

AGENDA

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



Tuesday, September 11, 2012, 9:30 A.M.

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

**KEITH NELSON, Chair
Sixth District**

**FRANK JEWELL
First District**

**STEVE O'NEIL
Second District**

**CHRIS DAHLBERG
Third District**

**MIKE FORSMAN
Fourth District**

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

**STEVE RAUKAR
Seventh District**

County Auditor
Donald Dicklich

County Administrator
Kevin Gray

County Attorney
Mark Rubin

Clerk of the Board
Patricia Stolee

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

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

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

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

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9:30 A.M. Pledge of Allegiance
Roll Call

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

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

CONSENT AGENDA

Approval of business submitted on the consent agenda.

REGULAR AGENDA

Health & Human Services Committee – Commissioner O’Neil, Chair

1. Contract amendment for Special Family Homeless Prevention and Assistance Program (FHPAP) disaster relief funds. **{12-350R} [Rules must be suspended. Has not been to Committee.]**

Finance & Budget Committee – Commissioner Raukar, Chair

2. Certification of the 2013 Unorganized Township road maintenance levy. **{12-343} [Without recommendation.]**
3. Certification of the 2013 St. Louis County Housing and Redevelopment Authority levy. **{12-344} [Without recommendation.]**
4. Certification of the 2013 maximum property tax levy. **{12-342} [Without recommendation.]**

activities: Damage deposits, multiple months of assistance, moving expenses, utilities, housing search placement & assistance case management.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve an amendment to the current Minnesota Housing Finance Agency, Family Homelessness Prevention and Assistance Program contract for an increase in the amount of \$125,000 for the contract period of July 1, 2011, to June 30, 2013, in order to begin assisting households impacted by the June 2012 floods.

Budget Reference:

230-232001-530701-23204-99999999-2011 Revenue

230-232001-607200-23204-99999999-2011 Expense

Contract Amendment for Special FHPAP Disaster Relief Funds

BY COMMISSIONER _____

WHEREAS, the State of Minnesota has secured through a 2012 special legislative Disaster Relief Session funds in the amount of \$125,000 for St. Louis County to meet the needs of homeless households due to the natural flood disaster of June 2012; and

WHEREAS, funds are restricted to Family Homeless Prevention & Assistance Program (FHPAP) eligible households, which will be specified by a simple assessment, retroactive to June 19, 2012, and must also be made available to flood victims who may have already moved outside of affected areas.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board approves an amendment to the current Minnesota Housing & Finance Agency, Family Homelessness Prevention and Assistance Program contract for an increase of \$125,000 for the contract period of July 1, 2011, to June 30, 2013, in order to begin assisting households impacted by the June 2012 floods.

RESOLVED FURTHER, that the St. Louis County Board authorizes the appropriate county officials to execute contract amendments with the Salvation Army and the Arrowhead Economic Opportunity Agency to deliver services funded by these Special Disaster Relief Session funds to FHPAP eligible households, such contract amendments to be paid from 230-232001-607200-23204-99999999-2011.

Budget Reference:

230-232001-530701-23204-99999999-2011 Revenue

230-232001-607200-23204-99999999-2011 Expense

2013 Unorganized Township Road Levy

BY COMMISSIONER _____

WHEREAS, Minnesota Laws 1995, Chapter 47, authorizes the county to pool unorganized town road levies pursuant to Minn. Stat. §163.06.

NOW, 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 \$930,000 for the year 2013 to be levied only in such unorganized townships.

BOARD LETTER NO. 12 - 344

FINANCE & BUDGET COMMITTEE NO. 3

SEPTEMBER 11, 2012 BOARD AGENDA NO. 3

DATE: September 4, 2012 **RE:** HRA 2013 Proposed Levy

FROM: Kevin Z. Gray
County Administrator

Barbara Hayden, Director
Planning & Community Development
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 2013.

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, 2012. The St. Louis County HRA has exercised the authority to levy since 1990. The HRA tax levy for 2013 is proposed at a one percent increase over 2012, or \$208,940. The HRA Board of Commissioners approved a proposed property tax levy for 2013 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 2013 HRA budget.

RECOMMENDATION:

It is recommended the St. Louis County Board certify the St. Louis County HRA maximum proposed property tax levy for 2013 in the amount of \$208,940.

HRA 2013 Proposed Levy

BY COMMISSIONER _____

WHEREAS, the St. Louis County Housing and Redevelopment Authority (HRA) must establish a maximum proposed property tax levy and have this amount certified by the St. Louis County Board by September 15, 2012.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board certifies the HRA maximum property tax levy for 2013 in the amount of \$208,940.



St. Louis County HRA



Housing and Redevelopment Authority

The St. Louis County Housing and Redevelopment Authority (HRA) was created in 1988 in accordance with Minnesota Statutes and has the same powers as a municipal HRA. Its primary operational territory includes communities in St. Louis County that do not have a municipal HRA. The St. Louis County HRA may also operate in communities with a municipal HRA through invitation by the local HRA. The County's Planning and Community Development Department provides staffing to the County HRA and coordinates HRA activities with county-funded activities.

There are 11 other HRA's in St. Louis County: Aurora, Biwabik, Chisholm, Cook, Duluth, Ely, Eveleth, Gilbert, Hibbing, Mountain Iron, and Virginia.



Unlike municipal HRAs, the St. Louis County HRA does not own or operate public housing or administer tenant-based rental assistance programs.

The purpose of the St. Louis County HRA is to expand and diversify the county's economic base and to develop and improve its housing stock.

The St. Louis County Board of Commissioners also serve as the HRA governing board, and the county administrator serves as the HRA Executive Director.

HRA Objectives & Strategies

OBJECTIVE

- Maintain and expand affordable housing opportunities

STRATEGY

- Use federal and HRA funds to expand single family homeowner programs, initiate development of multifamily rental programs, and support local affordable and special needs housing development projects

OBJECTIVE

- Strengthen communities through redevelopment and revitalization activity

STRATEGY

- Work with communities and county departments to develop programs that result in a re-use of blighted and tax-forfeit properties for economic development and housing development

OBJECTIVE

- Maximize financial resources

STRATEGY

- Work with communities to secure state and federal resources for housing and economic development projects

St. Louis County HRA Housing Activity 1993-2012

Activity 2012

Floodwood: Business Park Development-Infrastructure extension to support business expansion by Floodwood Services and Training in the proposed Floodwood Business Park.

HRA Funding-\$150,000

Jobs-Expanded opportunity for 45 existing jobs and proposed creation of 16 new jobs

St. Louis County Environmental Services Department: SSTS Abatement Program-Financial and technical assistance to low and moderate-income homeowners

intended to bring residential septic treatment systems into compliance with Minnesota and St. Louis County laws, ordinances, and environmental requirements.

HRA Funding-\$56,000

Households-7-8

Activity 2011

Bois Forte Band of Chippewa: New Moon Supportive Housing Project- Homeless Native American housing with support services.

Project located on Vermilion sector of reservation, but serves persons countywide.

HRA Funding-\$150,000

Housing Units-8-unit apartment

6 twin homes

(20 total units)

Activity 2005-2010

MN Housing Finance Agency: MN Cities Participation Program- First time homebuyers mortgage program, annual program countywide.

HRA Funding-\$124,391²

Housing Units-223

Activity 2009

Arrowhead Economic Opportunity Agency (AEOA): Virginia Youth Foyer- Homeless youth rental housing and support services. Project located in Virginia, serves youth countywide.

HRA Funding-\$150,000

Housing Units-18

Activity 2008-2009

MN Assistance Council for Veterans (MACV): Duluth Veterans Housing- Homeless veterans rental housing and services. Project located in Duluth, serves veterans countywide.

HRA Funding-\$150,000

Housing Units-16

Activity 2008

Comprehensive Housing Study Housing Expeditor: Iron Range Communities, part of Range Readiness Initiative (RRI).

HRA Funding-\$50,000¹

Housing Units-n/a

Activity 2006

Ely HRA: Bonding for Northwoods Townhomes Project- Senior rental housing.

HRA Funding-\$3,500,000

Housing Units-26

Activity 2002

Tower Economic Development Authority: Northstar Addition Housing Development- Construction financing for owner occupied housing, loan has been repaid.

HRA Funding-\$225,000

Housing Units-2

Activity 2002

Natural Resources Research Institute: Aurora Building Systems- Equipment for new wood products housing construction technology.

HRA Funding-\$20,000

Housing Units-n/a

Activity 2002

Breitung Township: Mineview Addition- Infrastructure to create lots.

HRA Funding-\$50,000

Housing Units-5 lots

Activity 2001-2002

MN Housing Finance Agency: Economic Vitality and Housing Initiative (EVHI)- Group facilitation, received 2-year grant to conduct regional meetings.

Activity 2000

Arrowhead Economic Opportunity Agency: Rural Septic Rehabilitation Program- Grants to home owners for replacement of nonconforming individual septic treatment systems.

HRA Funding-\$275,000³

Housing Units-29

Activity 1998

Tower: Northstar Addition- Infrastructure.

HRA Funding-\$235,000

Housing Units-25 lots

Activity 1993

Toivola-Meadowlands Development Board: Meadowlands Manor- Senior rental housing.

HRA Funding-\$125,000

Housing Units-12



¹HOME funding

²MHFA reimburses HRA all but processing fee after bonds are sold - reimbursement to date \$121,911

³HRA funding of \$110,000 matched MN Housing Finance Agency (MHFA) funding of \$165,000

St. Louis County HRA Housing Activity 1993-2012

Year	Activity	HRA Funding	Accomplishments
2012	Floodwood: Business Park Development-infrastructure extension to support business expansion by Floodwood Services and Training in the proposed Floodwood Business Park.	\$150,000	Support 45 existing jobs/creation of 16 new jobs
2012	SLC Environmental Services Department: SSTS Abatement Program- financial and technical assistance to low and moderate-income homeowners intended to bring residential septic treatment systems into compliance with Minnesota and St. Louis County laws, ordinances, and environmental requirements.	\$56,000	7-8 households
2011	Bois Forte Band of Chippewa: New Moon Supportive Housing Project – homeless Native American housing with support services – project located on Vermilion sector of reservation, but serves persons countywide.	\$150,000	8-unit apartment 6 twin homes (20 total units)
2009	Arrowhead Economic Opportunity Agency (AEOA): Virginia Youth Foyer – homeless youth rental housing and support services – project located in Virginia, serves youth countywide	\$150,000	18 units
2008-2009	MN Assistance Council for Veterans (MACV): Duluth Veterans Housing - homeless veterans rental housing and services – project located in Duluth, serves veterans countywide	\$150,000	16 units
2008	Comprehensive Housing Study/Housing Expeditor: Iron Range Communities part of Range Readiness Initiative (RRI)	\$50,000 ¹	n/a
2008	Comprehensive Housing Study: south St. Louis County excluding the city of Duluth	\$24,900	n/a
2006	Ely HRA: Bonding for Northwoods Townhomes Project – senior rental housing	\$3,500,000 ²	26 units
2005-2010	MN Housing Finance Agency: MN Cities Participation Program - First-Time Homebuyers Mortgage Program annual program countywide	\$124,391 ³	223 households
2002	Tower Economic Development Authority: Northstar Addition Housing Development – construction financing for owner-occupied housing, loan has been repaid	\$225,000	2 units
2002	Natural Resources Research Institute: Aurora Building Systems – equipment for new wood products housing construction technology	\$20,000	n/a
2002	Breitung Township: infrastructure to create lots in Mineview Addition	\$50,000	5 lots
2001-2002	MN Housing Finance Agency: Economic Vitality and Housing Initiative (EVHI) group facilitation, received 2-year grant to conduct regional meetings	Staff	n/a
2000	Arrowhead Economic Opportunity Agency: rural septic rehabilitation program – grants to home owners for replacement of non-conforming individual septic treatment systems	\$275,000 ⁴	29 households

1998	Tower: Northstar Addition infrastructure	\$235,000	25 lots
1993	Toivola-Meadowlands Development Board: Meadowlands Manor, senior rental housing	\$125,000	12 units

¹HOME funding

² St. Louis County HRA assisted Ely HRA as a co-owner of bonds for a Senior Housing Project. Ely HRA is the operator and Ely pledges its general obligation up to \$3 million.

³ MHFA reimburses HRA all but processing fee after bonds are sold – reimbursement to date \$121,911

⁴ HRA funding of \$110,000 matched MN Housing Finance Agency (MHFA) funding of \$165,000

HOUSING AND REDEVELOPMENT AUTHORITY

Barbara Hayden, Executive Director

MISSION

The St. Louis County Housing and Redevelopment Authority mission is to provide strategic development resources that augment county housing, community development and economic development activities.

HRA ACTIVITIES

The HRA activities are coordinated under the St. Louis County Planning and Community Development Department. The Planning and Community Development Department and the HRA facilitate county initiatives involving affordable housing, community development and economic development.

The HRA Board will consider 2013 requests for eligible activities which meet the following criteria:

- Project has a regional impact including St. Louis County HRA service area and is in partnership with other area funders
- Project is a one-time request for capital funding which will expand the supply of low/moderate income housing in the St. Louis County HRA service area

OBJECTIVES	STRATEGIES
Maintain and Expand Affordable Housing Opportunities	Use federal entitlement programs and HRA funds to expand single family homeowner programs, initiate multifamily rental projects, supportive housing projects, and support local affordable housing development projects
Strengthen Communities through Redevelopment and Revitalization Activities	Work with communities and county departments to develop programs that result in the re-use of blighted and tax-forfeit properties for affordable housing development
Maximize Financial Resources	Work with communities and other agencies to secure resources for housing and economic development projects

OTHER HOUSING AND REDEVELOPMENT AUTHORITIES IN ST. LOUIS COUNTY

The following communities have an established HRA. These communities are not included in the St. Louis County HRA levy or service area.

1. Duluth
2. Hibbing
3. Virginia
4. Cook
5. Gilbert
6. Eveleth
7. Ely
8. Chisholm
9. Mt. Iron
10. Aurora
11. Biwabik

ST. LOUIS COUNTY LEVY HISTORY

HRA established in October 1988

Levy:	1990	\$ 10,000
	1991	\$ 113,000
	1992	\$ 116,390
	1993	\$ 186,000
	1994	\$ 175,000
	1995	\$ 175,000
	1996	\$ 170,526
	1997	\$ 165,798
	1998	\$ 162,366
	1999	\$ 162,366
	2000	\$ 162,366
	2001	\$ 162,366
	2002	\$ 178,000
	2003	\$ 178,000
	2004	\$ 178,000
	2005	\$ 178,000
	2006	\$ 182,450
	2007	\$ 187,011
	2008	\$ 192,500
	2009	\$ 199,600
	2010	\$ 202,195
	2011	\$ 204,824
	2012	\$ 206,872

**HRA
FUND 250 BUDGET**

Code	Description	2009 Budget	2010 Budget	2010 Actual	2011 ³ Budget	2011 Actual	2012 Budget	2013	2014 Forecast
251000	HRA Administration ¹								
	Personnel Services	78,822.00	110,000.00	24,398.00		18,175.00	140,000.00	140,000.00	140,000.00
	Operating	59,600.00	52,195.00	5,294.00	163,549.00	23,103.00	26,872.00	29,001.00	31,030.00
	Legal	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
	Other Charges-Hsg Activities ²	150,000.00	150,000.00	300,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
	Total	328,422.00	352,195.00	369,692.00	353,549.00	231,278.00	356,872.00	358,940.00	358,940.00

HRA REVENUES

Code	Description	2009 Budget	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2013	2014 Forecast
251001	HRA Revenue								
	Certified levy	199,600.00	202,195.00	200,506.00	204,824.00	198,400.00	206,872.00	209,001.00	211,030.00

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.

³2011 Budget personnel costs were included under professional services.

CURRENT FUND BALANCE: \$ 825,909.03

**HRA
FUND 250 BUDGET**

Code	Description	2009	2010	2011 ³	2012	2013	2014
251000	HRA Administration ¹	Budget	Budget	Budget	Budget		Forecast
	Personnel Services	78,822.00	110,000.00		140,000.00	140,000.00	140,000.00
	Operating	59,600.00	52,195.00	163,549.00	26,872.00	29,001.00	31,030.00
	Legal	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
	Other Charges-Hsg Activities ²	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
	Total	328,422.00	352,195.00	353,549.00	356,872.00	358,940.00	358,940.00

HRA REVENUES

Code	Description	2009	2010	2011	2012	2013	2014
251001	HRA Revenue	Budget	Budget	Budget	Budget		Forecast
	Certified levy	199,600.00	202,195.00	204,824.00	206,872.00	208,940.00	211,030.00

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.

³2011 Budget personnel costs were included under professional services.

CURRENT FUND BALANCE: \$ 825,909.03

BOARD LETTER NO. 12 - 342

FINANCE & BUDGET COMMITTEE NO. 1

SEPTEMBER 11, 2012 BOARD AGENDA NO. 4

DATE: September 4, 2012 **RE:** Certification of 2013 Maximum
Property Tax Levy

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

To ensure that board directives are followed and are in full compliance with state laws and regulations.

ACTION REQUESTED:

The St. Louis County Board is requested to move the certification of the 2013 maximum property tax levy to the September 11, 2012, County Board agenda.

BACKGROUND:

Minn. Stat. § 275.065 requires the County Board to adopt a maximum proposed property tax levy for taxes payable in 2013 and certify that amount to the County Auditor on or before September 15, 2012.

RECOMMENDATION:

The 2013 maximum property tax levy recommendation based on a preliminary proposed budget will be provided to the County Board for consideration at the September 11, 2012, County Board meeting.

Certification of 2013 Maximum Property Tax Levy

BY COMMISSIONER _____

WHEREAS, the St. Louis County Board must establish a maximum proposed property tax levy and have this amount certified to the County Auditor by the St. Louis County Board by September 15, 2012.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board certifies the maximum property tax levy for 2013 in the amount of \$_____.