

## AGENDA

### REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF ST. LOUIS COUNTY, MINNESOTA



**Tuesday, June 5, 2012, 9:30 A.M.**

**County Board Room, Second Floor  
St. Louis County Courthouse  
100 N. 5<sup>th</sup> Avenue West  
Duluth, Minnesota**

**KEITH NELSON, Chair  
Sixth District**

**FRANK JEWELL  
First District**

**STEVE O'NEIL  
Second District**

**CHRIS DAHLBERG  
Third District**

**MIKE FORSMAN  
Fourth District**

**PEG SWEENEY, Vice-Chair  
Fifth District**

**STEVE RAUKAR  
Seventh District**

County Auditor  
Donald Dicklich

County Administrator  
Kevin Gray

County Attorney  
Mark Rubin

Clerk of the Board  
Patricia Stolee

The St. Louis County Board of Commissioners welcomes you to this meeting. This agenda contains a brief description of each item to be considered. The Board encourages your participation. If you wish to speak on an item contained in the agenda, you will be allowed to address the Board when a motion is on the floor. If you wish to speak on a matter which does not appear on the agenda, you may do so during the public comment period at the beginning of the meeting. Except as otherwise provided by the Standing Rules of the County Board, no action shall be taken on any item not appearing in the agenda.

When addressing the Board, please sign in at the podium and state your name and address for the record. Please address the Board as a whole through the Chair. Comments to individual Commissioners or staff are not permitted. The St. Louis County Board promotes adherence to civility in conducting the business of the County. Civility will provide increased opportunities for civil discourse in order to find positive resolutions to the issue before the Board. Tools of civility include: pay attention, listen, be inclusive, do not gossip, show respect, be agreeable, apologize, give constructive criticism and take responsibility [County Board Resolution No. 560, adopted on September 9, 2003]. Speakers will be limited to five (5) minutes.

**\*\*In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify Property Management 72 hours prior to the meeting at (218)725-5085.\*\***

All supporting documentation is available for public review in the County Auditor's Office, 100 North 5th Avenue West - Room No. 214, St. Louis County Courthouse, Duluth, MN, during regular business hours 8:00 A.M. - 4:30 P.M., Monday through Friday. Agenda is also available on our website at <http://www.stlouiscountymn.gov/GOVERNMENT/BoardofCommissioners.aspx>

**AGENDA**  
**St. Louis County Board**  
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9:30 A.M. Pledge of Allegiance  
Roll Call  
*Customer Service Recognition Award – Commissioner Dahlberg, Third District*

AT THIS TIME CITIZENS WILL BE ALLOWED TO ADDRESS THE BOARD ON ITEMS NOT ON THE AGENDA. [Speakers will be limited to 5 minutes each.]

FOR ITEMS ON THE AGENDA, CITIZENS WILL BE ALLOWED TO ADDRESS THE BOARD AT THE TIME A MOTION IS ON THE FLOOR.

**CONSENT AGENDA**

Approval of business submitted on the consent agenda.

**REGULAR AGENDA**

**Public Safety and Corrections Committee – Commissioner Sweeney, Chair**

1. Authorization to accept the 2009 Port Security Grant contract extension. {12-214}  
[Rules must be suspended. Has not been to committee.]
2. Application and acceptance of the 2011 State Homeland Security Grant. {12-215}  
[Rules must be suspended. Has not been to committee.]



## **Authorization to Accept the 2009 Port Security Grant Contract Extension**

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

WHEREAS, the 2009 Port Security Grant, a currently active grant in the Sheriff's Office, was scheduled to expire on May 31, 2012; and

WHEREAS, the Federal Emergency Management Agency, through the State of Minnesota, is offering to extend the grant contract to November 30, 2012.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes acceptance of the 2009 Port Security grant contract extension to November 30, 2012, to be accounted for in Fund 100, Agency 129999, Grant 12938, Year 2012.

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

**GRANT APPROVAL FORM**

GRANT NAME: 2009 Port Security Grant GRANT AMOUNT: \$319,469

GRANTOR: US Dep. of Homeland Security MATCH AMOUNT: \$106,490

FUND: 100 AGENCY: 129999 GRANT: 12938 GRANT YEAR: 2012

AGENCY NAME: Sheriff

CONTACT PERSON: Dawn Sathers PHONE: 218-726-2389

GRANT PERIOD: BEGIN DATE: 6-1-2009 END DATE: 5-31-2012 11-30-2012 Extension

STATE GRANT AWARD NUMBER OR FEDERAL CFDA # \_\_\_\_\_

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

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

**GRANTS OF \$25,000 OR LESS**

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

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

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

YES  NO

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

|                      |       |             |
|----------------------|-------|-------------|
| County Auditor       | _____ | Date: _____ |
| County Administrator | _____ | Date: _____ |
| County Attorney      | _____ | Date: _____ |

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

**NEW GRANTS GREATER THAN \$25,000**

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

**DOES THIS GRANT QUALIFY UNDER "GRANTS GREATER THAN \$25,000"?**  
YES  NO

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

County Auditor \_\_\_\_\_ Date: \_\_\_\_\_  
County Administrator \_\_\_\_\_ Date: \_\_\_\_\_

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

**RECURRING GRANTS GREATER THAN \$25,000**

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

**DOES THIS GRANT QUALIFY AS "RECURRING GRANTS GREATER THAN \$25,000"?**  
YES  NO

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

County Auditor Don DeBlich Date: 4-3-12  
County Administrator Barbara Schenberg Date: 4-5-12

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.



## **Application and Acceptance of the 2011 State Homeland Security Grant**

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

WHEREAS, the State of Minnesota Department of Public Safety, through the Division of Emergency Communication Networks, has made available \$387,950 in funding from the State Homeland Security grant program for interoperable communications equipment for the Northeast Regional Radio Board; and

WHEREAS, St. Louis County, as the grantee, will serve as the regional grant administrator and fiscal agent for the grant; and

WHEREAS, the St. Louis County Sheriff's Office, on behalf of the Northeast Regional Radio Board, will be able to purchase needed interoperable communications equipment from Motorola, Inc., per state contract, as a result of this funding.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the application and acceptance of the 2011 State Homeland Security grant in the amount of \$387,950, to be accounted for in Fund 100, Agency 136999, Grant 13604, Year 2011, for interoperable communications equipment, and authorize the county to serve as fiscal agent for the grant on behalf of the Northeast Regional Radio Board.

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

**GRANT APPROVAL FORM**

GRANT NAME: 2011 State Homeland Security GRANT AMOUNT: 387,950

GRANTOR: MN Dept of Public Safety MATCH AMOUNT: \_\_\_\_\_

FUND: 100 AGENCY: 136999 GRANT: 13604 GRANT YEAR: 2011

AGENCY NAME: Sheriff

CONTACT PERSON: Dawn Sathers PHONE: 218-726-2389

GRANT PERIOD: BEGIN DATE: 04/23/2012 END DATE: 06/13/2013

STATE GRANT AWARD NUMBER OR FEDERAL CFDA # 97.067

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

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

**GRANTS OF \$25,000 OR LESS**

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

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

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

YES  NO

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

|                      |       |       |       |
|----------------------|-------|-------|-------|
| County Auditor       | _____ | Date: | _____ |
| County Administrator | _____ | Date: | _____ |
| County Attorney      | _____ | Date: | _____ |

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

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

YES  NO

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

County Auditor \_\_\_\_\_ Date: \_\_\_\_\_  
County Administrator \_\_\_\_\_ Date: \_\_\_\_\_

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

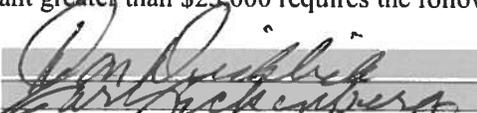
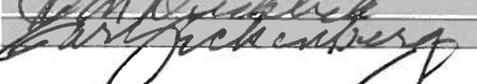
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A recurring grant greater than \$25,000 that is a repeat of a grant which has been received by the County in past year(s) and that has no changes in the use of County resources or in the scope of the grant, requires one Board Resolution to both apply 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  Date: 5-31-12  
County Administrator  Date: 5/31/12

**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.**