



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

**July 2, 2013**

**Immediately following the Board Meeting, which begins at 9:30 A.M.**  
**Commissioners' Conference Room, St. Louis County Courthouse, Duluth, MN**

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**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 June 25, 2013**

**Health & Human Services Committee – Commissioner Stauber, Chair**

1. Acceptance of Family Homeless Prevention and Assistance Program Grant [13-258]
2. Recommendation to State of Minnesota on Health Plans Serving St. Louis County [13-259]

**Environment & Natural Resources Committee – Commissioner Nelson, Chair**

3. Special Sale to the State of Minnesota [13-260]
4. Award of Bid: Class I Demolition Waste Haulage Contract [13-261]
5. Class I Demolition Waste Disposal Contract – General Waste, Inc. [13-262]

**Public Works & Transportation Committee – Commissioner Forsman, Chair**

6. Purchase of Two Dump Bodies with Hydraulic Systems and Snow Fighting Equipment [13-263]
7. Property Lease Agreement for Cul-de-Sac on CR 789/Merritt Avenue (Iron Junction) [13-264]
8. Agreement with Fayal Township for Intersection Redesign on CSAH 96/Ely Lake Drive [13-265]
9. Acceptance of Flood Grant for Storm Project – Bridge on CSAH 56/Morris Thomas Road (Hermantown) [13-266]
10. Acceptance of Flood Grant for Storm Project – Bridge on TR 2903 (Rice Lake Township) [13-267]
11. Acceptance of Flood Grant for Storm Project – Bridge on CR 211 (Meadowlands Township) [13-268]
12. Acceptance of Flood Grant for Storm Project – Bridge on CR 192 (Van Buren Township) [13-269]

**Finance & Budget Committee – Commissioner Raukar, Chair**

13. Execute 2013 HUD Contracts – CDBG, HOME and ESG Entitlement Grants [13-270]
14. Master Space and Power Lease Agreement for Data Communications [13-271]

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

15. Request for Sponsorship of Snowmobile Trail Grooming Equipment Purchase – Pequaywan Area Trailblazers Club [13-272]

**Public Safety & Corrections Committee – Commissioner O'Neil, Chair**

16. 2013 St. Louis County Hazard Mitigation Plan [13-273]

**ESTABLISHMENT OF PUBLIC HEARINGS:**

**Environment & Natural Resources Committee – Commissioner Nelson, Chair**

17. Establish a Public Hearing to Amend St. Louis County Zoning Ordinance No. 46, Zoning Maps – Tuesday, August 6, 2013, 9:40 a.m., St. Louis County Courthouse, Duluth, MN. [13-274]
18. Establish a Public Hearing to Consider Adoption of the Proposed Amendments to St. Louis County Ordinance No. 60, Subdivision Regulations – Tuesday, August 6, 2013, 9:45 a.m., St. Louis County Courthouse, Duluth, MN. [13-275]

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**TIME SPECIFIC PRESENTATION:**

**Finance & Budget Committee – Commissioner Raukar, Chair**

**11:00 A.M. New Funding for Local Transportation: 2013 Wheelage and Sales Tax Changes for Counties**

**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. County Policy for Approval of Trail Projects on Tax Forfeited Lands [13-280]**  
Resolution requesting that a policy be developed to determine the process for County Board approval of trail projects crossing tax forfeited lands in St. Louis County.

**Finance & Budget Committee – Commissioner Raukar, Chair**

- 1. Purchase of Property Insurance [13-276]**  
Resolution authorizing the purchase of Property and Related Insurance coverage from Chubb Group of Insurance Companies through Otis-Magie Insurance Agency.
- 2. Support for Prioritization of Volunteer Rescue Squad 2014 Capital Appropriate Request [13-277]**  
Resolution supporting and prioritizing the Volunteer Rescue Squad request for State of Minnesota 2014 Capital Appropriations for rescue squad storage and meeting space projects.

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

- 1. Appointment of Alternate Representative to the Duluth International Airport Joint Zoning Board [13-278]**  
Resolution to appoint Commissioner Frank Jewel as the alternate to the Duluth International Airport Zoning Board.

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

- 1. Public Safety Innovation Fund Proposal – Female Offender Program Enhancement [13-279]**  
Resolution authorizing an 18-month contract with Arrowhead Regional Corrections for the enhancement of the current Female Offender programming at Duluth Bethel.

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**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:**

**July 9, 2013**                      **Rice Lake Town Hall, 4107 West Beyer Road, Duluth, MN**  
**July 30, 2013**                      **Floodwood City Hall, 111 West 8<sup>th</sup> Avenue, Floodwood, MN**  
**August 6, 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, June 25, 2013

Location: Semer's Park Pavilion, Ely, Minnesota

Present: Commissioners Jewell, Forsman, Stauber, Nelson, Raukar, and Chair Dahlberg

Absent: Commissioner O'Neil

Chair Dahlberg said that Commissioner Steve O'Neil was unable to attend the meeting due to health reasons.

Convened: Chair Dahlberg called the meeting to order at 10:56 a.m.

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## CONSENT AGENDA

Raukar/Forsman moved to approve the consent agenda. The motion passed. (6-0)

- Minutes of June 11, 2013
  - Special Sale to the City of Duluth [13-238]
  - Contract with Northeast Technical Services, Inc. for Consulting and Engineering Services [12-239]
  - Renovation of the Former 911 and Mine Inspector Areas – Virginia Public Works Garage [13-240]
  - Purchase of Sodium Chloride [13-241]
  - Acceptance of Flood Grant for Storm Project – Bridge Reconstruction on CR 284/Ugstad Road (Proctor) [13-242]
  - Dedication of Permanent Highway Easements over County Fee Owned Property [13-243]
  - Abatement List for Board Approval [13-244]
  - Contract with Evergreen Construction, Inc. for the U.S. Forest Service Ely Site Project [13-245]
  - Application and Acceptance of 2013 Hazardous Fuel Reduction Grant [13-246]
  - Title III Funds for Firewise Communities Activities [13-247]
  - Establish Public Hearing to Consider Allegations of Liquor Law Violation – A.P. Liquor (Gnesen Township) – Tuesday, July 30, 2013, 9:40 a.m., Floodwood City Hall, Floodwood, MN [13-248]
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## REGULAR AGENDA

### Central Management & Inter-Governmental

Jewell/Nelson moved to ratify the 2012-2014 Confidential Unit contract and authorize the appropriate county officials to execute the Collective Bargaining Unit Agreement [13-250]. Jim Gottschald, Director of Human Resources, discussed the agreement. After further discussion, the motion passed. (6-0)

Jewell/Forsman moved to approve and adopt the Unrepresented Employees' Compensation Plan to cover the compensation and benefits of unrepresented non-managerial employees of St. Louis County, effective July 1, 2013 [13-251]. After further discussion, the motion passed. (6-0)

Jewell/Raukar moved to approve and adopt the updated Management Compensation Plan to cover the compensation and benefits of elected department heads and the compensation, terms and conditions of employment of appointed department heads and unrepresented managers, effective July 1, 2013 [13-252]. After further discussion, the motion passed. (6-0)

Jewell/Raukar moved to authorize the appropriate county officials to enter into a joint powers agreement with the City of Hibbing for the purpose of providing real property assessment services, at a cost of \$70,000 beginning July 1, 2013 for the remainder of the year and at a cost of \$125,000 for the year beginning January 1, 2014. [13-253]. After further discussion, the motion passed without recommendation. (6-0)

Jewell/Stauber moved to appoint the following eligible voters as election judges during 2013 to process applications and ballots in the Duluth Courthouse for the Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA) Ballot Board [13-253]:

Judge/Staff – Lisa Sweet, 100 N. 5<sup>th</sup> Ave. W. #214, Duluth, MN 55802

Judge/Staff – Amy Gundersen, 100 N. 5<sup>th</sup> Ave. W. #214, Duluth, MN 55802

The motion passed. (6-0)

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### COMMISSIONER DISCUSSION ITEMS

Commissioner Stauber noted that the July 9, 2013 meeting location on the Committee of the Whole agenda should be Rice Lake Town Hall.

Commissioner Nelson said that he may bring a letter to the DNR for Board consideration, to ask that the DNR be considerate of and sensitive to the area's tourism season when putting forth a construction schedule. Commissioner Nelson also expressed concern about the Duluth bike trail project not including all user groups and would like to discuss further at the July 2<sup>nd</sup> Committee of the Whole meeting.

At 12:02 p.m., Raukar/Jewell moved to adjourn the committee of the whole meeting. (6-0)

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Chris Dahlberg, Chair of the County Board

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Phil Chapman, Interim Clerk of the County Board

# BOARD LETTER NO. 13 – 258

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE:** Acceptance of Family  
Homeless Prevention and  
Assistance Program Grant

**FROM:** Kevin Z. Gray  
County Administrator

Ann Busche, Director  
Public Health and Human Services Department

## **RELATED DEPARTMENT GOAL:**

Children will be born healthy, live a life free from abuse and neglect, and will have a permanent living arrangement. Adults will live in the least restrictive living arrangement that meets their health and safety needs.

## **ACTION REQUESTED:**

The St. Louis County Board is requested to authorize acceptance of a grant from the Minnesota Housing Finance Agency for the Family Homelessness Prevention and Assistance Program (FHPAP) for the 2013-15 biennium.

## **BACKGROUND:**

Since the 1995-97 biennium, St. Louis County has received funding from the Minnesota Housing Finance Agency for the FHPAP to fund services for the homeless and those at risk of homelessness. On March 26, 2013 the County Board adopted Resolution No. 13-146 authorizing submission of a FHPAP grant application to the Minnesota Housing Finance Agency for the 2013-15 biennium beginning July 1, 2013 through June 30, 2015. The original grant request was in the amount of \$750,000, with the final award being \$627,750.

## **RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize acceptance of the grant from the Minnesota Housing Finance Agency for the Family Homelessness Prevention and Assistance Program for the 2013-15 biennium in the amount of \$627,750, to be accounted for in Fund 230, Agency 232001, Grant 23204.

**Acceptance of Family Homeless Prevention  
and Assistance Program Grant**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The Minnesota Housing Finance Agency has grant funds available through the Family Homeless Prevention and Assistance Program (FHPAP) to nonprofit organizations and counties; and

WHEREAS, St. Louis County has received funding for FHPAP since the 1995-97 biennium; and

WHEREAS, The Minnesota Housing Finance Agency has notified St. Louis County of an award of \$627,750 for the biennium beginning July 1, 2013 and ending June 30, 2015;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board accepts grant funding in the amount of \$627,750 for the Family Homeless Prevention and Assistance Program for the 2013-15 biennium beginning July 1, 2013 through June 30, 2015, with funds to be deposited into Fund 230, Agency 232001, Grant 23204, Grant Year 2013, Object 530701;

RESOLVED FURTHER, That the St. Louis County Board authorizes the Public Health and Human Services Department and St. Louis County Attorney to execute agreements with various community agencies to deliver services funded by the grant, such contracts to be paid from Fund 230, Agency 232001, Grant 23204, Grant Year 2013, Object 607200;

RESOLVED FURTHER, That the budgeted revenues and expenditures for Fund 230, Agency 232001, Grant 23204, Grant Year 2013 be increased by \$313,875 to reflect the first six months' expenditures for the biennial grant.

**GRANT APPROVAL FORM**

GRANT NAME: Family Homeless Prevention GRANT AMOUNT: \$627,750.00  
GRANTOR: MN Housing Finance Agency MATCH AMOUNT: NA  
FUND: 230 AGENCY: 230004 GRANT: \_\_\_\_\_ GRANT YEAR: 2013-15  
AGENCY NAME: PHHS  
CONTACT PERSON: Shelley Saukko PHONE: X2210  
GRANT PERIOD: BEGIN DATE: July 1, 2013 END DATE: June 30, 2015  
STATE GRANT AWARD NUMBER OR FEDERAL CFDA # NA

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	_____	Date: _____
County Administrator	_____	Date: _____
County Attorney	_____	Date: _____

**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 <sup>Auditor</sup> Nancy Nelson Chief Deputy Date: 6/27/13  
County Administrator Carl J. Beckwith Date: 6/27/13

**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.**

# BOARD LETTER NO. 13 – 259

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

**DATE:** July 2, 2013                      **RE:** Recommendation to State of  
Minnesota on Health Plans  
Serving St Louis County

**FROM:** Kevin Z. Gray  
County Administrator

Ann M. Busche, Director  
Public Health & Human Services

**RELATED DEPARTMENT GOALS:**

Residents will have access to food, shelter and medical care.

**ACTION REQUESTED:**

The St. Louis County Board is requested to recommend to the State of Minnesota the names of managed care organizations to provide health care services to Medical Assistance and MinnesotaCare recipients in St Louis County.

**BACKGROUND:**

The Minnesota Department of Human Services (DHS) contracts with managed care organizations for the delivery of basic health care services for individuals who are on Medical Assistance and MinnesotaCare. On a five year schedule, DHS issues a request for proposals (RFP) seeking qualified health plans that have an interest in providing these services within a certain county or region. This is a routine event and is not associated with the expansion of Medical Assistance or the Affordable Care Act.

The state recently issued a RFP for the counties of Aitkin, Benton, Carlton, Chisago, Cook, Fillmore, Houston, Isanti, Kittson, Koochiching, Lake, Lake of the Woods, Mahnomen, Marshall, Mille Lacs, Mower, Norman, Olmsted, Pennington, Pine, Polk, Red Lake, Roseau, Sherburne, Stearns, Winona and St. Louis. PHHS staff was involved in the development of the question set for the RFP and has evaluated the answers provided by three respondents interested in providing services within St Louis County: Medica, UCare and Blue Plus. The state requires a county board resolution with recommendations on which health plans should be selected to provide services within the county.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board support the recommendation of the Public Health and Human Services Department in recommending Medica and UCare as the managed care organizations providing managed health care services in St Louis County.

**Recommendation to State of Minnesota on  
Health Plans Serving St Louis County**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The Minnesota Department of Human Services has published a Request For Proposals to provide health care services to recipients of Medical Assistance and MinnesotaCare in Aitkin, Benton, Carlton, Chisago, Cook, Fillmore, Houston, Isanti, Kittson, Koochiching, Lake, Lake of the Woods, Mahnommen, Marshall, Mille Lacs, Mower, Norman, Olmsted, Pennington, Pine, Polk, Red Lake, Roseau, Sherburne, Stearns, Winona and St. Louis Counties; and

WHEREAS, The Minnesota Department of Human Services has requested county evaluations and recommendations regarding the managed care organization proposals from each respective county; and

WHEREAS, Medica, UCare and Blue Plus submitted proposals to provide managed health care services in St. Louis County; and

WHEREAS, Representatives of the St Louis County Public Health and Human Services Department have reviewed and evaluated the proposals; and

WHEREAS, Based on the evaluation of the proposals, it has been determined that Medica and UCare have submitted proposals suitable to meet the needs in St. Louis County;

THEREFORE, BE IT RESOLVED That the St Louis County Board supports the recommendation of Public Health and Human Services in recommending Medica and UCare as the managed care organizations providing managed health care services in St. Louis County.



## Special Sale to the State of Minnesota

BY COMMISSIONER: \_\_\_\_\_

WHEREAS, The State of Minnesota, through the Department of Transportation, has requested to purchase the following described state tax forfeited land for the improvement of Trunk Highway 23:

City of Duluth  
NLY 30 FT OF LOT 61  
FOND DU LAC THIRD STREET DULUTH  
Parcel Code: 010-1610-00311

City of Duluth  
NLY 30 FT OF WLY 20 FT OF LOT 63  
FOND DU LAC THIRD STREET DULUTH  
Parcel Code: 010-1610-00321

WHEREAS, Minn. Stat. § 282.01, Subd. 1(a) authorizes the sale of state tax forfeited land to an organized governmental subdivision for any public purpose for which the subdivision is authorized to acquire property; and

WHEREAS, These parcels have been classified as non-conservation land pursuant to Minn. Stat. § 282.01; and

WHEREAS, These parcels have not been withdrawn from sale pursuant to Minn. Stat. § 85.012, 92.461, 282.01, Subd. 8; and 282.018, and other statutes that require the withholding of state tax forfeited lands from sale;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the sale of state tax forfeited land to the State of Minnesota for the appraised value of \$500 plus the following fees: administration fee of \$100, 3% assurance fee of \$15, deed fee of \$25, deed tax of \$1.65, and recording fee of \$46; for a total of \$687.65, to be deposited into Fund 240 (Forfeited Tax Fund).

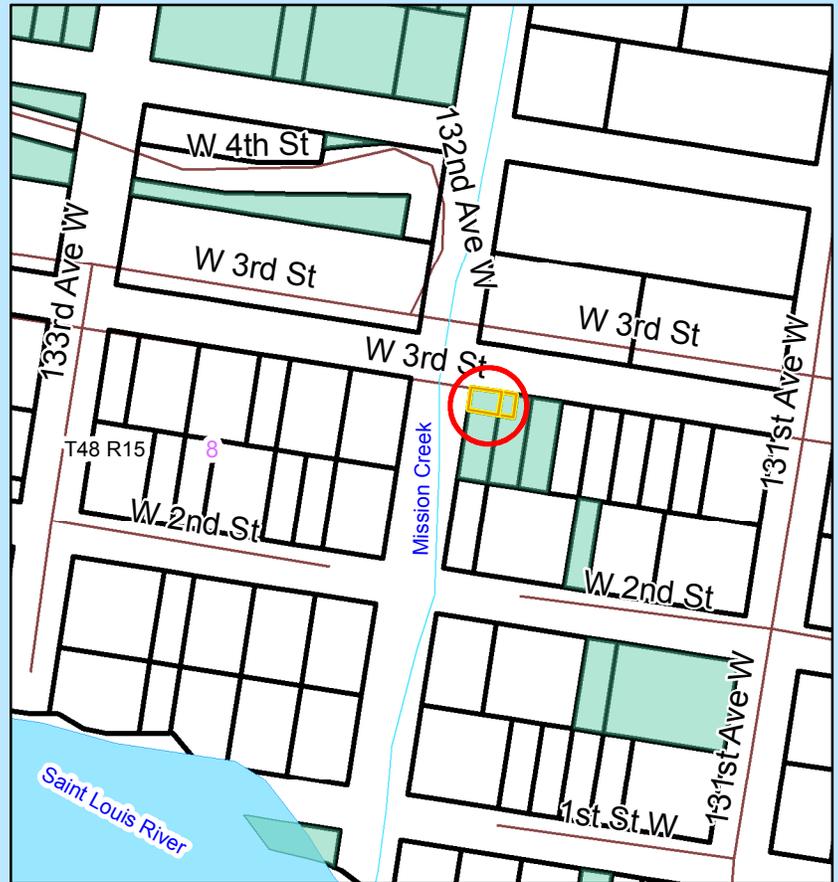


# St. Louis County Land and Minerals Department Tax Forfeited Land Sales

Special Sale Parcel

Legal: City of Duluth  
NLY 30 FT OF LOT 61  
FOND DU LAC THIRD STREET DULUTH  
Parcel Code: 010-1610-00311  
LDKey: 117844

Legal: City of Duluth  
NLY 30 FT OF WLY 20 FT OF LOT 63  
FOND DU LAC THIRD STREET DULUTH  
Parcel Code: 010-1610-00321  
LDKey: 117842

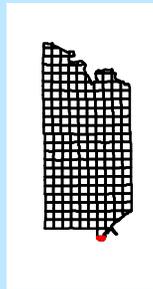


City of Duluth

Sec 8 Twp 48 Rge 15

## Commissioner District #3

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

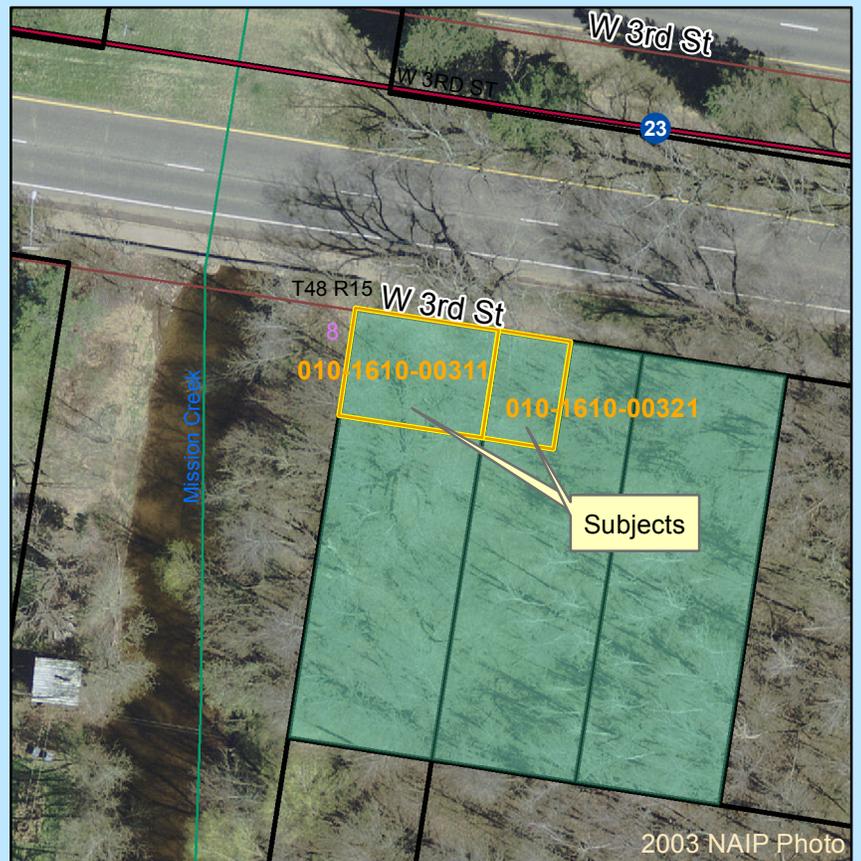


St. Louis County, Minnesota

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**

**June, 2013**



2003 NAIP Photo



the lowest accepted bids received are listed below. There were three additional bidders that submitted prices for 1 or more of the locations at higher rates.

In an effort to keep the cost of haulage as low as possible, the county included a fuel adjustment clause in this request for bids. The fuel price was set on June 20, 2013, and compensation or reimbursement will be calculated each month according to a prescribed formula.

The bid prices are as follows:

	<u>Location</u>	<u>Cost Per Ton</u>	<u>Annual Estimate</u>
<b><u>Mahkahta Trucking Inc.</u></b>	<b>Aurora</b>	<b>\$22.10</b>	<b>\$11,690.90</b>
	<b>Brookston</b>	<b>\$15.10</b>	<b>\$2,023.40</b>
	<b>Cook</b>	<b>\$21.66</b>	<b>\$13,450.86</b>
	<b>Ely</b>	<b>\$27.66</b>	<b>\$27,355.74</b>
	<b>Hibbing</b>	<b>\$10.15</b>	<b>\$10,139.85</b>
	Virginia	\$18.15	\$37,643.10
<b><u>The G-Men Inc.</u></b>	Aurora	\$24.29	\$12,849.41
	Brookston	\$25.58	\$3,427.72
	*Cook	\$24.35	\$15,121.35
	Ely	\$29.59	\$29,264.51
	Hibbing	\$12.99	\$12,977.01
	<b>Virginia</b>	<b>\$15.63</b>	<b>\$32,416.62</b>

\*Note: The bidder was asked to supply a bid to transfer waste to two locations. Mahkahta bid was identical for the locations. The G-men bid was different (higher) and therefore averaged within the table.

### **RECOMMENDATION**

It is recommended that the St. Louis County Board approve a three-year haulage contract with Mahkahta Trucking Inc., Eveleth, Minnesota, for the Aurora, Brookston, Cook, Ely, and Hibbing transfer stations for an estimated annual cost of \$64,660.75. It is also recommended that the Board approve a three-year haulage contract with The G-Men Inc., Ely, MN for an estimated annual cost of \$32,416.62 for Virginia. Both contracts will be subject to actual quantity billing plus possible fuel adjustment charges, payable from Fund 600, Agency 605001, Object 629900.

## **Award of Bid: Class I Demolition Waste Haulage Contract**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, St. Louis County supports effective and efficient waste management programs to enhance services to residents and businesses while protecting the environment; and

WHEREAS, St. Louis County requires a contractor to load and haul class I demolition waste from six (6) specified transfer locations to designated Minnesota Pollution Control Agency landfills for disposal; and

WHEREAS, The haulage service was competitively bid in June 2013, with several bids received;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes three-year haulage contracts with Mahkahta Trucking Inc., Eveleth, Minnesota, and the G-Men Inc., Ely, Minnesota beginning July 1, 2013 at an estimated annual cost of respectively \$64,660.75 and \$32,416.62, plus possible fuel adjustment charges and subject to delivery amounts, payable from Fund 600, Agency 605001, Object 629900.

# BOARD LETTER NO. 13 - 262

ENVIRONMENT & NATURAL RESOURCES COMMITTEE  
CONSENT NO. 5

BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE:** Class I Demolition Waste  
Disposal Contract – General  
Waste, Inc.

**FROM:** Kevin Z. Gray  
County Administrator

Ted Troolin, Director  
Environmental Services

**RELATED DEPARTMENT GOAL:**

To pursue effective and efficient waste management programs to enhance services to residents and businesses

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize a three-year contract with General Waste Inc. (GW) for disposal of class I demolition waste.

**BACKGROUND:**

Environmental Services provides a comprehensive system of solid waste management for residents and businesses within its Solid Waste Management Area through a network of solid waste transfer facilities. Eleven (11) locations collect demolition waste for transport and disposal at a Minnesota Pollution Control Agency (MPCA) permitted demolition landfill. On July 19, 2010, the Hibbing Demolition Landfill, which was the department's largest and last active demolition landfill, reached capacity and can no longer accept demolition waste. Since that time the waste has been brought to MPCA permitted demolition landfills throughout the area and region.

The department considers several factors prior to deciding where to direct its demolition waste for disposal. These include proximity of the transfer location, tipping fee cost, haulage cost, facility environmental controls, weigh scale availability, haulage road condition, overall site accessibility, permit history and remaining airspace capacity.

The department has negotiated for disposal of class I demolition waste at GW's landfill in Keewatin, MN for up to 2,000 tons annually of demolition waste collected at the

Hibbing and, potentially, the Cook transfer stations at its quoted price of \$17 per ton received.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board approve a three-year contract with General Waste, Inc. for disposal of class I demolition waste from designated St. Louis County sites to GW landfill in Keewatin, MN at an estimated cost of \$34,000 per year, subject to actual waste delivery amounts, payable from fund 600, Agency 605001, Object 629900.

**Class I Demolition Waste Disposal Contract – General Waste, Inc.**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, St. Louis County supports effective and efficient waste management programs to enhance services to residents and businesses while protecting the environment; and

WHEREAS, the county collects class I demolition waste which requires disposal at a Minnesota Pollution Control Agency permitted disposal facility; and

WHEREAS, Environmental Services considers several factors prior to deciding where to direct its demolition waste for disposal, including proximity of the transfer location, tipping fee cost, haulage cost, facility environmental controls, weigh scale availability, haulage road condition, overall site accessibility, permit history and remaining airspace capacity; and

WHEREAS, The department has negotiated a three-year contract with General Waste Inc. for disposal of class I demolition waste at its landfill in Keewatin, MN, up to 2,000 tons annually, from waste collected at the Hibbing and, potentially, the Cook transfer stations, at its quoted price of \$17 per ton;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to enter into a three-year contract with General Waste Inc. (GW) for disposal of class I demolition waste delivered by the department from the Hibbing and potentially the Cook Transfer Stations to the GW Landfill in Keewatin, MN at an estimated annual cost of \$34,000, subject to actual delivery amounts, payable from Fund 600, Agency 605001, Object 629900.

# BOARD LETTER NO. 13 - 263

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
CONSENT NO. 6

BOARD AGENDA NO.

**DATE:** July 2, 2013                      **RE:** Purchase of Two Dump Bodies  
with Hydraulic Systems and Snow  
Fighting Equipment

**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 two dump bodies with hydraulic systems and snow fighting equipment from Towmaster Equipment Company of Litchfield, Minnesota.

**BACKGROUND:**

The Public Works Department's 2013 equipment budget includes the purchase and installation of two dump bodies with hydraulic systems and snow fighting equipment for the two tandem cab and chassis purchased previously. These units will be replacing aging equipment at the Public Works facilities in Ely and Hibbing.

The equipment and installation will be purchased from Towmaster Inc. of Litchfield, MN using the available State of Minnesota Contract. The purchase price for the two systems is estimated to be \$212,038.31. The purchase will be subject to a 6.875% State of Minnesota sales tax of \$14,577.66 for a total cost of \$226,616.28. The total cost is within that budgeted for the purchase.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the purchase and installation of two dump bodies with hydraulic systems, and snow fighting equipment from Towmaster Inc. of Litchfield, MN, in the amount of \$226,616.28, payable from Fund 407, Agency 407001, and Object 666300.

**Purchase of Two Dump Bodies with Hydraulic Systems and  
Snow Fighting Equipment**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The Public Works Department 2013 equipment budget includes two dump bodies with hydraulic systems, and snow fighting equipment for trucks purchased previously; and

WHEREAS, Towmaster Inc. of Litchfield, MN responded with the State of Minnesota contract price for this purchase in the amount of \$212,038.31 plus state sales tax of \$14,098.021 for a total cost of \$226,616.28;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the purchase and installation of two dump bodies with hydraulic systems and snow fighting equipment from Towmaster Inc. of Litchfield, MN for \$226,616.28, payable from Fund 407, Agency 407001, Object 666300.

# BOARD LETTER NO. 13 - 264

## PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 7

### BOARD AGENDA NO.

**DATE:** July 2, 2013                      **RE:** Property Lease Agreement for  
Cul-de-Sac on CR 789/Merritt  
Avenue (Iron Junction)

**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 a property lease agreement with the Wisconsin Central, Ltd. (a subsidiary of the Canadian National Railroad) for a property lease to establish a cul-de-sac on County Road (CR) 789/Merritt Avenue, Iron Junction, MN.

#### **BACKGROUND:**

St. Louis County, in cooperation with the Wisconsin Central, Ltd. and the City of Iron Junction, approved the closure of two railroad crossings within the city (DOT No. 251968W & 251990J) in 2012 in accordance with County Board Resolution No. 12-570. In addition, St. Louis County revoked the county state aid highway (CSAH) status of CSAH 127/Merritt Avenue and Main Street and reassigned this road as CR 789/Merritt Avenue and Main Street in accordance with County Board Resolution No. 12-571.

The railroad crossing closure will require a cul-de-sac at the end of CR 789/Merritt Avenue, which is the west side of the railroad right of way, to provide an area for traffic to turn around. A portion of this cul-de-sac will be located within the railroad right of way. The Wisconsin Central, Ltd. requires a property lease to allow this portion of the cul-de-sac to be maintained within the railroad right of way.

A cul-de-sac will not be required for CR 789/Main Street, which is located on the east side of the railroad right of way for two reasons. First, the east railroad crossing will be closed using a gate which will allow Iron Junction access to the city well located on railroad right of way. And second, there is an opportunity to turn around at the intersection of 1<sup>st</sup> Avenue East.

#### **RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize a property lease agreement with the Wisconsin Central, Ltd. to maintain a cul-de-sac within the railroad right of way on CR 789/Merritt Avenue, all within Iron Junction, Minnesota.

**Property Lease Agreement for Cul-de-Sac on  
CR 789/Merritt Avenue (Iron Junction)**

BY COMMISSIONER \_\_\_\_\_

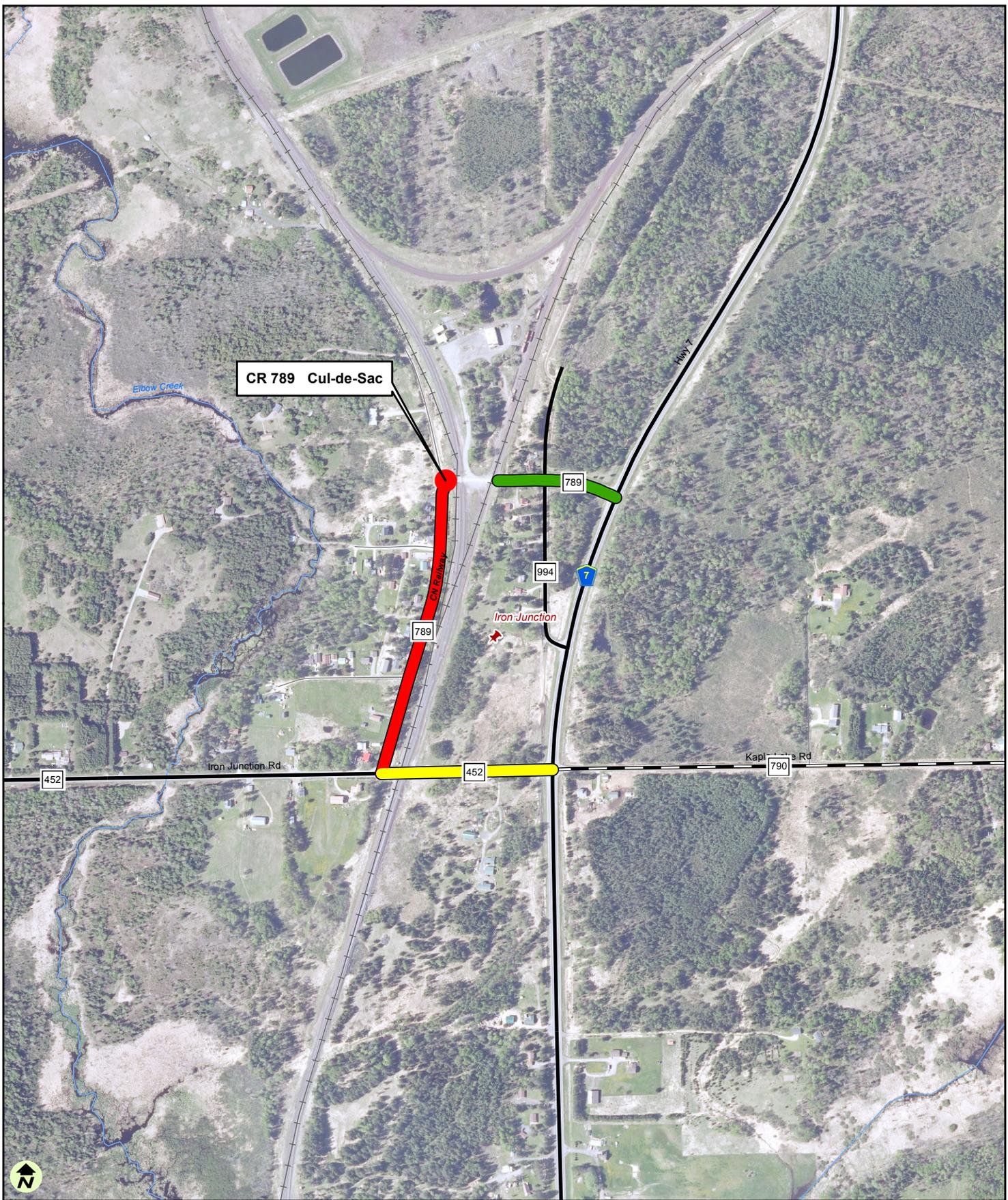
WHEREAS, St. Louis County, Wisconsin Central Ltd. and the City of Iron Junction have approved the permanent closure of two railroad crossings (DOT No. 251968W & 251990J) in 2012 within Iron Junction, in accordance with St. Louis County Resolution No. 12-570; and

WHEREAS, St. Louis County revoked the county state aid highway status of CSAH 127/Merritt Avenue and Main Street and reassigned this road as CR 789/Merritt Avenue and Main Street in accordance with St. Louis County Resolution No. 12-571; and

WHEREAS, St. Louis County has determined a need to establish a cul-de-sac on CR 789/Merritt Avenue within the railroad right of way to provide an area for traffic to turn around; and

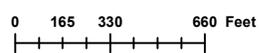
WHEREAS, Wisconsin Central, Ltd. has approved the use of the necessary area of the railroad right of way to be used for a cul-de-sac;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to execute a property lease agreement, and any amendments approved by the County Attorney's office, with the Wisconsin Central, Ltd., a Limited Liability Company under the laws of the State of Illinois, setting forth the terms and conditions for the maintenance of the cul-de-sac area within the railroad right of way as described above.



CR 789 Cul-de-Sac

St. Louis County 2013 Road & Bridge Construction



Map Components		
<b>2013 Road &amp; Bridge Construction</b>	County Road - Paved	City/Town
Iron Junction Rd	County Road - Gravel	Lake
Main St	Railroad	River/Stream
Merritt Ave	Township Boundary	

# BOARD LETTER NO. 13 - 265

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
CONSENT NO. 8

BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE:** Agreement with Fayal Township  
for Intersection Redesign on  
CSAH 96/Ely Lake Drive

**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 Fayal Township for the redesign and reconstruction of the intersection of County State Aid Highway (CSAH) 96/Ely Lake Drive with Woodlawn Drive East and Park Drive in Fayal Township.

**BACKGROUND:**

The Public Works Department and Fayal Township wish to have the intersection of CSAH 96/Ely Lake Drive with Woodlawn Drive East and Park Drive (both Fayal Township roads) redesigned and reconstructed to provide for a better and safer flow of traffic through this intersection. The county has prepared a plan for County Project 0096-1486, which was awarded on June 4, 2013. The total estimated cost of the project is \$25,000, with the county share estimated at \$15,000 and the remaining \$10,000 being paid by Fayal Township.

**RECOMMENDATION:**

It is recommended the St. Louis County Board authorize an agreement with Fayal Township for County Project 0096-1486, with the county's portion payable from Fund 200, Agency 203106, Object 652800.

**Agreement with Fayal Township for Intersection Redesign  
on CSAH 96/Ely Lake Drive**

BY COMMISSIONER \_\_\_\_\_

RESOLVED, That the appropriate county officials are authorized to enter into an agreement with Fayal Township whereby the county will provide engineering and construction services for redesign and reconstruction of the intersection of County State Aid Highway 96/Ely Lake Drive with Woodlawn Drive East and Park Drive (both Fayal Township roads) as a part of CP 0096-1486 using St. Louis County Local Funds (Fund 200, Agency 203106, Object 652800), with a local lump sum match from the Fayal Township in the amount of \$10,000.



# BOARD LETTER NO. 13 - 266

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
CONSENT NO. 9

BOARD AGENDA NO.

**DATE:** July 2, 2013                      **RE:** Acceptance of Flood Grant for  
Storm Project – Bridge on CSAH 56/  
Morris Thomas Road (Hermantown)

**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 accepting a Minnesota State Transportation Flood grant and committing to the use of State Aid funds, to pay for that portion of the cost of bridge reconstruction which exceeds the grant amount.

**BACKGROUND:**

Bids for the reconstruction of Bridge 69A09 on County State Aid Highway 56/Morris Thomas Road in Hermantown (Storm WO 177719; SAP 69-656-017) were let on June 6, 2013. The project was awarded on June 25 to Northland Constructors of Duluth in the amount of \$733,497.39 (Resolution No. 13-380). Final approval of a grant for bridge reconstruction from the Minnesota State Transportation Flood Bond was received on June 14, 2013. The grant will offset \$733,497.39 in State Aid Funds which were anticipated for this project.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize an agreement with the Minnesota Department of Transportation, which accepts Minnesota State Transportation Flood Bond funds, and commit to the use of State Aid Funds for costs which exceed the grant amount.

**Acceptance of Flood Grant for Storm Project – Bridge on  
CSAH 56/Morris Thomas Road (Hermantown)**

BY COMMISSIONER \_\_\_\_\_

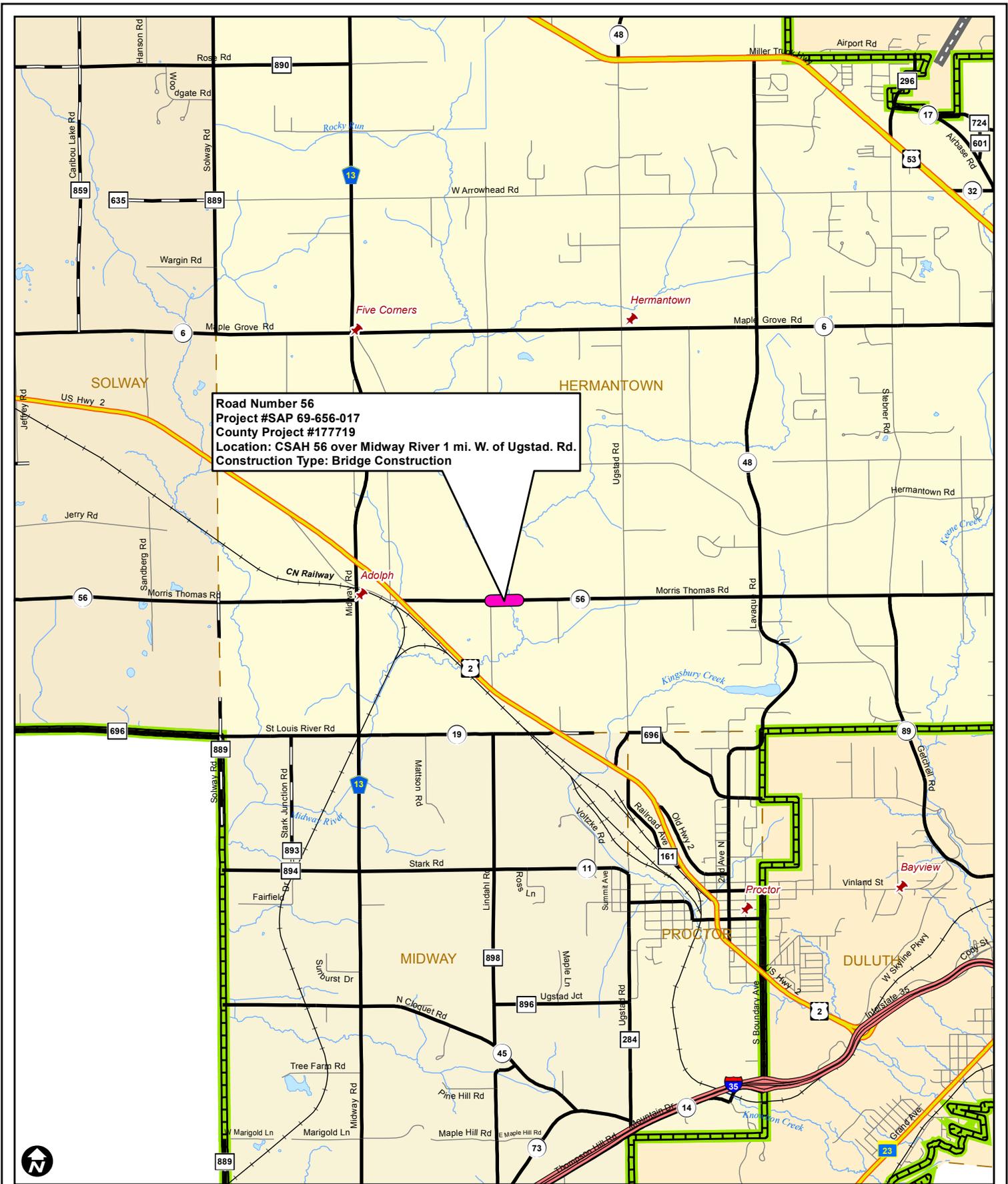
WHEREAS, St. Louis County has applied to the Minnesota Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for Bridge 69A09 construction of project SAP 69-656-017 on CSAH 56/Morris Thomas Rd in Hermantown, MN; and

WHEREAS, The Commissioner of Transportation has given notice that funding for this project is available in the amount of \$733,497.39;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board agrees to the terms and conditions of the grant consistent with Minn. Stat. Section 174.50, Subd. 5, (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge reconstruction but not required;

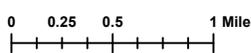
RESOLVED FURTHER, The appropriate county officials are authorized to execute a grant agreement with the Minnesota Commissioner of Transportation concerning the above-referenced grant.

Acct 266 Flood Bond Funds	\$733,497.39 Construction
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**Road Number 56**  
**Project #SAP 69-656-017**  
**County Project #177719**  
**Location: CSAH 56 over Midway River 1 mi. W. of Ugstad. Rd.**  
**Construction Type: Bridge Construction**

St. Louis County 2013 Road & Bridge Construction



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

# BOARD LETTER NO. 13 - 267

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
CONSENT NO. 10

BOARD AGENDA NO.

**DATE:** July 2, 2013                      **RE:** Acceptance of Flood Grant for  
Storm Project – Bridge on TR 2903  
(Rice Lake 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 authorize an agreement accepting a Minnesota State Transportation Flood grant and committing to the use of St. Louis County local funds, to pay for that portion of the cost of bridge reconstruction which exceeds the grant amount.

**BACKGROUND:**

Bids for the reconstruction of Bridge 69K09 on Township Road 2903 in Rice Lake Township (Storm WO 177733; SAP 69-599-038) were let on June 20, 2013. The project was awarded on June 25 to Utility Systems of America, Eveleth, MN, in the amount of \$264,539.25 (Resolution No. 13-382). Final approval of a grant for bridge reconstruction from the Minnesota State Transportation Flood Bond was received on June 25, 2013. The grant will offset \$264,539.25 in Local Funds which were anticipated for this project.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize an agreement with the Minnesota Department of Transportation, which accepts Minnesota State Transportation Flood Bond funds, and commit to the use of Local Funds for costs which exceed the grant amount.

**Acceptance of Flood Grant for Storm Project – Bridge on TR 2903  
(Rice Lake Township)**

BY COMMISSIONER \_\_\_\_\_

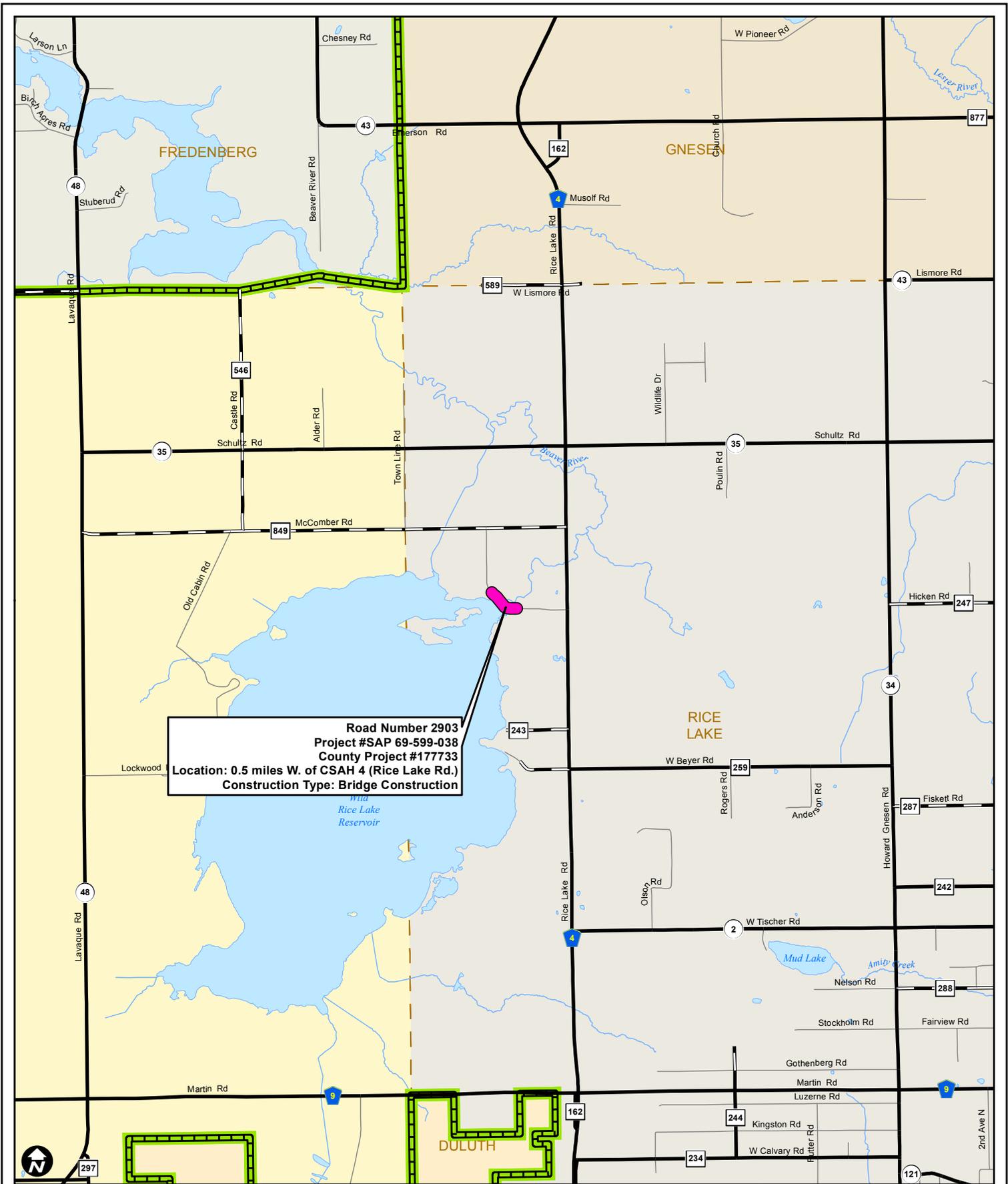
WHEREAS, St. Louis County has applied to the Minnesota Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for Bridge 69K09 construction of project SAP 69-599-038 on TR 2903 in Rice Lake Township; and

WHEREAS, The Commissioner of Transportation has given notice that funding for this project is available in the amount of \$264,539.25;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board agrees to the terms and conditions of the grant consistent with Minn. Stat. Section 174.50, Subd. 5, (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge reconstruction but not required.

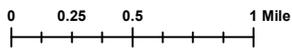
RESOLVED FURTHER, The appropriate county officials are authorized to execute a grant agreement with the Minnesota Commissioner of Transportation concerning the above-referenced grant.

Acct 266 Flood Bond Funds          \$264,539.25 Construction



**Road Number 2903**  
**Project #SAP 69-599-038**  
**County Project #177733**  
**Location: 0.5 miles W. of CSAH 4 (Rice Lake Rd.)**  
**Construction Type: Bridge Construction**

St. Louis County 2013 Road & Bridge Construction



**Map Components**

- |                       |                                  |                   |
|-----------------------|----------------------------------|-------------------|
| Bridge Construction   | County/Unorg. Twp. Road - Paved  | Township Boundary |
| Interstate Highway    | County/Unorg. Twp. Road - Gravel | City/Town         |
| U.S./State Highway    | Local Road/City Street           | Lake              |
| Commissioner District | Railroad                         | River/Stream      |

# BOARD LETTER NO. 13 - 268

## PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 11

### BOARD AGENDA NO.

**DATE:** July 2, 2013                      **RE:** Acceptance of Flood Grant for  
Storm Project – Bridge on CR 211  
(Meadowlands 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 authorize an agreement accepting a Minnesota State Transportation Flood grant and committing to the use of St. Louis County local funds, to pay for that portion of the cost of bridge reconstruction which exceeds the grant amount.

**BACKGROUND:**

Bids for the reconstruction of Bridge 69K03 on County Road 211 in Meadowlands Township (Storm WO 177723; SAP 69-598-048) were let on June 20, 2013. The project was awarded on June 25 to Utility Systems of America, Eveleth, MN, in the amount of \$341,595.00 (Resolution No. 13-383). Final approval of a grant for bridge reconstruction from the Minnesota State Transportation Flood Bond was received on June 25, 2013. The grant will offset \$341,595.00 in Local Funds which were anticipated for this project.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize an agreement with the Minnesota Department of Transportation, which accepts Minnesota State Transportation Flood Bond funds, and commit to the use of Local Funds for costs which exceed the grant amount.

**Acceptance of Flood Grant for Storm Project – Bridge on CR 211  
(Meadowlands Township)**

BY COMMISSIONER \_\_\_\_\_

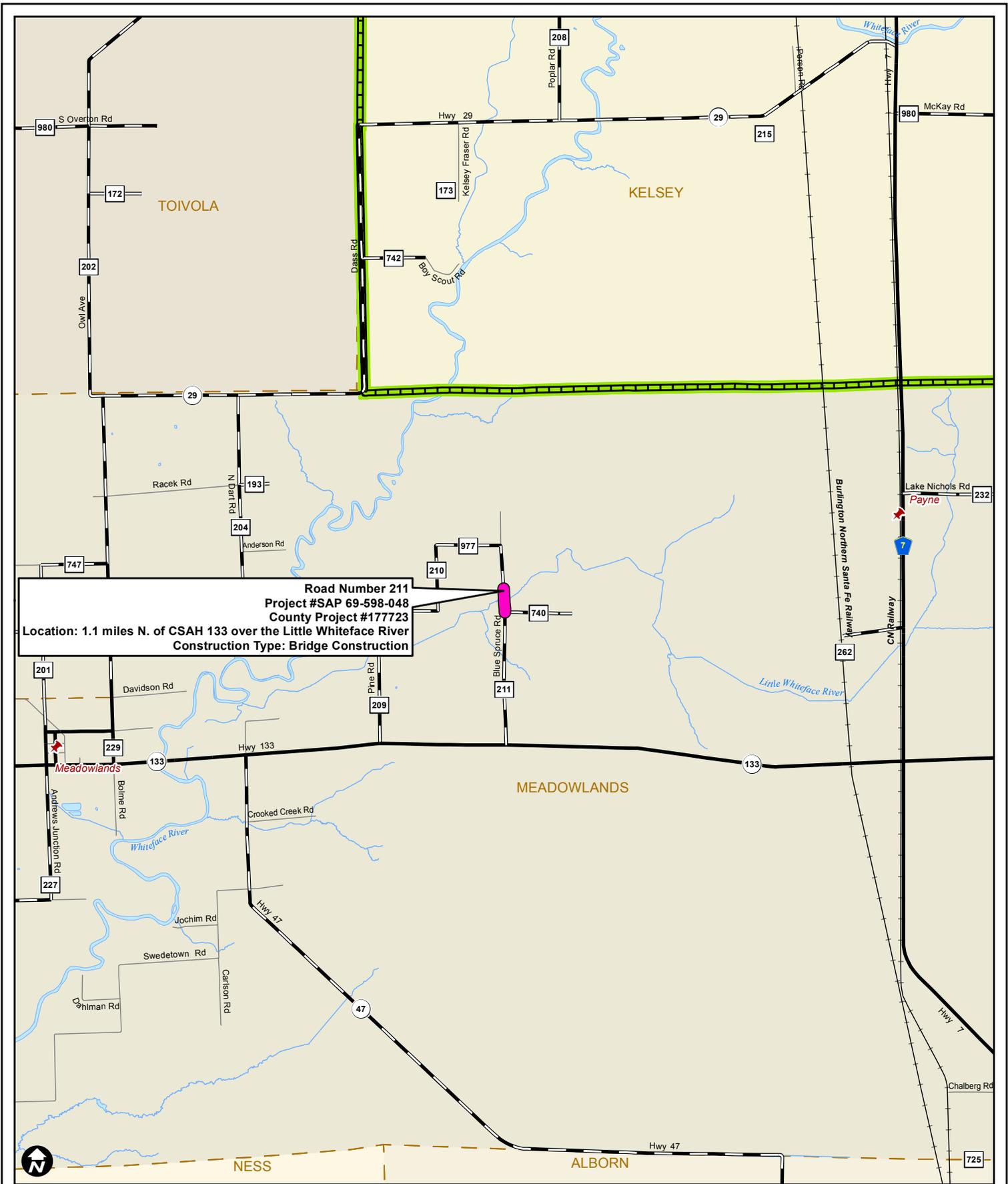
WHEREAS, St. Louis County has applied to the Minnesota Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for Bridge 69K03 construction of project SAP 69-598-048 on CR 211, Meadowlands Township; and

WHEREAS, The Commissioner of Transportation has given notice that funding for this project is available in the amount of \$341,595.00;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board agrees to the terms and conditions of the grant consistent with Minn. Stat. Section 174.50, Subd. 5, (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge reconstruction but not required.

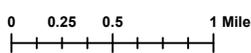
RESOLVED FURTHER, The appropriate county officials are authorized to execute a grant agreement with the Minnesota Commissioner of Transportation concerning the above-referenced grant.

Acct 266 Flood Bond Funds          \$341,595.00 Construction



**Road Number 211**  
**Project #SAP 69-598-048**  
**County Project #177723**  
**Location: 1.1 miles N. of CSAH 133 over the Little Whiteface River**  
**Construction Type: Bridge Construction**

**St. Louis County 2013 Road & Bridge Construction**



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

# BOARD LETTER NO. 13 - 269

## PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 12

### BOARD AGENDA NO.

**DATE:** July 2, 2013                      **RE:** Acceptance of Flood Grant for  
Storm Project – Bridge on CR 192  
(Van Buren 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 authorize an agreement accepting a Minnesota State Transportation Flood grant and committing to the use of St. Louis County local funds, to pay for that portion of the cost of bridge reconstruction which exceeds the grant amount.

**BACKGROUND:**

Bids for the reconstruction of Bridge 69K02 on County Road 192 in Van Buren Township (Storm WO 177725; SAP 69-598-049) were let on June 20, 2013. The project was awarded on June 25 to Landwehr Construction, St. Cloud, MN, in the amount of \$136,385.86 (Resolution No. 13-384). Final approval of a grant for bridge reconstruction from the Minnesota State Transportation Flood Bond was received on June 25, 2013. The grant will offset \$136,385.86 in Local Funds which were anticipated for this project.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize an agreement with the Minnesota Department of Transportation, which accepts Minnesota State Transportation Flood Bond funds, and commit to the use of Local Funds for costs which exceed the grant amount.

**Acceptance of Flood Grant for Storm Project – Bridge on CR 192  
(Van Buren Township)**

BY COMMISSIONER \_\_\_\_\_

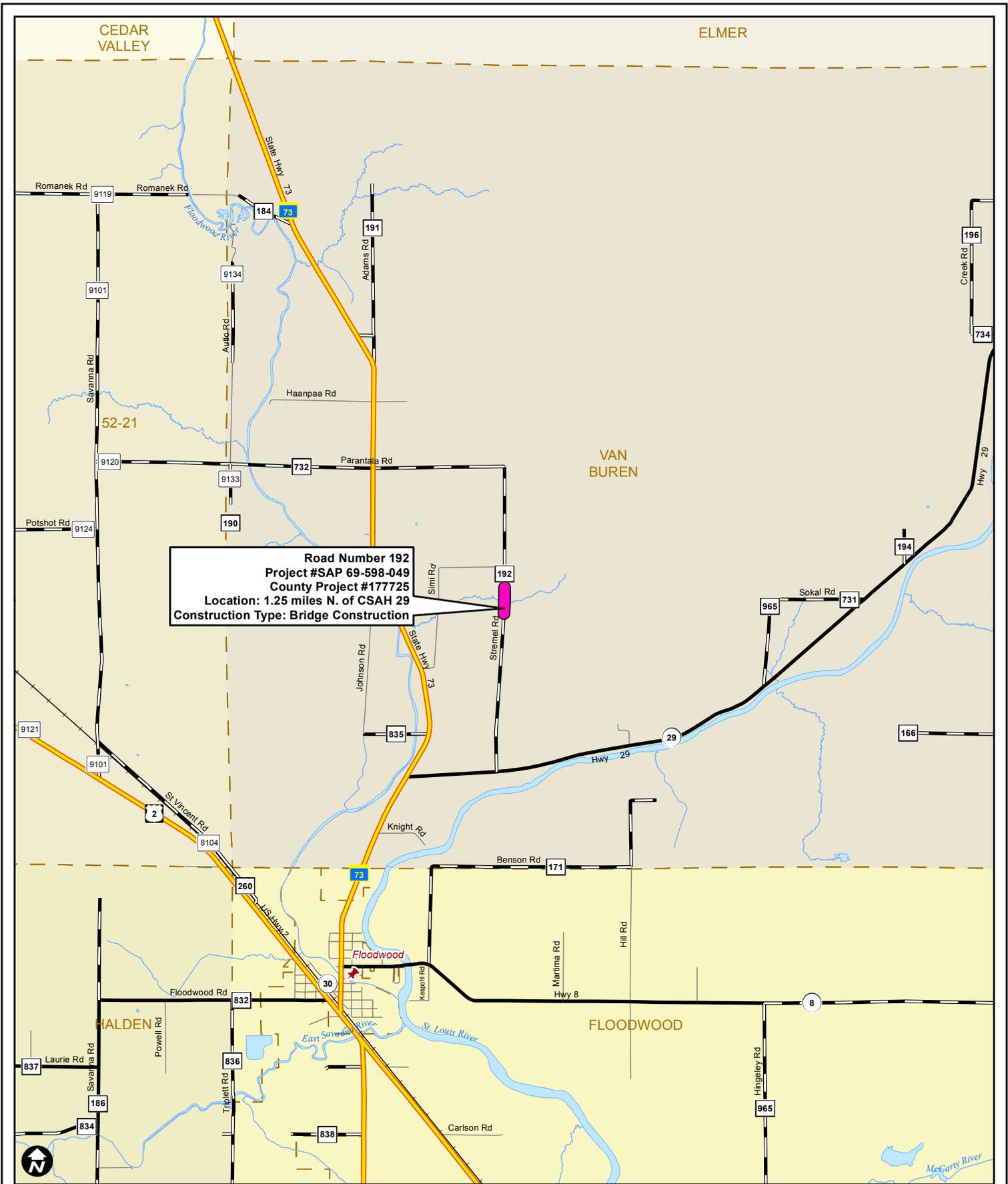
WHEREAS, St. Louis County has applied to the Minnesota Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for Bridge 69K02 construction of project SAP 69-598-049 on CR 211, Van Buren Township; and

WHEREAS, The Commissioner of Transportation has given notice that funding for this project is available in the amount of \$136,385.86;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board agrees to the terms and conditions of the grant consistent with Minn. Stat. Section 174.50, Subd. 5, (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge reconstruction but not required.

RESOLVED FURTHER, The appropriate county officials are authorized to execute a grant agreement with the Minnesota Commissioner of Transportation concerning the above-referenced grant.

Acct 266 Flood Bond Funds          \$136,385.86 Construction

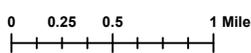


**Road Number 192**  
**Project #SAP 69-598-049**  
**County Project #177725**  
**Location: 1.25 miles N. of CSAH 29**  
**Construction Type: Bridge Construction**

St. Louis County 2013 Road & Bridge Construction

**Map Components**

Bridge Construction	County/Unorg. Twp. Road - Paved	Township Boundary
Interstate Highway	County/Unorg. Twp. Road - Gravel	City/Town
U.S./State Highway	Local Road/City Street	Lake
Commissioner District	Railroad	River/Stream





**CDBG – Total Funding Available for 2013**

HUD 2013 Allocation	\$1,834,411
Program Income	25,000
Reprogrammed Funds	245,000
	<b>\$2,104,411</b>

CDBG contracts have been prepared for the following specific FY 2013 projects and will be payable from Fund 260. The funding allocated to the Neighborhood Revitalization Fund will be prioritized for demolition and clearance activities. Funding recommendations to allocate the Neighborhood Revitalization funding will be brought to the County Board at a future date.

Proposed Uses of Funding By Program-FY 2013 CDBG Program				
Project	Objective	Outcome	Indicator	Amount
<b>Housing</b>				
AEOA Single Family Housing Rehabilitation	Decent Housing	Sustainability	14 units	300,000
Avinity-LEE Center Rehabilitation	Decent Housing	Sustainability	95 units	35,000
City of Mt. Iron-Mountain Manor Rehabilitation	Decent Housing	Sustainability	39 units	45,000
North St. Louis County Habitat for Humanity	Decent Housing	Accessibility	2 units	20,000
<i>Subtotal</i>				<i>400,000</i>
<b>Economic Development</b>				
NE Entrepreneur Micro-enterprise	Econ Opportunities	Accessibility	10 people	20,000
<i>Subtotal</i>				<i>20,000</i>
<b>Physical Improvement</b>				
Aurora City Infrastructure	Suitable Living	Sustainability	544 people	175,000
Biwabik City Infrastructure	Suitable Living	Sustainability	944 people	75,000
Buhl City Infrastructure	Suitable Living	Sustainability	890 people	75,000
Cook City Wastewater Treatment Facility	Suitable Living	Sustainability	540 people	50,000
Ely City Infrastructure	Suitable Living	Sustainability	646 people	100,000
Floodwood Services and Training	Suitable Living	Accessibility	1 public facility	100,000
Hibbing City Infrastructure	Suitable Living	Sustainability	550 people	85,000
Proctor City Slum and Blight Clearance	Suitable Living	Sustainability	1 unit	5,000
Virginia City Infrastructure	Suitable Living	Sustainability	2,263 people	200,000
St. Louis County Neighborhood Revitalization Program	Suitable Living	Sustainability		207,529
<i>Subtotal</i>				<i>1,072,529</i>
<b>Public Service</b>				
AEOA Homeless Shelter	Suitable Living	Accessibility	126 people	40,000
AEOA Homeless Youth Services	Suitable Living	Accessibility	50 people	24,000
Advocates for Family Peace Children's Program	Suitable Living	Accessibility	150 people	23,500
Legal Aid Service of NE MN Housing Counseling	Suitable Living	Accessibility	250 people	33,000
Range Transitional Housing	Suitable Living	Accessibility	50 people	43,000
Salvation Army Hibbing Melting Pot Meals Program	Suitable Living	Accessibility	3,100 people	16,500
Salvation Army Virginia Virginia Supper Club Meals Program	Suitable Living	Accessibility	3,600 people	16,500
Sexual Assault Youth Outreach Services	Suitable Living	Accessibility	150 people	23,500
SOAR Career Solutions	Econ Opportunities	Accessibility	30 people	25,000
<i>Subtotal</i>				<i>245,000</i>
Administration	N/A	N/A	1 org	366,882
<b>Total FY 2013 CDBG Program</b>				
Housing				400,000
Economic Development				20,000
Physical Improvements				1,072,529
Public Service				245,000
Administration				366,882
<b>Total</b>				<b>2,104,411</b>

**HOME – Total Funding Available for 2013**

HUD 2013 Allocation	\$431,357
Program Income	<u>50,000</u>
	<b>\$481,357</b>

The advisory committee of the Northeast Minnesota HOME Consortium met on March 15, 2013, and recommended funding to address priority housing activities identified in the Consolidated Plan in the five-county region. Following are the HOME allocations for housing development activities, payable from Fund 270:

<b>FY 2013 HOME Program Northeast Minnesota HOME Consortium</b>	
<b>Project</b>	<b>Amount</b>
AEOA Home Ownership Assistance Program – down payment assistance	124,028
AEOA Home Ownership Assistance Program: owner-occupied rehabilitation – Lake County	60,000
AEOA CHDO Set-Aside: Grand Marais Apartments - rehabilitation	70,000
AEOA CHDO Operating	7,189
KOOTASCA Community Action Home Ownership Assistance Program: down payment assistance	77,627
KOOTASCA Community Action CHDO Operating	7,189
Cook County/Grand Marais EDA Home Ownership Assistance Program: owner-occupied rehabilitation – Cook County	30,000
One Roof Community Housing CHDO Set-Aside	55,000
One Roof Community Housing CHDO Operating	7,189
St. Louis County Administration	43,135
<b>Total</b>	<b>481,357</b>

**ESG – Total Funding Available for 2013**

HUD 2013 Allocation	<b>\$124,995</b>
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The Planning and Community Development Department along with the Public Health and Human Services Department will conduct a process to allocate the 2013 ESG funding. The process will include county staff and the Heading Home Leadership Council of the St. Louis County Homeless Continuum of Care. A funding recommendation with specific agency projects and awards will be presented for County Board action at a future date. ESG funding supports essential services, homeless prevention activities, and emergency shelter and transitional housing operations, payable from Fund 173.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the Planning and Community Development Director to execute the HUD grant agreements and all other necessary documents to implement the FY 2013 CDBG, HOME, and ESG programs; and further authorize the Planning and Community Development Director and a representative of the County Attorney to execute the agreements for all of the referenced 2013 HOME and CDBG projects.

## **Execute 2013 HUD Contracts – CDBG, HOME and ESG Entitlement Grants**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The FY 2013 Action Plan of the St. Louis County 2010-2014 Consolidated Plan was submitted on March 13, 2013 to the U.S. Department of Housing and Urban Development (HUD) for the FY 2013 Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) programs; and

WHEREAS, The U.S. Department of Housing and Urban Development has approved the FY 2013 Action Plan of the St. Louis County 2010-2014 Consolidated Plan and provided program allocations to St. Louis County of \$1,834,411 for the CDBG program, \$431,357 for the HOME program, and \$124,995 for the 2013 ESG program; and

WHEREAS, The St. Louis County Board approved the CDBG Citizen Advisory Committee recommendation for FY 2013 Community Development Block Grant program awards by Board Resolution No. 13-142 on March 12, 2013; and

WHEREAS, The advisory committee for the Northeast Minnesota HOME Consortium recommends the award of \$481,357 in HOME funding for housing activities identified in the Consolidated Plan in the five-county region; and

WHEREAS, The Planning and Community Development and Public Health and Human Services Departments will conduct a process to allocate the 2013 ESG funding. The process will include county staff and the Heading Home Leadership Council of the St. Louis County Homeless Continuum of Care. A funding recommendation with specific agency projects and awards will be presented for County Board action at a future date. ESG funding supports essential services, homeless prevention activities, and emergency shelter and transitional housing operations;

THEREFORE, BE IT RESOLVED, The St. Louis County Board accepts the FY 2013 HUD grants and authorizes the St. Louis County Planning and Community Development Director to execute the grant agreements on behalf of St. Louis County, along with all the necessary forms, attachments, addendums, certifications, and subsequent forms to implement the program and complete the agreements between St. Louis County and the U.S. Department of Housing and Urban Development; and

RESOLVED FURTHER, Grant funds will be allocated as follows:

\$ 1,834,411	CDBG Grant 2013 to Fund 260
\$ 431,357	HOME Grant 2013 to Fund 270
\$ 124,995	ESG Grant 2013 to Fund 173

RESOLVED FURTHER, The St. Louis County Board allocates FY 2013 projects from grants, program income and reprogrammed funds and authorizes the Planning and Community Development Director and a representative of the County Attorney to execute

agreements for approved projects and that disbursements related to the CDBG subrecipient agreements be made from CDBG Fund 260, HOME agreements from HOME Fund 270, and ESG agreements from ESG Fund 173 according to the following schedule. Funding recommendations for the CDBG Neighborhood Revitalization and ESG Programs will be presented to the County Board at a future date.

### **Agency – CDBG, Fund 260**

Proposed Uses of Funding By Program-FY 2013 CDBG Program				
Project	Objective	Outcome	Indicator	Amount
<b>Housing</b>				
AEOA Single Family Housing Rehabilitation	Decent Housing	Sustainability	14 units	300,000
Avinity-LEE Center Rehabilitation	Decent Housing	Sustainability	95 units	35,000
City of Mt. Iron-Mountain Manor Rehabilitation	Decent Housing	Sustainability	39 units	45,000
North St. Louis County Habitat for Humanity	Decent Housing	Accessibility	2 units	20,000
<i>Subtotal</i>				<i>400,000</i>
<b>Economic Development</b>				
NE Entrepreneur Micro-enterprise	Econ Opportunities	Accessibility	10 people	20,000
<i>Subtotal</i>				<i>20,000</i>
<b>Physical Improvement</b>				
Aurora City Infrastructure	Suitable Living	Sustainability	544 people	175,000
Biwabik City Infrastructure	Suitable Living	Sustainability	944 people	75,000
Buhl City Infrastructure	Suitable Living	Sustainability	890 people	75,000
Cook City Wastewater Treatment Facility	Suitable Living	Sustainability	540 people	50,000
Ely City Infrastructure	Suitable Living	Sustainability	646 people	100,000
Floodwood Services and Training	Suitable Living	Accessibility	1 public facility	100,000
Hibbing City Infrastructure	Suitable Living	Sustainability	550 people	85,000
Proctor City Slum and Blight Clearance	Suitable Living	Sustainability	1 unit	5,000
Virginia City Infrastructure	Suitable Living	Sustainability	2,263 people	200,000
St. Louis County Neighborhood Revitalization Program	Suitable Living	Sustainability		207,529
<i>Subtotal</i>				<i>1,072,529</i>
<b>Public Service</b>				
AEOA Homeless Shelter	Suitable Living	Accessibility	126 people	40,000
AEOA Homeless Youth Services	Suitable Living	Accessibility	50 people	24,000
Advocates for Family Peace Children's Program	Suitable Living	Accessibility	150 people	23,500
Legal Aid Service of NE MN Housing Counseling	Suitable Living	Accessibility	250 people	33,000
Range Transitional Housing	Suitable Living	Accessibility	50 people	43,000
Salvation Army Hibbing Melting Pot Meals Program	Suitable Living	Accessibility	3,100 people	16,500
Salvation Army Virginia Virginia Supper Club Meals Program	Suitable Living	Accessibility	3,600 people	16,500
Sexual Assault Youth Outreach Services	Suitable Living	Accessibility	150 people	23,500
SOAR Career Solutions	Econ Opportunities	Accessibility	30 people	25,000
<i>Subtotal</i>				<i>245,000</i>
Administration	N/A	N/A	1 org	366,882
<b>Total FY 2013 CDBG Program</b>				
Housing				400,000
Economic Development				20,000
Physical Improvements				1,072,529
Public Service				245,000
Administration				366,882
<b>Total</b>				<b>2,104,411</b>

## Agency – HOME Fund 270

FY 2013 HOME Program Northeast Minnesota HOME Consortium	
Project	Amount
AEOA Home Ownership Assistance Program – down payment assistance	124,028
AEOA Home Ownership Assistance Program: owner-occupied rehabilitation – Lake County	60,000
AEOA CHDO Set-Aside: Grand Marais Apartments – rehabilitation	70,000
AEOA CHDO Operating	7,189
KOOTASCA Community Action Home Ownership Assistance Program: down payment assistance	77,627
KOOTASCA Community Action CHDO Operating	7,189
Cook County/Grand Marais EDA Home Ownership Assistance Program: owner-occupied rehabilitation – Cook County	30,000
One Roof Community Housing CHDO Set-Aside: housing development	55,000
One Roof Community Housing CHDO Operating	7,189
St. Louis County Administration	43,135
<b>Total</b>	<b>481,357</b>

## Agency-ESG Fund 173

ESG Funding recommendations will be brought to the Board at a future date.

FY 2013 ESG Program – St. Louis County				
Project	Objective	Outcome	Indicator	Amount
Street Outreach	Suitable Living	Accessibility		
Homeless Prevention/Rapid Re-housing	Decent Housing	Affordability		
Emergency Shelter	Suitable Living	Accessibility		
Data Collection - HMIS				
Administration				
<b>Total</b>				<b>124,995</b>

# BOARD LETTER NO. 13 - 271

FINANCE & BUDGET COMMITTEE CONSENT NO. 14

BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE:** Master Space and Power Lease Agreement with Minnesota Telecommunications

**FROM:** Kevin Z. Gray  
County Administrator

Martin Buscombe, Director  
Information Technology

**RELATED DEPARTMENT GOAL:**

Provide a strong county infrastructure.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize a lease arrangement with the Northeast Service Cooperative for space and power in its data communications facilities.

**BACKGROUND:**

The county has a long term agreement for data communications with Minnesota Telecommunications, a unit of the Northeast Service Cooperative, for broadband services at twenty eight county sites. The initial term of that agreement which the County Board authorized in 2011 was for ten years. Each of these services is interconnected through the broadband backbone which was installed as part of the Middle Mile Fiber Project. The hub locations are situated in Duluth and Hermantown. The county leases space and power for data communications equipment at these two locations. Minnesota Telecommunications has developed a separate lease agreement for this space and power.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize a ten year Master Space and Power Lease Agreement with Minnesota Telecommunications for leased space and power at its two facilities. The initial rental rate is locked at \$1,187.40/month for the first two years, after which period it will be adjusted by the Energy Consumer Price Index. The costs have been planned for in the Information Technology Telecommunications Budget, payable from Fund 100, Agency 116002, Object 634900.

**Master Space and Power Lease Agreement  
with Minnesota Telecommunications**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, St Louis County has entered into a long term agreement for data communication services with Minnesota Telecommunications, a unit of the Northeast Service Cooperative; and

WHEREAS, Minnesota Telecommunications has developed a separate lease agreement for the space and power the county requires at these sites;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes a ten year Master Space and Power Lease Agreement with Minnesota Telecommunications at facilities in Duluth and Hermantown with the initial rental rates of \$1,187.40/month, payable from Fund 100, Agency 116002, Object 634900.

RESOLVED FURTHER, That the lease rates will be renegotiated periodically thereafter for the life of the data communications agreement with Minnesota Telecommunications with the new rates tied to the Energy Consumer Price Index. The Information Technology Department will build these costs into its budget.

# BOARD LETTER NO. 13 – 272

## CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 15

BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE:** Request for Sponsorship of  
Snowmobile Trail Grooming  
Equipment Purchase – Pequaywan  
Area Trailblazers Club

**FROM:** Kevin Z. Gray  
County Administrator

Donald Dicklich  
County Auditor

**RELATED DEPARTMENTAL GOAL:**

Performing public services.

**ACTION REQUESTED:**

The St. Louis County Board is requested to provide sponsorship of snowmobile trail grooming equipment purchase by the Pequaywan Area Trailblazers Club, Inc.

**BACKGROUND:**

Funding for snowmobile trail grooming equipment is being applied for through the Minnesota Department of Natural Resources (DNR) Grant in Aid program and the Federal Recreational Trails Program by the Pequaywan Area Trailblazers Club. The equipment is expected to cost at least \$75,000, and, as part of the DNR Grant in Aid program, must be sponsored by a local government. St. Louis County is the Grant-in-Aid sponsor for the club. The Federal grant amount expected to be awarded the club is \$75,000. The club will receive 50% of what is spent on the equipment, up to the total grant amount awarded. The club is responsible for the remainder of the expenditure not covered by the grant. There is no cost to St. Louis County.

If awarded a grant by the DNR, St. Louis County agrees to accept the grant award and will enter into an agreement with the State of Minnesota for the above referenced project. St. Louis County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board agree to accept grant award funds on behalf of the Pequaywan Area Trailblazers Club, Inc. for snowmobile trail grooming equipment purchase, identified as Project #0005-13-2C.

**Request for Sponsorship of Snowmobile Trail Grooming Equipment Purchase –  
Pequaywan Area Trailblazers Club**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, St. Louis County serves as the sponsor of various winter recreational trails that are part of the State of Minnesota Grant-in-Aid Trail System; and

WHEREAS, The construction and maintenance of these trails is funded through the Minnesota Trail Assistance Program Grants issued with the approval of the Minnesota Department of Natural Resources; and

WHEREAS, The Pequaywan Area Snowmobile Club will make application to the Minnesota Trail Assistance Program, and has requested that St. Louis County serve as the local government sponsor for the purchase of trail grooming equipment, identified as Project #0005-13-2C, to be funded by the State of Minnesota Trail Assistance Program and the Federal Recreational Trails Program;

THEREFORE, BE IT RESOLVED, That St. Louis County agrees to sponsor the purchase of trail grooming equipment on behalf of the Pequaywan Area Snowmobile Club; and

RESOLVED FURTHER, That the appropriate county officials are authorized to sign grant applications, agreements, and reimbursement claims to the Minnesota Department of Natural Resources for purchase of the trail grooming equipment; and

RESOLVED FURTHER, That the appropriate county officials are authorized to sign all easements, licenses, or other instruments associated with the purchase, subject to the approval of the County Attorney.

# BOARD LETTER NO. 13 – 273

## PUBLIC SAFETY AND CORRECTIONS COMMITTEE

CONSENT NO. 16

BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE:** 2013 St. Louis County Hazard  
Mitigation Plan

**FROM:** Kevin Z. Gray  
County Administrator

Ross Litman  
County Sheriff

**RELATED DEPARTMENT GOAL:**

To enhance public safety.

**ACTION REQUESTED:**

The St. Louis County Board is requested to adopt the 2013 St. Louis County Hazard Mitigation Plan.

**BACKGROUND:**

The St. Louis County Hazard Mitigation Plan was completed in 2005 and due for renewal in 2012. On June 7, 2011, the St. Louis County Board adopted Resolution No. 11-317 authorizing acceptance of the 2010 FEMA Pre-Disaster Mitigation Grant in order to update the current plan. A period for viewing and receiving public comment was established and completed between November, 2012 and February, 2013. The plan was presented to Commissioners for review by Board Memo 13-24 on June 21, 2013, and is also available on the county's website under Sheriff's Office/Emergency Management.

The St. Louis County Planning and Community Development Department and Sheriff's Office submitted a revised Hazard Mitigation Plan to the Minnesota Division of Homeland Security/Emergency Management and a formal letter of approval is pending contingent upon adoption of the plan by the participating agencies. Attached are the first few pages of the plan containing the Preface, Acknowledgements, Participation and Table of Contents.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board adopt the 2013 St. Louis County Hazard Mitigation Plan.

## **2013 St. Louis County Hazard Mitigation Plan**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The FEMA Pre-Disaster Mitigation Grant provides funds to assist communities in implementing long term hazard mitigation measures following a disaster declaration; and

WHEREAS, The Disaster Mitigation Act of 2000 requires a mitigation plan for release of Hazard Mitigation Program Grant funds; and

WHEREAS, A period for viewing and receiving public comment was established and completed between November, 2012 and February, 2013;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board adopts the 2013 St. Louis County Hazard Mitigation Plan.



# 2013 HAZARD MITIGATION PLAN

## St. Louis County, Minnesota

Sheriff's Office - Emergency Operations



## PREFACE

The purpose of the St. Louis County Hazard Mitigation plan is to determine how to reduce or eliminate the loss of life and property damage resulting from natural and human-caused hazards. The plan was first adopted in 2005 and was reviewed and updated in 2012 in preparation for approval by FEMA in 2012. The plan encompasses all natural, technological, and human-caused hazards rather than only focusing on one type of hazard. For the planning process, St. Louis County followed the guidelines and handbooks that FEMA has created and any resources provided by HSEM.

The hazard planning process included several steps which were undertaken simultaneously, these included: Identifying and organizing interested members of the community as well as the technical expertise required for the planning process; identifying the characteristics and potential consequences of hazards; determining our priorities; and looking at possible ways to avoid or minimize the undesired effects (mitigation projects). St. Louis County will continue to utilize the plan by implementing specific mitigation projects or changing day-to-day operations within the local government. It will also be important to conduct periodic evaluations and make revisions to the plan as needed. The plan resides with the St. Louis County Sheriff's Department, who is responsible for maintenance and updates.

## ACKNOWLEDGEMENTS:

St. Louis County would like to acknowledge the following individuals for their contributions to the St. Louis County Hazard Mitigation Plan.

### Hazard Mitigation Planning Team

Dave Aspie...Minnesota Power  
RC. Boheim...South St. Louis County Soil and Water Conservation District  
Bill Bussey...Lake Country Power  
Tim Campbell...MN Office of Tourism  
Scott Camps...St. Louis County Sheriff's Office/HSEM  
Larry DiDomenico...U.S. Coast Guard - MSU Duluth  
Cassie Diver...Fond du Lac Reservation  
Jim Foldesi...St. Louis County Public Works  
Chuck Froseth...City of Duluth Planning Department  
Jim Gangl...St. Louis County Public Health & Human Services  
Shaun Germolus...Chisholm-Hibbing Airport Authority  
William Glesener...MN Dept. of Natural Resources - Forestry  
Stefanie Hayes...Minnesota Power  
Barbara Johnson...City of Orr  
Kevin Koski...Bois Forte Band of Chippewa  
Steve Lapinsky...Duluth Utilities  
Pat Lee...Arrowhead EMS  
Paul Lee...St. Louis County Sheriff's Office/HSEM  
Ross Litman...St. Louis County Sheriff's Office  
Amy Loiselle...MN Department of Natural Resources  
Barbara Manahan-Thompson...U.S. Forest Service  
Bob Manzolines...Regional Railroad Authority  
Paul Ojanen...North St. Louis County Soil and Water Conservation District  
Thor Pakosz...MN Department of Natural Resources - Forestry  
Mike Peloquin...MN Dept. of Natural Resources - Waters  
Blaine Peterson...Duluth Airport Authority  
Mark Reed...St. Louis County Land and Minerals Department  
Kurt Rogers...Lakehead Mutual Aid Association  
David Slauson...Canadian National  
Ron Stoffel...MN Department of Natural Resources  
John Strongitharm - City of Duluth Fire Department  
Mark J. Willoughby...Enbridge, Inc

### Hazard Mitigation Guidance and Input

Federal Emergency Management Agency  
Minnesota Division of Homeland Security and Emergency Management  
Minnesota Department of Health  
Minnesota Department of Natural Resources  
Minnesota Department of Transportation  
Minnesota Land Management Information Center  
US Forest Service  
St. Louis County Departments:  
- Administration  
- Board of Commissioners  
- Environmental Services  
- Land and Minerals  
- Planning and Community Development  
- Public Health and Human Services  
- Public Works  
- Sheriff's Office

### St. Louis County Staff Assistance

*Sheriff's Office*  
Ross Litman, Sheriff  
Scott Camps, Emergency Services Manager  
Marcus Bruning, Supervising Deputy  
Paul Lee, Emergency Management Coordinator  
*Planning and Community Development Department*  
Barbara Hayden, Director  
Darren Jablonsky, Deputy Director  
Susan Koschak, Planner II  
Mark Johnson, Planner II  
Lea Bergwall, GIS Specialist  
Bruce Grohn, GIS Specialist

## UPDATE HISTORY

March - 2013  
April-2005

## INFORMATION:

St. Louis County  
Sheriff's Office  
5735 Old Miller Trunk Hwy  
Duluth, MN 55811  
218-625-3966

Financial Support provided by a grant from the Federal Emergency Management Agency



## PARTICIPATION

### *Participants in 2012 Update of Hazard Mitigation Plan*

Participants included all local governments and other agencies and organizations that participated in the planning process by attending meetings and providing feedback during the planning process. Following adoption of the plan by the St. Louis County Board, each city is expected to adopt the plan. Townships are included in adoption by the county and participated in development of goals, strategies and objectives.

#### Cities (26)

Aurora	Chisholm	Floodwood	Iron Junction	Mountain Iron	Winton
Babbitt	Cook	Gilbert	Kinney	Orr	
Biwabik	Duluth	Hermantown	Leonidas	Proctor	
Brookston	Ely	Hibbing	McKinley	Tower	
Buhl	Eveleth	Hoyt Lakes	Meadowlands	Virginia	

#### Townships (75 Organized)

Alango	Canosia	Fairbanks	Kabetogama	Ness	Solway
Alborn	Cedar Valley	Fayal	Kelsey	New	Stoney Brook
Alden	Cherry	Field	Kugler	Independence	Sturgeon
Angora	Clinton	Fine Lakes	Lakewood	Normanna	Toivola
Arrowhead	Colvin	Floodwood	Lavell	North Star	Van Buren
Ault	Cotton	Fredenberg	Leiding	Northland	Vermilion Lake
Balkan	Crane Lake	French	Linden	Owens	Waasa
Bassett	Culver	Gnesen	Grove	Pequaywan	White
Beatty	Duluth	Grand Lake	Mcdavitt	Pike	Willow Valley
Biwabik	Eagles Nest	Great Scott	Meadowlands	Portage	Wuori
Breitung	Ellsburg	Greenwood	Midway	Prairie Lake	
Brevator	Elmer	Halden	Morcom	Rice Lake	
Camp Five	Embarrass	Industrial	Morse	Sandy	

#### Unorganized Townships

52-21	55-21	59-21	62-17	64-13	65-14	66-16	67-20	68-21	70-21
53-15	56-14	60-18	62-21	64-14	65-15	66-20	67-21	69-17	71-20
53-16	56-16	60-19	63-14	64-15	65-16	66-21	68-13	69-18	71-21
54-13	56-17	60-20	63-15	64-16	65-21	67-13	68-14	69-19	
54-14	57-14	61-12	63-17	64-17	66-12	67-14	68-15	69-20	
54-15	57-16	61-13	63-19	64-21	66-13	67-15	68-18	70-18	
55-14	58-14	61-14	63-21	65-12	66-14	67-18	68-19	70-19	
55-15	59-16	61-17	64-12	65-13	66-15	67-19	68-20	70-20	

#### Tribal (2)

Bois Forte Band of Chippewa  
Fond du Lac Band of Lake Superior Chippewa

#### School Districts (18)

Cloquet	Floodwood	Virginia	Mountain	Eveleth
Lake Superior	Hermantown	Nett Lake	Iron-Buhl	Gilbert
Chisholm	Hibbing	Duluth	St. Louis	Mesabi East
Ely	Proctor		County	

# Contents

<b>SECTION 1: INTRODUCTION AND BACKGROUND</b> .....	8
1.1 Introduction.....	8
1.1.1 Scope.....	8
1.1.2 Hazard Mitigation Definition.....	8
1.1.3 Plan Objectives .....	9
1.2 State Mitigation Program Overview .....	9
1.2.1 Hazard Mitigation Grant Program (HMGP).....	9
1.2.2 Pre-Disaster Mitigation Program (PDM).....	9
1.2.3 Flood Mitigation Assistance Program (FMA).....	10
1.3 Floodplain Management Activities.....	10
1.4 Planning Process Background.....	11
1.4.1 Planning Process .....	11
1.4.2 Planning Process Timeline.....	11
1.5 Assessing the State of the County.....	12
1.5.1 Risk Assessment .....	12
1.5.2 Setting the Course of St. Louis County .....	13
1.6 Public Involvement .....	13
1.7 Implementation .....	14
<b>SECTION 2: COMMUNITY PROFILE</b> .....	16
2.1 Introduction.....	16
2.2 General County Description .....	16
2.3 Physical Characteristics .....	20
2.4 Community Services and Infrastructure .....	28
2.5 Public Services.....	30
2.6 Public Safety Providers/Services .....	32
2.7 Transportation Infrastructure .....	33
2.8 Socio-Economic Profile.....	41
<b>SECTION 3: HAZARDS FACING ST. LOUIS COUNTY</b> .....	46
3.1 Natural Hazards .....	46
3.1.1 Drought .....	46
3.1.2 Earthquake .....	48
3.1.3 Extreme Temperatures (Summer and Winter).....	49
3.1.4 Flooding.....	53
3.1.5 Hailstorms.....	59
3.1.6 Heavy Rainfall .....	62
3.1.7 Infectious Diseases.....	65
3.1.8 Lightning.....	66
3.1.9 Solar Storm .....	67
3.1.10 Thunderstorms .....	68
3.1.11 Tornadoes.....	70
3.1.12 Wildland Fire .....	71
3.1.13 Windstorms.....	74
3.1.14 Winter Storms: Blizzards, Snow, Ice Storms .....	75
3.2 Technological (Human Caused) Hazards .....	80
3.2.1 Dam Failure .....	80

3.2.3 Fire .....	82
3.2.4 Hazardous Materials .....	84
3.2.5 Radiological .....	88
3.2.6 Terrorism.....	90
3.2.7 Wastewater Treatment System Failure .....	91
3.2.8 Water Supply Contamination.....	93
3.2.9 Hazard Events and Impacts on St. Louis County Communities .....	95
<b>SECTION 4: RISKS AND VULNERABILITIES .....</b>	<b>100</b>
4.1 Introduction.....	100
4.2 Evaluating Risks .....	100
4.3 Hazard Priority Rating and Vulnerability Assessment .....	103
4.4 Natural Hazards of Specific Concern .....	106
4.5 Human Caused Hazards of Specific Concern.....	107
<b>SECTION 5: GOALS, OBJECTIVES, AND STRATEGIES.....</b>	<b>109</b>
5.1 Introduction.....	109
5.2 Goals, Objectives, and Strategies.....	109
5.3 Hazard Mitigation Vision .....	109
5.4 Implementation and Review .....	109
5.5 Implementation Tools .....	111
5.6 Chart.....	112

**Appendix A: St. Louis County Maps**

Population Distribution  
Parcel Ownership  
Public Land Use  
Private Land Use  
Tribal Lands  
Watersheds  
Parks and Forest Areas  
Emergency Response  
Transportation Systems  
Red Cross Shelters  
Hazard Mitigation Sectors  
Flood Plains

**Appendix B: Communications**

City, Township and Tribal Government contacts and participation  
Planning Team member list and participation  
Memo to Cities and Townships: Request for contact information and participation  
Memo to Planning Team members: Request for contact information and participation  
Memo to Community Contacts: Request for hazard event updates  
E-mail text: Reminder to Community Contacts to send hazard event updates  
Memo to Community Contacts and Planning Team Members: Request for review and feedback on draft plan  
E-mail reminder to review plan and send feedback  
E-mail reminder (second) to review plan and send feedback

**Appendix C: Public Involvement Documentation**

Documentation of Public Notice placement in Minnesota Legal section of Duluth News Tribune  
Screen image of Public Notice on Duluth News Tribune website  
Screen image of Hazard Mitigation Plan feedback request on St. Louis County homepage  
Screen image of Hazard Mitigation Plan feedback request on St. Louis County Sheriff's Office – Emergency Management page  
Memo to St. Louis County Board Members: Notification of Public Notice posting and process update  
News Release inviting public participation  
List of media contacts  
News release for public meetings  
Media contact list  
Screen image of Duluth News Tribune website  
Screen image of Northland News TV  
Public meeting comment form

**Appendix D: Risk Assessment Survey**

E-mail text to Community Contacts and Planning Team Members: Request participation in survey  
Survey question responses

**Appendix E: Plan Approval and Adoption**

**Appendix F: Tribal Government Hazard Mitigation Plans**

Boise Forte Band of Chippewa

# BOARD LETTER NO. 13 - 274

## ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 17

### BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE:** Establish a Public Hearing to Amend St. Louis County Zoning Ordinance No. 46, Zoning Maps

**FROM:** Kevin Z. Gray  
County Administrator

Barbara Hayden, Director  
Planning and Community Development

#### **RELATED DEPARTMENT GOAL:**

Administer county ordinances and state regulations pertaining to land use in the most effective and efficient manner.

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to establish a public hearing to consider amending St. Louis County Zoning Ordinance No. 46, Zoning Maps, on August 6, 2013, at 9:40 a.m., at the St. Louis County Courthouse in Duluth, Minnesota.

#### **BACKGROUND:**

The St. Louis County zoning maps were last updated between 1995-1996. There have been some revisions through re-zonings that were conducted through public hearings or comprehensive plan changes. County electronic land records data have significantly improved since 1996. In March of 2011, the county completed the cadastral (parcel) layer project. This included the public land survey lines, location of municipal boundaries and individual parcels. Other electronic land record data has also become available such as location and classification of roads and Minnesota Department of Natural Resources lakes and streams.

The proposed changes to the zoning maps are not associated with zoning changes or rezoning, but are adjustments of coincidental lines. The proposed changes are minor adjustments aligning the zoning map with the cadastral (parcel) layer, road center lines and streams and lakes. In addition, changes are intended to make the maps more user-friendly.

The proposed zoning maps were reviewed by county staff from various departments, township and city officials, and the Planning Commission. Notice was sent to cities and townships on March 25, 2013 asking for review and comments. Of those notified, 11 townships responded and no correspondence was received from the cities. The main recommendations for changes were either clarification on roads or proposed zoning changes for the future.

The St. Louis County Planning Commission initiated a public hearing on April 11, 2013 and requested a 60 day public comment period. The St. Louis County Planning Commission, on June 13, 2013, held a public hearing to consider amending Ordinance 46 regarding the proposed changes to the zoning maps. The Planning Commission voted unanimously to recommend to the County Board, adoption of the zoning map amendments as proposed. The minutes from the April 11, 2013 and the June 13, 2013 St. Louis County Planning Commission meetings are attached.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board hold a public hearing on Tuesday, August 6, 2013, at 9:40 a.m. to consider amending St. Louis County Zoning Ordinance No. 46, Zoning Maps, at the St. Louis County Courthouse, Duluth, MN.

**Establish Public Hearing to Consider Amendments to  
Ordinance 46, Zoning Maps**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, Improvements have been made to St. Louis County electronic property records that require updates to the St. Louis County zoning maps; and

WHEREAS, The proposed changes have been reviewed by county staff, city and township officials and the Planning Commission; and

WHEREAS, The St. Louis County Planning Commission held a public hearing on proposed amendments to Ordinance 46, zoning maps; and

WHEREAS, The Planning Commission voted to recommend that the St. Louis County Board adopt the proposed changes to Ordinance 46, zoning maps;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes a public hearing to be held on Tuesday, August 6, 2013, at 9:40 a.m. at the St. Louis County Courthouse in Duluth, Minnesota, for the purpose of receiving citizen comments on proposed amendments to Ordinance 46, zoning maps.

**MINUTES OF A PUBLIC HEARING CONDUCTED BY THE ST. LOUIS COUNTY PLANNING COMMISSION THURSDAY, APRIL 11, 2013, NORTHLAND OFFICE BUILDING, THIRD FLOOR CONFERENCE ROOM**

9:30 A.M. – 10:55 A.M.

Planning Commission members in attendance: Tom Coombe  
Kurt Johnson  
Sonya Pineo  
Roger Skraba  
Ray Svatos

Planning Commission members absent: Chris Dahlberg  
Steve Kucera  
Darlene Saumer  
Diana Werschay

**Decision/Minutes for the following public hearing matters are attached:**

**NEW BUSINESS:**

St. Louis County Planning Commission, Ordinance 46, zoning map amendment. NW 1/4 of NW 1/4 of S14 and NE 1/4 of NE 1/4, S15, T53N, R16W (Unorganized).

**OTHER BUSINESS:**

**Motion by Coombe/Svatos** to approve the minutes of the March 14, 2013, meeting.

**In Favor:** Coombe, Johnson, Pineo, Skraba, Svatos – 5

**Opposed:** None – 0

**Motion carried 5-0**

Second generation zoning maps were mailed to each township for review on March 25, 2013. Of the 67 townships notified about the maps, four have contacted the Department regarding changes. The changes made to the maps are not associated with zoning changes, but more to correct typos and other edits to make the maps more user-friendly. The plan is to set the zoning maps out for public review and return to the Planning Commission in June 2013 to approve the maps.

**Motion by Johnson/Svatos** to set the second generation zoning maps for a 60 day public review and comment.

**In Favor:** Coombe, Johnson, Pineo, Skraba, Svatos – 5

**Opposed:** None – 0

**Motion carried 5-0**

The Planning Commission was asked to address their questions and concerns regarding the Ordinance 60 amendment. *Jenny Bourbonais*, St. Louis County Planner, discussed the next steps for the amendment. There would be a public review and comments for 60 days, from April until

June, with a possible public hearing before the Planning Commission in June and a County Board hearing in July.

**Motion by Svatos/Johnson** to move the Ordinance 60 amendment forward for 60 day public review and comment.

**In Favor:** Coombe, Johnson, Pineo, Skraba, Svatos – 5

**Opposed:** None – 0

**Motion carried 5-0**

*Mary Anderson*, Land Use Manager, updated the Planning Commission on current St. Louis County Planning and Community Development projects. One project is cleaning up current systems, including the combination of county data into one system. The second project is to combine the Planning Commission and Board of Adjustment committees into one group but still keep both processes separate, with a revision to the bylaws. It would be up to the County Board to approve the new format and approve ordinance changes accordingly.

The only hearing item was a zoning map amendment. NW 1/4 of NW 1/4 of S14 and NE 1/4 of NE 1/4, S15, T53N, R16W (Unorganized). *Tyler Lampella*, St. Louis County Planner, presented the staff report as follows:

1. The proposal is to rezone two 40 acre parcels from Forest and Agricultural Management (FAM)-1 to FAM-3. This was initiated by the Planning Commission at the January 10, 2013, hearing.
2. Staff has spoken with the neighboring landowner who owns the 40 acre parcel regarding the zoning change and they were not opposed to the proposal.
3. The concept map for the township shows the FAM-3 zoning extends to the two 40 acre parcels in question that are currently zoned FAM-1.
4. Northern Lights Surveying has spoken with staff and stated they will be going out to the property in question in order to reconfigure the lots.

**STAFF CONCLUSIONS:**

1. The proposed zoning shall be consistent with the comprehensive or land use plan adopted for the County. The procedure for amendments to the land use plan is discussed in Ordinance 27, Article III. The intended demarcation between the FAM-3 and FAM-1 zone districts is not clear based on the concept maps provided in the land use plan.
2. The proposed zoning shall not be spot zoning, which is zoning out of harmony with surrounding lots or parcels and the comprehensive or land use plan and without benefit to the community. The proposed zoning change is in harmony with abutting lots as it is an extension of the FAM-3 zone district.
3. There shall exist a clear public need for and benefit from additional zoning of the type proposed, which shall be above and beyond any benefit or convenience to the landowner. The public benefits by refinements to the zoning map whenever it clarifies an ambiguity, which is the intent of the current proposal.
4. Beyond a public need being evident, there shall be a showing that the public interest would be best served by rezoning the property in question rather than other property in

the community. The concept map in the land use plan is ambiguous as to the exact placement of the line between the FAM-3 and FAM-1 zone districts. This zoning map amendment is being done, at least in part, based on the fact that the subject area is served by a public road as are the properties to the north along the same road. It is not known that similar situations exist elsewhere in the community.

*Tyler Lampella* noted that there were no items of correspondence.

**STAFF RECOMMENDATION:**

Staff recommends that the Planning Commission forward the proposal to the County Board with the recommendation to approve the rezoning.

The *Planning Commission* discussed how the property was sold in the first place considering the buyer does not own buildings on the property they purchased.

**DECISION**

**Motion by Pineo/Svatos** to forward the proposal to the County Board with the recommendation to approve the rezoning.

**In Favor:** Coombe, Johnson, Pineo, Skraba, Svatos – 5

**Opposed:** None – 0

**Motion carried 5-0**

**Motion to adjourn by Pineo.** Meeting adjourned at 10:55 a.m.

**MINUTES OF A PUBLIC HEARING CONDUCTED BY THE ST. LOUIS COUNTY PLANNING COMMISSION THURSDAY, JUNE 13, 2013, NORTHLAND OFFICE BUILDING, THIRD FLOOR CONFERENCE ROOM**

9:30 A.M. – 11:35 A.M.

Planning Commission members in attendance: Tom Coombe  
Kurt Johnson  
Steve Kucera  
Sonya Merhar  
Diana Werschay

Planning Commission members absent: Chris Dahlberg  
Ray Svatos  
Roger Skraba

**Decision/Minutes for the following public hearing matters are attached:**

**NEW BUSINESS:**

- A. Headquarters RV Park, a conditional use permit for a commercial recreational vehicle (RV) park and mini storage business. Tract A, B, and C, RLS 95, S1, T66N, R17W (Portage).
- B. Derek Hawkinson, Hawkinson Construction Inc., a conditional use permit for a general purpose borrow pit. Lot 7 ex 7 ac for hwy and ex ry rt of w 4 acres & ex N of ry rt of way & part of SE 1/4 of SE 1/4 lying SEly of a line beginning 100 ft west of NE corner to a point on south line of said forty 200 ft east of SE corner & that part of Lot 8 lying S of ry rt of w ex 4 50/100ac for hwy, S27, T51N, R20W (Floodwood).
- C. St. Louis County Planning Commission, zoning maps update, a public hearing to consider comments on the amendment.
- D. Subdivision Ordinance 60 Amendment, a public hearing to consider comments on the proposed draft amendment.

**OTHER BUSINESS:**

**Motion by Johnson/Werschay** to approve the minutes of the May 9, 2013, meeting.

**In Favor:** Coombe, Johnson, Kucera, Merhar, Werschay – 5

**Opposed:** None – 0

**Motion carried 5-0**

The first hearing item was for Headquarters RV Park, a conditional use permit for a commercial RV park and commercial mini storage. Tract A, B and C, RLS 95, S1, T66N, R17W (Portage).

*Jenny Bourbonais*, St. Louis County Planner, presented the staff report on behalf of *Mark Lindhorst* as follows:

1. The proposal is for a commercial RV park with up to 40 camp sites. The proposal is also for a commercial mini storage.

2. There will be multiple utility buildings on the property, such as public shower/toilets, sauna and laundry building.
3. The property is located two miles south of the Crane Lake development area.
4. The property has good access to a major collector road.
5. The ministorage will be located on the southern part of the property.
6. The property has good screening which will minimize impact to the surrounding areas.

**STAFF CONCLUSIONS:**

1. The use conforms to the land use plan. The plan allows for an extension of waterfront commercial business to be allowed beyond the water front zone district. The proposal is approximately two miles south of Crane Lake and is consistent with that type of use.
2. The use is compatible with the existing neighborhood. The property adjoins public land to the east and several seasonal residences are located across the road and south of the property. The proposed site is located at the intersection of CSAH 24 and Nelson Road, which is within two miles of Crane Lake.
3. The use will not impede the normal and orderly development to the surrounding area. There are three seasonal residential properties located within one quarter mile of the proposal. The site has excellent screening, minimizing impacts to the surrounding area.
4. The location and character of the proposal is consistent with a desirable pattern of development. The proposal is within two miles of Crane Lake, which is a heavily developed lakeshore commercial area. This proposal will provide additional recreational vehicle sites away from the lake.

*Jenny Bourbonais* noted that there were two items of correspondence from John and Kathy Knox with noise concerns about the proposal and Theodore and Terri Smith opposed to the proposal.

**STAFF RECOMMENDATION:**

Staff recommends approval of a commercial campground and mini storage business. The following conditions shall apply:

Conditions precedent:

1. The applicant shall obtain approval for access from the appropriate road authority.

Conditions concurrent:

1. Lighting shall be directed downward in accordance with dark sky standards.
2. The applicant shall comply with all county, state and federal regulations.
3. Signs shall be in accordance with St. Louis County Zoning Ordinance 46.
4. The applicant shall comply with the Minnesota Accessibility Code.
5. St. Louis County on-site sewage treatment regulations shall be followed.
6. Lot coverage shall not exceed 25 percent.
7. Maintain vegetative screening along the road.

*Brad Sokoloski*, the applicant, stated the intent was to make a private campground with good tree coverage for increased privacy. He has no intention of adding all 40 sites. It was determined that 40 sites are what the septic would allow. He intends to add enough sites to the loop in order to keep privacy. The first phase is to add a ten-unit septic system and see how that goes before adding more. This would include his personal RV site as well as sites set aside for family. As far

as the noise concerns, every unit will be kept away from the road. There is a hill on the property and the sites would be located behind the hill, which would limit noise. The campground will also be seasonal from May through October. The whole area is based on and is dependent upon tourism.

One member of the audience spoke in opposition.

*Tim Johnston*, 7544 Gold Coast Road, stated that he is not in the tourism business and lives on his property year-round. His property is located across the road from the proposed site. They chose their spot for the peace and quiet. His concern is about the noise level as he can currently hear the neighbors with the windows open. He also believes that the campground will have a negative effect on his property value.

The *Planning Commission* discussed the following:

- A. Inquired about the Minnesota Accessibility Code. *Jenny Bourbonais* stated there are state regulations and requirements for both the campground and mini storage.
- B. Inquired about lot coverage. *Jenny Bourbonais* stated that the 25 percent lot coverage allowed would include all buildings and impervious surfaces.
- C. Inquired if there are stipulations for mandatory quiet time by the state or county. *Mary Anderson* stated that there are none, but the Planning Commission could make this a condition.
- D. Stated there are campgrounds that exist where there is quiet time established and it does work.
- E. A condition that the conditional use permit is up for review after three years if there are any problems. *Mary Anderson* stated that if the applicant does not meet the conditions of the permit, they will be given the chance to fix the problem and could be brought before the Commission after that if the applicant still does not meet the conditions of approval.
- F. The definition of quiet time. *Diana Werschay*, Commission member, stated this is more an issue of common sense and would be the responsibility of the applicant to define quiet time.

## **DECISION**

**Motion by Coombe/Johnson** to approve a conditional use permit for a commercial campground and mini storage business based on staff recommendations and conclusions. The following conditions shall apply:

Conditions precedent:

1. The applicant shall obtain approval for access from the appropriate road authority.

Conditions concurrent:

1. Lighting shall be directed downward in accordance with dark sky standards.
2. The applicant shall comply with all county, state and federal regulations.
3. Signs shall be in accordance with St. Louis County Zoning Ordinance 46.
4. The applicant shall comply with the Minnesota Accessibility Code.
5. St. Louis County on-site sewage treatment regulations shall be followed.
6. Lot coverage shall not exceed 25 percent.
7. Maintain vegetative screening along the road.

8. Quiet time shall be at 10 p.m. in the campground.

**In Favor:** Coombe, Johnson, Kucera, Merhar, Werschay – 5

**Opposed:** None – 0

**Motion carried 5-0**

The second hearing item was for Hawkinson Construction Inc., a conditional use permit for a general purpose borrow pit. Lot 7 ex 7 ac for hwy and ex ry rt of w 4 acres & ex N of ry rt of way & part of SE 1/4 of SE 1/4 lying SEly of a line beginning 100 ft west of NE corner to a point on south line of said forty 200 ft east of SE corner & that part of Lot 8 lying S of ry rt of w ex 4 50/100ac for hwy, S27, T51N, R20W (Floodwood). *Jenny Bourbonais*, St. Louis County Planner, presented the staff report on behalf of *Mark Lindhorst* as follows:

1. The proposal is for a general purpose borrow pit to include crushing, washing, portable hot mix, and recycling of asphalt and concrete.
2. There will be 40,000 cubic yards of excavation per year.
3. There will be a maximum of 250 trucks per day.
4. The site has been approved for two public works pits.
5. There is shared road access with the Minnesota Department of Transportation (MNDOT) borrow pit.
6. The St. Louis River is located across the road, approximately 550 feet away.

**STAFF CONCLUSIONS:**

1. The use conforms to the land use plan. The plan states that an extractive use site and restoration plan must be approved by the county and followed over the course of the operation. The plan must address dust, noise, and pollutant discharge. The location of the pit shall meet the required structure setback for the identified river class. The proposal includes a reclamation plan and is located approximately 550 feet from the river. State Highway 2 and a railroad are located between the proposed pit and the St. Louis River. The required structure setback for the river is 200 feet.
2. The use is compatible with the existing neighborhood. The Minnesota Department of Transportation operates a borrow pit adjacent to the proposal. They also share the access off of State Highway 2. The property received a public works borrow pit permit in 2008 and a current permit in 2013.
3. The use will not impede the normal and orderly development or improvement to the surrounding area. This site has historically seen borrow pit activity with the current state pit and both past and present public works permits. The property is accessed off of a paved road, limiting dust impacts to the surrounding area.
4. The location and character of the proposal is consistent with a desirable pattern of development. There is limited residential development near the proposal. The historic use as a borrow pit will continue.

*Jenny Bourbonais* noted no items of correspondence.

**STAFF RECOMMENDATION:**

Staff recommends approval of a general purpose borrow pit including portable hot mix and recycling of asphalt and concrete. The following conditions shall apply:

Conditions precedent:

1. The applicant shall obtain approval for access from the appropriate road authority.
2. Financial assurance for reclamation shall be required that equals \$10,000 plus \$2,000 per acre of disturbed area.

Conditions concurrent:

3. All minimum standards of the county borrow pit section of the zoning ordinance be followed by the applicant and all those utilizing the borrow pit. The operator and users of the pit shall sign an affidavit acknowledging that they have read the conditions of this permit and the minimum standards of the zoning ordinance.

*Derek Hawkinson*, the applicant, stated that there is currently a public works permit on the property. If they get approval for a conditional use permit and follow conditions, they do not need to get a public works permit every two years. Currently, they need to clear stockpiles when their public works permit expires. This would not be the case, if approved for a general purpose pit.

The *Planning Commission* discussed the following:

- A. Inquired about the public works pit. *Jenny Bourbonais* stated that the public works permit was approved for two public works projects on the pit.
- B. Inquired about the process of recycling. *Derek Hawkinson* stated that concrete is crushed and iron is removed and sold for scrap. They also recycle one hundred percent of asphalt.

No audience members spoke regarding this proposal.

## **DECISION**

**Motion by Kucera/Werschay** to approve a conditional use permit for a general purpose borrow pit including portable hot mix and recycling of asphalt and concrete based on staff recommendations and conclusions. The following conditions shall apply:

Conditions precedent:

1. The applicant shall obtain approval for access from the appropriate road authority.
2. Financial assurance for reclamation shall be required that equals \$10,000 plus \$2,000 per acre of disturbed area.

Conditions concurrent:

3. All minimum standards of the county borrow pit section of the zoning ordinance be followed by the applicant and all those utilizing the borrow pit. The operator and users of the pit shall sign an affidavit acknowledging that they have read the conditions of this permit and the minimum standards of the zoning ordinance.

**In Favor:** Coombe, Johnson, Kucera, Merhar, Werschay – 5

**Opposed:** None – 0

**Motion carried 5-0**

The third hearing item was for the zoning maps amendment, a public hearing to consider comments on the amendment. *Jenny Bourbonais* reviewed the staff report as follows:

1. Most zoning maps in the county were last updated in 1995 through 1996. The exceptions are re-zonings that went through public hearing or comprehensive plan changes like the Vermilion Plan.
2. Since the maps were updated, county data has become more complete and accurate with the Cadastral (Parcel) Project completed in March 2011, including public land survey lines, location of municipal boundaries and the location of parcels. Other accurate data was also collected, including the location and classification of roads, railroads, and the location and DNR classification of lakes and streams.
3. The changes made to the maps are not associated with zoning changes or rezoning, but are adjustments to coincidental lines.
4. The changes to the maps are intended to make the maps more user-friendly.
5. With the advanced data, the process began with each planner reviewing a certain number of maps and providing comments and edits. Managers reviewed the full set of maps and provided additional comments and edits.
6. The changes and edits were put into two categories. One category was for items that could be fixed now, such as road realignments and stream buffers. The second category was for items that could be discussed later in a more comprehensive planning effort.
7. Notices were sent to all township supervisors on March 25, 2013 asking for review and comments on the changes and edits.
8. The Planning Commission had a second generation zoning map workshop on May 9, 2013, explaining the changes as well as providing a panel available for answering questions.
9. A second notice was sent on May 30, 2013 asking for additional comments as well as providing the time for the public hearing.

*Jenny Bourbonais* noted two additional items of correspondence received from Len Cersine in the Town of Morse and the Town of Wuori. Comments had been previously received from the Towns of Breitung, Cotton, Field, Morcom, Ness, and Waasa.

**STAFF RECOMMENDATION:**

Staff recommends that the Planning Commission accept the zoning map changes and updates and forward on to the St. Louis County Board for approval.

The *Planning Commission* discussed the new road classifications. Their concern is that the new classification is too difficult. *Jenny Bourbonais* stated that staff has the ability to look up and determine the exact classification of any road if anyone has a question about roads.

**DECISION:**

**Motion by Coombe/Werschay** to accept the zoning map changes and updates and to forward to the St. Louis County Board with the recommendation for approval.

**In Favor:** Coombe, Johnson, Kucera, Merhar, Werschay – 5

**Opposed:** None – 0

**Motion carried 5-0**

The fourth hearing item was the Subdivision Ordinance 60 amendment, a public hearing to consider comments on the proposed draft amendment. *Jenny Bourbonais* reviewed the staff report as follows:

1. Staff is reviewing Ordinance 60 and found need for a mechanism for small subdivision projects that are not required to meet all standards of MN Statute 505.
2. Beside staff's suggested amendments, the latest suggested changes have come from St. Louis County Attorney Tom Stanley.
3. The changes include some edits, slight revisions, cleaning up language and fixing typos and grammar.
4. The Planning Commission formed a subcommittee and met four times in order to discuss the changes with staff. On April 11, the full Planning Commission met to review proposed Ordinance 60 amendment language.
5. Notices were sent to all St. Louis County townships and cities on April 16, 2013, along with realtors, attorneys and surveyors for a public comment period. Notices were sent to the same parties for public review on May 30, 2013.
6. During the public review period, additional staff changes were made as a response to public comment. Additional changes have been made after comments were received from St. Louis County Attorney Tom Stanley.
7. An additional change to add in an administrative process for performance standard subdivisions will be added to Article X before Ordinance 60 is forwarded to the St. Louis County Board.

*Jenny Bourbonais* noted two items of correspondence from Tom O'Malley, St. Louis County Surveyor, and Steven Lotz, whose comments were addressed in the amendment.

**STAFF RECOMMENDATION:**

Staff recommends that the Planning Commission accept the proposed Subdivision Ordinance 60 amendments and forward to the St. Louis County Board for adoption.

The *Planning Commission* discussed the following:

- A. Inquired about the 4.5 acre minimum for a performance standard subdivision. *Jenny Bourbonais* stated that the number is based on zoning and previous subdivision ordinances. This is a size that was previously allowed as an exemption. It also has to do with septic capability. *Mary Anderson*, Land Use Manager, stated that if the lots were any smaller, they should be platted. Anything less than 4.5 acres creates more density.
- B. The definition of a parent parcel and subdividing a parent parcel beyond the performance standard subdivision. *Mary Anderson* stated that as of the date the ordinance is approved, the lot needs to be created before Ordinance 60 goes into effect. The parcel can only be further subdivided if it goes through a platting process. *Jenny Bourbonais* stated that the landowner would need to go through a different process for further subdividing land.
- C. Inquired about court-ordered subdivision and whether or not a landowner can leave acreage to their children. *Mary Anderson* stated that it would depend upon the amount of road frontage available. *Jenny Bourbonais* added that even if the court ordered the subdivision, it does not mean that staff would issue land use permits. To build may require a variance if the parcels do not meet minimum zoning standards.

**DECISION:**

**Motion by Coombe/Johnson** to accept the Subdivision Ordinance 60 amendments and to forward to the St. Louis County Board for adoption with a one year review by the St. Louis County Planning Commission in effect after the date of adoption and the addition of the administrative process for performance standard subdivisions.

**In Favor:** Coombe, Johnson, Kucera, Merhar, Werschay – 5

**Opposed:** None – 0

**Motion carried 5-0**

**Motion to adjourn by Johnson.** Meeting adjourned at 11:35 a.m.

# BOARD LETTER NO. 13 – 275

ENVIRONMENT & NATURAL RESOURCES COMMITTEE  
CONSENT NO. 18

BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE:** Establish a Public Hearing to Consider Adoption of the Proposed Amendments to St. Louis County Ordinance No. 60, Subdivision Regulations

**FROM:** Kevin Z. Gray  
County Administrator

Barbara Hayden, Director  
Planning and Community Development

**RELATED DEPARTMENT GOAL:**

Administer county ordinances and state regulations pertaining to land use in the most effective and efficient manner.

**ACTION REQUESTED:**

The St. Louis County Board is requested to establish a public hearing to consider adoption of proposed amendments to St. Louis County Ordinance No. 60, Subdivision Regulations on August 6, 2013, at 9:45 a.m., at the St. Louis County Courthouse in Duluth, Minnesota.

**BACKGROUND:**

St. Louis County Ordinance No. 60, Subdivision Regulations, was originally adopted in February 2012. The Planning and Community Development Department was requested to review implementation of the ordinance after one year. The department has been working in consultation with the St. Louis County Planning Commission to review the ordinance and recommend amendments. The proposed amendments clarify language in the ordinance and allow landowners more flexibility with simple splits of their properties.

The department has received input from surveyors, attorneys and landowners regarding constraints in the new subdivision process. The minor subdivision process was created to allow for some simple splits, but has been under used because it too closely follows the standard platting process.

The Planning Commission established a subcommittee to work on specific ordinance language and then periodically discussed revisions with the entire Planning Commission during the business portion of its meetings.

Following are the significant amendments to Ordinance No. 60, Subdivision Regulations:

- Adds definitions for parent parcel and performance standard subdivision.
- Adds a new mechanism for performance standard subdivision that allows for subdivision of parcels of land that meet performance standard criteria with administrative approval. This revision is intended to streamline the process for landowners who only want to create up to three lots.
- Provides further clarification on some portions of the ordinance where there was confusion.

The Planning Commission initiated the proposed amendments on April 11, 2013. The amendments were posted on the county website and notice was provided to cities, towns, surveyors, real estate attorneys and realtors. The Planning Commission held a public hearing on June 13, 2013, to consider public input regarding the proposed ordinance amendments. Following the hearing, the Planning Commission voted unanimously to adopt the amendments and to send them to the County Board with a recommendation for adoption. The minutes from the April 11, 2013 and June 13, 2013 St. Louis County Planning Commission meetings are attached.

**RECOMMENDATION:**

It is recommended that the County Board hold a public hearing on Tuesday, August 6, 2013, at 9:45 a.m. to consider adoption of proposed amendments to St. Louis County Ordinance No. 60, Subdivision Regulations, at the St. Louis County Courthouse, Duluth, Minnesota.

**Establish a Public Hearing to Amend  
St. Louis County Ordinance No. 60, Subdivision Regulations**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The St. Louis County Planning Commission, on April 11, 2013, initiated proposed amendments to St. Louis County Ordinance No. 60, Subdivision Regulations; and

WHEREAS, The Planning Commission, after soliciting comments for 60 days, held a public hearing regarding the proposed amendments to St. Louis County Ordinance No. 60, Subdivision Regulations on June 13, 2013; and

WHEREAS, The Planning Commission voted to recommend that the St. Louis County Board adopt the proposed amendments;

THEREFORE, BE IT RESOLVED, That a public hearing will be held on Tuesday, August 6, 2013 at 9:45 a.m. at the St. Louis County Courthouse in Duluth, Minnesota for the purpose of receiving citizen comments on the proposed amendments to Ordinance No. 60, Subdivision Regulations.

**MINUTES OF A PUBLIC HEARING CONDUCTED BY THE ST. LOUIS COUNTY PLANNING COMMISSION THURSDAY, APRIL 11, 2013, NORTHLAND OFFICE BUILDING, THIRD FLOOR CONFERENCE ROOM**

9:30 A.M. – 10:55 A.M.

Planning Commission members in attendance: Tom Coombe  
Kurt Johnson  
Sonya Pineo  
Roger Skraba  
Ray Svatos

Planning Commission members absent: Chris Dahlberg  
Steve Kucera  
Darlene Saumer  
Diana Werschay

**Decision/Minutes for the following public hearing matters are attached:**

**NEW BUSINESS:**

St. Louis County Planning Commission, Ordinance 46, zoning map amendment. NW 1/4 of NW 1/4 of S14 and NE 1/4 of NE 1/4, S15, T53N, R16W (Unorganized).

**OTHER BUSINESS:**

**Motion by Coombe/Svatos** to approve the minutes of the March 14, 2013, meeting.

**In Favor:** Coombe, Johnson, Pineo, Skraba, Svatos – 5

**Opposed:** None – 0

**Motion carried 5-0**

Second generation zoning maps were mailed to each township for review on March 25, 2013. Of the 67 townships notified about the maps, four have contacted the Department regarding changes. The changes made to the maps are not associated with zoning changes, but more to correct typos and other edits to make the maps more user-friendly. The plan is to set the zoning maps out for public review and return to the Planning Commission in June 2013 to approve the maps.

**Motion by Johnson/Svatos** to set the second generation zoning maps for a 60 day public review and comment.

**In Favor:** Coombe, Johnson, Pineo, Skraba, Svatos – 5

**Opposed:** None – 0

**Motion carried 5-0**

The Planning Commission was asked to address their questions and concerns regarding the Ordinance 60 amendment. *Jenny Bourbonais*, St. Louis County Planner, discussed the next steps for the amendment. There would be a public review and comments for 60 days, from April until

June, with a possible public hearing before the Planning Commission in June and a County Board hearing in July.

**Motion by Svatos/Johnson** to move the Ordinance 60 amendment forward for 60 day public review and comment.

**In Favor:** Coombe, Johnson, Pineo, Skraba, Svatos – 5

**Opposed:** None – 0

**Motion carried 5-0**

*Mary Anderson*, Land Use Manager, updated the Planning Commission on current St. Louis County Planning and Community Development projects. One project is cleaning up current systems, including the combination of county data into one system. The second project is to combine the Planning Commission and Board of Adjustment committees into one group but still keep both processes separate, with a revision to the bylaws. It would be up to the County Board to approve the new format and approve ordinance changes accordingly.

The only hearing item was a zoning map amendment. NW 1/4 of NW 1/4 of S14 and NE 1/4 of NE 1/4, S15, T53N, R16W (Unorganized). *Tyler Lampella*, St. Louis County Planner, presented the staff report as follows:

1. The proposal is to rezone two 40 acre parcels from Forest and Agricultural Management (FAM)-1 to FAM-3. This was initiated by the Planning Commission at the January 10, 2013, hearing.
2. Staff has spoken with the neighboring landowner who owns the 40 acre parcel regarding the zoning change and they were not opposed to the proposal.
3. The concept map for the township shows the FAM-3 zoning extends to the two 40 acre parcels in question that are currently zoned FAM-1.
4. Northern Lights Surveying has spoken with staff and stated they will be going out to the property in question in order to reconfigure the lots.

**STAFF CONCLUSIONS:**

1. The proposed zoning shall be consistent with the comprehensive or land use plan adopted for the County. The procedure for amendments to the land use plan is discussed in Ordinance 27, Article III. The intended demarcation between the FAM-3 and FAM-1 zone districts is not clear based on the concept maps provided in the land use plan.
2. The proposed zoning shall not be spot zoning, which is zoning out of harmony with surrounding lots or parcels and the comprehensive or land use plan and without benefit to the community. The proposed zoning change is in harmony with abutting lots as it is an extension of the FAM-3 zone district.
3. There shall exist a clear public need for and benefit from additional zoning of the type proposed, which shall be above and beyond any benefit or convenience to the landowner. The public benefits by refinements to the zoning map whenever it clarifies an ambiguity, which is the intent of the current proposal.
4. Beyond a public need being evident, there shall be a showing that the public interest would be best served by rezoning the property in question rather than other property in

the community. The concept map in the land use plan is ambiguous as to the exact placement of the line between the FAM-3 and FAM-1 zone districts. This zoning map amendment is being done, at least in part, based on the fact that the subject area is served by a public road as are the properties to the north along the same road. It is not known that similar situations exist elsewhere in the community.

*Tyler Lampella* noted that there were no items of correspondence.

**STAFF RECOMMENDATION:**

Staff recommends that the Planning Commission forward the proposal to the County Board with the recommendation to approve the rezoning.

The *Planning Commission* discussed how the property was sold in the first place considering the buyer does not own buildings on the property they purchased.

**DECISION**

**Motion by Pineo/Svatos** to forward the proposal to the County Board with the recommendation to approve the rezoning.

**In Favor:** Coombe, Johnson, Pineo, Skraba, Svatos – 5

**Opposed:** None – 0

**Motion carried 5-0**

**Motion to adjourn by Pineo.** Meeting adjourned at 10:55 a.m.

**MINUTES OF A PUBLIC HEARING CONDUCTED BY THE ST. LOUIS COUNTY PLANNING COMMISSION THURSDAY, JUNE 13, 2013, NORTHLAND OFFICE BUILDING, THIRD FLOOR CONFERENCE ROOM**

9:30 A.M. – 11:35 A.M.

Planning Commission members in attendance: Tom Coombe  
Kurt Johnson  
Steve Kucera  
Sonya Merhar  
Diana Werschay

Planning Commission members absent: Chris Dahlberg  
Ray Svatos  
Roger Skraba

**Decision/Minutes for the following public hearing matters are attached:**

**NEW BUSINESS:**

- A. Headquarters RV Park, a conditional use permit for a commercial recreational vehicle (RV) park and mini storage business. Tract A, B, and C, RLS 95, S1, T66N, R17W (Portage).
- B. Derek Hawkinson, Hawkinson Construction Inc., a conditional use permit for a general purpose borrow pit. Lot 7 ex 7 ac for hwy and ex ry rt of w 4 acres & ex N of ry rt of way & part of SE 1/4 of SE 1/4 lying SEly of a line beginning 100 ft west of NE corner to a point on south line of said forty 200 ft east of SE corner & that part of Lot 8 lying S of ry rt of w ex 4 50/100ac for hwy, S27, T51N, R20W (Floodwood).
- C. St. Louis County Planning Commission, zoning maps update, a public hearing to consider comments on the amendment.
- D. Subdivision Ordinance 60 Amendment, a public hearing to consider comments on the proposed draft amendment.

**OTHER BUSINESS:**

**Motion by Johnson/Werschay** to approve the minutes of the May 9, 2013, meeting.

**In Favor:** Coombe, Johnson, Kucera, Merhar, Werschay – 5

**Opposed:** None – 0

**Motion carried 5-0**

The first hearing item was for Headquarters RV Park, a conditional use permit for a commercial RV park and commercial mini storage. Tract A, B and C, RLS 95, S1, T66N, R17W (Portage).

*Jenny Bourbonais*, St. Louis County Planner, presented the staff report on behalf of *Mark Lindhorst* as follows:

1. The proposal is for a commercial RV park with up to 40 camp sites. The proposal is also for a commercial mini storage.

2. There will be multiple utility buildings on the property, such as public shower/toilets, sauna and laundry building.
3. The property is located two miles south of the Crane Lake development area.
4. The property has good access to a major collector road.
5. The ministorage will be located on the southern part of the property.
6. The property has good screening which will minimize impact to the surrounding areas.

**STAFF CONCLUSIONS:**

1. The use conforms to the land use plan. The plan allows for an extension of waterfront commercial business to be allowed beyond the water front zone district. The proposal is approximately two miles south of Crane Lake and is consistent with that type of use.
2. The use is compatible with the existing neighborhood. The property adjoins public land to the east and several seasonal residences are located across the road and south of the property. The proposed site is located at the intersection of CSAH 24 and Nelson Road, which is within two miles of Crane Lake.
3. The use will not impede the normal and orderly development to the surrounding area. There are three seasonal residential properties located within one quarter mile of the proposal. The site has excellent screening, minimizing impacts to the surrounding area.
4. The location and character of the proposal is consistent with a desirable pattern of development. The proposal is within two miles of Crane Lake, which is a heavily developed lakeshore commercial area. This proposal will provide additional recreational vehicle sites away from the lake.

*Jenny Bourbonais* noted that there were two items of correspondence from John and Kathy Knox with noise concerns about the proposal and Theodore and Terri Smith opposed to the proposal.

**STAFF RECOMMENDATION:**

Staff recommends approval of a commercial campground and mini storage business. The following conditions shall apply:

Conditions precedent:

1. The applicant shall obtain approval for access from the appropriate road authority.

Conditions concurrent:

1. Lighting shall be directed downward in accordance with dark sky standards.
2. The applicant shall comply with all county, state and federal regulations.
3. Signs shall be in accordance with St. Louis County Zoning Ordinance 46.
4. The applicant shall comply with the Minnesota Accessibility Code.
5. St. Louis County on-site sewage treatment regulations shall be followed.
6. Lot coverage shall not exceed 25 percent.
7. Maintain vegetative screening along the road.

*Brad Sokoloski*, the applicant, stated the intent was to make a private campground with good tree coverage for increased privacy. He has no intention of adding all 40 sites. It was determined that 40 sites are what the septic would allow. He intends to add enough sites to the loop in order to keep privacy. The first phase is to add a ten-unit septic system and see how that goes before adding more. This would include his personal RV site as well as sites set aside for family. As far

as the noise concerns, every unit will be kept away from the road. There is a hill on the property and the sites would be located behind the hill, which would limit noise. The campground will also be seasonal from May through October. The whole area is based on and is dependent upon tourism.

One member of the audience spoke in opposition.

*Tim Johnston*, 7544 Gold Coast Road, stated that he is not in the tourism business and lives on his property year-round. His property is located across the road from the proposed site. They chose their spot for the peace and quiet. His concern is about the noise level as he can currently hear the neighbors with the windows open. He also believes that the campground will have a negative effect on his property value.

The *Planning Commission* discussed the following:

- A. Inquired about the Minnesota Accessibility Code. *Jenny Bourbonais* stated there are state regulations and requirements for both the campground and mini storage.
- B. Inquired about lot coverage. *Jenny Bourbonais* stated that the 25 percent lot coverage allowed would include all buildings and impervious surfaces.
- C. Inquired if there are stipulations for mandatory quiet time by the state or county. *Mary Anderson* stated that there are none, but the Planning Commission could make this a condition.
- D. Stated there are campgrounds that exist where there is quiet time established and it does work.
- E. A condition that the conditional use permit is up for review after three years if there are any problems. *Mary Anderson* stated that if the applicant does not meet the conditions of the permit, they will be given the chance to fix the problem and could be brought before the Commission after that if the applicant still does not meet the conditions of approval.
- F. The definition of quiet time. *Diana Werschay*, Commission member, stated this is more an issue of common sense and would be the responsibility of the applicant to define quiet time.

## **DECISION**

**Motion by Coombe/Johnson** to approve a conditional use permit for a commercial campground and mini storage business based on staff recommendations and conclusions. The following conditions shall apply:

Conditions precedent:

1. The applicant shall obtain approval for access from the appropriate road authority.

Conditions concurrent:

1. Lighting shall be directed downward in accordance with dark sky standards.
2. The applicant shall comply with all county, state and federal regulations.
3. Signs shall be in accordance with St. Louis County Zoning Ordinance 46.
4. The applicant shall comply with the Minnesota Accessibility Code.
5. St. Louis County on-site sewage treatment regulations shall be followed.
6. Lot coverage shall not exceed 25 percent.
7. Maintain vegetative screening along the road.

8. Quiet time shall be at 10 p.m. in the campground.

**In Favor:** Coombe, Johnson, Kucera, Merhar, Werschay – 5

**Opposed:** None – 0

**Motion carried 5-0**

The second hearing item was for Hawkinson Construction Inc., a conditional use permit for a general purpose borrow pit. Lot 7 ex 7 ac for hwy and ex ry rt of w 4 acres & ex N of ry rt of way & part of SE 1/4 of SE 1/4 lying SEly of a line beginning 100 ft west of NE corner to a point on south line of said forty 200 ft east of SE corner & that part of Lot 8 lying S of ry rt of w ex 4 50/100ac for hwy, S27, T51N, R20W (Floodwood). *Jenny Bourbonais*, St. Louis County Planner, presented the staff report on behalf of *Mark Lindhorst* as follows:

1. The proposal is for a general purpose borrow pit to include crushing, washing, portable hot mix, and recycling of asphalt and concrete.
2. There will be 40,000 cubic yards of excavation per year.
3. There will be a maximum of 250 trucks per day.
4. The site has been approved for two public works pits.
5. There is shared road access with the Minnesota Department of Transportation (MNDOT) borrow pit.
6. The St. Louis River is located across the road, approximately 550 feet away.

**STAFF CONCLUSIONS:**

1. The use conforms to the land use plan. The plan states that an extractive use site and restoration plan must be approved by the county and followed over the course of the operation. The plan must address dust, noise, and pollutant discharge. The location of the pit shall meet the required structure setback for the identified river class. The proposal includes a reclamation plan and is located approximately 550 feet from the river. State Highway 2 and a railroad are located between the proposed pit and the St. Louis River. The required structure setback for the river is 200 feet.
2. The use is compatible with the existing neighborhood. The Minnesota Department of Transportation operates a borrow pit adjacent to the proposal. They also share the access off of State Highway 2. The property received a public works borrow pit permit in 2008 and a current permit in 2013.
3. The use will not impede the normal and orderly development or improvement to the surrounding area. This site has historically seen borrow pit activity with the current state pit and both past and present public works permits. The property is accessed off of a paved road, limiting dust impacts to the surrounding area.
4. The location and character of the proposal is consistent with a desirable pattern of development. There is limited residential development near the proposal. The historic use as a borrow pit will continue.

*Jenny Bourbonais* noted no items of correspondence.

**STAFF RECOMMENDATION:**

Staff recommends approval of a general purpose borrow pit including portable hot mix and recycling of asphalt and concrete. The following conditions shall apply:

Conditions precedent:

1. The applicant shall obtain approval for access from the appropriate road authority.
2. Financial assurance for reclamation shall be required that equals \$10,000 plus \$2,000 per acre of disturbed area.

Conditions concurrent:

3. All minimum standards of the county borrow pit section of the zoning ordinance be followed by the applicant and all those utilizing the borrow pit. The operator and users of the pit shall sign an affidavit acknowledging that they have read the conditions of this permit and the minimum standards of the zoning ordinance.

*Derek Hawkinson*, the applicant, stated that there is currently a public works permit on the property. If they get approval for a conditional use permit and follow conditions, they do not need to get a public works permit every two years. Currently, they need to clear stockpiles when their public works permit expires. This would not be the case, if approved for a general purpose pit.

The *Planning Commission* discussed the following:

- A. Inquired about the public works pit. *Jenny Bourbonais* stated that the public works permit was approved for two public works projects on the pit.
- B. Inquired about the process of recycling. *Derek Hawkinson* stated that concrete is crushed and iron is removed and sold for scrap. They also recycle one hundred percent of asphalt.

No audience members spoke regarding this proposal.

## **DECISION**

**Motion by Kucera/Werschay** to approve a conditional use permit for a general purpose borrow pit including portable hot mix and recycling of asphalt and concrete based on staff recommendations and conclusions. The following conditions shall apply:

Conditions precedent:

1. The applicant shall obtain approval for access from the appropriate road authority.
2. Financial assurance for reclamation shall be required that equals \$10,000 plus \$2,000 per acre of disturbed area.

Conditions concurrent:

3. All minimum standards of the county borrow pit section of the zoning ordinance be followed by the applicant and all those utilizing the borrow pit. The operator and users of the pit shall sign an affidavit acknowledging that they have read the conditions of this permit and the minimum standards of the zoning ordinance.

**In Favor:** Coombe, Johnson, Kucera, Merhar, Werschay – 5

**Opposed:** None – 0

**Motion carried 5-0**

The third hearing item was for the zoning maps amendment, a public hearing to consider comments on the amendment. *Jenny Bourbonais* reviewed the staff report as follows:

1. Most zoning maps in the county were last updated in 1995 through 1996. The exceptions are re-zonings that went through public hearing or comprehensive plan changes like the Vermilion Plan.
2. Since the maps were updated, county data has become more complete and accurate with the Cadastral (Parcel) Project completed in March 2011, including public land survey lines, location of municipal boundaries and the location of parcels. Other accurate data was also collected, including the location and classification of roads, railroads, and the location and DNR classification of lakes and streams.
3. The changes made to the maps are not associated with zoning changes or rezoning, but are adjustments to coincidental lines.
4. The changes to the maps are intended to make the maps more user-friendly.
5. With the advanced data, the process began with each planner reviewing a certain number of maps and providing comments and edits. Managers reviewed the full set of maps and provided additional comments and edits.
6. The changes and edits were put into two categories. One category was for items that could be fixed now, such as road realignments and stream buffers. The second category was for items that could be discussed later in a more comprehensive planning effort.
7. Notices were sent to all township supervisors on March 25, 2013 asking for review and comments on the changes and edits.
8. The Planning Commission had a second generation zoning map workshop on May 9, 2013, explaining the changes as well as providing a panel available for answering questions.
9. A second notice was sent on May 30, 2013 asking for additional comments as well as providing the time for the public hearing.

*Jenny Bourbonais* noted two additional items of correspondence received from Len Cersine in the Town of Morse and the Town of Wuori. Comments had been previously received from the Towns of Breitung, Cotton, Field, Morcom, Ness, and Waasa.

**STAFF RECOMMENDATION:**

Staff recommends that the Planning Commission accept the zoning map changes and updates and forward on to the St. Louis County Board for approval.

The *Planning Commission* discussed the new road classifications. Their concern is that the new classification is too difficult. *Jenny Bourbonais* stated that staff has the ability to look up and determine the exact classification of any road if anyone has a question about roads.

**DECISION:**

**Motion by Coombe/Werschay** to accept the zoning map changes and updates and to forward to the St. Louis County Board with the recommendation for approval.

**In Favor:** Coombe, Johnson, Kucera, Merhar, Werschay – 5

**Opposed:** None – 0

**Motion carried 5-0**

The fourth hearing item was the Subdivision Ordinance 60 amendment, a public hearing to consider comments on the proposed draft amendment. *Jenny Bourbonais* reviewed the staff report as follows:

1. Staff is reviewing Ordinance 60 and found need for a mechanism for small subdivision projects that are not required to meet all standards of MN Statute 505.
2. Beside staff's suggested amendments, the latest suggested changes have come from St. Louis County Attorney Tom Stanley.
3. The changes include some edits, slight revisions, cleaning up language and fixing typos and grammar.
4. The Planning Commission formed a subcommittee and met four times in order to discuss the changes with staff. On April 11, the full Planning Commission met to review proposed Ordinance 60 amendment language.
5. Notices were sent to all St. Louis County townships and cities on April 16, 2013, along with realtors, attorneys and surveyors for a public comment period. Notices were sent to the same parties for public review on May 30, 2013.
6. During the public review period, additional staff changes were made as a response to public comment. Additional changes have been made after comments were received from St. Louis County Attorney Tom Stanley.
7. An additional change to add in an administrative process for performance standard subdivisions will be added to Article X before Ordinance 60 is forwarded to the St. Louis County Board.

*Jenny Bourbonais* noted two items of correspondence from Tom O'Malley, St. Louis County Surveyor, and Steven Lotz, whose comments were addressed in the amendment.

**STAFF RECOMMENDATION:**

Staff recommends that the Planning Commission accept the proposed Subdivision Ordinance 60 amendments and forward to the St. Louis County Board for adoption.

The *Planning Commission* discussed the following:

- A. Inquired about the 4.5 acre minimum for a performance standard subdivision. *Jenny Bourbonais* stated that the number is based on zoning and previous subdivision ordinances. This is a size that was previously allowed as an exemption. It also has to do with septic capability. *Mary Anderson*, Land Use Manager, stated that if the lots were any smaller, they should be platted. Anything less than 4.5 acres creates more density.
- B. The definition of a parent parcel and subdividing a parent parcel beyond the performance standard subdivision. *Mary Anderson* stated that as of the date the ordinance is approved, the lot needs to be created before Ordinance 60 goes into effect. The parcel can only be further subdivided if it goes through a platting process. *Jenny Bourbonais* stated that the landowner would need to go through a different process for further subdividing land.
- C. Inquired about court-ordered subdivision and whether or not a landowner can leave acreage to their children. *Mary Anderson* stated that it would depend upon the amount of road frontage available. *Jenny Bourbonais* added that even if the court ordered the subdivision, it does not mean that staff would issue land use permits. To build may require a variance if the parcels do not meet minimum zoning standards.

**DECISION:**

**Motion by Coombe/Johnson** to accept the Subdivision Ordinance 60 amendments and to forward to the St. Louis County Board for adoption with a one year review by the St. Louis County Planning Commission in effect after the date of adoption and the addition of the administrative process for performance standard subdivisions.

**In Favor:** Coombe, Johnson, Kucera, Merhar, Werschay – 5

**Opposed:** None – 0

**Motion carried 5-0**

**Motion to adjourn by Johnson.** Meeting adjourned at 11:35 a.m.

# BOARD LETTER NO. 13 - 280

ENVIRONMENT & NATURAL RESOURCES COMMITTEE NO. 1

BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE:** County Policy for Approval of  
Trail Projects on Tax Forfeited  
Lands

**FROM:** Kevin Z. Gray  
County Administrator

**RELATED DEPARTMENT GOAL:**

To execute County Board policy in accordance with state statutes.

**ACTION REQUESTED:**

The St. Louis County Board is requested to approve the development of a policy to determine the process for County Board approval of trail projects crossing tax forfeited lands in St. Louis County.

**BACKGROUND:**

During the Commissioners' Comments portion of the June 11, 2013 County Board Committee of the Whole meeting, Commissioner Nelson noted that on July 2 he planned to bring forward a resolution directing the development of procedures and minimum requirements for the approval of various trail projects, when such trails passover or encumber tax forfeited lands in St. Louis County.

One of the statutory goals of managing state tax forfeited lands is to return these lands to the property tax rolls. When trail projects are planned for these lands, there may be reduction of land values that can impact future tax capacity. Commissioner Nelson is requesting that the County Board direct County Administration and the Land & Minerals Department to develop a trails approval policy that would include a minimum requirement of an Environmental Awareness Worksheet (EAW) for any proposed trail over tax forfeited lands; a comprehensive approach to trail planning that engages all potential user groups; and requiring final approval by the County Board. The proposal is requested to be ready for County Board review and consideration by October 15, 2013.

**RECOMMENDATION:**

Should Commissioners wish to have such a policy developed, a resolution directing Administration and the Land & Minerals Department to do so is attached.

## **County Policy for Approval of Trail Projects on Tax Forfeited Lands**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, A statutory goal of managing state tax forfeited lands is to return these lands to the property tax rolls; and

WHEREAS, When trail projects are planned for these lands, there may be reductions of land values that can impact future tax capacity; and

WHEREAS, The St. Louis County Board believes that a comprehensive trails approval policy should be developed to ensure that all potential user groups are engaged in any trail development involving tax forfeited lands in St. Louis County;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board directs County Administration and the Land & Minerals Department to develop a trails approval policy that would include a minimum requirement of an Environmental Awareness Worksheet (EAW) for any proposed trail over tax forfeited lands; a comprehensive approach to trail planning that engages all potential user groups; and final approval by the County Board.

RESOLVED FURTHER, That this policy proposal to be ready for County Board review and consideration by October 15, 2013.

# BOARD LETTER NO. 13 - 276

FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE:** Purchase of Property  
Insurance

**FROM:** Kevin Z. Gray  
County Administrator

**RELATED DEPARTMENT GOAL:**

To exercise responsible stewardship of county resources.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize the purchase of property insurance from the Otis-Magie Insurance Agency of Duluth, Minnesota.

**BACKGROUND:**

St. Louis County has been purchasing property insurance on a loss limit basis versus a blanket property basis for several years. This type of coverage has provided favorable rates and lower deductibles on an exposure which has increased annually. The current policy with the Otis-Magie Insurance Agency expires on July 24, 2013.

The Chubb Group of Insurance Companies, which has insured the county since 2005 has offered to renew coverage with the same terms and conditions as the existing coverage. This program continues to provide very broad coverage of the county's property, subject to the same deductibles and coverage as in the past several years. Based on the premium proposal of \$215,254 submitted by the Chubb Insurance Company, the rate is \$.065 per \$100 of value.

The current insurance has a loss limit of \$50,000,000 per occurrence during the policy period. An annual review by the Purchasing Division, confirms this will not provide adequate protection of the largest county exposures. A loss limit of \$70,000,000 per occurrence will be adopted to ensure proper coverage on all property. The recommended proposal includes coverage for all the county's requirements under one policy and one insurance group. All contractors' equipment will be covered on and away from the premises, subject to a \$5,000,000 loss limit and \$20,000 deductible per occurrence.

The Chubb Group proposes Property and Related Insurance coverage on major structures and equipment with a \$25,000 per occurrence deductible unless otherwise indicated below:

- Contractors' Equipment: \$20,000 deductible, insures equipment on and away from the scheduled premises
- Electronic Data Processing, Valuable Papers & Accounts Receivable: \$2,500 deductible
- Towers and Boiler and Machinery Property Damage: \$5,000 deductible
- Auto/Equipment Physical Damage: Wind & Hail only, \$100,000 deductible
- Earthquake and Flood: \$100,000 deductible
- Crime: \$5,000 deductible

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the purchase of Property and Related Insurance coverage on major structures, equipment, amended contents and boiler and machinery from the Chubb Group of Insurance Companies through Otis-Magie Insurance Agency at a premium of \$215,254 for the period July 24, 2013 through July 24, 2014 payable from fund 720, Agency 720001, Object 635100.

It is further recommended the County Board authorize the addition and/or deletion of property from the policy as required throughout the policy period.

## Purchase of Property Insurance

BY COMMISSIONER \_\_\_\_\_

WHEREAS, St. Louis County has in excess of \$323,363,000 in property to insure;  
and

WHEREAS, St. Louis County has been purchasing property insurance on a loss limit basis which is less expensive with lower deductibles than a scheduled buildings type of insurance; and

WHEREAS, The current policy expires on July 24, 2013, and St. Louis County received a proposal from the current insurer, Chubb Group of Insurance Companies, through Otis-Magie Insurance Agency of Duluth, MN to provide coverage at the same terms at a rate of \$0.65 per \$100 of value for the coming year;

THEREFORE BE IT RESOLVED, That the St. Louis County Board authorizes the purchase of Property and Related Insurance coverage on major structures and equipment, amended contents, and boiler and machinery from Chubb Group of Insurance Companies through Otis-Magie Insurance Agency of Duluth, MN, for the period July 24, 2013 to July 24, 2014 at the annual premium of \$215,254 payable from: Fund 720 (Property, Casualty, Liability), Agency 720001 (Property, Casualty, Liability), Object 635100 (Insurance).

RESOLVED FURTHER, The Purchasing Division is authorized to add or delete county properties to the policy, or increase the base amount on future determination of valuation of county structures during the policy period.

# BOARD LETTER NO. 13 - 277

FINANCE & BUDGET COMMITTEE NO. 2

BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE: Support for and Prioritization of  
Volunteer Rescue Squad 2014  
Capital Appropriation Request**

**FROM: Kevin Z. Gray  
County Administrator**

**Ross Litman  
Sheriff**

**Tony Mancuso, Director  
Property Management**

## **RELATED DEPARTMENT GOAL:**

To provide safe, secure, efficient, and code compliant facilities and facility operations; to maximize outside revenue.

## **ACTION REQUESTED:**

The St. Louis County Board is requested to formally declare its support and priority designation for the State of Minnesota 2014 Capital Appropriation in the amount of \$837,500 for the Sheriff's Volunteer Rescue Squad Storage and Meeting Space.

## **BACKGROUND:**

The St. Louis County Sheriff's Volunteer Rescue Squad is comprised of 65 members who provide service to the county by helping the Sheriff with land and water related emergency response, search and recovery. Rescue Squad members annually volunteer, on average, approximately 23,000 hours including searches for missing persons, drowning recovery operations, motor vehicle extrication, as well as public demonstrations and education.

The St. Louis County 2013-2017 Capital Improvement Plan includes a summary of the needed improvements for the Sheriff's Rescue Squad Storage and Meeting Space in the Virginia and Canosia Township locations. When submissions were solicited for State of Minnesota 2014 Capital Appropriations, the Sheriff's Volunteer Rescue Squad needs were immediately considered and submitted.

Currently, the Sheriff's Office has main offices located in Duluth, Virginia, and Hibbing. The Rescue Squad has headquartered the north membership in Cook, MN, but the building was in poor condition and the location was not conducive to centralized emergency response for the Iron Range and northern areas.

The proposed investment would reuse/remodel an existing St. Louis County building, previously used by the Public Works Department for operations and storage. The proposed location in Virginia, MN allows for faster response of consolidated resources to all Range cities, as well as recreational areas such as the BWCA, Lake Vermillion, and Voyageurs National Park. This is possible due to the site's location on Highway 53, which "feeds" numerous other highway junctions from Virginia.

The second location is the existing Emergency Operations Center/Rescue Squad "south" headquarters located in Canosia Township, just north of Duluth. The location is very conducive to emergency response for the region, but storage space is limited. This portion of the investment would allow for additional indoor storage of emergency equipment such as boats, snowmobiles, command vehicle, all terrain vehicles, and room for general storage and supplies. Currently, many pieces of emergency equipment are stored outside. With time, this exposure takes a toll on equipment and causes them to degrade faster than if stored securely indoors.

Minnesota Management and Budget requests that the governing body pass a resolution of support and indicate the project's priority number for funding in the 2014 Capital Appropriations. The investment for Rescue Squad facility improvements is an investment for the region, as the Rescue Squad serves and assists many cities and counties. Area law enforcement and fire departments strongly support this submission.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board pass a resolution of support for a State of Minnesota 2014 Capital Appropriation request for the Sheriff's Volunteer Rescue Squad Storage and Meeting Space for \$837,500 and indicate it as the top St. Louis County bonding priority. This appropriation would finance up to 50% of the joint project cost, allowing this investment to be made in 2014.

**Support for and Prioritization of  
Volunteer Rescue Squad 2014 Capital Appropriation Request**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The State of Minnesota recently solicited requests for 2014 Capital Appropriations; and

WHEREAS, The Sheriff's Volunteer Rescue Squad Storage and Meeting Space projects in Virginia and Canosia Township meet the criteria and are needed investments included in the St. Louis County 2013-2017 Capital Improvement Plan; and

WHEREAS, The Capital Appropriation would finance up to 50% of the joint project cost, allowing this investment to be made in 2014;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board declares its support for the 2014 Capital Appropriation request of \$837,500 for the St. Louis County Sheriff's Rescue Squad Storage and Meeting Space;

RESOLVED FURTHER, That the St. Louis County Board designates this as its priority bonding project for 2014.

# BOARD LETTER NO. 13 - 278

## CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE NO. 1

### BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE:** Appointment of Alternate  
Representative to the Duluth  
International Airport Joint  
Zoning Board

**FROM:** Kevin Z. Gray  
County Administrator

#### **RELATED DEPARTMENT GOAL:**

To ensure compliance with state statutes, and accomplish the directives of the County Board of Commissioners.

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to appoint Commissioner Frank Jewell as its alternate St. Louis County representative to the Duluth International Airport Joint Zoning Board for the remainder of 2013.

#### **BACKGROUND:**

The Duluth International Airport Joint Zoning Board was authorized by the Minnesota State Legislature (Minn. Stat. 360.063, Subd. 3), to adopt, administer, and enforce airport zoning regulations applicable to the airport hazard area pertaining to the location of the Duluth airport. The Standing Operating Rules of the Duluth Airport Joint Zoning Board call for two St. Louis Commissioners to represent the county. Commissioners Dahlberg and Stauber currently serve as those representatives. At its 2012 organizational meeting, the County Board appointed Gary Eckenberg, Deputy County Administrator, as the alternate representative, with a term expiring on December 31, 2013 (Resolution No. 12-007).

The Duluth International Airport and its immediate surrounding area is going through numerous changes. These include a new terminal building, adjoining infrastructure, proposed runway extension and a comprehensive study regarding take-off and landing safety zone changes that can affect existing local zoning ordinances. With this in mind, Commissioner Frank Jewell has requested that the County Board consider appointing him to the alternate representative position on the Joint Zoning Board since the airport is located in his commissioner district. Administration is supportive if this change.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board appoint Commissioner Frank Jewell as the alternate representative on the Duluth International Airport Joint Zoning Board, replacing Mr. Eckenberg, to the term expiring on December 31, 2013.

**Appointment of Alternate Representative to the  
Duluth International Airport Joint Zoning Board**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The Duluth International Airport Joint Zoning Board was created by the authority of the Minnesota State Legislature (Minn. Stat. 360.063, Subd. 3), to adopt, administer, and enforce airport zoning regulations applicable to the airport hazard area pertaining to the location of the airport; and

WHEREAS, At its 2012 organizational meeting, the St. Louis County Board appointed Deputy County Administrator Gary Eckenberg as its alternate representative to the Duluth International Airport Joint Zoning Board, with a term expiring on December 31, 2013 (Resolution No. 12-007); and

WHEREAS, The Duluth International Airport and its immediate surrounding area, is going through numerous changes including a new terminal building, adjoining infrastructure, proposed runway extension and a comprehensive study regarding take-off and landing safety zone changes that can affect existing local zoning ordinances; and

WHEREAS, First District Commissioner Frank Jewell has requested that the County Board consider appointing him to the alternate representative position on the Joint Zoning Board, since the Duluth International Airport is located in his commissioner district, and County Administration is supportive of this change;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board appoints Commissioner Frank Jewell as its alternate representative on the Duluth International Airport Joint Zoning Board, effectively immediately, replacing the Deputy County Administrator, with the term expiring on December 31, 2013.

# BOARD LETTER NO. 13 - 279

PUBLIC SAFETY & CORRECTIONS COMMITTEE NO. 1

BOARD AGENDA NO.

**DATE:** July 2, 2013

**RE: Public Safety Innovation Fund  
Proposal – Female Offender  
Program Enhancement**

**FROM: Kevin Z. Gray  
County Administrator**

**Ross Litman  
County Sheriff**

**RELATED DEPARTMENT GOAL:**

To use best practices and program innovations to deal with jail overcrowding dynamics.

**ACTION REQUESTED:**

The St. Louis County Board is requested to enter into an 18-month contract with Arrowhead Regional Corrections for enhancement of the current Female Offender programming at Duluth Bethel.

**BACKGROUND:**

For each of the past ten years the inmate population of the St. Louis County Jail has exceeded its capacity. As a result, inmates are routinely placed in other counties, resulting in significant additional expense and transportation burden on the Sheriff's Office. The Criminal Justice Coordinating Committee (formerly the Jail Overcrowding Committee) was established in 2008 to examine this issue with all criminal justice partners.

In 2012 an overcrowding study was done by Arrowhead Regional Corrections Advisory Committee Chair Kenneth F. Schoen. The *Study of the St. Louis County Jail*, by Mr. Schoen, included considerable statistical analysis of trends in St. Louis County and comparison counties. It was the product of conversations with all criminal justice partners and resulted in productive discussions in various settings. There were a number of immediate actions considered, but without additional funding, criminal justice partners are not in a position to "pilot" potential solutions.

In reviewing year-end financial results, the Auditor's Office determined cost savings had been realized in the St. Louis County Jail's budget due to per diems below the 2011 level (which had been used to build the 2012 budget) and savings due to a new medical provider contract. A total of \$921,378 was available and was approved as a new assigned category in the General Fund fund balance: Public Safety Innovation. Contracts with Arrowhead Regional Corrections for an Intensive Pre-Trial Supervision

Program (\$439,582.72) and Community Sanctions Program (\$132,178.61) have already been approved by County Board Resolution No. 13-305 earlier this year.

The proposed Female Offender Program Enhancement will provide longer Female Offender programming to more women in lieu of incarceration in the St. Louis County Jail. It would meet the intent of Minn. Stat. § 241.70 that requires adult women to “be provided a range and quality of programming substantially equivalent to programming offered male persons charged with or convicted of crimes or delinquencies.” This proposal has been recommended by the Arrowhead Regional Corrections Female Offender Committee and approved by the Criminal Justice Coordinating Committee. Attached is the program description and evaluation plan.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize a contract with Arrowhead Regional Corrections of up to \$187,376.40 for the period July 15, 2013 to December 31, 2014 for the purposes of expanding the Duluth Bethel Female Offender Program.

**Public Safety Innovation Fund Proposal –  
Female Offender Program Enhancement**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The St. Louis County Board approved assigning \$921,378 of savings in the 2012 Jail budget for the purpose of Public Safety Innovation and has approved funding for two proposals totaling \$571,761.33 to date; and

WHEREAS, The Criminal Justice Coordinating Committee continues to meet and work towards solving the complex jail overcrowding problem; and

WHEREAS, The Criminal Justice Coordinating Committee has reviewed and recommended funding for a proposal prepared by Arrowhead Regional Corrections Female Offender Committee for Female Offender Program Enhancement at Duluth Bethel to move women out of the Jail earlier in their incarceration time as well as potentially serve additional women; and

WHEREAS, This program will be delivered through a new contract with Arrowhead Regional Corrections for this specific program which includes expanded reporting and evaluation;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to develop a contract with Arrowhead Regional Corrections for St. Louis County Female Offender Program Enhancement (County Board File No. \_\_\_\_\_) and authorizes payment for the 18-month cost of up to \$187,376.40, payable from the Public Safety Innovation assigned fund balance account, Fund 100, Object 311426, to be transferred into Fund 100, Agency 103002, Object 694700 to facilitate payment.

## Female Offender Program Enhancement

**Background Information:** Minnesota Statute 241.70 requires that ..."Adult women charged with or convicted of crimes, and juvenile females charged with an offense that would be a crime if committed by an adult or adjudicated delinquent, *shall be provided a range and quality of programming substantially equivalent to programming offered male persons charged with or convicted of crimes or delinquencies.* Programs for female offenders shall be based upon the special needs of female offenders."

Arrowhead Regional Corrections has a standing Female Offender Committee that has been working to address the needs of female offenders for decades. In March of 1992, Female Offender programs were established at the Duluth Bethel and the Range Mental Health Center in Virginia, Minnesota. In 2005, the Range Mental Health Center was closed due to budget cuts. Currently, Arrowhead Regional Corrections contracts with the Duluth Bethel for the Female Offender Program which can serve up to 6 women at a time for the last 60 days of their sentence. Women are sentenced and house in the St. Louis County jail. They are serving an average of 44 days in jail before they begin the final 60 days of their sentence at the Bethel program.

The per diem to house a female in the Bethel program is \$85.64 per day. The per diem to house an offender in the St. Louis County Jail is \$117.09 per day. St. Louis County also houses women offenders in other counties because of jail overcrowding. In 2012, St. Louis County paid approximately \$1.3 million to other counties to house their inmates.

**Program Goal:** Provide longer Female Offender programming to more women in lieu of incarceration in the St. Louis County Jail.

### **Benefits of the Program:**

1. Reduction of use of jail beds for sentenced women.
2. Female offenders receive longer duration of programming and services.
3. Serve more women in the Female Offender program.
4. Enhance response to the statutory requirements.
5. Reduced costs for St Louis County.

**Program Description:** The proposal is to expand the current Female Offender programming from 6 beds up to 10 beds for women at the rate of \$85.64 per day under the existing contract with Arrowhead Regional Corrections. This allows for the program to move women out of the jail earlier in their incarceration time as well as potentially serve additional women.

Women would be sentenced to serve their time at either the county jail or the Female Offender program. The women would be screened for appropriateness in the program and if appropriate moved immediately to Bethel. The screening process is a collaborative effort between probation, Bethel and the county jail. Bethel staff gathers information from probation including the PSI, LS/CMI, probation conditions, Rule 25 and psychological evaluations. Bethel staff interview the women in the jail to explain the program expectation. Bethel staff will be completing a classification tool which includes information on the women's adjustment while in the jail.

Eligibility criteria:

- The ability to function at a 6<sup>th</sup> grade reading and writing level (though accommodations would be made, i.e. working one on one with the individual).
- The ability to participate and live well in a group environment.
- If the client has a diagnosed mental health disorder, the client should be stable, and if recommended, following all medication requirements.

These women would participate in programming on site including cognitive skills groups, parenting, chemical dependency education or chemical dependency treatment. The Bethel contracts with Arrowhead Psychological for mental health services and is currently working with Arrowhead Regional Corrections and Senior Friends for nursing services. The Bethel Women's program partners with the Program to Aid Victims of Sexual Assault, Safe Haven Center for American Indian Resources and Project SOAR as well as a variety of community resources to provide education and information to the participants on site as well as in the community.

The Bethel Female Offender program has proven positive results. The latest analysis shows that the women who complete the program have a recidivism rate of 16%. 84% of these women have no felony convictions for 3 years from the time they were discharged. This is considerably better than the statewide average of a 27% recidivism rate or only 73% remaining felony free for 3 years.

The Female Offender Program is already periodically evaluated. Data is collected and maintained on the demographics of the participants as well as the recidivism outcomes achieved. The expanded program would continue to be assessed similarly.

**Budget Proposal:** The proposal is for up to 4 additional beds for 18 months at the rate of \$85.56 per day. The per diem is only paid if the bed space is used.

$$4 \text{ beds} \times \$85.56/\text{per diem} = \$342.24/\text{day}$$

$$\$342.24 \times 18 \text{ months} = \mathbf{\$187,376.40}$$

The difference between St Louis County jail per diem of \$117.09 and the Bethel Female Offender program per diem of \$85.56 is \$31.45 per day.

$$\$31.45 \times 4 \text{ beds} = \$125.80/\text{day}$$

$$\$125.80 \times 18 \text{ months} = \mathbf{\$68,875.50 \text{ savings}}$$

Additional savings include transportation and medical expenses.