

AGENDA

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



Tuesday, March 26, 2013, 9:30 A.M.

**Public Works Facility
2210 East Sheridan Street
Ely, Minnesota**

**CHRIS DAHLBERG, Chair
Third District**

**FRANK JEWELL
First District**

**STEVE O'NEIL
Second District**

**MIKE FORSMAN – Vice Chair
Fourth District**

**PETE STAUBER
Fifth District**

**KEITH NELSON
Sixth District**

**STEVE RAUKAR
Seventh District**

County Auditor
Donald Dicklich

County Administrator
Kevin Gray

County Attorney
Mark Rubin

Clerk of the Board
Roberta Museta

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 that 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>

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9:30 A.M. Pledge of Allegiance
Roll Call
*“St. Louis County History: People & Places” – Commissioner Forsman,
Fourth 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 LISTED ON THE BOARD AGENDA OR COMMITTEE OF THE WHOLE AGENDA, CITIZENS WILL BE ALLOWED TO ADDRESS THE BOARD AT THE TIME A MOTION IS ON THE FLOOR.

9:40 A.M. Public hearing, pursuant to Resolution No. 13-128, adopted March 12, 2013, to consider imposing the remainder of penalties for a liquor law violation dated May 30, 2011, by Leon Polley d/b/a Polley’s Resort, Unorganized Township 63-17. **{13-101}**

9:45 A.M. Public hearing, pursuant to Resolution No. 13-129, adopted March 12, 2013, to consider allegations of a liquor law violation dated October 17, 2012, by Leon Polley d/b/a Polley’s Resort, Unorganized Township 63-17. **{13-102}**

CONSENT AGENDA

Approval of business submitted on the consent agenda.

REGULAR AGENDA

Finance & Budget Committee – Commissioner Raukar, Chair

1. Approval of the 2012 Land and Minerals Department apportionment of \$121,848.62 of net proceeds. **{13-99}**

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

2. Application and acceptance of the Minnesota Department of Natural Resources 2013 Boat and Water Safety Grant in the amount of \$116,208 for the period January 1, 2013 through June 30, 2014. **[Without recommendation.] {13-92}**

ADJOURNED:

BOARD LETTER NO. 13 - 101

FINANCE & BUDGET COMMITTEE

MARCH 26, 2013 BOARD AGENDA 9:40 A.M. PUBLIC HEARING

DATE: March 26, 2013

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

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

Mark Rubin
County Attorney

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

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

BACKGROUND:

The County Attorney and the County Auditor have received reports from the St. Louis County Sheriff's Office concerning a liquor law violation, sale to minor, on October 17, 2012, at Polley's Resort, Unorganized Township 63-17.

On May 22, 2012, pursuant to St. Louis County Ordinance No. 28, Section 13.01, Leon Polley d/b/a Polley's Resort, was found to have violated Ordinance No. 28 on May 30, 2011, by serving alcohol to a minor. A public hearing was held pursuant to the provisions of these subdivisions. A liquor law violation was established and a ten (10) day suspension and \$1,000.00 civil penalty was assessed against the licensee. Nine (9) days of the suspension and \$1,000.00 of the civil penalty were suspended on the condition that the licensee has no same or similar violations within one year of the date of the resolution (Resolution No. 12-290).

On February 12, 2013, the St. Louis County Liquor Licensing Committee met to discuss the alleged October 17, 2012, liquor law violation at Polley's Resort. The Committee

recommended that due to this incident, the remaining nine (9) days of suspension and \$1,000.00 civil penalty be imposed on the licensee as a consequence for violating the term and condition of no same or similar violations.

A public hearing was scheduled before the St. Louis County Board of Commissioners on March 26, 2013. The purpose of the hearing, pursuant to St. Louis County Ordinance No. 28, Section 13.01, is for the County Board to determine whether the licensee violated the no same or similar provision of its May 22, 2012, liquor law violation determination and, if so, what remainder of the stayed penalty should be imposed upon the licensee. Nine (9) days of license suspension and a \$1,000.00 civil penalty were stayed and could be imposed.

RECOMMENDATION:

It is recommended that the St. Louis County Board receive testimony at the public hearing and consider suspension, revocation, or other sanctions of the liquor license issued to Leon Polley d/b/a Polley's Resort, Township of Unorganized 63-17, including but not limited to, imposition of civil penalties for the violation.

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

BY COMMISSIONER _____

WHEREAS, The St. Louis County Liquor Licensing Committee met on February 12, 2013, to consider recommending action to be taken by the County Board as a result of an alleged liquor law violation, sale to minor, on October 17, 2012, against Leon Polley d/b/a Polley's Resort, Unorganized Township 63-17; and

WHEREAS, The Liquor Licensing Committee recommended imposing the remaining stayed nine (9) day license suspension and \$1,000.00 civil penalty for the violation that occurred on May 30, 2011; and

WHEREAS, After hearing testimony on the matter at a public hearing conducted on March 26, 2013, at 9:40 a.m., in the St. Louis County Public Works Facility, Ely, MN, the St. Louis County Board determined the recommendation of the St. Louis County Liquor Licensing Committee to be an appropriate penalty for violating the provision to have no same or similar liquor law violation;

THEREFORE, BE IT RESOLVED, That Off-Sale Intoxicating Liquor License No. OFSL135, issued to Leon Polley d/b/a Polley's Resort, Unorganized Township 63-17, is hereby suspended for nine (9) days and a \$1,000.00 civil penalty is due.

RESOLVED FURTHER, That the dates of suspension of the liquor license will be April 2, 2013, through April 10, 2013.



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

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

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

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

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

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

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

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

Commissioner Dahlberg moved the adoption of the Resolution and it was declared adopted upon the following vote:
Yeas – Commissioners O’Neil, Dahlberg, Forsman, Sweeney, Raukar, and Chair Nelson - 6
Nays – None
Absent – Commissioner Jewell - 1

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

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

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

DONALD DICKLICH, COUNTY AUDITOR

By

Deputy Auditor/Clerk of the County Board

ST. LOUIS COUNTY LIQUOR LICENSING COMMITTEE MEETING

The meeting was called to order at 8:30 a.m. by Commissioner Keith Nelson, Chair, with the following members present: County Auditor Donald Dicklich, Sheriff Ross Litman, Roberta Museta, Deputy Auditor, James Nephew, Attorney's Office, and Lt. Dave Rolland, Sheriff's Office; Commissioner Dahlberg arrived at 9:10 a.m.

Auditor Dicklich asked for nominations for the Chair of the Liquor Licensing Committee for 2013. Auditor Dicklich nominated Commissioner Nelson. No other nominations were received. Sheriff Litman, supported by Attorney Nephew, moved to approve Commissioner Nelson as Chair. (3-0)

The minutes of the January 8, 2013 meeting were approved. (Dicklich/Litman) (3-0)

There was discussion regarding the alleged liquor law violation, sale to minor, which occurred on October 12, 2012, at Polley's Resort, Unorganized Township 63-17. Lt Rolland said Mr. Polley asked for identification, but allowed the sale. He said it was the second violation for the establishment, and it occurred during the days stayed outlined in County Board Resolution No. 12-290, adopted May 10, 2012. Chair Nelson asked when the remainder of the first penalty should be imposed, to which Attorney Nephew answered that due process needs to take place, which is outlined in Ordinance No. 28. He stated further that the alleged violation on October 17, 2012, must be proven before the Board imposes the remaining nine (9) days of suspension and \$1,000.00 fine for the violation that occurred on May 30, 2011. Auditor Dicklich, supported by Sheriff Litman, made a motion that the stayed suspension of nine (9) days and \$1,000.00 fine be imposed in regards to the first violation.

At this time, Leon Polley appeared on behalf of Polley's Resort, Unorganized Township 63-17, regarding the alleged liquor law violation, sale to minor, which occurred on October 17, 2012. Chair Nelson said the Committee discussed the imposition of the remainder of the penalty/fine for the May 30, 2011, violation. He asked Mr. Polley to explain what occurred. Mr. Polley said he had medical problems two years ago and his nephew has been helping him at the resort with alcohol sales. He said at the time of the alleged violation, his nephew was assisting at the docks. Mr. Polley said he asked for identification, miscalculated, and sold the alcohol. Chair Nelson asked if he has taken any steps to prevent this from happening again, to which Mr. Polley said he purchased a book to help him determine if a person is of legal age and is carding every sale. Mr. Polley stated that if he had the book, the October 17, 2012, violation would have never occurred. Chair Nelson asked for further discussion. There was none. Motion passed (3-0)

Attorney Nephew found a prior Committee recommendation for an identical violation. The recommendation was twenty (20) day suspension and \$2,000.00 civil penalty, with fourteen (14) days of the suspension and \$1,400.00 of the civil penalty stayed through the end of calendar year 2013, with no same or similar violations during that year.

Chair Nelson suggested the suspension dates be increased and the monetary penalty be reduced since the establishment is a small operation. Auditor Dicklich made a motion, supported by Sheriff Litman, for a twenty (20) day suspension and \$2,000.00 civil penalty, five (5) days stayed and \$1,700.00 civil penalty stayed for one year. Motion passed (4-0).

Auditor Dicklich told Mr. Polley that he does not need to shut down his business entirely, however;

during the suspension period, no display/sale of alcohol can occur.

The public hearing will be held on March 26, 2013, at Ely Public Works Facility, Ely, MN. It was recommended the dates of suspension would begin on April 2, 2013. Chair Nelson strongly suggested Mr. Polley attend.

Discussion ensued concerning possible changes to Ordinance No. 28, Section 4.03b License Duration, specifically to extend the license period from six (6) to nine (9) months for Seasonal and Sunday seasonal on-sale intoxicating liquor licenses.

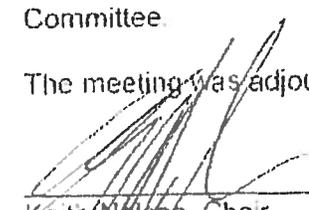
A request was received from Mr. Mark (Chris) Klatte, President, Grand View Golf, LLC d/b/a Grand View Golf Links, Midway Township, to change Ordinance No. 28, Section 4.03b, License Duration, specifically the license duration from six (6) months to nine (9) months. Mr. Mark (Chris) Klatte was in attendance.

Chair Nelson said it is logical to look at extending the license duration, because of climate change. Attorney Nephew stated MN Statute allows a seasonal license to be valid for a period specified by the board, not to exceed nine (9) months. Chair Nelson said if the license duration is extended, the months would need to be calendar months with appropriate fees collected. Auditor Dicklich said that an ordinance change is an involved process.

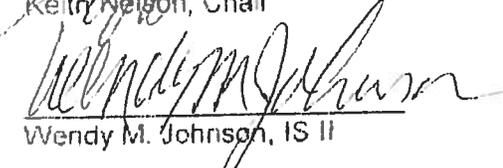
Chair Nelson asked to hear from Mr. Klatte. Mr. Klatte thanked the Committee for looking into the matter. He said last season, the golf course opened on March 17, 2012, and was able to sell alcohol to his clientele because his Off-Sale 3.2 Percent Malt Liquor License was valid until June 30, 2012. (Mr. Klatte then applied for and was granted a Seasonal On-Sale/Seasonal Sunday On-Sale Intoxicating Liquor License effective May 1, 2012 through October 31, 2012); the golf course remained open until the end of November, approximately a month after the license expired. Mr. Klatte observed golfers sneaking their own liquor on the course and told them it was not allowed. Mr. Klatte added that other counties allow seasonal licenses for up to nine (9) month duration. Commissioner Dahlberg said the Committee has been pro-business and asked if MN Statute allows a county to issue seasonal licenses for up to nine (9) months, to which Attorney Nephew replied yes. Chair Nelson asked Attorney Nephew and the Auditor's office to bring the Committee further information regarding fees and administrative processes.

There was discussion of assessing administrative penalties to establishments who fail to pay their liquor liability insurance premiums on time. Auditor Dicklich asked if an establishment's liquor liability insurance lapses, what liability does the county incur? Attorney Nephew said the county might be liable. Chair Nelson asked the Sheriff, Attorney, and Auditor compile further information for the Committee.

The meeting was adjourned at 9:30 A.M. (Litman/Dicklich) (4-0)



Keith Nelson, Chair



Wendy M. Johnson, IS II

imposed upon the licensee. Ordinance No. 28 permits that a liquor license may be suspended or revoked for up to sixty days, a civil penalty of up to \$2,000 may be imposed for each violation, or a combination of any of these sanctions.

RECOMMENDATION:

It is recommended that the St. Louis County Board receive testimony at the public hearing and consider suspension, revocation, or other sanctions of the liquor license issued to Leon Polley d/b/a Polley's Resort, including but not limited to, imposition of civil penalties for the violation.

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

BY COMMISSIONER _____

WHEREAS, The St. Louis County Liquor Licensing Committee met on February 12, 2013, to consider recommending action to be taken by the County Board as a result of an alleged liquor law violation, sale to minor, on October 17, 2012, against Leon Polley d/b/a Polley's Resort, Township of Unorganized 63-17; and

WHEREAS, The Liquor Licensing Committee recommended a twenty (20) day suspension and \$2,000.00 civil penalty, with five (5) days of the suspension and \$1,700.00 of the civil penalty stayed, for one (1) year with no same or similar violations during that year; and

WHEREAS, After hearing testimony on the matter at a public hearing conducted on March 26, 2013, at 9:45 a.m., in the St. Louis County Public Works Facility, Ely, MN, the St. Louis County Board determined the recommendation of the St. Louis County Liquor Licensing Committee to be an appropriate penalty for the liquor law violation.

THEREFORE, BE IT RESOLVED, That the Off-Sale Intoxicating Liquor License No. OFSL135, issued to Leon Polley d/b/a Polley's Resort, Unorganized Township 63-17, is hereby suspended for twenty (20) days and a \$2,000.00 civil penalty is due, with five (5) days of the suspension and \$1,700.00 of the civil penalty stayed for one (1) year, with no same or similar violations during that period.

RESOLVED FURTHER, That the dates of suspension of the liquor license will be April 11, 2013 through April 25, 2013.

RESOLVED FURTHER, That a new violation within the next year (ending March 26, 2014), will result in the imposition of the remainder of the suspension and civil penalty, and may also be cause for additional action against the liquor license of the licensee pursuant to St. Louis County Ordinance Number 28, Section 13.

ST. LOUIS COUNTY LIQUOR LICENSING COMMITTEE MEETING

The meeting was called to order at 8:30 a.m. by Commissioner Keith Nelson, Chair, with the following members present: County Auditor Donald Dicklich, Sheriff Ross Litman, Roberta Museta, Deputy Auditor, James Nephew, Attorney's Office, and Lt. Dave Rolland, Sheriff's Office; Commissioner Dahlberg arrived at 9:10 a.m.

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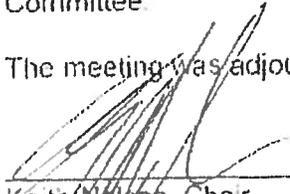
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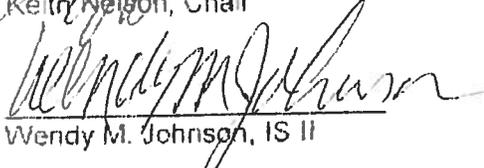
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The meeting was adjourned at 9:30 A.M. (Litman/Dicklich) (4-0)



Keith Nelson, Chair



Wendy M. Johnson, IS II

acres harvested but less volume/total cords). This is also impacted by the lower value timber species currently being harvested. In addition to the continued depression in the timber and logging industries, land sales are also down reflecting the continued depression in the housing market. Looking ahead to 2013 there are some positive signs and the Land and Minerals Department is seeing increased activity in all areas this year.

The following chart shows how the relevant Minnesota Statutes are applied to determine the apportionment:

Minnesota Statutes, section 282.08 clause (4) and Minnesota Law (2002), Chapter 390, Sec 39		
Net Proceeds for Land and Minerals Department Operations		\$121,848.62
No more than 30% of the balance is to be used for timber development on tax-forfeited land and dedicated memorial forests to be expended under the supervision of the county board on projects approved by the commissioner of natural resources.	The Land and Mineral Department's fund balance is reviewed annually to ensure it is sufficient to fund one year's operational expenses; since the balance has been deemed sufficient, no additional funds from 2012 operations are retained for this purpose.	
No more than 20 percent of the balance is to be used for the following purposes:	Administration recommends that 20% of the balance be elected for these purposes and that it be applied as follows:	\$ 24,369.72 as follows:
(1) Acquisition and maintenance of county parks and recreation areas (see MN Statute 398.31-398.36)	50% of the 20% elected to be used to fund current and future costs associated with Camp Esquagama, a qualifying outdoor recreation area per MS 398.32.	\$ 12,184.86
(2) No more than \$4 per capita of the county's population on the promotion of tourist, agricultural and economic development	50% of the 20% elected be used to begin to cover the deficit in the Forest Recreation Account within the Forest Resources Fund that has been used for expenditures over the past number of years. Using a portion of the 2012 apportionment will fund previous commitments.	\$ 12,184.86
Any balance must be apportioned as follows: 40% county 40% school district 20% town or city	Administration recommends that the 40% for the county general fund be placed into the General Fund, County Administration, Camp Esquagama to fund the budget request from the Arrowhead Center's proposal for the Camp.	\$ 38,991.56 \$ 38,991.56 \$ 19,495.78
Total Apportioned		\$121,848.62

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the apportionment of the 2012 Land and Minerals Department proceeds according to relevant statutes.

2012 Land and Minerals Department Proceeds Apportionment

BY COMMISSIONER _____

WHEREAS, The St. Louis County Land and Minerals Department generates revenue by sales of land, timber stumpage, gravel, peat and lease fees from recreational hunting and cabin sites; and

WHEREAS, There are net proceeds available from this revenue generated, after the allowable expenditures of the Land and Minerals Department in carrying out its activities; and

WHEREAS, Minn. Stat. § 282.08 specifies the apportionment formula the county is to use in determining the allowable use and transfer of these remaining funds (net proceeds), which in 2012 are \$121,848.62;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the following apportionment of the \$121,848.62 of net proceeds:

Net Proceeds of the Forfeited Tax Sale Fund	\$121,848.62	Accounting Detail
20% (Minnesota Law (2002), Chapter 390 Sec 39, Subd 3) to Fund 100 – 102006 for current and future costs associated with the Arrowhead Center’s contract for management and operation of Camp Esquagama; and to fund 290-290002 (Forest Rec Agency within the Forest Resources Fund) to begin to pay back current deficit from previous funding commitments	\$ 12,184.86	100-102006
	\$ 12,184.86	290-290002
40% St. Louis County General Fund, County Administration, Camp Esquagama	\$ 38,991.56	100-102006
40% Schools Fund	\$ 38,991.56	910
20% Cities and Towns Fund	\$ 19,495.78	908
Total	\$121,848.62	

Application and Acceptance of 2013 Boat and Water Safety Grant

BY COMMISSIONER _____

WHEREAS, It is the policy of the State of Minnesota to promote safe and useable waterways within the state; and

WHEREAS, The state provides grants for sheriff services to carry out this policy; and

WHEREAS, The St. Louis County Sheriff's Office provides boat and water safety in the county;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes application and acceptance of the Minnesota Department of Natural Resources 2013 Boat and Water Safety Grant in the amount of \$116, 208, for the period January 1, 2013 through June 30, 2014, to be accounted for in Fund 100, Agency 130999, Grant 13001, Year 2013;

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 State Boat and Water GRANT AMOUNT: 116,208
 GRANTOR: MN DNR MATCH AMOUNT: 0
 FUND: 100 AGENCY: 130999 GRANT: 13001 GRANT YEAR: 2013
 AGENCY NAME: Sheriff Office
 CONTACT PERSON: Dawn Sathers/ David Phillips PHONE: 218-726-2389
 GRANT PERIOD: BEGIN DATE: 01/01/13 END DATE: 06/30/14
 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 Nancy Nelson, Chief Deputy Date: 3/7/13
County Administrator [Signature] Date: 3/7/13

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