of County resources or in the scope of the grant, requires one Board Resolution to both apply for and/or accept the grant.

DOES THIS GRANT QUALIFY AS "RECURRING GRANTS GREATER THAN \$25,000"?

YES NO

If yes, this recurring grant greater than \$25,000 requires the following review approval:

County Auditor Don Puhlik Date: 2-20-13
County Administrator Sam Jochenberg Date: 2-21-13

The Grant Budget must be entered into the accounting system. Send a copy of the grant, this completed approval form and the Board Resolution to the Auditor's Office-Accounting, so a budget can be entered into the system. Without a budget, no expenditures or revenues will be recorded.

State Tax Forfeited Land Leases - Lake County

BY COMMISSIONER _____

WHEREAS, Minn. Stat. § 282.04, Subd. 1(d) authorizes the county auditor, as directed by the county board, to lease state tax forfeited land to individuals, corporations or organized subdivisions of the state for temporary uses at such prices and under such terms as the county board may prescribe; and

WHEREAS, Lake County has requested to lease two parcels of state tax forfeited land for fiber-optic network facilities described as follows:

1. LOT 1, BLOCK 5, WHITES GARDEN TRACTS ELY
SECTION 34, TOWNSHIP 63 NORTH, RANGE 12 WEST
PARCEL: 030-0360-00170 (1.0 acres)
2. LOT 13, BLOCK 8, AURORA 1ST DIVISION
SECTION 25, TOWNSHIP 58 NORTH, RANGE 15 WEST
PARCEL: 100-0020-01550 (0.1 acres)

WHEREAS, The Land and Minerals Department has reviewed the request and recommends a lease fee of \$2,200 per year for the Ely parcel, and \$1,650 per year for the Aurora parcel;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the County Auditor to lease two parcels of state tax forfeited land to Lake County for fiber-optic network facilities under the terms and conditions set forth in lease agreements.



St. Louis County Land and Minerals Department Tax Forfeited Lease

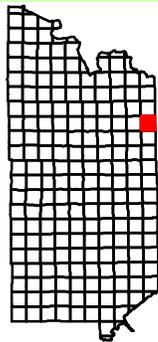
Exhibit B

LOT 1, BLOCK 5
WHITES GARDEN TRACTS ELY
SEC. 34, T63N, R12W
PARCEL: 030-0360-00170



Commissioner District # 4

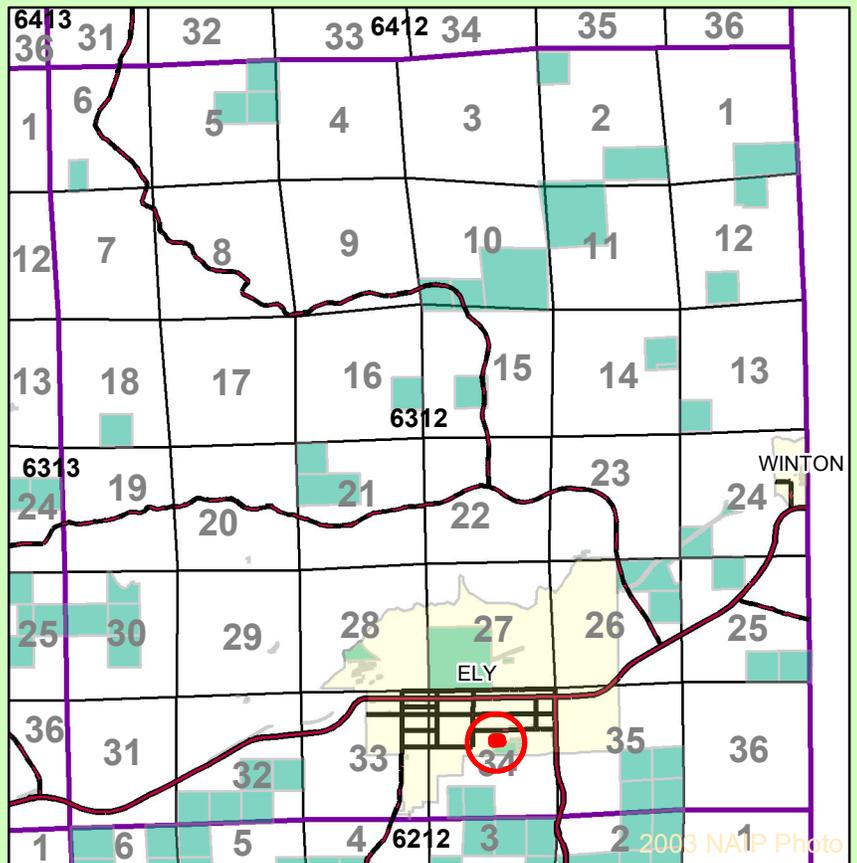
- State Tax Forfeited Land
- Water
- Road
- Area of Interest
- Tract



St. Louis County, Minnesota

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. This drawing is a compilation of recorded information and data located in various city, county, state and federal offices. St. Louis County is not responsible for any incorrectness herein.

**St. Louis County Land
and Minerals Department**



2003 NAIP Photo



St. Louis County Land and Minerals Department Tax Forfeited Lease

Exhibit B

LOT 13, BLOCK 8,
AURORA 1ST DIVISION
SECTION 25, T58N, R15W
PARCEL: 100-0020-01550



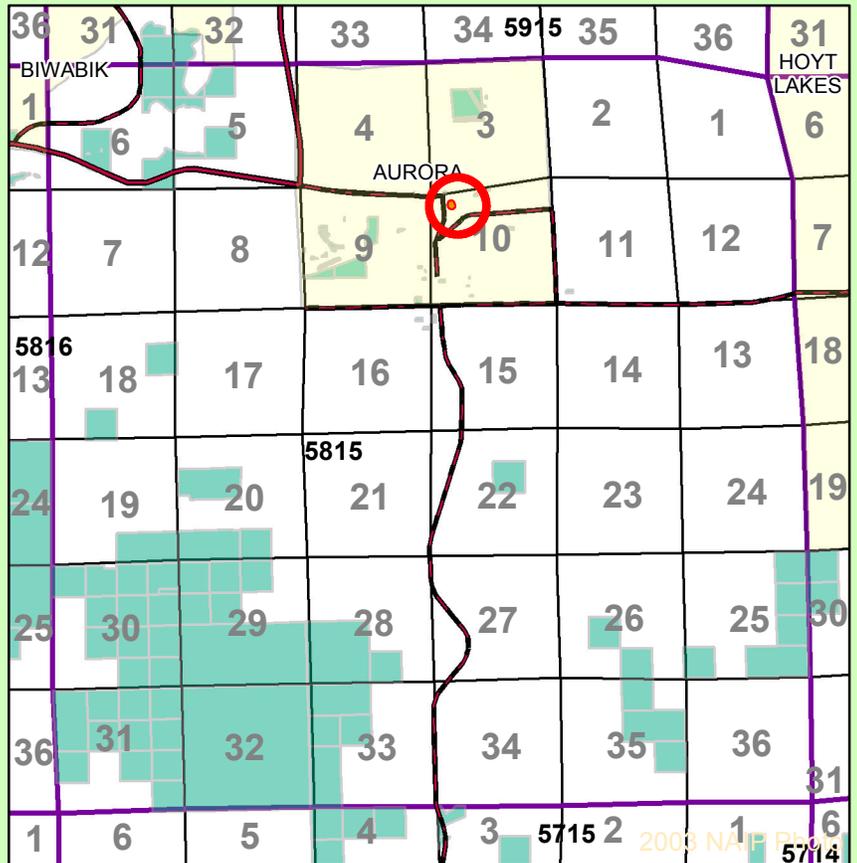
Commissioner District # 4

- State Tax Forfeited Land
- Water
- Road
- Area of Interest
- Tract

St. Louis County, Minnesota

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St. Louis County Land and Minerals Department



BOARD LETTER NO. 13 - 68

ENVIRONMENT & NATURAL RESOURCES COMMITTEE
CONSENT NO. 4

BOARD AGENDA NO.

DATE: February 26, 2013 **RE:** Reinstatement of Contract for
Repurchase of State Tax
Forfeited Land - Lundberg

FROM: Kevin Z. Gray
County Administrator

Robert Krepps, Land Commissioner
Land and Minerals

RELATED DEPARTMENT GOAL:

To perform public services; to provide financial return to the county and taxing districts.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize reinstatement of a contract for deed to repurchase state tax forfeited land.

BACKGROUND:

Minn. Stat. § 282.341 Subd. 1 provides for reinstatement of a contract for deed subject to payment equivalent to the delinquent installments, taxes, assessments, penalties, costs, and interest. Edward and Bonnie Lundberg of Duluth, MN, have requested to reinstate their contract to repurchase state tax forfeited land. Less than 50 percent of the basic sale price was paid prior to cancellation; therefore, reinstatement requires county board approval (Minn. Stat. § 282.341 Subd. 1). Payment and fees required to reinstate the contract have been paid.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the reinstatement of this contract.

Edward and Bonnie Lundberg, Duluth, MN

Address of Property	2530 E 5 th Street Duluth, MN 55812
Legal Description	CITY OF DULUTH LOTS 1 AND 2 EX SLY 55 FT INC BLK 2 WILLARDS ADDITION STERLING DIVISION OF DULUTH Parcel Code: 010-4120-00735
Date of Cancellation and Resolution Number	10/09/2012 Reso 12-534
Amount needed to Reinstate	\$12,298.62
Date Paid	02/07/2013
Cancelled Contract Number	C22100075
New Contract Number	C22130003

Reinstatement of Contract for Purchase of State Tax Forfeited Land - Lundberg

BY COMMISSIONER _____

WHEREAS, Under the provisions of Minn. Stat. § 282.341 Subd. 1, a contract for deed to repurchase state tax forfeited land previously cancelled may be reinstated by the previous contract holder subject to payment of installments, taxes, assessments, penalties, costs, and interest; and

WHEREAS, Less than 50 percent of the basic sale price was paid prior to cancellation; therefore, county board approval is required for reinstatement; and

WHEREAS, Edward and Bonnie Lundberg of Duluth, MN, have requested to reinstate Contract C22100075, having been cancelled on 10/09/2012, under new Contract C22130003 for property described as:

CITY OF DULUTH
LOTS 1 AND 2 EX SLY 55 FT INC BLK 2
WILLARDS ADDITION
STERLING DIVISION OF DULUTH
Parcel Code: 010-4120-00735

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the reinstatement of Contract C22130003 by Edward and Bonnie Lundberg of Duluth, MN, in the amount \$12,298.62, to be deposited into Fund 240 (Forfeited Tax Fund).

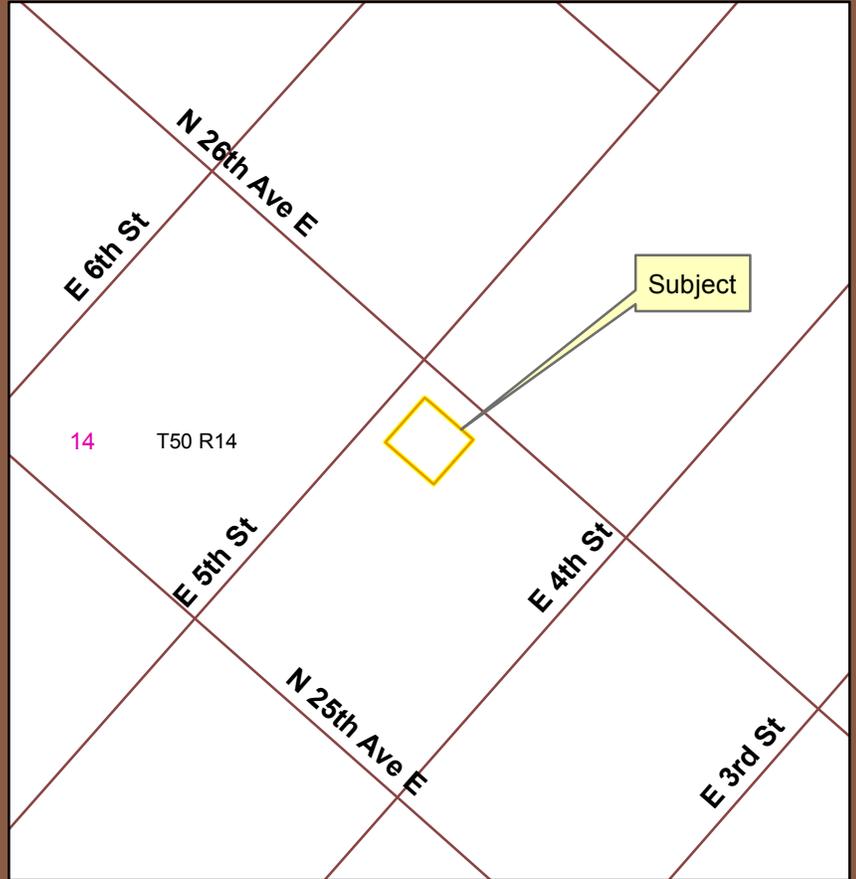


Legal : CITY OF DULUTH
LOTS 1 AND 2 EX SLY 55 FT INC BLK 2
WILLARDS ADDITION, STERLING
DIVISION OF DULUTH

Parcel Code : 010-4120-00735

LDKEY : 70363

Address: 2530 E 5TH ST
Duluth 55812

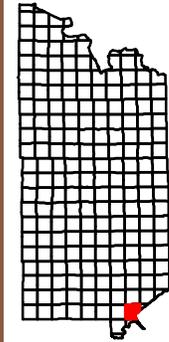


City of Duluth

Sec: 14 Twp: 50 Rng: 14

Commissioner District # 2

-  State Tax Forfeited Land
-  Water
-  Road
-  Area of Interest
-  Tract



St. Louis County, Minnesota



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**St. Louis County
Land Department**

February 2013



2003 NAIP Photo

BOARD LETTER NO. 13 - 69

ENVIRONMENT & NATURAL RESOURCES COMMITTEE
CONSENT NO. 5

BOARD AGENDA NO.

DATE: February 26, 2013

RE: Rescind St. Louis County
Board Resolution No. 13-84

FROM: Kevin Z. Gray
County Administrator

Robert Krepps, Director
Land and Minerals

RELATED DEPARTMENTAL GOAL:

Financial return to the county and taxing districts.

ACTION REQUESTED:

The St. Louis County Board is requested to rescind St. Louis County Board Resolution No.13-84, dated February 12, 2013.

BACKGROUND:

St. Louis County Board Resolution No.13-84 cancelled a contract with Christine Schweiger of Duluth, MN for the repurchase of state tax forfeited land. Ms. Schweiger had until end of the business day on February 11, 2013 to pay the amount owing, which she did. Due to the late hour, the recommendation from Land and Minerals wasn't retracted.

RECOMMENDATION:

It is recommended that St. Louis County Board Resolution No. 13-84, dated February 12, 2013, be rescinded.

Rescind St. Louis County Board Resolution No. 13-84

BY COMMISSIONER _____

WHEREAS, St. Louis County Board Resolution No. 13-84, dated February 12, 2013, cancelled a contract with Christine Schweiger for the repurchase of state tax forfeited land; and

WHEREAS, Ms. Schweiger has cured the default within the allowable time period;

THEREFORE, BE IT RESOLVED, That St. Louis County Board Resolution No. 13-84, dated February 12, 2013, is rescinded.



*Resolution
of the
Board of County Commissioners*

St. Louis County, Minnesota

Adopted on: February 12, 2013 Resolution No. 13-84

Offered by Commissioner: O'Neil

Cancellation of Contract for Repurchase of State Tax Forfeited Land - Schweiger

WHEREAS, The contract with Christine Schweiger of Duluth, MN, for the repurchase of state tax forfeited land is in default for failure to provide proof of insurance; and

WHEREAS, The purchaser was properly served with Notice of Cancellation of Contract by civil process and has failed to cure the default for lands legally described as:

TOWN OF DULUTH
NW1/4 OF SW1/4 EX 3 AC AT SE CORNER FOR SCHOOL AND EX N1/2
Section 29, Township 52 North, Range 12 West
Parcel Code: 315-0020-04830
C22110090

WHEREAS, Minn. Stat. §§ 282.04, Subd. 2(d) and 504B.271 authorizes the County Auditor to dispose of abandoned personal property; and

WHEREAS, The previous owners of the property will be notified by posting of the property or by mail;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the cancellation of contract for the repurchase of state tax forfeited land described above, according to the provisions of Minn. Stat. § 282.01, Subd. 5, and Minn. Stat. § 282.40, and according to the procedures of Minn. Stat. § 559.21.

RESOLVED FURTHER, That the St. Louis County Auditor is authorized to dispose of abandoned personal property from the above described state tax forfeited property.

Commissioner O'Neil moved the adoption of the Resolution and it was declared adopted upon the following vote:

Yeas – Commissioners Jewell, O'Neil, Forsman, Stauber, Nelson, Raukar, and Chair Dahlberg - 7

Nays – None

STATE OF MINNESOTA
Office of County Auditor, ss.
County of St. Louis

I, DONALD DICKLICH, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 12th day of February, A.D. 2013, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 12th day of February, A.D., 2013.

DONALD DICKLICH, COUNTY AUDITOR

By

Deputy Auditor/Clerk of the County Board

increased participation. Each certified corner is currently reimbursed at a rate of \$150.00 plus an additional premium when precise GPS coordinates are shown on the certificate in the amount of \$50.00. The amended policy provides that each certified corner will be reimbursed at a rate of \$150.00 plus an additional premium for precise GPS coordinates in the amount of \$250.00. An amended policy draft is attached.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the revised Public Land Survey Monumentation Reimbursement Program Policy and rescind Resolution 97-810, dated October 21, 1997.

Public Land Survey Monumentation Reimbursement Program Policy

BY COMMISSIONER _____

WHEREAS, Perpetuation of the Public Land Survey (PLS) corner monuments and records is needed to help accomplish the goals and functions of St. Louis County; and

WHEREAS, Private sector surveying firms are locating or reestablishing PLS corner monuments during the course of performing land survey work for clients; and

WHEREAS, The perpetuation and location of these PLS corner monuments is of significant benefit to all land owners in the sections of land adjacent to these PLS corner monuments; and

WHEREAS, The precise geographic coordinates received for each of the monument positions can and will be used to improve the county's Geographic Information System; and

WHEREAS, The Public Works Department/Land Survey Division wishes to adopt a revised PLS Monumentation Reimbursement Program Policy for management purposes;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board adopts the Public Land Survey Monumentation Reimbursement Program Policy as contained in County Board File No. _____;

RESOLVED FURTHER, That County Board Resolution No. 97-810 is hereby rescinded.



Saint Louis County

Public Works Department • Richard H. Hansen Transportation and Public Works Complex
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830 • www.stlouiscountymn.gov

James T. Foldesi, P.E.
Public Works Director/
Highway Engineer

Thomas J. O'Malley, P.L.S.
County Surveyor

SAINT LOUIS COUNTY PLS MONUMENTATION REIMBURSEMENT PROGRAM

The importance of restoring and maintaining the monuments of our Public Land Survey (PLS) system is well known. Saint Louis County has established a payment system to encourage PLS corner perpetuation. This program, funded through Saint Louis County, will provide financial assistance to private sector land surveyors for PLS corner perpetuation which occurs during the course of a private land survey.

The primary focus of this program is to obtain good quality corner certificates for corner monuments which do not presently have a current Certificate of Location of Government Corner on file with Saint Louis County.

The program will be administered as follows:

- (A.) The program will be managed on a first-come, first-served basis, subject to available funding. All PLS corner perpetuation shall satisfy the requirements of Minnesota State Statute 381.12 Subd. 3.
- (B.) Application forms and Certificate of Location of Government Corner templates can be obtained at the Public Works Department/Land Survey Division office or online at the Saint Louis County Surveyor's web page.
- (C.) Corners funded by this program shall include those corners of the original Public Land Survey (Section Corners, Quarter Corners, and Meander Corners) in Saint Louis County.
- (D.) The Saint Louis County Surveyor's Office reserves the right to deny applications or payment for PLS corner perpetuation under, but not restricted to, the following conditions:
 - (1) Existing application is already on file or a current Certificate of Location of Government Corner is already recorded for the subject corner.
 - (2) The application is being made by a government agency or pertains to a corner required for work contracted by a government agency.

- (3) The application does not directly relate to a current private survey.
- (4) The application pertains to a survey requiring County Surveyor approval and signature. (For such surveys, corner certificates are required but will not be reimbursed.)
- (5) The certificate does not demonstrate credible evidence and/or the use of reasonable and accepted survey methodology supporting the subject monument.

The reimbursement fee shall be \$150.00 per completed corner certificate. An additional \$250.00 premium will be paid for each corner certificate that provides the monument location (± 0.5 ft positional tolerance) by latitude and longitude, Minnesota State Plane North Zone coordinates or Saint Louis County Transverse Mercator (SLCTM96) coordinates referenced to NAD 83 (86) or NAD 83 (96) HARN. Datum must be clearly specified and will be subject to the County Surveyor's review and approval.

SURVEYING YESTERDAY, TODAY, FOR TOMORROW

Revision: February 13, 2013

BOARD LETTER NO. 13 - 71

PUBLIC WORKS & TRANSPORTATION COMMITTEE
CONSENT NO. 7

BOARD AGENDA NO.

DATE: February 26, 2013 **RE:** Purchase of Pressure Washers

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

Provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the purchase of six (6) self-contained pressure washer units from Langer Equipment of Virginia, Minnesota.

BACKGROUND:

The 2013 Public Works Department equipment budget includes the purchase of six pressure washer units to replace old pressure steamer units at all county maintenance districts. Public Works and the Safety and Risk Management Division have determined that converting from steamers to pressure washers can be done without changing the level of service while increasing safety and cost effectiveness. The savings are due to eliminating yearly inspections, certifications and training; reducing maintenance and by using the equipment for multiple functions.

The pressure washer units will be purchased from the low price vendor, Langer Equipment of Virginia, MN. The purchase price for the six units is \$143,310.78 which is subject to a 6.875% State of Minnesota sales tax of \$9,852.62 for a total cost of \$153,163.40. The cost is within that budgeted for the purchase.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the purchase of six pressure washer units from Langer Equipment of Virginia, MN, in the amount of \$153,163.40 payable from Fund 407, Agency 407001, and Object 665900.

Purchase of Pressure Washers

BY COMMISSIONER _____

WHEREAS, The Public Works Department 2013 equipment budget includes six self-contained pressure washer units; and

WHEREAS, Langer Equipment of Virginia, MN responded with the low price for the purchase in the amount of \$153,163.40;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the purchase of six pressure washer units from Langer Equipment of Virginia, MN for a total cost of \$153,163.40, including State of Minnesota sales tax of \$9,852.62, payable from Fund 407, Agency 407001, Object 665900.

BOARD LETTER NO. 13 - 72

PUBLIC WORKS & TRANSPORTATION COMMITTEE
CONSENT NO. 8

BOARD AGENDA NO.

DATE: February 26, 2013 **RE:** Agreement with City of Eveleth for
the Reconstruction of CSAH 146
and 147/Jones Street

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

Provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an agreement with the City of Eveleth for the reconstruction of County State Aid Highways (CSAH) 146 and 147 (Jones Street) under SAP 69-746-001(Low), CP 8297, and SAP 69-747-001, CP 8298.

BACKGROUND:

St. Louis County and the City of Eveleth support the reconstruction of CSAH 146 and 147 (Jones Street) in Eveleth, MN. This cooperative agreement defines the cost participation and project responsibilities for this combined project.

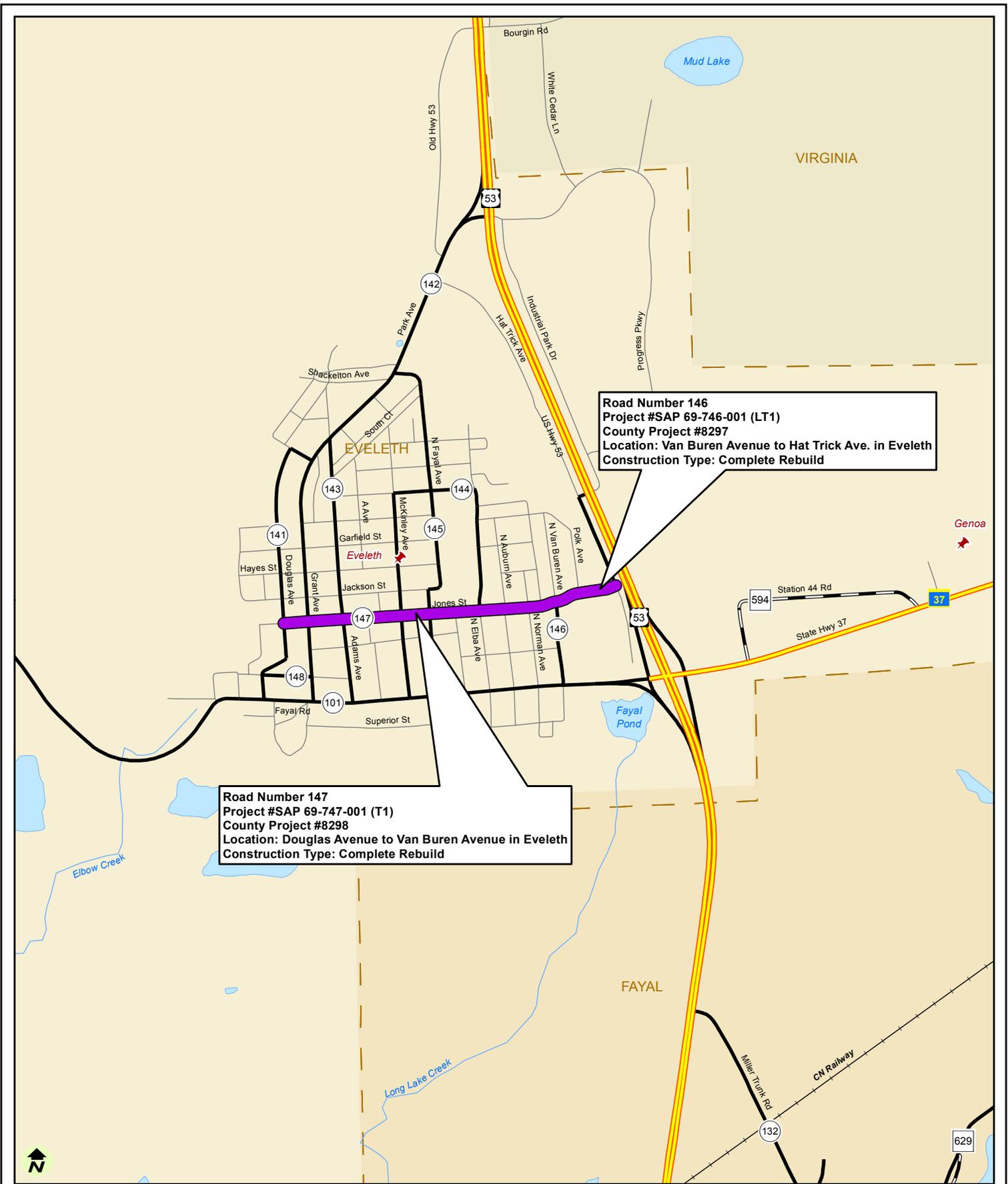
RECOMMENDATION:

It is recommended the St. Louis County Board authorize an agreement with the City of Eveleth outlining responsibilities of both St. Louis County and the City of Eveleth for the proposed construction on CSAH 146, SAP 69-746-001(Low), CP 8297, and CSAH 147, SAP 69-747-001, CP 8298. The funds from the City of Eveleth will be receipted into Fund 220, Agency 220287, and Agency 220288.

**Agreement with City of Eveleth for the Reconstruction of
CSAH 146 and 147 (Jones Street)**

BY COMMISSIONER _____

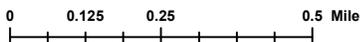
RESOLVED, That the St. Louis County Board authorizes an agreement, and any amendments approved by the County Attorney, with the City of Eveleth for reconstruction of Jones Street on CSAH 146, SAP 69-746-001(Low), CP 8297, and CSAH 147, SAP 69-747-001, CP 8298; whereby the City of Eveleth will pay the "City of Eveleth Non-Participating" local share items listed in the plan. The funds from the City of Eveleth for project SAP 69-746-001(Low), CP 8297 will be receipted into Fund 220, Agency 220287, Object 551519, and for project SAP 69-747-001, CP 8298 into Fund 220, Agency 220288, Object 551519.



Road Number 146
Project #SAP 69-746-001 (LT1)
County Project #8297
Location: Van Buren Avenue to Hat Trick Ave. in Eveleth
Construction Type: Complete Rebuild

Road Number 147
Project #SAP 69-747-001 (T1)
County Project #8298
Location: Douglas Avenue to Van Buren Avenue in Eveleth
Construction Type: Complete Rebuild

St. Louis County 2013 Road & Bridge Construction



Map Components

- | | | |
|--|-----------------------|-------------------|
| 2013 Road & Bridge Construction | County Road - Paved | Township Boundary |
| Complete Rebuild | County Road - Gravel | City/Town |
| Interstate Highway | Railroad | Lake |
| U.S./State Highway | Commissioner District | River/Stream |

BOARD LETTER NO. 13 - 73

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 9

BOARD AGENDA NO.

DATE: February 26, 2013

RE: Agreement with the City of
Eveleth for Lighting Construction
and Maintenance – CSAH
142/Grant Avenue, 146 and
147/Jones Street

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

Provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an agreement with the City of Eveleth for the cost, maintenance, and electrical energy for proposed lighting systems on County State Aid Highways (CSAH) 142 (Grant Avenue), 146 and 147 (Jones Street).

BACKGROUND:

St. Louis County and the City of Eveleth supported the reconstruction of CSAH 142 (Grant Avenue), a 2010 project, and the proposed construction of CSAH 146 and 147 (Jones Street), a 2013 project in Eveleth, MN. This cooperative agreement defines the cost participation and project responsibilities for a proposed lighting system on these roadways.

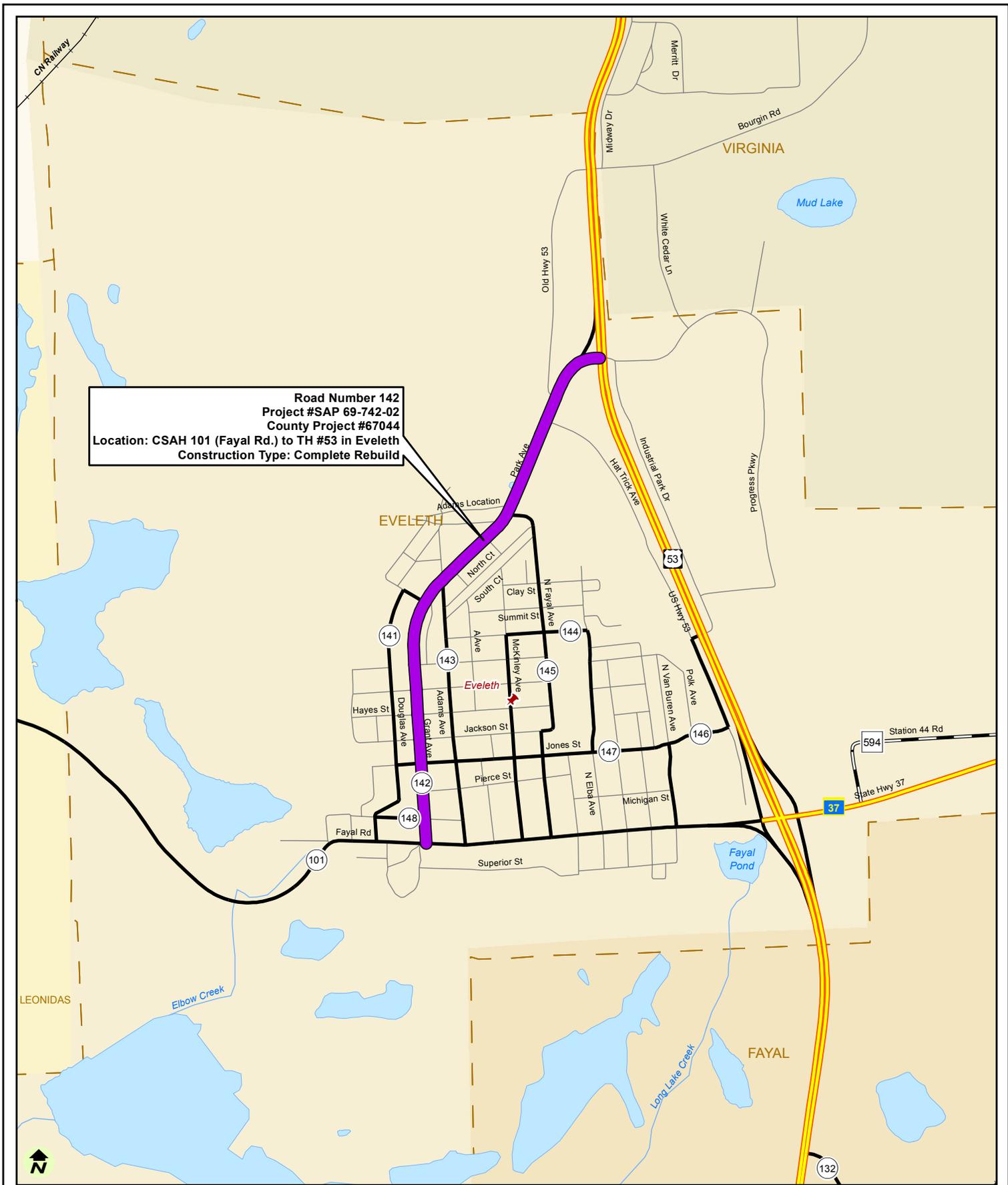
RECOMMENDATION:

It is recommended the St. Louis County Board authorize an agreement with the City of Eveleth outlining responsibilities of both St. Louis County and the City of Eveleth for the cost, maintenance, and electrical energy for proposed lighting systems on CSAH 142, (SAP 69-742-002, CP 67044), CSAH 146, (SAP 69-746-001-Low, CP 8297), and CSAH 147, (SAP 69-747-001, CP 8298).

**Agreement with the City of Eveleth for Lighting Construction and Maintenance –
CSAH 142/Grant Avenue, 146 and 147/Jones Street**

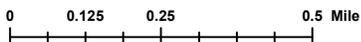
BY COMMISSIONER _____

RESOLVED, That the St. Louis County Board authorizes an agreement, and any amendments approved by the County Attorney, with the City of Eveleth for the cost, maintenance, and electrical energy for proposed lighting systems on CSAH 142 (Grant Avenue), SAP 69-742-002, CP 67044, CSAH 146 (Jones Street), SAP 69-746-001(Low), CP 8297, and CSAH 147 (Jones Street), SAP 69-747-001, CP 8298.



Road Number 142
Project #SAP 69-742-02
County Project #67044
Location: CSAH 101 (Fayal Rd.) to TH #53 in Eveleth
Construction Type: Complete Rebuild

St. Louis County 2010 Road & Bridge Construction



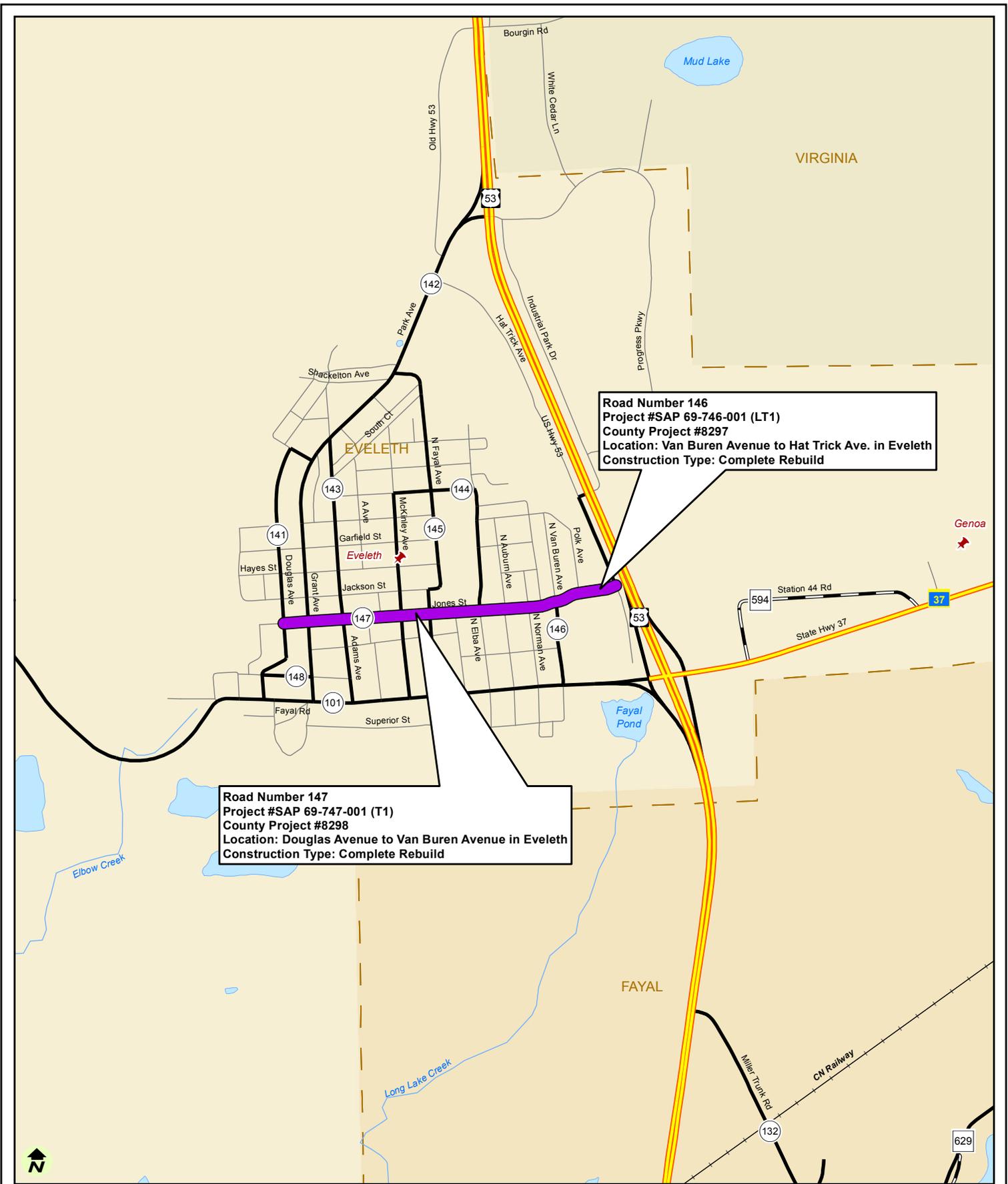
Map Components

2010 Road & Bridge Construction

- Complete Rebuild
- Interstate Highway
- U.S./State Highway

- County Road - Paved
- County Road - Gravel
- Railroad
- Commissioner District

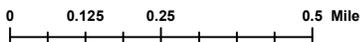
- Township Boundary
- City/Town
- Lake
- River/Stream



Road Number 146
Project #SAP 69-746-001 (LT1)
County Project #8297
Location: Van Buren Avenue to Hat Trick Ave. in Eveleth
Construction Type: Complete Rebuild

Road Number 147
Project #SAP 69-747-001 (T1)
County Project #8298
Location: Douglas Avenue to Van Buren Avenue in Eveleth
Construction Type: Complete Rebuild

St. Louis County 2013 Road & Bridge Construction



Map Components

- | | | |
|--|-----------------------|-------------------|
| 2013 Road & Bridge Construction | County Road - Paved | Township Boundary |
| Complete Rebuild | County Road - Gravel | City/Town |
| Interstate Highway | Railroad | Lake |
| U.S./State Highway | Commissioner District | River/Stream |

BOARD LETTER NO. 13 - 74

FINANCE & BUDGET COMMITTEE CONSENT NO. 10

BOARD AGENDA NO.

DATE: February 26, 2013

RE: Amendment to Federal Railroad Administration Grant Contract between MnDOT and St. Louis County – Rail Alliance Environmental Study (NLX Project)

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

Provide professional finance and accounting services in keeping with best practices, ensuring that public dollars are used exclusively for authorized public purposes.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an amendment/extension to the Federal Railroad Administration Grant Contract (Minnesota Department of Transportation [MnDOT] Contract No. 94577) which partially funded the environmental study and preliminary engineering for the Minneapolis-Duluth/Superior Passenger Rail Alliance's Northern Lights Express (NLX) project.

BACKGROUND:

On June 23, 2009 the County Board (Resolution No. 09-297) authorized MnDOT Agreement 94577 for partial Federal Railroad Administration Grant funding of the Alliance's Environmental Study and Preliminary Engineering for the NLX project. A time extension through January 30, 2013 was requested by MnDOT and approved by the County Board on September 25, 2012 (Resolution No. 12-509).

MnDOT has communicated that additional time is necessary to provide for the required National Environmental Policy Act Clearance for this project and has requested an additional time extension through July 31, 2013.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the appropriate county officials to execute a contract amendment to MnDOT contract 94577, extending the contract period to July 31, 2013.

**Amendment to Federal Railroad Administration Grant Contract between MnDOT
and St. Louis County – Rail Alliance Environmental Study (NLX Project)**

BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board authorizes the appropriate county officials to execute an amendment to Minnesota Department of Transportation Agreement No. 94577 extending the contract expiration date to July 31, 2013.



Minnesota Department of Transportation

Passenger Rail Office

Mail Stop 480
395 John Ireland Blvd.
St. Paul, MN 55155-1800

Tel: 651/366-3198
Fax: 651/366-4248

February 14, 2013

Linnea Mirsch
Deputy County Administrator
St. Louis County
100 North 5th Avenue West
Duluth, MN 55802

Re: Amendment No. 5 for MnDOT Agreement No. 94577

Dear Ms. Mirsch:

Enclosed is Amendment No. 5 to Agreement No. 94577. The Federal Railroad Administration (FRA) has finalized their legal sufficiency review of the Environmental Assessment (EA). With the additional FRA reviews and time needed for the FRA process, we anticipate publication of the EA and public meetings to begin shortly. This amendment is written to extend the term of the current contract from January 30, 2013 to July 31, 2013 to accommodate the additional time needed to finalize the document, conduct public meetings, compile comments and complete the process.

Please make three (3) copies of the amendment for signature and have the appropriate people sign all three copies and return to me. Once the amendments are fully executed, one original will be sent for your records.

Please contact me with any questions or concerns. Thank you for your continued assistance on this project.

Best regards,

A handwritten signature in blue ink that reads "Julie R. Carr".

Julie R. Carr
Project Manager

cc: Dan Krom, Passenger Rail Office
Bob Manzoline/Steve Fecker, NLX

An Equal Opportunity Employer



AMENDMENT #5 TO MnDOT GRANT Agreement # 94577

Amendment #	<u>5</u>	MnDOT Contract #	<u>94577</u>
Contract Start Date:	<u>July 16, 2009</u>	Total Contract Amount:	<u>\$2,200,000</u>
Orig. Contract Exp. Date:	<u>January 30, 2013</u>	Prev. Amendment(s) Total:	<u>\$0.00</u>
Amended Exp. Date	<u>July 31, 2013</u>	Current Amendment Amount:	<u>\$0.00</u>

Project Identification : Capital Assistance to States-Intercity Passenger Rail Service Program
 State Project (SP): _____ Trunk Highway #: _____

This amendment is by and between the State of Minnesota, through its Commissioner of Transportation (“State”) and St. Louis County (“Recipient”).

Recitals

1. The State has a contract with the Recipient identified as MnDOT Agreement Number 94577 (“Original Contract”) to provide funding for the preparation of an environmental analysis and an environmental document to secure National Environmental Policy Act (NEPA) clearance for the proposed high speed, intercity passenger rail service on the Minneapolis-Duluth corridor.
2. This contract is being amended to provide additional time for the NEPA clearance process, including the Environmental Assessment, Public Meetings and all work required to obtain a Finding of No Significant Impact (FONSI) from the Federal Railroad Administration (FRA).
3. The State and the Contractor are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment deleted contract terms will be ~~struck-out~~ and the added contract terms will be underlined.

REVISION 1. Article 1. “**Term of Contract**” is amended as follows:

Term of Contract: This Grant Contract will remain in effect through ~~January 30, 2013~~ July 31, 2013.

The terms of the Original Contract are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: _____

Date: _____

CFMS Contract No. _____

DEPARTMENT OF TRANSPORTATION

By: _____
(With delegated authority)

Title: _____

Date: _____

RECIPIENT

The Recipient certifies that the appropriate person(s) have executed the contract on behalf of the Recipient as required by applicable articles, by laws, resolutions, or ordinances.

By: _____

Title: Chair of St. Louis County

Date: _____

By: _____

Title: Assistant County Attorney

Date: _____

By: _____

Title: St. Louis County Auditor

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____
(With delegated authority)

Date: _____

BOARD LETTER NO. 13 - 75

FINANCE & BUDGET COMMITTEE CONSENT NO. 11

BOARD AGENDA NO.

DATE: February 26, 2013

RE: Amendment to Agreement for Environmental Study Pass Through Funding between St. Louis County and the Minneapolis-Duluth/Superior Passenger Rail Alliance (NLX Project)

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

Provide professional finance and accounting services in keeping with best practices, ensuring that public dollars are used exclusively for authorized public purposes.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an amendment/extension to the agreement for Environmental Study Pass Through Funding between St. Louis County and Minneapolis-Duluth/Superior Passenger Alliance.

BACKGROUND:

On June 23, 2009 the County Board (Resolution No. 09-297) authorized MnDOT Agreement 94577 for partial Federal Railroad Administration Grant funding of the Alliance's Environmental Study and Preliminary Engineering for the NLX project. A time extension through January 30, 2013 was requested by MnDOT and approved by the County Board on September 25, 2012 (Resolution No. 12-509).

MnDOT has communicated that additional time is necessary to provide for the required National Environmental Policy Act Clearance for this project and has requested an additional time extension through July 31, 2013. This extension also requires an extension to the Environmental Study Pass Through Funding agreement between St. Louis County and the Minneapolis-Duluth/Superior Passenger Alliance.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a contract amendment to the agreement for Environmental Study Pass-Through Funding between St. Louis County and the Minneapolis-Duluth/Superior Passenger Rail Alliance to extend the contract period to July 31, 2013.

**Amendment to Agreement for Environmental Study Pass Through Funding
between St. Louis County and the Minneapolis-Duluth/Superior
Passenger Rail Alliance (NLX Project)**

BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board authorizes the appropriate county officials to execute an amendment to the agreement with the Minneapolis-Duluth/Superior Passenger Rail Alliance, extending the contract expiration date to July 31, 2013.

SECOND AMENDMENT TO AGREEMENT FOR ENVIRONMENTAL STUDY PASS THROUGH FUNDING

This Second Amendment, by and between St. Louis County, a duly organized county of the State of Minnesota, hereafter referred to as "County," and Minneapolis-Duluth/Superior Passenger Rail Alliance, a political subdivision of the State of Minnesota and joint powers entity formed pursuant to Minn. Stat. Ch. 398A and Minn. Stat. §471.59, hereafter referred to as "Alliance," is entered into this ____ day of February, 2013.

Recitals

WHEREAS, County and Alliance have entered into an Agreement and a First Amendment whereby County will pass through federal and state funds to Alliance for use in conducting a study to obtain environmental clearance for the Northern Lights Express Project ("NLX"); and

WHEREAS, the grant agreement for federal funding between the Federal Railroad Administration and the State of Minnesota has been amended to extend the expiration date to July 31, 2013, in order to provide time to complete the NLX environmental clearance; and

WHEREAS, County has been requested to amend the Agreement between County and State of Minnesota for pass through of federal funding to extend the expiration date to July 31, 2013; and

WHEREAS, it is appropriate to amend the Agreement between County and Alliance for pass through funding to likewise extend the expiration date to July 31, 2013.

NOW, THEREFORE, for good and valuable consideration, County and Alliance agree as follows:

1. Contract Amendment: Article 10, Term, is amended as shown below, with deleted contract terms ~~stricken out~~ and added contract terms double underlined:

10. Term: This Agreement shall be effective upon execution by authorized representatives of County and Alliance and shall remain in full force and effect through ~~December 31, 2011~~July 31, 2013. The term of this Agreement may be cancelled or extended upon mutual agreement of the parties.

2. Other Terms Unchanged: Except as amended herein, all other terms of the Agreement between County and Alliance are incorporated by reference in this First Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have entered into this First Amendment as of the date and year first above written.

MINNEAPOLIS-DULUTH/SUPERIOR
PASSENGER RAIL ALLIANCE

COUNTY OF ST. LOUIS,
MINNESOTA

By: _____
Its: Chairman

By: _____
Its: County Board Chairman

By: _____
Its: County Auditor

APPROVED AS TO FORM AND
EXECUTION:

By: _____
Its: Assistant County Attorney

BOARD LETTER NO. 13 - 76

PUBLIC SAFETY & CORRECTIONS COMMITTEE

CONSENT NO. 12

BOARD AGENDA NO.

DATE: February 26, 2013

RE: Food Services Contract for the
Hibbing and Virginia Lockup
Facilities

FROM: Kevin Z. Gray
County Administrator

Ross Litman
Sheriff

RELATED DEPARTMENT GOAL:

To enhance public safety.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize a contract with Deluxe Catering to provide food services at the Hibbing and Virginia lockup facilities.

BACKGROUND:

Deluxe Catering of Eveleth, MN, has provided food services for the Hibbing lockup facility since May 2011 and the Virginia lockup facility since 1998. Three meals per day per inmate are provided, in accordance with Minnesota Department of Health regulations. In 2012, St. Louis County paid \$6 per meal to Deluxe Catering for a total of \$89,097. The new two-year contract includes \$6.25 per meal, for the period January 1, 2013 through December 31, 2014.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an agreement with Deluxe Catering, Eveleth, MN, to provide food services at the Hibbing and Virginia lockup facilities for the period January 1, 2013 through December 31, 2014, at a cost of \$6.25 per meal, payable from Fund 100, Agency 137002, Object 635500.

Food Services Contract for the Hibbing and Virginia Lockup Facilities

BY COMMISSIONER _____

RESOLVED, That the St. Louis County Board authorizes an agreement with Deluxe Catering, Eveleth, MN, to provide food services at the Hibbing and Virginia lockup facilities for the period January 1, 2013 through December 31, 2014, at a cost of \$6.25 per meal, payable from Fund 100, Agency 137002, Object 635500.

BOARD LETTER NO. 13 - 77

FINANCE & BUDGET COMMITTEE CONSENT NO. 13

BOARD AGENDA NO.

DATE: February 26, 2013

RE: Establish Public Hearing to Consider Imposing the Remainder of Penalties for Liquor Law Violation – Polley’s Resort (Unorganized Township 63-17)

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

Mark Rubin
County Attorney

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing to consider whether to impose the remaining stayed penalties and/or suspension days for liquor law violation, sale to minor, on May 30, 2011, at Polley's Resort, Unorganized Township 63-17, because of a new alleged liquor law violation, sale to a minor, on October 17, 2012.

BACKGROUND:

On May 22, 2012, pursuant to St. Louis County Ordinance No. 28, Section 13.01, Leon Polley d/b/a Polley's Resort, was found to have violated Ordinance No. 28 by serving alcohol to a minor (County Board Resolution No. 12-290). A public hearing was held pursuant to the provisions of these subdivisions. A ten (10) day suspension and \$1,000.00 civil penalty was assessed against the licensee. Nine (9) days of the suspension and \$1,000.00 of the civil penalty were suspended on the condition that the licensee has no same or similar violations. The Board now has the authority to determine whether an incident on October 17, 2012 constitutes a same or similar violation and, if so, to determine whether to impose some or all of the remaining penalties.

RECOMMENDATION:

It is recommended that a public hearing on the matter be scheduled for March 26, 2013, at 9:40 a.m., in the Ely Public Works Facility, Ely, Minnesota.

**Establish Public Hearing to Consider Imposing the Remainder of
Penalties for Liquor Law Violation – Polley’s Resort
(Unorganized Township 63-17)**

BY COMMISSIONER _____

RESOLVED, That a public hearing will be held at 9:40 a.m., on Tuesday, March 26, 2013, in the Ely Public Works Facility, Ely, Minnesota, for the consideration of imposition of the remaining suspension and civil penalties for liquor law violation allegations, predicated on the violation of the no same or similar condition due to sale to a minor on October 17, 2012, and, if proven, the imposition of the remaining nine (9) day suspension and \$1,000.00 civil penalty previously ordered against Leon Polley d/b/a Polley's Resort, Unorganized Township 63-17.



Resolution
of the
Board of County Commissioners
St. Louis County, Minnesota
Adopted on: May 22, 2012 Resolution No. 12-290
Offered by Commissioner: Dahlberg

**Public Hearing to Consider Allegations of Liquor Law Violations –
Polley's Resort (Unorganized Township 63-17)**

WHEREAS, the St. Louis County Liquor Licensing Committee met on April 10, 2012, to consider recommending action to be taken by the County Board as a result of an alleged liquor law violation, sale to minor on May 30, 2011, by Leon Polley d/b/a Polley's Resort, Unorganized Township 63-17; and

WHEREAS, the Liquor Licensing Committee recommended a ten (10) day suspension and \$1,000 civil penalty, with nine (9) days of the suspension and \$1,000 of the civil penalty stayed, for one year with no same or similar violations during that year; and

WHEREAS, after hearing testimony on the matter at a public hearing conducted on May 22, 2012, at 9:45 a.m. in the City Council Chambers, Hibbing, MN, the St. Louis County Board determined the recommendation of the St. Louis County Liquor Licensing Committee to be an appropriate penalty for the liquor law violation.

NOW, THEREFORE, BE IT RESOLVED, that the Off-Sale Intoxicating Liquor License No. OFSL125, issued to Leon Polley d/b/a Polley's Resort, Unorganized Township 63-17, is hereby suspended for ten (10) days and a \$1,000 civil penalty is due, with nine (9) days of the suspension and \$1,000 of the civil penalty stayed for one (1) year, with no same or similar violations during that period.

RESOLVED FURTHER, that the date of suspension of the liquor license will be June 4, 2012.

RESOLVED FURTHER, that a new violation within the next year (ending May 22, 2013), will result in the imposition of the remainder of the suspension and civil penalty, and may also be cause for additional action against the liquor license of the licensee pursuant to St. Louis County Ordinance Number 28, Section 13.

Commissioner Dahlberg moved the adoption of the Resolution and it was declared adopted upon the following vote:
Yeas – Commissioners Jewell, O'Neil, Dahlberg, Forsman, Sweeney, Raukar, and Chair Nelson - 7
Nays – None

STATE OF MINNESOTA
Office of County Auditor, ss.
County of St. Louis

I, DONALD DICKLICH, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 22nd day of May, A.D. 2012, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 22nd day of May, A.D., 2012.

DONALD DICKLICH, COUNTY AUDITOR

By

Deputy Auditor/Clerk of the County Board

BOARD LETTER NO. 13 - 78

FINANCE & BUDGET COMMITTEE CONSENT NO. 14

BOARD AGENDA NO.

DATE: February 26, 2013

RE: Establish a Public Hearing to
Consider Allegations of Liquor
Law Violations – Polley’s Resort
(Unorganized Township 63-17)

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

Mark Rubin
County Attorney

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing to consider penalties and/or suspension of the liquor license issued to Leon Polley d/b/a Polley's Resort, Unorganized Township 63-17, for alleged liquor law violation, sale to minor, on October 17, 2012.

BACKGROUND:

Pursuant to St. Louis County Ordinance No. 28, Section 13.01, Any liquor license issued pursuant to this Ordinance may be suspended or revoked for up to sixty (60) days, a civil penalty of up to \$2,000 imposed for each violation, or a combination of any of these sanctions may be imposed by the County Board upon cause shown after a hearing. A hearing shall be held pursuant to the provisions of these subdivisions and any other uniform rules for hearings promulgated by the County Board. Cause for revocation or suspension or civil penalty or any combination of these sanctions includes, but is not limited to, the filing of false information on a license application, violation of any liquor laws, regulations or provisions of the Ordinance, or failure to maintain any licenses issued by the Minnesota Department of Health as may be required.

RECOMMENDATION:

It is recommended that the St. Louis County Board establish a public hearing on the matter on March 26, 2013, at 9:45 a.m., in the Ely Public Works Facility, Ely, Minnesota.

**Establish a Public Hearing to Consider Allegations of Liquor Law Violations –
Polley’s Resort (Unorganized Township 63-17)**

BY COMMISSIONER _____

RESOLVED, that a public hearing will be held at 9:45 a.m., on Tuesday, March 26, 2013, in the Ely Public Works Facility, Ely, Minnesota, for the consideration of liquor law violation allegations, sale to minor, on October 17, 2012, and, if proven, the suspension or revocation of the liquor license issued to Leon Polley d/b/a Polley's Resort, Unorganized Township 63-17, and/or the imposition of civil penalties for the violation.

BOARD LETTER NO. 13 - 79

ENVIRONMENT & NATURAL RESOURCES COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: February 26, 2013 **RE:** Award of Proposal: Shoreland
Lease Surveys

FROM: Kevin Z. Gray
County Administrator

Robert Krepps, Land Commissioner
Land and Minerals

RELATED DEPARTMENTAL GOAL:

Financial return to the county and taxing districts.

ACTION REQUESTED:

The St. Louis County Board is requested to award two year contracts to five vendors for shoreland lease surveys.

BACKGROUND:

On November 1, 2011 the St. Louis County Board directed and authorized the Land and Minerals Department to appraise and offer for sale into private ownership the county's shoreland leases (County Board Resolution No. 11-559). The Minnesota Legislature authorized this sale in the 2012 Minnesota Session Laws, Chapter 236, Section 28.

To facilitate the sale of the parcels, it is necessary to survey, mark and plat the parcels to create appropriate legal descriptions under a licensed surveyor. The shoreland lease lots were divided into eleven tracts by geographical location and access to ensure timely completion of the survey process.

The Land and Minerals Department, with assistance from the Planning and Community Development Department and the Public Works Land Survey Division prepared a Request for Proposals for the survey of the county's shoreland lease lots. The starting date of this project will be April 1, 2013. All required Corner Certificates and all Preliminary Plats must be completed and submitted to the County by April 11, 2014, to ensure the project is on schedule for completion.

Eight vendors submitted proposals. All responses were reviewed by an appointed evaluation committee comprised of the Land and Minerals, Survey, Planning and Purchasing staff. Cost, proposal submittal, qualifications, and experience were all factors in the determination of award for each tract.

Five vendors were selected for the following Tracts:

JPJ Engineering, Inc. (Hibbing, MN; Duluth, MN)

Tract A	\$27,426.00
Tract G	\$25,785.00

Bear Island Surveying, Inc. (Ely, MN)

Tract I	\$58,598.48
---------	-------------

S.E.H. (Duluth, MN)

Tract C	\$29,000.00
Tract H	\$30,000.00

SALO Engineering (Duluth, MN) and Hayes Surveying and Mapping (Grand Marais, MN) *partnership*

Tract B	\$32,500.00
Tract E	\$36,000.00
Tract F	\$49,500.00

Northern Lights Surveying, Co. (Virginia, MN)

Tract D	\$20,400.00
Tract J	\$35,212.00
Tract K	\$124,228.00

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the appropriate county officials to enter into contracts with JPJ Engineering, Inc. (Hibbing, MN; Duluth, MN), Bear Island Surveying, Inc. (Ely, MN), S.E.H. (Duluth, MN), SALO Engineering (Duluth, MN) and Hayes Surveying and Mapping (Grand Marais, MN), and Northern Lights Surveying, Co. (Virginia, MN), subject to approval by the County Attorney. Contracts will be payable from Fund 290, Agency 290003 (Lake Shore Lease Sale Fund).

Award of Proposal: Shoreland Lease Surveys

BY COMMISSIONER _____

WHEREAS, On November 1, 2011 the St. Louis County Board directed and authorized the Land and Minerals Department to appraise and offer for sale into private ownership the county's shoreland leases (County Board Resolution No. 11-559); and

WHEREAS, Minnesota Session Laws, 2012, Chapter 236, Section 28, authorized St. Louis County to sell its shoreland lease lots, with the requirement that the county shall have each lot surveyed by a licensed surveyor; and

WHEREAS, State legislation requires that the successful purchaser shall reimburse the county for the survey costs allocated to the lot purchased; and

WHEREAS, The following five vendors were selected for the following tracts based upon cost, proposal submittal, qualifications, and experience;

JPJ Engineering, Inc. (Hibbing, MN; Duluth, MN)

Tract A \$27,426.00

Tract G \$25,785.00

Bear Island Surveying, Inc. (Ely, MN)

Tract I \$58,598.48

S.E.H. (Duluth, MN)

Tract C \$29,000.00

Tract H \$30,000.00

SALO Engineering (Duluth, MN) and Hayes Surveying and Mapping (Grand Marais, MN) partnership

Tract B \$32,500.00

Tract E \$36,000.00

Tract F \$49,500.00

Northern Lights Surveying, Co. (Virginia, MN)

Tract D \$20,400.00

Tract J \$35,212.00

Tract K \$124,228.00

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to execute contracts with JPJ Engineering, Inc., Bear Island Surveying, Inc., S.E.H., SALO Engineering, and Hayes Surveying and Mapping, and Northern Lights Surveying, Co., in accordance with the specifications of Proposal No. 5066, payable from Fund 290, Agency 290003 (Lake Shore Lease Sale Fund), subject to approval by the County Attorney.

BOARD LETTER NO. 13 - 80

PUBLIC WORKS & TRANSPORTATION COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: February 26, 2013 **RE:** Award of Bids – Shouldering Contract for June 2012 Storm Damage, Reclaim and Overlay in Unorganized Township 57-16 and Biwabik Township

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

Provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to award projects to low bidders for road shouldering at various sites in south St. Louis County for repair damage related to the June 2012 storm event, and a reclaim and overlay project in Unorganized Township 57-16 and Biwabik Township.

BACKGROUND:

County staff is authorized under Resolution No. 88-381, dated May 24, 1988, to call for bids on projects which are already included in the budget document. Bids were requested for a shouldering contract funded with State Aid Disaster funds in southeastern St. Louis County, and tied reclamation and overlay projects on two Unorganized Township roads and one county road in Unorganized Township 57-16 and Biwabik Township with local and unorganized township funds.

A call for bids was received by the St. Louis County Public Works Department on February 21, 2013, for the following projects in accordance with the plans and specifications on file in the Office of the County Highway Engineer:

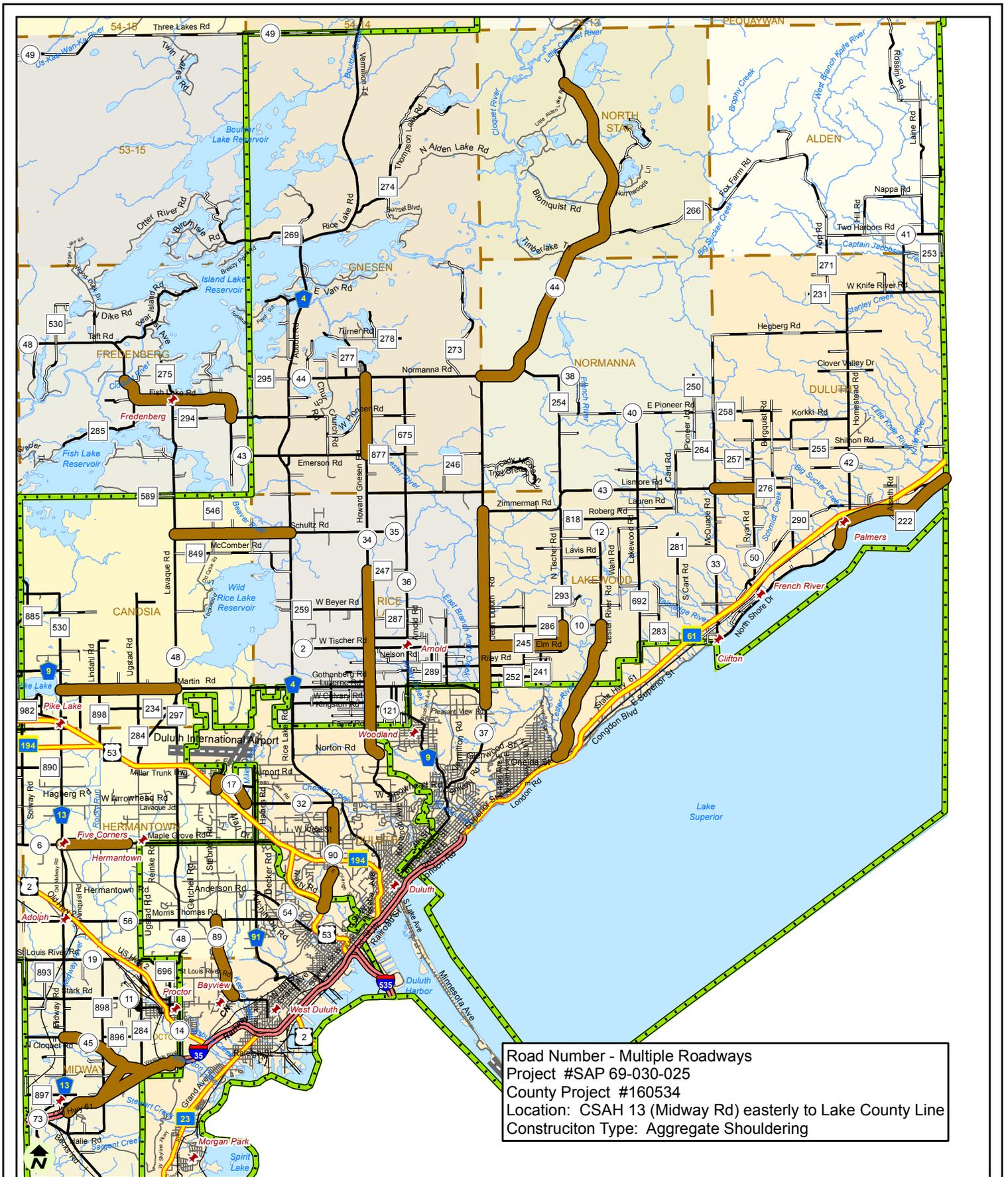
- Project:** SAP 69-030-023(low)/SAP 69-030-025, CP 160534
Location: Southeastern St. Louis County
Traffic: N.A.
PQI: N.A.
Construction: Aggregate Shouldering, Storm Event
Funding: Fund 225, Agency 160534, Object 652706

Anticipated Start Date: May 27, 2013
Anticipated Completion Date: July 8, 2013
Engineer's Estimate: To be provided after bid opened

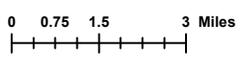
2. **Project:** MP 525-153275(Low), CP 153275, Bituminous Overlay, MP 9221-142846, CP 142846, Reclaim & Overlay, and MP 9228-142878, CP 142878 Reclaim & Overlay
- Location:** Combined Project
- A.) MP 525-153275(Low), CR 525 (Esquagama Road) from UT 928 to UT 928 in Biwabik Township, length 0.36 mi, (see attached map)
- Traffic:** 463
PQI: 2.5
Construction: Bituminous Overlay
Funding: Fund 200, Agency 203279, Object 652800
- B.) MP 9228-142878(Tied) UT 9228 CSAH 4 to CR 525 (Esquagama Road) and CR 525 to end of blacktop in Unorganized Township 57-16, length 3.05 mi. (see attached map)
- Traffic:** 250
PQI: N.A.
Construction: Reclaim and Overlay
Funding: Fund 210, Agency 210047, Object 652800
- C.) MP 9221-142846(Tied) UT 9221 (Raymond Road) from CSAH 4 to UT 9228 (Faber Rd) in Unorganized Township 57-16, length 1.03 mi. (see attached map)
- Traffic:** 102
PQI: N.A.
Construction: Reclaim and Overlay
Funding: Fund 210, Agency 210046, Object 652800
Anticipated Start Date: June 3, 2013
Anticipated Completion Date: August 16, 2013
Engineer's Estimate: To be provided after bid opened

RECOMMENDATION:

The bid will be opened on February 21, 2013. The bid results and a recommendation for Board consideration will be presented at the February 26 Committee of the Whole meeting.



St. Louis County 2013 Road & Bridge Construction



Map Components		
2013 Road & Bridge Construction	County Road - Paved	Township Boundary
Aggregate Shoulderering	County Road - Gravel	City/Town
Interstate Highway	Local Road/City Street	Lake
U.S./State Highway	Railroad	River/Stream
	Commissioner District	

BOARD LETTER NO. 13 - 81

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: February 26, 2013 **RE:** New Job Class – GIS Principal

FROM: Kevin Z. Gray
County Administrator

James R. Gottschald, Director
Human Resources

RELATED DEPARTMENT GOAL:

To provide effective, efficient government.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the creation of a new classification, GIS Principal, which was approved by the Civil Service Commission at its December 17, 2012 meeting.

BACKGROUND:

The Planning and Community Development Department initiated classification audits on the Geographical Information Systems (GIS) job class series on behalf of county departments with GIS staff including; Land and Minerals, Planning and Community Development, Public Works, Auditor's and Sheriff's Departments.

As part of the classification series audit, a GIS Principal class was developed to address the need for performance of higher level duties and responsibilities involving mobile, server, and desktop geospatial technology advances. The attached class specification describes the duties and responsibilities of the proposed class. Employees in the GIS Principal class will provide technical assistance to users and will serve as lead workers to GIS staff and will be responsible for the development and delivery of formal training to end-users and GIS staff.

AFSCME Council 5 has accepted the salary grade recommended for the class: Grade 23: \$44,246 – \$62,030 (annual steps and longevities through twenty-four years of service) in the Civil Service Basic Unit, based on the 2011 collective bargaining agreement.

RECOMMENDATION:

It is requested that the St. Louis County Board approve the creation of the new GIS Principal class and its assignment to Grade 23 in the Civil Service Basic Unit pay plan.

New Job Class – GIS Principal

BY COMMISSIONER: _____

RESOLVED, That the St. Louis County Board adopts the GIS Principal class, Grade 23 of the Civil Service Basic Unit Pay Plan.

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) PRINCIPAL

KIND OF WORK: Responsible specialized technical work planning, administering and supporting geographic information systems and services to meet user needs.

DISTINGUISHING FEATURES OF WORK: An employee in this class leads the planning, design, implementation, monitoring, and security of geographical information systems, technology, techniques and services to meet multi-user goals. Duties include applications systems and web services development; data management of operating systems; administration and support of GIS software, servers, and infrastructure; and the provision of technical training sessions, guidance and support to GIS users and staff. The work is performed independently within the limits of general operating policies, procedures, and program objectives, under the general direction of assigned supervisory staff.

ILLUSTRATIVE EXAMPLES OF WORK: (*) indicates tasks which have been identified as essential job functions.

- * 1. Plans, implements, administers and troubleshoots geographic information systems, database architecture, application requirements, web services, and accompanying hardware and software components.
- * 2. Consults with GIS users to determine short and long range goals and provides solutions and support to meet user goals.
- * 3. Designs and instructs training courses for GIS users and staff.
- * 4. Oversees the creation and administration of geoprocessing and scripting models.
- * 5. Designs and manages geo-databases and geospatial data collection and editing procedures.
- * 6. Develops and implements data sharing agreements, distribution, and payment policies with outside agencies.
- * 7. Coordinates with IT to plan, administer and troubleshoot county-wide geographic information systems, servers, infrastructure, and security.
- * 8. Develops GIS standards and procedures for approval by management staff.
- * 9. Writes and maintains technical specifications, procedure manuals, work flow charts, system program documentation, and GIS security rights.
- *10. Analyzes and tests geographic information systems performance to ensure functionality and security, correct errors, and improve operating efficiency.
- *11. Conducts planning, analysis, review, implementation, and training of new GIS technology, software, hardware, and network infrastructure.
- *12. Represents County departments at various meetings, conferences, and projects with other organizations.
- *13. Provides technical advice, assistance, and work direction to other GIS staff.
- *14. Demonstrates punctual and reliable attendance in accordance with designated work schedule.
- *15. Performs all assigned tasks in accordance with established rules, regulations, and practices, and promptly reports work related injuries, unsafe work conditions and near miss accidents to the supervisor.
16. Performs related duties as assigned.

REQUIREMENTS OF WORK:

Thorough knowledge of the principles and techniques involved in the design, development, and troubleshooting of geographic information computer systems, web services, geospatial data, scripting, applications, databases, and components.

Thorough knowledge of mobile data collection procedures and techniques.

Thorough knowledge of geospatial database design, editing, analysis and management.

OVER

REQUIREMENTS OF WORK: (CONTINUED)

Thorough knowledge of security techniques for large geographic information technology network systems.

Thorough knowledge of various GIS programming tools, computer languages, and operating systems.

Thorough knowledge of the relationships among County operating units.

Skill in communicating effectively, both orally and in writing.

Skill in leading the installation and maintenance of new or existing systems and corresponding operating software.

Skill in systematically and logically analyzing multi-user geographic information technical problems, evaluating results, and recommending solutions to satisfy customer needs.

Skill in preparing and presenting training sessions for project staff and customers.

Skill in the operation of current technological equipment and devices.

Ability to remain current on emerging technology trends to evaluate and recommend technology enhancements.

Ability to establish effective working relationships with users, coworkers, other County staff, vendors, contractors, and external representatives.

Ability to give lead worker direction to assigned staff.

Ability to understand and effectively carry out written and verbal instructions.

MINIMUM QUALIFICATIONS FOR WORK:

Possession of a Bachelor's degree in Geographical Information Systems (GIS), geography, computer science, information technology, or related field of study (all degrees must include course work in GIS)

AND four years of direct GIS experience.

Possession of a valid driver's license.

CSC – 12/17/12

Co Bd Res #

Effective Date

BOARD LETTER NO. 13 – 82

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE NO. 2

BOARD AGENDA NO.

DATE: February 26, 2013 **RE:** Amended Policy on Sick Leave Reserve Funds

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

James R. Gottschald, Director
Human Resources

RELATED DEPARTMENT GOAL:

To provide effective and efficient government

ACTION REQUESTED:

The St. Louis County Board is requested to approve an amended Policy on Sick Leave Reserve Funds.

BACKGROUND:

Since 1959, the County Board has adopted various resolutions authorizing the use of employees' accumulated sick leave hours ("Sick Leave Reserve Fund") upon retirement or for use by surviving dependents of a deceased employee. In 2003, the Board adopted a revised policy regarding the implementation of a Post-Retirement Health Care Savings Plans (PRHCSP) authorized by the Minnesota Legislature and the use of the Sick Leave Reserve Fund (County Board Resolution No. 03-233).

Since that time, the county has adopted specific personnel policies establishing a PRHCSP for groups of eligible employees. However, under the law, the Minnesota State Retirement System does not accept PRHCSP funds on behalf of a deceased employee, so it is still necessary to maintain a Sick Leave Reserve Policy. The purpose of this policy revision is to articulate long-standing accounting practices associated with Sick Leave Reserve accounts left inactive for prolonged time periods. The St. Louis County Policy on Sick Leave Reserve Funds has been updated to more clearly state the existing policy and procedures to be followed upon the unfortunate death of an active employee, or of a former retiree with an existing Sick Leave Reserve fund. Eligibility has

also been updated to eliminate active participation in the county's self-insured health plan at the time the fund is established, which is consistent with recent changes in collective bargaining agreements.

This policy does not apply to, or override, PRHCSPs authorized by the Minnesota Legislature and administered by the Minnesota State Retirement System.

RECOMMENDATION:

It is recommended that the St. Louis County Board amend the Sick Leave Reserve Fund Policy.

Amended Policy on Sick Leave Reserve Funds

BY COMMISSIONER _____

RESOLVED, The St. Louis County Board adopts the Amended “St. Louis County Policy on Sick Leave Reserve Funds” effective April 1, 2013 as contained in Board File No. _____.

RESOLVED FURTHER, The previous Policy on Sick Leave Reserve Funds is rescinded.

**ST. LOUIS COUNTY
POLICY ON SICK LEAVE RESERVE FUNDS**

WHEREAS, since 1959, the St. Louis County Board of Commissioners has adopted various resolutions authorizing the use of employees' accumulated sick leave hours ("Sick Leave Reserve Fund") upon an employee's retirement or for use by surviving dependents of deceased employees; and

WHEREAS, in 1995, St. Louis County ("County") adopted a revised policy regarding the eligibility for and the use of the Sick Leave Reserve Fund; and

WHEREAS, in 2001, the Minnesota legislature authorized the establishment of post-retirement health care savings plans through which public employees may save money to cover post-retirement health care costs; and

WHEREAS, in 2003, St. Louis County Board adopted a revised Sick Leave Reserve Fund Policy establishing post-retirement health care savings accounts and deposits the monetary value of the employee's accumulated sick leave into an authorized account upon the employee's retirement; and

WHEREAS, clarification of existing policies and procedures to follow upon the death of an employee or retiree necessitates certain modifications to the Sick Leave Reserve Policy;

NOW, THEREFORE, St. Louis County adopts this Amended Policy on Sick Leave Reserve Fund effective April 1, 2013:

I ELIGIBILITY FOR SICK LEAVE RESERVE FUND

A. Retired St. Louis County employees, and retired Arrowhead Regional Corrections employees as determined by the Arrowhead Regional Corrections Board, except those employees participating in a post-retirement health care savings plan (hereinafter "Retirees"), may use their Sick Leave Reserve Fund as provided herein when:

1. The Retiree was employed by the County or Arrowhead Regional Corrections for five consecutive years immediately prior to retirement.
2. The Retiree qualifies for and receives retirement benefits under the rules and regulations for the Public Employees Retirement Association or

other appropriate State of Minnesota sponsored retirement fund, or Social Security.

- B. The spouse and/or dependent children of a Retiree may use the Retiree's Sick Leave Reserve Fund as provided herein, provided that they satisfy all eligibility requirements of the applicable health insurance plan and all applicable state and federal law.

II USE OF SICK LEAVE RESERVE FUND

Retirees may elect to continue in the St. Louis County Self-Insured Health Plan or enroll in another health and/or dental insurance plan of the Retiree's choice. The Retiree's Sick Leave Reserve Fund may be utilized to reimburse monthly, quarterly or annual health and/or dental insurance premiums. The Fund may not be used to reimburse other out-of-pocket medical or dental expenses.

- B. Use of the Retiree's Sick Leave Reserve Fund is subject to all requirements of applicable state and federal law.
- C. Upon exhaustion of the Retiree's Sick Leave Reserve Fund, the Retiree may elect to continue then-existing health and dental coverage by personal payment of the premium and any other required amounts.
- D. Retirees and their spouses, who are age 65 and older, and who are eligible for Part A and Part B of Medicare, must enroll in both parts of Medicare in order to continue membership in the County health insurance group. Retirees may utilize their Sick Leave Reserve Fund for reimbursement of these Medicare premiums.
- E. A Retiree who elects to cover his/her spouse in the St. Louis County Self-Insured Health Plan pursuant to this policy must utilize dependency coverage which would cover both the Retiree and the spouse.
- F. Sick Leave Reserve accounts which are left inactive for a period of one-year shall be reduced retroactively by the then-existing St. Louis County single health insurance premium rate, with reduction amounts returned to the St. Louis County General Fund.

III DEATH OF AN EMPLOYEE OR RETIREE

- A. When an active employee dies, the surviving spouse and/or dependent children will be entitled to make use of a fund equal to the monetary value of the sick leave which the employee would have received had the employee retired, provided that the deceased employee had at least five consecutive years of employment immediately prior to death.

The surviving spouse and/or dependent children of an employee who are not enrolled in the health insurance plan have 60 days from the date of death of the employee to make application to the health insurance plan for coverage and fulfill any requirements. If there is no surviving spouse or dependent children, no Sick Leave Reserve Fund will be established.

This fund may only be used for purposes of health or dental insurance pursuant to this policy. Premium payment deductions will begin immediately after the death at the rate the surviving spouse and/or dependent children are utilizing County insurance or other health or dental insurance premiums. Premium deductions will occur on a quarterly basis if used for County insurance or on a monthly, quarterly or annual basis if used for other health or dental insurance premiums.

- B. If the surviving spouse is also a County employee, deductions from the Sick Leave Reserve Fund of the deceased employee or Retiree will begin immediately after the death at the rate the surviving spouse is utilizing County insurance as an employee.
- C. When a Retiree dies prior to exhaustion of the Retiree's Sick Leave Reserve Fund, the surviving spouse and/or dependent children may continue to utilize the Retiree's Sick Leave Reserve Fund pursuant to this policy. When the fund is exhausted, surviving dependent(s) in the County health insurance group may continue coverage pursuant to applicable state and federal law.
- D. If a non-employee surviving spouse should remarry, dependent coverage under the County health insurance group may be available pursuant to applicable state and federal law. Any payment required for such coverage shall be made separate from the Sick Leave Reserve Fund.
- E. Sick Leave Reserve accounts which are left inactive for a period of one-year shall be reduced retroactively by the then-existing St. Louis County single health insurance premium rate, with reduction amounts returned to the St. Louis County General Fund.

BOARD LETTER NO. 13 - 83

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE NO. 3

BOARD AGENDA NO.

DATE: February 26, 2013 **RE:** 2013 Revised Affirmative
Action Plan

FROM: Kevin Z. Gray
County Administrator

James R. Gottschald, Director
Human Resources

RELATED DEPARTMENT GOAL:

To ensure compliance with affirmative action principles and anti-discrimination laws.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the 2013 Revised Affirmative Action Plan to meet the certification criteria of the Minnesota Department of Human Rights (MDHR).

BACKGROUND:

The Human Resources Department has revised the St. Louis County Affirmative Action Plan. The Plan is revised and updated biannually and is submitted on a voluntary basis to the Minnesota Department of Human Rights for certification.

The Plan has been written within the guidelines issued by the Department of Human Rights using employment statistics from the 2000 Census and current St. Louis County workforce statistics. Human Resources staff has worked closely with MDHR in making revisions and the plan will meet criteria for certification once it is signed.

An analysis of St. Louis County's workforce composition reveals underutilization in a few equal employment opportunity categories for both females and minorities. Human Resources will make a more concerted effort to recruit minorities, people with disabilities, and females in these areas. In addition, Human Resources staff will continue to meet with department heads to review and establish affirmative action hiring goals; continue to provide training and information sessions relating to affirmative action and equal employment opportunity; and continue the county's practice of expanding open registers for positions with defined underutilization ratios.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the 2013 revised Affirmative Action Plan.

2013 Revised Affirmative Action Plan

BY COMMISSIONER _____

RESOLVED, That the St. Louis County Board approves the revised 2013 Affirmative Action Plan as contained in Board File _____ .

AFFIRMATIVE ACTION PLAN

ST. LOUIS COUNTY

2013

2013 AFFIRMATIVE ACTION PLAN
COUNTY OF ST. LOUIS MINNESOTA

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I Project Description

The mission of St. Louis County is to provide to its people those services mandated and/or expected by its citizens, so as to provide a good quality of life. St. Louis County acts as an agent of the State in the enforcement of statewide standards and policies as defined by statutes and rules.

II Policy Statement

It is the policy of the County of St. Louis to provide equality of opportunity in employment to all employees and applicants for employment in accordance with all applicable equal employment/affirmative action laws, directives and regulations of federal, state, and local governing bodies thereof specifically, Minnesota Statutes 363. It is the intent of the Board of Commissioners of St. Louis County to assure that every individual making application for employment or presently in the employ of the County be considered on the basis of individual ability and merit, without discrimination, harassment or favor due to race, creed, color, religion, age, gender, disability, marital status, status with regard to public assistance, sexual orientation, national origin, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law. This policy also applies to the use of all facilities and participation in all county-sponsored activities.

In furtherance of this policy, the County of St. Louis establishes an Affirmative Action Plan, providing for fair and equitable treatment in all phases of public employment, including but not limited to, recruitment, selection, promotion, job assignment, demotion, transfer, layoff, recall, termination, training, and rates of pay or other compensation. The concept of this affirmative action policy is both consistent with and fundamental to the maintenance of an effective merit system and it shall be implemented as part of the County of St. Louis personnel system.

It is the responsibility of every department head and supervisor to cooperate in the implementation of this policy. The supervisory personnel will be evaluated on the basis of their involvement in achieving these affirmative action objectives, as well as other established criteria.

In the interest of advancing equal opportunity in employment, the County will communicate its Affirmative Action Policy to those from whom it purchases products and services.

The Human Resources Director James R. Gottschald, or his designee, has been appointed to manage the Equal Employment Opportunity Program. The Human Resources Department will be responsible for monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program as required by federal, state, and local agencies. The Board of Commissioners will receive and review reports on the progress of the program. If any employee or applicant for employment believes he or she has been harassed or discriminated against, please contact the Affirmative Action Officer, Human Resources Department, Room 1, Court House, Duluth, MN 55802, or call (218) 726-2422. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and we will take appropriate action in response to these investigations.

Chris Dahlberg
St. Louis County Board Chair

Date

James R. Gottschald
Human Resources Director

Date

III Assignment of Responsibility for Affirmative Action Program

- A. The St. Louis County Board of Commissioners authorizes the County's Human Resources Director, James R. Gottschald and Affirmative Action Officer to administer the Affirmative Action Program on behalf of the County.

The responsibilities shall include:

1. Coordination of equal opportunity employment and affirmative action activities.
2. The conducting of utilization analysis and establishment of annual affirmative action goals for the hiring of minorities and females. Although goals are not set for persons with disabilities, St. Louis County will provide equal employment opportunities and actively recruit applicants with disabilities.
3. Internal and external dissemination of the affirmative action policy.
4. Implementing and maintaining an audit and reporting system that will measure the effectiveness of the County Affirmative Action Plan.
5. Providing training and information to supervisors in the area of affirmative action, employment discrimination, and sexual harassment.
6. Informing the County Board of Commissioners of recent developments in the equal employment opportunity area and updating the Affirmative Action Policy accordingly.
7. Serving as a liaison between the County and recruiting sources in the area, i.e. minority organizations and community action groups concerned with the employment opportunities for minorities, females, and individuals with disabilities.
8. Validation of classification specifications, ensuring that minimum requirements for successful job performance are used for recruitment.
9. Monitoring all selection procedures including application forms, written or oral exams, and education and training ratings to ensure that such selection devices are objectively constructed to measure relevant job qualification requirements.
10. Counseling minorities, females, and individuals with disabilities presently employed regarding promotional opportunities.
11. Maintaining a procedure for receiving and investigating employment discrimination and harassment complaints.

B. Each department head, with the assistance of the Human Resources Director and the Affirmative Action Officer, shall have direct responsibility in promoting the Affirmative Action Policy. Their responsibilities shall include:

1. An in-depth understanding of the equal employment opportunity laws and all provisions of the County Affirmative Action Policy.
2. Providing assistance to the Human Resources Director and Affirmative Action Officer in determining underutilization and developing departmental goals and timetables for the hiring of females and minorities.
3. Conducting regular discussions with line supervisors regarding equal employment opportunities.
4. Evaluation of supervisors in the achievement of affirmative action goals and application of equal employment opportunities.
5. Discussion, documentation, and addressing AA/EEO training needs.

C. Elected County Officials

1. The St. Louis County Attorney, Auditor, and Sheriff shall appoint candidates to County positions who have been recruited and/or tested in accordance with the principles of equal employment opportunity and through the process adopted by the County Affirmative Action Plan.
2. Elected Officials shall become knowledgeable about the program and its effect on their department.
3. Elected County Officials shall assist in informing County employees of the County Affirmative Action Program.
4. Elected County Officials shall assist the Human Resources Director and Affirmative Action Officer in determining underutilization and developing departmental goals and timetables for the hiring of females and minorities.

IV. Procedures for Dissemination of Policy

A. Internal Dissemination

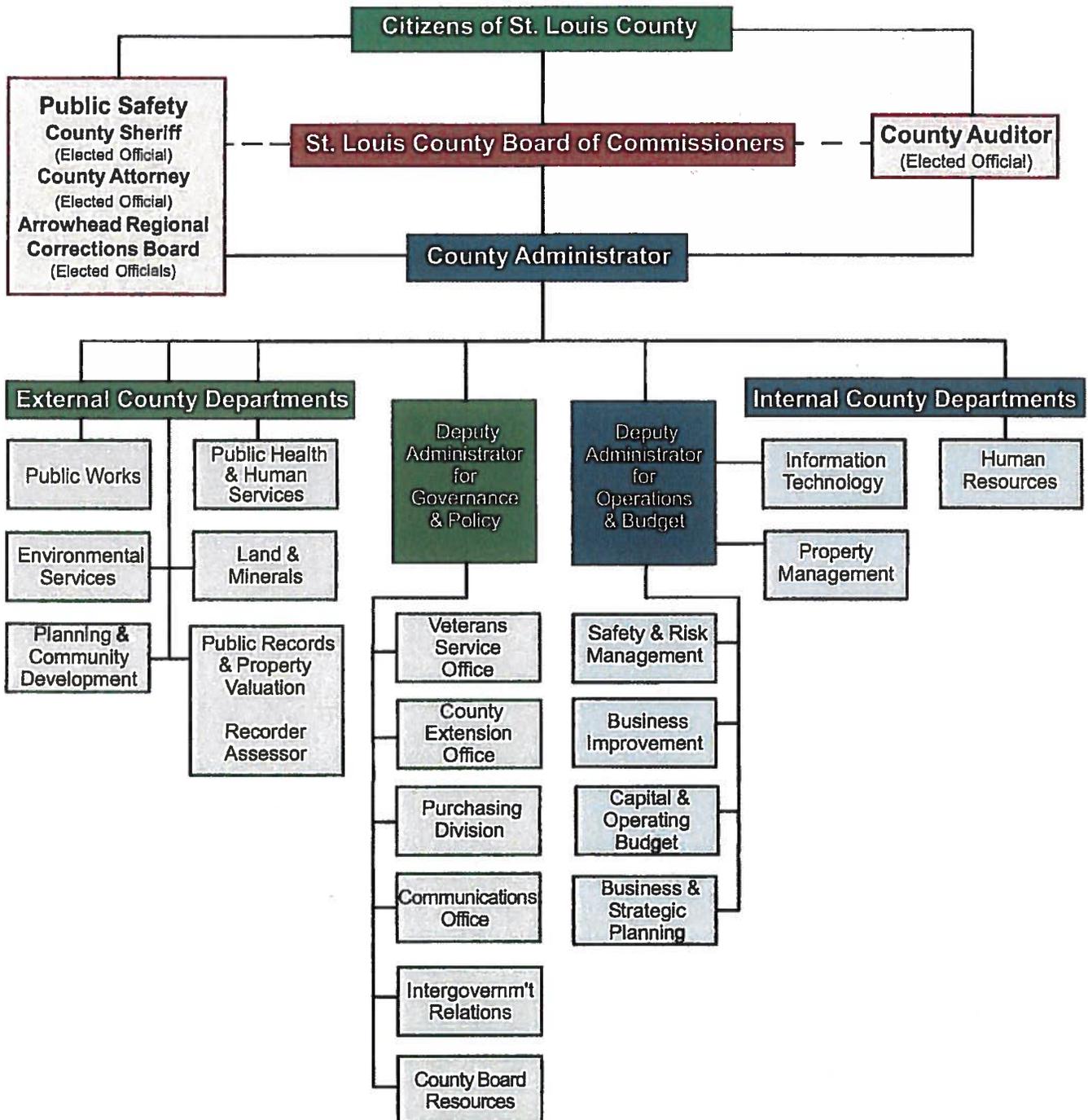
1. A copy of the St. Louis County Affirmative Action Plan will be distributed to all department heads and elected officials. The Human Resources Director will inform department heads and elected officials of their responsibilities for promoting the Affirmative Action Policy and achieving affirmative action goals.
2. A copy of the Plan will be distributed to all supervisors. The Affirmative Action Officer will instruct supervisors regarding their responsibilities in promoting the Affirmative Action Policy and achieving affirmative action goals.
3. Employees will receive a copy of the Affirmative Action Policy and notification that they may review a copy of the Affirmative Action Plan maintained in the department in which they work or in the Human Resources Department.
4. A copy of the Affirmative Action Policy and other related EEO information shall be permanently posted and conspicuously displayed on departmental bulletin boards for employee reference as well as centrally located bulletin boards for public reference.
5. New employees will be informed of equal employment opportunity during employee orientation.
6. Each supervisor will be responsible for communicating the policy to each employee at the time of the employee's annual performance appraisal review.
7. The Affirmative Action Officer will correspond with union representatives biannually to advise them of the County's Affirmative Action Policy. A statement of equal employment opportunity shall be included in all collective bargaining agreements.
8. A copy of the Affirmative Action Plan and Policy Statement are available on the Human Resources page of the St. Louis County intranet site.

B. External Dissemination

1. Recruiting sources will be informed by the Affirmative Action Officer of the Affirmative Action Policy. Exhibit II provides lists of mailed and emailed recruitment sources for exams announced on an open-competitive basis.
2. The Affirmative Action Officer shall contact organizations interested in the placement of minorities, females and individuals with disabilities for employment. Informational materials or presentations will be made available to these organizations.
3. The Affirmative Action Officer will be available to discuss the County's Affirmative Action Plan with any interested community or civic groups.
4. The Affirmative Action Policy shall be made available to vendors and contractors and they shall be encouraged to support the Policy in their employment practices.
5. The following affirmative action clause will be found on all job announcements:
"St. Louis County is an equal opportunity and veteran-friendly employer. All qualified applicants will receive consideration for employment without regard to race, creed, gender, age, color, national origin, religion, disability, sexual orientation, marital status or status with regard to public assistance, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law."
6. All correspondence with external parties will include the EEO phrase, "An Equal Opportunity & Veteran-Friendly Employer."

V. Organizational Chart

St. Louis County Organizational Summary



Updated January 2012

VI. Workforce and Availability/Utilization/Underutilization Analysis

The labor force data used in the analysis is taken from the “Census 2000 EEO Data packet, Duluth-Superior Metropolitan Statistical Area (MSA)”, prepared by the Minnesota Department of Employment and Economic Development, Labor Market Information (LMI) Office.

The data that is used to determine availability percentages is derived from the 2000 Census information that includes our reasonable recruitment area.

Exhibit I defines the Job Groups that were assigned to each job classification. The Job Groups categorize job classifications that make up the County’s workforce. Also included in Exhibit I is an explanation of Census Occupational Codes. These codes are used solely for the purpose of obtaining labor force data. Each job title was assigned an Occupational Code from the Census 2000 EEO Data Packet, Duluth Superior MSA which is used to determine the availability of females and minorities.

Exhibit II are the lists of mailed and emailed recruitment sources for exams announced on an open-competitive or promotional basis.

Exhibit III is the Workforce Analysis for St. Louis County. This analysis provides the workforce data broken down by department within the County. The department data is further defined by each job title, assigned job group and salary range, as well as the number of incumbents and their race and gender and disability status.

Exhibit IV is the Composite Availability Worksheets for St. Louis County. These worksheets calculate average external availability percentages for a job group, weighted by the relative sizes of the job titles within the Job Group. For example, in the Officials and Managers job group, the availability percentage of females is 37.88% and the availability of minorities is 2.44%.

The Workforce Analysis (Exhibit III) and the Composite Availability Worksheets (Exhibit IV) were used in developing Table I, Job Group Availability/Utilization/Underutilization Analysis & Annual Goals. Underutilization is the difference between the rate at which females and minorities are employed by the County compared to the number available to be employed. As of December 31, 2012, females are underrepresented in the Officials and Managers, Technicians and Operatives categories. Minorities are underutilized in the Officials and Managers, Technicians, Office/Clerical and Skilled Craft categories.

Overall, females are well represented in the St. Louis County’s workforce as they make up 51.65% of the workforce. Minorities make up 3.8% of St. Louis County’s workforce. According to the labor force data in the Census 2000 EEO Data packet, the availability percentage of females is 47.79% and the availability percentage of minorities is 4.52%.

In comparison, in the August 2010 St. Louis County Affirmative Action Plan, females made up 51.59% of the workforce and minorities made up 3.71%.

VII. County Personnel Administration Practices

The St. Louis County Human Resources Department is authorized to review and establish policies relating to personnel including recruitment and selection. The Human Resources Department reviews the County's personnel practices to identify areas in which revision or adoption of policies is needed. Inherent in this review is attention to policies which will promote equal opportunity in employment.

A. Position Specification

1. A written job specification shall exist for all permanent positions within St. Louis County. These specifications shall include: a job title, a general description of the work, the minimum qualifications required to perform the work and shall be available to all employees and prospective job applicants for review prior to application.
2. Job classification titles and minimum qualifications contained in written job specifications shall be used in all recruitment advertising.
3. The minimum qualifications of each position shall be periodically reviewed by the County Affirmative Action Officer to determine if all qualifications are related to actual job performance.

B. Recruitment

1. St. Louis County will advertise permanent entry level job openings in the appropriate media for its labor market. All job advertisements shall state the title of the job class and the minimum qualifications. All job advertisements shall include the statement "An Equal Opportunity & Veteran-Friendly Employer." All job announcements for open competitive and promotional positions shall be posted on designated bulletin boards for employee or applicant review. In June 2008, St. Louis County implemented an online application process where all open and promotional job announcements are posted.
2. Job announcements for positions which will be filled through an open competitive selection process, rather than the promotional process, will be sent via mail or email to organizations within the labor market who specifically represent females, minorities and persons with disabilities.
3. As part of a Civil Service Reform Pilot Project, St. Louis County implemented Affinity Groups. Affinity groups are groups of employees who meet for the purposes of supporting each other in the workplace and for assisting the County in attracting and retaining a diverse workforce. Affinity Groups may be defined as employees linked by a common bond, such as a protected class status, along with people who support this unity (allies). Starting in August 2009, St. Louis County offered the following four groups: Race, Color and National Origin; Women;

Disabilities; GLBT. In September and October 2009, St. Louis County offered two additional Affinity Groups: Veterans and Over 40. These groups meet quarterly and are open to all employees of St. Louis County. As of January 2013, there are two groups still active: the GLBT and the Veterans Groups.

C. Selection/Hiring/Promotion

1. Existing selection procedures including written or oral exams, performance review, education or experience ratings, structured interview or other such devices will be reviewed to determine their value as a measure of job success. We have determined that these tests are job-related and are validated.
2. All applications received for an announced vacancy shall be reviewed to determine if applicants meet minimum qualifications for the position. Applicants who do not meet the minimum qualifications shall be so informed by written or electronic notice.
3. Supervisors will receive instruction and training in conducting structured selection interviews.
4. Female and minority employees shall be encouraged to apply for promotional vacancies in classifications which are under-represented by sex and/or race.

D. Anti-Harassment

1. St. Louis County maintains a Policy Prohibiting Discrimination, Harassment and Retaliation including Complaint Procedure which is attached as Exhibit V.

E. Termination Process

1. We use progressive discipline before terminating employees, where appropriate. All employees are made aware of our discipline process and grievance procedure in accordance with the collective bargaining agreements.

VIII. Goals, Objectives, and Timetables for Corrective Action

During this plan year, it is our goal to meet the availability percentage for females and minorities in all job groups, as identified in our availability/utilization/underutilization analysis chart. We will make specific good faith efforts to achieve the availability percentages for minorities or females in any job group where underutilization is identified in our analysis. It is an annual goal of St. Louis County to increase female and minority employment to reflect availability ratios as follows:

	Availability ratio	
	FEMALES	MINORITIES
Officials and Managers	37.88%	2.44%
Professionals	49.90%	4.58%
Technicians	11.44%	5.08%
Office/Clerical	82.04%	5.14%
Skilled Craft	2.64%	3.29%
Operatives	31.60%	5.90%
Laborers	12.52%	1.45%
Service Workers	21.13%	4.45%

St. Louis County will make good faith effort to increase employment of female and minorities in all EEO categories, specifically in those categories which are underutilized in comparison to the availability of female and minorities in the geographic recruiting area.

We will continue our efforts to recruit and retain individuals with disabilities in all levels of our workforce.

IX. Deficiencies or Problem Area Identification

1. As of December 31, 2012, St. Louis County had a total of 1607 employees with 51.65% being female and 3.8% being minorities. An analysis of the workforce composition by minority status and sex reveals underutilization in some EEO categories for both minorities and females. Table I identifies the areas of underutilization.
2. As shown below in August 2010, St. Louis County had a total of 1669 employees as compared to the 1607 currently employed. The percentage of minorities in August 2010 was 3.71% as compared to 3.8% minorities as in December 2012. The percentage of females in August 2010 was 51.59% as compared to 51.65% as in December 2012.

Month/Year	# of Employees	% Female	% Minorities
August 2010	1669	51.59	3.71
December 2012	1607	51.65	3.8

3. We have reviewed the County’s policies governing job classification, recruitment, examination, selection, compensation, promotion, seniority, transfer, training, the accessibility to buildings and programs, and the general workforce attitude. No problem areas which would limit or prohibit equal employment opportunities were identified. Poster notifications are consistently updated and in keeping with legal requirements, as well as the retention of application forms.
4. Supervisory training on specific AA/EEO topics, such as cultural diversity, sexual harassment, the Americans with Disabilities Act, reasonable accommodation, and interviewing skills have been and will continue to be offered. New Employee Orientation, with a focus on harassment and discrimination, and Respectful Workplace Training are offered to all St. Louis County employees. Diversity 101 training is available online for St. Louis County employees.

X. Measures to Facilitate Implementation

1. A more concerted effort to recruit minorities and individuals with disabilities has been and will continue to be made, including maintaining a current mailing list and email list to provide written or electronic notice of job opportunities to organizations representing minorities and individuals with disabilities. Verbal or personal contact with these organizations will continue to be made at least on an annual basis to explain Civil Service procedures for applying and competing for jobs in St. Louis County. Minority and individuals with disabilities organizations will be informed of the availability of Human Resources staff for presentations at organizational meetings, job fairs, training sessions, etc., in order to encourage and counsel job seekers in the process of applying, testing, and interviewing for Civil Service positions. Additionally, we will make a commitment to recruit females in areas of underutilization. Please refer to Exhibit II.
2. St. Louis County's non-discrimination clause has been included in all standard contracts.
3. The Affirmative Action Officer will continue to offer to meet with department heads to review and establish affirmative action hiring goals for each department in an effort to correct underutilization of minorities and females.
4. All County employment notices and advertisements for job applicants will state that "St. Louis County is an equal opportunity and veteran-friendly employer. All qualified applicants will receive consideration for employment without regard to race, creed, gender, age, color, national origin, religion, disability, sexual orientation, marital status or status with regard to public assistance, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law." Copies of advertisements for employees will be kept on file for review by enforcement agencies.
5. The County will provide training and information sessions relating to AA/EEO (e.g., sexual harassment, ADA, etc.) issues on a regular basis for supervisors, managers and employees.
6. The County will continue its practice of expanding its selection rosters for positions with defined underutilization ratios. This practice is important in furthering affirmative action goals as it provides hiring authorities with the opportunity to interview minority or female candidates for those classes that are under represented in either the minority or female category.

XI. Internal Audit and Reporting System

- A. The County Human Resources Director is responsible for managing the collection and maintenance of the internal audit and reporting system.
- B. Internal auditing of the personnel system to develop data necessary for measuring utilization levels and changes, and to evaluate the effectiveness of program efforts will be on-going. Procedures to document applicant flow, hiring, promotions, transfers and terminations are operating in the Civil Service system presently. All transactions are entered on the personnel data file and are compiled monthly for administrative reporting requirements.
- C. Evaluation of the activities and effectiveness of the AA/EEO program in achieving affirmative action goals and providing a workplace free of harassment and discrimination will be on-going. This will include 1) complaint activity (the numbers and type of harassment and discrimination complaints and the status of resolution); 2) recruitment activities; 3) training and information sessions conducted that are related to AA/EEO.
- D. Discussions will be held annually with department heads and elected officials to review and update Affirmative Action hiring goals. The job performance of supervisory staff will be evaluated in terms of their effective communication of equal employment opportunity information to their employees and achievement of affirmative action program objectives during the rating period.
- E. Annual Compliance reports will be submitted to the Minnesota Department of Human Rights.
- F. The County Administrator and Board of Commissioners will receive progress reports relating to the achievement of Affirmative Action hiring goals annually.

XII. Affirmative Action Plan: Individuals with Disabilities

A. Individuals with Disabilities Affirmative Action Clause

St. Louis County shall not discriminate against or harass any employee or applicant for employment because of physical or mental disability for those classifications deemed to have bonafide physical requirements in regard to any position for which the employee or applicant for employment is qualified. St. Louis County agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities without harassment or discrimination based upon their physical or mental disability in all employment practices such as the following: hiring, promotion, demotion or transfer, recruitment, layoff or termination, compensation, and training.

St. Louis County agrees to comply with the rules and relevant orders of the Americans with Disabilities Act and the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act. An announcement notifying employees and applicants of the County's policy of non-discrimination on the basis of disability status is posted in several locations throughout the County. The County Affirmative Action Officer shall notify each labor union of the County's obligation to comply with these Acts and the commitment to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.

B. Physical Medical Standards and Pre-employment Physicals

The physical and medical standards established for all jobs in the County have been developed with the assistance of a physician specializing in occupational medicine in an effort to assure validity of the qualification requirements. The physical requirements for individual positions within the job classifications are reviewed as vacancies occur and prior to the selection process to ensure they are necessary to the job and do not tend to screen out people with disabilities. A comprehensive medical exam will be required following a conditional offer of employment. The results of such an examination will not be used to screen out qualified individuals with disabilities. Information obtained in response to such inquiries or examinations shall be kept confidential except that (a) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding accommodations (b) first aid and safety personnel may be informed, where and to the extent appropriate, if the condition might require emergency treatment, and (c) officials, employees, representatives, or agents of the MN Department of Human Rights, federal, or local human rights agencies investigating compliance with the act or local human rights ordinances shall be informed if they request such information.

C. Accommodations to Physical and Mental Limitations of Employees

Reasonable accommodations have been and will continue to be made in accordance with applicable laws for qualified persons with disabilities in any practicable job setting where they would not constitute a direct threat or an undue hardship.

D. Compensation

Rate of pay for all Civil Service classifications are established in the official pay plan which is applied uniformly in accordance with Civil Service law and labor contract provisions. Employee compensation is based on classification of work performed and years of service.

E. Recruitment, External and Internal Dissemination

The Affirmative Action Officer shall review employment practices to determine whether the personnel programs provide the required affirmative action for employment and advancement of qualified individuals with disabilities. Internal communications will be developed to inform all employees and applicants of the County's commitment to engage in affirmative action to increase employment opportunities for qualified individuals with disabilities. Recruitment efforts shall be made to attract qualified applicants with disabilities who have requisite skills and can be recruited through Affirmative Action measures. Employment agencies, vocational rehabilitation agencies, and other agencies or institutions engaged in the training or placement of individuals with disabilities shall be contacted for assistance in recruitment activities. Recruitment materials include notice of equal employment opportunity for persons with disabilities and instructions that inform applicants of special services available for persons requiring assistance in participating in exam procedures. Employment records are reviewed to determine the availability of qualified known individuals with disabilities presently employed that may be promoted or transferred and to determine whether their present and potential skills are being fully utilized. The policy statement will be included in the Employee Orientation materials. The policy will be discussed thoroughly in both employee orientation and management training programs. The policy statement will be issued to all labor unions.

F. Responsibility for Implementation

The Human Resources Director James R. Gottschald and the County Affirmative Action Officer are assigned responsibility to administer the implementation of program efforts to recruit, hire, and promote persons with disabilities in the County service. The Affirmative Action Officer's responsibilities will include the following:

1. Develop policy statements, affirmative action programs, and internal and external communications.

2. Advise supervisors of affirmative action policies and identify and assist in resolving problem areas in implementing the affirmative action program.
 3. Design and implement audit and reporting systems to measure the effectiveness of the County's plan.
 4. Serve as liaison between St. Louis County and the Minnesota Department of Human Rights.
 5. Serve as liaison between St. Louis County and organizations of and for persons with disabilities.
 6. Keep management informed of the latest developments in the entire affirmative action area.
- G. Development and Execution of Affirmative Action Plan for Individuals with Disabilities.
1. The County Affirmative Action Officer shall evaluate the total selection process including training and promotion to ensure freedom from stereotyping individuals with disabilities in a manner which limits their access to all jobs for which they are qualified.
 2. Training programs for supervisory personnel shall include reviews of affirmative action concerns and issues including the provision of accommodations for job applicants with disabilities. As individuals with disabilities are referred to supervisory staff for appointment interviews, the Affirmative Action Officer will contact the appointing authority to briefly review the policy of the County regarding employment of individuals with disabilities and to assist the department management in developing reasonable accommodation solutions at the work site.

Chris Dahlberg
St. Louis County Board Chair

Date

James R. Gottschald
Human Resources Director

Date

APPENDIX

EXHIBIT I: Description of Job Groups and Explanation of Census Occupational Codes (COC)

EXHIBIT II: St. Louis County Recruitment Lists

EXHIBIT III: 2012 Work Force Analysis for St. Louis County

EXHIBIT IV: 2012 Composite Availability Worksheets for St. Louis County

EXHIBIT V: St. Louis County Policy Prohibiting Discrimination, Harassment and Retaliation including Complaint Procedure

TABLE I: 2012 St. Louis County Availability/Utilization/Underutilization Analysis and Annual Goals

DESCRIPTION OF JOB GROUPS AND EXPLANATION OF CENSUS OCCUPATIONAL CODES (COC)

DESCRIPTION OF JOB GROUPS

The following provides a description of job groups identified in the document How to Develop an Affirmative Action Plan, as prepared by the Compliance Services Section of the Minnesota Department of Human Rights. These job groups were utilized in determining the labor force for St. Louis County. Each job classification in the St. Louis County has been assigned to a job group which best characterizes the type of work performed in the job classification.

Managers and Administrators: Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of an organization's operations.

Professionals: Professionals are considered to be persons working in occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.

Technicians: Technicians are those whose work requires a combination of basic scientific knowledge and manual skills which can be obtained through about two years of post high school education, such as offered in many technical schools and community colleges, or through equivalent on-the-job training.

Office and Clerical: All clerical work regardless of the level of difficulty, where the activities are predominantly non-manual, though some manual work not directly involved with altering or transporting the products is included.

Skilled Crafts: Manual workers of a relatively high skill level, having a thorough and comprehensive knowledge of the process involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training.

Operatives (Semi-skilled): Workers who operate machines or processing equipment or perform other factory-type duties of an intermediate skill level which can be mastered in a few weeks and requires only limited training.

Service Workers: Workers in both protective and non-protective service occupations.

EXPLANATION OF CENSUS OCCUPATIONAL CODES (COC)

Each of St. Louis County's job classifications has also been assigned a Census Occupational Code (COC) from the Census 2000 EEO Data Packet for the Duluth – Superior MSA area prepared by the Minnesota Department of Employment and Economic Development, LMI Office in cooperation with the Minnesota Department of Human Rights. The Census 2000 EEO Data Packet compiles data on the male, female, white and minority labor force by occupation. It has been developed for use by Minnesota companies in completing the availability/utilization analysis. The Census Occupational Codes were assigned by selecting the occupation description that was closest to the job classifications which make up the St. Louis County workforce.

ORGANIZATION	ADDRESS	CITY, STATE, ZIP
Administrative Services	313 City Hall	Duluth MN 55802
Adult Learning Center	215 N 1st Ave N	Duluth MN 55802
AEOA	320 W 2nd St Room 205	Duluth, MN 55802
AEOA	715 Cloquet Ave, #1	Cloquet, MN 55720
AEOA	702 3rd Ave S	Virginia, MN 55792
African American Resource Ctr UMD	68 Solon Campus Center	Duluth MN 55812
Arrowhead University Ctr	1515 E 25th St	Hibbing MN 55746
Aurora	32 E 1st St	Duluth MN 55802
Bois Forte Reservation	PO Box 16	Nett Lake MN 55772
Center on Alcohol & Drug	314 W. Superior St #400	Duluth, MN 55802
Choice Unlimited	1829 E. Superior St	Duluth, MN 55812
CHUM	102 W 2nd St	Duluth MN 55802-2017
Cook City Clerk	Box 155	Cook MN 55723
Community Action Duluth	19 N 21 Ave W	Duluth, MN 55806
Douglas County Human Resources	1315 N 14th St, # 301	Superior, WI 54880
Duluth Public Library	520 W Superior St	Duluth MN 55802
Duluth Workforce Development	411 W 1st St. #332	Duluth, MN 55802
Employee Assistance Program	402 Ordean Bldg	Duluth, MN 55802
Eveleth Public Library	614 Pierce St	Eveleth MN 55734
Fond du Lac Community College	2101 14th St	Cloquet MN 55720
Fond du Lac Reservation	1720 Big Lake Rd	Cloquet MN 55720
Gilbert Public Library	PO Box 758	Gilbert MN 55741
Goodwill Industries	700 Garfield Ave	Duluth, MN 55802
Hibbing Public Library	2020 E 5th Ave	Hibbing MN 55746
Human Development Center	1401 E 1st St	Duluth MN 55805
Lake Superior College (3)	2101 Trinity Rd	Duluth MN 55811
Mesabi Rehabilitation	7383 Mock Rd	Embarrass, MN 55732
Minnesota Workforce	820 N 9th St #250	Virginia, MN 55792
MN Dept of Economic Security	3920 13th Ave E	Hibbing, MN 55746
Northwoods Swts	713 E Sheridan St	Ely MN 55731
Polinsky Med Rehab Ctr	530 E 2nd St	Duluth, MN 55805
Postmaster	9087 Hwy 53	Cotton MN 55724
Thunderbird Halfway House	229 N 4th Ave W	Duluth MN 55806
Career Services UMD	21 Solon Campus Center	Duluth, MN 55812
Vermilion Comm College	1900 E Camp St	Ely MN 55731
Virginia Library	215 5th Ave S	Virginia MN 55792
WITC	600 N 21 St	Superior, WI 54880
Women's Coalition	PO Box 3558	Duluth, MN 55803
Center for American Indian Resources (CAIR)	211 W 4th Street	Duluth, MN 55806
Minnesota Assistance Council for Veterans (MAC-V)	5209 Ramsey Street	Duluth, MN 55807
UMD American Indian Learning Resource Center	315 Kirby Plaza, 1208 Kirby Drive	Duluth, MN 55812-3095

Ampe, Ardith	Ardith.Ampe@ridgewater.edu	Ridgewater College	320-222-8044
Bandli, Doug	dbandli@hotmail.com	UDAC	218-722-5867
Banks, Harry	cfsjhr@yahoo.com		
Bell, Xavier	xavier@communityactionduluth.org		
Bergfalk, Wendy	wendyb@dbumn.edu	Duluth Business University	218-722-4000
Brunelle, Brian	bbrunelle@mncippewatribe.org	Minnesota Chippewa Tribe	
Buria-Falkowski, Deb	d.falkowski@mr.mnscu.edu	Mesabi Range Comm College	218-749-7767
Buria-Falkowski, Deb	d.falkowski@mr.mnscu.edu	Vermilion Comm College	218-749-7767
Buria-Falkowski, Deb	d.falkowski@mr.mnscu.edu	Hibbing Comm College	218-749-7767
Buria-Falkowski, Deb	d.falkowski@mr.mnscu.edu	Itasca Comm College	218-749-7767
Buria-Falkowski, Deb	d.falkowski@mr.mnscu.edu	Rainy River (I'falls) Comm College	218-749-7767
Crawford, Carl	c.crawford@lsc.org		
Crawford, Eddie	eddie.crawford@duluth.k12.mn.us		
Crawford, Kim	Kim.Crawford@life-house.org		
Clarke, Lisa	lclarke@choiceunlimited.org	Choice Unlimited	218-724-5869
Demenge, Sheila	sheila.demenge@state.mn.us	MN Work Force Center -I'falls	218-283-9429
Engebretson, Mark	mengebretson@chumduluth.org	CHUM	218-720-6521
Ennis, Donna	donna.ennis@northhomes.org		
Erickson, Tammy	terickson@mncippewatribe.org	Minnesota Chippewa Tribe	
Fecker, Peggy	pfecker@uwsuper.edu	University of Wisconsin-Superior	715-394-8220
Gordon, Michelle	ogemakwe@aol.com		
Hagland, Ron	ronald.hagland@duluth.k12.mn.us		
Harris, Mary	mary@abilityadvisors.org		
Hawkins, Pam	pam.hawkins@aeoa.org	AEOA-Duluth	218-723-4758
Haynes, Janet	jmhaynes@d.umn.edu		
Heisler, Ed	ed@menaspeacemakers.org	Men as Peacemakers	218-727-1939
Henderson, Allegra	allegra.henderson@duluth.k12.mn.us		
Hill, Betsy	bhill@duluthmn.gov		
Homan, Chris	charisa.homan@afscmemn.org	AFSCME Council 5 -Duluth	218-726-9600
Johnson, Emily	EJohns11@css.edu		
Johnson, Tracy	ywca@ywcaduluth.org	YWCA of Duluth	218-722-7425
Johnson-William, Sarah	Sarah.Johnson-William@lssmn.org	Lutheran Social Services of MN	218-529-2240
Jordan, Susan	sjordan@duluthhousing.com	Duluth Housing Authority	218-529-6300
Junnila, Mary	mjunnila@lcfvl.org	Lighthouse for the Blind	218-624-4828
Kerntz, Jane	Jane.Kerntz@state.mn.us	MN Work Force Center-Hibbing	218-262-6783
Kredovski, Rochelle	rochellekredovski@fdlrez.com		
Krukemeyer, Diane	twhitman@aeoa.org	AEOA	
Larsen, Arthur	Alarsen@resource-MN.org	MRC Duluth	218-722-9700
Larson, Emily	elarsen@duluthmn.gov	Duluth at Work	218-730-5480
LeBeau, Michelle	michelle.lebeau59@gmail.com	American Indian Comm Housing	218-722-7225
Lind, Louise	llind@fdltcc.edu	Fond du Lac Community College	218-879-0879
Littlewolf, Nevada	nlittlewolf@msn.com		
Lyons, Scott (Law Enf)	slyons@fdltcc.edu	Fond du Lac Community College	
Magnuson, Dawn	dmagnuson@goodwillduluth.org	Goodwill Industries	218-722-6351
Mitchell, Glory	glory.mitchell@aeoa.org	AEOA-Lake County	218-834-2280
MN Counties	webmaster@mncounties.org		
Murray, Anita	anitamurray@earthlink.net		
Nelson, Jeanne	jeanne.nelson64@yahoo.com		
No Name	mail@communityactionduluth.org	Community Action Duluth	
No Name	northland@mntc.org	MN Teen Challenge	218-740-5500

Ringsred, Deborah	deborah.ringsred@state.mn.us	MN Workforce Center-Duluth	
Robertson, Michelle	mroberts@css.edu		
Rutford, Rhonda	rhonda.rutford@state.mn.us	MN Work Force Center-Duluth	
Salgy, Russ	rsalgy@msn.com	Copeland Community Center	218-723-3668
Schug, Pat	pschug@sctcc.edu	St. Cloud Technical College	320-308-5000
Sconiers, Tonya	tonya.sconiers@duluth.k12.mn.us		
Seckinger, Bonnie	bonnie.seckinger@aeoa.org	AEOA-Duluth	218-733-2045
Smith, Rick	rsmith1@d.umn.edu		
Swedberg, Patty	swedbergp@stlouiscountymn.gov	St. Louis County Extension	218-733-2879
Tucker, Janean	janean.tucker@aeoa.org	AEOA-Duluth	218-723-4611
Waterman, Paul	p.waterman@lsc.edu	Lake Superior College	218-733-7717
Washington, Claudie	washingclaud@yahoo.com		
Witherspoon, Sharon	swither1@d.umn.edu		
Woodward, S	swoodwar@d.umn.edu		

St. Louis County Workforce Analysis as of December 31, 2012

Human Resources

Title	Job Type	Salary Range	Total	M	F	Non-M	Min	Minority Male Employees					Minority Female Employees					M & F Disab		
								AI-AN	A	B	H	NH-OF	M	AI-AN	A	B	H		NH-OF	M
Human Resources Manager	Mngr/Admin	4728 - 6688	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Human Resources Director	Mngr/Admin	5514 - 7820	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Human Resources Director	Mngr/Admin	6825 - 9169	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Information Specialist II	Off/Cler	2416 - 3261	3	0	3	1	2	0	0	0	0	0	0	0	2	0	0	0	0	0
Information Specialist III	Off/Cler	2743 - 3761	3	1	2	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Information Specialist Supervisor	Off/Cler	3261 - 4548	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Health Promotion Coordinator	Prof	3376 - 4728	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Human Resources Advisor	Prof	3493 - 4908	3	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Senior Human Resources Advisor	Prof	4060 - 5729	8	2	6	7	1	0	0	0	0	0	0	0	1	0	0	0	0	0
Total			22	4	18	19	3	0	0	0	0	0	0	0	3	0	0	0	0	0

St. Louis County Workforce Analysis as of December 31, 2012

Public Records & Property Valuation

Title	Job Type	Salary Range	Total	M	F	Non-M	Min	Minority Male Employees				Minority Female Employees				M & F Disab	
								AI-AN	A	B	H	NH-OF	M	AI-AN	A		B
Chief Deputy County Recorder	Mngr/Admin	3761 - 5308	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
Public Records & Property Valuation Director	Mngr/Admin	7165 - 9616	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Information Specialist I	Off/Cler	2011 - 2630	3	1	2	3	0	0	0	0	0	0	0	0	0	0	0
Information Specialist I	Off/Cler	2126 - 2804	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
ZZ Information Specialist I	Off/Cler	2238 - 2986	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
Information Specialist II	Off/Cler	2375 - 3202	3	1	2	3	0	0	0	0	0	0	0	0	0	0	0
Information Specialist II	Off/Cler	2528 - 3430	2	0	2	2	0	0	0	0	0	0	0	0	0	0	0
Information Specialist III	Off/Cler	2695 - 3688	5	1	4	4	1	0	0	0	0	0	1	0	0	0	0
Information Specialist III	Off/Cler	2884 - 3974	6	1	5	6	0	0	0	0	0	0	0	0	0	0	0
Information Specialist Supervisor	Off/Cler	3256 - 4548	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
Information Specialist Supervisor	Off/Cler	3493 - 4908	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
Micrographics Productions Operator	Operative	2455 - 3315	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
Micrographics Unit Supervisor	Operative	3140 - 4377	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
Examiner of Titles	Prof	6617 - 8170	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Totals			28	6	22	27	1	0	0	0	0	0	1	0	0	0	0

Composite Availability Worksheet

Exhibit IV

Worksheet for calculating average external availability percentages for a job group, weighted by the relative sizes of the job titles within the group.

Company name: St. Louis County

Job Group: Officials and Managers

A Job Titles	B Occupation Code Used	C Number of employees in job title	D Women		E Minorities	
			% Available (census data)	Weighted % (C x D)	% Available (census data)	Weighted % (C x E)
Accounting Supervisor	012	3	60.00	180.00	2.11	6.33
Admin Assistant I	042	11	60.00	660.00	2.11	23.21
Admin Assistant II	042	1	60.00	60.00	2.11	2.11
Area Land Manager	043	2	37.70	75.40	3.01	6.02
Asst. Adm. Ops.	043	1	37.70	37.70	3.01	3.01
Asst. Adm. Sec.	043	1	37.70	37.70	3.01	3.01
Asst. Cnty. Assessor	043	2	37.70	75.40	3.01	6.02
Asst. Cnty. Att. Div. Hd.	043	3	37.70	113.10	3.01	9.03
Asst. Cnty. Hwy Eng.	030	1	0.00	0.00	0.00	0.00
Asst. Dir HR	013	1	61.78	61.78	14.22	14.22
Asst Prop Mgmt Dir	043	1	37.70	37.70	3.01	3.01
Business Mngr	043	1	37.70	37.70	3.01	3.01
Capital Planning Mngr	043	1	37.70	37.70	3.01	3.01
Chief Dep. Auditor	012	1	44.79	44.79	2.05	2.05
Chief Dep. Cnty. Rec.	043	1	37.70	37.70	3.01	3.01
Clerk County Bd/Elec Spvr	043	1	37.70	37.70	3.01	3.01
Collections Svc. Svp. II	042	2	60.00	120.00	2.11	4.22
Contract Adm. Manager	022	1	2.53	2.53	5.06	5.06
County Administrator	001	1	17.22	17.22	2.09	2.09
County Assessor	043	1	37.70	37.70	3.01	3.01
County Surveyor	043	1	37.70	37.70	3.01	3.01
County Veterans Svc Off	043	1	37.70	37.70	3.01	3.01
Deputy Adm -G & P	002	1	21.72	21.72	2.19	2.19
Deputy Adm -O & B	002	1	21.72	21.72	2.19	2.19
Deputy Director	042	1	60.00	60.00	2.11	2.11
Deputy Env Svc Dir	043	1	37.70	37.70	3.01	3.01
Deputy Land/Min Comm	043	1	37.70	37.70	3.01	3.01
Deputy Planning Dir	043	1	37.70	37.70	3.01	3.01
Dir. Victim Witness	043	1	37.70	37.70	3.01	3.01
Dir. PH & HS	043	1	37.70	37.70	3.01	3.01
Division Director	042	3	60.00	180.00	2.11	6.33
Emergency Svc Mngr	043	1	37.70	37.70	3.01	3.01
Env. Program Admin	043	1	37.70	37.70	3.01	3.01
Env. Services Director	043	1	37.70	37.70	3.01	3.01
Finance Director	012	1	44.79	44.79	2.05	2.05
Fiscal Manager	012	1	44.79	44.79	2.05	2.05
Fleet Property Mngr	016	1	11.54	11.54	3.08	3.08
Highway Div. Supt.	043	4	37.70	150.80	3.01	12.04
Human Resources Director	013	1	61.78	61.78	14.22	14.22

Human Resources Mngr	013	1	61.78	61.78	14.22	14.22
Info Tech Director	011	1	21.43	21.43	2.86	2.86
Ins. Claims Spec.	054	1	62.50	62.50	8.33	8.33
I/G Rel. Director	073	1	56.43	56.43	5.71	5.71
IT Manager	011	2	21.43	42.86	2.86	5.72
IT Unit Supervisor	011	6	21.43	128.58	2.86	17.16
Jail Corr. Admin	043	1	37.70	37.70	3.01	3.01
Land & Minerals Director	043	1	37.70	37.70	3.01	3.01
Land Staff Appraiser	081	3	3.64	10.92	0.00	0.00
Office Administrator	010	1	43.75	43.75	0.00	0.00
Physical Planning Mngr	043	1	37.70	37.70	3.01	3.01
Planning & Comm Dev Dir	043	1	37.70	37.70	3.01	3.01
Principal Appraiser	081	4	3.64	14.56	0.00	0.00
Principal Engineer	030	5	0.00	0.00	0.00	0.00
Prop. Mgmt. Director	043	1	37.70	37.70	3.01	3.01
Pub. Hlth. Div. Director	035	1	78.46	78.46	2.64	2.64
Pub. Hlth. Nrs. Svp.	035	3	78.46	235.38	2.64	7.92
Pub Record & Prop Val Dir	043	1	37.70	37.70	3.01	3.01
Public Works Director	030	1	0.00	0.00	0.00	0.00
Real Est. Appr. I	081	2	3.64	7.28	0.00	0.00
Real Est. Appr. II	081	8	3.64	29.12	0.00	0.00
Resource Data Svp.	043	1	37.70	37.70	3.01	3.01
Resource Invent. Spec.	043	1	37.70	37.70	3.01	3.01
Resource Mgmt. Svp.	043	1	37.70	37.70	3.01	3.01
Right of Way Agent	041	4	43.19	172.76	1.16	4.64
Safety & Risk Manager	043	1	37.70	37.70	3.01	3.01
Service Cent Spvr	043	1	37.70	37.70	3.01	3.01
Soc. Svc. Svp.	042	14	60.00	840.00	2.11	29.54
Soc. Svc. Svp. I	042	1	60.00	60.00	2.11	2.11
Solid Waste Opr. Svp.	043	1	37.70	37.70	3.01	3.01
Svp. Deputy Sheriff	043	4	37.70	150.80	3.01	12.04
Tax Div. Mgr.	093	1	44.44	44.44	0.00	0.00
Tax Forfeited Land Coord.	081	1	3.64	3.64	0.00	0.00
Undersheriff	043	1	37.70	37.70	3.01	3.01
Wkrs. Comp. Admin	054	1	62.50	62.50	8.33	8.33
Totals		140		5303.25		341.15

F

G

H

Labor Area (county, metropolitan area, state, or other source of statistics)
Duluth - Superior MSA, Census 2000 EEO Data Packet

Job Group Availability	
Women (G ÷ F)	Minorities (H ÷ F)
37.88	2.44

Use the percentages above right to complete the 2 Factor Availability Analysis and/or the Job Group Availability/Utilization/ Underutilization and Goals Analysis. Include this worksheet with your AAP.

Jan 30 2013

Follow the instructions below to complete this worksheet

A	List each job title within this job group in cells in this column.
B	Assign an occupation code from census information to each job title.
C	Type in the number of employees in each job title.
D	From census information, type in the availability of women corresponding to the occupation codes you've assigned to each job title.
E	From census information, type in the availability of minorities corresponding to the

Composite Availability Worksheet

Worksheet for calculating average external availability percentages for a job group, weighted by the relative sizes of the job titles within the group.

Company name: St. Louis County

Job Group: Professionals

A Job Titles	B Occupation Code Used	C Number of employees in job title	D Women		E Minorities	
			% Available (census data)	Weighted % (C x D)	% Available (census data)	Weighted % (C x E)
Accountant	080	7	61.01	427.07	3.32	23.24
Asst Mine Inspector	150	2	0.00	0.00	0.00	0.00
Attorney I	210	4	19.04	76.16	1.93	7.72
Attorney II	210	5	19.04	95.20	1.93	9.65
Business Syst Analyst	111	2	7.14	14.28	7.14	14.28
Child Support Officer I	202	13	64.14	833.82	6.67	86.71
Child Support Officer II	202	20	64.14	1282.80	6.67	133.40
Communications Manager	282	1	84.55	84.55	7.27	7.27
Community Dev. Rep	202	1	64.14	64.14	6.67	6.67
Contract Svc. Rep.	211	3	16.00	48.00	0.00	0.00
Corr. Counselor	200	2	57.64	115.28	4.72	9.44
Dept. Cnty. Surveyor	131	2	0.00	0.00	11.43	22.86
Env. Hlth. Spec.	174	5	27.78	138.90	4.44	22.20
Env. Project Mngr	196	1	37.30	37.30	18.38	18.38
Examiner of Titles	210	1	19.04	19.04	1.93	1.93
FAD Trainer	255	2	100.00	200.00	0.00	0.00
Financial Analyst	122	3	33.33	99.99	13.33	39.99
Forest Rec. Spec.	164	1	3.48	3.48	6.96	6.96
Forester I	164	3	3.48	10.44	6.96	20.88
Forester II	164	6	3.48	20.88	6.96	41.76
Forester III	164	3	3.48	10.44	6.96	20.88
Forester Trainee	164	1	3.48	3.48	6.96	6.96
GIS Spec.	131	8	0.00	0.00	11.43	91.44
Graduate Eng.	136	1	5.56	5.56	0.00	0.00
Health Promotion Coord	202	1	64.14	64.14	6.67	6.67
Human Resources Advisor	062	3	62.81	188.43	4.69	14.07
IT Support Spec	104	2	37.69	75.38	3.08	6.16
Jail Prog. Opr. Coord.	202	1	64.14	64.14	6.67	6.67
Lic. Ind. Clinical SW	201	10	72.90	729.00	5.03	50.30
Loss Control Coordinator	143	3	27.27	81.81	0.00	0.00
Planner I	184	3	26.67	80.01	0.00	0.00
Planner II	184	9	26.67	240.03	0.00	0.00
Program Facilitator	202	1	64.14	64.14	6.67	6.67
Psychologist IV	182	1	71.16	71.16	8.37	8.37
Public Health Analyst	165	2	8.89	17.78	0.00	0.00
Pub. Hlth. Educ. II	234	1	71.19	71.19	2.86	2.86

Pub. Hlth. Nrs. I	326	32	0.00	0.00	0.00	0.00
Pub. Hlth. Nrs. II	326	3	0.00	0.00	0.00	0.00
Pub. Hlth. Nutr. Educ.	303	3	82.35	247.05	0.00	0.00
Senior Attorney	210	18	19.04	342.72	1.93	34.74
Senior HR Advisor	062	8	62.81	502.48	4.69	37.52
Social Worker	201	66	72.90	4811.40	5.03	331.98
Social Worker (CPS) (MSW)	201	49	72.90	3572.10	5.03	246.47
Social Worker (CPS)	201	44	72.90	3207.60	5.03	221.32
Social Worker (MSW)	201	39	72.90	2843.10	5.03	196.17
Soils Scientist	174	1	27.78	27.78	4.44	4.44
Staff Dev. Spec. Sr	062	1	62.81	62.81	4.69	4.69
Tech Svc Analyst I	111	4	7.14	28.56	7.14	28.56
Tech Svc Analyst II	111	17	7.14	121.38	7.14	121.38
Tech Svc Analyst III	111	4	7.14	28.56	7.14	28.56
Tech. Svc. Coord.	110	3	33.33	99.99	0.00	0.00
Workers' Comp Case Coord.	200	1	57.64	57.64	4.72	4.72
Youth Program Coord.	202	1	64.14	64.14	6.67	6.67
Totals		428		21355.33		1961.61

F

G

H

Labor Area (county, metropolitan area, state, or other source of statistics)

Duluth - Superior MSA, Census 2000 EEO Data Packet

Job Group Availability	
Women (G ÷ F)	Minorities (H ÷ F)
49.90	4.58

Use the percentages above right to complete the 2 Factor Availability Analysis and/or the Job Group Availability/Utilization/ Underutilization and Goals Analysis. Include this worksheet with your AAP.

Jan 30 2013

Follow the instructions below to complete this worksheet

- A** List each job title within this job group in cells in this column.
- B** Assign an occupation code from census information to each job title.
- C** Type in the number of employees in each job title.
- D** From census information, type in the availability of women corresponding to the occupation codes you've assigned to each job title.
- E** From census information, type in the availability of minorities corresponding to the occupation codes you've assigned to each job title.

Composite Availability Worksheet

Worksheet for calculating average external availability percentages for a job group, weighted by the relative sizes of the job titles within the group.

Company name: St. Louis County

Job Group: Technicians

A Job Titles	B Occupation Code Used	C Number of employees in job title	D Women		E Minorities	
			% Available (census data)	Weighted % (C x D)	% Available (census data)	Weighted % (C x E)
Engineering Tech	155	7	9.21	64.47	3.16	22.12
Eng Tech Intermediate	155	12	9.21	110.52	3.16	37.92
Eng Tech Principal	155	6	9.21	55.26	3.16	18.96
Eng Tech Senior	155	10	9.21	92.10	3.16	31.60
Environmental Technician	196	0	37.30	0.00	18.38	0.00
Planning Technician	184	1	26.67	26.67	0.00	0.00
Surv. Tech. I	156	5	16.67	83.35	11.11	55.55
Surv. Tech. II	156	5	16.67	83.35	11.11	55.55
Surv. Tech Sr.	156	2	16.67	33.34	11.11	22.22
Totals		48		549.06		243.92

F

G

H

Labor Area (county, metropolitan area, state, or other source of statistics)
Duluth - Superior MSA, Census 2000 EEO Data Packet

Job Group Availability	
Women (G ÷ F)	Minorities (H ÷ F)
11.44	5.08

Use the percentages above right to complete the 2 Factor Availability Analysis and/or the Job Group Availability/Utilization/ Underutilization and Goals Analysis. Include this worksheet with your AAP.

Follow the instructions below to complete this worksheet

- A** List each job title within this job group in cells in this column.
- B** Assign an occupation code from census information to each job title.
- C** Type in the number of employees in each job title.
- D** From census information, type in the availability of women corresponding to the occupation codes you've assigned to each job title.
- E** From census information, type in the availability of minorities corresponding to the occupation codes you've assigned to each job title.

Jan 30 2013

Composite Availability Worksheet

Worksheet for calculating average external availability percentages for a job group, weighted by the relative sizes of the job titles within the group.

Company name: St. Louis County

Job Group: Office/Clerical

A Job Titles	B Occupation Code Used	C Number of employees in job title	D Women		E Minorities	
			% Available (census data)	Weighted % (C x D)	% Available (census data)	Weighted % (C x E)
Accounting Tech	512	1	91.86	91.86	3.32	3.32
Adm. Secretary	570	6	98.57	591.42	2.65	15.90
Assist Comm Ctr Spvr	500	3	64.47	193.41	4.37	13.11
Buyer I	515	2	11.43	22.86	0.00	0.00
County Ext Adm	500	1	64.47	64.47	4.37	4.37
Dft/Prop. Rec. Tech	154	1	20.00	20.00	2.00	2.00
Elig. Investigator	525	3	90.00	270.00	10.59	31.77
Emergency Comm Spec	552	37	48.65	1800.05	2.16	79.92
Exec. Sect. I	570	1	98.57	98.57	2.65	2.65
Exec. Sect. II	570	1	98.57	98.57	2.65	2.65
Executive Sec Spvr	500	1	64.47	64.47	4.37	4.37
Financial Worker	525	40	90.00	3600.00	10.59	423.60
Financial Worker Sr	525	72	90.00	6480.00	10.59	762.48
Info Spec I	586	35	79.49	2782.15	3.05	106.75
Info Spec I - Z	586	2	79.49	158.98	3.05	6.10
Info Spec II	586	127	79.49	10095.23	3.05	387.35
Info Spec II - Z	586	1	79.49	79.49	3.05	3.05
Info Spec III	570	66	98.57	6505.62	2.65	174.90
Info Spec Spvr	500	7	64.47	451.29	4.37	30.59
Investigator	215	3	83.64	250.92	4.85	14.55
Lead Emerg Comm Sp	552	6	48.65	291.90	2.16	12.96
Legal Sec I	570	3	98.57	295.71	2.65	7.95
Legal Sec II	570	19	98.57	1872.83	2.65	50.35
Legal Sec Spvr	500	3	64.47	193.41	4.37	13.11
Office Assistant	586	0	79.49	0.00	3.05	0.00
Parts Room Spec	562	7	29.81	208.67	2.86	20.02
Secretary	570	2	98.57	197.14	2.65	5.30
Senior Buyer	515	1	11.43	11.43	0.00	0.00
Service Worker	586	1	79.49	79.49	3.05	3.05
Social Prog Coord	525	6	90.00	540.00	10.59	63.54
Social Svc Spec I	525	4	90.00	360.00	10.59	42.36
Social Svc Spec II	525	12	90.00	1080.00	10.59	127.08
Vet Svc Officer I	525	2	90.00	180.00	10.59	21.18
Vet Svc Officer II	525	2	90.00	180.00	10.59	21.18
Victim/Wit Investigator	215	4	83.64	334.56	4.85	19.40
Totals		482		39544.50		2476.91

F ↗

G ↗

H ↗

Labor Area (county, metropolitan area, state, or other source of statistics)
Duluth - Superior MSA, Census 2000 EEO Data Packet

Job Group Availability		
Women		Minorities
<i>(G ÷ F)</i>		<i>(H ÷ F)</i>
82.04		5.14

Use the percentages above right to complete the 2 Factor Availability Analysis and/or the Job Group Availability/Utilization/ Underutilization and Goals Analysis. Include this worksheet with your AAP.

Jan 30 2013

Follow the instructions below to complete this worksheet

- | | |
|----------|--|
| A | List each job title within this job group in cells in this column. |
| B | Assign an occupation code from census information to each job title. |
| C | Type in the number of employees in each job title. |
| D | From census information, type in the availability of women corresponding to the occupation codes you've assigned to each job title. |
| E | From census information, type in the availability of minorities corresponding to the occupation codes you've assigned to each job title. |

Composite Availability Worksheet

Worksheet for calculating average external availability percentages for a job group, weighted by the relative sizes of the job titles within the group.

Company name: St. Louis County

Job Group: Skilled Craft

A Job Titles	B Occupation Code Used	C Number of employees in job title	D Women		E Minorities	
			% Available (census data)	Weighted % (C x D)	% Available (census data)	Weighted % (C x E)
Automotive Tech.	720	4	0.47	1.88	3.29	13.16
Bridge Supt.	620	1	3.41	3.41	2.05	2.05
Bridge Spvr	620	2	3.41	6.82	2.05	4.10
Bldg. Maint. Help.	734	1	2.08	2.08	6.67	6.67
Bldg. Maint. Wkr.	734	13	2.08	27.04	6.67	86.71
Carpenter	623	1	1.33	1.33	3.59	3.59
Comm Tech Spvr	700	1	5.19	5.19	1.04	1.04
Elec. Sys. Tech.	710	4	0.00	0.00	0.00	0.00
Equip. Oper. Jr.	632	12	3.01	36.12	4.10	49.20
Equip. Oper. II	632	2	3.01	6.02	4.10	8.20
Equip. Oper. Sr.	632	107	3.01	322.07	4.10	438.70
Facilities Supv.	700	6	5.19	31.14	1.04	6.24
Haz/Ind Waste Spec	672	1	0.00	0.00	28.57	28.57
Heavy Eqp. Mech.	722	31	0.53	16.43	0.00	0.00
Highway Maint Spvr	620	17	3.41	57.97	2.05	34.85
Lead Ele Sys Tech	710	1	0.00	0.00	0.00	0.00
Motor Pool Svp.	700	2	5.19	10.38	1.04	2.08
Resource Dev. Tech	632	1	3.01	3.01	4.10	4.10
Road & Brg. Shop Svp.	620	6	3.41	20.46	2.05	12.30
Sign Svp.	700	1	5.19	5.19	1.04	1.04
Sign Tech.	762	5	3.64	18.20	5.45	27.25
Stationary Eng.	861	4	3.92	15.68	1.57	6.28
Wireless Comm. Coord	710	1	0.00	0.00	0.00	0.00
Totals		224		590.42		736.13

F
Labor Area (county, metropolitan area, state, or other source of statistics)

Duluth - Superior MSA, Census 2000 EEO Data Packet

Job Group Availability		
Women		Minorities
(G ÷ F)		(H ÷ F)
2.64		3.29

Use the percentages above right to complete the 2 Factor Availability Analysis and/or the Job Group Availability/Utilization/ Underutilization and Goals Analysis. Include this worksheet with your AAP.

Follow the instructions below to complete this worksheet

- A** List each job title within this job group in cells in this column.
- B** Assign an occupation code from census information to each job title.
- C** Type in the number of employees in each job title.
- D** From census information, type in the availability of women corresponding to the occupation codes you've assigned to each job title.
- E** From census information, type in the availability of minorities corresponding to the occupation codes you've assigned to each job title.

Composite Availability Worksheet

Worksheet for calculating average external availability percentages for a job group, weighted by the relative sizes of the job titles within the group.

Company name: St. Louis County

Job Group: Operatives

A Job Titles	B Occupation Code Used	C Number of employees in job title	D		E	
			% Available (census data)	Weighted % (C x D)	% Available (census data)	Weighted % (C x E)
Micro. Prod. Opr.	883	1	78.57	78.57	0.00	0.00
Micro. Unit. Svp.	770	1	27.42	27.42	3.01	3.01
IT Service Tech.	826	2	5.71	11.42	0.00	0.00
Property Room Tech	883	1	78.57	78.57	0.00	0.00
Sol. Wst. Tech.	874	1	30.41	30.41	6.73	6.73
Sol. Wst. Wkr. II	874	10	30.41	304.1	6.73	67.30
Sol. Wst. Wkr. Int.	874	21	30.41	638.61	6.73	141.33
Totals		37		1169.1		218.37

F

G

H

Labor Area (county, metropolitan area, state, or other source of statistics)
Duluth - Superior MSA, Census 2000 EEO Data Packet

Job Group Availability		
Women (G ÷ F)		Minorities (H ÷ F)
31.60		5.90

Use the percentages above right to complete the 2 Factor Availability Analysis and/or the Job Group Availability/Utilization/ Underutilization and Goals Analysis. Include this worksheet with your AAP.

Follow the instructions below to complete this worksheet

A	List each job title within this job group in cells in this column.
B	Assign an occupation code from census information to each job title.
C	Type in the number of employees in each job title.
D	From census information, type in the availability of women corresponding to the occupation codes you've assigned to each job title.
E	From census information, type in the availability of minorities corresponding to the

Composite Availability Worksheet

Worksheet for calculating average external availability percentages for a job group, weighted by the relative sizes of the job titles within the group.

Company name: St. Louis County

Job Group: Laborers

A Job Titles	B Occupation Code Used	C Number of employees in job title	D Women		E Minorities	
			% Available (census data)	Weighted % (C x D)	% Available (census data)	Weighted % (C x E)
Bridge Worker	626	2	4.17	8.34	6.04	12.08
Bridge Wkr. Sr.	626	4	4.17	16.68	6.04	24.16
Forestry Tech I	612	10	16.00	160.00	0.00	0.00
Forestry Tech II	612	5	16.00	80.00	0.00	0.00
Forestry Tech III	612	2	16.00	32.00	0.00	0.00
Forestry Tech Trainee	612	1	16.00	16.00	0.00	0.00
Utility Worker II	761	1	0.00	0.00	0.00	0.00
Totals		F 25		G 313.02		H 36.24

Labor Area (county, metropolitan area, state, or other source of statistics)

Duluth - Superior MSA, Census 2000 EEO Data Packet

Job Group Availability		
Women (G ÷ F)		Minorities (H ÷ F)
12.52		1.45

Use the percentages above right to complete the 2 Factor Availability Analysis and/or the Job Group Availability/Utilization/ Underutilization and Goals Analysis. Include this worksheet with your AAP.

Follow the instructions below to complete this worksheet

A	List each job title within this job group in cells in this column.
B	Assign an occupation code from census information to each job title.
C	Type in the number of employees in each job title.
D	From census information, type in the availability of women corresponding to the occupation codes you've assigned to each job title.
E	From census information, type in the availability of minorities corresponding to the

Jan 30 2013

Composite Availability Worksheet

Worksheet for calculating average external availability percentages for a job group, weighted by the relative sizes of the job titles within the group.

Company name: St. Louis County

Job Group: Service Workers

Job Titles	Occupation Code Used	Number of employees in job title	Women		Minorities	
			% Available (census data)	Weighted % (C x D)	% Available (census data)	Weighted % (C x E)
Bailiff-Court Security	380	14	11.76	164.64	4.71	65.94
Civil Defense Coord.	395	1	67.37	67.37	4.21	4.21
Cook Jail	402	3	49.51	148.53	9.42	28.26
Cook Svp - Jail	402	1	49.51	49.51	9.42	9.42
Dept. Sher.	385	66	21.88	1444.08	3.33	219.78
Dept. Sher. Corr.	380	52	11.76	611.52	4.71	244.92
Dept. Sher. Invest.	382	11	10.00	110.00	0.00	0.00
Dept. Sher. Lt.	371	4	4.71	18.84	4.71	18.84
Dept. Sher. Sgt.	385	15	21.88	328.20	3.33	49.95
Dept. Sher. Sgt. Corr.	380	9	11.76	105.84	4.71	42.39
Head Janitor	420	4	51.03	204.12	8.28	33.12
Home Care Spec -HHA	360	4	89.13	356.52	5.69	22.76
Janitor	422	39	28.26	1102.14	6.50	253.50
Totals		223		4711.31		993.09

F

G

H

Labor Area (county, metropolitan area, state, or other source of statistics)

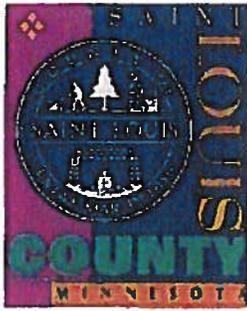
Duluth - Superior MSA, Census 2000 EEO Data Packet

Job Group Availability		
Women (G ÷ F)		Minorities (H ÷ F)
21.13		4.45

Use the percentages above right to complete the 2 Factor Availability Analysis and/or the Job Group Availability/Utilization/ Underutilization and Goals Analysis. Include this worksheet with your AAP.

Follow the instructions below to complete this worksheet

- A** List each job title within this job group in cells in this column.
- B** Assign an occupation code from census information to each job title.
- C** Type in the number of employees in each job title.
- D** From census information, type in the availability of women corresponding to the occupation codes you've assigned to each job title.
- E** From census information, type in the availability of minorities corresponding to the occupation codes you've assigned to each job title.



Policy Prohibiting Discrimination, Harassment, and Retaliation, Including Complaint Procedure

Policy Statement: St. Louis County (the “County”) is committed to providing equal employment opportunities as well as equal access to County facilities, programs, and services. The County will comply with all applicable laws which prohibit discrimination.

The County prohibits discrimination based on a protected class, which include; gender, race, color, creed, religion, national origin, marital status, age, sexual orientation, status with regard to public assistance, or disability in all terms, conditions, and privileges of employment.

Adverse treatment based on a protected class constitutes discrimination which is illegal and will not be tolerated in St. Louis County. A violation of this policy is grounds for discipline, which may include termination of employment.

Application of Policy: This policy applies to all employees of St. Louis County. This policy applies on all County property and any location which may be reasonably regarded as an extension of the workplace.

What is Discrimination?

Although discrimination may take many forms, it generally results in different treatment because of an applicant or employee’s gender, race, color, creed, religion, national origin, marital status, age, sexual orientation, status with regard to public assistance, or disability.

Discrimination can occur in any term, condition, or privilege of employment. Employment actions and decisions that are based on legitimate, non-discriminatory reasons are not unlawful and do not violate this policy.

What is Harassment?

Harassment is a form of discrimination. “Harassment” is unwelcome conduct by any employee, customer, or supplier, which directly or indirectly threatens or adversely affects an employee’s

- safety
- wages and benefits
- working conditions
- other privileges of employment

Harassment can be communicated in person, in writing, by telephone, by electronic mail, or by voicemail.

Examples of Sexual Harassment

Sexual harassment may occur between members of the opposite sex or members of the same sex. Examples of sexual harassment include, but are not limited to:

Unwanted Contact - Sexual harassment may include making unwanted contact of a sexual nature, whether the contact is:

- written contact including: suggestive or obscene letters; electronic mail messages; notes; or invitations;
- verbal contact communicated in person, by telephone or by voicemail including: sexual advances or propositions; derogatory comments, slurs, or jokes of a sexual nature; comments about an individual's body or appearance; or sexually degrading words to describe an individual;
- physical contact including: assault; sexually suggestive touching or body contact; or impeding or blocking movement;
- visual contact including: sexual gestures; leering; or inappropriate display of sexually explicit objects, pictures, cartoons, or posters.

Coercive Behavior - Sexual harassment may include engaging in implicit or explicit sexual behavior which is used to control, influence, or affect the career, compensation, or work environment of another employee.

Conditional Benefits - Sexual harassment may include offering employment benefits in exchange for sexual favors. In the alternative, sexual harassment may include withholding benefits if an employee resists providing sexual favors. Such benefits may include:

- promotions
- favorable performance evaluations
- favorable assigned duties or shifts
- other benefits such as recommendations or reclassifications.

Disability Discrimination

The County intends on complying with the American's with Disabilities Act (ADA). In accordance with the ADA, the County will make reasonable accommodation for the known physical or mental limitations of a qualified applicant with a disability upon request unless the accommodation would cause an undue hardship on the operation of the County's business.

If an applicant or an employee requests a reasonable accommodation and the individual's disability and need for the accommodation are not readily apparent or otherwise known, the County may ask the individual for information necessary to determine if the individual has a disability-related need for the accommodation.

The County will make an individualized assessment of whether a qualified individual with disability meets selection criteria for employment decisions. To the extent the County's selection criteria have the effect of disqualifying an individual because of disability, those criteria will be job-related and consistent with business necessity.

Job applicants will not be asked about the existence, nature, or severity of a disability. Conditional offers will be made prior to requiring medical inquiries or examinations. The County will maintain medical records separate from personnel files and will keep them confidential.

COMPLAINT PROCEDURE

St. Louis County will provide a work environment free of discrimination and/or harassment, including sexual harassment. In turn, the County requires cooperation from all employees in complying with the Complaint Procedure set forth in this policy.

St. Louis County will resolve complaints of discrimination and/or harassment in a manner that is prompt and as minimally disruptive as possible. The County protects employees from retaliation for making a complaint or exercising other rights protected by law.

To Whom Should a Complaint be Made?

As an employee of the County, it is your responsibility to report harassing or discriminatory behavior. You have an obligation to report such behavior whether it is directed toward you, or it is something that you have seen or heard directed toward someone else.

An employee who believes that they have been subjected to employment discrimination under state or federal laws or County policies may file a Complaint of Discrimination with their supervisor, Department Head, a Personnel Officer, or the Affirmative Action Officer. Complaints must be filed within 30 days after the initial occurrence of the alleged violation, unless the alleged violation is of an ongoing nature to the time of the filing of the Complaint. A Complaint in which the Civil Service/Personnel Director (the "Director") is the Responding Party must be filed with the Chair of the Civil Service Commission, who shall turn the matter over to the County Administrator for investigation and resolution.

Making false complaints, or providing false information during an investigation, is prohibited and may be grounds for disciplinary action, including termination. Complaints which are made in good faith, even if they are unsubstantiated, are not a violation of this policy.

Any supervisor who sees or receives a complaint of harassment or discriminatory behavior must report the existence of the complaint, and any informal resolution thereof, to the County's Affirmative Action Officer, the Director, or a Personnel Officer.

What Happens After a Complaint has been Made?

Upon receipt of a complaint, the Affirmative Action Officer will gather information from the Complaining Party and will conduct an initial review of the facts to determine whether the allegations fall within the parameters of prohibited discriminatory conduct as defined by state and federal laws or County policies. If the allegations do not fit within the definitions of unlawful discrimination, the complaining party will be so informed and the matter will be dismissed.

If, however, the Affirmative Action Officer determines that the allegations fall within the parameters of prohibited discriminatory conduct, the matter will be promptly investigated. If witnesses are unavailable or other circumstances relating to the Complaint prevent prompt commencement of an investigation, the Complaining Party will be informed of the delay and given a proposed schedule for the investigation. The Affirmative Action Officer will request assistance from the appropriate law enforcement agency if it appears that criminal conduct may be involved.

The Affirmative Action Officer will conduct an interview with the Complaining Party to obtain a full statement of the allegations.

Interviews will thereafter be held with any witnesses having information pertinent to the alleged violation. The Affirmative Action Officer may also obtain written statements from these witnesses.

The Responding Party shall be interviewed concerning the allegations. Prior to scheduling an interview, the Responding Party shall be advised of the purpose of the interview and that he/she may have union representation or legal counsel in attendance. If the Responding Party declines to be interviewed, such response shall be noted in the file and the Responding Party shall be informed that failure to cooperate with the investigation may result in the statement of the Complaining Party being accepted as true, and may result in a recommendation to the Department Head that specific action be taken based upon the un rebutted statements of the Complaining Party.

Employees must cooperate fully during an investigation of discrimination or harassment conducted by the County. Employees must provide honest and complete information. All interviews will be scheduled and conducted in a manner to minimize disruption in the workplace. The Affirmative Action Officer shall comply with all applicable laws when conducting the investigation.

If a Complaining Party files formal charges with the Minnesota Department of Human Rights or the Equal Employment Opportunity Commission, files a private lawsuit during the pendency of an investigation, or if the matter is determined to be criminal in nature, the Civil Service/Personnel Department may cease its investigation and refer the Complaint to the St. Louis County Attorney's Office for further handling.

Resolution of Complaints:

Upon completion of an investigation, the Affirmative Action Officer shall submit a summary of the information obtained and recommendations for resolution to the Director. The Director shall notify the Department Head of the results of the investigation and any recommendations for resolution.

The Department Head shall proceed with the recommended corrective or disciplinary action, and shall notify the Director of the action taken within 10 days. If the Department Head disagrees with or does not follow the recommendations of the Director, the Department Head shall notify the Director within 10 days. Such notification will be forwarded to the County Administrator for review and resolution.

The Director will periodically appraise the County Administrator of the status of all complaints, investigations and resulting corrective action taken.

All those participating in an investigation will be notified of the provisions of the Minnesota Human Rights Act, the Americans With Disabilities Act, and County policy which prohibit reprisals against any party involved in a Complaint of Discrimination.

Confidentiality: All complaints of discrimination or harassment and information received during the course of the investigation of these complaints, will be kept confidential, to the extent allowed by law, and made available for review only by those with a legitimate need to know, unless required to be divulged as part of the investigation or pursuant to law.

Retaliation: St. Louis County will not tolerate retaliation against any employee who reports an incident of alleged discrimination or provides information during an investigation. Engaging in retaliation is grounds for discipline, which may include termination of employment.

For More Information or Answers to Specific Questions:

If you need more information about St. Louis County's harassment policy or complaint procedure, you may speak with your supervisor or call the County's Affirmative Action Officer at 218-726-2422.

Employees also have the right to seek assistance from the U.S. Equal Employment Opportunity Commission and/or the Minnesota Department of Human Rights. These agencies are responsible for enforcing various laws prohibiting discrimination in employment.

Co Bd Res # 102 - 01/22/02

Revised - Co Bd Res # 494 - 10/4/05

Job Group Availability/Utilization/Underutilization Analysis & Annual Goals

Worksheet for comparing incumbency to availability and setting goals to correct underutilization

Table 1

Company name: St. Louis County

Job Group	Total Employees in Job Group	Women				Minorities						
		Utilization		Availability		Utilization		Availability		Annual % Goal	Number Under-utilized	Annual % Goal
		Number	%	%	Number	Number	%	Number	%			
Officials and Managers	140	48	34.3	37.88	53	2	1.4	2.44	3	1	2.44%	
Professionals	428	284	66.4	49.90	213	21	4.9	4.58	19	0		
Technicians	48	4	8.3	11.44	5	0	0.0	5.08	2	2	5.08%	
Office/Clerical	482	422	87.6	82.04	395	19	3.9	5.14	24	5	5.14%	
Skilled Craft	224	10	4.5	2.64	5	5	2.2	3.29	7	2	3.29%	
Operatives	37	8	21.6	31.60	11	2	5.4	5.90	2	0		
Laborers	25	4	16.0	12.52	3	1	4.0	1.45	0	0		
Service Workers	223	50	22.4	21.13	47	11	4.9	4.45	9	0		
Totals	1607	830			732	61			66	10		

Job Group	Source of Availability Percentages
Officials and Managers	SLC Composite Job Group Analysis-Off/Mgr
Professionals	SLC Composite Job Group Analysis-Prof
Technicians	SLC Composite Job Group Analysis-Tech
Office/Clerical	SLC Composite Job Group Analysis-Off/Cler
Skilled Craft	SLC Composite Job Group Analysis-Skilled
Operatives	SLC Composite Job Group Analysis-Oper
Laborers	SLC Composite Job Group Analysis-Laborer
Service Workers	SLC Composite Job Group Analysis-Service

Follow the instructions below to complete this worksheet

A	For each job group, type in the total number of employees. (For information about job groups, see census information or the Department's <i>How to Develop an Affirmative Action Plan</i> manual.)
B	Type in the total number of women in each job group.
C	Insert the availability percentage for women for each job group. This percentage could be affirmative action statistics for the county in which your company is located, or it could be the final availability from your 2 factor or composite job group analysis. See the Department's <i>How to Develop an Affirmative Action Plan</i> manual for instructions.
D	Type in the total number of minorities in each job group.
E	Insert the availability percentage for minorities for each job group. This percentage could be affirmative action statistics for the county in which your company is located, or it could be the final availability from your Two Factor or Composite job group analysis. See the Department's <i>How to Develop an Affirmative Action Plan</i> manual for instructions.
F	Type in the source of the availability percentages used in each job group. If you have not conducted a Two factor or composite job group analysis, indicate which occupation code you used for this job group and the source of census data (county, metropolitan area, etc.). If you conducted a Two Factor or Composite job group availability analysis, indicate which analysis was conducted and include those worksheets in your AAP.