



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

September 1, 2015

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 August 11, 2015

Environment & Natural Resources Committee, Commissioner Rukavina, Chair

1. Approval of Registered Land Survey No. 128 (Morse Township) [15-381]
2. Access Easement Across State Tax Forfeited Land to Boyd J. and R. Wendell Snyder (Beatty Township) [15-382]
3. Legal Services for the Sale of Shoreland Lease Lots – Hanft Fride [15-383]
4. State Tax Forfeited Lease – Shoreland Lease Lots [15-384]
5. Authorization to Accept SSTS Base, Incentive & Low-Income Fix-up Grant Funding [15-385]

Public Works & Transportation Committee, Commissioner Raukar, Chair

6. Award of Bid: Grader Blades, Cutting Edges, Pick Blades and Bits [15-386]
7. State Contract Purchase of Equipment Trailer [15-387]
8. Award of Bid: Gasohol, Fuel Oil and Diesel Fuel [15-388]
9. Drainage/Pipe Easements in Connection with Relocated CSAH 102 (Mt. Iron) [15-389]
10. Acceptance of Bids – Culvert Purchase for Bridge 484 on CR 310/Keenan Road (Clinton Township) [15-390]

Finance & Budget Committee, Commissioner Nelson, Chair

11. Acceptance of County Veterans Service Office Operational Enhancement Grant [15-391]
12. Duluth GSC Parking Ramp Alley Level Repairs [15-392]
13. Abatement List for Board Approval [15-393]
14. Fire Protection/First Responder Services Contract for Unorganized Territories – 2016 [15-394]

Central Management & Intergovernmental Committee, Commissioner Jewell, Chair

15. Reallocation of Assistant Human Resources Director and Senior Human Resources Advisor to Human Resources Manager [15-395]

Public Safety & Corrections Committee, Commissioner Dahlberg, Chair

16. Application and Acceptance of the 2015 Port Security Grant [15-396]

ESTABLISHMENT OF PUBLIC HEARINGS:

Finance & Budget Committee, Commissioner Nelson, Chair

1. Establish a Public Hearing to Consider Additional Tax Abatement for Hermantown Marketplace Project – Hermantown (Tuesday, October 13, 2015, 9:40 a.m., Hermantown City Council Chambers, Hermantown, MN) [15-397]

TIME SPECIFIC PRESENTATIONS:**Public Works & Transportation Committee, Commissioner Raukar, Chair**

11:00AM All Terrain Vehicle (ATV) Policy/Ordinance Discussion – Jim Foldesi, Highway Engineer/Public Works Director

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 Raukar, Chair

1. Naming the Ely Joint Public Works Facility for Former Commissioner Mike Forsman [15-398]

Resolution renaming the Ely Joint Public Works Facility the “Michael D. Forsman Public Works Facility.”

Finance & Budget Committee, Commissioner Nelson, Chair

1. Unorganized Township Road Levy – FY 2016 [15-399]

Resolution certifying the levy for Unorganized Township Road Maintenance for tax year 2016.

2. HRA 2016 Proposed Levy [15-400]

Resolution certifying the HRA maximum property tax levy for tax year 2016.

Central Management & Intergovernmental Committee, Commissioner Jewell, Chair

1. Appointment to Arrowhead Library System Board of Directors [15-401]

Resolution to appoint Virginia Katz to the Arrowhead Library System Board of Directors

2. St. Louis County Election Canvassing Board Appointments [14-402]

Resolution appointing two county commissioners to the St. Louis County Election Canvassing Board.

3. Appointment of Election Judges to Absentee and Mail Ballot Boards [15-403]

Resolution appointing election judges to the County Absentee Ballot Board and County Mail Ballot Board.

4. Establishing Appointments to the Camp Esquagama Advisory Group [15-404]

Resolution authorizing establishment of the Camp Esquagama Advisory Group, with a membership of seven citizen representatives selected from each Commissioner District.

COMMISSIONER DISCUSSION ITEMS AND REPORTS:

Commissioners may introduce items for future discussion, or report on past and upcoming activities.

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

September 8, 2015 Morse Town Hall, 911 South Central Avenue, Ely, MN

September 22, 2015 St. Louis County Courthouse, Duluth, MN

October 6, 2015 Duluth Town Hall, 6092 Homestead Road, 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

August 11, 2015

Location: Floodwood Fair Building, Floodwood, Minnesota

Present: Commissioners Jewell, Boyle, Rukavina, Nelson, Raukar, and Chair Stauber

Absent: Commissioner Dahlberg

Convened: Chair Stauber called the meeting to order at 9:53 a.m.

CONSENT AGENDA

Rukavina/Nelson moved to approve the consent agenda without Item #17, Safe Routes to School Pilot Study Force Account Agreement with MN Department of Transportation [15-370] and without Item #18, Support for AEOA Rental Rehabilitation Deferred Loan Pilot Program [15-371]. The motion passed. (6-0, Dahlberg absent)

- Minutes of August 4, 2015
- Agreement with Dynamic Recycling for Household Electronics Waste Recycling [15-354]
- Authorization to Apply to the MN Board of Water & Soil Resources for a SSTS Abatement Grant [15-355]
- Final Plat Approval – Ban Lake South (Beatty Township) [15-356]
- Final Plat Approval – Ban Lake North (Beatty Township) [15-357]
- Final Plat Approval – Bird Nest (Eagles Nest Township) [15-358]
- Final Plat Approval – Elephant East (Camp 5 Township) [15-359]
- Final Plat Approval – Olecranon (Beatty Township) [15-360]
- Final Plat Approval – Olecranon First Addition (Beatty Township) [15-361]
- Final Plat Approval – Olecranon Second Addition (Beatty Township) [15-362]
- Final Plat Approval – Olecranon Third Addition (Beatty Township) [15-363]
- Final Plat Approval – Olecranon West (Beatty Township) [15-364]
- Trail Easement Across State Tax Forfeited Land to Superior Hiking Trail Association [15-365]
- Trail Easement Across State Tax Forfeited Land to Drift-Toppers Snowmobile Club [15-366]
- Special Sale of State Tax Forfeited Land to Rice Lake Township [15-367]
- Special Sale to Paul Johnson to Resolve Occupancy Trespass [15-368]
- Agreements for Surveying Services with Hayes Surveying & Mapping and Northern Lights Surveying Company [15-369]
- Violation of St. Louis County Ordinance No. 28, Hi Banks Resort (Fredenberg Township) [15-372]
- Amendment to the 2013 Hazardous Fuel Reduction Grant [15-373]

Establishment of Public Hearings

Nelson/Stauber moved to establish a public hearing to be held at 9:45 a.m. on September 1, 2015, in the St. Louis County Courthouse, Duluth, MN, for the purpose of considering the issuance of an Off-Sale Intoxicating Liquor License to Alborn Tavern, Inc. d/b/a Alborn Tavern, Alborn Township [15-374]. The motion passed. (6-0, Dahlberg absent)

Nelson/Boyle moved to establish a public hearing to be held at 9:50 a.m. on Tuesday, September 1, 2015, in the St. Louis County Courthouse, Duluth, MN, to consider allegations of a liquor law violation and, if proven, the suspension or revocation of the liquor licenses issued to A. P. Inc. d/b/a A. P. Liquor, Gnesen Township, and/or the imposition of civil penalties for the violation. [15-375]. Commissioner Nelson stated that the violation is the second violation within one year and the establishment's third straight violation. The motion passed. (6-0, Dahlberg absent)

Raukar/Nelson moved to support submission of the Arrowhead Economic Opportunity Agency, Inc. application to the Minnesota Housing Finance Agency – Rental Rehabilitation Deferred Loan Pilot Program Request for Proposals and authorizes the Arrowhead Economic Opportunity Agency, Inc. to administer the Rental Rehabilitation Deferred Loan Pilot Program within St. Louis County, outside the city of Duluth [15-371]. The motion passed. (6-0, Dahlberg absent)

Health & Human Services Committee

Boyle/Jewell moved to authorize an addendum to the Procurement Card Policies and Procedures, specifically to authorize a procurement card pilot program for Public Health and Human Services Department emergency client needs. The pilot program will include three to six PHHS employees in Northern St. Louis County, ending on February 29, 2016 [15-376]. St. Louis County Public Health and Human Services Director Ann Busche and St. Louis County Auditor Don Dicklich gave the Committee an overview of the pilot program. The motion passed. (6-0, Dahlberg absent)

Boyle/Stauber moved to authorize a contract with National Business Systems, Inc., Eagan, MN, for document preparation and scanning, for a maximum price of \$231,529, all expenses payable from the PHHS Technology Improvements fund balance, Fund 230, Object 311401, with a corresponding increase to expenditure budget Fund 230, Agency 230011, Object 629900, to be placed into CY 2015 budget with all unexpended funds to be carried over into 2016 budget [15-377]. Commissioner Rukavina stepped out of the meeting from 10:42 a.m. to 10:44 a.m. Chair Stauber stepped out of the meeting from 10:55 a.m. to 10:56 a.m. The motion passed. (6-0, Dahlberg absent)

St. Louis County Public Health and Human Services Director Ann Busche discussed the State of Minnesota's competitive bidding process and the State of Minnesota's decision to change healthcare providers effective January 1, 2016. The change in providers will save the State of Minnesota approximately \$450 million and will affect approximately 29,000 St. Louis County residents. St. Louis County will be required to provide information regarding the change at an estimated cost of \$150,000 to \$350,000. After further discussion, the Committee asked Administration to draft a letter to the State Legislature requesting reimbursement of expenses incurred resulting from the change.

Public Works & Transportation Committee

Raukar/Nelson moved that, pursuant to Minn. Stat. Section 161.36, the Commissioner of Transportation be appointed as agent of St. Louis County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects. The appropriate county officials are hereby authorized and directed for and on behalf of the county to execute and enter into an agreement with the Commissioner of Transportation prescribing terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1000866”, a copy of which was before the County Board and which is made a part hereof by reference. This project is identified as SP 069-591-004, CP 0000-266622 and will be accounted for in Fund 220, Agency 220370. [15-370]. Commissioner Boyle stepped out of the meeting from 11:11 a.m. to 11:12 a.m. The motion passed. (6-0, Dahlberg absent)

COMMISSIONER DISCUSSION ITEMS

Commissioner Rukavina said that a funeral service for State Representative David Dill will be held in International Falls this Saturday at 3:00 p.m.

Commissioner Raukar thanked Floodwood Mayor Jeff Kletscher for the use of the facilities and for bringing local issues to the attention of the Board.

Commissioner Jewell discussed a memorial service that he attended for Al France.

At 11:29 a.m., Raukar/Boyle moved to adjourn the Committee of the Whole meeting. The motion passed. (6-0, Dahlberg absent)

Pete Stauber, Chair of the County Board

Phil Chapman, Clerk of the County Board

BOARD LETTER NO. 15 - 381

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Approval of Registered Land
Survey No. 128 (Morse
Township)

FROM: Kevin Z. Gray
County Administrator

Mark Monacelli, Director
Public Records & Property Valuation

RELATED DEPARTMENT GOAL:

To promptly record real estate documents in accordance with state statutes and county policies.

ACTION REQUESTED:

The St. Louis County Board is requested to grant final approval to Registered Land Survey No. 128.

BACKGROUND:

Pursuant to Minn. Stat. § 508.47, the Registrar of Titles is authorized to require a Registered Land Survey to re-name parcels where legal descriptions have become unmanageable. Land Surveyor Bruce R. Chernak has submitted the final prints and they have been approved by the County Surveyor and the Examiner of Titles. Registered Land Survey No. 128 is located in Parts of Government Lots 1, 5 & 6 and Part of Lot 5, Block 1 of Homer's Lots, all in Section 18, Township 62 North, Range 12 West (Morse Township).

RECOMMENDATION:

It is recommended that the St. Louis County Board grant final approval to Registered Land Survey No. 128.

Approval of Registered Land Survey No. 128 (Morse Township)

BY COMMISSIONER _____

WHEREAS, The Registrar of Titles is authorized to require Registered Land Survey No. 128 pursuant to Minn. Stat. § 508.47; and

WHEREAS, The County Surveyor and Examiner of Titles have approved Registered Land Survey No. 128; and

WHEREAS, The final prints have been submitted for filing;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board grants final approval to Registered Land Survey No. 128 located in Parts of Government Lots 1, 5 & 6 and Part of Lot 5, Block 1 of Homer's Lots, all in Section 18, Township 62 North, Range 12 West, 4th PM (Morse Township).

BOARD LETTER NO. 15 - 382

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Access Easement Across State
Tax Forfeited Land to Boyd J.
and R. Wendell Snyder (Beatty
Township)

FROM: Kevin Z. Gray
County Administrator

Mark Weber, Director
Land and Minerals

Donald Dicklich
County Auditor/Treasurer

RELATED DEPARTMENTAL GOAL:

Performing public services.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize a non-exclusive easement to Boyd J. and R. Wendell Snyder to cross state tax forfeited land in Beatty Township.

BACKGROUND:

Boyd J. and R. Wendell Snyder are requesting an easement for access to private property. Two easement segments are 20 feet wide and 220.84 feet long in total and will accommodate existing driveways. The total area encumbered by the easement is 0.1 acre. Exercising the easement will not cause significant adverse environmental or natural resource management impacts, and will not conflict with public use of the land.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the granting of a non-exclusive access easement across state tax forfeited land to Boyd J. and R. Wendell Snyder for the amount of \$140 land use fee, \$50 administration fee and \$46 recording fee; for a total of \$236, to be deposited into Fund 240 (Forfeited Tax Fund).

**Access Easement Across State Tax Forfeited Land to Boyd J.
and R. Wendell Snyder (Beatty Township)**

BY COMMISSIONER _____

WHEREAS, Boyd J. and R. Wendell Snyder have requested an access easement across state tax forfeited land; and

WHEREAS, There are no reasonable alternatives to obtain access to the property; and

WHEREAS, Exercising the easement will not cause significant adverse environmental or natural resource management impacts and will not conflict with public use of land; and

WHEREAS, Minn. Stat. § 282.04, Subd. 4a authorizes the St. Louis County Auditor to grant easements across state tax forfeited land for such purposes;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the St. Louis County Auditor to grant a non-exclusive access easement to Boyd J. and R. Wendell Snyder across state tax forfeited lands as described in County Board File _____.

RESOLVED FURTHER, That the granting of this easement is conditioned upon payment of \$140 land use fee, \$50 administration fee, and \$46 recording fee; for a total of \$236 to be deposited into Fund 240 (Forfeited Tax Fund).

Access Easement across State Tax Forfeited Land to Boyd J. and R. Wendell Snyder (Beatty Township)

ACCESS EASEMENT

A 20 foot wide access easement for ingress and egress over and across all that part of the Southwest Quarter of the Northwest Quarter, Section 9, Township 63 North, Range 18 West, St. Louis County, Minnesota, that lies within 10 feet on both sides of the following described centerline.

Commencing at the Southwest corner of said Southwest Quarter of Northwest Quarter; thence South 82 degrees 33 minutes 26 seconds East, along the South line thereof, a distance of 1056.86 feet to the centerline of an existing driveway and the point of beginning; thence North 37 degrees 18 minutes 30 seconds West a distance of 110.94 feet to the centerline of Raps Road and there terminating. The sidelines of said easement are to be extended to and truncated by the south line of said Southwest Quarter of Northwest Quarter.

AND

A 20 foot wide access easement for ingress and egress over and across all that part of the Southwest Quarter of the Northwest Quarter, Section 9, Township 63 North, Range 18 West, St. Louis County, Minnesota, that lies within 10 feet on both sides of the following described centerline.

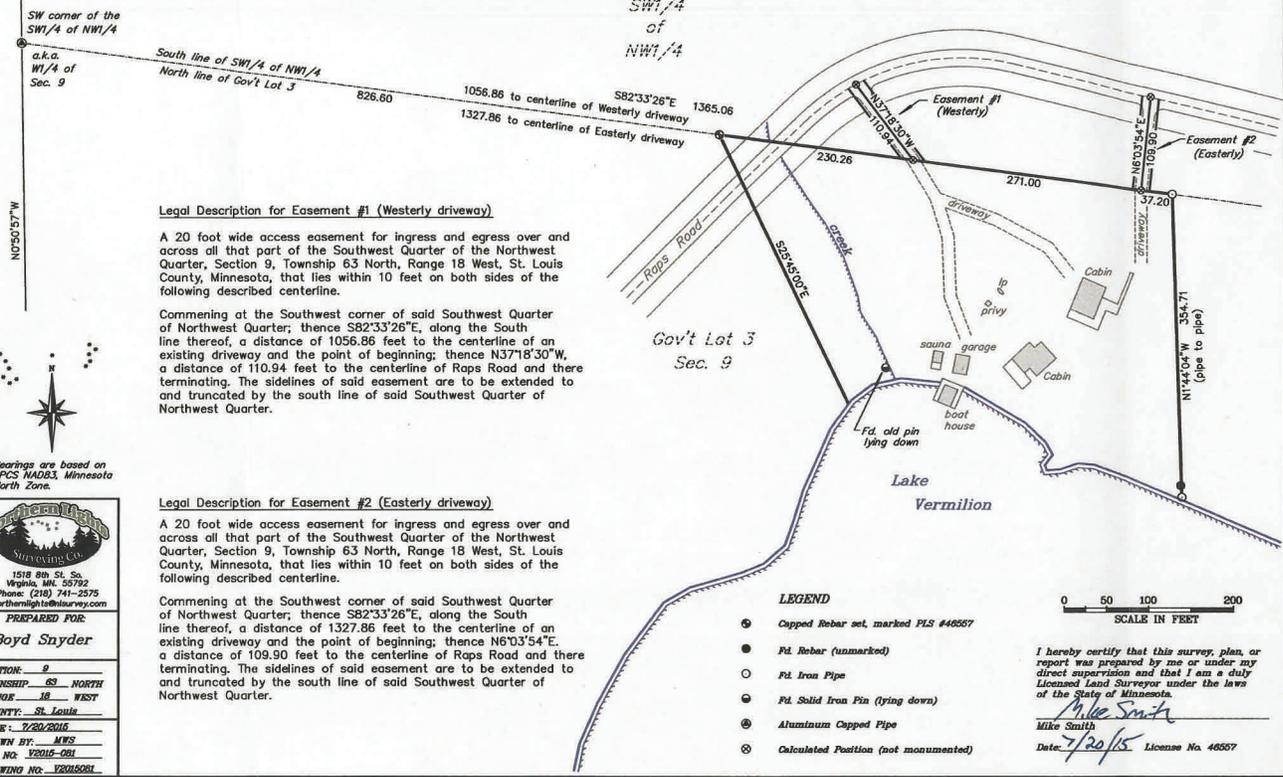
Commencing at the Southwest corner of said Southwest Quarter of Northwest Quarter; thence South 82 degrees 33 minutes 26 seconds East, along the South line thereof, a distance of 1327.86 feet to the centerline of an existing driveway and the point of beginning; thence North 6 degrees 03 minutes 54 seconds East, a distance of 109.90 feet to the centerline of Raps Road and there terminating. The sidelines of said easement are to be extended to and truncated by the south line of said Southwest Quarter of Northwest Quarter.



St. Louis County Land & Minerals Department Tax Forfeited Easement

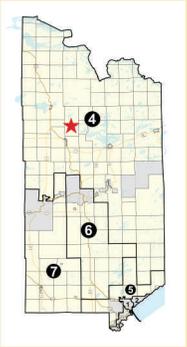
CERTIFICATE OF SURVEY

An Easement Survey across the SW1/4 of the NW1/4, Section 9 Township 63 North, Range 18 West, St. Louis County, Minnesota



4th Commissioner District

- State Tax Forfeited
- Easement
- Project location



St. Louis County
Minnesota

Affects parcel 250-0020-01360



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 and Minerals
Department



CERTIFICATE OF SURVEY

An Easement Survey across
the SW1/4 of the NW1/4, Section 9
Township 63 North, Range 18 West,
St. Louis County, Minnesota

SW1/4
of
NW1/4

SW corner of the
SW1/4 of NW1/4

a.k.a.
W1/4 of
Sec. 9

South line of SW1/4 of NW1/4
North line of Gov't Lot 3

826.60

1056.86 to centerline of Westerly driveway
S82°33'26"E 1365.06

1327.86 to centerline of Easterly driveway

Easement #1
(Westerly)

230.26

271.00

Easement #2
(Easterly)

N6°03'54"E

109.90

37.20

N1°44'04"W 354.71
(pipe to pipe)

Legal Description for Easement #1 (Westerly driveway)

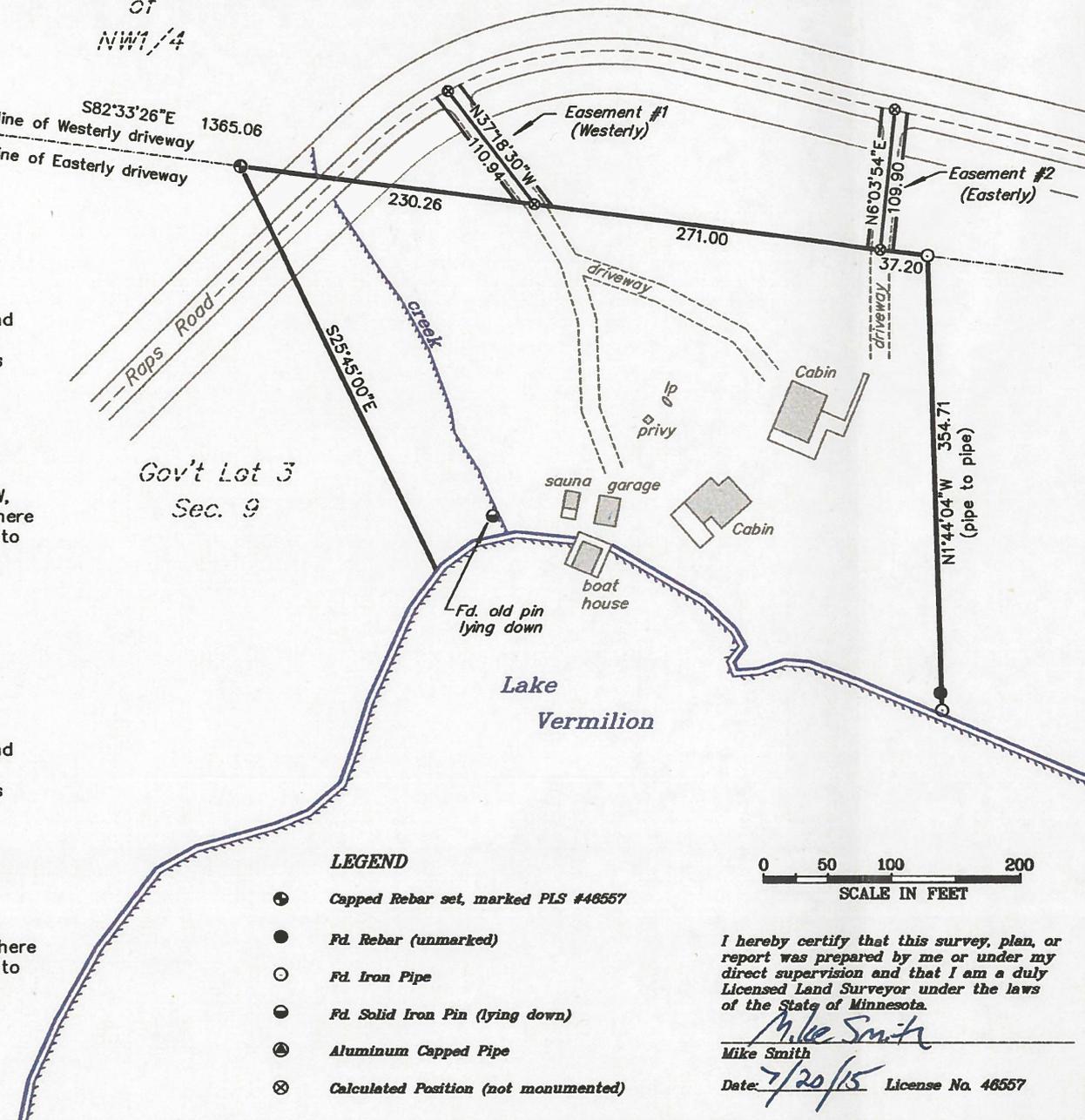
A 20 foot wide access easement for ingress and egress over and across all that part of the Southwest Quarter of the Northwest Quarter, Section 9, Township 63 North, Range 18 West, St. Louis County, Minnesota, that lies within 10 feet on both sides of the following described centerline.

Commencing at the Southwest corner of said Southwest Quarter of Northwest Quarter; thence S82°33'26"E, along the South line thereof, a distance of 1056.86 feet to the centerline of an existing driveway and the point of beginning; thence N37°18'30"W, a distance of 110.94 feet to the centerline of Raps Road and there terminating. The sidelines of said easement are to be extended to and truncated by the south line of said Southwest Quarter of Northwest Quarter.

Legal Description for Easement #2 (Easterly driveway)

A 20 foot wide access easement for ingress and egress over and across all that part of the Southwest Quarter of the Northwest Quarter, Section 9, Township 63 North, Range 18 West, St. Louis County, Minnesota, that lies within 10 feet on both sides of the following described centerline.

Commencing at the Southwest corner of said Southwest Quarter of Northwest Quarter; thence S82°33'26"E, along the South line thereof, a distance of 1327.86 feet to the centerline of an existing driveway and the point of beginning; thence N6°03'54"E, a distance of 109.90 feet to the centerline of Raps Road and there terminating. The sidelines of said easement are to be extended to and truncated by the south line of said Southwest Quarter of Northwest Quarter.



Legal Description for Easement #2 (Easterly driveway)

A 20 foot wide access easement for ingress and egress over and across all that part of the Southwest Quarter of the Northwest Quarter, Section 9, Township 63 North, Range 18 West, St. Louis County, Minnesota, that lies within 10 feet on both sides of the following described centerline.

Commencing at the Southwest corner of said Southwest Quarter of Northwest Quarter; thence S82°33'26"E, along the South line thereof, a distance of 1327.86 feet to the centerline of an existing driveway and the point of beginning; thence N6°03'54"E, a distance of 109.90 feet to the centerline of Raps Road and there terminating. The sidelines of said easement are to be extended to and truncated by the south line of said Southwest Quarter of Northwest Quarter.

LEGEND

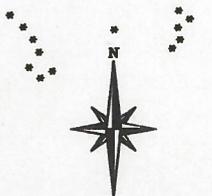
- ⊕ Capped Rebar set, marked PLS #46557
- Fd. Rebar (unmarked)
- Fd. Iron Pipe
- Fd. Solid Iron Pin (lying down)
- ⊕ Aluminum Capped Pipe
- ⊗ Calculated Position (not monumented)

0 50 100 200
SCALE IN FEET

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Mike Smith
Mike Smith

Date: 7/20/15 License No. 46557



Bearings are based on
SPCS NAD83, Minnesota
North Zone.



1518 8th St. So.
Virginia, MN. 55792
Phone: (218) 741-2575
northernlights@nlsurvey.com

PREPARED FOR:

Boyd Snyder

SECTION: 9
TOWNSHIP: 63 NORTH
RANGE: 18 WEST
COUNTY: St. Louis
DATE: 7/20/2016
DRAWN BY: MWS
JOB NO: V2016-081
DRAWING NO: V2016081

BOARD LETTER NO. 15 - 383

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 3

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Legal Services for the Sale of
Shoreland Lease Lots - Hanft
Fride

FROM: Kevin Z. Gray
County Administrator

Mark Weber, Director
Land and Minerals

Donald Dicklich
County Auditor/Treasurer

RELATED DEPARTMENT GOAL:

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

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an agreement with Hanft Fride, A Professional Association, Duluth, MN, for the purpose of representing the county in the sale of shoreland lease lots.

BACKGROUND:

Minnesota Session Laws, 2012, Chapter 236, Section 28, authorizes St. Louis County to sell state tax forfeited shoreland lots currently under lease. The legislation allows the current leaseholders to purchase the leased parcel at a private sale, or to continue leasing in the annual lease program, not to exceed their lifetime.

St. Louis County wishes to continue using the services of Hanft Fride to represent the county in the shoreland lease lot sale process. Services performed include title examinations, title commitments, purchase agreements, leaseholder correspondence, and sale closings. Hanft Fride has been performing these services since September, 2014 under a professional services contract that has expired. The new agreement supersedes the previous agreement with an expiration date of December 31, 2017.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an agreement with Hanft Fride, A Professional Association, to provide legal services through December 31, 2017 for the shoreland lease lot sale process, not to exceed \$130,000, payable from Fund 290, Agency 290003 (Lake Shore Lease Sale Fund).

Legal Services for the Sale of Shoreland Lease Lots - Hanft Fride

BY COMMISSIONER _____

WHEREAS, Minnesota Session Laws, 2012, Chapter 236, Section 28, authorizes St. Louis County to sell state tax forfeited shoreland lots currently under lease; and

WHEREAS, St. Louis County is in need of contracted legal services to represent its interests in the shoreland lease lot sale process;

THEREFORE, BE IT RESOLVED, That the appropriate county officials are authorized to enter into an agreement with Hanft Fride, A Professional Association, Duluth, MN, to provide legal services through December 31, 2017 for the shoreland lease lot sale process, not to exceed \$130,000, payable from Fund 290, Agency 290003 (Lake Shore Lease Sale Fund).

APPENDIX C

St. Louis County "Sole Source" Procurement Justification

Competitive bidding is not required when by reason of a copyright, patent, or exclusive franchise, purchases can be only made at a standard, fixed, or uniform price and no advantage can be secured by advertisement and competitive bidding because of the noncompetitive nature of the item(s) to be purchased.

This form must be approved by the Purchasing Division Procurement Manager for any "sole source" procurement estimated to exceed \$25,000. The purpose of this justification is to demonstrate why it is impractical or impossible to seek competitive bids for this purchase.

Estimated amount of this purchase \$ 130,000 Contract period 12/31/2017

Please answer the following questions on a separate sheet in detail (referencing each question by number):

1. What vendor or business will be providing the item(s) requested to be purchased?
Include address and other contact information. Please attach the quote received from the vendor.
2. What is it about this purchase that makes it unique? (i.e., patents/copyrights, need compatibility with existing - why?, space constraints, must match equipment with another public jurisdiction, consequences if this were put out for bid, etc.)
3. What steps have you taken to determine this is the only product/service that will meet your particular needs? (i.e., professional opinions/correspondence, trade publications, trade shows, personal visits or correspondence with vendor, other institutions that have installed the same product, other site visitations, etc.)
4. Will this purchase tie St. Louis County to this particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we then need more "like" items in the future to match this one?)
5. On your attachment, please affirmatively state, "No other vendor can provide the same or a similar product/service," and enclose any other information which will help make the determination that this is a sole source procurement.

I am aware that Minnesota statutes require procurements to be competitively bid whenever practicable. The preceding statements are complete and accurate, based on my professional judgment and investigations. I also certify that no personal advantage will accrue to me or any member of my immediate family as a result of this procurement.

Procurement Manager: Donna M. Viskoe
Signature of Procurement Manager: Donna M. Viskoe
Department contact person and phone: Mark Welner 726-2608
Purchasing representative assigned to project: Donna Viskoe
Date: 08/25/15

Sole Source Procurement Justification Attachment

Shoreland Lease Lot Sales

1. Hanft Fride, located at 130 West Superior Street, Suite 1000, Duluth, Minnesota 55802 will be providing closing and other services for the sale of Shoreland Lease Lots.
2. Minnesota Session Laws, 2012, Chapter 236, Section 28, authorizes St. Louis County to sell 278 state tax forfeited shoreland lots currently under lease. The legislation allows the current leaseholders to purchase the leased parcel at a private sale, or to continue leasing in the annual lease program. The project is time sensitive; all sales must be closed by April, 2017 to comply with the legislation. The number of parcels to be sold and the nature of the sale procedure require significant sale preparation work and significant interaction with leaseholders. Hanft Fride is currently working on numerous purchase agreements which are in all various stages of completion. Turning over partially completed purchase agreements to a new vendor would be extremely inconvenient to leaseholders, and a serious setback to the success of the project and in meeting its timeline. Hanft Fride has been providing this service since September 2014. Services performed include title examinations, title commitments, purchase agreements, leaseholder correspondence, and sale closings.
3. Hanft Fride has been performing these services for St. Louis County under a professional services contract which recently expired. Hanft Fride has exceeded expectations in the services it has been providing. A member of the Hanft Fride team has extensive experience in this type of work, gained while serving as a contractor for St. Louis County on a similar project in the past.
4. This contract will be completed by December 31, 2017 and no further work is contemplated at this time.
5. No other vendor can provide the same or similar service within the timeframe allowed without seriously jeopardizing the success of the project in light of the preparation and process development required, and the fact that many of the sale transactions are already in progress at various stages with respect to correspondence, purchase agreements, title commitments and deeds.

BOARD LETTER NO. 15 - 384

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 4

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** State Tax Forfeited Lease –
Shoreland Lease Lots

FROM: Kevin Z. Gray
County Administrator

Mark Weber, Director
Land and Minerals

Donald Dicklich
County Auditor/Treasurer

RELATED DEPARTMENT GOAL:

Financial return to the county and taxing districts.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an agreement for the continued leasing of shoreland lease lots.

BACKGROUND:

Minnesota Session Laws, 2012, Chapter 236, Section 28, authorizes St. Louis County to sell state tax forfeited shoreland lots currently under lease. The legislation allows the current leaseholders to purchase the leased parcel at a private sale, or to continue leasing in the annual lease program with the county, not to exceed their lifetime. The fee for a lease under this legislation is to include the amount of the estimated property tax on the parcel if it had been returned to private ownership.

As of August 25, 2015, seven leaseholders have elected to continue in the annual leasing program. A revised lease agreement is necessary for those choosing to continue leasing to address terms such as lease fees, lease termination, disposition of improvements and removal of personal property. Items 1, 2, 13 and 14 in the lease agreement have been modified to address these terms.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the County Auditor to enter into an annual lease with shoreland leaseholders subject to the terms and conditions set forth in a lease agreement.

State Tax Forfeited Lease – Shoreland Lease Lots

BY COMMISSIONER _____

WHEREAS, Minnesota Session Laws, 2012, Chapter 236, Section 28, authorizes St. Louis County to sell state tax forfeited shoreland lots currently under lease; and

WHEREAS, The leaseholder may elect not to purchase the leased parcel, and instead continue in the annual lease program with the county, not to exceed the lifetime of the leaseholder; and

WHEREAS, The St. Louis County Land and Minerals Department recommends entering into a lease agreement with shoreland leaseholders subject to the terms and conditions set forth in County Board File No. _____;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the County Auditor to enter into an annual lease agreement with shoreland leaseholders subject to the terms and conditions set forth in County Board File No. _____.

NON-TRANSFERABLE SHORELAND LEASE
For the seasonal occupancy of St. Louis County Tax Forfeited
Land as authorized by the Board of County Commissioners

LESSOR: St. Louis County Land and Minerals Department
320 W 2nd Street, Room 302, Gov't. Services Center
Duluth, MN 55802-1495
Telephone: (218) 726-2606

PRIMARY LESSEE:

JOINT LESSEE:

Pursuant to the authority provided by Minnesota Statute Section 282.04, Subd. 1, the Lessor does hereby lease shoreland site # (lease #) on (lake) located in Section (#) Township (#) North Range (#) West to the Lessee or Lessees as joint tenants and not as tenants in common. See Exhibit B for the attached plat. This lease site is subject at all times to land disposal, timber sale, an easement for public travel over and across a strip of land 33 ft. wide parallel to the ordinary high water mark, other leasing and land management activities by the Lessor, the terms and conditions listed herein, and penalties for violation of the terms of this lease as set forth by the Land and Minerals Department.

No person or corporation will be allowed to have an interest in more than one St. Louis County Shoreland Lease.

1. TERM OF LEASE.

The term of this lease shall be from January 1, (year) through December 31, (year) and shall be automatically renewed annually on January 1 of each year until such point the lease is terminated as outlined in item 13 of this document.

2. LEASE FEE.

Pursuant to the 2012 Minnesota Session Laws Chapter 236 section 28 subd. 8 and by resolution of the St. Louis County Board the fee for this lease shall be the sum of the established base lease fee (adjusted by the annual Consumer Price Index) and the estimated property taxes based on the assessed fair market value of the land, and will be payable within 30 days after notice of amount due.

3. ASSIGNMENT.

This lease is not assignable to another party. Lessee shall not sublet the lease site or any part thereof or use it for any commercial purpose.

4. REGULATIONS AND ORDINANCES.

Lessee shall at all times comply with all applicable State and Federal laws and any applicable rules and regulations of St. Louis County. Lessee shall take necessary precautions to keep the lease site and surrounding area in a neat and orderly condition and shall dispose of all garbage, refuse and debris as required by any St. Louis County Solid Waste Ordinance or other regulation.

5. TAXES AND FEES.

Failure of Lessee to pay personal property taxes when due that are assessed for structures located on the lease site and solid waste disposal fees shall be cause for cancellation of the lease.

6. CONSTRUCTION/REMODELING.

No construction or exterior remodeling of structures shall begin until Lessee has written approval from Lessor. Construction of any building must be upon the site location approved by Lessor. Any building located outside of the approved site or built without prior approval shall be treated as a breach of contract and may subject Lessee to other civil and criminal penalties. No construction, remodeling, placement or replacement of electricity, septic systems, wells, saunas, or privies will be allowed without first obtaining/submitted the required permits and/or documentation from the St. Louis County Department of Environmental Services and Minnesota Department of Health, in addition to the required written approval of Lessor.

7. STRUCTURES.

One dwelling structure (cabin) will be allowed on the site. The construction of the cabin must be initiated within two years and completed within three years from the execution of a lease or the removal or loss of the previous dwelling structure. The cabin shall be a single story (maximum height of 16 feet with 8 foot or less sidewalls), and constructed of materials approved by the Lessor. The shortest pier (if any) on which the cabin is built shall be one foot or less in height. The lease site Identification Tag will be attached by the Lessee in a conspicuous location on the main dwelling structure and must remain visible at all times.

A mobile home trailer shall not be used on the site except for a period of three months or less during construction of a cabin. Buses, railway cars, street cars, trucks, campers, motor homes, and similar equipment shall not be placed upon the site in lieu of a cabin or accessory building. Exterior walls must be painted, varnished, stained or oiled an earth tone color periodically to keep them maintained in a neat and sound condition. Vinyl, aluminum or metal siding in an earth tone color may be used as a siding material. Any other siding materials must be approved by the Lessor in advance. Asphalt shingles, rolled roofing or metal roofing that has a pre-baked enamel or similar finish in an earth tone color may be used on the roof, but not the walls; any other roofing materials must be approved by the Lessor in advance. Basements are prohibited.

No more than three secondary structures will be allowed on the site. They must be located within 100 feet of the primary structure and placed in such a way so as not to obstruct the public use of the land. Placement of secondary structures shall be subject to all County ordinances and State shoreland management guidelines and will be constructed of the same materials described above for cabins.

Boathouses and piers are prohibited. One dock per site is allowed if maintained in a safe condition and meets the requirements of the Minnesota Department of Natural Resources and local ordinance.

The total area occupied by all structures on a lease site shall not exceed 1500 square feet.

8. STORAGE PROHIBITED.

The storage of unlicensed or unregistered boats, vehicles, or other machinery on this lease site is prohibited. Lessor must authorize in writing the storage of any licensed vehicles. Campers and trailers must be licensed and must be removed from the site between December 1 and May 1. Fuel storage must meet local and State (including structural setback) requirements.

9. SITE DEVELOPMENT RESTRICTIONS.

Lessee will not be permitted to develop the site except as specifically provided herein. No trees, living or dead, shall be cut beyond 10 feet from the cabin or out building except by written permission from Lessor. Trees planted by Lessee on the site shall become the property of Lessor. No gravel, borrow, limestone, marl, sand, peat, or topsoil may be removed from the site.

Any alterations or improvements to the lease site, including, but not limited to bulldozing, recontouring, installation of erosion control measures, removal or addition of topsoil, gravel, rock or fill material, removal of minerals, and cutting of live timber are prohibited without prior written approval from Lessor. Any alterations or improvements to adjacent land or other State tax forfeited lands are similarly prohibited.

10. PUBLIC ACCESS.

Lessee is prohibited from barricading any driveways, roads or trails, or constructing any fences or stringing wire cable, or otherwise restricting the general public from traveling by foot or vehicle on State tax forfeited land. The Lessee may prohibit the public from the structures on the lease site. Lessee shall not post "No Trespass" or "No Hunting" or similar signs on any part of the lease site except upon structures owned by the Lessee. Lessee shall not create any public hazard or make any threat to any member of the public or misrepresent to the public the Lessee's interest in the lease site.

11. RESIDENCY NOT ALLOWED.

No occupancy will be allowed which may in any way lead to a claim of residency and any permanent residency is expressly prohibited. All Lessees are specifically required to maintain a separate permanent residence.

12. LESSEE ACCESS TO LEASE SITE.

Nothing in this lease is intended in any way to increase the need for local or state governmental services. Lessor shall not be responsible for the construction or maintenance of any road or trail to the lease site. Lessee shall not construct any roads or further develop existing roads unless authorized by Lessor. Lessee shall be responsible for repairs of all damage to any roads or trails utilized pursuant to this lease. Failure of Lessees to reasonably cooperate with the maintenance of ingress and egress routes shall be grounds for the cancellation of this lease.

13. LEASE TERMINATION

This lease shall terminate on December 31 of each year or earlier upon failure to pay when due the annual lease fee, taxes, solid waste or other fees or penalties imposed by Lessor for violations of the lease terms. Lessor retains the right to terminate this lease immediately upon breach of any of the terms or conditions set forth by the Land and Minerals Department or for other disorderly or otherwise objectionable conduct by Lessee or those occupying the site with the permission of the Lessee. This lease may also be terminated by the Lessor without cause upon thirty (30) days written notice sent to Lessee at the last address provided by the lessee. A pro rata refund of the lease fee paid by Lessee may be allowed at the discretion of the Lessor.

Lessee may terminate this lease by giving Lessor thirty (30) days written notice at the appropriate address listed below and by paying all fees, taxes or other charges due on the date of termination. Lessor shall not refund any lease fee already paid.

Lease will terminate upon the death of lessee(s).

Lessee agrees to leave the lease site and surrounding area in a neat and orderly condition free of all garbage, refuse and debris.

14. REMOVAL OF PERSONAL PROPERTY.

Upon termination of this lease as outlined in Item #13 of this document, if all fees, taxes, penalties and other charges are paid, Lessee or Lessee's heirs, devisees, and/or personal representatives shall have the option to: 1) Remove all buildings and personal property owned by the Lessee(s) from the premises within three (3) months after the date of termination, time being of the essence (additional time may be granted at the discretion of Lessor for extenuating circumstances); or, 2) leave buildings and corresponding "improvements" on site and select an appraiser that meets the qualifications listed below to determine a value of the lessee's improvements. This improvements appraisal must be received by the County within three (3) months after the date of termination, time being of the essence (additional time may be granted at the discretion of Lessor for extenuating circumstances). The lot will be offered for sale at public auction, and the purchaser of the lot, as a condition of sale, must make payment in full to the lessee or lessee's heirs, devisees, and/or personal representatives the value of improvements as determined by the lessee's improvement appraisal.

The appraiser selected must meet the minimal standards established by the federal Farmers Home Administration or the federal Veterans Administration, and be licensed under Minnesota Statutes, section 82B.03. All costs associated with the improvements appraisal will be paid by the lessee or lessee's heirs, devisees, and/or personal representatives, whichever is applicable. The County has a right to reject a lessee's improvements appraisal for just

cause. In such case, the County and the lessee will agree on a separate licensed appraiser and split the cost of the second appraisal.

If lessee fails to remove any property or does not submit an improvements appraisal within the time limits stated above, all such property remaining after expiration of such time will be disposed of pursuant to Minnesota Law.

15. INDEMNIFICATION.

EXCEPT FOR LIABILITY RESULTING FROM LESSOR'S SOLE NEGLIGENCE, LESSEE AGREES TO INDEMNIFY, SAVE HARMLESS AND DEFEND LESSOR, ITS EMPLOYEES, AGENTS AND SERVANTS FROM ANY AND ALL LIABILITY FOR INJURIES TO ANY PERSON OR PROPERTY OF ANY EMPLOYEE, AGENT, PASSENGER, INVITEE OR OTHER PERSON ENTERING ONTO THE LEASED PREMISES.

16. LESSOR'S RIGHTS.

Lessee understands and agrees that the site shall be subject to inspection by Lessor for purposes of appraisal or insuring compliance by Lessee with the provisions of this lease. If upon inspection it is found that the lease site and its surroundings are not in compliance with the terms of this lease, Lessor may immediately terminate the lease or give Lessee a warning or notice of violation indicating the actions necessary to bring the lease site and surroundings into compliance. Any required action stated in the notice must be completed within the time period indicated in the notice. Any penalty imposed by Lessor for a violation must be paid within the time stated in the notice or the lease may be cancelled. Lessee agrees that any delay on the part of the Lessor in enforcing any of the terms of the lease, or in terminating the lease shall not operate as a waiver of any of the rights of Lessor hereunder.

17. CORRESPONDENCE.

All correspondence or notices will be sent to the "Primary Lessee" as indicated on the lease, unless notified otherwise by Lessee. All lease payments shall be sent to Lessor at the address shown on Page 1 of the lease. All other correspondence shall be directed to the appropriate Area Office:

VIRGINIA AREA OFFICE:

St. Louis County Land and Minerals Dept.
7820 Highway 135
Virginia, MN 55792-2934
Phone: (218) 742-9898

PIKE LAKE AREA OFFICE:

St. Louis County Land and Minerals Dept.
5713 Old Miller Trunk Highway
Duluth, MN 55811-1221
Phone: (218) 625-3700

18. SIGNATURE PAGE.

IN WITNESS WHEREOF, the parties have executed this Agreement _____ on the date and year first above written.

LESSEE _____ LESSEE _____

DATE _____

DATE _____

FOR ST. LOUIS COUNTY AUDITOR

BY: _____
Deputy Auditor for St. Louis County Land and Minerals Director

Date: _____

IS THERE A WELL ON THIS SITE? ____ YES ____ NO

IF YES, TYPE OF WELL (CIRCLE ONE) DRILLED, DRIVE-POINT, DUG

LCO
AO
FO

BOARD LETTER NO. 15 – 385

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 5

BOARD AGENDA NO.

DATE: September 1, 2015

RE: Authorization to Accept SSTS
Base, Incentive & Low-Income
Fix-up Grant Funding

FROM: Kevin Z. Gray
County Administrator

Mark St. Lawrence, Director
Environmental Services

RELATED DEPARTMENT GOAL:

To ensure the policy direction set by the St. Louis County Board is implemented in an effective and efficient manner.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Environmental Services Department to accept \$67,378 in Subsurface Sewage Treatment Systems (SSTS) Base, Incentive & Low-Income Fix-up Grant funding from the Minnesota Pollution Control Agency (MPCA) to assist with SSTS program administration and the upgrade of substandard SSTS for low-income residents.

BACKGROUND:

On July 15, 2015, the MPCA notified the Department that grant funding was available under the Clean Water Legacy Act to fund FY16 SSTS program administration and eligible SSTS upgrades. On August 11, 2015, the County Board adopted Resolution No. 15-497, authorizing application for the grant. On August 24, 2015, the MPCA awarded St. Louis County \$67,378 in funding under the FY16 SSTS Clean Water Fund Grant that will be distributed to the county as part of the Natural Resources Block Grant administered by the Minnesota Board of Water & Soil Resources.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Environmental Services Department to accept \$67,378 in grant funding from the MPCA to be used for SSTS program administration and the upgrade of substandard SSTS for low-income residents, to be accounted for in Fund 616, Agency 61699, Grant 61601/02, Grant Year 2016.

**Authorization to Accept SSTS Base, Incentive & Low-Income
Fix-up Grant Funding**

BY COMMISSIONER _____

WHEREAS, On July 15, 2015, the Minnesota Pollution Control Agency (MPCA) notified the Environmental Services Department that funding is available to assist in Subsurface Sewage Treatment Systems (SSTS) program administration and the upgrade of substandard SSTS for low-income residents; and

WHEREAS, On August 11, 2015, the St. Louis County Board adopted Resolution No. 15-497, authorizing submission of the grant application; and

WHEREAS, On August 24, 2015, the MPCA awarded St. Louis County \$67,378 in grant funding under FY16 SSTS Clean Water Fund Grant that will be distributed to the county as part of the Natural Resources Block Grant administered by the Minnesota Board of Water & Soil Resources;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Environmental Services Department to accept \$67,378 in grant funding from the Minnesota Pollution Control Agency to assist with Subsurface Sewage Treatment Systems program administration and the upgrade of substandard SSTS for low-income residents, to be accounted for in Fund 616, Agency 61699, Grant 61601/02, Grant Year 2016.

GRANT APPROVAL FORM

GRANT NAME: 2016 MPCA SSTS Grant GRANT AMOUNT: \$67,378
 GRANTOR: MN Pollution Control Agency MATCH AMOUNT: 0
 FUND: 616 AGENCY: 61699 GRANT: 61601/02 GRANT YEAR: 2016
 AGENCY NAME: ISTS Grants
 CONTACT PERSON: Mark St. Lawrence PHONE: 218-749-0647
 GRANT PERIOD: BEGIN DATE: 10/01/2015 END DATE: 9/30/2016
 STATE GRANT AWARD NUMBER OR FEDERAL CFDA # not yet assigned

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 Doolittle Date: 8-25-15
County Administrator Erin Schenck Date: 8/26-15

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.

Category 4 – Carbide Insert Cutting Edges

Valk Manufacturing – New Kingstown, PA

\$ 26,655.96

Category 5 – JOMA Blades

NO BID

The Minnesota State Contract will be used for this category, because no complete bids were received.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the purchase of snow plowing equipment as follows:

Categories 1 and 2 from H & L Mesabi of Hibbing, MN, for an estimated amount of \$140,217.23

Category 3 from Winter Equipment of Willoughby, OH, for an estimated amount of \$35,070.28

Category 4 from Valk Manufacturing of New Kingstown, PA, for an estimated amount of \$26,655.96

Category 5 from the Minnesota State Contract for an estimated amount of \$50,000.

The total estimated amount of \$251,943.47 is payable from Fund 200, Agency 207001, Object 657000.

Award of Bid: Grader Blades, Cutting Edges, Pick Blades and Bits

BY COMMISSIONER _____

WHEREAS, The Public Works Department's 2015 budget includes replacement of grader blades, cutting edges, plow shoes, pick blades, bits, and carbide blades; and

WHEREAS, The Purchasing Division issued a Request for Bids for this purchase; and

WHEREAS, H & L Mesabi of Hibbing, MN, submitted the low bid meeting specifications for Category 1 and Category 2 (grader blades, wing blades, one way blades and snow plow and wing shoes) in the amount of \$140,217.23; and

WHEREAS, Winter Equipment of Willoughby, OH, submitted the low bid meeting specifications for Category 3 (pick blades and pick bits) in the amount of \$35,070.28; and

WHEREAS, Valk Manufacturing, New Kingstown, PA, submitted the low bid meeting specifications for Category 4 (carbide insert cutting edges) in the amount of \$26,655.96;

WHEREAS, Complete bids were not received for Category 5 items (JOMA blades), therefore, the Minnesota State Contract will be used in the estimated amount of \$50,000;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the following purchases:

Categories 1 and 2 (grader blades, wing blades, one way blades, plow shoes and wing shoes) from H & L Mesabi of Hibbing, MN, in the amount of \$140,217.23;

Category 3 (pick blades and pick bits) from Winter Equipment of Willoughby, OH, in the amount of \$35,070.28;

Category 4 (carbide insert cutting edges) from Valk Manufacturing of New Kingstown, PA, in the amount of \$26,655.96;

Category 5 (JOMA blades) from the Minnesota State Contract for an estimated amount of \$50,000.

The total purchase of \$251,943.47 is payable from Fund 200, Agency 207001, Object 657000.

BOARD LETTER NO. 15 – 387

PUBLIC WORKS & TRANSPORTATION COMMITTEE
CONSENT NO. 7

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** State Contract Purchase of
Equipment Trailer

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
County Engineer/Public Works Director

RELATED DEPARTMENT GOAL:

To provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

It is requested the St. Louis County Board approve the State Contract Purchase of one Towmaster T-110 Equipment Trailer.

BACKGROUND:

The Public Works Department 2015 equipment budget includes the purchase of one 110,000lb capacity removable gooseneck equipment trailer. This unit will be replacing unit A7069, a 1990 trailer that has a cracked frame and is not worth fixing due to its age and condition. State of Minnesota contract pricing was requested for this purchase.

The Towmaster T-110 was specified because the department currently owns similar equipment which has been reliable; consistency in trailer purchases reduces the amount of parts needed on hand and allows operators to become familiar with their operation; and there is local dealer supply and support.

The State Contract price for this equipment purchase from Titan Machinery Inc. of Duluth, MN, is \$83,469.65, plus 6.5% State of Minnesota sales tax of \$5,425.53, plus Vehicle Excise Tax of \$20.00, for a total purchase price of \$88,915.18.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the purchase of one Towmaster T-110 Equipment Trailer from Titan Machinery Inc. of Duluth, MN, at the State Contract Price, \$83,469.65 plus 6.5% State of Minnesota sales tax and vehicle excise tax, for a total of \$88,915.18, payable from Fund 407, Agency 407001, Object 665900.

State Contract Purchase of Equipment Trailer

BY COMMISSIONER _____

WHEREAS, The Public Works Department 2015 equipment budget includes the replacement of an 110,000lb equipment trailer; and

WHEREAS, The Public Works Department and Purchasing Division presented specifications and requested State of Minnesota Contract pricing for the Towmaster T-110 equipment trailer due to its quality, department experience, savings in inventory, operator familiarity, and local support; and

WHEREAS, Titan Machinery Inc. of Duluth, MN, provided State Contract pricing in the amount of \$83,469.65, plus 6.5% State of Minnesota sales tax, plus vehicle excise tax for a total purchase price of \$88,915.18;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the purchase of a Towmaster T-110 equipment trailer from Titan Machinery Inc. of Duluth, MN, for the total purchase price of \$88,915.18, payable from Fund 407, Agency 407001, Object 665900.

BOARD LETTER NO. 15 – 388

PUBLIC WORKS & TRANSPORTATION COMMITTEE
CONSENT NO. 8

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Award of Bid: Gasohol, Fuel
Oil and Diesel Fuel

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
County Engineer/Public Works Director

RELATED DEPARTMENT GOAL:

To provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

It is requested that the St. Louis County Board authorize a contract with low bidders for the purchase of gasohol, diesel fuel and heating oil.

BACKGROUND:

The Purchasing Division solicits bids annually for the purchase of fuels for use throughout the county. The contracts will cover the period from October 1, 2015 to September 30, 2016. The bid (No. 5264) requires that vendors provide a site and product specific bid constant. The bid constant is an amount to be added to the “Rack Average”, a price that is the average daily cost of fuel at the Twin Ports terminals. This price is published by Oil Price Information Service. The bid constant is the vendor’s markup which is to include all delivery costs, special excise tax where applicable, and profit. Each location and fuel type is treated as a separate bid award which provides the county with the lowest cost.

The following firms provided bids. The bid tabulation grouped by location and product is attached.

Edwards Oil Company	Virginia, MN
Como Oil and Propane	Duluth, MN
Inter City Oil Co. (ICO)	Duluth, MN
Petroleum Traders Corporation	Fort Wayne, IN
Keep Enterprises DBA Rainy Lake Oil	International Falls, MN
Mansfield Oil Company	Gainesville, GA

RECOMMENDATION:

It is recommended the St. Louis County Board authorize the purchase of fuels from the vendor with the lowest net cost at each site requested as indicated on the attached Bid Tabulation.

Award of Bid: Gasohol, Fuel Oil and Diesel Fuel

BY COMMISSIONER _____

WHEREAS, The Purchasing Division solicits bids annually for the purchase of fuels for use throughout the county; and

WHEREAS, The Purchasing Division received bids from six different vendors; and

WHEREAS, Each location and fuel type is treated as a separate bid award providing the county with the lowest cost;

THEREFORE, BE IT RESOLVED, the St. Louis County Board authorizes the Purchasing Division to purchase fuels from the vendor with the lowest net cost as indicated on the Bid Tabulation found in County Board File No. _____.

Tankwagon and Transport Deliveries of Gasohol, Fuel Oil and Diesel Fuel

Opening Tuesday, August 11, 2015 1:00 P.M.

NB=No Bid

Vendor Name			I.C.O. Duluth MN	Edwards Oil Virginia MN	Como Oil Duluth MN	Mansfield Oil Gainesville GA	Petroleum Traders Ft. Wayne IN	Rainy Lake Oil Int'l Falls MN
Non-Collusion			√	√	√	√	√	√
Addenda 1			√	√	√	√	√	
Department and Location	Tank Number	Product	Bid Constant	Bid Constant	Bid Constant	Bid Constant	Bid Constant	Bid Constant
Section I –Tankwagon								
Div. 6 – Brimson - Weekly Keep Fill	BRIMSTANKD	D.F. 1-2	NB	NB	.555	NB	NB	NB
Div. 5 – Brookston	BROOKTANKG	Gasohol	NB	.368	.485	NB	NB	NB
Div. 5 – Brookston	BROOKTANKD	D.F.1-2	NB	.368	.485	NB	NB	NB
Div. 4 – Buyck	BUYCKTANKG	Gasohol	NB	NB	NB	NB	NB	.46
Public Safety Building	Generator	D.F. 1-2	.30	.368	.358	NB	NB	NB
Public Safety Building	Garage	F.O. 1	.30	.368	.358	NB	NB	NB
Div. 4 – Embarrass	EMBTANKD	D.F. 1-2	NB	.449	NB	NB	NB	NB
Div. 4 – Embarrass	EMBTANKG	Gasohol	NB	.449	NB	NB	NB	NB
Div. 4 – Kabetogama	KABTANKD	D.F. 1-2	NB	NB	NB	NB	NB	.46
Div. 7 – Meadowlands	MDLDSTANKG	Gasohol	NB	.449	.485	NB	NB	NB
N.E.R.C.C. – Saginaw	Gas Pump	Gasohol	NB	.449	.485	NB	NB	NB
N.E.R.C.C. – Saginaw	Diesel Pump	D.F. 1-2	NB	.449	.485	NB	NB	NB

BIDS OPENED BY: /s/ Rosie Hagberg

IN PRESENCE OF: /s/ Pamela Waldriff

Tankwagon and Transport Deliveries of Gasohol, Fuel Oil and Diesel Fuel

Opening Tuesday, August 11, 2015 1:00 P.M.

NB=No Bid

Vendor Name			I.C.O. Duluth MN	Edwards Oil Virginia MN	Como Oil Duluth MN	Mansfield Oil Gainesville GA	Petroleum Traders Ft. Wayne IN	Rainy Lake Oil Int'l Falls MN
N.E.R.C.C. – Saginaw	Generator	F.O. 1	NB	.264	.358	NB	NB	NB
Div. 6 – Town of White	TANKG	Gasohol	NB	.475	.555	NB	NB	NB
Div. 6 – Town of White	TANKD	D.F. 1-2	NB	.475	.555	NB	NB	NB
Section II - Transport								
Div. 4 – Buyck	BUYCKTANKD	D.F. 1-2	NB	.3149	.385	.3464	.3285	.3320
Div. 4 - Cook	COOKTANKD	D.F. 1-2	NB	.3050	.385	.3381	.3160	.3148
Motor Pool – Duluth	DULMPTANK14	Gasohol	NB	.2776	.365	.3049	.2793	.296
Motor Pool – Duluth	DULMPTANK17	Gasohol	NB	.2776	.365	.3049	.2793	.296
Div. 7 – Floodwood	FLDWTANKD	D.F.	NB	.2858	.385	.3159	.2935	.3198
Div. 7 – Hibbing	HIBTANK10	D.F. 1-2	NB	.2974	.385	.3316	.3079	.311
Div. 7 – Hibbing	HIBTANK11	D.F. 1-2	NB	.2974	.385	.3316	.3079	.311
Div. 7 – Hibbing	HIBTANK12	Gasohol	NB	.2929	.385	.3307	.3091	.2990
Div. 7 – Hibbing	HIBTANK13	Gasohol	NB	.2929	.385	.3264	.3091	.2990
Div. 5 – Jean Duluth	JEANDULTANK3	Gasohol	NB	.2776	.365	.3068	.2793	.29
Div. 5 – Jean Duluth	JEANDULTANK4	D.F. 1-2	NB	.2735	.365	.3067	.2778	.29

BIDS OPENED BY: /s/ Rosie HagbergIN PRESENCE OF: /s/ Pamela Waldriff

Tankwagon and Transport Deliveries of Gasohol, Fuel Oil and Diesel Fuel

Opening Tuesday, August 11, 2015 1:00 P.M.

NB=No Bid

	Vendor Name		I.C.O. Duluth MN	Edwards Oil Virginia MN	Como Oil Duluth MN	Mansfield Oil Gainesville GA	Petroleum Traders Ft. Wayne IN	Rainy Lake Oil Int'l Falls MN
Div. 4 – Linden Grove	LNDGRVTANK5	Gasohol	NB	.3011	.385	.3394	.3170	.2910
Div. 4 – Linden Grove	LNDGRVTANK6	D.F. 1-2	NB	.2989	.385	.3409	.3160	.3072
Div. 7 – Meadowlands	MDLDSTANKD	D.F.	NB	.2918	.385	.3232	.2960	.3198
Div. 5 – Pike Lake	PKLAKETANK7	Gasohol	NB	.2776	.365	.3103	.2793	.29
Div. 5 – Pike Lake	PKLAKETANK8	D.F. 1-2	NB	.2735	.365	.3103	.2778	.2914
Div. 4 – Tower	TOWERTANK2	Gasohol	NB	.3084	.385	.4570	.3165	NB
Div. 4 – Tower	TOWERTANK1	D.F. 1-2	NB	.3066	.385	.3355	.3155	.3230
Div. 6 – Virginia	VIRMPTANK15	Gasohol	NB	.2939	.385	.3369	.3034	.299
Div. 6 – Virginia	VIRMPTANK16	Gasohol	NB	.2935	.385	.3369	.3034	.299
Div. 6 – Virginia	VIRTANK9	D.F. 1-2	NB	.2929	.385	.3256	.3022	.3050
Section III – Vendor Locations								
Land Department – Cook		Gasohol	NB	.495	NB	NB	NB	NB
Div. 6 – Cotton		Gasohol	.425	NB	NB	NB	NB	NB
Div. 6 – Cotton		D.F. 1-2	.425	NB	NB	NB	NB	NB
Div. 4 – Ely		D.F. 1-2	NB	.495	NB	NB	NB	NB

BIDS OPENED BY: /s/ Rosie Hagberg

IN PRESENCE OF: /s/ Pamela Waldriff

Tankwagon and Transport Deliveries of Gasohol, Fuel Oil and Diesel Fuel

Opening Tuesday, August 11, 2015 1:00 P.M.

NB=No Bid

	Vendor Name	I.C.O. Duluth MN	Edwards Oil Virginia MN	Como Oil Duluth MN	Mansfield Oil Gainesville GA	Petroleum Traders Ft. Wayne IN	Rainy Lake Oil Int'l Falls MN
Div. 4 – Ely	Gasohol	NB	.495	NB	NB	NB	NB
Land Dept. - Ely	Gasohol	NB	.495	NB	NB	NB	NB
Motor Pool - Ely	Gasohol	NB	.495	NB	NB	NB	NB
Sheriff - Ely	Gasohol	NB	.495	NB	NB	NB	NB
Div. 7 - Floodwood	Gasohol	NB	NB	NB	NB	NB	NB
Motor Pool - Virginia	Gasohol	.455	.495	NB	NB	NB	NB

BIDS OPENED BY: /s/ Rosie Hagberg

IN PRESENCE OF: /s/ Pamela Waldriff

Drainage/Pipe Easements in Connection with Relocated CSAH 102 (Mt. Iron)

BY COMMISSIONER _____

WHEREAS, Prior to the determination of the location for the relocated County State Aid Highway (CSAH) 102 certain then-property owners executed easements for drainage pipes to drain nearby properties; and

WHEREAS, Once the location of the relocated CSAH 102 was finalized, the involved parties determined that the original easements would have to be released and new easements granted; and

WHEREAS, The new set of easements will allow the installation of a large drainage pipe under the relocated CSAH 102 to provide drainage from the shopping center properties and the CSAH 102 driving surface into a drainage pond owned and maintained by the Mt. Iron Development Authority;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the proper county officials to execute two drainage/pipe easements to be negotiated by the County Attorney's Office in connection with the relocation of County State Aid Highway 102 in Mt. Iron, MN.

BOARD LETTER NO. 15 – 390

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 10

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Acceptance of Bids – Culvert
Purchase for Bridge 484 on CR
310/Keenan Road (Clinton
Township)

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

To provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Purchasing Department and Public Works Department to accept bids for major project materials for Bridge 484 over the East Two River on County Road 310/Keenan Road in Clinton Township.

BACKGROUND INFORMATION:

As authorized by the County Board, bids were received on August 12 for project materials for a bridge on County Road 310/Keenan Road. This project, along with its financing, is shown below:

- Project:** CP 0310-3741, BR 484
Location: CR 310 over East Two River, length 0.1 miles.
Traffic: 30
PQI: N.A.
Construction: Purchase of Concrete Culverts
Funding: Fund 200, Agency 203395, Object 651000 Culverts -
Concrete
Anticipated Start Date: October 5, 2015
Anticipated Completion Date: October 30, 2015
- Bids Concrete:**
- | | |
|---|---------------------|
| Hancock Concrete Products, Hancock, MN | \$124,854.76 |
| Cretex Concrete Products, Maple Grove, MN | \$136,827.00 |

In addition, county Public Works staff will perform additional work from local funding for seeding and other minor work on the project.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize acceptance of the bid from Hancock Concrete Products, Hancock, MN, for CP 0310-3741 for Concrete Culverts, in the amount of \$124,854.76, payable from Fund 200, Agency 203395, Object 651000 Culverts-Concrete.

**Acceptance of Bids – Culvert Purchase for Bridge 484 on CR 310/Keenan Road
(Clinton Township)**

BY COMMISSIONER _____

WHEREAS, Bids have been received by the St. Louis County Public Works Department for the following project:

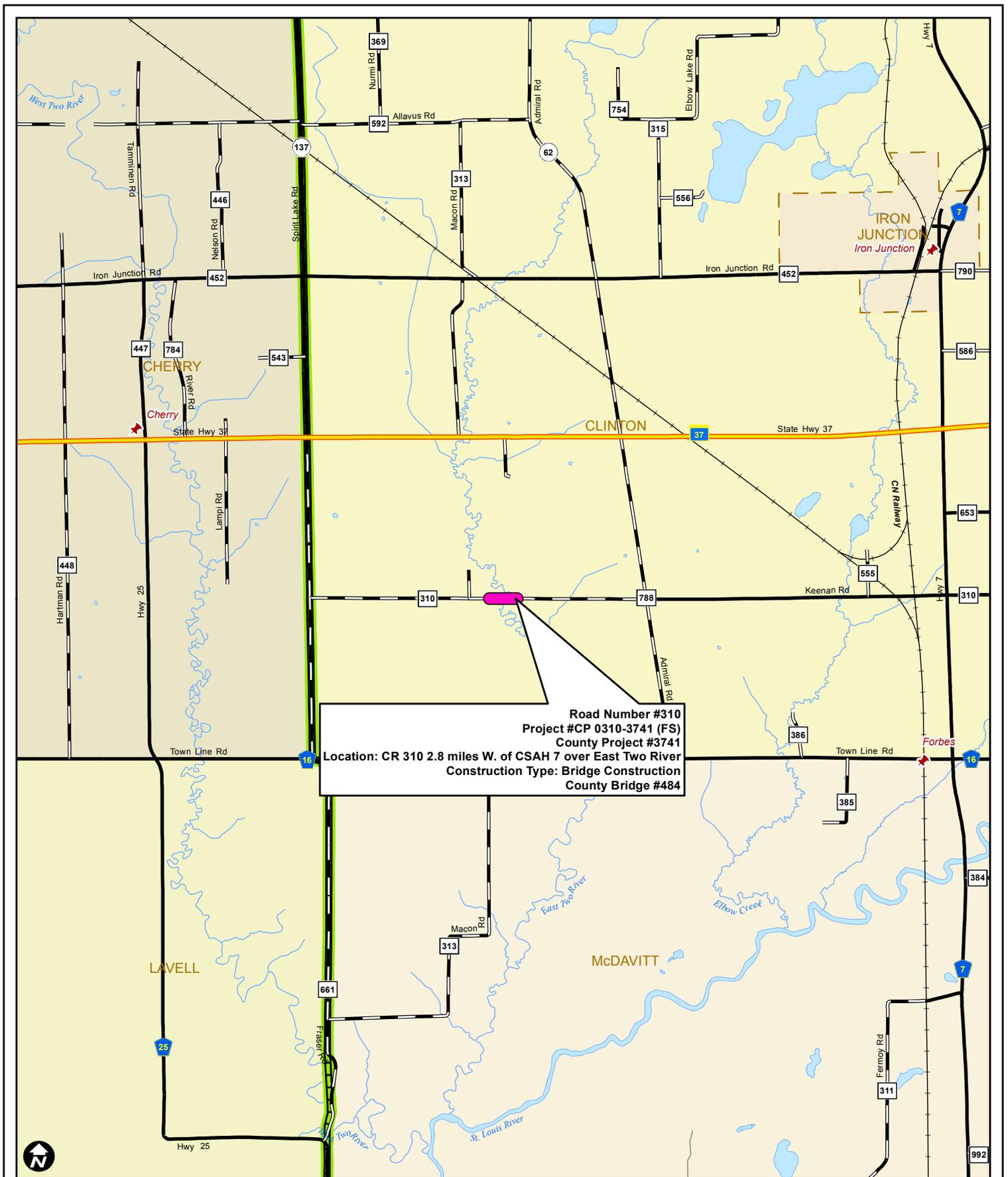
CP 0310-3741, BR 484, for project materials for a bridge on County Road 310 in Clinton Township, length 0.1 miles; and

WHEREAS, Said bids were received in the St. Louis County Public Works Facility in Duluth, MN, and the low responsible bid determined; and

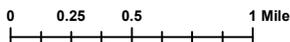
THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the bid for Concrete Culverts:

<u>LOW BID</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
Hancock Concrete Products Concrete Culverts	17 Atlantic Ave. Hancock, MN 56244	\$124,854.76

RESOLVED FURTHER, That the appropriate county officials are authorized to approve the contractor's bid for the above listed project payable from Fund 200, Agency 203395, Object 651000 for Concrete Culverts.



St. Louis County 2015 Road & Bridge Construction



Map Components	
2015 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
	Township Boundary
	City/Town
	Lake
	River/Stream

BOARD LETTER NO. 15 – 391

FINANCE & BUDGET COMMITTEE CONSENT NO. 11

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Acceptance of County Veterans Service Office Operational Enhancement Grant

FROM: Kevin Z. Gray
County Administrator

Sherry Rodriguez
County Veterans Service Officer

RELATED DEPARTMENT GOAL:

To assist eligible veterans and their dependents in obtaining all benefits to which they are entitled from the U.S. Department of Veterans Affairs, the Minnesota Department of Veterans Affairs and other agencies that provide veterans' services.

ACTION REQUESTED:

The St. Louis County Board is requested to accept a County Veterans Service Office (CVSO) Operational Enhancement Grant from the Minnesota Department of Veterans Affairs (MDVA).

BACKGROUND:

During the 2013 Legislative Session, the structure of the CVSO grant program was modified and state funding increased. The improved program provides an annual base grant to all 87 Minnesota counties in the amount of \$7,500. In addition to the base grant, each county is eligible for another funding amount based on the county's veteran population as determined by the United Veterans Administration. St. Louis County will receive an additional \$10,000 based on this formula.

Counties have until June 30, 2016 to spend the allocated money on qualified items. By that date, the funds must be spent, documentation of the qualified expenditures received by the MDVA, and any unused funds returned. In order to access the grant funding, a certified County Board Resolution and signed Grant Contract must be received.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the acceptance of a County Veterans Service Office Operational Enhancement Grant from the Minnesota Department of Veterans Affairs for \$17,500, deposited into Fund 100, Agency 124999, Grant 12403, Year 2015.

Acceptance of County Veterans Service Office Operational Enhancement Grant

BY COMMISSIONER _____

WHEREAS, During the 2013 Legislative Session, the structure of the County Veterans Service Office Operational Enhancement Grant program was modified and state funding increased to provide an annual base grant to all 87 Minnesota counties in the amount of \$7,500, plus an additional allocation based on each counties' veterans population to be used for the purpose of enhancing the benefits programs and services provided to Minnesota veterans; and

WHEREAS, On July 28, 2015, St. Louis County received notice from the Minnesota Department of Veterans Affairs (MDVA) that the County Veterans Office Operational Enhancement Grant was allocated in the amount of a \$7,500 base grant and an additional \$10,000 based upon the estimated veterans population residing in the county; and

WHEREAS, Counties have until June 30, 2016 to spend the allocated money on qualified items, and by that date, the funds must be spent, documentation of the qualified expenditures received by the MDVA, and any unused funds returned; and

WHEREAS, In order to access the grant funding, a certified County Board Resolution and signed Grant Contract must be received by the Minnesota Department of Veterans Affairs (MDVA);

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to enter into a grant contract with the Minnesota Department of Veterans Affairs to conduct the County Veterans Service Office Operational Enhancement Grant, in the amount of \$17,500;

RESOLVED FURTHER, That the grant must be used to provide outreach to the county's veterans; assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the County Veterans Service Office, as specified in Minnesota Laws 2013 Chapter 142, Article 4; and that this Grant should not be used to supplant or replace other funding.

RESOLVED FURTHER, The St. Louis County Veterans Service Office 2015 proposed budget is amended to include receipt of \$17,500 from the MNDVA, with funds deposited into Fund 100, Agency 124999, Grant 12403, Year 2015.

GRANT APPROVAL FORM

GRANT NAME: CVSO Enhancement Grant GRANT AMOUNT: \$17,500
 GRANTOR: MN Dept. Veterans Affairs MATCH AMOUNT: N/A
 FUND: 100 AGENCY: 12499 GRANT: 12403 GRANT YEAR: 2015
 AGENCY NAME: St Louis County Veterans Service Office
 CONTACT PERSON: Sherry Rodriguez PHONE: 218-725-5285
 GRANT PERIOD: BEGIN DATE: September 9, 2015 END DATE: June 30, 2016
 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

County Administrator

County Attorney

[Signature] Date: 8-26-15
[Signature] Date: 8/27/15
[Signature] 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 _____ 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.

BOARD LETTER NO. 15 – 392

FINANCE & BUDGET COMMITTEE CONSENT NO. 12

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Duluth GSC Parking Ramp
Alley Level Repairs

FROM: Kevin Z. Gray
County Administrator

Tony Mancuso, Director
Property Management

RELATED DEPARTMENT GOAL:

Operate, maintain, and repair county facilities to lower repair costs and extend building infrastructure, grounds, and parking structure life cycles.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize of a construction contract with KTM Paving of Hermantown, MN for repair of the downtown Duluth Government Service Center (GSC) alley level parking area.

BACKGROUND:

For some time the alley level of the GSC ramp has been experiencing ground water discharge across the parking surfaces. This creates ice sheets and humps building up to six inches in height causing a safety issue in the winter along with potential degradation of the sub surface base of the lot. After investigation by Northland Consulting Engineers of Duluth, MN, it was determined that the water cannot be stopped as the bedrock is very near the surface in several areas. The water can, however, be rerouted. Northland Consulting Engineers has designed a “drain field” system that will be under the concrete parking surface. This will divert the incoming water to the storm sewer system and provide a direct and unimpeded route for the ground water.

Bids were opened on August 12, 2015, with only one bidder responding. KTM Paving of Hermantown, MN offered a bid of \$203,548.21 for this project which is well within 5% of the engineer’s estimate of \$200,000.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an agreement with KTM Paving of Hermantown, MN in an amount of \$203,548.21 for repair of the downtown Duluth Government Service Center (GSC) alley level parking area, payable from the General Fund, Fund 100 designated for parking and will be transferred to Fund 100, Agency 128010.

Duluth GSC Parking Ramp Alley Level Repairs

BY COMMISSIONER _____

WHEREAS, The alley level of the Duluth Government Services Center parking ramp has been experiencing ground water discharge which has damaged the parking surface and creates a safety issue in the winter along with potential degradation of the sub surface base of the lot; and

WHEREAS, After investigation by local engineers a “drain field” system was proposed for installation under the concrete parking surface to divert the incoming water to the storm sewer system; and

WHEREAS, Bids were opened on August 12, 2015 with KTM Paving of Hermantown, MN, providing the low responsible bid;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the appropriate county officials to enter into an agreement with KTM Paving of Hermantown, MN in the amount of \$203,548.21 for repair of the alley level of the Government Services Center parking ramp, payable from the General Fund, Fund 100 designated for parking, transferred to Fund 100, Agency 128010.

BOARD LETTER NO. 15 - 393

FINANCE & BUDGET COMMITTEE CONSENT NO. 13

BOARD AGENDA NO.

DATE: September 1, 2015 **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. 60032.

Abatements Submitted for Approval by the St. Louis County Board
on 9/8/2015

<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	1775	240	0	15544	HARRINGTON, BERNARD	R	City of Duluth	Frank Carver	2015	173.00
690	10	472	0	15553	KAMUNEN, TERRY	R	56-17	Mason Couvier	2015	1,714.00
140	110	80	0	15549	MCNAMAR, KRISTOPHER	R	Hibbing	Shannon Cairns	2014	652.88
20	40	2910	0	15547	OLSON, CHRISTINE	R	Chisholm	Chris Link	2015	512.00
10	0	0	00947	15548	OPLAND, GREGORY	M	City of Duluth	Frank Carver	2015	256.00
10	4390	1600	0	15550	PARK POINT PROP LLC	R	City of Duluth	Anne Sims	2015	3,718.00
488	6000	29700	0	15545	SEAFOLK DALE	R	North Star	Jason Hale	2015	782.00
570	30	211	0	15546	STATE OF MN	R	White	Lana Anderson	2013	193.67
610	20	150	0	15552	WARREN, PENNY	R	61-12	Andrew Olson	2015	34.00
610	20	410	0	15551	WARREN, PENNY	R	61-12	Andrew Olson	2015	602.00

BOARD LETTER NO. 15 – 394

FINANCE & BUDGET COMMITTEE CONSENT NO. 14

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Fire Protection/First Responder
Services Contract for
Unorganized Territories - 2016

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor/Treasurer

RELATED DEPARTMENT GOAL:

To provide efficient, effective government.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the County Auditor to spread local levies for the provision of fire protection and first responder services in unorganized territories within the county.

BACKGROUND:

Under state statute (Minn. Stat. § 365.243), the St. Louis County Board has the authority to enter into contractual agreements to obtain fire protection and first responder services for unorganized territories within the county. In addition, the statute authorizes the County Board to levy a tax to finance these services. The attached resolution lists all of the legally organized corporations that have requested to contract with St. Louis County to provide fire protection and/or first responder services to specific unorganized territories for 2016.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the County Auditor to spread local levies for the provision of fire protection and/or first responder services to identified unorganized territories within the county beginning January 1, 2016, and to authorize the agreements with the listed corporations for the provision of these services. The funds will be accounted for in Fund 148, Agency 148001, Object 699100.

**Fire Protection/First Responder Services Contracts
for Unorganized Territories - 2016**

BY COMMISSIONER _____

WHEREAS, The St. Louis County Board is authorized to act on behalf of unorganized townships for purposes of furnishing fire protection and first responder services, pursuant to Minn. Stat. § 365.243; and

WHEREAS, The following legally organized corporations under the State of Minnesota have notified St. Louis County of their intent to provide fire protection and/or first responder services in said townships for the year 2016;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to sign any associated contract documents;

RESOLVED FURTHER, That the County Auditor is hereby authorized to spread local levies up to the authorized amount, for the furnishing of fire protection and/or first responder services in unorganized townships as follows, to be accounted for in Fund 148, Agency 148001, Object 699100:

<u>City of Babbitt</u> Unorganized Townships 61-12 & 61-13	\$81,884
<u>City of Chisholm</u> Unorganized Township 59-21 (part of)	\$15,914
<u>City of Cook</u> Unorganized Township 62-17 Unorganized Township 63-17	\$1,575 \$13,125
<u>City of Floodwood</u> Unorganized Township 52-21	\$16,059
<u>City of Orr</u> Unorganized Township 63-19 Unorganized Township 66-20	\$2,978 \$7,196
<u>Bearville Township Volunteer Fire Dept.</u> Unorganized Township 62-21	\$4,584
<u>Central Lakes Volunteer Fire Dept.</u> Unorganized Township 56-17	\$43,050

<u>Colvin Volunteer Fire Dept.</u> Unorganized Township 55-15 (part of)	\$10,500
<u>Ellsburg Volunteer Fire Dept.</u> Unorganized Township 55-15 (part of)	\$4,763
<u>Embarrass Region Volunteer Fire Dept.</u> Unorganized Township 61-14	\$5,843
<u>Evergreen Volunteer Fire Dept.</u> Unorganized Townships 60-19 & 60-20	\$23,100
<u>French Volunteer Fire Dept.</u> Unorganized Township 59-21 (part of)	\$1,026
<u>Gnesen Volunteer Fire Dept.</u> Unorganized Township 53-15	\$18,812
<u>Greenwood Township Volunteer Fire Dept.</u> Unorganized Township 63-15	\$8,400
<u>Lake Kabetogama Area Fire Dept.</u> Unorganized Townships 68-19, 69-19, 67-20, 68-20, 67-21 & 68-21	\$31,710
<u>Lakeland Volunteer Fire Dept.</u> Unorganized Township 57-16	\$61,950
<u>Makinen Volunteer Fire Dept.</u> Unorganized Township 56-16	\$48,300
<u>Morse-Fall Lake Rural Protection Assoc.</u> Unorganized Townships 64-12, 64-13, 65-13 & 63-14	\$21,000
<u>Northland Volunteer Fire Dept.</u> Unorganized Township 53-16	\$18,900
<u>Palo Regional Volunteer Fire Dept.</u> Unorganized Townships 56-14, 57-14, and 58-14 (part of)	\$37,800
<u>Pequaywan Lake Volunteer Fire Dept.</u> Unorganized Township 54-13	\$3,780

<u>Pike-Sandy-Britt Volunteer Fire Dept.</u>	
Unorganized Township 59-16	\$7,714
Unorganized Township 60-18	\$40,124

<u>Silica Volunteer Fire Dept.</u>	
Unorganized Township 55-21	\$47,250

**HISTORY OF LEVY AMOUNTS FOR FIRE PROTECTION FOR
UNORGANIZED TOWNSHIPS WITHIN ST. LOUIS COUNTY**

FIRE DEPT	2016			2015			2014			2013			2012			2011			2010			2009			
	Amount	% Change	+ (-)																						
*City of Babbitt																									
Unorg Twps 61-12 & 61-13 (Added 1st Responder Svcs in 2014.)	\$ 81,884	0%		\$ 81,884	3%		\$ 79,784	41%		\$ 56,700	4%		\$ 54,600	4%		\$ 52,500	4%		\$ 50,400	4%		\$ 48,300			
City of Chisholm																									
Unorg Twp 59-21 (part of)	\$ 15,914	1%		\$ 15,756	0%		\$ 15,756	2%		\$ 15,448	0%		\$ 15,448	3%		\$ 15,071	3%		\$ 14,703	3%		\$ 14,344			
City of Cook																									
Unorg Twp 62-17	\$ 1,575	0%		\$ 1,575	0%		\$ 1,575	0%		\$ 1,575	0%		\$ 1,575	0%		\$ 1,575	0%		\$ 1,575	50%		\$ 1,050			
Unorg Twp 63-17	\$ 13,125	0%		\$ 13,125	0%		\$ 13,125	127%		\$ 5,775	0%		\$ 5,775	0%		\$ 5,775	22%		\$ 4,725	0%		\$ 4,725			
City of Ely																									
Unorg Twps 64-12 & 64-13																									
City of Floodwood																									
Unorg Twp 52-21	\$ 16,059	-5%		\$ 16,882	-1%		\$ 17,013	3%		\$ 16,590	29%		\$ 12,818	116%		\$ 5,942	0%		\$ 5,942	-7%		\$ 6,399			
City of Orr																									
Unorg Twp 63-19	\$ 2,978	0%		\$ 2,978	0%		\$ 2,978	3%		\$ 2,891	0%		\$ 2,891	5%		\$ 2,753	5%		\$ 2,622	2%		\$ 2,570			
Unorg Twp 66-20	\$ 7,196	0%		\$ 7,196	0%		\$ 7,196	3%		\$ 6,986	0%		\$ 6,986	5%		\$ 6,653	5%		\$ 6,336	2%		\$ 6,212			
Bearville																									
Unorg Twp 62-21	\$ 4,584	3%		\$ 4,444	0%		\$ 4,444	7%		\$ 4,157	5%		\$ 3,960	7%		\$ 3,708	0%		\$ 3,708	-3%		\$ 3,812			
Central Lakes																									
Unorg Twp 56-17	\$ 43,050	0%		\$ 43,050	0%		\$ 43,050	0%		\$ 43,050	32%		\$ 32,550	0%		\$ 32,550	0%		\$ 32,550	0%		\$ 32,550			
*Colvin																									
Unorg Twp 55-15 (part of)	\$ 10,500	5%		\$ 9,975	6%		\$ 9,450	6%		\$ 8,925	5%		\$ 8,467	0%		\$ 8,467	0%		\$ 8,467	-33%		\$ 12,600			
*Ellsburg																									
Unorg Twp 55-15 (part of)	\$ 4,763	0%		\$ 4,763	0%		\$ 4,763	0%		\$ 4,763	0%		\$ 4,763	0%		\$ 4,763	0%		\$ 4,763	N/A					
*Embarrass																									
Unorg Twp 61-14	\$ 5,843	0%		\$ 5,843	0%		\$ 5,843	5%		\$ 5,565	0%		\$ 5,565	51%		\$ 3,675	N/A								
Evergreen																									
Unorg Twps 60-19 & 60-20	\$ 23,100	0%		\$ 23,100	0%		\$ 23,100	0%		\$ 23,100	0%		\$ 23,100	0%		\$ 23,100	0%		\$ 23,100	0%		\$ 23,100			
*French																									
Unorg Twp 59-21 (part of)	\$ 1,026	0%		\$ 1,026	0%		\$ 1,026	0%		\$ 1,026	0%		\$ 1,026	0%		\$ 1,026	11%		\$ 924	0%		\$ 924			
Gnesen																									
Unorg Twp 53-15	\$ 18,812	5%		\$ 17,916	0%		\$ 17,916	5%		\$ 17,063	5%		\$ 16,275	9%		\$ 14,910	5%		\$ 14,175	8%		\$ 13,125			
Greenwood																									
Unorg Twp 63-15	\$ 8,400	7%		\$ 7,875	0%		\$ 7,875	7%		\$ 7,350	8%		\$ 6,825	8%		\$ 6,300	9%		\$ 5,775	10%		\$ 5,250			
Lake Kabetogama																									
Unorg Twps 68-19, 69-19, 67-20, 68-20, 67-21 & 68-21	\$ 31,710	0%		\$ 31,710	7%		\$ 29,610	0%		\$ 29,610	0%		\$ 29,610	0%		\$ 29,610	0%		\$ 29,610	0%		\$ 29,610			
Lakeland																									
Unorg Twp 57-16	\$ 61,950	5%		\$ 58,800	0%		\$ 58,800	6%		\$ 55,301	0%		\$ 55,301	0%		\$ 55,301	0%		\$ 55,301	3%		\$ 53,642			

FIRE DEPT	2016			2015			2014			2013			2012			2011			2010			2009			
	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)	
<u>Makinen</u>																									
Unorg Twp 56-16	\$ 48,300	0%		\$ 48,300	0%		\$ 48,300	0%		\$ 48,300	0%		\$ 48,300	2%		\$ 47,250	0%		\$ 47,250	0%		\$ 47,250	0%		\$ 47,250
<u>*Morse-Fall Lake</u>																									
Unorg Twps 64-12, 64-13, 65-13 & 63-14	\$ 26,250	25%		\$ 21,000	25%		\$ 16,800	21%		\$ 13,860	100%		\$ 6,930	0%		\$ 6,930	0%		\$ 6,930	38%		\$ 5,040			\$ 5,040
<u>Northland</u>																									
Unorg Twp 53-16	\$ 18,900	0%		\$ 18,900	0%		\$ 18,900	0%		\$ 18,900	0%		\$ 18,900	0%		\$ 18,900	0%		\$ 18,900	0%		\$ 18,900	0%		\$ 18,900
<u>*Palo</u>																									
Unorg Twps 56-14, 57-14, & 58-14 (Part of)	\$ 37,800	0%		\$ 37,800	0%		\$ 37,800	0%		\$ 37,800	(New for 2013)														
<u>Pequaywan Lake</u>																									
Unorg Twp 54-13	\$ 3,780	0%		\$ 3,780	0%		\$ 3,780	0%		\$ 3,780	16%		\$ 3,255	0%		\$ 3,255	0%		\$ 3,255	19%		\$ 2,730			\$ 2,730
<u>Pike-Sandy-Britt Region</u>																									
Unorg Twp 59-16	\$ 7,714	2%		\$ 7,563	2%		\$ 7,415	2%		\$ 7,269	2%		\$ 7,126	4%		\$ 6,850	0%		\$ 6,850	2%		\$ 6,716			\$ 6,716
Unorg Twp 60-18	\$ 40,124	2%		\$ 39,337	2%		\$ 38,565	2%		\$ 37,809	2%		\$ 37,068	4%		\$ 35,629	0%		\$ 35,629	2%		\$ 34,930			\$ 34,930
<u>Silica</u>																									
Unorg Twp 55-21	\$ 47,250	0%		\$ 47,250	0%		\$ 47,250	0%		\$ 47,250	0%		\$ 47,250	0%		\$ 47,250	0%		\$ 47,250	5%		\$ 45,150			\$ 45,150
Grand Total	\$ 582,587	2%		\$ 571,828	2%		\$ 562,114	8%		\$ 520,843	14%		\$ 456,364	4%		\$ 439,743	2%		\$ 430,740	2%		\$ 423,406			\$ 423,406

*Fire Protection & First Responder Services

BOARD LETTER NO. 15 - 395

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 15

BOARD AGENDA NO.

DATE: September 1, 2015

RE: Reallocation of Assistant
Human Resources Director and
Senior Human Resources
Advisor to Human Resources
Manager

FROM: Kevin Z. Gray
County Administrator

James R. Gottschald
Human Resources Director

RELATED DEPARTMENT GOAL:

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

ACTION REQUESTED:

The St. Louis County Board is requested to approve the reallocation of a 1.0 FTE Assistant Human Resources Director position and a 1.0 FTE Senior Human Resources Advisor position in Human Resources to the Human Resources Manager classification.

BACKGROUND:

The Human Resources Department has requested the reallocation of a vacant Assistant Human Resources Director position and a Senior Human Resources Advisor position to the Human Resources Manager classification to allow for redistribution of labor relations and collective bargaining responsibilities and supervision attributed to a sustained increase in management workload. The Human Resources Manager classification is considered to be supervisory. The duties that will be performed by the first position include supporting the county's chief labor negotiator in collective bargaining and supervising one or more other human resource functions (e.g. benefits, wellness, class/comp, human resources information systems). The second Human Resources Manager will continue to serve as the Human Resources Advisor business partner to their assigned department, and also supervise other business partners and the grievance resolution function.

The Assistant Human Resources Director classification is compensated at Grade H33 and the Senior Human Resources Advisor classification is compensated at Grade H25, both of the Confidential Public Employees Association Pay Plan. The Human Resources Manager classification is compensated at Grade H29 of the Confidential Public Employees Association Pay Plan. Reallocating the two positions will result in no additional annual costs. Because these reallocations are more than three pay grades, County Board approval is required.

RECOMMENDATION:

It's requested that the St. Louis County Board approve the reallocation of a 1.0 FTE Assistant Human Resources Director position (Confidential Public Employees Association Pay Plan, Pay Grade H33) to a 1.0 FTE Human Resources Manager position (Confidential Public Employees Association Pay Plan, Pay Grade H29). It is further requested that the Board approve the reallocation of a 1.0 FTE Senior Human Resources Advisor position (Confidential Public Employees Association Pay Plan, Pay Grade H25) to a 1.0 FTE Human Resources Manager position (Confidential Public Employees Association Pay Plan, Pay Grade H29). This will result in no change in annual cost. Funding for both reallocations is available in Fund 100, Agency 123001.

Reallocation of Assistant Human Resources Director and Senior Human Resources Advisor to Human Resources Manager

BY COMMISSIONER _____

WHEREAS, A sustained increase in labor relations and collective bargaining workload necessitates reassignment of higher level management responsibilities; and

WHEREAS, Human Resources has determined that reallocation of a vacant Assistant Human Resources Director to Human Resources Manager and reallocation of a Senior Human Resources Advisor to Human Resources Manager will assist in this sustained increase in higher level workload; and

WHEREAS, County Fiscal Policies specify that any position change greater than three pay grades must go to the County Board for approval; and

WHEREAS, The reallocations will result in no change in funding for the Human Resources Department;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the reallocation of a vacant Assistant Human Resources Director position (Pay Grade 33) and a Senior Human Resources Advisor position (Pay Grade 25) to two Human Resources Manager positions (Pay Grade 29) in the Human Resources Department, Fund 100, Agency 123001.

BOARD LETTER NO. 15 - 396

PUBLIC SAFETY & CORRECTIONS COMMITTEE CONSENT NO. 16

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Application and Acceptance of
the 2015 Port Security Grant

FROM: Kevin Z. Gray
County Administrator

Ross Litman
Sheriff

RELATED DEPARTMENT GOAL:

To enhance public safety.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize application and acceptance of the 2015 Port Security grant from United States Department of Homeland Security.

BACKGROUND:

The Department of Homeland Security, Office of Grants and Training made funding available for eligible ports as part of the Fiscal Year 2015 Infrastructure Protection Program: Port Security. The Port Security program pertains to local agencies that provide layered security protection to federally regulated facilities in accordance with an Area Maritime Security Plan. The St. Louis County Sheriff's Office is a member of the Western Lake Superior Area Maritime Security Committee and provides a response on Lake Superior and in the Duluth/Superior Harbor area for water emergencies and general patrol activities. Since the Duluth/Superior Harbor is designated as a "Tier 2 Port" based upon cargo volume, it has received direct allocation of this grant from the Department of Homeland Security.

The Sheriff's Office has applied for the 2015 Port Grant and has received approval from Homeland Security for a portable remote viewing robot. The term of the grant is 36 months and the majority of the work will be done in 2015. The portable remote viewing robot will have different camera platforms for real-time relay of visual information. The robot will be used by the Sheriff's Office and other partner agencies for very hazardous applications to reduce exposure to dangerous situations.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the application and acceptance of the 2015 Port Security grant from United State Department of Homeland Security grant in the amount of \$43,879.50 to be accounted for in Fund 100, Agency 129999, Grant 12938 Year 2015, and a match of \$14,626.50 to be accounted for in Fund 100, Agency 129003, Object 665900.

Application and Acceptance of the 2015 Port Security Grant

BY COMMISSIONER _____

WHEREAS, The Department of Homeland Security has made funding available to the Port of Duluth/Superior under the FY 2015 Port Security Grant Program; and

WHEREAS, The term of the grant is 36 months and the majority of the work will be done in 2015; 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;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the application and acceptance of the 2015 Port Security grant from United States Department of Homeland Security grant in the amount of \$43,879.50, to be accounted for in Fund 100, Agency 129999, Grant 12938 Year 2015, with a match of \$14,626.50 to be accounted for in Fund 100, Agency 129003, Object 665900;

RESOLVED FURTHER, That the appropriate county officials are authorized to execute all agreements and contracts necessary to fulfill the application and acceptance of the 2015 Homeland Security Port Grant as approved by the St. Louis County Attorney.

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 [Signature] Date: 8-19-15
County Administrator [Signature] Date: 8/27/15

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. 15 – 397

ESTABLISHMENT OF PUBLIC HEARINGS FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Establish a Public Hearing to
Consider Additional Tax
Abatement for Hermantown
Marketplace Project
(Hermantown)

FROM: Kevin Z. Gray
County Administrator

Barbara Hayden, Director
Planning & Community Development

RELATED DEPARTMENT GOAL:

Assist communities in achieving housing, economic development, and community development objectives.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing for input on additional tax abatement financing for the Hermantown Marketplace Project.

BACKGROUND:

On March 10, 2015, County Board Resolution No. 15-139, the St. Louis County Board authorized up to \$400,000 in tax abatement financing to the City of Hermantown for the Hermantown Market Place Project. The city has executed a development agreement with Mills Properties Inc. and has solicited bids for the city portion of the project. As a result of finalizing the project, the city has a shortfall and is requesting an additional \$100,000 from St. Louis County in tax abatement financing making the total request \$500,000.

The attached letter from the city provides an overview of the increased costs. When completed, the project includes the construction of a new 183,000 square foot retail building and related facilities in Hermantown. The city has agreed to pay a portion of the cost of the improvements partially through sales tax revenues and partially from tax abatement proceeds from the Fleet Farm project. Total direct city investment in the public improvements is estimated to exceed \$1.2 million. A site map is attached.

The additional tax abatement financing request is intended to accomplish the construction of the traffic signal system, sidewalks and Hermantown Marketplace street lights. The initial cost of the construction will be paid by Mills Properties, Inc. St. Louis County will have an agreement with the city of Hermantown and Hermantown would repay Mills Properties, Inc. for the public infrastructure costs. It is anticipated that St. Louis County's tax abatement financing of \$500,000 would be paid over three or four years.

RECOMMENDATION:

It is recommended that the St. Louis County Board establish a public hearing on the City of Hermantown request for additional tax abatement financing for the Hermantown Market Place project on Tuesday, October 13, 2015 at 9:40 a.m. at the Hermantown City Council Chambers Hermantown, MN.

**Establish a Public Hearing to Consider Additional Tax Abatement for
Hermantown Marketplace Project (Hermantown)**

BY COMMISSIONER _____

WHEREAS, County Board Resolution No. 02-187, adopted March 1, 2002, approved a tax abatement financing policy as authorized under Minn. Stat. §§469.1812 through 469.1815 (2000) and any amendment thereto, which requires that a public hearing be conducted prior to approving a tax abatement; and

WHEREAS, On March 10, 2015, County Board Resolution No. 15-139, the St. Louis County Board authorized up to \$400,000 in tax abatement financing for the public infrastructure in the Hermantown Marketplace Project; and

WHEREAS, The City of Hermantown, MN has requested St. Louis County to consider an additional \$100,000 for a total of \$500,000 tax abatement to cover additional costs for the project;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board of Commissioners will hold a public hearing on Tuesday, October 13, 2015, at 9:40 a.m., at the Hermantown City Council Chambers, Hermantown, MN, to solicit public input prior to considering the proposed additional tax abatement.

August 4, 2015

Ms. Barbara Hayden
Planning / Community Development Director
St. Louis County, Minnesota
227 West First Street, Suite 100
Duluth, MN 55802

RE: Hermantown Tax Abatement Request, Traffic Signal at Mills Fleet Farm Store

Ms. Hayden,

I am writing in regard to the recently approved tax abatement financing for the Hermantown Marketplace Project associated with construction of a new traffic signal and pedestrian facilities (the "Project") near the intersection of Loberg Road and Market Street.

First, please let me begin by stating that the City of Hermantown is grateful for the County's assistance and support of this project. Without the investment by St. Louis County, the Project could not have moved forward. The County Board considered and approved its Resolution 15-139 on March 10th, 2015, approving \$400,000 in tax abatement financing for the Project.

Recall that the purpose of the original \$400,000 tax abatement in support of the Project was specifically broken out as follows:

- Traffic signal: \$304,000
- Sidewalk: \$60,000
- Street lights: \$36,000

The City is now facing a shortfall in its efforts to finance the Project. Due to the shortfall, we are at this time requesting an additional \$100,000 in support from the County, for a total tax abatement of \$500,000. Estimated payback from this tax abatement remains short – no more than between 3-4 years of total abatement will be required to reach the \$500,000 total.

The City's request for additional tax abatement is based on final bid prices and a few unexpected issues.

The final bid price for the street lights along Market Street was \$45,891. This represents an increase of approximately \$9,000 above the original estimate. The City has required that modern LED fixtures be installed in this location, consistent with current City policy. Installation of LED fixtures will result in lower year over year operating and long term maintenance costs. Total sidewalk costs were initially anticipated to be \$60,000. This was a relatively accurate estimate, with the bid price coming in at \$63,375.

During the design process, it was determined by St. Louis County Public Works that a traffic signal interconnection was needed between the Project and adjacent County infrastructure. According to St. Louis County Public Works, this interconnection is important to provide a platform for a future traffic management center for the traffic signals in the Miller Hill Mall area as well as provide coordinated operation with the traffic signal at Maple Grove Road. It should also be noted that during the Miller Hill Area reconstruction project in 2008, most of the traffic signals in this area were interconnected for the reasons noted. The estimated cost of the interconnection for this traffic signal is \$60,000 which was not included in the original cost estimate.

The other issue the City must address is the payment of interest to the Project partner, Mills Fleet Farm. The City has requested, and Mills agreed upon, terms that require Mills to front all costs for construction of the signal, new roads, and supporting infrastructure. The City's agreement with Mills allows for the City to pay back Mills over an extended term, with the City being responsible for a four percent interest charge on the principal. This interest payment corresponds to the private loans incurred by Mills to construct the public improvements. Though the County abatement does not include an interest charge, the City has accepted responsibility for paying Mills' interest charges for purposes of constructing the traffic signal. The cost of these interest charges represent a shortfall in the overall Project funding. The total interest that will be payable to Mills over the expected four (4) year life of the note will be approximately \$32,000.00.

The total increased costs then are:

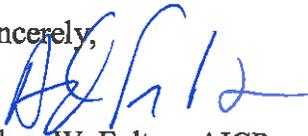
1. Street Lights: \$9,000.00
2. Sidewalks: \$3,375.00
3. Signal Lights: \$60,000
4. Interest: \$32,000

Total Increased costs: \$104,475

I appreciate the opportunity to make this request to amend the Tax Abatement Agreement between the City and the County, and understand that there will need to be a public process to review the request. Could you please let me know when this item could be scheduled for consideration?

I want to again note my personal appreciation, as well as that of the City of Hermantown, for the County's assistance in the Project items and the overall Mills Fleet Farm project. Without the support of a broad group of partners, these critical economic development improvements in the Hermantown Marketplace would not have been possible.

Sincerely,



Adam W. Fulton, AICP
Community Development Director
City of Hermantown
5105 Maple Grove Road
Hermantown, MN 55811
afulton@hermantownmn.com
office: 218-729-3618

Proposed Mills Fleet Farm Store #36 - Hermantown, MN

New Market Street Extension
w/sidewalk, water, sewer

Existing HOM Furniture

New Traffic Signal

Pru Parcel 1
395-0010-03830

Development Site

New Sidewalk

Member's Cooperative
CU Parcel
395-0010-03835

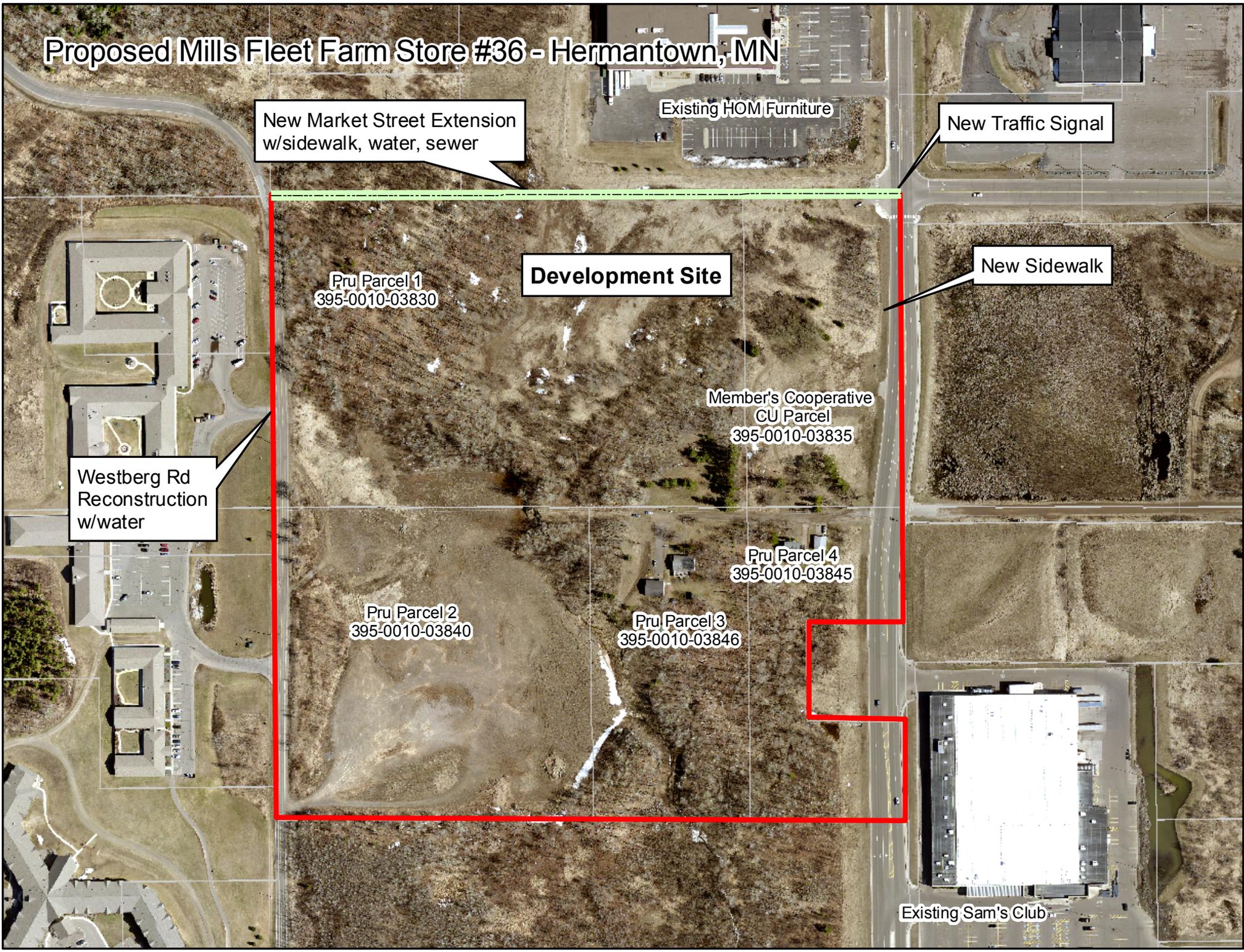
Westberg Rd
Reconstruction
w/water

Pru Parcel 2
395-0010-03840

Pru Parcel 4
395-0010-03845

Pru Parcel 3
395-0010-03846

Existing Sam's Club



BOARD LETTER NO. 15 – 398

PUBLIC WORKS & TRANSPORTATION COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: September 1, 2015

RE: Naming the Ely Joint Public Works Facility for Former Commissioner Mike Forsman

FROM: Kevin Z. Gray
County Administrator

ACTION REQUESTED:

The St. Louis County Board is requested to rename the Ely Joint Public Works Facility as the “Michael D. Forsman Public Works Facility” in honor of former St. Louis County Commissioner Mike Forsman.

BACKGROUND:

Throughout his 20-year tenure on the St. Louis County Board, Commissioner Mike Forsman was a strong advocate for transportation projects and funding. He made countless trips to St. Paul and Washington, D.C., testifying and working to gain support not just for St. Louis County infrastructure needs, but for all of Minnesota.

Commissioner Forsman built a close working relationship with Congressman James Oberstar and sought to follow the late congressman’s example of focusing on the importance of transportation, often citing a favorite line of Representative Oberstar that “there are no Democratic roads and there are no Republican roads.”

Commissioner Forsman was a longtime Board Member of the Transportation Alliance, from 1998-2013, supporting and participating in numerous Alliance-sponsored events, including the annual Transportation Day at the state capitol, the Washington, D.C. Fly-in and the Alliance Annual Meeting/Construction Forecast event. He held officer roles including Secretary in 2009, Vice-president in 2010 and President in 2011. He also served on the Alliance Executive Committee from 2009-2012 and the Legislative Committee from 1998 through 2014.

He chaired the County Board’s Public Works Committee for 10 of his 20 years on the Board, most recently from 2010-13, which included the tremendous work that resulted from the 2012 flood that devastated parts of our and neighboring counties. Other transportation-related committees on which he served include the Arrowhead Regional Transportation Advisory Committee, the ARDC Trunk Highway 53 Corridor Study, the AMC District 1 Policy Committee on Transportation and Infrastructure and the St. Louis/Lake Counties Regional Railroad Authority.

In addition to advocating for state and federal funding for transportation needs, Commissioner Forsman also prioritized the use of local dollars. His voting record as a commissioner includes supporting some unpopular levy increases in order to generate needed funds for local road and bridge projects throughout the county.

Commissioner Forsman did not seek reelection, and retired at the end of his last term in 2014. But, before retiring, he was honored as the 2014 recipient of the “William Koniarski Transportation Advocate Award,” from the Minnesota Transportation Alliance. This award is presented periodically to an individual or unit of government from the public sector that has shown outstanding leadership and commitment on behalf of improving Minnesota’s transportation infrastructure.

Therefore, it is absolutely fitting to honor this tireless transportation advocate by renaming the joint Public Works facility located in his home town of Ely, MN, as the “Michael D. Forsman Public Works Facility.”

RECOMMENDATION:

It is recommended that the St. Louis County Board rename the Ely Joint Public Works Facility as the “Michael D. Forsman Public Works Facility,” in honor of former St. Louis County Commissioner Mike Forsman, recognizing his continuous dedication to the transportation needs of St. Louis County and the state of Minnesota.

**Naming the Ely Joint Public Works Facility for Former
Commissioner Mike Forsman**

BY COMMISSIONER _____

WHEREAS, Throughout his 20-year tenure on the St. Louis County Board, Commissioner Mike Forsman was a strong advocate for transportation projects and funding, making countless trips to St. Paul and Washington, D.C., testifying and working to gain support not just for St. Louis County infrastructure needs, but for all of Minnesota; and

WHEREAS, Commissioner Forsman was a longtime Board Member of the Transportation Alliance, from 1998-2013, supporting and participating in numerous Alliance-sponsored events, including the annual Transportation Day at the state capitol, the Washington, D.C. Fly-in and the Alliance Annual Meeting/Construction Forecast event; and

WHEREAS, Commissioner Forsman chaired the County Board's Public Works Committee for 10 of his 20 years on the Board, most recently from 2010-13, which included the tremendous work resulting from the 2012 flood that devastated parts of our region, as well as other transportation-related committees including the Arrowhead Regional Transportation Advisory Committee, the ARDC Trunk Highway 53 Corridor Study, the AMC District 1 Policy Committee on Transportation and Infrastructure and the St. Louis/Lake Counties Regional Railroad Authority;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board hereby renames the Ely Joint Public Works Facility as the "Michael D. Forsman Public Works Facility," in honor of former St. Louis County Commissioner Mike Forsman and his continuous dedication to the transportation needs of St. Louis County and Minnesota.

BOARD LETTER NO. 15 - 399

FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Unorganized Township Road
Levy – FY 2016

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 adopt a levy for the purpose of road and bridge maintenance and construction in unorganized townships.

BACKGROUND:

Minnesota Laws 1995, Chapter 47 authorizes the county to pool unorganized town road levies pursuant to Minn. Stat. §163.06. These levies are for the purpose of road and bridge maintenance and construction.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorizes the county to act on behalf of the unorganized townships for the purpose of road and bridge maintenance and construction and adopt a levy of \$1,582,000 for 2016.

Unorganized Township Road Levy – FY 2016

BY COMMISSIONER _____

WHEREAS, Minnesota Laws 1995, Chapter 47, authorizes St. Louis County to pool unorganized town road levies pursuant to Minn. Stat. §163.06;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board, acting on behalf of unorganized townships for the purpose of road and bridge maintenance and construction, adopts and certifies a maximum levy of \$1,582,000 for the year 2016 to be levied only in such unorganized townships.

BOARD LETTER NO. 15 - 400

FINANCE & BUDGET COMMITTEE NO. 2

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** HRA 2016 Proposed Levy

FROM: Kevin Z. Gray
County Administrator

Barbara Hayden
HRA Executive Director

RELATED DEPARTMENT GOAL:

Expanding affordable housing opportunities, maximizing financial resources, and promoting strategies that result in an expanded tax base.

ACTION REQUESTED:

The St. Louis County Board is requested to certify the St. Louis County Housing and Redevelopment Authority (HRA) maximum proposed property tax levy for 2016.

BACKGROUND:

Minn. Stat. § 275.065 requires all special taxing districts to certify a proposed property tax levy to the County Auditor on or before September 15, 2015. The St. Louis County HRA has exercised the authority to levy since 1990. The HRA tax levy for 2016 is proposed at a zero percent increase over 2015 at \$208,940. The HRA Board of Directors approved a proposed property tax levy for 2016 in the amount of \$208,940 and recommended that the St. Louis County Board certify the levy at this amount. Attached is a copy of the 2016 HRA budget.

RECOMMENDATION:

It is recommended the St. Louis County Board certify the St. Louis County HRA maximum proposed property tax levy for 2016 in the amount of \$208,940.

HRA Proposed 2016 Levy

BY COMMISSIONER _____

WHEREAS, The St. Louis County Housing and Redevelopment Authority must establish a maximum proposed property tax levy and have this amount certified by the St. Louis County Board by September 15, 2015;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board certifies the Housing and Redevelopment Authority maximum property tax levy for 2016 in the amount of \$208,940.

**HRA
FUND 250 BUDGET**

Code	Description	2012	2013	2014	2015	2016	2017	2018
251000	HRA Administration ¹	Budget	Budget	Budget	Budget	Forecast	Forecast	Forecast
	Personnel Services	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00
	Operating	26,872.00	28,940.00	48,940.00	48,940.00	56,524.32	56,524.32	56,524.32
	Legal	40,000.00	40,000.00	20,000.00	20,000.00	12,415.68	12,415.68	12,415.68
	Other Charges-Hsg Activities ²	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
	Total	356,872.00	358,940.00	358,940.00	358,940.00	358,940.00	358,940.00	358,940.00

HRA REVENUES

Code	Description	2012	2013	2014	2015	2016	2017	2018
251001	HRA Revenue	Budget	Budget	Budget	Budget	Forecast	Forecast	Forecast
	Certified levy	206,872.00	208,940.00	208,940.00	208,940.00	208,940.00	208,940.00	208,940.00

¹HRA Admin. - Salary and fringes reimbursed to St. Louis County based on hours charged to HRA - remaining funds go into fund balance.

²Housing Activities - Funds are taken from fund balance and require HRA Board approval.

CURRENT FUND BALANCE AVAILABLE 307,166.79

BOARD LETTER NO. 15 – 401

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: September 1, 2015

RE: Appointment to Arrowhead
Library System Board of
Directors

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

To provide effective, efficient government.

ACTION REQUESTED:

The St. Louis County Board is requested to appoint Virginia Katz to the Arrowhead Library System (ALS) Board of Directors.

BACKGROUND:

On June 11, 2015, Jane Brissett resigned from the ALS Board of Directors as the Duluth appointee of the St. Louis County Board. Virginia Katz of Duluth, MN has applied to serve the remainder of the vacancy resulting from Ms. Brissett's resignation. This appointment will expire on December 31, 2015.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the appointment of Virginia Katz of Duluth, MN, to the Arrowhead Library System Board of Directors for a term expiring December 31, 2015.

Appointment to Arrowhead Library System Board of Directors

BY COMMISSIONER _____

RESOLVED, The St. Louis County Board appoints Virginia Katz of Duluth, MN, to the Arrowhead Library System Board of Directors for a term expiring on December 31, 2015.



Revised 1-2006
APP-CACCB

Application

Citizen Advisory Committee, Commission, or Board
St. Louis County



Return Application to:

Clerk of the County Board
100 N. 5th Avenue West, #214
Duluth, MN 55802-1293

OR e-mail at: chapmanp@stlouiscountymn.gov

Note: Please mail or deliver your completed application to the Clerk of the Board at the adjacent address. Your application will be on file for approximately one year.

Application For: Arrowhead Library System Board

Please list the committee, commission, or board for which you are applying

Applicant Name:

Katz Virginia T Mr. Mrs. Ms.
Last Name First Name Middle Initial

Home Address:

7825 Conqdon Blvd
Street
Duluth MN 55804
City State Zip

Telephone/Fax/
E-Mail:

218-525-4356 amkatz2@gmail.com
Home Work Fax E-mail Address

1. How long have you lived in St. Louis County? 43 years
2. List other community groups, boards, committees, or commissions for which you are, or have been a member?

Board of Directors, Perpich Center for Arts Education, Minneapolis, 2004 - 2008

Duluth Public Library Board, 2006 to present

Duluth Library Foundation Board, 2010 to present

Volunteer, St. Mary's Hospital, Duluth, 2002 to present
(2002 to 2012 in the Emergency Room, 2012 to present in the Surgery Family
Waiting Room)

Election Judge, Duluth, Precinct 1, 2003 to present



3. What interests you about becoming a member of the committee, commission or board for which you are applying?

I am an active supporter of libraries. I value highly the importance of libraries to ALL communities, large and small. Duluth's previous representative on the Arrowhead Library System Board, Jane Brissett, did an excellent job of reporting on the work of the ALS Board to the Duluth Library Board. (We are very sorry to see her moving out of the area.) I would like to continue her good work.

4. Please describe your education, employment, areas of interest, and expertise.

BA, Wellesley College, English and History
MA, Case Western Reserve University, Secondary Education
MA, University of Michigan, Communication and Theater
PhD, Kent State University, Communication and Education
One of the first PhD students in The College of Communication at Kent State to use computer searching research methods. (in the late 1970s)

5. Please provide additional information you believe is important in considering your application?

As you can see from above, I have lived in Duluth for 43 years (and lived in Superior the four years prior to moving to Duluth).
I love Duluth and St. Louis County. I wouldn't live anywhere else!
I take an active interests in the political life of Duluth and St. Louis County, but do not support any specific candidate. As an Election Judge, I think it is best to remain neutral.

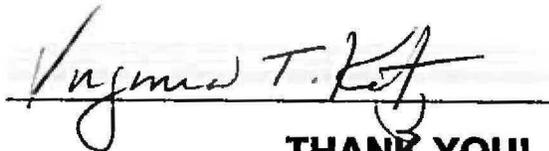
6. Please list two references including name, address, and telephone number.

Dan D'Allaird, 418 Ridgewood Rd. Duluth, MN 55804 218-728-2036

Carla Powers, Duluth Public Library, 520 West Superior, Duluth, MN 218-730-4225

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

Signature:



Date

7/14/2015

THANK YOU!

Page 2 of 2

Office Use Only

Date Received

Appointment Date

Date Entered

Term End Date

Commissioner District

Retention Date

Appointed: Yes No

Committee/Board/Commission: _____

St. Louis County Election Canvassing Board Appointments

BY COMMISSIONER _____

WHEREAS, Due to the special election mandated by Governor Dayton to fill the vacancy to House Representative District 3A, it is necessary that the St. Louis County Board appoint two members of the County Board to the St. Louis County Election Canvassing Board; and

WHEREAS, The two members selected by the county board cannot be candidates for election to a county office in 2015;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board appoints the following two members as representatives to the County Election Canvassing Board with terms expiring on December 31 2015:

Commissioner _____

Commissioner _____

BOARD LETTER NO. 15 - 403

CENTRAL MANAGEMENT & INTER-GOVERNMENTAL COMMITTEE NO. 3

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Appointment of Election
Judges to Absentee and Mail
Ballot Boards

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

RELATED DEPARTMENT GOAL:

To ensure the election process is administered in accordance with applicable laws and rules.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize appointment of election judges to the County Absentee Ballot Board and the County Mail Ballot Board.

BACKGROUND:

Due to the special election mandated by Governor Dayton to fill the vacancy to House Representative District 3A, it is necessary that the St. Louis County Board appoint election judges to serve on the County Absentee Board and the County Mail Ballot Board.

State legislation enacted in 2010 requires the county board to appoint an Absentee Ballot Board to accept, reject and count absentee ballots. The goal of the legislation is to bring uniformity to the absentee ballot process. The county board is also responsible for appointing election judges to process and tabulate votes from mail ballot precincts.

RECOMMENDATION:

It is recommended that the St. Louis County Board appoint the following employees to serve on the County Absentee Board and the County Mail Ballot Board:

Judge/Staff – Lisa Sweet, 100 N. 5th Ave. W., #214, Duluth, MN, 55802

Judge/Staff – Amy Gundersen, 100 N. 5th Ave. W., #214, Duluth, MN, 55802

Appointment of Election Judges to Absentee and Mail Ballot Boards

BY COMMISSIONER _____

WHEREAS, Due to the special election mandated by Governor Dayton to fill the vacancy to House Representative District 3A, it is necessary that the St. Louis County Board appoint election judges to serve on the County Absentee Board and the County Mail Ballot Board;

THEREFORE, BE IT RESOLVED, That the following eligible voters are appointed as election judges during 2015 to serve on the County Absentee Board and the County Mail Ballot Board:

Judge/Staff – Lisa Sweet, 100 N. 5th Ave. W., #214, Duluth, MN, 55802
Judge/Staff – Amy Gundersen, 100 N. 5th Ave. W., #214, Duluth, MN, 55802;

RESOLVED FURTHER, That the County Auditor and /or Elections Supervisor may make appointments to vacancies should they occur.

BOARD LETTER NO. 15 - 404

CENTRAL MANAGEMENT & INTER-GOVERNMENTAL COMMITTEE NO. 4

BOARD AGENDA NO.

DATE: September 1, 2015 **RE:** Establishing Appointments to
the Camp Esquagama Advisory
Group

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

To implement the policies and directives of the St. Louis County Board of Commissioners.

ACTION REQUESTED:

The St. Louis County Board is requested to approve a Camp Esquagama Advisory Group consisting of two County Board members, the County Auditor and seven citizens representing each Commissioner District and appointed by the Commissioner of that district.

BACKGROUND:

The 2013 management and operations agreement between St. Louis County and the Arrowhead Center Inc., for the on-going management of Camp Esquagama contains specific language relating to the development of an Advisory Group to assist the contractor in "continuing the tradition of providing an exceptional youth summer camp experience." The County Board is being asked to formalize and expand the make-up of the Camp Esquagama Advisory Group to consist of seven citizen representatives from each Commissioner District to be selected by that Commissioner with the approval of the County Board. These citizen representatives will be added to the existing County Board appointments of two Commissioners and the County Auditor.

Specifically the charge of the Camp Esquagama Advisory Group will be as follows, according to the management and operations agreement:

- The Camp Esquagama Advisory Group, subject to the final authority of the county, shall assist the contractor to preserve the tradition of Camp Esquagama while transforming the property into a year round, multi-use space serving all residents of St. Louis County;
- Continue the tradition of providing an exceptional youth summer camp experience;
- Reduce the administrative and financial burdens to the county associated with the Camp; and
- Extend the benefits of the property to a wider variety of St. Louis County residents.

RECOMMENDATION:

It is recommended that the St. Louis County Board affirm the value and charge of the Camp Esquagama Advisory Group, according to the management and operations agreement with the Arrowhead Center Inc., and establish the appointment process for the members of the group.

It is further recommended that the County Board direct the Auditor to advertise for seven citizen appointees to the Advisory Group to obtain applications from each Commissioner District.

As with all County Board appointments, each citizen appointee will be eligible for up to three 3-year terms, or nine (9) years of total service. Initial terms for appointees would be for up to three years with staggered expiration dates as follows:

Commissioner District	Initial Term Expiration	Subsequent Term Expiration
District 1	December 31, 2016	December 31, 2019
District 2	December 31, 2017	December 31, 2020
District 3	December 31, 2018	December 31, 2021
District 4	December 31, 2016	December 31, 2019
District 5	December 31, 2017	December 31, 2020
District 6	December 31, 2018	December 31, 2021
District 7	December 31, 2016	December 31, 2019

Establishing Appointments to the Camp Esquagama Advisory Group

BY COMMISSIONER _____

WHEREAS, The 2013 Camp Esquagama management and operations agreement between St. Louis County and the Arrowhead Center Inc. contains specific language relating to the development of an Advisory Group to assist the contractor in “continuing the tradition of providing an exceptional youth summer camp experience;” and

WHEREAS, The St. Louis County Board wishes to formalize and expand the role and make-up of the Camp Esquagama Advisory Group to consist of seven citizen representatives selected from each Commissioner District to be appointed by that Commissioner, with the approval of the County Board; and

WHEREAS, These seven (7) citizen representatives will be added to the existing County Board appointments to the Camp Esquagama Advisory Group consisting of two Commissioners and the County Auditor, making a total of ten (10) members; and

WHEREAS, The specific charge of the Camp Esquagama Advisory Group will be as follows, according to the management and operations agreement:

- The Camp Esquagama Advisory Group, subject to the final authority of the county, shall assist the contractor to preserve the tradition of Camp Esquagama while transforming the property into a year round, multi-use space serving all residents of St. Louis County;
- Continue the tradition of providing an exceptional youth summer camp experience;
- Reduce the administrative and financial burdens to the county associated with the Camp; and
- Extend the benefits of the property to a wider variety of St. Louis County residents;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the establishment of the Camp Esquagama Advisory Group with a membership of seven citizen representatives selected from each Commissioner District to be appointed by that Commissioner, with the approval of the County Board.

RESOLVED FURTHER, That these seven (7) citizen representatives will be added to the existing County Board appointments to the Camp Esquagama Advisory Group consisting of two Commissioners and the County Auditor.

RESOLVED FURTHER, That the County Auditor is directed to advertise for seven potential citizen appointees to the Camp Esquagama Advisory Group to obtain a selection of applications from each Commissioner District for appointment consideration.