



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

November 13, 2012

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

CONSENT AGENDA:

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

Minutes of November 6, 2012

Public Works & Transportation Committee – Commissioner Forsman, Chair

1. Agreement for Design Services for Bridge 707 (Unorganized Township 63-21) [12-442]
2. Agreement for Design Services for Bridge 488 (White Township) [12-443]
3. Agreement for Design Services for Bridge 641 (Sturgeon Township) [12-444]
4. Acceptance of Grant for Culvert Replacement, Reclaim and Overlay Project, Salo and Hilltop Roads (City of Embarrass) [12-445]

Finance & Budget Committee – Commissioner Raukar, Chair

5. Abatement List for Board Approval [12-446]
6. Lawful Gambling Applications (Unorganized Township 60-18 and Northland Township) [12-447]

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

7. Reappointment to Cook-Orr Healthcare District Board of Directors [12-448]

Public Safety & Corrections Committee – Commissioner Sweeney, Chair

8. Toward Zero Deaths Agreement with City of Duluth [12-449]
9. Approval of St. Louis County Emergency Operations Plan [12-450]

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.

Finance & Budget Committee – Commissioner Raukar, Chair

1. **Tobacco Products License Application (Fayal Township) [12-451]**
Resolution authorizing the renewal of a tobacco license in Fayal Township.

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:

November 27, 2012 City Council Chambers-City Hall, 401 East 21st Street, Hibbing, MN

December 11, 2012 Commissioners' Conference Room, Courthouse, Duluth, MN

December 18, 2012 Morse Town Hall, Ely, 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, November 6, 2012

Location: County Board Conference Room, Duluth Courthouse

Present: Commissioners Jewell, Dahlberg, Sweeney, Forsman, O’Neil and Chair Nelson

Absent: Commissioner Raukar

Convened: Chair Nelson called the meeting to order at 9:56 a.m.

CONSENT AGENDA

Jewell/Dahlberg moved to approve the consent agenda. (6-0)

- Minutes of October 23, 2012
- Award of Bid – Mechanical Site Scarification of Disc Trench
- Approval of Registered Land Survey Number 112 Greenwood Township
- Special Sale to the City of Gilbert
- Repurchase of State Tax Forfeited Land – Danielson
- Abatement List for Board Approval
- Project Change Order/Fee Adjustment – Virginia Courthouse Remodel and Addition
- Certificate of Approval of Special Law – Chris Jensen Health & Rehabilitation Center
- Authority to Enter into a Joint Powers Agreement for the Joint County Residential Survey
- Arrowhead Counties Association Lobbying Services Agreement
- Advertising for St. Louis County Cooperative Extension Committee Membership
- Reallocation of an Information Specialist III to an Information Specialist Supervisor – Auditor’s Office
- Memorandum of Understanding for Law Enforcement Assistance within Voyageurs National Park
- Establish Public Hearing to Consider Adoption of 2013 Fee Schedule – November 27, 2012, 9:40 a.m., City Council Chambers, City Hall, Hibbing, MN

Central Management & Inter-Governmental Committee

Jewell/O’Neil moved to approve a resolution reappointing David L. Sipila as St. Louis County Assessor. After further discussion, the motion passed. (6-0)

Commissioner Discussion Items and Reports

Chair Nelson said that there would be a fundraising roast of Representative Rukavina at the Mt. Iron City Hall on Monday, November 12, 2012.

Commissioner Dahlberg said that there would be a public hearing on the Minnesota Substance Abuse Strategy at 10 a.m. on November 9, 2012, at the Public Safety Building. Commissioner Dahlberg encouraged the public to attend. Commissioner Dahlberg also said that the Extension Service office had a successful “Soils for Success” forum at the Evergreen Senior Center. Commissioner Dahlberg said that sixty-five people attended the forum and various soil samples were brought for testing.

Commissioner Forsman stated that government should look at the balance of trade occurring between the United States and other countries that are using trade funds from the United States to distribute drugs and purchase guns who are hurting civilians.

Commissioner O’Neil urged citizens to attend the various Veteran’s Day activities this weekend that are happening throughout the County.

County Attorney Mark Rubin announced that Attorney Tim Lee would be retiring after over thirty years of service. Attorney Rubin then announced that Attorney Kimberly Maki would be taking the role as head of the Civil Division.

At 10:15 a.m., O’Neil/Jewell moved to adjourn. (6-0)

Keith Nelson, Chair of the County Board

Brandon Larson, Clerk of County Board

BOARD LETTER NO. 12 - 442

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: November 13, 2012 **RE:** Agreement for Design Services for
Bridge 707 (Unorganized Township
63-21)

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 design services agreement for reconstruction of Bridge 707, Unorganized Township (UT) Road 8109, Unorganized Township 63-21 (County Project 128464, SAP 069-599-035).

BACKGROUND:

The St. Louis County Public Works Department advertised for Request for Proposals to engineering consultants for design services for bridge reconstruction along UT 8109 over the Willow River in Unorganized Township 63-21. After reviewing the proposals, it was determined that Erickson Engineering of Bloomington, MN has the training, experience, and knowledge to provide these services. The factors considered to determine the best choice were cost, ability to deliver within the project time frame, experience, proposed design, and estimated construction costs. The agreement includes project management, team meetings, public involvement, writing of special provisions, and design activities. This project is anticipated to be funded by State Town Bridge Funds.

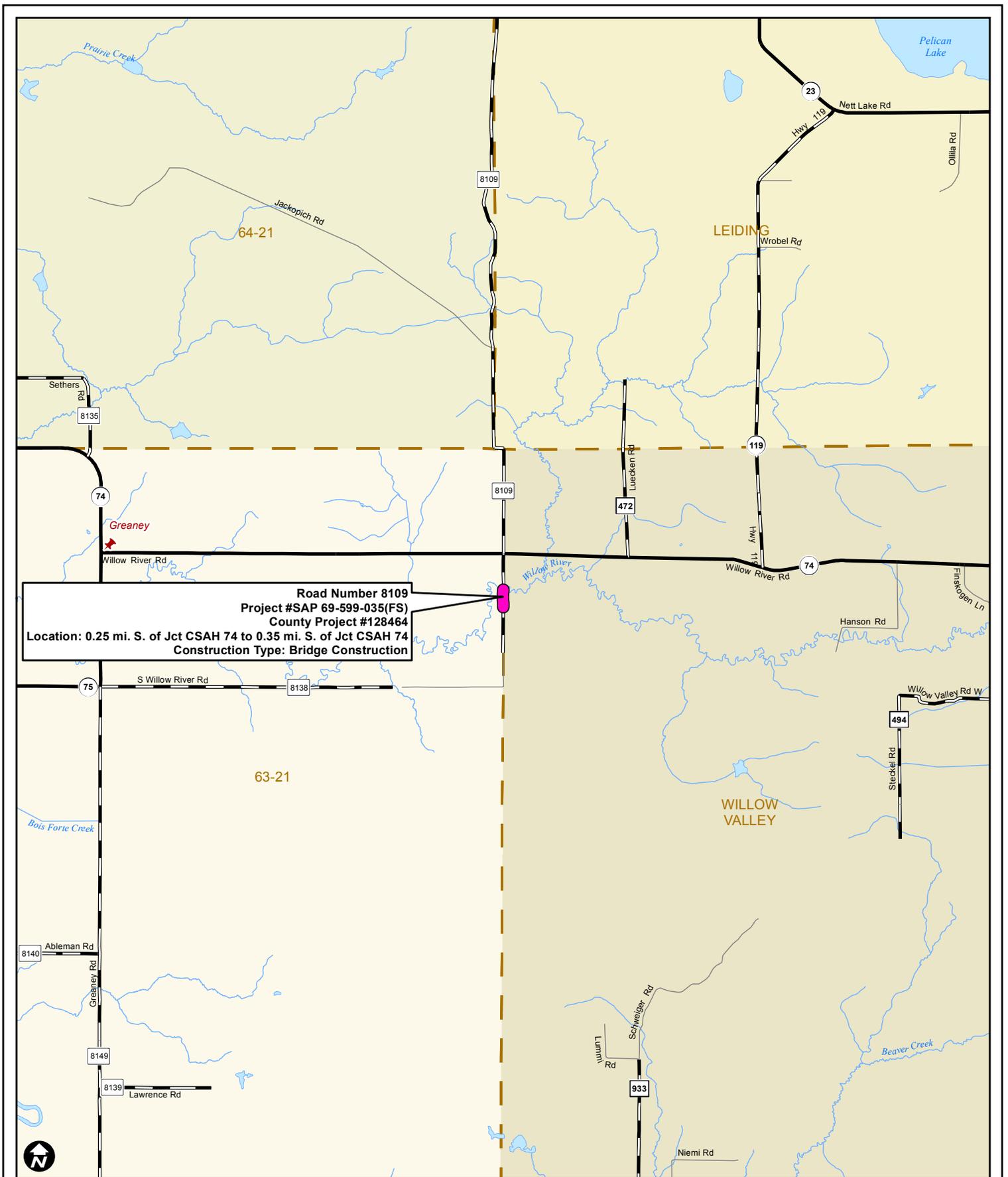
RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an agreement with Erickson Engineering, Bloomington, MN, for design reconstruction plans for Bridge 707 along UT 8109 over the Willow River in Unorganized Township 63-21, MN. The total cost of these services is \$34,700, payable from Fund 210, Agency 210045, Object 626600.

**Agreement for Design Services for Bridge 707
(Unorganized Township 63-21)**

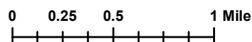
BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board authorizes an agreement, and any amendments authorized by the County Attorney, for the design services of Erickson Engineering, Bloomington, MN, for the reconstruction of County Bridge 707 along Unorganized Township Road 8109 over the Willow River in Unorganized Township 63-21, MN., C.P. 128464 SAP 069-599-035, in the amount of \$34,700, payable from Fund 210, Agency 210045, Object 626600.



Road Number 8109
Project #SAP 69-599-035(FS)
County Project #128464
Location: 0.25 mi. S. of Jct CSAH 74 to 0.35 mi. S. of Jct CSAH 74
Construction Type: Bridge Construction

St. Louis County 2013 Road & Bridge Construction

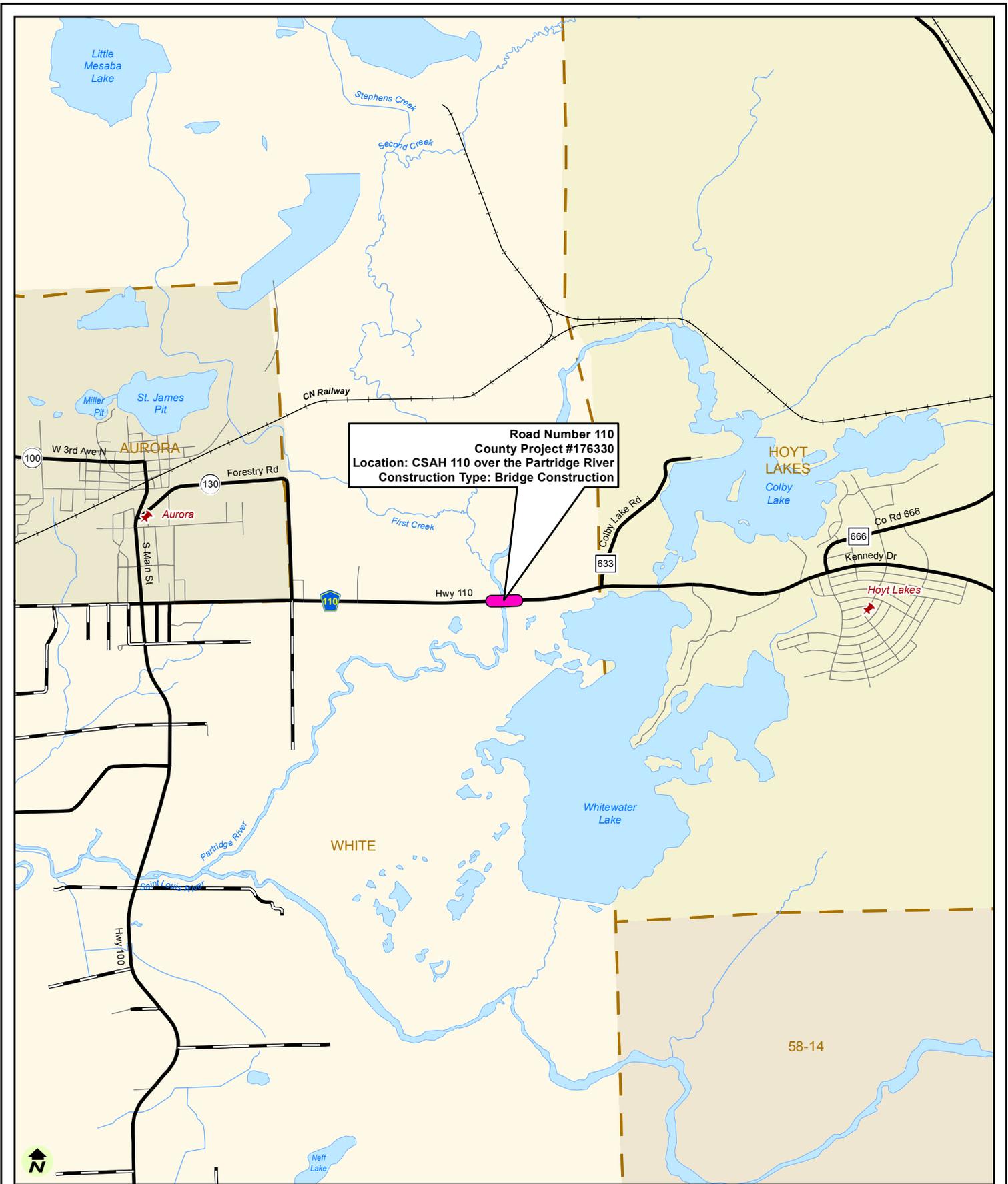


Map Components	
Bridge Construction	County/Unorg. Twp. Road - Paved
Interstate Highway	County/Unorg. Twp. Road - Gravel
U.S./State Highway	Local Road/City Street
Commissioner District	Railroad
	Township Boundary
	City/Town
	Lake
	River/Stream

**Agreement for Design Services for Bridge 488
(White Township)**

BY COMMISSIONER _____

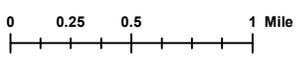
RESOLVED, that the St. Louis County Board authorizes an agreement, and any amendments authorized by the County Attorney, for the design services of LHB Corp., Duluth, MN, for the reconstruction of County Bridge 488 along County State Aid Highway 110 over the Partridge River in White Township, C.P. 176330, in the amount of \$51,000, payable from Fund 220, Agency 220284, Object 626600.



St. Louis County 2012 Road & Bridge Construction

Map Components

	2012 Bridge Construction		County Road - Paved		Township Boundary
	County Road - Gravel		City/Town		Lake
	Interstate Highway		River/Stream		Commissioner District
	U.S./State Highway				



**Agreement for Design Services for Bridge 641
(Sturgeon Township)**

BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board authorizes an agreement, and any amendments authorized by the County Attorney, for the design services of LHB Corp., Duluth, MN, for the reconstruction of County Bridge 641 along County State Aid Highway 22 over the Sturgeon River in Sturgeon Township, C.P. 176286, in the amount of \$65,000, payable from Fund 220, Agency 220283, Object 626600.

BOARD LETTER NO. 12 - 445

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 4

BOARD AGENDA NO.

DATE: November 13, 2012 **RE:** Acceptance of Grant for Culvert Replacement, Reclaim and Overlay Project, Salo and Hilltop Roads (Embarrass)

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 Fund grant and committing to the use of local funds to pay for that portion of the cost of the project which exceeds the grant amount for County Project (CP) 83767 (SAP 69-598-037).

BACKGROUND:

Bids for a Culvert Replacement and Reclaim and Overlay Project on County Road (CR) 615, CR 620, and CR 583 (Salo Road and Hilltop Road) were let on October 8 and County Board Resolution No. 12-554 was adopted on October 9, awarding the project to KGM Contractors at their low bid of \$1,157,662.82. Tentative approval of a grant from the Minnesota State Transportation Fund was received on December 2, 2011, with final approval received on October 26, 2012 based on the bid amount. The grant will offset \$843,500 in local funds which were anticipated for this project.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize agreements with the Minnesota Department of Transportation to accept Minnesota State Transportation Grant funds and commit to the use of local funds for costs of County Project 83767 which exceed the grant amounts.

**Acceptance of Grant for Culvert Replacement, Reclaim and Overlay
Project, Salo and Hilltop Roads (Embarrass)**

BY COMMISSIONER _____

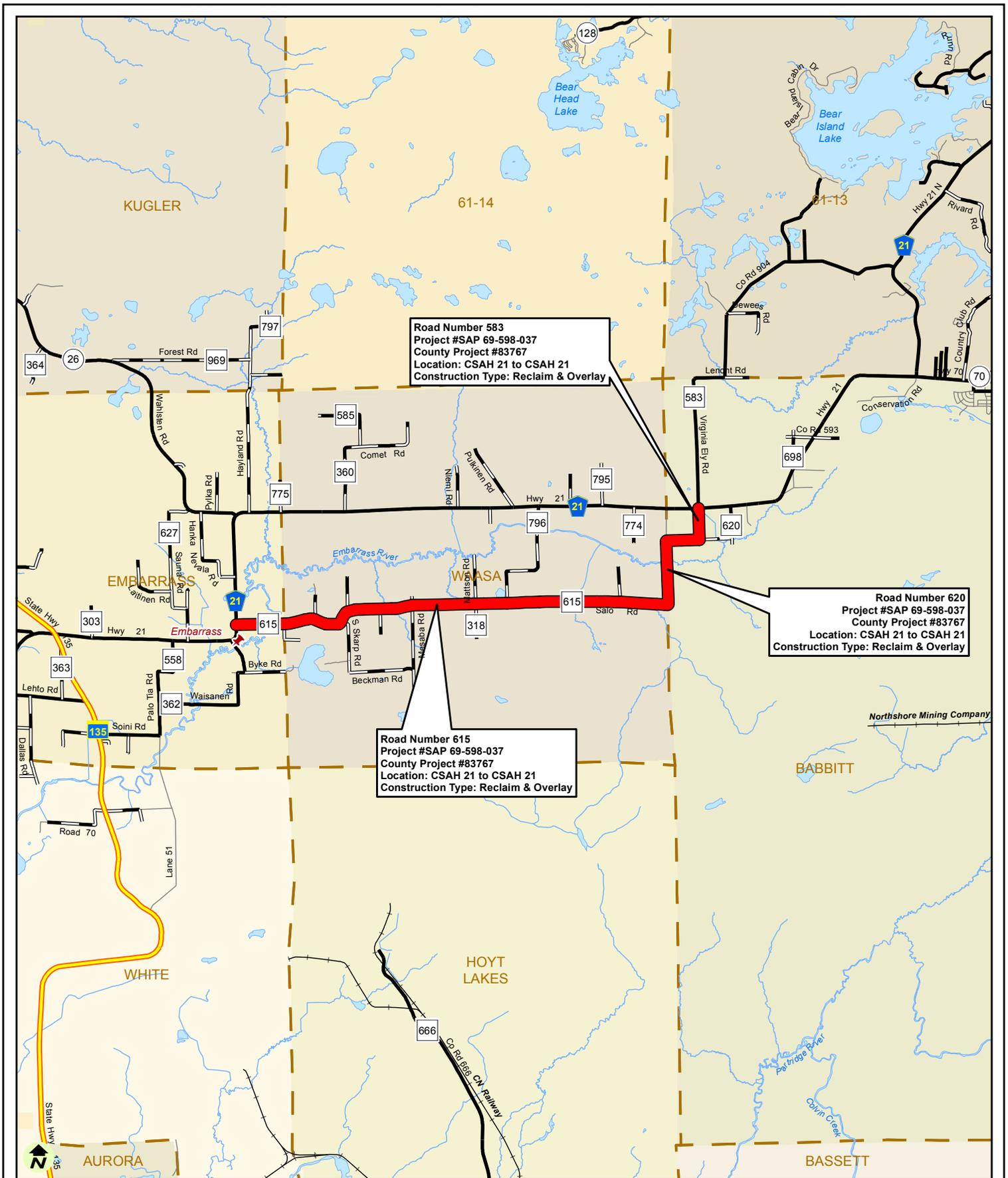
WHEREAS, St. Louis County has applied to the Minnesota Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for the construction of project SAP 69-598-037, Agency 220282, on County Road 615, CR 620, and CR 583 (Salo Road), in Embarrass, MN; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

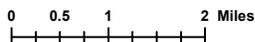
WHEREAS, the amount of the grant has been determined to be \$843,500 by reason of the low responsible bid of \$1,157,662.82, submitted by KGM Contractors, Inc.

NOW, 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 project but not required. The appropriate county officials are authorized to execute Grant Agreement No. 00361 with the Minnesota Commissioner of Transportation concerning the above-referenced grant.

Fund 29 Bridge Bond Funds	\$ 843,500.00
SLC Local Funds	\$ 314,162.82
Total Project:	\$1,157,662.82



St. Louis County 2012 Road & Bridge Construction



Map Components

2012 Road & Bridge Construction

- Reclaim & Overlay
- County Road - Paved
- County Road - Gravel
- Interstate Highway
- U.S./State Highway

- Township Boundary
- City/Town
- Lake
- River/Stream
- Railroad
- Commissioner District

BOARD LETTER NO. 12 - 446

FINANCE & BUDGET COMMITTEE CONSENT NO. 5

BOARD AGENDA NO.

DATE: November 13, 2012 **RE:** Abatement List for Board Approval

FROM: Kevin Z. Gray
County Administrator

Mark Monacelli, Director
Public Records & Property Valuation

David L. Sipila
County Assessor

RELATED DEPARTMENT GOAL:

The County Assessor will meet all state mandates for classifying and valuing taxable parcels for property tax purposes as outlined in Minn. Stat. § 270 through 273.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the attached abatements.

BACKGROUND:

The intent of abatements is to provide equitable treatment to individual taxpayers while at the same time exercising prudence with the tax monies due to the taxing authorities within St Louis County. Abatements are processed in conformance with St. Louis County Board Resolution No. 861, dated November 30, 1993, outlining the Board's policy on abatement of ad valorem taxes. This Policy provides direction for the abatement of: 1) Current year taxes; 2) Current year penalty and costs; 3) Past year taxes; and 4) Past year penalty, interest, and costs.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the attached list of abatements.

Abatement List for Board Approval

BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board approves the applications for abatements, correction of assessed valuations and taxes plus penalty and interest, and any additional accrual, identified in County Board File No. 59401.

Abatements Submitted for Approval by the St. Louis County Board
on 11/27/2012

<u>PARCEL CODE</u>			<u>AUD NBR</u>	<u>NAME</u>	<u>TYPE</u>	<u>LOCATION</u>	<u>APPRAISER</u>	<u>REASON</u>	<u>YEAR</u>	<u>REDUCTION</u>	
555	10	3880	0	14589	GRIFFIN, BROMLEY	R	Van Buren	Jan Jackson	VALUATION	2012	1,223.84
20	110	1910	0	14591	HANSON, JENNIFER M	R	Chisholm	Chris Link	HOMESTEAD	2012	884.64
10	1380	145	0	14592	HIGGINS, SHAWN	R	City of Duluth	Gregg Swartwoudt	VALUATION	2010	189.54
10	1380	145	0	14593	HIGGINS, SHAWN	R	City of Duluth	Gregg Swartwoudt	VALUATION	2011	187.74
10	1380	145	0	14594	HIGGINS, SHAWN	R	City of Duluth	Gregg Swartwoudt	VALUATION	2012	215.78
555	10	3710	0	14595	KUEHL, QUINN	R	Van Buren	Jan Jackson	CODE CHANGE	2011	344.14
555	10	3710	0	14597	KUEHL, QUINN	R	Van Buren	Jan Jackson	CODE CHANGE	2012	361.28
555	10	3720	0	14596	KUEHL, QUINN	R	Van Buren	Jan Jackson	CODE CHANGE	2011	581.92
555	10	3720	0	14598	KUEHL, QUINN	R	Van Buren	Jan Jackson	CODE CHANGE	2012	531.40
115	32	90	0	14599	MILICH, JAMES	R	Buhl	Dave Jarvela	VALUATION	2010	44.02
115	32	90	0	14600	MILICH, JAMES	R	Buhl	Dave Jarvela	VALUATION	2011	44.24
115	32	90	0	14601	MILICH, JAMES	R	Buhl	Dave Jarvela	VALUATION	2012	52.76
395	10	2952	2023	14602	MORTON, ROBERT	M	Hermantown	Noah Mittlefehldt	HOMESTEAD	2012	161.58
30	370	1560	0	14603	SHUSTA, JOSEPH M	R	Ely	Ben Thomas	HOMESTEAD	2012	715.90
10	3890	1250	0	14604	SINK, RAYMOND	R	City of Duluth	Linda Brophy	HOMESTEAD	2012	241.22
140	50	1200	0	14606	SKALSKY, PETER	R	Hibbing	Bruce Sandberg	HOMESTEAD	2012	0.00
140	50	1210	0	14605	SKALSKY, PETER	R	Hibbing	Bruce Sandberg	HOMESTEAD	2012	631.42
225	80	310	0	14607	WINTER, DONALD	R	Arrowhead	Jan Jackson	VALUATION	2012	133.84
677	14	850	0	14608	ZAPF, GERALD	R	57-16	Dave Christensen	HOMESTEAD	2012	366.60

BOARD LETTER NO. 12 - 447

FINANCE & BUDGET COMMITTEE CONSENT NO. 6

BOARD AGENDA NO.

DATE: November 6, 2012 **RE:** Lawful Gambling Applications
(Unorganized Township 60-18 and
Northland Township)

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to approve lawful gambling applications in Unorganized Township 68-18 and Northland Township.

BACKGROUND:

The following Lawful Gambling Applications were recommended for approval by the Liquor Licensing Committee:

CC Riders Snowmobile Club, Canyon, Minnesota, to operate out of the following:

Britt Lounge & Cafe, Unorganized Township 60-18, 7301 Britt Bypass Road, Britt, MN 55710, new

The Dawghouse, Northland Township, 7283 Highway 53, Canyon, MN 55717, new

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the above Lawful Gambling applications.

**Lawful Gambling Applications – Unorganized Township 60-18
and Northland Township**

BY COMMISSIONER _____

RESOLVED, that pursuant to Minn. Stat. 349.213, Subd. 2, the St. Louis County Board approves the following Lawful Gambling License Applications on file in the office of the County Auditor, identified as County Board File No. 59511, for the following organization:

CC Riders Snowmobile Club, Canyon, Minnesota, to operate out of the following:

Britt Lounge & Cafe, Unorganized Township 60-18, 7301 Britt Bypass Road, Britt, MN 55710, new (Pull-Tabs);

The Dawghouse, Northland Township, 7283 Highway 53, Canyon, MN 55717, new (Pull-Tabs).

BOARD LETTER NO. 12 - 448

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 7

BOARD AGENDA NO.

DATE: November 13, 2012 **RE:** Reappointment to Cook-Orr
Healthcare District Board of
Directors

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

To ensure the policy direction set by the St. Louis County Board of Commissioners is implemented in as effective and efficient manner as possible.

ACTION REQUESTED:

The St. Louis County Board is requested to reappoint a representative from the unorganized townships located within the Cook Hospital Healthcare District to the Cook-Orr Healthcare District Board of Directors.

BACKGROUND:

The county has received a request from Cook Hospital Administrator, Al Vogt, asking that Mr. Julian Brzoznowski be reappointed to a vacancy which will occur on the Cook-Orr Healthcare District Board of Directors at the end of this year. Mr. Brzoznowski's reappointment will become effective at the end of his current term which expires on December 31, 2012. He will continue to fill one of two representative positions from the unorganized townships in the area.

Mr. Brzoznowski has expressed interest in continuing his service on the board, and he has been unanimously approved by the Cook-Orr Healthcare District Board of Directors for another term. However, since the St. Louis County Board acts as the Township Board for all unorganized townships, this appointment must be made by resolution of the County Board.

RECOMMENDATION:

It is recommended that the St. Louis County Board reappoint Julian Brzoznowski to a three (3) year term on the Cook-Orr Healthcare District Board of Directors as a representative for the unorganized townships within the Cook Hospital healthcare district, beginning on January 1, 2013 and ending December 31, 2015.

Reappointment to Cook-Orr Healthcare District Board of Directors

BY COMMISSIONER _____

WHEREAS, St. Louis County has received a request from the Cook Hospital Administrator asking that Mr. Julian Brzoznowski be reappointed to the Cook-Orr Healthcare District Board of Directors to represent unorganized townships in the Cook Hospital Healthcare District; and

WHEREAS, the St. Louis County Board acts as the Township Board for all unorganized townships.

NOW, THEREFORE, BE IT RESOLVED, the St. Louis County Board reappoints Mr. Julian Brzoznowski to the Cook-Orr Healthcare District Board of Directors to represent unorganized townships in the Cook Hospital Healthcare District; for a three (3) year term beginning January 1, 2013 and ending December 31, 2015.



*Providing Fifty Years of Service
"Where History and Vision Meet"*

May 8, 2012

Mike Forsman
County Commissioner
1423 East Harvey
Ely, MN 55731

Re: Unorganized Township Representative for the Cook-Orr Healthcare District Board of Directors.

Dear Commissioner Forsman:

Under the authorizing legislation of our district, we have sought a qualified and interested citizen replacement for this position and Julian Brzoznowski, 7642 Hwy 53 North; Orr, MN 55771 has agreed to fill the vacancy upon appointment by the Cook-Orr Healthcare District Board.

The Cook-Orr Healthcare District Board has unanimously re-approved Mr. Brzoznowski as one of the two representatives from the unorganized townships required by the Authorizing Legislation in the formation of the Cook-Orr Healthcare District.

Mr. Brzoznowski has done an excellent job in representing the unorganized Townships within our district and has agreed to serve another 3 year term. This term will begin 1/1/13 and expire 12/31/15.

Please note this at your next regular board meeting.

Thank you for acting on this matter in our regard.

Al Vogt, CEO
Cook Hospital

Toward Zero Deaths Agreement with City of Duluth

BY COMMISSIONER _____

WHEREAS, the City of Duluth has received the 2013 Toward Zero Deaths grant;
and

WHEREAS, the grant is intended for several governmental units to participate in
the grant's activity and funding, including, St. Louis County.

NOW THEREFORE, BE IT RESOLVED, that the St. Louis County Board
authorizes an agreement with the City of Duluth to participate in the 2013 Toward Zero
Deaths Grant of \$46,268 to be accounted for in Fund 100, Agency 129999, Grant
12922, Year 2013 and,

RESOLVED FURTHER, that the St. Louis County Board authorizes the
appropriate county officials to sign any associated contract documents.

GRANT APPROVAL FORM

GRANT NAME: 2013 TZD Agreement GRANT AMOUNT: \$46,268
 GRANTOR: MN DPS/City of Duluth MATCH AMOUNT: \$0
 FUND: 100 AGENCY: 129999 GRANT: 12922 GRANT YEAR: 2013
 AGENCY NAME: St. Louis County Sheriff's Office
 CONTACT PERSON: Susan Campbell PHONE: 218-730-5422
 GRANT PERIOD: BEGIN DATE: 10/01/2012 END DATE: 09/30/2013
 STATE GRANT AWARD NUMBER OR FEDERAL CFDA # 20.600 & 20.608

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

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

GRANTS OF \$25,000 OR LESS

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

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

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

YES NO

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

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

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

NEW GRANTS GREATER THAN \$25,000

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

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

YES NO

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

County Auditor [Redacted] Date: [Redacted]
County Administrator [Redacted] Date: [Redacted]

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 [Redacted] Date: [Redacted]
County Administrator [Redacted] Date: 11/8/12

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. 12 - 450

PUBLIC SAFETY & CORRECTIONS COMMITTEE
CONSENT NO. 9

BOARD AGENDA NO.

DATE: November 13, 2012

RE: Approval of the St. Louis County
Emergency Operations Plan

FROM: Kevin Z. Gray
County Administrator

Ross Litman
Sheriff

RELATED DEPARTMENT GOAL:

Provide for the safety and security of citizens and visitors to St. Louis County by planning and preparing for county-wide emergencies.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the St. Louis County Emergency Operations Plan.

BACKGROUND:

The purpose of the Emergency Operations Plan is to provide for the necessary planning and preparedness to help mitigate hazards, prepare for emergencies, and enhance the response and recovery phases of any emergency situation. The St. Louis County Board originally approved the Emergency Operations Plan on May 8, 1961 (Resolution No. 61-302). The plan is formally updated and approved by the County Board every four years, and an updated plan was last approved by the Board in October, 2008.

There are no significant modifications to the plan or the emergency responsibility assignments contained in the 2012 plan as compared to the 2008 plan. A copy of the basic plan is included.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the 2012 Emergency Operations Plan.

Approve St. Louis County Emergency Operations Plan

BY COMMISSIONER _____

WHEREAS, the St. Louis County Board and Sheriff desire emergency plans be in place to best protect the life, safety, and property of county residents and infrastructure; and

WHEREAS, an Emergency Operations Plan helps fulfill proactive planning for the good of the county, as well as supporting state and federal mandates.

NOW, THEREFORE, BE IT RESOLVED, the St. Louis County Board approves the 2012 Emergency Operations Plan, which shall be renewed every four years.

RESOLVED FURTHER, appropriate county officials are authorized to sign acceptance of the Emergency Operations Plan, which shall be maintained by the County Sheriff in the Sheriff's Office Homeland Security/Emergency Management Division.

THIS PAGE DOCUMENTS APPROVAL FOR THE BASIC PLAN AND ANNEXES

Prepared by: _____ Date: _____

(Title) _____

Approved by: _____ Date: _____

(Title) _____

FORWARD

The purpose of this plan is to provide a guide for emergency operations. The plan is intended to assist key county officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions. More detailed standard operating procedures (SOP's) are developed and maintained by responsible agencies.

The plan is applicable to the entirety of St. Louis County outside of all municipalities and Indian Tribal Government as applicable. Individual municipality and Tribal Government plans have been coordinated with the St. Louis County plan and are on file at municipal emergency management or administrative offices as available.

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

Upon termination of office, the holder of this document shall transfer it to his successor or to the St. Louis County Emergency Management Director.

Copy No. _____

Assigned to: _____

REASON FOR PLAN

Wildfires, tornadoes, lightning, hailstorms, windstorms, extreme temperatures, drought, floods, blizzards, ice storms, and other natural disasters can affect St. Louis County. In addition, major technological disasters such as train wrecks; plane crashes; explosions; accidental releases of hazardous materials; terrorism incidents; enemy attack; dam failure, radiological, water supply contamination, wastewater system failure and infectious diseases pose a potential threat to public health and safety in St. Louis County. An emergency plan is needed to maximize the protection of the public from the effects of these hazards.

The St. Louis County Hazard Mitigation Plan, April 2005, identifies hazards that can impact the county. The plan describes risks and vulnerabilities and contains numerous maps related to the risks. Maps are also included in the Community Wildfire Protection Plan and the plans prepared by Minnesota Power for dam failure relating to their system of dams. Maps regarding the 302 reporting facilities in the county are shown in Annex M and are also on file in the Emergency Management Office.

I. PURPOSE OF PLAN

St. Louis County has many capabilities and resources which could be used in the response to any major disaster. These include the facilities, equipment, manpower, and skills of both government and non-government professions and groups in St. Louis County. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

- A. Maximize the protection of life and property.
- B. Ensure the continuity of government.
- C. Sustain survivors.
- D. Repair essential facilities and utilities.
- E. Provide support to all areas and political subdivisions in the county which require assistance.

II. LEGAL BASIS AND REFERENCES

- A. Public Law 920, as amended.
- B. Minnesota Statutes, Chapter 12, as amended.
- C. St. Louis County resolution No. 302, dated May 8, 1961.
- D. Minnesota Division of Emergency Services BULLETIN No. 87-1.
- E. Minnesota Statutes, Section 299J, as amended
(The Minnesota Pipeline Safety Act)

- F. Homeland Security Presidential Directives (HSPD's) 5 and 8
- G. Minnesota Governor Executive Order #05-02
- H. St. Louis County resolution No. 495, dated October 4, 2005 adopting the National Incident Management System (NIMS) as the St. Louis County standard for incident management.

III. ORGANIZATION

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis, therefore each agency must provide for the continuity of their operations under any conditions. County organization and interrelationships are shown on Attachment 1 of this basic plan.

IV. DIRECTION AND CONTROL

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the management of emergency operations. This has been provided for as follows:

- A. County Government - The board of commissioners will be responsible for establishing policy relating to the direction and control of county government resources during emergency operations. This authority may be delegated to the county administrator or his/her designee. The St. Louis County Sheriff serves as the emergency management director. The Sheriff has the overall authority and responsibility for the development and maintenance of the plan, and for the implementation of the plan. The Sheriff is listed in Annex A, page 15 along with the Undersheriff, Supervising Deputy and the Emergency Management Coordinator. The line of succession for all department directors goes to each deputy director position. The St. Louis County Emergency Conditions Policy , Resolution No. 386, Board File No. 58429 dated August 2, 2005 (see Attachment 3) may be implemented for emergency conditions within St. Louis County.
- B. City Government - The mayors of the cities in St. Louis County will be responsible for providing overall direction and control of the city government's resources involved in the response to a disaster.

V. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of St. Louis County emergency responsibility assignments, by function, is shown on Attachment 2. Heads of the various county government departments and agencies will be responsible for carrying out their assignments as

shown on the chart.

- B. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits and municipal officials will have the corresponding responsibility within city limits.
- C. Responsibilities have been assigned by a code letter: "P", "S", or "C".
 - 1. "P" indicates primary operational responsibility, which means the official or agency in charge of and responsible to make provision for that function.
 - 2. "S" indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.
 - 3. "C" indicates coordination responsibility, and is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-government agencies are involved.
- D. Emergency responsibility assignments listed herein apply only to the county area outside of municipalities and Tribal Government as applicable. Corresponding emergency responsibility assignments within municipalities and tribal government can be found in respective emergency operations plans.

VI. OPERATIONS POLICIES

- A. Protection of life and property during an emergency is the primary responsibility of government at all levels.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The St. Louis County Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- D. Local government resources must be utilized to the maximum before state or federal assistance will be made available.
- E. Each agency, department, or service of government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- F. St. Louis County has adopted the National Incident Management System (NIMS). In the event of a limited scope emergency, incident management may be accomplished entirely through the use of NIMS and the establishment of an incident command post (ICP). County Board resolution #495 of October 4, 2005 and Governor's Executive Orders 05-02 establishes NIMS "as the basis for all incident management in the State of Minnesota".

- G. The St. Louis County Emergency Conditions Policy may be implemented for emergency conditions within St. Louis County. (See Attachment 3)

VII. SUPPORT

- A. Department of Military Affairs (National Guard)
1. Overview
When a natural disaster or other major emergency is beyond the capability of local government, support from National Guard units may be available. Only the Governor, as commander-in-chief of the Minnesota National Guard, has the authority to activate the Guard. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies:
 - a. National Guard assistance will complement and not be a substitute for county and/or local participation in emergency operations.
 - b. If made available, National Guard personnel remain under military command at all times, but will support and assist county and/or local forces in the accomplishment of a specific task or tasks.
 2. Request Procedures
In the case of the county and all cities that are not of the first class, the sheriff must submit the request for assistance to the State Duty Officer. In the case of cities of the first class, the mayor, after consulting with the county sheriff, will submit the request to the State Duty Officer.
- B. State and Federal Agencies
1. A summary of state and federal programs available to local governments which are experiencing or have experienced a disaster is contained in Disaster Response and Recovery: A Handbook For Local Government. This document was developed by, and is available from, the Minnesota Division of Homeland Security and Emergency Management (HSEM) regional program coordinator's office and is on file in the County Emergency Management office.
 2. Information and assistance in securing state or federal support may be obtained by contacting the HSEM regional program coordinator's office. (See Resource Manual).
 3. Federal Assistance
 - a. Terrorism - If an event is a suspected terrorism threat or actual incident this should be reported to the Federal Bureau of Investigation (FBI). If the FBI determines the threat or incident is a

possible terrorist incident they become the lead Federal agency for crisis management of the incident.

- b. Hazardous Materials Incidents
The following types of assistance can be accessed through the State Duty Officer.

The On-Scene-Coordinator (OSC) is the federal official pre-designated by the Environmental Protection Agency or the U.S. Coast Guard to coordinate and direct federal responses and removals under the National Contingency Plan; or the Department of Defense (DOD) official designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants, or contaminants from DOD vessels and facilities. When the National Response Center (NRC) receives notification of a pollution incident, the NRC duty officer notifies the appropriate OSC, depending on the location of an incident. Based on this initial report and any other information that can be obtained, the OSC makes a preliminary assessment of the need for a federal response. If any on scene response is required, the OSC will go to the scene and monitor the response of the responsible party or state or local government. If the responsible party is unknown or not taking appropriate action, and the response is beyond the capability of state and local governments, the OSC may initiate federal actions, using funding from the Federal Water Pollution Fund for oil discharges and the CERCLA Trust Fund (Superfund) for hazardous substance releases.

The Regional Response Teams (RRT) are composed of representatives of federal agencies and a representative from each state in the federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations in specific issues requiring resolution. Under the national Contingency Plan, RRT's may be convened by the chairman when a hazardous materials discharge or release exceeds the response capability available to the OSC in the place where it occurs; crosses regional boundaries; or may pose a substantial threat to the public health, welfare, or environment, or to regionally significant amounts of property. Regional contingency plans specify detailed criteria for activation of RRT's. RRT's may review plans

developed in compliance with Title III, if the local emergency planning committee so request.

VIII. PLAN UPDATING, EXERCISING AND DISTRIBUTION

- A. For purposes of this plan, the St. Louis County Emergency Management Director shall serve as the planning coordinator. As such, the director will have overall authority and responsibility for the maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The St. Louis County Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accordance with the schedule and procedures established by HSEM. In order to carry out this task, the director may request assistance from HSEM. Updated revision pages will be forwarded to each plan custodian.
- C. St. Louis County is in compliance with the Division of Emergency Management, Federal Emergency Management Agency and Public Law 99-499 (SARA) training and exercise requirements, as published.
Response agencies include: Law Enforcement; Fire Departments; Emergency Management; Emergency Medical Services, Public Works and Public Health. A file should be maintained by each agency as they are responsible for keeping track of their own exercise and training requirements,
The Sheriff's Office Training Officer keeps track of exercise and training requirements for the Sheriff's Office staff.
The Sheriff's Office Licensed Deputies are annually required to receive training under the First Responder Awareness Level as defined by CFR 1910.120 (q) (6) (i).
The amateur radio operators enrolled in the Sheriff's Office Radio Amateur Civil Emergency Services (RACES) program have training requirements as outlined in the St. Louis County RACES Plan.
The Public Works Department conducts annual safety conferences and training sessions for their staff.
A schedule of proposed training and exercises for St. Louis County Emergency Management is shown in Attachment 6. Information about both scheduled and previously conducted training and exercises can also be obtained by contacting the County Communications Division Supervising Deputy.
- D. This plan will be distributed to all county government departments and agencies which have emergency assignments in the event of a major disaster in St. Louis County. A plan distribution list will be maintained by the St. Louis County Emergency Management Director

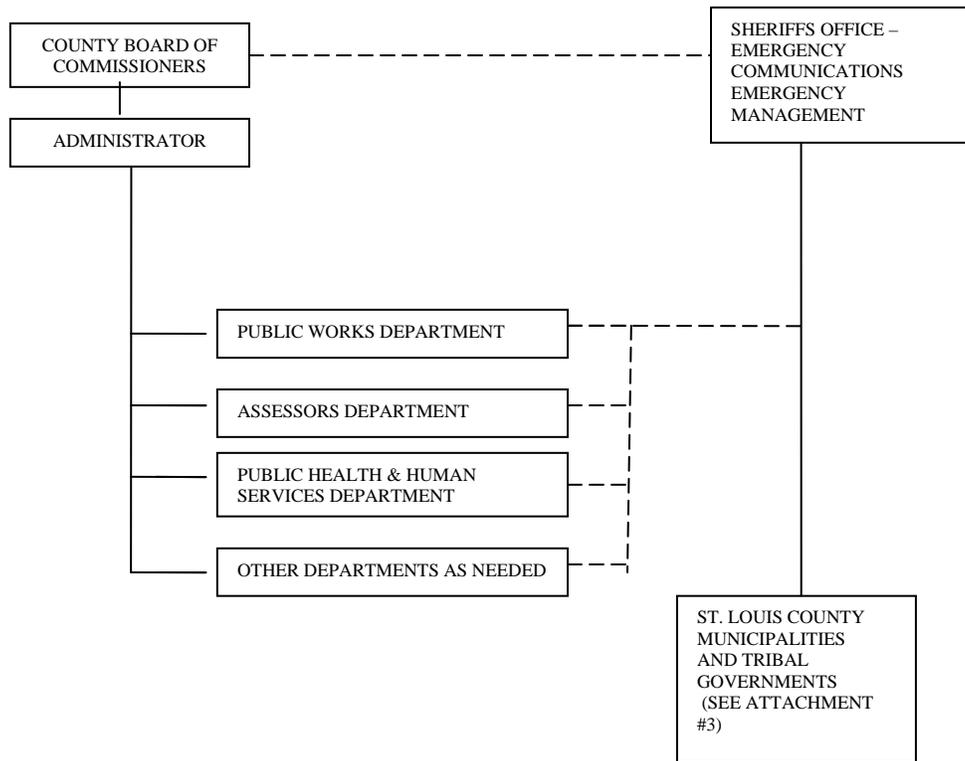
ATTACHMENTS

1. County Organizations and Interrelationships
2. Emergency Responsibility Assignments
3. St. Louis County Board Policies – Emergency Conditions Chapter 7
4. St. Louis County Municipalities and Tribal Governments
5. St. Louis County Map
6. St. Louis County Exercise and Training Schedule (proposed – FY 2012 – 2015)
7. St. Louis County Disaster Services Directory 2009 (Table of Contents)

ATTACHMENT 1

COUNTY ORGANIZATION AND INTERRELATIONSHIPS

Key: ——— Command - - - - - Coordinate



ATTACHMENT 2
EMERGENCY RESPONSIBILITY ASSIGNMENTS

CODE: P = Primary, S = Support, C = Coordination

FUNCTION	RESPONSIBLE AGENCIES	ASSIGNMENTS
1. Direction and Control	County Board of Commissioners Administrator Sheriff's Office	-P -S -S To control the response of county departments during an emergency.
2. Warning and Notification	St. Louis County Sheriff's Emergency Communications	-P To plan, develop, implement and activate a public warning and notification system and disaster response communications network.
3. Emergency Public Information	County Board Administrator Communications Manager	-P -S -S To gather, evaluate and disseminate information to the public, government entities and other agencies in support of emergency operations.
4. Search and Rescue	Sheriff's Office Volunteer Fire Departments	-P -C To search for and direct the rescue of people who may be missing, injured and/or trapped as the result of an emergency situation.
5. Health and Medical	Public Health and Human Services Department	-P In coordination with existing public and private resources, provide treatment, medical care and public health service and measures to minimize the effects of any major disaster.
6. Evacuation and Traffic	Sheriff's Office	-P To plan for the orderly evacuation of persons from an area of high risk to an area of lesser risk. Includes designating routes of travel, traffic control, emergency assistance and addressing special circumstances.
7. Fire	Vol. Fire Departments; MN Dept Natural Resources U.S. Forest Service	-C S S To prevent, suppress, and otherwise control fires within their service areas.
8. Damage Assessment	Assessor's Department Public Works Public Records Land & Minerals Dept.	-P -S -S -S To collect information to make the most accurate estimate of damage caused by a disaster.

9.	Congregate Care	Public Health and Human Service's Department Red Cross	-P -S	To provide human needs prior to, during, and after disasters that necessitate mass assembly, movement, or otherwise displaces people.
10.	Debris Clearance	Public Works	-P	To provide and maintain access to public and private property and maintain refuse disposal efforts.
11	Utilities Restoration	Utility Companies	-C	To coordinate the use of personnel, facilities and equipment in the recovery effort.
12.	Radiological Protection	Sheriff's Office	-P	To detect, measure, evaluate, and report radiation levels existing as a result of an emergency situation
13.	Hazardous Materials Protection	Sheriff's Office	-P	To plan for the coordinated response to a hazardous material emergency
14.	Safety	Employee Safety and Development	-P	To provide a safe disaster response environment through training, coordination, and direction.
15.	Managing Donated Goods	Property Management	-P	To plan for the efficient receipt, storage, distribution, and disposal of donated goods following a disaster
16.	Terrorism	Sheriff's Office	-P	To ensure public safety through security and access control, implement protective actions, and crime scene preservation.

ATTACHMENT 3St. Louis County Board Policies
Emergency Conditions
Chapter 7**EMERGENCY CONDITIONS POLICY**

RESOLUTION NO. 907
BOARD FILE NO. 57090
December 9, 1997

RESOLUTION NO. 386
BOARD FILE NO. 58429
August 2, 2005

RESOLVED, that the Emergency Closings Policy is hereby amended to the Emergency Conditions Policy, copy of which is on file in County Board File No. 57090, effective December 9, 1997.

RESOLVED FURTHER, that the Emergency Conditions Policy, copy of which is on file in County Board File No. 58429, is hereby amended effective August 2, 2005.

RESOLVED FURTHER, that the Emergency Conditions Policy, copy of which is on file in County Board File No. 58429, is hereby amended effective December 18, 2007.

EMERGENCY CONDITIONS DEFINED

This Policy may be implemented for emergency conditions within St. Louis County. Procedures for responding to emergency conditions at County owned and/or operated buildings are defined in facility specific Emergency Response and Evacuation Plans. These plans include general instructions for employees in the facility and information concerning the lines of authority during impending emergency and dangerous situations that may require immediate evacuation or response by on-site personnel. Department specific alternate worksites shall be identified by each department head in advance of an Emergency Conditions Declaration.

Emergency conditions covered by this Policy shall include:

1. **Severe Weather:** Conditions which threaten the health/safety of employees at their work locations or create conditions hazardous to the safety of the public in travel. Examples include, but are not limited to, tornadoes or excessive winds; severe blizzard conditions creating visibility near zero; road impasses caused by severe icing or excessive accumulation of snow; or any other hazardous weather conditions which may cause the cancellation of public transportation.
2. **Power Failure:** Any major failure of a mechanical system, such as power, water, or heating within a County building or a building containing County employee work sites, when the failure is expected to last more than three (3) hours and/or employee health or safety may be jeopardized by the inability to maintain a functioning work environment.
3. **Hazardous Circumstances:** Conditions occurring in or near a County building or place of employment which could endanger the safety of employees. Examples include but are not limited to, bomb threats, terrorist threats, fire, explosion or imminent explosion, toxic substance spills or leakage, accidental and severe damage to a building, and other similar circumstances.

St. Louis County Board Policies
Emergency Conditions
Chapter 7

4. **Other Situations:** Other unforeseen and sudden circumstances of an emergency nature similar to those listed above that significantly affect the health or safety of employees.

Separate procedures found in the "Emergency Response and Evacuation Plan" exist for certain County owned and/or operated facilities. These plans provide greater detail regarding evacuation of a building, or such other action as may be necessary, in the event of an impending emergency or other situation presenting imminent danger.

RESPONSIBILITY FOR DECLARING AN EMERGENCY CONDITION

Declaring an emergency condition shall be the joint responsibility of the Chair or Vice-Chair of the County Board, and the County Administrator, or their designees. Determination of the emergency condition will be made in consultation with the Commissioner(s) representing the district(s) in which the emergency condition exists, if this is practical.

NOTIFICATION OF EMERGENCY CONDITION

Upon determination that an emergency condition exists, the County Administrator or his/her designee shall convey notice of the condition to County employees as follows:

If an emergency condition is declared prior to the start of the normal business day, notification shall be made by 6:30a.m. or as soon thereafter as possible. Employees should listen to KDAL-AM, WEVE and WELY radio stations for public announcements. Notification shall also be made to the department heads or supervisors impacted by the decision. During times of severe weather, it shall be the employees' responsibility to be aware of the emergency condition prior to the start of a workday by reference to local radio stations or by accessing emergency status updates through the numbers listed below. With regard to other emergency conditions, department heads or supervisors shall notify the employees in their departments of the emergency condition as soon as reasonably possible.

For emergency status updates in the Duluth Area, employees should call:

From outside the County telephone system: (218) 726-2010
From inside the County telephone system: Extension 2010

For emergency status updates in the Range Area, employees should call:

From outside the County telephone system: (218) 749-7136
From inside the County telephone system: Extension 7136

If an emergency condition is declared after the start, but prior to the end of a normal business day, notice shall be conveyed to the media and to the department heads or supervisors impacted by the decision. Department heads or supervisors shall notify the employees in their departments of the emergency condition as soon as reasonably possible.

St. Louis County Board Policies
Emergency Conditions
Chapter 7**NON-EMERGENCY EMPLOYEES**

For the purpose of this Policy, the term "non-emergency employees" shall include all County employees except those employees defined herein as "emergency employees."

EMERGENCY EMPLOYEES

Department heads shall determine the number of employees designated as emergency employees for their respective departments. Emergency employees must appear at designated work sites during an emergency condition. For purposes of this Policy, the term "emergency employees" shall include those employees working in certain job classes, as set forth in the attachment to this Policy, in the following departments:

- A. Sheriff's Office including 9-1-1 Communications, Law Enforcement, Emergency Management and Jail
- B. Property Management Department
- C. Public Works Department
- D. Public Health & Human Services Department
- E. Chris Jensen Health & Rehabilitation Center

EMPLOYMENT STATUS WHEN EMERGENCY CONDITION IS DECLARED

Except in rare circumstances, as determined jointly by the Chair or Vice-Chair of the County Board, and the County Administrator, or their designees, County offices and work sites will remain open when an emergency condition has been declared.

If an emergency condition is declared prior to the start of the normal business day, all St. Louis County offices will open. However, non-emergency employees may choose to: (1) report for work at their regularly scheduled time, or (2) remain at home and use accrued vacation, personal leave, or compensatory time for the day.

If an emergency condition is declared after the start of the normal business day, all St. Louis County offices will remain open, except in rare circumstances. However, non-emergency employees may choose to (1) remain at work, or (2) go home early and use accrued vacation, personal leave, or compensatory time for the remainder of the day.

Emergency employees are required to appear at their designated work sites at their normally scheduled times during emergency conditions. Emergency employees must also report to work if they are called out to work during emergency conditions. Any emergency employee who fails to report for work without good cause may be subject to discipline.

In the rare instance when emergency conditions require the closing of a County office or work site, emergency employees will be notified of the location of an alternative work site to which they must report. Alternative work sites shall be identified by department heads and shall be located as near to the employees' designated work site as is reasonably possible.

EMPLOYEE COMPENSATION

If an emergency condition is declared prior to the start of a business day, non-emergency employees who do not report to their work sites will not be paid for their normal work hours during that day, except by using accrued vacation, personal leave, or accrued compensatory time. Non-emergency employees who report for work will receive their regular wages.

St. Louis County Board Policies
Emergency Conditions
Chapter 7

If an emergency condition is declared during regular work hours, all employees will be notified of that determination as soon as reasonably possible. Non-emergency employees will then have the option of (1) remaining at work or (2) leaving the work site and using accrued vacation, personal leave, or compensatory time. Non-emergency employees who remain at work will receive their regular wages.

If the emergency condition is such that the decision is made to "close" St. Louis County offices and/or other work sites prior to the start of a business day, non-emergency employees will not be paid for their normal work hours during that day except by using accrued vacation, personal leave, or accrued compensatory time. Employees who have no accrued paid leave hours available on their payroll record will be authorized advance credit of vacation hours to be used for the emergency closure event, and these credited hours shall be repaid in full from the employee's vacation earnings in the immediately following pay periods.

If the emergency condition is such that the decision is made to "close" St. Louis County offices and/or other work sites during regular working hours, all non-emergency employees will be released and paid their regular wages for the entire work day. Emergency employees shall report to their normal work sites, or to a designated alternative work site, for their scheduled shifts. Any emergency employee not reporting for work as scheduled or as otherwise required, shall not receive compensation for the day. However, a department head may authorize the use of vacation pay, personal leave, or accrued compensatory time by an emergency employee unable to report to work during an emergency situation, for good cause shown by the employee, on a case-by-case basis, after review by the County Administrator.

Employees on sick leave status on the work day prior to the emergency condition may use sick leave benefits on the day of the emergency condition, if the employee can show that absence from work would have been required, regardless of the emergency condition, because of continuing need for sick leave use.

If, because of severe weather, any emergency or non-emergency employees choose to remain at County offices or other work site after a decision to close the offices, they shall not receive overtime compensation or compensatory time off unless their department head ordered them to remain on site specifically to work during the emergency condition.

EMERGENCY EMPLOYEES (revised 2007)**Sheriff's 9-1-1 Communications**Emergency Communication Specialist
Electronic Systems Technician**Sheriff's Law Enforcement**Deputy Sheriffs serving on patrol, in outlying areas and as Investigators
Deputy Sheriff-Sergeant
Deputy Sheriff Lieutenant
Supervising Deputy Sheriff**Sheriff's Emergency Management**Emergency Management Administrator
Civil Defense Coordinator

St. Louis County Board Policies
Emergency Conditions
Chapter 7

Sheriff's Jail Division

Deputy Sheriff's Corrections Officer
Deputy Sheriff Sergeant Corrections
Assistant Administrators Operations
Assistant Administrators Security
Jail Corrections Administrator
Cooks Jail
Cook Supervisors Jail
Jail Program Operations Coordinator

Property Management

Assistant Building Superintendent
Building Maintenance Crew Leader
Head Janitor
Designated Janitorial Staff

Public Works

Highway Engineer/Public Works Director
Deputy Public Works Director
Assistant County Highway Engineer
Highway Division Superintendent
Highway Maintenance Supervisor
Road and Bridge Shop Supervisor
Sign Supervisor
Blacksmith
Principle Engineer (Bridge Division)
Bridge Supervisor
Bridge Superintendent
Bridge Worker
Bridge Worker Senior
Equipment Operator Junior
Equipment Operator Senior
Heavy Equipment Mechanic
Storekeeper I
Storekeeper II
Principle Engineer (Traffic Division)
Sign Technician

Public Health & Human Services (No classifications after December 31, 2007)

King Manor and MidTowne II

Board & Lodging Care Assistants

Community Food Service

Supervising Dietitian
Food Service Helper
Cook I and II

St. Louis County Board Policies
Emergency Conditions
Chapter 7

Chris Jensen Health & Rehabilitation Center

All job classes and all employees

King Manor and MidTown (Beginning January 1, 2008)

Board & Lodging Care Assistants

Community Food Service (Beginning January 1, 2008)

Supervising Dietitian

Food Service Helper

Cook I and II

County Laundry

Laundry Manager

Stationary Engineer

Laundry Worker I

Laundry Worker II

Equipment Operator

ATTACHMENT 4

St. Louis County Municipalities and Tribal Government

- | | | |
|--------------|-------------------|--|
| 1. Aurora | 11. Floodwood | 21. Mountain Iron |
| 2. Babbitt | 12. Gilbert | 22. Orr |
| 3. Biwabik | 13. Hermantown | 23. Proctor |
| 4. Brookston | 14. Hibbing | 24. Tower |
| 5. Buhl | 15. Hoyt Lakes | 25. Virginia |
| 6. Chisholm | 16. Iron Junction | 26. Winton |
| 7. Cook | 17. Kinney | 27. Fond du Lac Band of
Lake Superior
Chippewa Reservation |
| 8. Duluth | 18. Leonidas | |
| 9. Ely | 19. Mckinley | 28. Bois Forte Band of
Ojibwe Reservation |
| 10. Eveleth | 20. Meadowlands | |

Attachment 6

**St. Louis County
Homeland Security Exercise and Evaluation Program (HSEEP)
Training and Exercise Schedule**

2012

January	
February	Orientation – EOC Activation
March	Governor’s Annual EM Conference
April	Drill – Tornado (multi-jurisdiction)
May	Tabletop - EOC
June	
July	
August	
September	AMEM Annual Conference (multi-jurisdiction)
October	Orientation – Local EOC
November	
December	

2013

January	
February	Orientation – EOC Activation
March	Governor’s Annual EM Conference
April	Drill – Tornado (multi-jurisdiction)
May	Tabletop - EOC
June	
July	
August	
September	AMEM Annual Conference (multi-jurisdiction)
October	Orientation – Local EOC
November	
December	

2014

January
February Orientation – EOC Activation
March Governor’s Annual EM Conference
April Drill – Tornado (multi-jurisdiction)
May Tabletop - EOC
June
July
August
September AMEM Annual Conference (multi-jurisdiction)
October Orientation – Local EOC
November
December

2015

January
February Orientation – EOC Activation
March Governor’s Annual EM Conference
April Drill – Tornado (multi-jurisdiction)
May Tabletop - EOC
June
July
August
September AMEM Annual Conference (multi-jurisdiction)
October Orientation – Local EOC
November
December

Attachment 7
St. Louis County Disaster Services Directory 2009

Table of Contents

<i>Category</i>	<i>Page</i>
Disaster Management Organizations	7 - 11
City Offices of Emergency Services	7 - 8
County Offices of Emergency Services	8-9
State Offices of Emergency Services	10
Federal Offices of Emergency Services	10
Tribal Emergency Management	10 - 11
Disaster Preparedness	11 - 21
Disaster Equipment and Supplies	11
Animal Equipment	11 - 12
Heavy Equipment	12 - 14
Office Equipment and Miscellaneous	14 - 16
Disaster Preparedness Information	16 - 17
Disaster Preparedness Partnerships	17 - 18
Emergency Preparedness and Response Planning	18 - 19
Emergency Preparedness and Response Training	20 - 21
Insurance	21
Disaster Warnings	22 - 24
Health Alert	22
Road Closures	22
Weather Advisories	22 - 24
Disaster Response	24 - 48
Animal Services	24 - 26
Locator Service	26
Emergency Communications	26 - 27
Emergency Fire Support	27 - 33
Emergency Law Enforcement	33
Coast Guard	33
FBI	33
Police	33 - 36
Port Authority	36
Sheriff	36
State Patrol	36 - 37
Post Disaster Death Management	37
Post Disaster Medical Care	37
Clinics	37 - 41
Hospitals	41 - 43
Medical Supply	43 - 44
Public Health	44 - 45
Post Disaster Safety Inspection	45 - 46
Post Disaster Utility Restoration	46 - 47
Search and Rescue	47 - 48
Search Dogs	48
Disaster Relief	48 - 61
Disaster Clothing - Emergency Supplies	48
Disaster Funding	48 - 49
Disaster Information and Referral	50 - 51

Can't find what you're looking for? Call 2-1-1 or 800-543-7709

5

Disaster Related Case Management	51 - 52
Post Disaster Child Care	52
Post Disaster Child Care Information	52
Post Disaster Food Services - Food Benefits	52
Post Disaster Food Services - Mass Feeding Services	53 - 54
Post Disaster Mental Health Services	54 - 58
Post Disaster Shelter Services Coordination	58 - 59
Temporary Post Disaster Transportation	59 - 61
Disaster Recovery	61 - 69
Benefits Assistance	61 - 62
Disaster Loans	63
Post Disaster Housing Assistance	63 - 64
Disaster Specific Home Repair	
Disaster Specific Rent Assistance	
FEMA Trailers	
Post Disaster Legal Counseling	64
Volunteer Management	64 - 69
Volunteer Opportunities	
Vulnerable Populations	69 - 100
Adult Day Services	69 - 70
Adult Foster Care	70 - 71
Assisted Living	71 - 76
Chemical Dependency	76 - 77
Child Protection Services	77
Education	77 - 82
Charter Schools	77 - 78
Duluth Area Non-Public Schools	78 - 79
Head Start	79 - 80
Public Schools	80 - 82
Corrections	82 - 83
Disabilities	83 - 84
Emergency Response/ Lifeline	84 - 86
Home Health Care	86 - 88
Hospice	88 - 89
Housing	89 - 93
Domestic Violence	93 - 94
Homeless	94 - 95
Nursing Homes	95 - 99
Respite	99 - 100

BOARD LETTER NO. 12 - 451

FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: November 13, 2012

RE: Tobacco Products License
Application (Fayal Township)

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the application for a Tobacco License.

BACKGROUND:

The following Tobacco Products Licensing Application has been submitted for Board approval:

Keith/Lois Nelson d/b/a At Your Convenience, Fayal Township, Tobacco Products License No. T134, *RENEWAL*.

The business is a gas and convenience store located on U.S. Highway 53, in Fayal Township.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the requested tobacco license.

Tobacco Products License Application (Fayal Township)

BY COMMISSIONER: _____

RESOLVED, that pursuant to St. Louis County Ordinance No. 51, the application for license to sell tobacco products, at retail, on file in the office of the County Auditor, identified as County Board File No. 59392, is approved and the County Auditor is authorized to issue the license as follows;

Keith/Lois Nelson d/b/a At Your Convenience, Fayal Township, Tobacco Products License No. T134, *RENEWAL*.

RESOLVED FURTHER, that if named license holder sells their licensed business, the County Board, at its discretion may, after an investigation, transfer the license to a new owner, but without pro-rated refund to the license holder.