



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

**October 1, 2013**

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

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**CONSENT AGENDA:**

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

**Minutes of September 24, 2013**

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

1. Health and Human Service Annual Conference Facility Payment [13-412]
2. Acceptance of Grant from the Carlton-Cook-Lake-St. Louis Community Health Board for Public Health Emergency Preparedness Funding [13-413]

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

3. Acceptance of Flood Grant for Bridge Project on CR 255 (Duluth Township) [13-414]

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

4. Abatement List for Board Approval [13-415]
5. Electronic Format Assessment Fee [13-416]

**Public Safety & Corrections Committee – Commissioner Miller, Chair**

6. Application and Acceptance of 2013 Port Security Grant [13-417]

**ESTABLISHMENT OF PUBLIC HEARINGS:**

7. Establish Public Hearing to Consider Adoption of the 2014 Fee Schedule – 9:40 a.m., Tuesday, November 5, 2013, St. Louis County Courthouse, Duluth, MN [13-418]

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**TIME SPECIFIC PRESENTATION:**

**11:00 A.M. Metropolitan Inter-County Association End of Session Report and 2014 Outlook - Keith Carlson, John Tuma and Nancy Silesky, MICA**

**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.*

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

1. **Purchase of Tandem Axle Diesel Trucks [13-419]**  
Resolution authorizing the purchase of four tandem axle diesel trucks from Twin Cities Mack & Volvo, Roseville, MN at the State of Minnesota contract price.
2. **Purchase of Four Dump Bodies with Hydraulic Systems and Snow Fighting Equipment [13-420]**  
Resolution authorizing the purchase of dump bodies with hydraulic systems and snow fighting equipment from Towmaster Inc., Litchfield, MN at the State of Minnesota contract price.

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**COMMISSIONER DISCUSSION ITEMS AND REPORTS:**

*At this time, Commissioners may introduce items for discussion or report on past and future activities.*

**ADJOURNED:****NEXT COMMITTEE OF THE WHOLE MEETING DATES:**

**October 8, 2013**      **Hermantown City Hall, 5105 Maple Grove Road, Hermantown, MN**

**October 22, 2013**    **McDavitt Town Hall, 9042 Zim Road, Zim, MN**

**November 5, 2013**   **Commissioners' Conference Room, Courthouse, Duluth, MN**

**BARRIER FREE:** *All St. Louis County Board meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual needs for special services. Please contact St. Louis County Property Management (218-725-5085) early so necessary arrangements can be made.*

# COMMITTEE OF THE WHOLE ST. LOUIS COUNTY BOARD OF COMMISSIONERS

Tuesday, September 24, 2013

Location: Historic Miner's Dry, Ely, Minnesota  
Present: Commissioners Jewell, Forsman, Stauber, Raukar, and Chair Dahlberg  
Absent: Commissioners Miller and Nelson  
Convened: Chair Dahlberg called the meeting to order at 10:52 a.m.

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## CONSENT AGENDA

Forsman/Raukar moved to approve the consent agenda. The motion passed. (5-0)

- Minutes of September 10, 2013
- Repurchase of State Tax Forfeited Land – Nordlund [13-396]
- Pedestrian Underpass Lighting System on CSAH 91/Haines Road (Duluth) [13-397]
- Agreement with St. Louis and Lake Counties Regional Railroad Authority – Mesabi Trail Project [13-398]
- Abatement List for Board Approval [13-399]
- Lawful Gambling Application (Gnesen Township) [13-400]
- New Job Class – Loss Control Specialist [13-401]
- Authorization to Apply for Minnesota Art Learning Grant [13-402]
- Application and Acceptance of 2012 Operation Stonegarden Homeland Security Grant [13-403]
- Correction of 2013 Hazardous Fuel Reduction Grant and Rescind Resolution No. 13-400 [13-404]

## REGULAR AGENDA

### Public Works & Transportation

Stauber/Forsman moved to award a bid to Northland Constructors of Duluth, LLC, of Duluth, MN, in the amount of \$835,536.66 for project SAP 69-598-043, CP 177713 (Storm), Bridge 69A15 and Approaches [13-405]. The motion passed. (5-0)

### Finance & Budget

Stauber/Forsman moved that the St. Louis County Board authorizes the appropriate county officials to execute a five-year contract with Roufs Property Maintenance of Hermantown, Minnesota, in an amount of \$675,961.10, paid monthly in the amount of \$10,824.30 for the first year, with annual performance-based increases at the county's discretion, for the cleaning of the county's Northland

Office Center in Virginia, MN [13-406]. After further discussion, the motion passed without recommendation. (5-0)

### **Central Management & Inter-Governmental**

Jewell/Raukar moved that the St. Louis County Board approves the appointment of Second District Commissioner Angie Miller to the following boards, commissions, and committees until a new Second District Commissioner takes office after the January 14, 2014 Special Election and subsequent appointments can be made [13-407]:

- Chair of the Public Safety & Corrections Standing Committee
- Arrowhead Health Alliance (*alternate*)
- Arrowhead Regional Development Commission - ARDC
- ARDC Metropolitan Interstate Council (*alternate*)
- ARDC North Shore Management Board (*alternate*)
- Association of Minnesota Counties – AMC
- AMC District 1 Policy Committee, Health & Human Services
- Community Health Services Board
- Duluth Parks and Recreation Commission (*alternate*)
- Heading Home St. Louis County Leadership Council
- 9-1-1 Emergency System User Board (*alternate*)
- Public Health & Human Services Advisory Committee
- St. Louis & Lake Counties Regional Railroad Authority
- Voyageurs National Park Governmental Affairs Committee

The motion passed. (5-0)

Jewell/Stauber moved that the St. Louis County Board appoint Patrick Layman of Aurora, MN, to the Arrowhead Library System Board of Directors for a three-year term beginning January 1, 2014, and expiring on December 31, 2016 [13-408]. The motion passed. (5-0)

Jewell/Forsman moved that the St. Louis County Board adjust its 2013 Board Meeting Schedule to substitute the meeting location of its November 12<sup>th</sup> meeting from the St. Louis County Courthouse in Duluth to the Fredenberg Town Hall, 5104 Fish Lake Road [13-409]. The motion passed. (5-0)

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### **COMMISSIONER DISCUSSION ITEMS**

Commissioner Forsman said that he is going to speak this Friday at the transportation symposium.

Commissioner Raukar said the House Bonding Committee was touring the region this week.

At 11:20 a.m., Forsman/Raukar moved to adjourn the Committee of the Whole meeting. (5-0)

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Chris Dahlberg, Chair of the County Board

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Phil Chapman, Clerk of the County Board

# BOARD LETTER NO. 13 – 412

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

**DATE:** October 1, 2013                      **RE:** Health and Human Service  
Annual Conference Facility  
Payment

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

Ann M. Busche, Director  
Public Health & Human Services

**RELATED DEPARTMENT GOAL:**

Continued emphasis on innovation, productivity, and service to the citizens of St. Louis County.

**ACTION REQUESTED:**

The St. Louis County Board is requested to approve payment of up to \$60,000 to the Duluth Entertainment Convention Center for use of the facility for the annual St. Louis County Health & Human Service Conference.

**BACKGROUND:**

The St. Louis County Health & Human Service Conference (HHSC) has been held annually since 1989. This year, the 2013 conference dates are October 17-18. Each year, the conference has included presentations and institutes designed to meet the specific continuing education and certification needs of public health and human service professionals. Between 1991–2012, attendance grew from 200 to 2,000 participants including health and human service practitioners from throughout the Midwest, bringing together public and private sector practitioners for two days of training and networking, providing a forum for sharing innovative ideas, best practices and programs, strengthening community health and human services, and addressing the significant challenges of poverty and human suffering.

The current revenue and expense budget is approximately \$99,000. The impact on the local economy has been estimated at nearly \$250,000. Prior to this year, accounting for the HHSC had been performed using a separate checking account and had not been a part of the county's accounting system. Bringing the HHSC into the Mitchell Humphrey system and closing the checking account brings this fund into conformity with county practices, policies and procedures. The largest expense of the annual conference is use of a facility, currently the Duluth Entertainment Convention Center (DECC). The estimate of the cost for use of the DECC for the 2013 HHSC is \$52,600, but the final figure will not be known until closer to the conference date.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board approve payment of up to \$60,000 to the Duluth Entertainment Convention Center for use of the facility for the annual St. Louis County Health & Human Service Conference, payable from Fund 855, Agency 855001, Object 634200.

## Health and Human Service Annual Conference Facility Payment

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

WHEREAS, The St. Louis County Health & Human Service Conference (HHSC) has been held annually since 1989 and has grown through the years to its current enrollment of over 2,000 participants; and

WHEREAS, The mission of the conference is to bring together public and private sector practitioners for two days of training and networking, providing a forum for sharing innovative ideas, best practices and programs, strengthening community health and human services, and addressing the significant challenges of poverty and human suffering in our communities; and

WHEREAS, Prior to this year, accounting for the HHSC had been performed using a separate checking account and had not been a part of the county's accounting system; and

WHEREAS, Bringing the HHSC into the Mitchell Humphrey system and closing the checking account brings the HHSC Fund into conformity with county practices, policies and procedures; and

WHEREAS, The estimate of the cost for use of the Duluth Entertainment Convention Center (DECC) for the HHSC in 2013 is \$52,600, but the final figure will not be known until closer to the conference date;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes payment of up to \$60,000 to the Duluth Entertainment Convention Center (DECC) for use of the facility for the annual St. Louis County Health & Human Service Conference, payable from Fund 855, Agency 855001, Object 634200.

# BOARD LETTER NO. 13 - 413

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

**DATE:** October 1, 2013

**RE:** Acceptance of Grant from the  
Carlton-Cook-Lake-St. Louis  
Community Health Board for  
Public Health Emergency  
Preparedness Funding

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

Ann Busche, Director  
Public Health & Human Services

## **RELATED DEPARTMENT GOAL:**

Our community will be prepared for emergencies and hazards and will be at low risk of epidemics and the spread of disease.

## **ACTION REQUESTED:**

The St. Louis County Board is requested to accept Public Health Emergency Preparedness Grant Project funding from the Carlton-Cook-Lake-St. Louis Community Health Board (CHB).

## **BACKGROUND:**

The State of Minnesota has received funds from the Centers for Disease Control and Prevention (CDC) to assess and enhance the capacity of the state and local health departments to respond to bio-terrorism, infectious diseases and other threats to public health. The state has determined that a program for such assessment and enhancement can be established by the CHB and the county in such a manner as will facilitate development of the necessary organizational and technical skills; acquisition of needed communication technology and equipment; and the development of further collaboration and partnership between community organizations and the private sector.

Emphasis continues to be placed on coordination, assessment of existing capacities, planning and implementation of information and risk management systems, as well as methods for appropriate public communication and response to any local or state medical or public health alert. No local match is required for this grant.

The primary duties of St. Louis County will be to perform and accomplish purposes and activities as specified in the CDC's Public Health Preparedness Capabilities: National Standards for State & Local Planning. By 2017, the grantees are expected to demonstrate to the state's satisfaction that they have obtained operational capacity and have implemented all the preparedness capabilities identified by the CDC and the state,

incorporating them into on-going agency operations. The grant funding awarded to St. Louis County for the period July 1, 2013 through June 30, 2014 is in the amount of \$117,801. Funding for the remaining terms of the grant have yet to be determined.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board accept funding from the Community Health Board in the amount of \$117,801 for the period July 1, 2013 through June 30, 2014, to be accounted for in Fund 230, Agency 233999, Grant 23601, Year 2013.

**Acceptance of Grant from Carlton-Cook-Lake-St. Louis Community Health Board for Public Health Emergency Preparedness Funding**

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

WHEREAS, The State of Minnesota has received funds from the Centers for Disease Control and Prevention (CDC) for the period of July 1, 2013 through June 30, 2017 to assess and enhance the capacity of the state and local health departments to respond to bio-terrorism, infectious diseases, and other threats to public health and has allocated these funds to Community Health Boards; and

WHEREAS, The citizens of the four-county region will be better served due to the work done through the Community Health Board and this CDC grant to ensure the region is prepared to respond to public health threats; and

WHEREAS, The grant funding awarded to St Louis County for the period July 1, 2013 through June 30, 2014 is in the amount of \$117,801, with funding for the remaining terms of the grant yet to be determined; and

THEREFORE, BE IT RESOLVED, That the St. Louis County Board accepts funding from the Community Health Board in the amount of \$117,801 for the period July 1, 2013 through June 30, 2014, to be accounted for in Fund 230, Agency 233999, Grant 23601, Year 2013;

RESOLVED FURTHER, That the Board directs the Public Health and Human Services (PHHS) Department to work with County Administration to include grant allocations into the PHHS departmental budget for calendar years 2014, 2015, 2016, and 2017.

Reset Form

Print Form

**GRANT APPROVAL FORM**

GRANT NAME: Public Health Emergency GRANT AMOUNT: \$117,801  
 GRANTOR: Centers for Disease Control & P MATCH AMOUNT: NA  
 FUND: 230 AGENCY: 233999 GRANT: 23601 GRANT YEAR: 2013  
 AGENCY NAME: PHHS  
 CONTACT PERSON: Ann Busche PHONE: X2097  
 GRANT PERIOD: BEGIN DATE: July 1, 2013 END DATE: June 30, 2014  
 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 Datta Date: 9-25-13  
County Administrator Chris Gellert Date: 9-26-13

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

# BOARD LETTER NO. 13 - 414

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
CONSENT NO. 3

BOARD AGENDA NO.

**DATE:** October 1, 2013

**RE:** Acceptance of Flood Grant for  
Bridge Project on CR 255 (Duluth  
Township)

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

James T. Foldesi  
Public Works Director/Highway Engineer

**RELATED DEPARTMENT GOAL:**

Provide a safe, well maintained road and bridge system.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize an agreement accepting a Minnesota State Transportation Flood Bond grant and committing to the use of St. Louis County Local Funds to pay for costs of bridge reconstruction on County Road 255 in Duluth Township which exceed the grant amount.

**BACKGROUND:**

Bids for the reconstruction of Bridge 69A15, Storm WO 177713; SAP 69-598-043 were let on September 12, 2013. The bid award was approved at the September 24 Committee of the Whole meeting and is included on the October 1 County Board Consent Agenda. Northland Constructors of Duluth, LLC submitted the successful bid of \$835,536.66 for this project. Final approval of a grant for bridge reconstruction from the Minnesota State Transportation Flood Bond was received on September 13. The grant will offset \$835,536.66 in Local Funds anticipated for construction, and \$126,605 anticipated for engineering.

**RECOMMENDATION:**

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

**Acceptance of Flood Grant for Bridge Project  
on CR 255 (Duluth Township)**

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

WHEREAS, St. Louis County has applied to the Minnesota Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for Bridge 69A15 on project SAP 69-598-043/CP 177713 on County Road 255 in Duluth Township, and

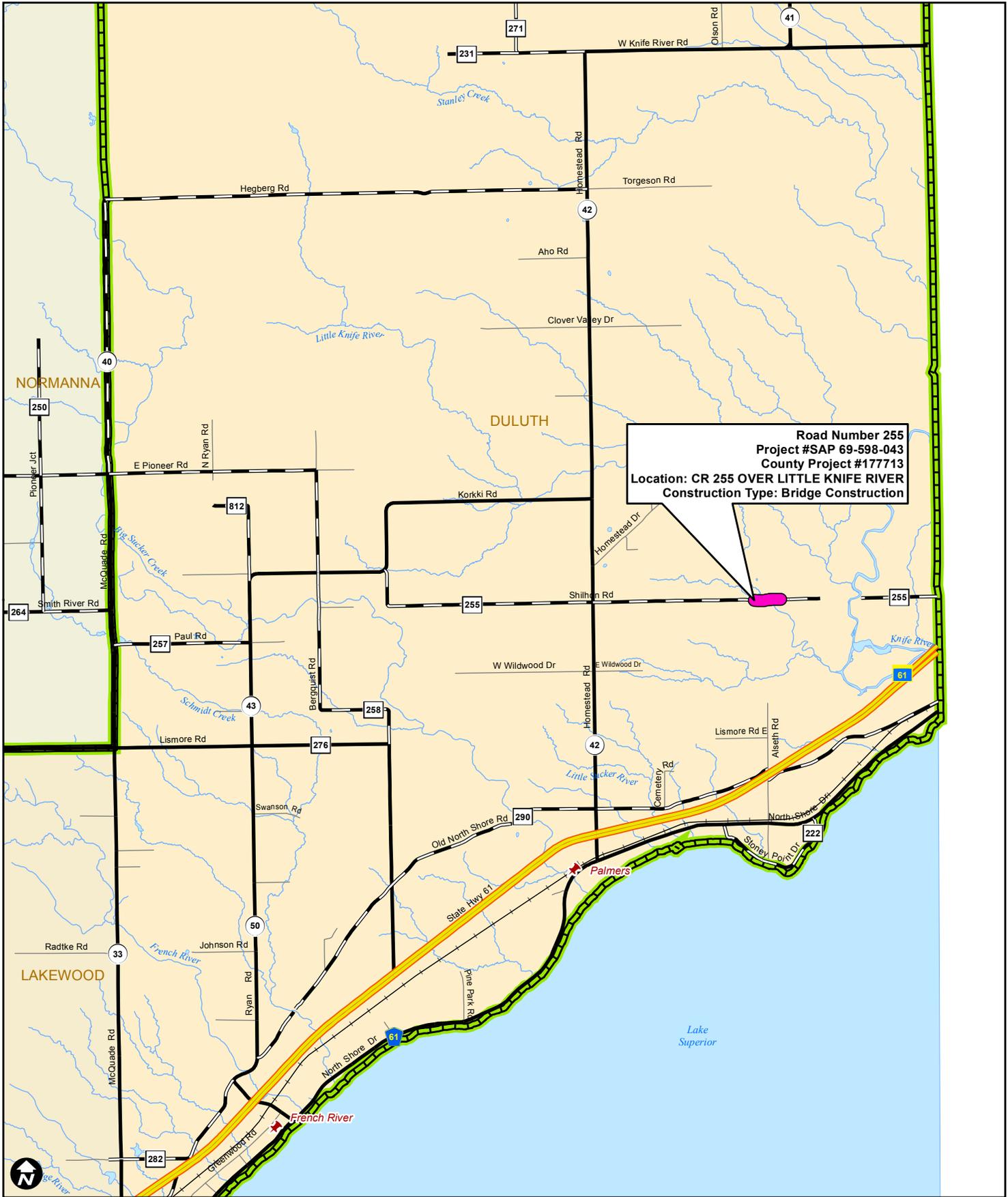
WHEREAS, The Commissioner of Transportation has given notice that funding for this bridge is available; and

WHEREAS, The amount of the grant has been determined to be \$835,536.66 Construction and \$126,605.00 Engineering for a total of \$962,141.66.

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.

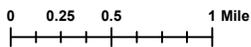
RESOLVED FURTHER, The appropriate county officials are authorized to execute a grant agreement with the Minnesota Commissioner of Transportation concerning the above-referenced grant.

Acct 266 Flood Bond Funds	\$835,536.66 Construction
	\$126,605.00 Engineering
Total Bond:	\$962,141.66



**Road Number 255**  
**Project #SAP 69-598-043**  
**County Project #177713**  
**Location: CR 255 OVER LITTLE KNIFE RIVER**  
**Construction Type: Bridge Construction**

St. Louis County 2013 Road & Bridge Construction



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

# BOARD LETTER NO. 13 - 415

FINANCE & BUDGET COMMITTEE CONSENT NO. 4

BOARD AGENDA NO.

**DATE:** October 1, 2013                      **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. 59577.

Abatements Submitted for Approval by the St. Louis County Board  
on 10/8/2013

<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>
10 2930 260	0 14945	BERGMAN, JOSEPH	R	City of Duluth	Bruce Eichorn	HOMESTEAD	2013	395.02
145 10 5900	0 14946	CLAVITER, THOMAS	R	Iron Junction	Dave Jarvela	HOMESTEAD	2013	477.32
10 2270 2380	0 14947	LARSON, TERRENCE	R	City of Duluth	Bemen Carlson	HOMESTEAD	2013	340.54
10 2180 370	0 14948	MARCINIAK, JENNIFER	R	City of Duluth	Bemen Carlson	HOMESTEAD	2013	310.56
10 1350 2040	0 14949	MARSHALL STEVE	R	City of Duluth	Bruce Eichorn	HOMESTEAD	2013	241.10
10 4080 1150	0 14950	PETERSON, AARON	R	City of Duluth	Mike Busick	HOMESTEAD	2013	358.22
10 2010 640	0 14951	PRILEY, KRYSTA	R	City of Duluth	Bemen Carlson	HOMESTEAD	2013	366.40
10 2730 955	10828 14952	SEQUIN ROBIN	M	City of Duluth	Mike Busick	HOMESTEAD	2013	171.64
10 1960 740	0 14953	WITUCKI, THOMAS	R	City of Duluth	Bemen Carlson	HOMESTEAD	2013	354.16

# BOARD LETTER NO. 13 - 416

FINANCE & BUDGET COMMITTEE CONSENT NO. 5

BOARD AGENDA NO.

**DATE:** October 1, 2013                      **RE:** Electronic Format Assessment  
Fee

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

Don Dicklich  
County Auditor

**RELATED DEPARTMENT GOAL:**

To provide effective, efficient government.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize the County Auditor to re-establish an electronic format assessment fee for the 2013 year.

**BACKGROUND:**

St. Louis County had an electronic format assessment fee for many years. During the fee setting review conducted last year, this fee was eliminated due to significant time and work involved in adjusting formats, data, and other elements of media submitted by clients.

It has recently been brought to the attention of the Auditor's Office that elimination of this option will have a significant cost impact to large submitter organizations, including local units of government and quasi-governmental units that submit assessments to the Auditor for inclusion on tax statements.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the County Auditor to re-establish an electronic format assessment fee for the 2013 year.

## **Electronic Format Assessment Fee**

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

WHEREAS, St Louis County had an electronic format assessment fee for many years; and

WHEREAS, Due to the significant time and effort involved in dealing with adjusting and manipulating data submitted by clients, this fee was eliminated in 2012 for the 2013 calendar year fee schedule; and

WHEREAS, Elimination of this assessment submission option will have a significant cost impact to large submitter organizations, including local units of government and quasi-government units; and

WHEREAS, Acceptance of future submissions will be strictly dependent on adherence to format standards, in order to minimize intervention and excess manipulation by Auditor staff;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the County Auditor to re-establish an electronic format submission fee for the 2013 calendar year.



**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize application and acceptance of the 2013 Infrastructure Protection Program Grant for Port Security in the amount of \$99,771, to be accounted for in Fund 100, Agency 129999, Grant 12938, Year 2013, with a local match of \$33,256 to be paid by the Sheriff's Volunteer Rescue Squad, for a total project cost not to exceed \$133,027.

## **Application and Acceptance of 2013 Port Security Grant**

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

WHEREAS, The Department of Homeland Security has made funding available to the Port of Duluth/Superior under the FY 2013 Port Security Grant Program; and

WHEREAS, The term of the grant is 24 months and the majority of the work would be done in 2014; and

WHEREAS, The Sheriff's Office is eligible to receive funding under this grant for investments important to increasing Port Security while strengthening core services; and

WHEREAS, The investment proposed would allow the Sheriff's Office and Volunteer Rescue Squad to acquire the latest in robotic and sonar technology from VideoRay LLC. of Pottstown, PA;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes application and acceptance of the 2013 Infrastructure Protection Program Grant for Port Security in the amount of \$99,771, to be accounted for in Fund 100, Agency 129999, Grant 12938, Year 2013, with a local match of \$33,256 to be paid by the Sheriff's Volunteer Rescue Squad, for a total project cost not to exceed \$133,027;

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

**GRANT APPROVAL FORM**

GRANT NAME: Port Security Grant GRANT AMOUNT: 99,771  
 GRANTOR: Department of Homeland Security MATCH AMOUNT: 33,256 from Resc  
 FUND: 100 AGENCY: 129999 GRANT: 12938 GRANT YEAR: 2013  
 AGENCY NAME: Sheriff's Office  
 CONTACT PERSON: Dawn Sathers PHONE: 218-726-2389  
 GRANT PERIOD: BEGIN DATE: 09/01/13 END DATE: 08/31/15  
 STATE GRANT AWARD NUMBER OR FEDERAL CFDA # 97.056

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 \_\_\_\_\_ 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 Dreiblich Date: 9-25-13  
County Administrator Sam Schenk Date: 9-26-13

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

# BOARD LETTER NO. 13 - 418

FINANCE & BUDGET COMMITTEE CONSENT NO. 7

BOARD AGENDA NO.

**DATE:** October 1, 2013

**RE:** Establish Public Hearing to  
Consider Adoption of 2014 Fee  
Schedule

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

**RELATED DEPARTMENT GOAL:**

Manage the preparation of the County Budget and make budget recommendations to the County Board.

**ACTION REQUESTED:**

The St. Louis County Board is requested to establish a public hearing to receive comment on and adopt a 2014 Fee Schedule.

**BACKGROUND:**

County departments were asked to review fees and submit to Administration fees reflecting increased costs due to inflation, wage settlements, FastTrack.gov online fee roll-out, and specific products necessary to perform services. Some departments determined that current fees adequately covered the cost of services, and justification for this decision was included in their submittals. Administration reviewed revisions and compiled a proposed fee schedule for various county services which was presented to the County Board as part of its budget discussion at the July 29, 2013 Board Workshop. The draft fee schedule was provided to Commissioners via e-mail. It is necessary to hold a public hearing on these fees, which have been included in the projected revenues proposed for the 2014 budget.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board establish a public hearing for Tuesday, November 5, 2013 at 9:40 a.m., St. Louis County Courthouse, Duluth, Minnesota, for the purpose of obtaining public comment and adopting a 2014 fee schedule.

**Establish Public Hearing to Consider Adoption  
of 2014 Fee Schedule**

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

RESOLVED, That the St. Louis County Board will convene a public hearing at 9:40 a.m. on Tuesday, November 5, 2013, St. Louis County Courthouse, Duluth, Minnesota, to consider the adoption of the fee schedule for various county services for the year 2014.



The trucks will be purchased from Twin Cities Mack & Volvo of Roseville, Minnesota, using the available State of Minnesota contract. Warranty service and parts support for the trucks will be provided by Lake Superior Mack and Volvo of Duluth. The purchase will total \$438,549.08 plus 6.5% state sales tax of \$28,505.69 for a total cost of \$467,054.77. The cost is within that budgeted for this purchase.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the purchase of four 2014 Mack GU713 Tandem Axle Diesel Trucks from Twin Cities Mack & Volvo of Roseville, Minnesota at the State of Minnesota contract price of \$467,054.77, payable from Fund 225, Agency 161400, Object 666300.

## Purchase of Tandem Axle Diesel Trucks

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

WHEREAS, The Public Works Department 2013 FEMA storm budget included funding to replace four tandem trucks as a FEMA alternate project (Project # RJS-018-00713) to be used for snow and ice control, and gravel hauling; and

WHEREAS, The Public Works Department and Purchasing Division presented specifications and requested State of Minnesota contract pricing for the Mack GU713, due to its quality, department experience, savings in inventory, and mechanic familiarity; and

WHEREAS, Twin Cities Mack & Volvo of Roseville, MN responded with the state contract price for four Mack GU713 tandem trucks of \$438,549.08, plus 6.5% state sales tax of \$28,505.69, for a total cost of \$467,054.77.

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the purchase of four 2014 Mack GU713 tandem trucks from Twin Cities Mack and Volvo Trucks of Roseville, Minnesota, for a total cost of \$467,054.77, payable from Fund 225, Agency 161400, and Object 666300.

# BOARD LETTER NO. 13 - 420

PUBLIC WORKS & TRANSPORTATION COMMITTEE NO. 2

BOARD AGENDA NO.

**DATE:** October 1, 2013

**RE:** Purchase of Four Dump Bodies  
with Hydraulic Systems and Snow  
Fighting Equipment

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

James T. Foldesi  
County Engineer/Public Works Director

**RELATED DEPARTMENT GOAL:**

Provide a safe, well maintained road and bridge system.

**ACTION REQUESTED**

The St. Louis County Board is requested to approve the purchase of four dump bodies with hydraulic systems and snow fighting equipment from Towmaster Equipment Company of Litchfield, Minnesota.

**BACKGROUND:**

The Public Works Department's 2013 FEMA budget included funding to replace four dump bodies with hydraulic systems and snow fighting equipment for the four tandem cab and chassis purchased separately as a FEMA alternate project (Project # RJS-018-00713). Four units will be replacing old units at the Public Works facilities in Ely, Hibbing, Virginia, and Pike Lake.

This equipment and installation will be purchased from Towmaster Inc. of Litchfield, MN using the available State of Minnesota Contract. The purchase price for the two Systems is estimated to be \$424,076.62. The purchase will be subject to a 6.875% State of Minnesota sales tax of \$29,155.27 for a total cost of \$453,231.89. If the total cost of this purchase exceeds the FEMA funding, a transfer from Fund 407 will cover the overage.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the purchase and installation of four dump bodies with hydraulic systems, and snow fighting equipment from Towmaster Inc. of Litchfield, MN, in the amount of \$453,231.89 payable from Fund 225, Agency 161400, and Object 666300.

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

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

WHEREAS, The Public Works Department 2013 FEMA storm budget included funding to replace four dump bodies with hydraulic systems, and snow fighting equipment for trucks purchased separately as a FEMA alternate project (Project # RJS-018-00713); and

WHEREAS, Towmaster Inc. of Litchfield, MN responded with the State of Minnesota contract price for this purchase in the amount of \$424,076.62 plus state sales tax of \$29,155.27 for a total cost of \$453,231.89;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the purchase and installation of four dump bodies with hydraulic systems and snow fighting equipment from Towmaster Inc. of Litchfield, MN for \$453,231.89, payable from Fund 225, Agency 161400, Object 666300.