



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

October 11, 2016

Immediately following the Board Meeting, which begins at 9:30 A.M.
Lakewood Town Hall, 3110 Strand Road/CR 286, Duluth, MN

Directions: Martin Road/CSAH 10 east to Jean Duluth Road/CSAH 37, proceed north to Strand Road/CR 286. Proceed east on Strand Road for about 3 miles, the Town Hall is on the right.

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 October 4, 2016

Health & Human Services Committee, Commissioner Boyle, Chair

1. Request to Apply for HUD Youth Homelessness Demonstration Program [16-452]

Environment & Natural Resources Committee, Commissioner Rukavina, Chair

2. Regional Landfill Phases 1 and 1A Closure Design, Bidding, Construction Management and Certification Services Contract [16-453]

Public Works & Transportation Committee, Commissioner Stauber, Chair

3. Acquisition of Right of Way – Reclaim Overlay, Culvert Replacement and Sidewalk Construction on CR 284/Ugstad Road (Proctor) [16-454]
4. Award of Bid – Lubricating Oils, Greases, Coolants and Fluids [16-463]

Public Safety & Corrections Committee, Commissioner Dahlberg, Chair

5. Toward Zero Deaths Agreement with the City of Duluth [16-455]

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.

Health & Human Services Committee, Commissioner Boyle, Chair

1. **Authorization for 2.0 FTE Social Workers and Associated Funding through 6th Judicial District SAMHSA Grant Award [16-456]**
Resolution authorizing the hiring of two FTE social workers to support the Sixth Judicial District and work as part of the Opioid and Clinical Case Management Initiative.

Public Works & Transportation Committee, Commissioner Stauber, Chair

1. **Award of Bids: October 6, 2016 Bid Opening [16-457]**
 - 1) **Bridge Replacement on CR 769 (Willow Valley Township)**
Resolution awarding a bridge replacement project on CR 769 in Willow Valley Township to low bidder Ulland Brothers, Inc., of Cloquet, MN.
 - 2) **Paving Project on Rice Lake Dam Road (Rice Lake)**
Resolution awarding a paving project on Rice Lake Dam Road in Rice Lake to low bidder Ulland Brothers, Inc., of Cloquet, MN.

Finance & Budget Committee, Commissioner Nelson, Chair

1. **AEOA/Range Mental Health Center Site Acquisition Agreement (City of Virginia) [16-458]**
Resolution authorizing an agreement with the City of Virginia for the acquisition of property for the proposed AEOA/Range Mental Health Center joint facility.
2. **Public Works Joint Use Facility Land Purchase (City of Cook) [16-459]**
Resolution authorizing the purchase of property in the City of Cook for a planned Public Works joint facility.

Central Management & Intergovernmental Committee, Commissioner Jewell, Chair

1. **Reappointment to Cook-Orr Healthcare District Board of Directors [16-460]**
Resolution to re-appoint Don Potter to the Cook-Orr Healthcare District Board of Directors
2. **Appointment to Arrowhead Library System Board of Directors [16-461]**
Resolution to appoint John Schifsky to the Arrowhead Library System Board of Directors
3. **Social Media Policy [16-462]**
Resolution authorizing a county-wide policy to ensure social media resources are deployed and used in a professional, effective and respectful manner.

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:

October 25, 2016	St. Louis County Courthouse, Duluth, MN
November 1, 2016	Cotton Town Hall, 9087 Highway 53, Cotton, MN
November 8, 2016	St. Louis County Courthouse, Duluth, MN

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

COMMITTEE OF THE WHOLE ST. LOUIS COUNTY BOARD OF COMMISSIONERS

October 4, 2016

Location: St. Louis County Courthouse, Duluth, Minnesota

Present: Commissioners Boyle, Dahlberg, Stauber, Nelson, and Chair Raukar

Absent: Commissioners Jewell and Rukavina

Convened: Chair Raukar called the meeting to order at 10:25 a.m.

CONSENT AGENDA

Boyle/Nelson moved to approve the consent agenda. The motion passed. (5-0, Jewell, Rukavina absent)

- Minutes of September 27, 2016
- Repurchase of State Tax Forfeited Land – Ringsred, Rivet (Non-Homestead) [16-438]
- Utility Easement across State Tax-Forfeited Land to Lake Country Power (Cedar Valley and Unorganized Township 55-21) [16-439]
- State Contract Purchase of Field Service Truck Equipment Package [16-440]
- Agreement for St. Louis County Website Redesign Discovery Services [16-441]
- Reschedule Location for October 25, 2016 and November 1, 2016 County Board Meetings [16-442]
- Transfer of Information Specialist I from the Recorder's Office to the Assessor's Office [16-443]

Establishment of Public Hearings

Nelson/Stauber moved that the St. Louis County Board will convene a public hearing at 9:40 a.m. on Tuesday, November 8, 2016, St. Louis County Courthouse, Duluth, MN, to consider the adoption of the fee schedule for various county services for the year 2017. [16-444]. The motion passed. (5-0, Jewell, Rukavina absent)

Public Works & Transportation Committee

Stauber/Nelson moved to award a bid to Northland Constructors, of Duluth, MN, in the amount of \$1,210,038.00 for project CP 0025-275062 TST (Prime), Bridge Railing Transitions with W-Beam Guardrail, various locations throughout St. Louis County. [16-445]. St. Louis County Public Works Director Jim Foldesi said that all 39 locations are bridge locations that require custom work. The motion passed. (5-0, Jewell, Rukavina absent)

Stauber/Boyle moved to express approval and support for the development of United States Bicycle Route 41 and requests that the appropriate government officials take action to officially designate the route accordingly as soon as possible. [16-446]. Commissioners expressed concern regarding potential future taxpayer expenditures and asked that wording be included in the resolution addressing future expenditures. The motion passed without recommendation. (5-0, Jewell, Rukavina absent)

Stauber/Nelson moved to authorize the purchase of ten (10) 2017 Mack GU713 tandem trucks from Twin Cities Mack and Volvo Trucks of Roseville, MN, for a total cost of \$1,218,315.05. [16-447]. St. Louis County Public Works Director Jim Foldesi indicated that this purchase was possible due to 2015 budget savings and said that a fully equipped truck costs approximately \$227,000. Chair Raukar noted that St. Louis County was paying \$74,345.05 in state sales tax as a result of the purchase. The motion passed. (5-0, Jewell, Rukavina absent)

Stauber/Nelson moved to authorize the purchase and installation of ten (10) dump bodies with hydraulic systems and snow fighting equipment from Towmaster Inc. of Litchfield, MN, for \$1,057,156. [16-448]. The motion passed. (5-0, Jewell, Rukavina absent)

Finance & Budget Committee

Nelson/Boyle moved to authorize “Section VII. UNIFORM GUIDANCE PROCUREMENT POLICY APPLICABLE TO FEDERAL AWARDS” as an addendum to the 2015 St. Louis County Purchasing Rules and Regulations in compliance with the “Uniform Administrative Requirements for Federal Awards,” effective December 31, 2016. [16-449]. The motion passed. (5-0, Jewell, Rukavina absent)

Nelson/Raukar moved to authorize 2017 monthly premium rates for the self-funded employee and retiree health insurance as follows: Single Coverage \$801.86, Family Coverage \$1,862.33. The Board authorizes the appropriate county officials to make necessary adjustments to the premium collected consistent with collective bargaining agreements and compensation plans. The 2017 stop-loss rate payable to Blue Cross Blue Shield of Minnesota of \$8.84 per contract per month is approved. A 2017 per contract per month administrative service fee of \$35.61 payable to Blue Cross Blue Shield of Minnesota is approved. The 2017 monthly premium rate for the self-insured dental plan is approved, with a 2.0% increase, in the amount of \$38.41. The 2017 per contract per month administrative service fee of \$2.23 payable to Delta Dental Plan of Minnesota is approved. The Board authorizes the appropriate county officials to execute a contract for administrative services of the medical and dental plans for the time period covering January 1 – December 31, 2017 as set forth above. [16-450]. St. Louis County Human Resource Director Jim Gottschald discussed the premium changes and said the changes will help address fund balance issues. The motion passed. (5-0, Jewell, Rukavina absent)

Boyle/Raukar moved to approve the adoption of the Social Media Policy. [16-451]. St. Louis County Human Resource Director Jim Gottschald said the policy will give the county the ability to establish consistent guidelines as it relates to county use of social media. St. Louis County Communications Manager Dana Kazel indicated that communications are changing rapidly and there is an increase in the number of people using social media to get their news. Commissioner Nelson expressed concern that some of the policy wording needed clarification. After further discussion, the motion was withdrawn; St. Louis County Administration pulled the item from the agenda for further review.

COMMISSIONER DISCUSSION ITEMS AND REPORTS

Deputy Administrator Gary Eckenberg commended the HRA Board on their decision to make a \$250,000 contribution for the development of the Steve O’Neil apartments. Deputy Eckenberg said community support is growing and indicated that Fuse Duluth holds a monthly birthday celebration for the children at the Steve O’Neil apartments.

Commissioner Nelson recognized the work of Deputy Administrator Eckenberg who will be retiring at the end of October.

Commissioner Boyle said Veterans Service Director Sherry Rodriguez will be meeting with Veterans Journey Home this Friday to discuss the potential of creating veterans housing the Twin Ports area.

Commissioner Stauber said he would be attending an ATV trail opening event in Orr / Crane Lake area tomorrow at 11:00 a.m.

At 12:16 p.m., Nelson/Boyle moved to adjourn the Committee of the Whole meeting. The motion passed. (5-0, Jewell, Rukavina absent)

Steve Raukar, Chair of the County Board

Phil Chapman, Clerk of the County Board

BOARD LETTER NO. 16 - 452

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: October 11, 2016

RE: Request to Apply for HUD
Youth Homelessness
Demonstration Program

FROM: Kevin Z. Gray
County Administrator

Linnea Mirsch, Interim Director
Public Health & Human Services

RELATED DEPARTMENT GOAL:

Children will be born healthy, live a life free from abuse and neglect, and will have a permanent living arrangement. Adults will live in the least restrictive living arrangement that meets their health and safety needs.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Public Health and Human Services Department to apply for funding from the U.S. Department of Housing and Urban Development (HUD) for a Youth Homelessness Demonstration Program which will encompass a wide range of providers and programs within St. Louis County.

BACKGROUND:

On August 22, 2016, it was announced that HUD will select up to ten (10) communities nationwide to participate in a Youth Homelessness Demonstration Program to develop and execute a coordinated community approach to preventing and ending youth homelessness. Four of the ten selected communities will be rural communities. The Heading Home St. Louis County Leadership Council has expressed an interest in applying for these funds, which has an application due date of November 30, 2016. One requirement of the application is that applicant communities must include a youth advisory board, the local child welfare agency, and several other partners. The funding request will be for a two-year grant term that will be eligible for renewal under the federal Continuum of Care Program.

St. Louis County will be the applicant, requesting up to \$4 million based on population and poverty rates of youth within its target community. Life House, an organization for homeless and street youth in Duluth, MN, will be the Lead Agency, working under contract with St. Louis County and subcontracting work with other area providers. Activities will include development of a coordinated community plan, to be completed within six months of the award; administration of the Youth Homeless Demonstration Project; street outreach; further development of the current drop-in center; emergency shelter; family reunification; transitional housing; permanent supportive housing; employment training; educational training; mental health and substance abuse services; and food and basic needs support.

This is a two-year grant running from approximately April, 2017 to April, 2019, with a possible two year renewal from 2019 to 2021. The budget will include some administrative dollars coming to St. Louis County and Life House to help support the funding activities.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Public Health and Human Services Department to submit an application for funding to the U.S. Department of Housing and Urban Development for a Youth Homelessness Demonstration Program in an amount up to four million dollars (\$4,000,000) for the period 2017-2019.

Request to Apply for HUD Youth Homelessness Demonstration Program

BY COMMISSIONER _____

WHEREAS, It was announced that the U.S. Department of Housing and Urban Development (HUD) will select up to 10 communities to participate in a Youth Homelessness Demonstration Program to develop and execute a coordinated community approach to preventing and ending youth homelessness; and

WHEREAS, The Heading Home St. Louis County Leadership Council has expressed an interest in applying for these funds, which has an application deadline of November 30, 2016; and

WHEREAS, St. Louis County will be the applicant agency requesting up to \$4 million based on population and poverty rates of youth within its target community, with Life House, an organization for homeless and street youth in Duluth, MN, to be the Lead Agency working under contract with the county and subcontracting work with other area providers; and

WHEREAS, A number of activities will be proposed, including the development of a coordinated community plan, to be completed within six months of the award; and

WHEREAS, If awarded, the grant will run for two years from approximately April, 2017 to April, 2019, with a possible two year renewal from 2019 to 2021;

THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the Public Health and Human Services Department to submit an application for funding to the U.S. Department of Housing and Urban Development for a Youth Homelessness Demonstration Program in an amount up to four million dollars (\$4,000,000) for the period 2017-2019.

BOARD LETTER NO. 16 - 453

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

DATE: October 11, 2016 **RE:** Regional Landfill Phases 1 and
1A Closure Design, Bidding,
Construction Management and
Certification Services Contract

FROM: Kevin Z. Gray
County Administrator

Mark St. Lawrence, Director
Environmental Services

RELATED DEPARTMENT GOAL:

To pursue efficient and effective waste management programs to enhance services to residents and businesses.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Environmental Services Department to enter into an agreement with Northeast Technical Services (NTS) for engineering and contract and construction management support services for the closure of approximately 11 acres within Phases 1 and 1A at the Regional Landfill.

BACKGROUND:

The Environmental Services Department provides a comprehensive system of solid waste management for residents and businesses within its Solid Waste Management Area (SWMA) through a network of solid waste transfer facilities and the Regional Landfill. The Landfill is located east of Virginia, MN and is the primary disposal facility for mixed municipal solid waste generated in the SWMA. Approximately 11 acres within Phases 1 and 1A have been filled to permitted capacity. The Department plans to close this area of the landfill in 2017 requiring engineering assistance through a private contractor

On August 15, 2015, Department staff informed the Solid Waste Subcommittee (SWSC) of its intention to proceed with the closure of this area. To accomplish this, the Department requested that NTS develop and submit an estimate for closure design, bidding assistance, construction management and certification services. NTS submitted a proposal for Phases 1 and 1A engineering services.

The Department recommends contracting with NTS for the following reasons:

1. The NTS proposal is consistent with previous Phase construction and closure contracts. The most recent includes the construction of Phase 6 in 2012.
2. Since 1999, the Department has contracted with NTS for various Regional Landfill environmental engineering and monitoring services.
3. NTS is familiar with the Regional Landfill and has provided valuable assistance in problem solving and ongoing successful facility operations.
4. NTS is a local firm, knowledgeable of local factors and issues. There are cost savings associated with working with a local firm that minimize travel costs and focus on shorter but more frequent (and timely) interactions and inspections.

On August 24, 2016, NTS submitted the following costs for the proposed work:

Bidding Administration	\$ 6,231
Preparation of Plans and Specifications	\$ 21,880
Construction Oversight and Management Services	\$ 75,692
MPCA Acceptance of Construction Certification Documentation	\$ <u>12,444</u>
TOTAL	\$116,247

These project costs compare favorably to past engineering services contracts for similar landfill construction activities.

RECOMMENDATION

It is recommended that the St. Louis County Board authorize the appropriate county officials to enter into a contract with Northeast Technical Services, Inc. for closure design, bidding assistance, construction management and certification services for the closure of approximately 11 acres within Phases 1 and 1A closure of the Regional Landfill at a cost of \$116,247 payable from Fund 600, Agency 607001 (Landfill).

Regional Landfill Phases 1 and 1A Closure Design, Bidding, Construction Management and Certification Services Contract

BY COMMISSIONER _____

WHEREAS, St. Louis County is committed to providing comprehensive waste management services including land disposal to its residents; and

WHEREAS, St. Louis County continues to develop its Regional Landfill in Virginia in accordance with Minnesota Pollution Control Agency permit requirements including the systematic closure of areas within the landfill that have been filled to permitted capacity; and

WHEREAS, Approximately 11 acres within Phases 1 and 1A have been filled to permitted capacity; and

WHEREAS, The county requires the assistance of an engineer to provide Regional Landfill closure design, bidding assistance, construction management and certification services; and

WHEREAS, St. Louis County requested that Northeast Technical Services Inc., provide a proposal for engineering and related services for the closure of approximately 11 acres within Phases 1 and 1A; and

WHEREAS, Northeast Technical Services, Inc., is qualified and duly registered to provide such engineering services; and

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to enter into an agreement with Northeast Technical Services, Inc. to provide design, bidding, construction management and certification services for closure of approximately 11 acres within Phases 1 and 1A at the Regional Landfill at a cost not to exceed \$116,247, payable from Fund 600, Agency 607001(Landfill).

BOARD LETTER NO. 16 – 454

PUBLIC WORKS & TRANSPORTATION COMMITTEE
CONSENT NO. 3

BOARD AGENDA NO.

DATE: October 11, 2016 **RE:** Acquisition of Right of Way –
Reclaim Overlay, Culvert
Replacement and Sidewalk
Construction on CR 284/
Ugstad Road (Proctor)

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 asked to authorize the Public Works Director to proceed with the right of way acquisition and to authorize the County Auditor to grant permanent highway easements across tax forfeited lands, and temporary construction easements for County Project CP 0284-157146.

BACKGROUND:

The Public Works Department plans to construct a new sidewalk along the east side of County Road (CR) 284/Ugstad Road, replace culverts, and reclaim and overlay the entire segment. The proposed sidewalk would begin at the south end of the Proctor High School property and proceed northward to an end point at 4th Street. The total length of the sidewalk project would be approximately 1,250 feet or 0.24 miles, with the entire project approximately 1.6 miles.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Public Works Department to acquire the right of way necessary for County Project CP 0284-157146 and authorize the County Auditor to grant permanent highway easements across tax forfeited lands and temporary construction easements for the project.

Acquisition of Right of Way – Reclaim Overlay, Culvert Replacement and Sidewalk Construction on CR 284/Ugstad Road (Proctor)

BY COMMISSIONER _____

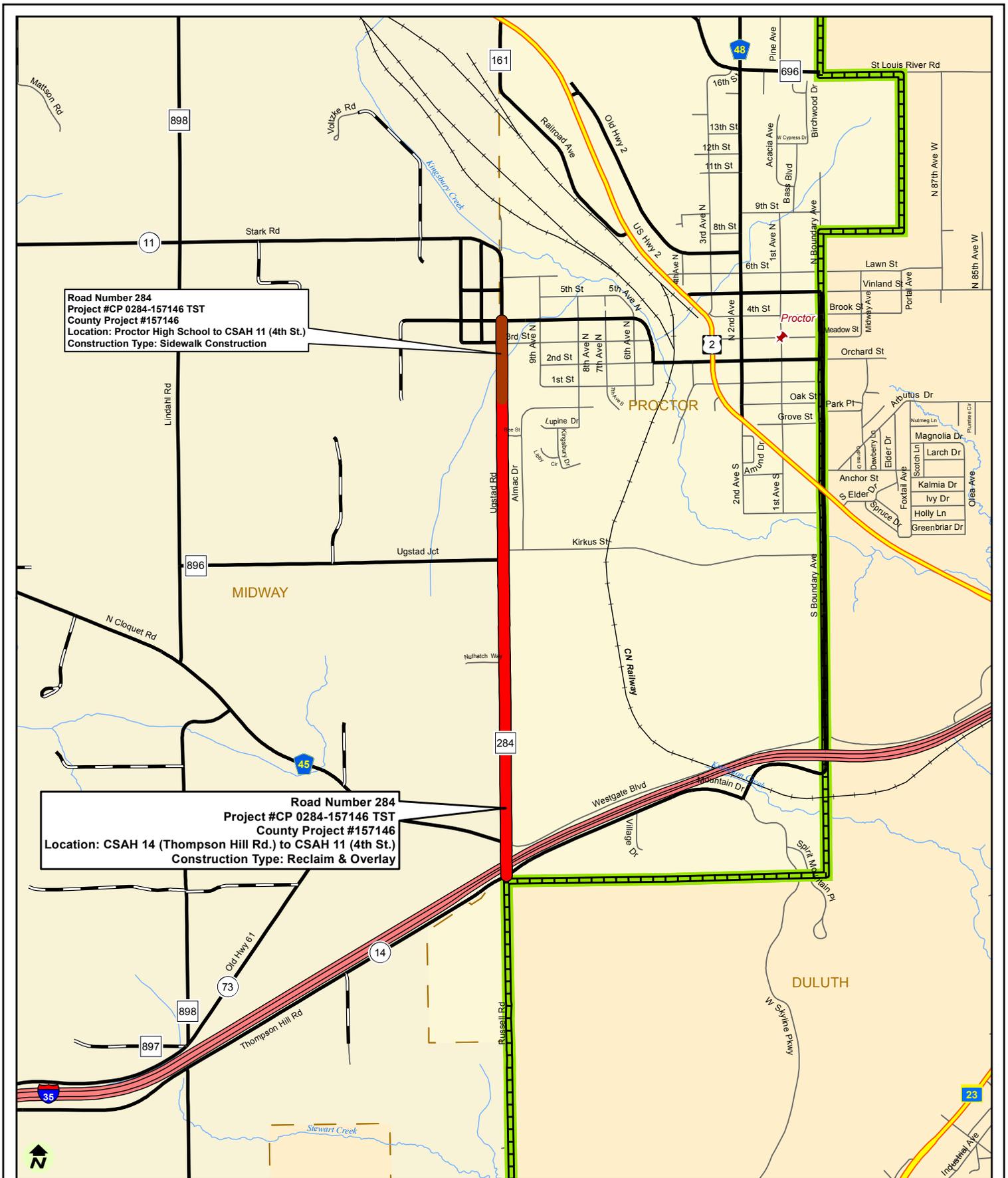
WHEREAS, The St. Louis County Public Works Department plans to construct a sidewalk along the east side of County Road 284/Ugstad Road, replace culverts, and reclaim and overlay the entire segment (County Project CP 0284-157146); and

WHEREAS, The proposed sidewalk will begin at the south end of the Proctor High School property and proceed northward to an end point at 4th Street, for a total length of approximately 1,250 feet or 0.24 miles, with the entire project approximately 1.6 miles; and

WHEREAS, In addition to the existing road right of way, temporary easements are required for this construction;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Works Director to proceed with the acquisition of the necessary lands and temporary easements for County Project CP 0284-157146;

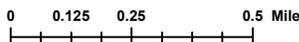
RESOLVED FURTHER, That pursuant to Minn. Stat. § 282.04, Subd. 4, the St. Louis County Board authorizes the County Auditor to grant highway easements across tax forfeited lands for the necessary permanent highway easements and temporary construction easements for the project.



Road Number 284
 Project #CP 0284-157146 TST
 County Project #157146
 Location: Proctor High School to CSAH 11 (4th St.)
 Construction Type: Sidewalk Construction

Road Number 284
 Project #CP 0284-157146 TST
 County Project #157146
 Location: CSAH 14 (Thompson Hill Rd.) to CSAH 11 (4th St.)
 Construction Type: Reclaim & Overlay

St. Louis County 2017 Road & Bridge Construction



Map Components	
2017 Road & Bridge Construction	
Sidewalk Construction	County Road - Paved
Reclaim & Overlay	County 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. 16 - 463

PUBLIC WORKS & TRANSPORTATION COMMITTEE
CONSENT NO. 4

BOARD AGENDA NO.

DATE: October 11, 2016 **RE:** Award of Bid – Lubricating Oils,
Greases, Coolants and Fluids

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 an agreement with Industrial Lubricant Company of Grand Rapids, MN, for the purchase of lubricating oils, greases, coolants and fluids for a one year period with the option to extend for two additional one year periods upon mutual agreement of both parties.

BACKGROUND:

The Public Works Department budgets for the purchase of lubricating oils, greases, coolants and fluids. These commodities are required to provide proper maintenance of the fleet. The Purchasing Division issued a Request for Bids through DemandStar and proposals were received as follows:

Industrial Lubricant Company	Grand Rapids, MN	\$135,681.36
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Another bid was received but it was rejected due to it being a conditional bid. The bid from Industrial Lubricant Company, the low responsible bidder, is within the budgeted amount for lubricating oils, greases, coolants and fluids.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an agreement with Industrial Lubricant Company, Grand Rapids, MN, for the purchase of lubricating oils, greases, coolant and fluids in the amount estimated at \$135,681.36 for a one year period, with the option to extend for two additional one year periods upon mutual agreement of both parties, payable from Fund 200, Agency 207001, Object 653500.

Award of Bid – Lubricating Oils, Greases, Coolants and Fluids

BY COMMISSIONER _____

WHEREAS, The Public Works Department budgets for the purchase of lubricating oils, greases, coolants and fluids, and the Purchasing Division issued a Request for Bids for this purchase; and

WHEREAS, Industrial Lubricant Company of Grand Rapids, MN, submitted the low bid meeting specifications to supply lubricating oils, greases, coolants and fluids in the amount of \$135,681.36;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the appropriate county officials to enter into an agreement for one year with Industrial Lubricant Company of Grand Rapids, MN, for the purchase of lubricating oils, greases, coolants and fluids in the amount estimated at \$135,681.36 annually, with the option to extend for two additional one year periods upon mutual agreement of both parties, payable from Fund 200, Agency 207001, Object 653500.

Toward Zero Deaths Agreement with the City of Duluth

BY COMMISSIONER _____

WHEREAS, The City of Duluth has been awarded the 2017 Toward Zero Deaths grant; and

WHEREAS, The grant is intended for participation by several governmental units, including St. Louis County;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes an agreement with the City of Duluth to participate in the 2017 Toward Zero Deaths grant program in the amount of \$43,177, to be accounted for as follows:

\$37,647 Fund 100, Agency 129999, Grant 12902, Year 2017
\$ 2,200 Fund 100, Agency 129999, Grant 12922, Year 2017
\$ 3,330 Fund 100, Agency 129999, Grant 12951, Year 2017

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

BOARD LETTER NO. 16 - 456

HEALTH & HUMAN SERVICES COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: October 11, 2016

FROM: Kevin Z. Gray
County Administrator

Linnea Mirsch, Interim Director
Public Health & Human Services

James R. Gottschald, Director
Human Resources

RE: Authorization for 2.0 FTE Social
Workers and Associated
Funding through 6th
Judicial District SAMHSA Grant
Award

RELATED DEPARTMENT GOAL:

Children will be born healthy, live a life free from abuse and neglect, and will have a permanent living arrangement. Parents will be emotionally and financially able to provide for their children. Adults will live in the least restrictive living arrangement that meets their health and safety needs.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Public Health and Human Services Department (PHHS) to hire two Social Workers which will be funded from the Substance Abuse and Mental Health Services Administration (SAMHSA) grant received by the Minnesota Sixth Judicial District for a three-year grant period.

BACKGROUND:

On March 25, 2016, Commissioners received Board Memo 16-20 regarding the Sixth District Treatment Courts (SDTC) application to receive a grant under the SAMHSA, Center for Substance Abuse Treatment for Treatment Drug Courts. Since that time, the SDTC has been awarded the grant, which officially began on October 1, 2016 with services to begin February, 2017. The grant application was designed to address limited access to timely services in response to the current opioid crisis through a broadened range of treatment services to participants identifying as opioid users and to participants who present with co-occurring substance use and mental disorders. The project will serve an estimated 100 participants each year over three years by providing opioid stabilization services, clinical case management services, and referral to testing and education for HIV/HCV.

St. Louis County is one of four counties in the Sixth Judicial District. PHHS has been asked to participate by providing clinical case management in the form of two (2.0) FTE Targeted Case Management Social Workers. Costs are to be covered by the grant, budgeted at \$75,000 a year for each case manager. These case managers will liaise

with any services deemed necessary to assist the participants and will help individuals in identifying their goals and strengths. The four service components are assessment, planning, referral and linkage, and monitoring and coordination.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Public Health and Human Services Department to hire two Social Workers to support the Sixth Judicial District and work as part of the Opioid and Clinical Case Management Initiative. The positions will be funded in the amount of \$75,000 for each position for a total of \$150,000 per year for three years (2016-2018) from the SAMHSA Grant. These positions will be designated with a G to manage the FTEs and ensure that they end when the grant funding ends.

Budget reference Code: 230-232006-610100
230-232006-633100
230-232006-584212

**Authorization for 2.0 FTE Social Workers and Associated Funding
through 6th Judicial District SAMHSA Grant Award**

BY COMMISSIONER _____

WHEREAS, The Sixth District Treatment Courts applied for and received a grant under the Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment for Treatment Drug Courts; and

WHEREAS, The project will serve an estimated 100 participants each year over three years by providing opioid stabilization services, clinical case management services, and referral to testing and education for HIV/HCV; and

WHEREAS, The Public Health and Human Service Department has been asked to participate in programming by providing clinical case management in the form of two (2) FTE Targeted Case Management Social Workers; and

WHEREAS, The Human Resources Department reviewed the assigned duties and agreed that the Social Worker classification is appropriate; and

WHEREAS, Costs will be covered by the grant, budgeted at \$75,000 for each case manager for a total of \$150,000 per year for three years from the SAMHSA Grant;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Health and Human Services Department to hire two (2.0) FTE Social Workers to support the Sixth Judicial District and work as part of the Opioid and Clinical Case Management Initiative;

RESOLVED FURTHER, That the positions will be funded from the Substance Abuse and Mental Health Services Administration grant in the amount of \$75,000 for each position for a total of \$150,000 per year for three years (2016-2018). These positions will end when the grant funding ends.

Budget reference Code: 230-232006-610100
230-232006-633100
230-232006-584212

BOARD LETTER NO. 16 – 457

PUBLIC WORKS & TRANSPORTATION COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: October 11, 2016 **RE:** Award of Bids: Bridge Replacement on CR 769 (Willow Valley Township) and Paving Project on Rice Lake Dam Road (Rice Lake)

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 award of a bridge replacement project on CR 769 in Willow Valley Township and a paving and grading project on Rice Lake Dam Road (Rice Lake).

BACKGROUND:

County staff is authorized under Resolution No. 88-381, dated May 24, 1988, to call for bids on projects which are already included in the budget document. Bids were requested for:

- Bridge project on CR 769 in Willow Valley Township, funded with St. Louis County Transportation Sales Tax funds;
- Bituminous paving and grading project on Rice Lake Dam Road in the city of Rice Lake, funded with State Park Road Account funds.

A call for bids was received by the St. Louis County Public Works Department on October 6, 2016, for the projects in accordance with the plans and specifications on file in the office of the County Highway Engineer:

- 1. Project:** CP 0769-229625 TST
Location: On CR 769 between CSAH 74 and the dead end, Length 0.07 mile
Traffic: N.A.

PQI: N.A.
Construction: Approach Grading and Bridge No. 69K39
(County Bridge 709)
Funding: Fund 446, Agency 446002, Object 652806
Anticipated Start Date: January 2, 2017
Anticipated Completion Date: July 21, 2017
Engineer's Estimate: \$392,594.85

BIDS:

Ulland Brothers, Inc., Cloquet, MN	\$372,900.00 (-\$19,694.85, -5.02%)
KGM Contractors, Inc., Angora, MN	\$393,051.35
Veit & Company, Inc., Rogers, MN	\$438,004.51
Northland Constructors, Duluth, MN	\$492,154.10

2. Project: CP 0000-215963, SAP 69-600-044

Location: Rice Lake Dam Road in the city of Rice Lake, length 0.90 mile (see attached map)
Traffic: 59
PQI: N.A.
Construction: Bituminous Paving and Grading
Funding: Fund 220, Agency 220340, Object 652700
Anticipated Start Date: November 1, 2016
Anticipated Completion Date: June 30, 2017
Engineer's Estimate: \$613,654.50

BIDS:

Ulland Brothers, Inc., Cloquet, MN	\$493,306.60 (-\$120,347.90, -19.61%)
Northland Constructors, Duluth, MN	\$516,989.65
KGM Contractors, Inc., Angora, MN	\$517,664.84
Veit & Company, Inc., Duluth, MN	\$598,963.40
George Bougalis and Sons, Co. Hibbing, MN	\$618,867.80
Casper Construction, Inc. Grand Rapids, MN	Unresponsive Bid

RECOMMENDATION:

It is recommended that the St. Louis County Board award the above listed projects as follows:

CP 0769-229625 TST to low bidder Ulland Brothers, Inc. of Cloquet, MN, in the amount of \$372,900, payable from Fund 446, Agency 446002, Object 652806 Transportation Sale Tax Funds;

CP 0000-215963, SAP 69-600-044 to Ulland Brothers, Inc. of Cloquet in the amount of \$493,306.60, payable from Fund 220, Agency 220340, Object 652700 State Park Road Account Funds

Award of Bids: Bridge Replacement on CR 769 (Willow Valley Township)

BY COMMISSIONER _____

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

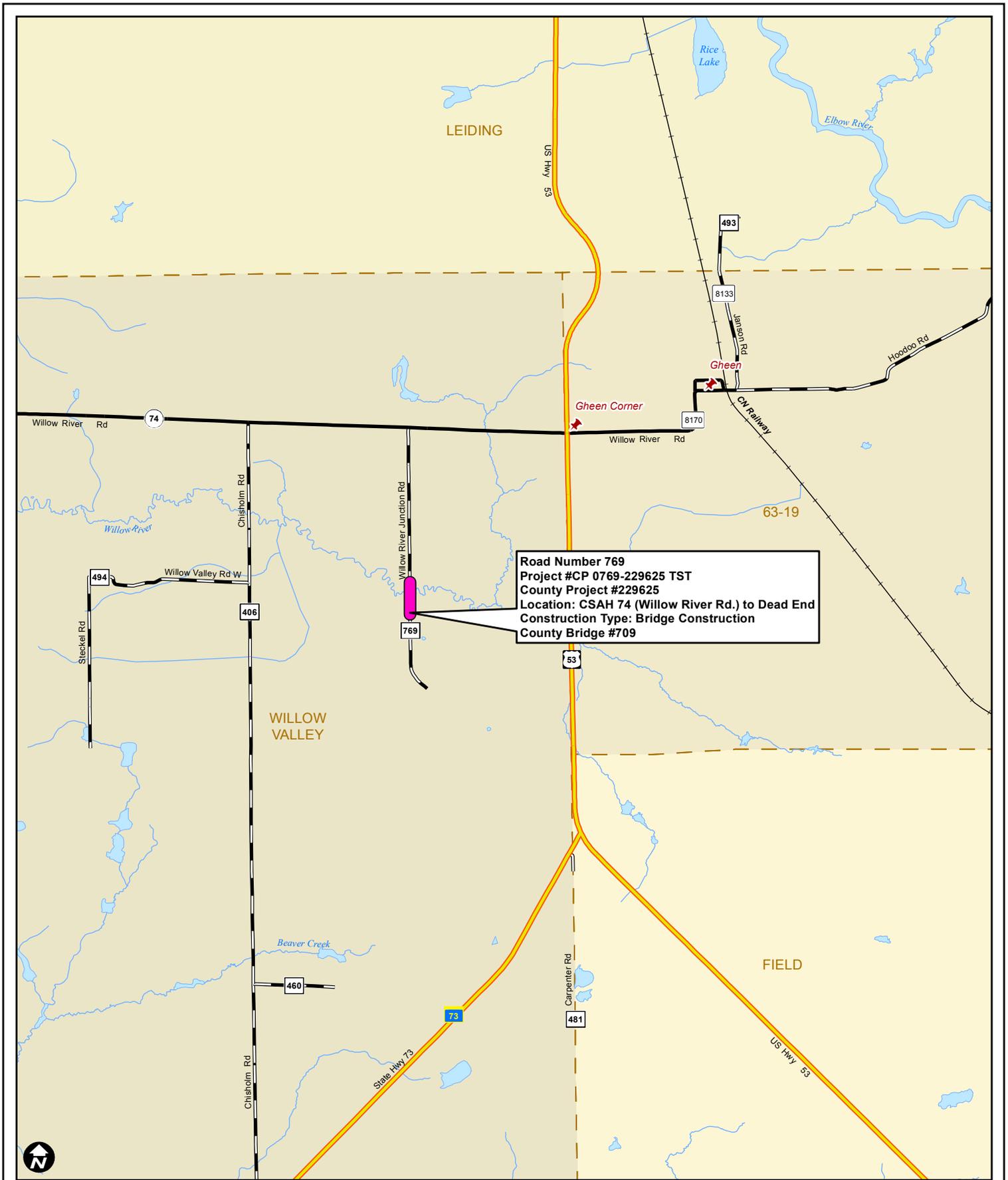
CP 0769-229625 TST, Bridge 69K39 (County Bridge 709) and approach grading on CR 769 between CSAH 74 and the dead end; and

WHEREAS, Bids were opened in the Richard H. Hansen Transportation & Public Works Complex, Duluth, MN, on October 6, 2016, and the low responsible bid determined;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the award on the above project to the low bidder:

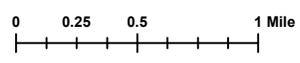
<u>LOW BIDDER</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
Ulland Brothers, Inc.	PO Box 340 Cloquet, MN 55720	\$372,900.00

RESOLVED FURTHER, That the appropriate county officials are authorized to approve the Contractor's Performance Bonds and to execute the bonds and contract for the above listed project, payable from Fund 446, Agency 446002, Object 652806.



Road Number 769
 Project #CP 0769-229625 TST
 County Project #229625
 Location: CSAH 74 (Willow River Rd.) to Dead End
 Construction Type: Bridge Construction
 County Bridge #709

St. Louis County 2017 Road & Bridge Construction



Map Components	
2017 Road & Bridge Construction	County/Unorg. Twp. Road - Paved
Bridge Construction	Township Boundary
Interstate Highway	City/Town
U.S./State Highway	Lake
Local Road/City Street	River/Stream
Railroad	Commissioner District

Award of Bids: Paving Project on Rice Lake Dam Road (Rice Lake)

BY COMMISSIONER _____

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

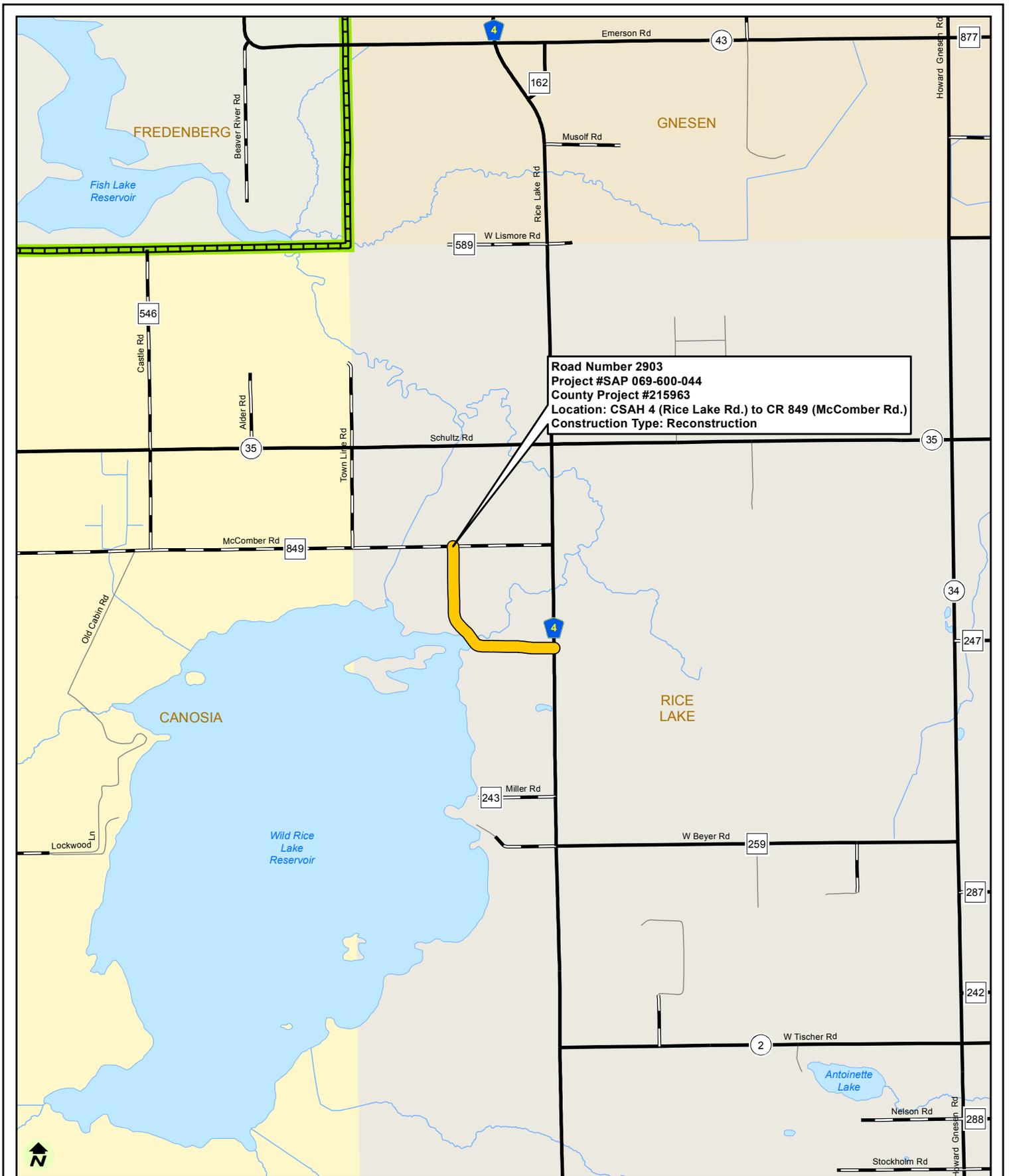
CP 0000-215963, SAP 69-600-044, Rice Lake Dam Road in the City of Rice Lake; and

WHEREAS, Bids were opened in the Richard H. Hansen Transportation & Public Works Complex, Duluth, MN, on October 6, 2016, and the low responsible bid determined;

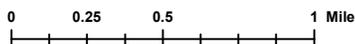
THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the award on the above project to the low bidder:

<u>LOW BIDDER</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
Ulland Brothers, Inc.	PO Box 340 Cloquet, MN 55720	\$493,306.60

RESOLVED FURTHER, That the appropriate county officials are authorized to approve the Contractor's Performance Bonds and to execute the bonds and contract for the above listed project, payable from Fund 220, Agency 220340, Object 652700.



St. Louis County 2015 Road & Bridge Construction



Map Components

2015 Road & Bridge Construction

- Reconstruction
- Interstate Highway
- U.S./State Highway

- County Road - Paved
- County Road - Gravel
- Railroad
- Commissioner District

- Township Boundary
- City/Town
- Lake
- River/Stream

BOARD LETTER NO. 16 – 458

FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: October 11, 2016 **RE:** AEOA/Range Mental Health
Center Site Acquisition
Agreement (City of Virginia)

FROM: Kevin Z. Gray
County Administrator

Tony Mancuso, Director
Property Management

RELATED DEPARTMENT GOAL:

Provide safe, secure, efficient, and code compliant facilities and facility operations.
Administer capital improvement and facilities construction projects.

ACTION REQUESTED:

The St. Louis County Board is requested to approve a site acquisition agreement with the City of Virginia for the future Arrowhead Economic Opportunity Agency (AEOA)/Range Mental Health Center (RMHC) facility.

BACKGROUND:

The St. Louis County Board adopted Resolution No. 13-515 on August 6, 2013, supporting the AEOA/RMHC 2014 Capital Appropriation Request for the construction of a new joint facility. Further, County Board Resolution No. 15-393 dated June 23, 2015, accepted \$3,000,000 in State of Minnesota General Obligation Bond funds for the predesign/design/site acquisition/site improvements of the proposed facility. Of the \$3,000,000, \$1,800,000 was designated for predesign/design and the remaining \$1,200,000 for land acquisition and site work.

St. Louis County has secured the services of LHB of Duluth, MN, for architectural and engineering. LHB is currently in the process of completing the predesign work as required by the State of Minnesota. LHB has determined that a site of approximately 5 to 6 acres is required to accommodate the new building, associated parking and all storm water management improvements.

Site selection is a requirement for completion and submittal of the predesign document. Property Management has completed the investigation of seven sites in Virginia that meet the basic design criteria, four of the sites were privately held with costs up to \$1,650,000. The City of Virginia proposed the recommended site being of ample size, located on an all season road, with utilities close at hand.

The city desires to enter into an agreement to hold the property for the county until such time that the legislature approves bond funding and the AEOA/RMHC entities identify required matching funding source of approximately \$13,000,000 (total project cost estimate is \$28,000,000). At that time, the project would be deemed as “shovel ready” and the city would then approve a final sale of the site.

The city has offered to hold the property for four (4) calendar years from the date of execution of an agreement, with an annual holding cost of \$7,500 (a maximum of \$30,000 if the process goes full term) with those proceeds applied to the purchase price of \$150,000. The holding costs would be non-refundable if the project does not proceed. County staff is in agreement with this offer and desires to complete the property acquisition portion of the predesign site selection report. The city-owned parcel description and site map are attached.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a site acquisition agreement with the City of Virginia, MN, for the AEOA/RMHC facility project, payable from Fund 400, Agency 400040. This expense will be eligible for reimbursement from the 2014 State of Minnesota Capital Appropriation.

AEOA/Range Mental Health Center Site Acquisition Agreement (Virginia)

BY COMMISSIONER _____

WHEREAS, The St. Louis County Board passed resolutions of support and acceptance of State of Minnesota General Obligation Bond funds for the construction of a new joint facility for the Arrowhead Economic Opportunity Agency/Range Mental Health Center in Virginia, MN; and

WHEREAS, Site selection is an integral part of the State of Minnesota predesign process; and

WHEREAS, The St. Louis County Property Management Department has evaluated seven (7) sites that conform to project requirements with one site owned by the City of Virginia emerging as the preferred site for the facility; and

WHEREAS, The City of Virginia has offered to sell the preferred site to the county for \$150,000 and to hold the property for a maximum of four (4) years at a fee of \$7,500 per year, with holding fees to be applied to the purchase price;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the appropriate county officials to enter into a site acquisition agreement with the City of Virginia, MN for parcels described in County Board File No. _____ with provisions included for the city to hold the property for the county's future purchase for a maximum of four (4) years from the date of the executed agreement at a fee of \$7,500 per year up to a maximum of \$30,000 which shall be applied to the full purchase price of \$150,000 if the building project secures funding to completion;

RESOLVED FURTHER, The holding fees are non-refundable in the event that project funding is not available within the stipulated timeframe;

RESOLVED FURTHER, That holding fee expenses are payable from Fund 400, Agency 400040, and are eligible for reimbursement from the 2014 State of Minnesota Capital Appropriation.

Legal Description and Parcel Codes of City of Virginia Property:

That part of the NE ¼ of the NW 1/4, Section 8, Township 58 North, Range 17 West of the Fourth Principal Meridian, according to the United States Government Survey thereof (including Lots 9, 10, and 11, Block 71 and Lot 1, Block 74, all in FIRST ADDITION TO VIRGINIA according to the recorded plat thereof) which lies North and East of 2nd Avenue North (Formally State Hwy No. 135) as the same is currently located.

Parcel Codes: 090-0180-00490, 090-0020-00180, 090-0020-00550.

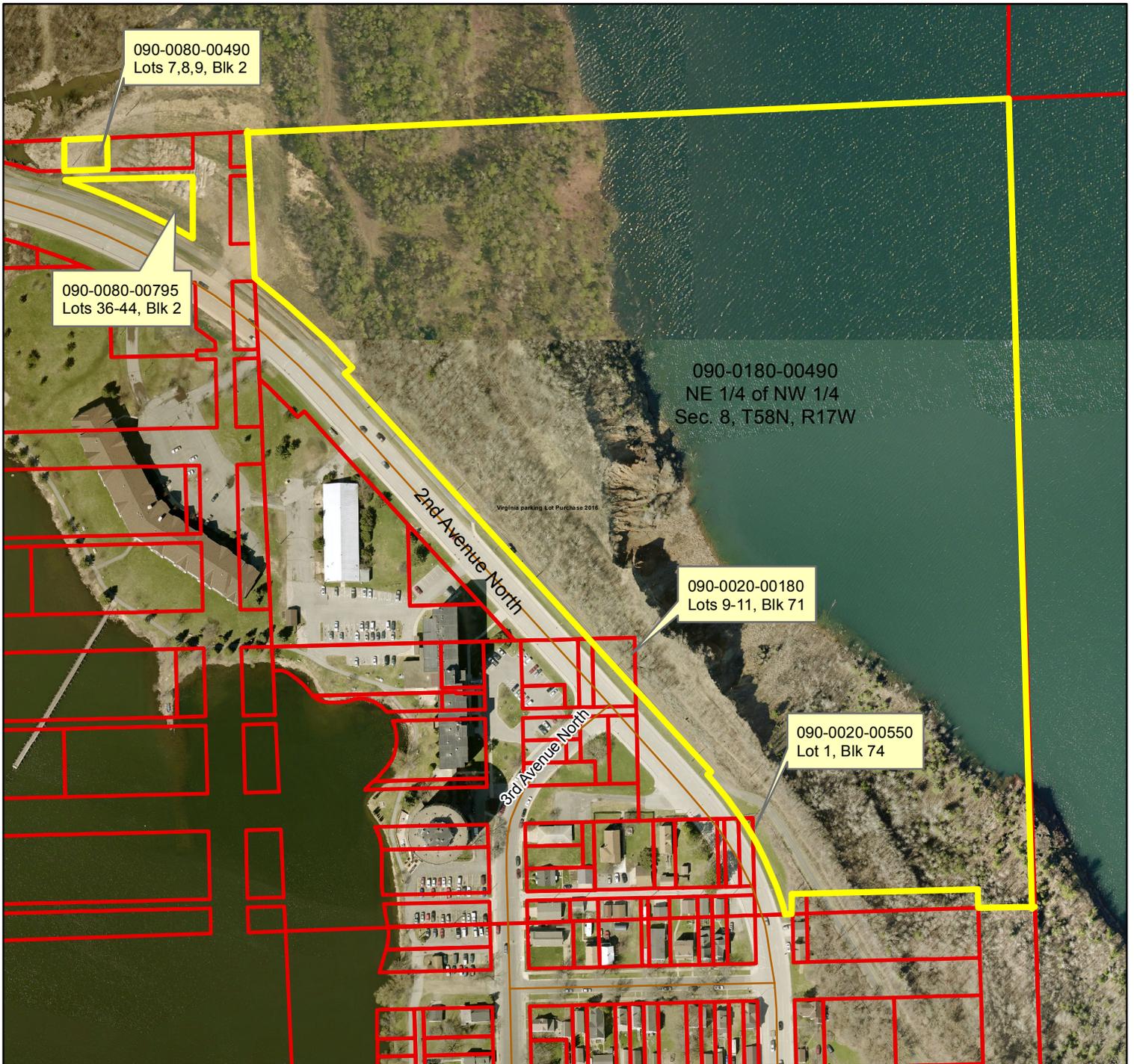
Lots 7, 8, and 9, Block 2, GREAT NORTHERN ADDITION TO VIRGINIA. Parcel Code: Part of Parcel 090-0080-00490.

That portion of Lots 36 through 44, inclusive, Block 2, GREAT NORTHERN ADDITION TO VIRGINIA lying northerly of the northerly line of 2nd Avenue North (Formally State Hwy No. 135) now located and constructed through said Block 2.

Parcel Code: 090-0080-00795.

Proposed AEOA / RMHC Office Building Site

Property Location: 2nd Avenue North, Virginia, MN



Legal Description and Parcel Codes of City of Virginia Property:

That part of the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$, Section 8, Township 58 North, Range 17 West of the Fourth Principal Meridian, according to the United States Government Survey thereof (including Lots 9, 10, and 11, Block 71 and Lot 1, Block 74, all in FIRST ADDITION TO VIRGINIA according to the recorded plat thereof) which lies North and East of 2nd Avenue North (Formally State Hwy No. 135) as the same is currently located.

Parcel Codes: 090-0180-00490, 090-0020-00180, 090-0020-00550.

Lots 7, 8, and 9, Block 2, GREAT NORTHERN ADDITION TO VIRGINIA. Parcel Code: Part of Parcel 090-0080-00490.

That portion of Lots 36 through 44, inclusive, Block 2, GREAT NORTHERN ADDITION TO VIRGINIA lying northerly of the northerly line of 2nd Avenue North (Formally State Hwy No. 135) now located and constructed through said Block 2.

Parcel Code: 090-0080-00795.

BOARD LETTER NO. 16 – 459

FINANCE & BUDGET COMMITTEE NO. 2

BOARD AGENDA NO.

DATE: October 11, 2016 **RE:** Public Works Joint Use Facility
Land Purchase (City of Cook)

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

Tony Mancuso, Director
Property Management

RELATED DEPARTMENT GOALS:

To administer capital improvement and facilities construction projects, to perform building maintenance, to bring facilities up to current building and life safety codes, to extend life cycle of facilities, and to increase building operational efficiency.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the purchase of property from the City of Cook, MN, in an amount of \$200,000, for the purpose of constructing a new Public Works maintenance facility.

BACKGROUND:

The Public Works Department completed a District 4 operations study in 2014 to optimize the delivery of services, road maintenance, snow plowing, and increase overall operational efficiency to reduce expenditures. The Department also completed a facilities condition/asset management program to determine the viability of existing facilities. These studies concluded that services for the western portion of District 4 should be consolidated into one building near the city of Cook and that none of the existing buildings or sites were viable for reuse. This information was presented to the County Board at a Board Workshop on January 19, 2016 and the decision was made to seek property and begin the process of constructing a new facility.

The Minnesota Department of Transportation (MnDOT), St. Louis County Land & Minerals Department and other county departments were contacted for potential interest in a joint use facility. MnDOT has a facility in Cook which is in poor condition and is on a priority list for replacement. MnDOT representatives have attended several meetings

and are interested in a partnership. The Land & Minerals Department and other county departments have also expressed interest in having a presence in a new facility.

County staff investigated potential properties of suitable size, location and available utilities and have determined that two adjacent sites with utilities and an existing office building totaling over 70 acres (60 acres owned by the City of Cook and 10 acres owned by a private business) is the appropriate site for a new Public Works joint use facility.

Negotiations with both the City of Cook and the private building owner have resulted in a recommended purchase price for the city's property. Negotiations with the private property owner are still in progress. Staff is recommending, and the City of Cook has agreed to, a purchase price of \$200,000 for their 60 plus acre property that has suitable buildable "high ground", located on two all season roads with utility improvements already on site.

The private land owner purchase request will be presented to the County Board at a later date. It is desired that the sale of both properties close simultaneously, as individually neither fulfill Public Works needs and requirements, but together meet the needs. This current request is for authorization to purchase a parcel of land from the City of Cook totaling approximately 60 acres for an amount of \$200,000. The legal description and site map of the parcels are attached.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the purchase of property in the amount of \$200,000 from the City of Cook, MN, for the construction of a joint public works facility. Funds are available from Fund 405, Agency 405069, Object 660100, transferred in from the Capital Project Fund 400, Agency 400023.

Public Works Joint Use Facility Land Purchase (City of Cook)

BY COMMISSIONER _____

WHEREAS, St. Louis County Public Works completed a District 4 operations study in 2014 to optimize the delivery of services, road maintenance, snow plowing, and increase overall operational efficiency to reduce expenditures; and

WHEREAS, These studies concluded that to consolidate services for this part of District 4, Cook would be the best site for a facility, and that none of the existing buildings or sites were viable for reuse; and

WHEREAS, The Minnesota Department of Transportation, St. Louis County Land & Minerals Department and other county departments were contacted and have all expressed interest in a joint use facility; and

WHEREAS, County staff investigated potential properties of suitable size, location, and available utilities and have determined that two adjacent sites totaling over 70 acres (60 acres owned by the City of Cook) with utilities and an existing office building (with 10 acres) as the recommended site for a new joint use facility; and

WHEREAS, Negotiations with the City of Cook have resulted in a recommended purchase price of \$200,000 for the city's 60 acre property;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to enter into a purchase agreement with the City of Cook for a 60 acre parcel, described in County Board File No. _____, in the amount of \$200,000, payable from Fund 405, Agency 405069, Object 660100, transferred in from the Capital Project Fund 400, Agency 400023;

RESOLVED FURTHER, That this sale shall be contingent upon the purchase of the adjoining property.

Schedule "A" Legal Description

1156986

Lot One (1) (NE 1/4 of NE 1/4), Lot Two (2) (SE 1/4 of NE 1/4) and the West Half of the Northeast Quarter (W 1/2 of NE 1/4), Section Thirteen (13), Township Sixty-two (62) North of Range Nineteen (19), West of the Fourth Principal Meridian, EXCEPTING Parcels 1 - 9 described as follows:

1. That part of Lot 1 and the Northwest Quarter of the Northeast Quarter lying North of a line running due West from the corner stake at the Southwest corner of Section 7, Township 62, Range 18 across Lot 1 and the Northwest Quarter of the Northeast Quarter.

2. All that part of Lot 2 or the Southeast Quarter of the Northeast Quarter, Section 13, Township 62, Range 19, lying and being South of the Little Fork River as it exists at the date hereof. Said tract of land being an irregular parcel bounded on the West, North and East by the Little Fork River and on the South by the North boundary line of Lot 3.

3. A parcel of land in the North fractional part of Lot 1, Section 13, Township 62, Range 19, described as follows: Beginning at the intersection of the North line of Edin Road with the Westerly right-of-way line of the Duluth, Winnipeg and Pacific Railway, said Point of Beginning distanced 315.7 ft. West and 33 ft. North of the Southwest corner of Section 7, Township 62, Range 18; thence West on the North line of the Edin Road 545 ft.; thence North at right angles 508.1 ft. to the Westerly right-of-way line of the Duluth, Winnipeg and Pacific Railway; thence in a Southeasterly direction along the Westerly line of said Duluth, Winnipeg and Pacific Railway 745 ft. to the Point of Beginning.

4. That part of Lots 1 and 2, described as follows: Commencing at the point where the center line of County Road No. 115 intersects with the East boundary of Lot 1, Section 13, Township 62, Range 19, which shall be designated as the Point of Beginning; proceed in a Westerly direction on a line parallel to the South boundary of Lot 1, a distance of 660 ft.; thence proceed on a line parallel to the East boundary line of Lot 1 and parallel to the East boundary line of Lot 2 to the Little Fork River as it exists at the date hereof, i.e., North shore of Little Fork River; thence proceed in a generally Easterly direction along the North shore of Little Fork River as it presently exists until said river intersects with the East boundary line of Lot 2; thence proceed North along the East boundary line of Lot 2 and along the East boundary line of Lot 1 to the Point of Beginning.

5. That part of Lot 2 described as follows: Commencing from point of intersection of the East right-of-way line of Minnesota State Highway No. 53 and the South quarter line of Government Lot 2 in Section 13, Township 62, Range 19; thence in a Northeasterly direction at an interval angle of 58 degrees 37.5', a distance of 210 ft.; thence in a Southeasterly direction at an internal angle of 90 degrees 00', a distance of 340.4 ft. to the point of intersection of the South quarter line of the said Government Lot 2; thence 400 ft. West along the South quarter line of said Government Lot 2 to the Point of Beginning.

6. That part of the Southwest Quarter of the Northeast Quarter of Section 13, Township 62 North, Range 19, West, lying South of U.S. Highway 53, described as follows: Commencing at a point on the North-South quarter line 905.89 ft. North of the center of Section 13; thence 803.57 ft. on the Southerly right-of-way of Highway 53 at an azimuth of 120 degrees 53'20" to the Point of Beginning; thence continuing on said azimuth of 120 degrees 53'20", a distance of 748.93 ft.; thence at an azimuth of 179 degrees 39'08", a distance of 100.53 ft. to the Southeast corner of the Southwest Quarter of the Northeast Quarter of Section 13; thence at an azimuth of 269 degrees 37'56" on the East-West quarter line, a distance of 937.08 ft.; thence at an azimuth of 30 degrees 53'20", a distance of 572.18 ft. to the Point of Beginning. Described parcel contains 6.00 acres.

7. That part of the Southwest Quarter of the Northeast Quarter of Section 13, Township 62 North, Range 19, West of the Fourth Principal Meridian, described as follows: Assuming the North-South quarter line of said Section 13 to bear North 00 degrees 39'20" East and from the center of said Section 13 being also the Southwest corner of said Southwest Quarter of the Northeast Quarter, run North 00 degrees 39'20" East along said North-South quarter line, a distance of 905.89 ft. to the Southerly right-of-way of State Highway No. 53; thence South 58 degrees 17'00" East along said Southerly right-of-way, a distance of 803.57 ft. to the Point of Beginning; thence South 31 degrees 43'00" West, a distance of 571.95 ft. to the South line of said Southwest Quarter of the Northeast Quarter, being also the East-West quarter line of said Section 13; thence North 89 degrees 32'24" West along said East-West quarter line, a distance of 327.25 ft.; thence North 00 degrees 39'20" East parallel with and 66.00 ft. from said North-South quarter line, a distance of 26.60 ft.; thence North 31 degrees 11'49" East, a distance of 719.00 ft. to said Southerly right-of-way; thence South 58 degrees 17'00" East along said Southerly right-of-way, a distance of 300.00 ft. to the Point of Beginning. Said parcel contains 4.50 acres.

Schedule "A" Legal Description

1156986

--continuation of Ehrbright/City of Cook legal description:

8. That part of Government Lot 2, Section 13, Township 62 North, Range 19, West, lying South of the center line of U.S. Highway 53, as located on November 6, 1998. The parcel contains approximately 0.2 acres.

9. Except that part of the Northwest Quarter of the Northeast Quarter commencing at a point which is the intersection of the South right-of-way of County Highway No. 115 and the East boundary line of Section 13, Township 62, Range 19, West; thence West 1,583 ft. along the South right-of-way of said County Highway No. 115; thence East along the South right-of-way of said County Highway No. 115, a distance of 67 ft. to the Point of Beginning; thence South and parallel with the East boundary line of Section 13, a distance of 968 ft.; thence West and parallel with the North boundary line of Section 13, a distance of 450 ft.; thence North and parallel with the East boundary line of Section 13, 991 ft., more or less, to the South right-of-way of County Highway No. 115; thence East along said highway right-of-way, a distance of 451 ft., more or less, to the Point of Beginning.

AND

350-10-2025 X Division

That part of the Southwest Quarter of the Northeast Quarter of Section 13, Township 62, Range 19, described as follows:

Assuming the North-South quarter line of said Section 13 to bear North 00 Degrees 39'20" East and from the center of said Section 13, being also the Southwest corner of said Southwest Quarter of the Northeast Quarter, run North 00 Degrees 39'20" East along the North-South quarter line, a distance of 905.89 ft. to the Southerly right-of-way of State Highway No. 53; thence South 58 Degrees 17'00" East along the Southerly right-of-way, a distance of 503.59 ft.; thence South 30 Degrees 22'25" West, a distance of 718.85 ft.; thence South 00 Degrees 39'20" West parallel with and 66.00 ft. from said North-South quarter line, a distance of 26.60 ft. to the South boundary line of Section 13; thence South 89 Degrees 37'54" West, a distance of 66 ft. to the Point of Beginning, being the center of Section 13 in the Southwest corner of the Southwest Quarter of the Northeast Quarter.

City of Cook Property Parcel 120-0060-00020
Located within the NE 1/4 of Section 13, T62N, R19W
Deeded Acres: 68.49 - Measured on GIS 66.57 Acres



Parcel 120-0060-00020
Owner: City of Cook
Outlined in Yellow

BOARD LETTER NO. 16 - 460

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: October 11, 2016 **RE:** Reappointment to Cook-Orr
Healthcare District Board of
Directors

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

To ensure the policy direction set by the St. Louis County Board of Commissioners is implemented in as effective and efficient manner as possible.

ACTION REQUESTED:

The St. Louis County Board is requested to reappoint Mr. Don Potter as a representative from unorganized townships located within the Cook Hospital Healthcare District to the Cook-Orr Healthcare District Board of Directors.

BACKGROUND:

The county has received a request from Teresa Debevec, Cook Hospital CEO, asking that Mr. Don Potter be reappointed to a vacancy which will occur on the Cook-Orr Healthcare District Board of Directors at the end of this year. Mr. Potter's reappointment will become effective at the end of his current term which expires on December 31, 2016.

Mr. Potter has expressed interest in continuing his service on the board, and he has been unanimously approved by the Cook-Orr Healthcare District Board of Directors for another term. However, since the St. Louis County Board acts as the Township Board for all unorganized townships, this appointment must be made by resolution of the County Board.

RECOMMENDATION:

It is recommended that the St. Louis County Board reappoint Don Potter to a three (3) year term on the Cook-Orr Healthcare District Board of Directors as a representative for the unorganized townships within the Cook Hospital healthcare district, beginning on January 1, 2017 and ending December 31, 2019.

Reappointment to Cook-Orr Healthcare District Board of Directors

BY COMMISSIONER _____

WHEREAS, St. Louis County has received a request from Teresa Debevec, Cook Hospital CEO, asking that Mr. Don Potter be reappointed to the Cook-Orr Healthcare District Board of Directors to represent unorganized townships in the Cook Hospital Healthcare District; and

WHEREAS, The St. Louis County Board acts as the Township Board for all unorganized townships;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board reappoints Mr. Don Potter to the Cook-Orr Healthcare District Board of Directors to represent unorganized townships in the Cook Hospital Healthcare District; for a three (3) year term beginning January 1, 2017 and ending December 31, 2019.



September 28, 2016

St. Louis County
Administrator's Office
Room 202
100 N 5th Ave W
Duluth, MN 55802

Re: Unorganized Township Representative for the Cook-Orr Healthcare District Board of Directors.

Under the authorizing legislation of our district, we have sought a qualified and interested citizen replacement for this position and Don Potter, 2370 Deerwood Lane, Cook, MN 55723, has agreed to fill the vacancy upon appointment by the Cook-Orr Healthcare District Board.

The Cook-Orr Healthcare District Board has unanimously re-approved Mr. Potter as one of the two representatives from the unorganized townships required by the Authorizing Legislation in the formation of the Cook-Orr Healthcare District.

Mr. Potter has done an excellent job in representing the unorganized Townships within our district and has agreed to serve another 3 year term. This term will begin 1/1/17 and expire 12/31/19.

Please note this at your next regular board meeting.

Thank you for acting on this matter in our regard.

A handwritten signature in blue ink that reads "Teresa Debevec, CEO". The signature is fluid and cursive.

Teresa Debevec, CEO
Cook Hospital

BOARD LETTER NO. 16 – 461

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE NO. 2

BOARD AGENDA NO.

DATE: October 11, 2016 **RE:** Appointment to Arrowhead
Library System Board of
Directors

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

To ensure the policy direction set by the St. Louis County Board of Commissioners is implemented in as effective and efficient manner as possible.

ACTION REQUESTED:

The St. Louis County Board is requested to appoint Mr. John Schifsky to the Arrowhead Library System Board of Directors.

BACKGROUND:

The county has received a request from Jim Weikum, Executive Director of the Arrowhead Library System Board of Directors, asking the St. Louis County Board to fill one position on the Board of Directors for a term expiring December 31, 2019. Patrick Layman, of Aurora, MN, is the current appointee. Mr. Layman has served the maximum number of terms allowed by statute and is not eligible for re-appointment.

John Schifsky of Duluth, MN has applied to serve on this board and is eligible to serve a three year term expiring December 31, 2019.

RECOMMENDATION:

It is recommended that the St. Louis County Board appoint John Schifsky of Duluth, MN, to a three (3) year term on the Arrowhead Library System Board of Directors, beginning on January 1, 2017 and ending December 31, 2019.

Appointment to Arrowhead Library System Board of Directors

BY COMMISSIONER _____

RESOLVED, The St. Louis County Board appoints John Schifsky of Duluth, MN, to the Arrowhead Library System Board of Directors for a three (3) year term beginning January 1, 2017 and ending December 31, 2019.



Arrowhead Library System

5528 Emerald Ave. • Mountain Iron, MN 55768-2069 • 218-741-3840 • www.alslib.info

GOVERNING BOARD

Marcia Anderson
Grand Rapids
Public Libraries

Steve Bean
Grand Rapids
Academic Libraries

Patricia Brandstaetter
Cloquet
Carlton County

Amanda Houle
Two Harbors
School Libraries

Dennis Jerome
Grand Rapids
Itasca County

Brad Jones
Two Harbors
Lake County

Virginia Katz
Duluth
St. Louis County

Patrick Layman
Aurora
St. Louis County

Marge McPeak
Tower
St. Louis County

Ron Norby
International Falls
Koochiching County

Ron Rudd
Baudette
Lake of the Woods County

Audrey Stattelman
Hovland
Cook County

Christopher Welter
Hermantown
Special Libraries

Routed to:

Comms.

Admin.

Board File

Other

August 15, 2016

Board of County Commissioners
St. Louis County Courthouse
100 N. 5th Ave. West, Rm 213
Duluth, MN 55802

Attn: Kevin Gray, Administrator's Office

Dear Mr. Gray:

This is to notify you that the current term of Patrick Layman, who represents St. Louis County on the Arrowhead Library System Governing Board, will expire December 31, 2016. Please send me at your earliest convenience, but no later than November 15, 2016, the name of your appointee for the January 1, 2017 to December 31, 2019 term.

Mr. Layman is not able to serve another three year term as he will have reached the maximum number of terms allowed by statute. If I can be of any assistance in your search process, or if you have questions about the duties of ALS Board members, please contact me.

Sincerely,

Jim Weikum
Executive Director

JW:mb

pc: Dennis Jerome, Patrick Layman

RECEIVED

AUG 18 2016

SLC ADMIN



Revised 1-2006
APP-CACCB

Application

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

RECEIVED

Return Application to:

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

SEP 06 2016

ST. LOUIS CO AUDITOR

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

OR e-mail at: chapmanp@stlouiscountymn.gov

Application For:

Arrowhead Library System Board of Directors

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

Applicant Name:

Schifsky John P

Mr. Mrs. Ms.

Last Name First Name Middle Initial

Home Address:

1838 Pine Park Rd

Street

Duluth

MN

55804

City

State

Zip

Telephone/Fax/
E-Mail:

218.525.9363

jschifsky@css.edu

Home

Work

Fax

E-mail Address

1. How long have you lived in St. Louis County?

47 years

2. List other community groups, boards, committees, or commissions for which you are, or have been a member?

Planning Commission - Duluth Township - 4 years and serving
North East Minnesota Book Awards - 2015
Minnesota Humanities Commission Book Awards

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

I am an Emeritus Professor at the College of St. Scholastica. I taught English and composition for 41 years and have been a life-long reader, using the Duluth Public Library, the UMD library, and the St. Scholastica library. I have also begun reviewing books for the Minneapolis Tribune. I am very interested in making sure libraries are well supported and available/open to the public.

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

Ph.D - English + Rhetoric - Univ of Iowa
Faculty member - College of St. Scholastica - English Dept. 1969-2010
Emeritus College volunteer - courses in regional settings - 20+ years
I keep up on some areas of contemporary fiction. Greater interest in history, and history of the area.

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

[Empty box for additional information]

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

Brad Snelling Periodicals Librarian College of St Scholastica, Duluth, MN 55811 723.6644
Sue Lawson Planning Director Duluth Township 1317 Shilhon Road Duluth, MN 55804 218. 590.3519

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

Signature: John V. Schifsky

Date 9/1/2016

THANK YOU!

Office Use Only

Date Received

Appointment Date

Date Entered

Term End Date

Commissioner District

Retention Date

Appointed: Yes No

Committee/Board/Commission:

BOARD LETTER NO. 16 - 462

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE NO. 3

BOARD AGENDA NO.

DATE: October 11, 2016 **RE:** Social Media Policy

FROM: Kevin Z. Gray
County Administrator

James R. Gottschald, Director
Human Resources

RELATED DEPARTMENT GOAL:

To ensure a strong county infrastructure through innovation, responsible stewardship of county resources, and cost-effective and efficient programs.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the proposed Social Media Policy.

BACKGROUND:

Social media forums have established themselves to be a fast and effective way to communicate information with target audiences. Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction and feedback. With the rapid growth and application of social media in county operations and information sharing, it is fundamental that a county-wide policy be developed to ensure that social media resources are deployed and used in a professional, effective and respectful manner.

Adoption of the proposed Social Media Policy will ensure consistency across departments for use of social media forums and establish responsibilities of the employees using social media in their work. It will also ensure that social media use complies with all federal and state laws as well as supports the mission and vision of St. Louis County.

During discussion of the proposed policy at the October 4th Committee of the Whole meeting, several Commissioners had questions. At that time, Administration removed the policy from consideration until these questions could be answered. The Human Resources Director has now discussed the policy with these Commissioners and feels it is now ready for inclusion in the October 11th Committee of the Whole Agenda.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the proposed Social Media Policy.

Social Media Policy

BY COMMISSIONER: _____

WHEREAS, St. Louis County desires to establish a positive and informative social media presence and ensure compliance with all federal and state laws with respect to social media uses.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the adoption of the Social Media Policy as contained in Board File No. _____.

St. Louis County Social Media Policy

Policy

It is the policy of St. Louis County ("County") to determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. Additionally, this policy provides guidance on best practices for personal use of social media sites.

Scope

This policy applies to all County employees, officials, appointed commission members, volunteers, consultants and contractors. Further, this policy applies to professional or personal use of any existing or proposed social media sites sponsored, established, registered or authorized by St. Louis County as well as personal social media use by County employees and its agents.

Definitions

Administrator: A County employee responsible for managing a County social media website.

Agents: County employees, officials, appointed commission members, volunteers, consultants, contractors or anyone who represents the county in an official capacity. Also may be referred to as representatives.

Social media: Internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media." Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

Protected Class: Protected class is a term that describes characteristics or factors that cannot be targeted for discrimination and harassment, which include: race, color, creed, religion, national origin, sex, marital status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law in all terms, conditions, and privileges of employment.

Responsibilities

Representatives have the responsibility to use social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing County and departmental policies. Stating, sharing or posting discriminatory comments that would have the effect of creating a hostile or abusive working environment based on a protected class status or that would impact the County's ability to serve the public in a non-discriminatory fashion is prohibited.

All individuals covered by this policy are expected to become familiar with it and comply with all of its provisions. Enforcement of this policy is a shared responsibility of all employees and agents.

New employees will receive a copy of this policy with their New Employee Orientation packet. Current employees will receive a copy of this policy via County-wide email. Supervisors will be asked to discuss the policy with their employees. Any violation of this policy may result in disciplinary action up to and including discharge.

Background

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information that is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the County's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the County's social media sites by its representatives.

St. Louis County wishes to establish a positive and informative social media presence. County representatives have the responsibility to use social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing County and departmental policies. This policy also provides guidelines and standards for County representatives regarding the use of social media for communication with residents, colleagues and all other followers.

Procedures

St. Louis County Social Media Use

Employees and other agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the County's Communications Manager in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the St. Louis County site and will be linked with the official County website www.stlouiscountymn.gov. No one may establish social media accounts or websites on behalf of the County unless authorized in accord with this policy. Third-party social media websites should not be the only place in which the public can view St. Louis County information. Any information posted to a third-party media website must also be provided in another publicly available format, such as the St. Louis County website.

Administration of all social media websites must comply with applicable laws, regulations, and policies as well as proper business etiquette. No employee or agent may administer any county social media account without express written approval from the Communications Manager or the County Administrator, and completion of any required training.

County social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to County employment relations matters.

No social media website may be used by any County employee or agent to disclose private or confidential information. No social media website should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact Human Resources.

When using social media sites as a representative of the County, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all County personnel and Computer Use policies
- Use only appropriate language
- Not provide or use private or confidential information as part of any content added to a site
- Not negatively comment on community partners or their services, or do so as part of any content added to a site
- Not provide information related to pending decisions that would compromise collective bargaining
- Be aware that content added to a site is subject to open records/right to know laws and discovery in legal cases
- Be mindful regarding the appropriateness of content
- Comply with any existing code of ethical behavior established by the County

Be aware that content will not only reflect on the writer, but also on St. Louis County as a whole, including elected officials and other County employees and agents. Make sure information is accurate and free of spelling and grammatical errors.

Social media forums which have a moderation of comments feature should be used over those that do not, whenever possible. Where moderation is available, comments from the public will be moderated by designated County staff with administrative rights before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by designated staff with administrative rights.

St. Louis County staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by County staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

Personal Social Media Use

St. Louis County respects employees' and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The County encourages employees and agents to exercise good judgement and common sense, and act in a prudent manner with regard to website and internet postings that reference St. Louis County, its employees, its agents, its operation or its property. Employees and agents and others affiliated with the County are not permitted to use a County brand, logo or other County identifiers on their personal sites, nor post information that purports to be the position of the County without prior authorization.

County employees and its agents are not permitted to use a county email address when registering, creating or posting on a social media account; nor to identify themselves as County representatives when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a St. Louis County employee, and posts a statement on a matter related to

County business, a disclaimer similar to the following must be used: “These are my own opinions and do not represent those of the County.”

Personal use of social media websites during business hours should be limited to break and lunch periods, and employees and agents must adhere to the guidelines outlined in the County’s Computer Use and the County’s Respectful Workplace policies. Employees and agents should also be familiar with the Data Ownership section of this policy (outlined below).

There may be times when personal use of social media (even if it is off-duty or using the employee’s own equipment) may impact the workplace and become the basis for employee coaching or discipline.

Examples of situations where this might occur include, but are not limited to:

- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact Human Resources
- Unlawful activities
- Misuse of County-owned social media
- Inappropriate use of the County’s name, logo or the employee’s position or title
- Using County-owned equipment or County-time for extensive personal social media use
- Dating, romance or break-ups between co-workers

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the Human Resources Advisor assigned to your Department.

Data Ownership

All social media communications or messages composed, sent, or received on County equipment in an official capacity are the property of St. Louis County and will be subject to the Minnesota Government Data Practices Act (“MGDPA”). This law classifies certain information as available to the public upon request. St. Louis County also maintains the sole property rights to any image, video or audio captured while an employee or agent is representing the County in any capacity.

The County retains the right to monitor social media use by employees and agents on County equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication. Any social media communications or messages composed, sent, accessed or received on County equipment for personal use may be subject to the MGDPA. Even if a matter is a public record, employees and agents may not repeat, disseminate, or share information that they learned in the course of their employment that they would otherwise have no reason to know. This applies to both County and personal social media communications.

Violations of the MGDPA may be prosecuted in accordance with Minnesota Statutes § 13.09 and can constitute just cause for termination of employment or other disciplinary or administrative sanction.

Policy Violations

Violations of the Policy may subject the employee or agent to disciplinary or administrative action up to and including discharge from employment.

Social Media Policy

RESOLUTION NO. 16-xxx

MM DD, 2016