



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

October 4, 2011

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 September 27, 2011

Environment & Natural Resources Committee – Commissioner Jewell, Chair

1. Repurchase of State Tax Forfeited Land – Wells Fargo Bank [11-376]
2. Reinstatement of Contract for Repurchase of State Tax Forfeited Land – Schweiger [11-377]
3. Cancellation of Contract for Purchase of State Tax Forfeited Land – McFarland [11-378]

Finance & Budget Committee – Commissioner Nelson, Chair

4. Abatement List for Board Approval [11-379]
5. Land Atlas and Plat Book Development and Printing [11-380]

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

6. Advertising for Applicants to the St. Louis County Board of Adjustment [11-381]
7. New Job Class – County Extension Administrator [11-382]
8. Consolidation of Communications Center “Effects Bargaining” Agreement [11-383]

ESTABLISHMENT OF PUBLIC HEARINGS:

9. Establish Public Hearing to Consider an Off-Sale Intoxicating Liquor License – Fredenberg Township (October 25, 2011, 9:40 a.m., McDavitt Town Hall, Zim, MN) [11-384]
-

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:

October 11, 2011 **Commissioners' Conference Room, Courthouse, Duluth, MN**
October 25, 2011 **McDavitt Town Hall, Zim, MN**
November 1, 2011 **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, September 27, 2011

Location: Ely Recreation Center, Ely, MN

Present: Commissioners O'Neil, Jewell, Dahlberg, Forsman, Sweeney, Nelson and Raukar

Absent: None

Convened: Chair O'Neil called the meeting to order at 10:41 a.m.

CONSENT AGENDA

Dahlberg/Sweeney moved to approve the consent agenda. At the request of Commissioner Raukar item 8, 2010 Operation Stonegarden Homeland Security Grant, was removed from consent for separate consideration. Commissioner Nelson noted item 6 on the consent agenda and did not want it pulled, but requested information regarding the potential burden to the county and if the county should receive compensation as the fiscal agent for the 2010 Boundary Water Drug Taskforce Grant. The remainder of the consent agenda was approved. (7-0)

- Minutes of September 13, 2011
- Recontract with Day Training and Habilitation and Semi-Independent Living Services Providers
- Reinstatement of Contract for Repurchase of State Tax Forfeited Land – Oliver
- 2012 Solid Waste Service Fees
- Acceptance of Quote for Materials – Bridge Project on County Road 837
- 2011 Second Quarter Budget Changes
- Second Amendment to the 2010 Boundary Waters Drug Task Force Grant
- Renewal of Law Enforcement Services Agreement with the City of Mt. Iron
- Support of the Clean-Up Efforts of the Lake Fourteen Lake Association

REGULAR AGENDA

Dahlberg/Sweeney moved to approve committee appointments to the Leadership Team of the Heading Home St. Louis County Project. Administrator Kevin Gray said six appointments are from the City of Duluth and the county will appoint nine members, noting one of the county appointments represents the Bois Forte Band. Commissioner Nelson brought forth concerns regarding the appointment of Edie Carr as the Education Representative as he feels a background in education is important for the position. After further discussion, the motion passed without recommendation. (7-0)

Jewell/Sweeney moved to approve the sale of state tax forfeited land to the Duluth Housing and Redevelopment Authority (HRA), located at 1915 East 5th Street, Duluth, in the amount of \$10,000 plus fees and expenses. Land Commissioner Bob Krepps said the total price with fees is approximately \$12,368, adding this is a worthy project. Commissioner O'Neil said the house on the lot is an eye sore and there is a potential safety hazard, adding the neighbors and the City of Duluth are anxious to see the house demolished. Land Commissioner Krepps said this sale gives the City of Duluth the ability to split the lot if they desire. In response to a question from Commissioner Dahlberg, Land Commissioner Krepps said the house is condemned and the only reason the Duluth HRA is involved is to help the city take care of the blight, and if the county doesn't sell the property we will be responsible for tearing it down. Commissioner Dahlberg brought forth concerns on a policy decision and said he would like to see the public have an opportunity to purchase the property. Commissioner Dahlberg said the HRA will purchase and tear down the building with tax dollars, adding if housing is important then why not leave it to the private sector. Commissioner O'Neil clarified the likely scenario for the property is that it will be promptly torn down and sold at a significant cost, as determined by the HRA. After lengthy discussion, Commissioner Dahlberg requested the resolution to be moved without recommendation. Commissioner Sweeney reminded the board that this was a request from another local unit of government, the City of Duluth.

Commissioner O'Neil said the minimum cost to tear down the house is \$12,000, adding it could be much more for asbestos and lead abatement. After further discussion, the motion passed without recommendation. (7-0)

Jewell/Sweeney moved to approve the sale of state tax forfeited land to the Duluth HRA located at 2711 West 8th Street, Duluth, in the amount of \$10,000 plus expenses and fees, to be conveyed to Habitat for Humanity. Commissioner Dahlberg reiterated some of his concerns, as he would like to see the private industry have an opportunity to purchase the property. (7-0)

Raukar/Nelson moved to approved acquisition of two tracts of land within the Fermoy Tract of the Sax-Zim Wildlife Management Area by the Minnesota Department of Natural Resources (DNR). Administrator Gray said the parcels are privately owned and although the county has a policy of no net gain, the DNR will pay the property owners, adding this action benefits the overall management of the Fermoy Wildlife Management Area. In response to a question from Commissioner Jewell, DNR Eveleth Field Office Manager Jeff Hines said the property is burned every five to six years to keep the landscape open for the sharp-tail grouse and other meadowland bird species. Manager Hines said owls winter in this location, which brings people to the area from all over the world. In response to a question from Commissioner Raukar, Manager Hines said the proposed sale price of the property is private, however once the transaction is complete it will become public. After further discussion, the motion passed. (7-0)

Sweeney/Forsman, moved to approve the second amendment to the 2010 Operation Stonegarden Homeland Security Grant. Commissioner Raukar recently attended a Northern Counties Land Use Coordinating Board meeting where concerns were brought forth on the increased presence of Homeland Security border patrol agents in northern counties. Commissioner Raukar said he would like this moved without recommendation to give the sheriff an opportunity to speak on this and requested administration to report the administrative costs. After further discussion, the motion passed without recommendation. (7-0)

COMMISSIONER DISCUSSION ITEMS

Commissioner Nelson recognized Jack and Joan Jordan for their recent donation of a hovercraft to the Lake Vermilion Fire Brigade.

Commissioner Jewell said he heard a radio news program today inaccurately reporting that Minnesota counties supported the changes to the homestead property tax credit. Commission Nelson suggested a press release on the county's position and questioned the consensus from Minnesota counties to change the homestead property tax credit.

Commissioner O'Neil said he, along with County Attorney Mark Rubin, participated in the Annual Night Without a Home Sleep Out fundraiser on Saturday night at Wade Stadium. The event included a celebrity softball game and music performed by County Attorney Rubin. The event helps raise awareness on homelessness and hunger in the Northland.

At 12:14 p.m., Nelson/Sweeney moved to adjourn the committee of the whole meeting. (7-0)

Steve O'Neil, Chair of the County Board

Patricia Stolee, Clerk of the County Board

BOARD LETTER NO. 11 - 376

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: October 4, 2011

RE: Repurchase of State Tax
Forfeited Land - Wells Fargo
Bank

FROM: Kevin Z. Gray
County Administrator

Robert Krepps
Land Commissioner

RELATED DEPARTMENT GOAL:

To provide financial return to the county and taxing districts.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the application to repurchase state tax forfeited land.

BACKGROUND:

Minn. Stat. § 282.241 provides for state tax forfeited land to be repurchased by the owner(s) at the time of forfeiture, or the owner's heirs, representatives, or mortgagees, subject to payment equivalent to the delinquent taxes and assessments, with penalties, costs, and interest. The property to be repurchased forfeited to the State of Minnesota on November 30, 2010. The repurchase deadline for this non-homestead property is November 29, 2011. Wells Fargo Bank (mortgagee) of Minneapolis, MN, has made application to repurchase the property and is eligible to repurchase the property. The owner at time of forfeiture, Sandra Willhelm, has failed to respond to all attempts to contact her.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the repurchase request of Wells Fargo Bank (mortgagee) of Minneapolis, MN. The repurchase fees listed below are to be deposited into Fund 240 (Forfeited Tax Fund).

Wells Fargo Bank (mortgagee), Minneapolis, MN

Parcel Code	235-0010-00232
Taxes and Assessments	\$535.37
Service Fees	\$114.00
Deed Tax	\$1.77
Deed Fee	\$25.00
Recording Fee	\$46.00
Total Consideration	\$722.14

Repurchase of State Tax Forfeited Land - Wells Fargo Bank

BY COMMISSIONER: _____

WHEREAS, Minn. Stat. § 282.241 provides that state tax forfeited land may be repurchased by the mortgagee subject to payment of delinquent taxes and assessments with penalties, costs, and interest; and

WHEREAS, the applicant, Wells Fargo Bank (mortgagee) of Minneapolis, MN, has applied to repurchase state tax forfeited land described as:

TOWN OF BALKAN
S 400 FT OF E 300 FT OF SW 1/4 OF NW 1/4
SEC 2 TWP 58 RGE 20
235-10-232

WHEREAS, the applicant was the mortgagee at the time of forfeiture and is eligible to repurchase the property; and

WHEREAS, approving the repurchase will correct undue hardship and promote the use of lands that will best serve the public interest.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board approves the repurchase application by Wells Fargo Bank (mortgagee) of Minneapolis, MN on file in County Board File No. ____, subject to payments including total taxes and assessments of \$535.37, service fee of \$114, deed tax of \$1.77, deed fee of \$25, and recording fee of \$46; for a total of \$722.14, to be deposited into Fund 240 (Forfeited Tax Fund).

APPLICATION FOR REPURCHASE OF TAX FORFEITED LANDS

Pursuant to Minnesota Statutes 1986, Section 282.241, as amended by Chapter 268, Laws of 1987.

TO THE COUNTY BOARD AND COUNTY AUDITOR OF ST. LOUIS COUNTY, MINNESOTA:

The undersigned, Wells Fargo Bank, hereby makes application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes 1987, Section 282.241, as amended; said land is situated in St. Louis County, Minnesota, and more particularly described as follows:

TOWN OF BALKAN, S 400 FT OF E 300 FT OF SW 1/4 OF NW 1/4, Sec 2 Twp 58 Rge 20

Applicant states and shows that at the time of the forfeiture to the State, he/she was (please check one)

- the owner
- heir(s) of the owner
- the representative of the owner
- the person to whom the right to pay taxes is given by statute, to wit:
- designating under what claim of right, whether as mortgage or otherwise the right is exercised mortgage recorded on 5/11/04 as Doc No. 943169

That such taxes became delinquent in 2004, and remained delinquent and unpaid for the subsequent years of: 2007, 2008, 2009, 2010.

That pursuant to Minnesota Statutes, the total cost of repurchase \$ 722.14 which is the greater value of all delinquent taxes and assessments computed under Section 282.241, together with all accrued interest and penalties, including fees. Interest and penalties increase monthly. **Please call 218-726-2606 for current figures.**

That a hardship would result to the petitioner unless said repurchase is allowed, for the reason that **applicant to state reasons why taxes were not paid.**

Taxes were not escrowed with the homestead lot. mortgagor/ former owner Sandra Wilhelm, did not apprise Wells Fargo of tax delinquency or forfeiture.

Please check the appropriate box below:

- There are one or more wells on this property.
- There are no wells on this property.
- No change since last well certificate.

APPLICANT REQUESTS THAT REPURCHASE BE MADE IN THE NAME OF:

Name (s): Wells Fargo Bank, NA

Are you currently in active military service? N/A

If you have been discharged within the last 6 months, provide discharge date _____ and documentation.

Applicant offers to pay upon such repurchase, by check or money order, as directed by the St. Louis County Board, the full price of repurchase as stated above, the terms of which will be stated by contract and as required by law. You have the right to appeal, in writing, any of the above fees/charges and must be submitted at time of application. *Default loan specialist*

Dated: 6-15 2011

By: [Signature] - Trevor Martin
(signature)

Address: 8480 Staycoach Circle

City: Fredrick State MD Zip 21702

Phone: 240-584-8235

BOARD LETTER NO. 11 - 377

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

DATE: October 4, 2011 **RE:** Reinstatement of Contract for
Repurchase of State Tax
Forfeited Land - Schweiger

FROM: Kevin Z. Gray
County Administrator

Robert Krepps
Land Commissioner

RELATED DEPARTMENT GOAL:

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

ACTION REQUESTED:

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

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the reinstatement of this contract. The reinstatement fees listed below are to be deposited into Fund 240 (Forfeited Tax Fund).

Christine Schweiger, Duluth, MN

Address of Property	2091 Shilhon Rd Duluth, MN 55804
Legal Description	TOWN OF DULUTH NW1/4 OF SW1/4 EX 3 AC AT SE CORNER FOR SCHOOL AND EX N1/2 SEC 29 TWP 52 RGE 12 Parcel Code: 315-0020-04830
Date of Cancellation and Resolution Number	7/05/2011 Reso 363
Amount Needed to Reinstate / Amount Paid	\$3,244.30 / \$3,500.00
Date Paid	9/02/2011
Cancelled Contract Number	C22100051
New Contract Number	C22110090

**Reinstatement of Contract for Repurchase of State Tax Forfeited Land -
Schweiger**

BY COMMISSIONER _____

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

WHEREAS, less than 50 percent of the basic sale price was paid prior to cancellation; therefore, County Board approval is required for reinstatement; and

WHEREAS, Christine Schweiger of Duluth, MN, has requested to reinstate Contract C22100051, which was cancelled by County Board Resolution 11-363, dated July 5, 2011, under new Contract C22110090 for property described as:

TOWN OF DULUTH
NW1/4 OF SW1/4 EX 3 AC AT SE CORNER
FOR SCHOOL AND EX N1/2
SEC 29 TWP 52 RGE 12
Parcel Code: 315-0020-04830

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board approves the reinstatement of Contract C22110090 by Christine Schweiger of Duluth, MN, in the amount \$3,500.00, to be deposited into Fund 240 (Forfeited Tax Fund).



St. Louis County Land Department Tax Forfeited Land Sales

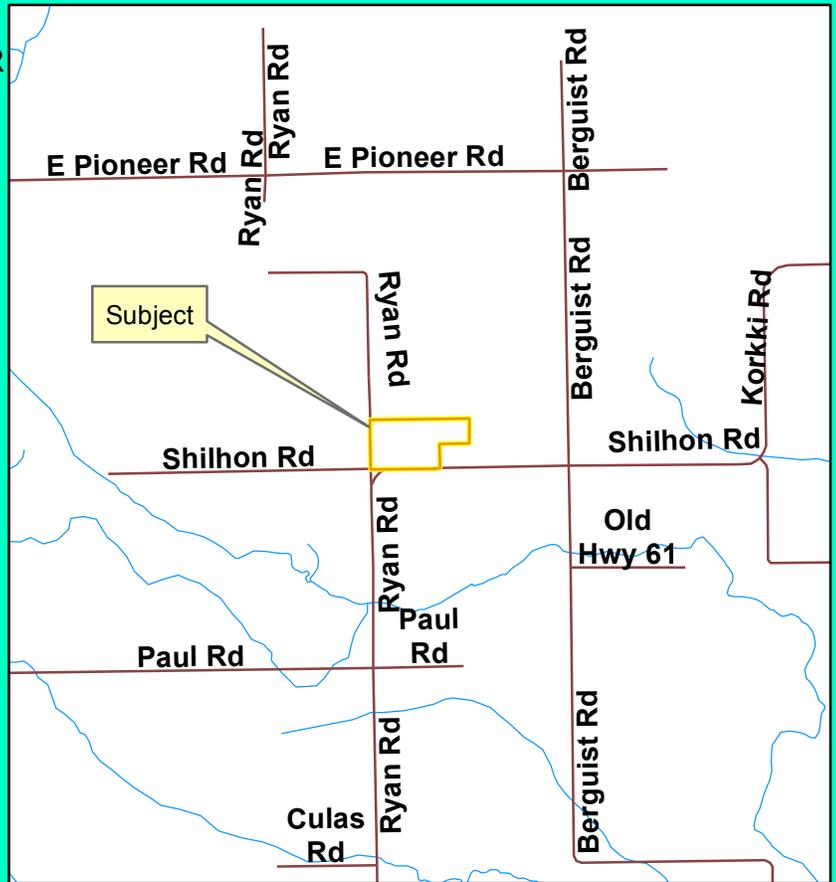
Cancellation of Contract

Legal : TOWN OF DULUTH
NW1/4 OF SW1/4 EX 3 AC AT SE CORNER
FOR SCHOOL AND EX N1/2
Sec 29 Twp 52 Rge 12

Parcel Code : 315-0020-04830

Acres 17.00

LDKEY : 70430

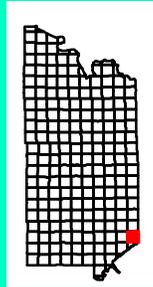


Town of Duluth

Sec: 29 Twp: 52 Rng: 12

Commissioner District # 5

- 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 Department

October 2011



2003 NAIP Photo

BOARD LETTER NO. 11 - 378

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 3

BOARD AGENDA NO.

DATE: October 4, 2011 **RE:** Cancellation of Contract for
Purchase of State Tax
Forfeited Land - McFarland

FROM: Kevin Z. Gray
County Administrator

Robert Krepps
Land Commissioner

RELATED DEPARTMENT GOAL:

Performing public services; financial return to the county and taxing districts.

ACTION REQUESTED:

The St. Louis County Board is requested to cancel a contract for purchase of state tax forfeited land.

BACKGROUND:

The County Auditor has attached information in reference to a state tax forfeited land contract which has been entered into under the provisions of Minn. Stat. Chapter 282. The purchase agreement has defaulted due to the purchaser's failure to provide proof of insurance. The purchaser, Mindy McFarland of Hoyt Lakes, MN, has been served with Notice of Cancellation of Contract by civil process but has failed to cure the default.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve cancellation of this contract and authorize the disposal of abandoned personal property that may remain on the site.

Mindy McFarland, Hoyt Lakes, MN

Legal Description	TOWN OF WHITE WLY 300 FT OF NLY 360 FT OF LOT 2 Sec 34 Twp 58 Rge 15 Parcel Code: 570-0026-00282 C22090079
Purchase Price	\$22,950.00
Principal Amount Remaining	\$18,386.96
Date of Last Payment	3/11/2011
Installment Payments Not Made	\$0.00
Subsequent Del Taxes and Fees	\$176.59
Amount Needed to Cure Default	\$176.59
Insurance	Failure to provide insurance

Cancellation of Contract for Purchase of State Tax Forfeited Land - McFarland

BY COMMISSIONER _____

WHEREAS, the contract with Mindy McFarland of Hoyt Lakes, MN, for the purchase of state tax forfeited land is in default for failure to provide proof of insurance; and

WHEREAS, the purchaser was properly served with Notice of Cancellation of Contract by civil process and has failed to cure the default for land legally described as:
TOWN OF WHITE
WLY 300 FT OF NLY 360 FT OF LOT 2
SEC 34 TWP 58 RGE 15
Parcel Code: 570-0026-00282
C22090079

WHEREAS, the previous owner of the property will be notified by posting of property or by mail.

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

RESOLVED FURTHER, that the County Auditor is authorized to dispose of abandoned personal property from the above described state tax forfeited property as authorized by Minn. Stat. § 282.04, Subd, 2(d) and 504B.271.



St. Louis County Land Department Tax Forfeited Land Sales

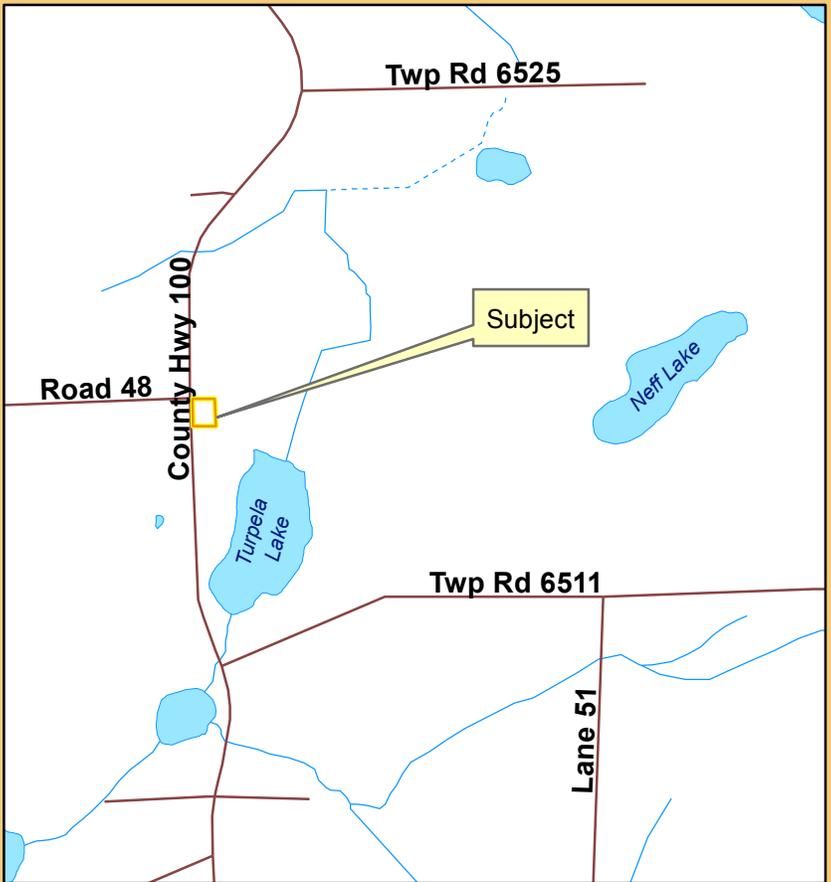
Cancellation of Contract

Legal : TOWN OF WHITE
WLY 300 FT OF NLY 360 FT OF LOT 2
Sec 34 Twp 58 Rge 15

Parcel Code : 570-0026-00282

Acres 2.48

LDKEY : 70130



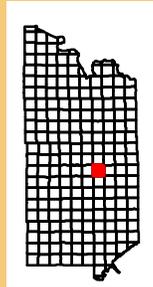
Town of White

Sec: 34 Twp: 58 Rng: 15



Commissioner District # 4

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



St. Louis County, Minnesota

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St. Louis County
Land Department

October 2011



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BOARD LETTER NO. 11 - 379

FINANCE & BUDGET COMMITTEE CONSENT NO. 4

BOARD AGENDA NO.

DATE: October 11, 2011 **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. 59185.

9/23/2011
3:03:15PM

Abatements Submitted for Approval by the St. Louis County Board
on 10/11/2011

Page 1 of 1

<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>
628 10 5280	0 14199	BISSONETT, ROLLIN	R	64-13	Chris Link	VALUATION	2011	217.42
10 1240 285	0 14200	CHIDA, AUTUMN	R	City of Duluth	Diane Suomi	HOMESTEAD	2011	535.42
175 20 210	0 14201	HENSCHER, KURT	R	Mt. Iron	Mike Harvey	HOMESTEAD	2011	513.90
20 10 9060	0 14202	KUJALA, CARY	R	Chisholm	Bob Wiinanen	DISABILITY	2011	97.40
20 120 960	0 14203	O'NEIL, TIFFANY	R	Chisholm	Bob Wiinanen	HOMESTEAD	2011	354.34
30 120 430	0 14204	PLANTZ, WILLIAM	R	Ely	Chris Link	HOMESTEAD	2011	584.30
60 55 45	0 14205	REYES, SABRINA	R	Gilbert	Cindy Okstad	HOMESTEAD	2011	340.02
10 151 20	0 14206	SINGLTON, LESLIE	R	City of Duluth	Diane Suomi	HOMESTEAD	2011	288.34
728 10 834	0 14207	STATE OF MN - MNDOT	R	63-19	Ben Thomas	EXEMPT	2011	275.38
125 15 70	0 14209	STEMIG, JUSTIN	P	Floodwood C.	Andy Plesha	HOMESTEAD	2011	6.62
125 30 1190	0 14208	STEMIG, JUSTIN	R	Floodwood C.	Andy Plesha	HOMESTEAD	2011	408.20
185 165 430	0 14210	SWEENEY, WILLIAM	R	Proctor	Donna House	DISABILITY	2011	361.24
235 30 5590	0 14211	VERSTEEG, DICK	R	Balkan	Mike Harvey	VALUATION	2011	197.08

BOARD LETTER NO. 11 – 380

FINANCE & BUDGET COMMITTEE CONSENT NO. 5

BOARD AGENDA NO.

DATE: October 4, 2011 **RE:** Land Atlas and Plat Book
Development and Printing

FROM: Kevin Z. Gray
County Administrator

Barbara Hayden
Planning and Community Development Director

RELATED DEPARTMENT GOAL:

Provide quality data to policy makers, staff and the public in an accessible format.

ACTION REQUESTED:

The St. Louis County Board is requested to approve an amended budget for the 2011 Land Atlas and Plat Book project to cover professional service and printing costs associated with development and production for the 2011 plat book, and to execute a contract increase with North Point Geographic Solutions.

BACKGROUND:

St. Louis County Land Atlas and Plat Books were produced in 2007, 2002, 1996, 1993, 1990, 1987, and 1979, by private publishing companies which obtained land ownership data from St. Louis County and worked through the County Extension Service to distribute the book. The Land Atlas and Plat books have served as a primary source of county land ownership information for the public and the books continue to be in high demand. St. Louis County's most recent plat book was produced by a company that has since gone out of business.

The completion of a countywide GIS digital parcel layer in 2011 has enabled the county to produce future Land Atlas and Plat Book products internally with existing GIS capabilities. Anticipating this capability, the Planning and Community Development Department initiated a pilot project in 2010 to determine the feasibility of developing future books internally. Working with a Duluth-based GIS Consulting firm, North Point Geographic Solutions, county staff determined data and cartographic design requirements for the Land Atlas and Plat Book product, and completed the pilot project in August, 2010. A contract with North Point Geographic Solutions was initiated in April, 2011 to provide automated cartographic renderings of township maps using county data, with county staff designing and producing all other elements of the Land Atlas and

Plat Book. It is anticipated that future books will be developed and produced in-house by utilizing GIS capabilities of St. Louis County.

GIS software and database upgrades, as well as scope of work adjustments have resulted in unexpected product development challenges. While largely overcome, these have increased the amount of time and funding required to complete production of the book in 2011. The original contract with North Point Geographic Solutions was \$24,750.

Demand for the Land Atlas and Plat Book product is high and anticipated printing costs may require a funding increase over what was originally budgeted for the project. With adequate funding, map development and Land Atlas and Plat Book production are expected to be completed in November 2011, with printing and distribution to county sales offices expected by the end of the year. There is currently a balance of \$198,000 in the plat book fund.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve an increase of \$35,000 in the 2011 Land Atlas and Plat Book budget, transferred from available plat book fund balance, to support professional services and printing. It is also recommended that the Board authorize a contract increase of \$13,000 with North Point Geographic Solutions, for a total contract amount of \$37,750. Payment will be made from Fund 640 (Plat Books) to support these budget adjustments.

Land Atlas and Plat Book Development and Printing

BY COMMISSIONER _____

WHEREAS, St. Louis County has historically provided data and assisted with the distribution of a St. Louis County Land Atlas and Plat Book; and

WHEREAS, St. Louis County is currently working with North Point Geographic Solutions and has significantly completed product development on the 2011 Plat Book.

NOW, THEREFORE, BE IT RESOLVED, the St. Louis County Board authorizes an increase of \$35,000 in the 2011 Land Atlas and Plat Book budget (\$13,000 Fund 640, Agency 640001, Object 629900 to support professional services and \$22,000 Fund 640, Agency 640001, Object 623100 to support printing costs) to complete the project in 2011 and that the fund be transferred from the Plat Book fund balance (Fund 640, Object 311500); and

RESOLVED FURTHER, that the appropriate county officials are authorized to sign an amended contract with North Point Geographic Solutions increasing the original contract from \$24,750 by \$13,000 for a total of \$37,750 for professional services.

BOARD LETTER NO. 11 - 381

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 6

BOARD AGENDA NO.

DATE: October 4, 2011 **RE:** Advertising for Applicants to
the St. Louis County Board of
Adjustment

FROM: Kevin Z. Gray
County Administrator

Barbara Hayden
Planning and Community Development Director

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 authorize the County Auditor to advertise and accept applications for one vacancy on the St. Louis County Board of Adjustment.

BACKGROUND:

The Planning and Community Development Department provides staff to the St. Louis County Board of Adjustment. One board member, whose first term expires December 31, 2012, has resigned: Kelly M. Klun (Town of Morse).

One new member is needed to fill the vacancy.

RECOMMENDATION:

It is recommended the St. Louis County Board authorize the County Auditor to advertise and accept applications for one vacancy on the St. Louis County Board of Adjustment for a partial term ending December 31, 2012.

Citizen Appointment to the St. Louis County Board of Adjustment

BY COMMISSIONER _____

WHEREAS, the St. Louis County Board appoints citizens to serve on the St. Louis County Board of Adjustment; and

WHEREAS, the St. Louis County Board of Adjustment currently has one open seat with a term expiration of December 31, 2012.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the County Auditor to advertise and accept applications until November 30, 2011, for the one vacant position on the St. Louis County Board of Adjustment.

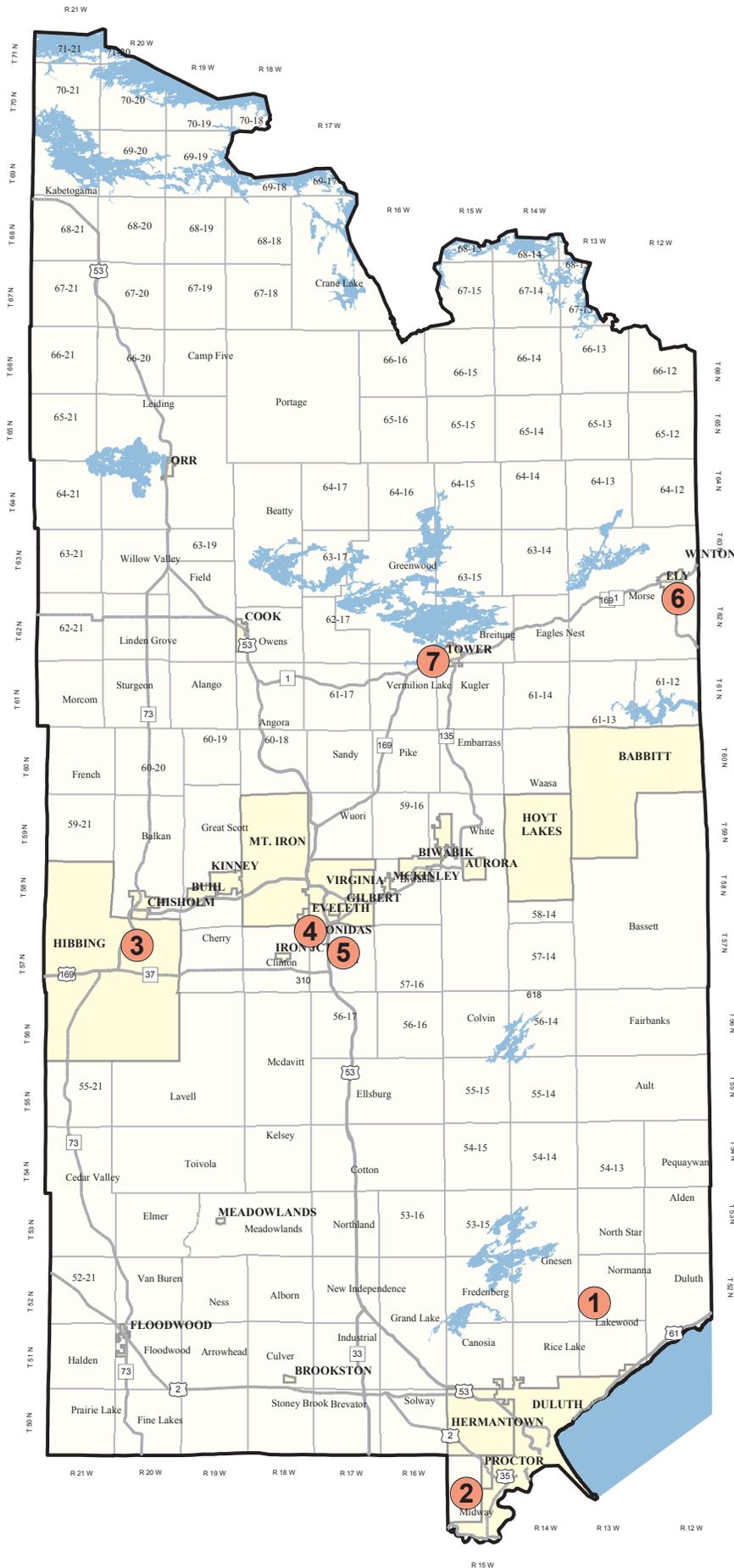
Board of Adjustment Members

St. Louis County



County Board of Adjustment Members

- 1- Kurt Johnson
Town of Normanna
- 2 - Steven Filopovich
City of Duluth
- 3- David Peterson
Town of Midway
- 4- Diana Werschay
Town of Clinton
- 5- William Thomas Coombe
Town of Fayal
- 6- ~~Kelly Klun~~ Vacant
~~Town of Morse~~
- 7 - David G. Pollock
Town of Breitung



Contact: **Planning and Community Development Department**
 117 Northland Office Center
 307 S. First St.
 Virginia, MN 55792
 (218) 749-7103
 Email: planninginfo@stlouiscountymn.gov
 Web: www.stlouiscountymn.gov

Map Created: 4/22/2011

Disclaimer

This is a compilation of records as they appear in the Saint Louis County Offices affecting the area shown. This drawing is to be used only for reference purposes and the County is not responsible for any inaccuracies herein contained.



BOARD LETTER NO. 11 - 382

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 7

BOARD AGENDA NO.

DATE: October 4, 2011

RE: New Job Class – County
Extension Administrator

FROM: Kevin Z. Gray
County Administrator

James R. Gottschald, Director
Employee Relations

RELATED DEPARTMENT GOAL:

To allocate all positions in county employment to appropriate job titles/specifications in official classification plan.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the creation of a new job class, County Extension Administrator, which was approved by the Civil Service Commission at its September 26, 2011 meeting.

BACKGROUND:

A job audit request was submitted for the Information Specialist Supervisor (ISS) position that supervises the County Extension Office in the Administration Department. A position audit team evaluated the position, determined it was no longer a fit in the ISS class, and recommended that Employee Relations work with County Administration to create a new job class. A class audit was initiated, and the County Extension Administrator class specification was developed as a result.

The proposed job class has been placed in the Civil Service Supervisory Unit. The proposed salary for the classification is Grade 23 of the 2011 Civil Service Supervisory Unit Pay Plan: \$45,144 - \$63,684 (annual steps and longevities through twenty-four years of service). The job specification was developed in coordination with the Deputy County Administrator – Governance & Policy, and the St. Louis County Employee Association has accepted the salary grade recommended for the new class.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the creation of the County Extension Administrator class, and its assignment to Grade 23 of the Civil Service Supervisory Unit Pay Plan.

New Job Class – County Extension Administrator

BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board approves the creation of the County Extension Administrator class, and its assignment to Grade 23 of the Civil Service Supervisory Unit Pay Plan: \$45,144 - \$63,684 (annual steps and longevities through twenty-four years of service) as recommended by the Civil Commission on September 26, 2011.

COUNTY EXTENSION ADMINISTRATOR

KIND OF WORK: Performs administrative work managing County Extension Division services and operations.

DISTINGUISHING FEATURES OF WORK: An employee in this class is responsible for preparing and administering the Division's finances and managing the Division's customer service and information processing functions. Duties include developing and writing the Division's operational and revenue budgets; administering and allocating Division funds and revenue; supervising the work of assigned staff; providing support and administrative direction to university staff; and representing the Division to a variety of internal and external parties. The work is performed independently under the general direction of assigned supervisory staff in County Administration, within the limits of established Department policies and procedures.

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

- * 1. Administers the Division's budgets, revenues, and grants; develops, gathers, and organizes service requirements, budget expenses, and data required for contracts, agreements, and grants; drafts budget documents and makes related recommendations.
- * 2. Performs budgeting functions; monitors the Division's funds; informs County and university staff of budget parameters and requirements; approves use of the Division's fund balance and requests such usage through the appropriate processes; prepares and administers computer and technology plans.
- * 3. Assigns, directs and coordinates the work of assigned department staff; structures and schedules work activities and approves leaves and overtime; establishes performance standards and appraises work performance; prepares commendations and executes oral reprimands; administers disciplinary actions including suspension and dismissal, and prepares documentation and notification of such action; administers training programs for staff; exercises discretionary authority in selecting candidates for employment; and represents management in disposition of employee grievances.
- * 4. Develops and monitors the Division's goals and key performance indicators.
- * 5. Provides university extension educator staff with logistical and administrative support; communicates project requests from the County to educators and other staff; assists in the interviewing for university positions and provides information regarding university staff performance as requested; makes recommendations regarding appropriate university staffing levels.
- * 6. Represents the Division at various employee committees, advisory committees, and County Board meetings as required; writes County Board letter requests and resolutions, reports, and prepares presentation materials for others.
- * 7. Coordinates documentation and obtains proper authorization for the approval of Division Memorandums of Agreements, Memorandums of Intent, service contracts, and other reports as required.
- * 8. Assists in developing promotional plans for Division programs and services.
- * 9. Communicates, monitors and enforces compliance with safety rules, laws and practices; assures proper safety equipment and procedures are used in all operations.
- *10. Demonstrates punctual and reliable attendance in accordance with a designated work schedule.
11. Performs related work as assigned.

Requirements of Work:

Thorough knowledge of Extension Division programs and administrative/support functions including policies, procedures, practices, and general operating objectives.
Thorough knowledge of the Division's programs and services.

(OVER)

Requirements of Work: (Continued)

Considerable knowledge of applicable personnel rules, regulations, policies, and labor contract provisions.

Considerable knowledge of effective fiscal management practices.

Skill in gathering, assembling, writing, and monitoring financial information for budgets, revenues, and grants.

Skill in drafting accurate reports and other business correspondence.

Skill in coordinating the collection of fees and revenues.

Skill in communicating effectively both orally and in writing.

Skill in planning, organizing, prioritizing and completing projects.

Skill in the operation of personal computers and applicable software.

Ability to manage, coordinate, review, and supervise the work of assigned staff.

Ability to work independently and exercise sound judgment within established guidelines.

Ability to establish and maintain positive work relationships with Division staff, County management, elected officials, various committees, County employees, and university partners.

Ability to establish and accomplish Division goals.

Minimum Qualifications of Work:

Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, organizational management, or a related field AND three years of full-time paid progressively responsible professional experience, at least one year of which must have been in a lead work or supervisory capacity.

BOARD LETTER NO. 11 - 383

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 8

BOARD AGENDA NO.

DATE: October 4, 2011

RE: Consolidation of
Communications Center
“Effects Bargaining”
Agreement

FROM: Kevin Z. Gray
County Administrator

Ross Litman
Sheriff

James R. Gottschald, Director
Employee Relations

RELATED DEPARTMENT GOAL:

To assist the county to meet and negotiate with employees in appropriate bargaining units and reduce the negotiations to a written agreement.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize execution of the “effects bargaining” agreement with the American Federation of State, County and Municipal Employees (AFSCME) Council 5 representing the Jail Corrections Officers/ Communications Bargaining Unit.

BACKGROUND:

The Sheriff’s Office has decided to consolidate the Virginia (Midway) and Duluth 911 dispatch centers. In response to the decision to consolidate the 911 centers, AFSCME Council 5 requested to engage in bargaining regarding the effects of the decision on the bargaining unit members.

County representatives and AFSCME Council 5 reached an agreement during the effects bargaining process. The agreement contains the following provisions:

1. Each Emergency Communication Specialist (ECS) employed at Midway will be offered a position of employment at the consolidated Duluth Center. Each Midway ECS holding a 0.3 full time equivalent (FTE) to 0.8 FTE position will, at a minimum, be offered 0.8 FTE positions.

2. Shift selection processes will ensure the simultaneous scheduling of Midway and Duluth staff.
3. Prorated benefits for part-time employees will continue to be computed in accordance with the collective bargaining agreement.
4. St. Louis County will respond truthfully to information inquiries from unemployment compensation officials. For purposes of this agreement only, and without intent to create precedent, St. Louis County will not contest a Midway ECS's claim that a change of work site location from Midway to Duluth is "good cause attributable to the Employer" for purposes of eligibility for unemployment compensation.
5. A one-time lump sum severance payment in the gross amount of \$1,000 will be provided to either Midway or Duluth ECS staff who, not later than September 23, 2011, provided written notice of their irrevocable intent not to accept a position at the consolidated dispatch center.
6. An allowance of \$29.50 per work day will be paid to Midway ECS staff for a period not to exceed 60 calendar days after being permanently scheduled to work at the consolidated center. Any Midway ECS who relocates their household to Duluth during the 60 calendar time frame must notify their supervisor of the effective date of the relocation. Eligibility for the allowance will end upon the effective the date of household relocation.

AFSCME membership has voted to accept the terms of the effects bargaining agreement.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the effects bargaining agreement with AFSCME Council 5 representing the Jail Corrections Officers/Communications Bargaining Unit and authorize the necessary county officials to execute a written agreement consistent with negotiations.

Consolidation of Communications Center “Effects Bargaining” Agreement

BY COMMISSIONER _____

RESOLVED, that the effects bargaining agreement with the American Federation of State, County and Municipal Employees Council 5 representing the Jail Corrections Officers/Communications Unit is approved, and the appropriate county officials are authorized to execute the agreement, a copy of which is on file in County Board File No. _____.

BOARD LETTER NO. 11 - 384

FINANCE & BUDGET COMMITTEE CONSENT NO. 9

BOARD AGENDA NO.

DATE: October 4, 2011

RE: Establish Public Hearing to Consider Off-Sale Intoxicating Liquor License (Fredenberg 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 establish a public hearing to consider an off-sale intoxicating liquor license for an establishment in Fredenberg Township.

BACKGROUND:

Steven G. Swanstrom, has made application for an Off-Sale Intoxicating Liquor License for the establishment known as the Blue Max, Fredenberg Township.

M.S. 340A.405, subdivision 2d, relating to the issuance of off-sale intoxicating liquor licenses provides that "No license may be issued under this subdivision unless a public hearing is held on the issuance of the license. Notice must be given to all interested parties and to any city located within three miles of the premises to be licensed. At the hearing the county board shall consider testimony and exhibits presented by interested parties and may base its decision to issue or deny a license upon the nature of the business to be conducted and its impact upon any municipality, and the character and reputation of the applicant, and the propriety of the location."

The County Liquor Licensing Committee considered and approved the application and recommends County Board approval. This establishment is located in Area 3 and the annual license fee is \$150.

RECOMMENDATION:

It is recommended that the St. Louis County Board establish a public hearing for Tuesday, October 25, 2011 at 9:40 a.m. in the McDavitt Town Hall, Zim, Minnesota, to consider an off-sale liquor license for the Blue Max, Fredenberg Township.

**Establish Public Hearing to Consider Off-Sale Intoxicating
Liquor License (Fredenberg Township)**

BY COMMISSIONER _____

WHEREAS, Steven G. Swanstrom d/b/a Blue Max, Fredenberg Township, St. Louis County, Minnesota, has applied for an off-sale intoxicating liquor license; and

WHEREAS, Minnesota Statutes Section 340A.405, Subdivision 2(d), requires that a public hearing be held prior to the issuance of an off-sale intoxicating liquor license.

NOW THEREFORE BE IT RESOLVED, that a public hearing will be held at 9:40 a.m. on October 25, 2011, in the McDavitt Town Hall, Zim, Minnesota, for the purpose of considering an Off-Sale Intoxicating Liquor License to Steven G. Swanstrom d/b/a Blue Max, Fredenberg Township.

RESOLVED FURTHER, that if the 2011 real estate or personal property taxes are not paid when due, the public hearing will be postponed to a future date.