



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

**May 3, 2011**  
**Immediately following the Board Meeting, which begins at 9:30 A.M.**  
**Commissioners' Conference Room, St. Louis County Courthouse, Duluth, MN**

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**CONSENT AGENDA:**

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

**Minutes of April 26, 2011**

**Environment & Natural Resources Committee – Commissioner Jewell, Chair**

1. Roadway Easement across State Tax Forfeited Land – Ciaccio [173]

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

2. Request for Easement Sponsorship across State of Minnesota Property (Beatty Township) [174]

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

3. Abatement List for Board Approval [175]

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

4. Radio Communications Facility Lease Agreement [176]
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**TIME SPECIFIC PRESENTATIONS:**

**1:00-3:00 p.m. St. Louis County Transportation Day**

NE Minnesota 2012-2015 Area Transportation Program; St. Louis County 10 Year Road and Bridge Construction Program; NE Minnesota Toward Zero Deaths Initiatives

**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 Dahlberg, Chair**

**#1. Application for Funding from the Minnesota Department of Health to Expand the Nurse-Family Home Visiting Program [181]**

Resolution authorizing the Public Health & Human Services Department to apply for a grant from the MN Department of Health to expand the existing Nurse-Family Partnership Program.

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

**1. Award of Bids for Bridge Construction Projects near Ely and Babbitt and the South Crushing Program [177]**

A call for bids is scheduled for Monday, May 2, 2011 and the Board will be provided with bid results and resolutions for consideration at the May 3, 2011 Committee of the Whole meeting.

**2. State Contract Purchase of Tandem Axel Diesel Trucks [178]**

Resolution authorizing the purchase of seven Mack GU713 tandem axel diesel trucks from state contract vendor Twin Cities Mack & Volvo, Roseville, Minnesota.

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

**#1. Duluth Government Services Center First Floor Remodeling Office Furniture, Fixtures & Equipment [180]**

Resolution authorizing the purchase of office furniture, fixtures, modular furniture components and related equipment from Northern Business Products of Duluth for the Duluth GSC first floor remodel.

**Central Management & Inter-Governmental Committee – Commissioner Raukar, Chair**

**1. Establishing a “Blue Ribbon” Assessment Practices Review Panel [179]**

Resolution to establish a panel to examine the current county assessment functions and develop a five year strategic plan creating a property valuable system that is timely, uniform, and fair.

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**COMMISSIONER DISCUSSION ITEMS AND REPORTS:**

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

**ADJOURNED:**

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

**May 10, 2011**            **Commissioners’ Conference Room, Courthouse, Duluth, MN**

**May 24, 2011**            **Hibbing City Council Chambers, Hibbing, MN**

**June 7, 2011**            **Commissioners’ Conference Room, Courthouse, Duluth, MN**

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

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

Tuesday, April 26, 2011

Location: Northland Town Hall, Canyon, MN  
Present: Commissioners Jewell, O'Neil, Dahlberg, Forsman, Sweeney, Nelson and Raukar  
Absent: None  
Convened: Chair O'Neil called the meeting to order at 11:00 a.m.

At 11:00 a.m. Bob Wilson, Sportsman Club of Lake Vermillion and Doug Jensen, University of Minnesota Sea Grant Program gave a time specific presentation on Aquatic Invasive Species. The presentation included the types of invasive species in Minnesota and the costs and threats to lakes and waterways in St. Louis County and throughout Minnesota.

**CONSENT AGENDA**

Sweeney/Raukar moved the consent agenda. (7-0)

-Minutes of April 12, 2011

1. Technology Upgrades for Counties to Complete Assessments for MnCHOICES
2. Approval of Registered Land Survey Number 103 (Grand Lake Township)
3. Mechanical Site Scarification by Disc Trench
4. Adjoining Owner Sale (Duluth Township)
5. Public Sale of State Tax Forfeited Lands on June 9, 2011
6. Reclassification of State Tax Forfeited Land to Non-conservation (Meadowlands Township)
7. Reinstatement of Contract for Purchase of State Tax Forfeited Land – Rudy
8. Vacation of Part of East Ely Lake Road near Gilbert
9. 2011 First Quarter Budget Changes
10. Sale of Non-Conforming Fee Land to Adjoining Property Owner (Lakewood Township)
11. Sale of Non-Conforming Fee Land to Adjoining Property Owner (Owens Township)
12. Purchase of Anti-Virus Software
13. Abatement List for Board Approval
14. Authorization to Expend the 2008 Port Security Grant to Purchase a Command Vehicle

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Dahlberg/Raukar moved a resolution reappointing four current members to serve additional three-year terms on the Public Health and Human Services Committee. (7-0)

Forsman/Nelson moved to approve a bid for 2011 Central Crushing to Hammerlund Construction, Inc., Grand Rapids, MN, on their low bid of \$264,570.00 (7.07% over the engineers estimate). (7-0)

Forsman/Raukar moved to approve a bid for 2011 Crack Sealing to Fahrner Asphalt Sealers, Inc., Eau Claire, WI, on their low bid of \$261,518.52 (26.88% below the engineers estimate). (7-0)

Forsman/Nelson moved to approve a bid for 2011 Maintenance Striping to AAA Striping Service Co., St. Michael, MN, on their low bid of \$570,290.00 (13.88% over the engineers estimate). (7-0)

Forsman/Raukar moved to approve a bid for 2011 North Crushing to Forest Concrete Products, Ely, MN, on their low bid of \$200,100.00 (23.52% over the engineers estimate). (7-0)

Forsman/Raukar moved to approve a bid for approach grading and State Bridge No. 69683, CP 1834, to Dallco, Inc. Finlayson, MN, on their low bid of \$464,347.39 (6.44% below the engineers estimate). (7-0)

Forsman/Sweeney moved to approve a bid for State Bridge No. 69686 and approaches, CP 1819, to Robert R. Schroeder Construction Company, Inc. Glenwood, MN, on their low bid of \$643,391.62 (2.77% below the engineers estimate). (7-0)

Raukar/Forsman moved to accept a grant from the Minnesota State Transportation fund for State Bridge No. 69683 construction project in the amount of \$399,298.73. (7-0)

Forsman/O'Neil moved to accept a grant from the Minnesota State Transportation fund for State Bridge No. 69686 construction project in the amount of \$448,350.20. (7-0)

At 1:00 p.m. Sheriff Ross Litman gave a time-specific presentation on liquor license compliance checks. Sheriff Litman said his office received a \$5,000 Alcohol Enforcement grant, and receives \$30.00 reimbursement from the grant for each compliance check. In the first round of checks, eleven establishments sold alcohol to a minor, which translates to over 90% compliance rate. In cases where the establishment failed the compliance check, they either did not ask for identification (ID), or did not look at the ID to verify date of birth. Sheriff Litman said the Auditor's Office sent out notices of the compliance checks to liquor license holders. Sheriff Litman said selling alcohol to a minor is a gross misdemeanor, which is a higher offense than sale of tobacco to a minor (misdemeanor) as the illegal sale of alcohol could mean life or death. County Auditor Donald Dicklich said examples of MN driver's licenses are available on the county's website to assist licensed liquor establishments with their compliance efforts. After further discussion, Chair O'Neil thanked Sheriff Litman and Lieutenant Dave Rolland for their good work.

Jewell/Sweeney moved to approve a contract with Johnson-Wilson for \$1.82 million to replace windows in the Duluth Courthouse. Administrator Gray said the Duluth Courthouse is on the National Historic Registry, which increased costs significantly from the original estimated \$800,000 for this project. Administrator Gray said the county is looking at funding through \$400,000 in stimulus funds and \$1,425,000 in capital improvement bonding, adding they are not relying on levy funds for this project. Property Manager Tony Mancuso said the current windows are almost 40 years old and the replacement windows will last approximately 50 years. Manager Mancuso said the new Heating, Ventilation and Air Conditioning System (HVAC) for the Duluth Courthouse will not operate correctly with the current windows. Manager Mancuso said the new windows are commercial grade H Windows and a recycling plan is included in the contract. Manager Mancuso said the larger windows gives the county an opportunity to take advantage of natural light and explore the use of daylight sensors. After further discussion, the resolution was approved (7-0).

Raukar/Sweeney moved to approve structural repairs for the Hibbing Race Track in the amount of \$73,000. Administrator Gray said this is a structural stabilization for the Hibbing Race Track Grandstand to insure safety and longevity of the structure. (7-0)

Raukar/Nelson moved a resolution to approve the 2011 Board of Appeals and Equalization (7-0)

At 2:12 p.m., Sweeney/ Raukar moved to adjourn the meeting. (7-0)

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Steve O'Neil, Chair of the County Board

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Patricia Stolee, Clerk of County Board



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

**WHEREAS**, Tony Ciaccio of Saginaw, MN has requested a non-exclusive roadway easement across state tax forfeited land to access private land; and

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

**WHEREAS**, exercising the easement will not cause significant adverse environmental or natural resource management impacts; and

**WHEREAS**, Minn. Stat. § 282.04, Subd. 4(a) allows for the granting of private easements across state tax forfeited land for such purposes.

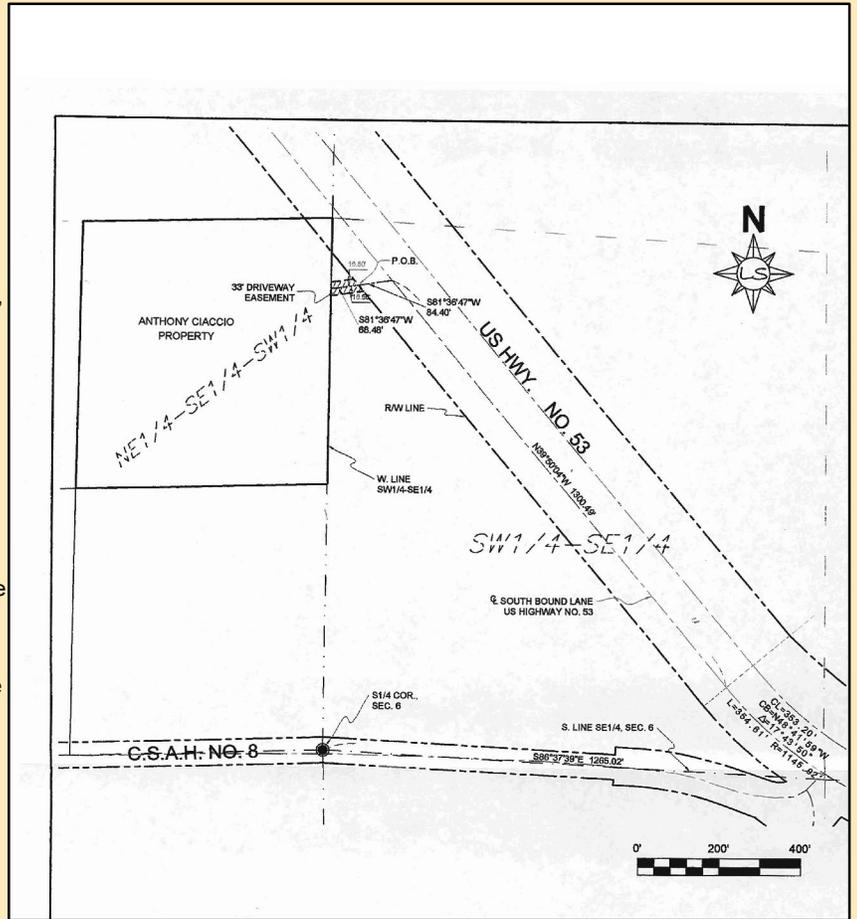
**NOW, THEREFORE, BE IT RESOLVED**, that the St. Louis County Auditor is authorized to grant a non-exclusive roadway easement across state tax forfeited land to Tony Ciaccio described as follows:

A 33-foot easement for ingress and egress over and across that part of the Southwest Quarter of Southeast Quarter, Section 6, Township 51 North, Range 16 West, St. Louis County, Minnesota, the centerline is described as follows:  
Commencing at the south quarter corner of said Section 6; thence South 86 degrees 37 minutes 39 seconds East (bearing based on 1996 Saint Louis County Transverse Mercator Coordinate System), along the south line of said SW1/4-SE1/4 a distance of 1265.02 feet to the centerline of the south bound lane of U.S. Highway No. 53; thence northwesterly, along a non-tangential curve in said south bound centerline concave to the northeast having a radius of 1145.92 feet, central angle of 17 degrees 43 minutes 50 seconds (the chord of said curve at this point bears North 48 degrees 41 minutes 59 seconds West), a distance of 354.61 feet to the point of tangency; thence North 39 degrees 50 minutes 04 seconds West, continuing along said south bound centerline a distance of 1300.49 feet; thence South 81 degrees 36 minutes 47 seconds West a distance of 84.40 feet to the southwesterly right-of-way line of said U.S. Highway No. 53 and the point of beginning of the centerline to be described; thence South 81 degrees 36 minutes 47 seconds West a distance of 68.48 feet to the west line of said SW1/4-SE1/4, and there terminating. The sidelines of said easement are prolonged or shortened to terminate on the southwesterly right-of-way line of said U.S. Highway No. 53 and the west line said SW1/4-SE1/4.

**RESOLVED FURTHER**, that the granting of this easement is conditioned upon payment of \$205 land use fee, \$50 administration fee and \$46 recording fee; for a total of \$301, to be deposited into Fund 240 (Forfeited Tax Fund).

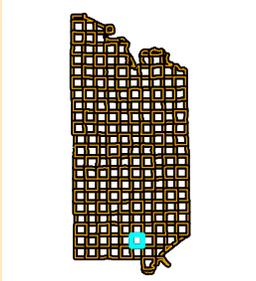


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 Commencing at the south quarter corner of said Section 6; thence South 86 degrees 37 minutes 39 seconds East (bearing based on 1996 Saint Louis County Transverse Mercator Coordinate System), along the south line of said SW1/4-SE1/4 a distance of 1265.02 feet to the centerline of the south bound lane of U.S. Highway No. 53; thence northwesterly, along a non-tangential curve in said south bound centerline concave to the northeast having a radius of 1145.92 feet, central angle of 17 degrees 43 minutes 50 seconds (the chord of said curve at this point bears North 48 degrees 41 minutes 59 seconds West), a distance of 354.61 feet to the point of tangency; thence North 39 degrees 50 minutes 04 seconds West, continuing along said south bound centerline a distance of 1300.49 feet; thence South 81 degrees 36 minutes 47 seconds West a distance of 84.40 feet to the southwesterly right-of-way line of said U.S. Highway No. 53 and the point of beginning of the centerline to be described; thence South 81 degrees 36 minutes 47 seconds West a distance of 68.48 feet to the west line of said SW1/4-SE1/4, and there terminating. The sidelines of said easement are prolonged or shortened to terminate on the southwesterly right-of-way line of said U.S. Highway No. 53 and the west line said SW1/4-SE1/4.



## 6TH COMMISSIONER DISTRICT

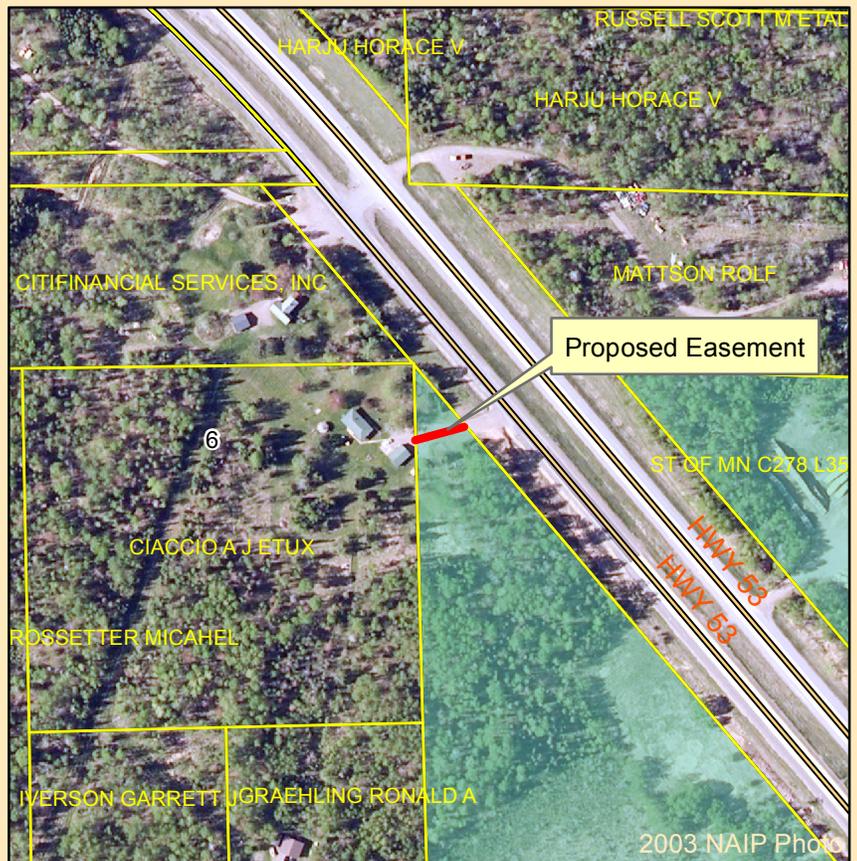
- State Tax Forfeited Land
- Water
- Road
- Area of Interest
- Tract



St. Louis County, Minnesota

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. This drawing is a compilation of recorded information and data located in various city, county, state and federal offices. St. Louis County is not responsible for any incorrectness herein.

### St. Louis County Land Department



# BOARD LETTER NO. 11 - 174

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
CONSENT NO. 2

BOARD AGENDA NO.

**DATE:** May 3, 2011

**RE:** Request for Easement  
Sponsorship across State of  
Minnesota Property (Beatty  
Township)

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

James T. Foldesi  
Public Works Director/Highway Engineer

**RELATED DEPARTMENT GOAL:**

Provide a safe, well maintained road and bridge system.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize the acquisition of the necessary permanent road easement on behalf of Wilson Lake, LLC (dba Black Bay Resort), as the owner and developer of a proposed subdivision known as "Ashawa Ridge Plat", and other area property owners. The Board is also requested to authorize an agreement regarding the acquisition expenses of this easement across State of Minnesota land and for the construction and future maintenance expenses of the access road to be located on said easement.

**BACKGROUND:**

The St. Louis County Planning Commission is currently evaluating a proposed subdivision plat located in Government Lot 5, Section 1, and the Easterly 650 feet of Government Lot 6, Section 2, Township 63 North Range 17 West (Beatty Township). The plat is now known as the "Ashawa Ridge Plat" and is being proposed by the owners, Wilson Lake, LLC (dba Black Bay Resort). In consideration of this proposal at its meeting of May 13, 2010, the Planning Commission determined that permanent road access to the Ashawa Ridge Plat shall be established and constructed from County State Aid Highway (CSAH) 24 within two years of the final approval of the plat. The access road is to be established and built in accordance with St. Louis County Public Works Department standards.

In an April 2011 field review involving representatives from the Public Works Department, the Minnesota Department of Natural Resources Forestry Division, and the plat developers, it was determined that the existing route of State Forest Road 937 (with

some modifications) would be the most reasonable and prudent location for the access road into the new plat. State Forest Road 937 exists today as a public access road to and through state lands and to several private properties to the south of the state land. Use of the State of Minnesota Independent School Trust land underlain by State Forest Road 937 in Section 36, T64N, R18W is by license issued to the several individual property owners and is renewed periodically at the discretion of the Minnesota Department of Natural Resources. Such a license interest does not suffice as either public or permanent road right of way.

The State of Minnesota is precluded from granting permanent road easements to individuals or road associations. Such easements can only be granted to public road authorities such as counties or townships. Therefore, either St. Louis County or Beatty Township may acquire a permanent public road easement across the above described State of Minnesota land. Beatty Township declined to do so in July, 2008.

The existing State Forest Road 937 has not been sufficiently improved to be designated as a County Road and then be maintained at public expense. The Public Works Department currently has no funding available to make such improvements and recommends that the road remain privately maintained through the establishment of a road association comprised of those property owners benefiting from the existence of the access road. The developers are now in the process of legally incorporating such a road association.

It is proposed that St. Louis County make application to the State of Minnesota, on behalf of the benefiting property owners when legally organized as a road association, for a permanent, public road easement across state land. The easement is to be a minimum width of 66 feet, and run more or less over the existing course of State Forest Road 937. Specific location of the easement area will be provided by the developers when surveys are complete. By formal agreement with St. Louis County, the road association will be responsible for any road construction or improvement costs and any ongoing maintenance necessary to conform to standards as contained in the Right of Way Easement to be issued by the State of Minnesota.

The road association will also be responsible for all acquisition costs for this easement and will make all necessary payments directly to the Minnesota Department of Natural Resources. There will be no direct costs to the county for this acquisition.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the acquisition of the necessary right of way easement from the State of Minnesota and an agreement with the road association, when legally established, regarding the costs of the road easement, construction, and maintenance.

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

**WHEREAS**, the St. Louis County Public Works Department has been approached by Wilson Lake, LLC (dba Black Bay Resort), owner of property described as Government Lot 5, Section 1, and the Easterly 650 feet of Government Lot 6, Section 2, Township 63 North Range 17 West (Beatty Township), to apply to the State of Minnesota for a roadway right of way easement over State Independent School Trust Land; and

**WHEREAS**, the easement is needed to provide road access into a proposed new subdivision plat in said Government Lots 5 & 6 as requested by the St. Louis County Planning Commission; and

**WHEREAS**, the State of Minnesota can only grant easements over school trust land to governmental entities; and

**WHEREAS**, an association of benefited land owners, legally established, will be solely responsible for the road construction, improvements, and ongoing maintenance necessary to conform to Minnesota Department of Natural Resources Standards as contained in the Right of Way Easement to be issued by the State of Minnesota.

**NOW, THEREFORE, BE IT RESOLVED**, that the State of Minnesota Department of Natural Resources is hereby requested to provide St. Louis County with easement across the following described property:

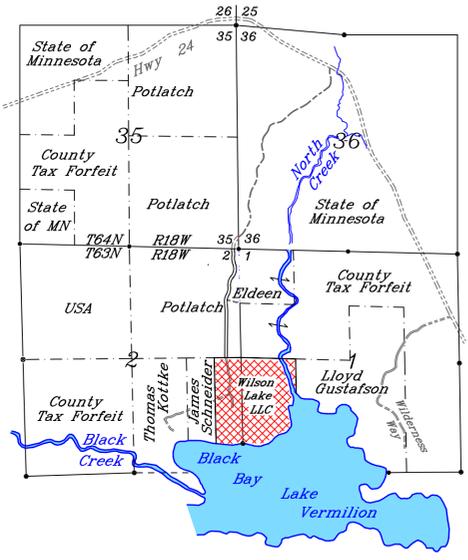
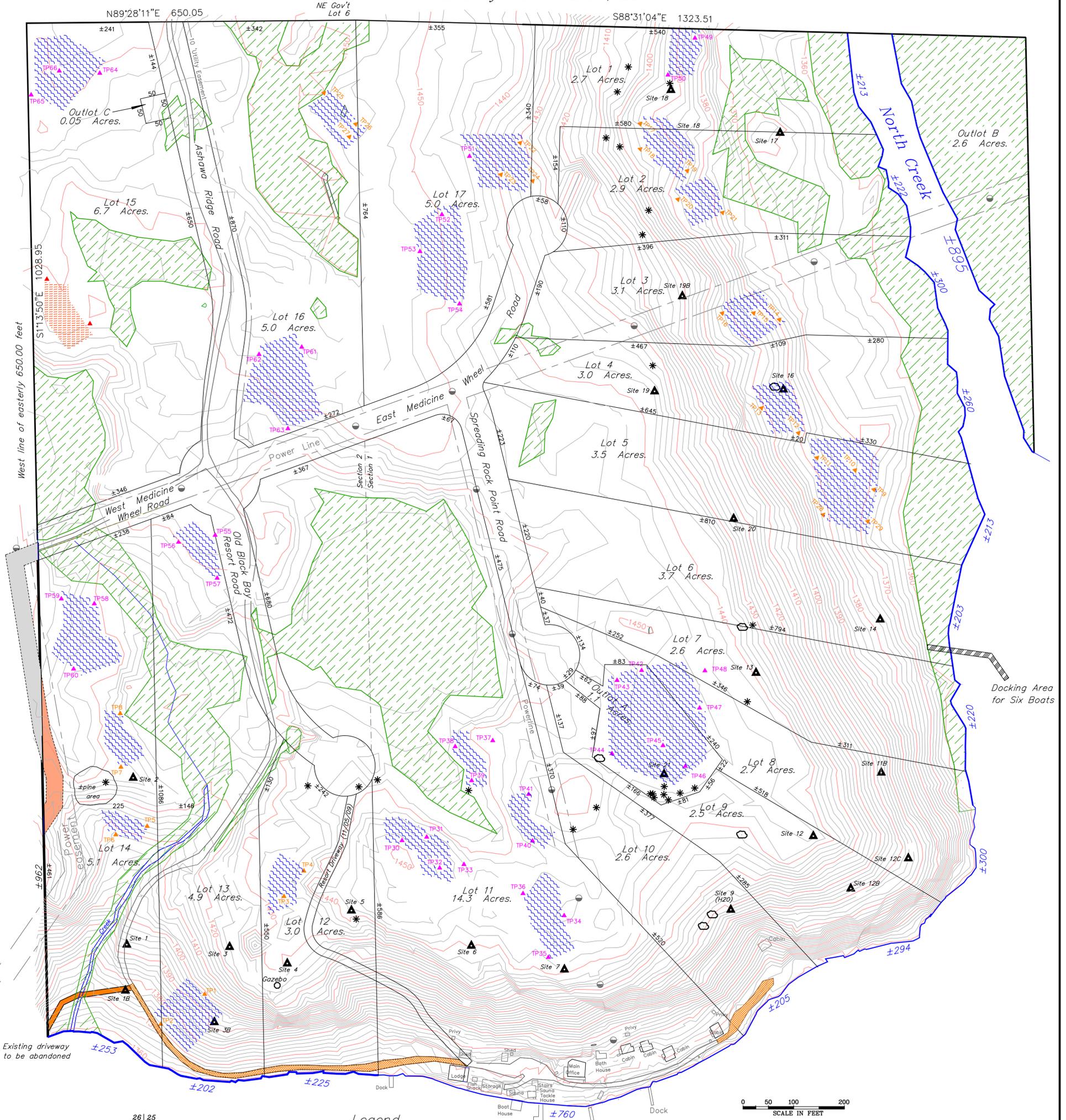
A sixty-six foot wide permanent easement for public roadway purposes over, under, and across the West ½ of Section 36, Township 64 North, Range 18 West of the Fourth Principal Meridian more or less over the course of the existing State Forest Road 937. A complete centerline description of the easement area will be provided by Wilson Lake, LLC when the survey of same is completed, prior to formal application for the easement to the State of Minnesota.

**RESOLVED FURTHER**, that the St. Louis County Board authorizes the appropriate county officials to execute an agreement with an association of benefited land owners legally established, and any amendments approved by the County Attorney's office, for future improvement and maintenance expenses of the road and for payment to the Department of Natural Resources for this Permanent Road Easement.



# Preliminary plat of Ashawa Ridge

A Proposed Subdivision located within the  
Easterly 650 feet of Gov't Lot 6, Section 2  
and Government Lot 5, Section 1  
Township 63 North, Range 18 West  
St. Louis County Minnesota  
owned by Wilson Lake, LLC



- Legend**
- Driveway and Power Easement across Wilson Lake, LLC property
  - Driveway and Power Easement across Schneider property
  - Abandoned Driveway Easement
  - Driveway to be abandoned
  - Power Pole
  - Wetlands
  - Site suitable for wastewater treatment (Matrix Soils)
  - Site suitable for wastewater treatment (NAWE)
  - Potential Building Site
  - Significant Rock/Boulder
  - Significant Pine Tree (White or Norway)
  - TP49 Soil pit from 2009 (Matrix Soils)



Bearings are Based on  
SPCS NAD83, Minnesota  
North Zone.

# BOARD LETTER NO. 11 - 175

FINANCE & BUDGET COMMITTEE CONSENT NO. 3

BOARD AGENDA NO.

**DATE:** May 3, 2011

**RE:** Abatement List for Board  
Approval

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

David L. Sipila  
County Assessor

**RELATED DEPARTMENT GOAL:**

The County Assessor will meet all state mandates for classifying and valuing taxable parcels for property tax purposes as outlined in Minn. Stat. § 270 through 273.

**ACTION REQUESTED:**

The St. Louis County Board is requested to approve the attached abatements.

**BACKGROUND:**

The intent of abatements is to provide equitable treatment to individual taxpayers while at the same time exercising prudence with the tax monies due to the taxing authorities within St Louis County. Abatements are processed in conformance with St. Louis County Board Resolution No. 861, dated November 30, 1993, outlining the Board's policy on abatement of ad valorem taxes. This Policy provides direction for the abatement of: 1) Current year taxes; 2) Current year penalty and costs; 3) Past year taxes; and 4) Past year penalty, interest, and costs.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board approve the attached list of abatements.

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

**RESOLVED**, that the St. Louis County Board approves the applications for abatements, correction of assessed valuations and taxes plus penalty and interest, and any additional accrual, identified in County Board File No. 59185.

Abatements Submitted for Approval by the St. Louis County Board  
on 5/10/2011

<u>PARCEL CODE</u>	<u>AUD NBR</u>	<u>NAME</u>	<u>TYPE</u>	<u>LOCATION</u>	<u>APPRAISER</u>	<u>REASON</u>	<u>YEAR</u>	<u>REDUCTION</u>
370 92 80	0	13841 CENTA, FRANK	R	French	John Hultstrand	VALUATION	2011	912.24
90 150 2930	0	13842 DAHL, JOHN	R	Virginia	Rick Puhek	HOMESTEAD	2011	505.90
140 60 3760	0	13843 GENSLER, MARTIN	R	Hibbing	Bruce Sandberg	HOMESTEAD	2011	542.26
10 370 2060	0	13844 GOLLA, ROBERT	R	City of Duluth	Diane Suomi	HOMESTEAD	2011	298.40
40 80 1980	0	13850 HAMMER, DAVID	R	Eveleth	Bob Kivela	HOMESTEAD	2011	342.88
510 13 1450	0	13811 J.C. HOMES INC	R	Portage	Jan Jackson	VALUATION	2011	662.26
370 37 50	0	13816 KELLY, RICHARD	R	French	John Hultstrand	VALUATION	2011	820.94
20 200 5290	0	13852 KOEHLER, JOSHUA	R	Chisholm	Bob Wiinanan	HOMESTEAD	2011	0.00
20 200 5470	0	13851 KOEHLER, JOSHUA	R	Chisholm	Bob Wiinanan	HOMESTEAD	2011	606.22
175 71 1610	0	13845 KOLTERMAN, JOHN	R	Mt. Iron	Mike Harvey	HOMESTEAD	2011	599.12
10 4550 1630	0	13817 LEDIN, MARK	R	City of Duluth	Diane Suomi	HOMESTEAD	2010	245.06
10 4550 1630	0	13818 LEDIN, MARK	R	City of Duluth	Diane Suomi	HOMESTEAD	2011	251.44
10 3300 3155	0	13846 OPELT, RILLA	R	City of Duluth	Diane Suomi	HOMESTEAD	2011	182.40
15 53 90	0	13839 RAMP RECREATIONAL	R	Biwabik C.	Patrick Orent	CODE CHANGE	2010	1,727.92
10 1030 345	0	13840 REDER, DERRICK	R	City of Duluth	Diane Suomi	HOMESTEAD	2011	590.14
175 69 480	0	13847 RYNES, BRUCE	R	Mt. Iron	Mike Harvey	HOMESTEAD	2011	573.92
400 10 2582	0	13853 SALO, MATTHEW	R	Industrial	Jan Jackson	HOMESTEAD	2011	575.44
10 790 2440	0	13848 SEGLEM, BENJAMIN	R	City of Duluth	Diane Suomi	HOMESTEAD	2010	252.52
10 790 2440	0	13849 SEGLEM, BENJAMIN	R	City of Duluth	Diane Suomi	HOMESTEAD	2011	258.46
690 10 745	0	13854 SHAVOR, ANTHONY	R	56-17	Rodella LaFreniere	HOMESTEAD	2011	370.86
465 30 755	0	13855 STEFANICH, TROY	R	Morse	Chris Link	HOMESTEAD	2011	401.92
295 13 290	0	13856 TAMARO, TODD	R	Clinton	Dave Jarvela	HOMESTEAD	2011	584.72

# BOARD LETTER NO. 11 – 176

PUBLIC SAFETY & CORRECTIONS COMMITTEE

CONSENT NO. 4

BOARD AGENDA NO.

**DATE:** May 3, 2011

**RE:** Radio Communications Facility  
Lease Agreement

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

Ross Litman  
Sheriff

**RELATED DEPARTMENT GOAL:**

To serve the citizens and the public safety community by providing a fast, effective emergency and non-emergency public safety communications system.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize a five-year agreement with the State of Minnesota for the state's use of tower space at the county's Crane Lake Communications Facility.

**BACKGROUND:**

St. Louis County owns a communications facility consisting of a tower, shelter, and land at 6992 Crane Lake Road, Crane Lake, Minnesota. The tower and shelter have excess capacity which the State of Minnesota Department of Transportation (MN/DOT) needs as an integral part of the state's Allied Radio Matrix for Emergency Response (ARMER) system. The state will be responsible for installing and maintaining its own equipment in accordance with the language of the agreement. MN/DOT will pay the county \$400 annually for the use of this facility, which are the same terms as the agreements giving St. Louis County use of the state's Argus, Shaw, Ely, Duluth and Virginia sites.

**RECOMMENDATION:**

It is recommended that St. Louis County Board authorize a five-year agreement at the rate of \$400 per year with the State of Minnesota for use of tower space at the county's Crane Lake Communications Tower Facility, to be accounted for in Fund 100, Agency 136001, Revenue 583103.

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

**WHEREAS**, the St. Louis County has available tower space at its Crane Lake Communications Facility; and

**WHEREAS**, the State of Minnesota, Department of Transportation is in need of communications space on the tower for the Allied Radio Matrix for Emergency Response (ARMER) system.

**NOW THEREFORE, BE IT RESOLVED**, that the St. Louis County Board authorizes a five-year agreement at the rate of \$400 per year with the State of Minnesota for the state's use of available space at the Crane Lake Communications Facility for ARMER system backbone expansion, to be accounted for in Fund 100, Agency 136001, Revenue 583103. .

**St. Louis County Transportation Day**  
**Tuesday, May 3, 2011**  
**Committee of the Whole Meeting, 1:00 pm to 3:00 pm**

**Agenda**

1. **Northeast Minnesota 2012-2015 Area Transportation Improvement Program**  
(30 minutes)
  - a. Minnesota Department of Transportation – Denny Johnson
  - b. Arrowhead Regional Development Commission – Andy Hubley
  - c. St. Louis County – Jim Foldesi
  
2. **St. Louis County 10 Year Road and Bridge Construction Program – Jim Foldesi**  
(10 minutes)
  
3. **Northeast Minnesota Toward Zero Deaths Initiatives**
  - a. Northeast Minnesota Toward Zero Deaths Program – Holly Kostrzewski  
(10 minutes)
  - b. National, State and Local Highway Safety Plans – Moving Toward Zero Deaths –  
Howard Preston (30 minutes)
  - c. St. Louis County’s Highway Safety Plan – Charting a Course Toward Zero  
Deaths – Jim Foldesi (20 minutes)



# TOWARD ZERO DEATHS

Because your life counts

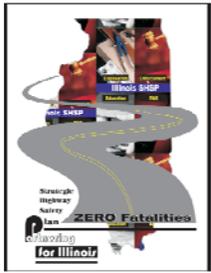
## Northeastern Minnesota Toward Zero Deaths Program

Holly Kostrzewski, MPH



## *Toward Zero Deaths or Vision Zero*

Minnesota, along with Utah, Washington and West Virginia were earlier adopters



**TOWARD ZERO DEATHS**

# Global Crisis

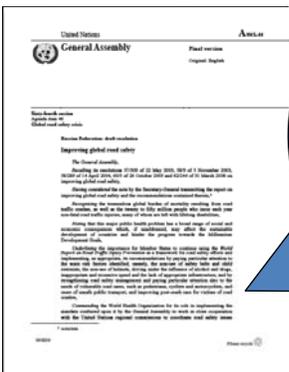
- 1.3 million per year killed on the world's roads
- 50 million are injured
- By 2015, traffic deaths will be the leading cause of death and disability for children age 5 and above
- Economic cost of \$100 billion a year



**MDH**  
DEPARTMENT OF HEALTH

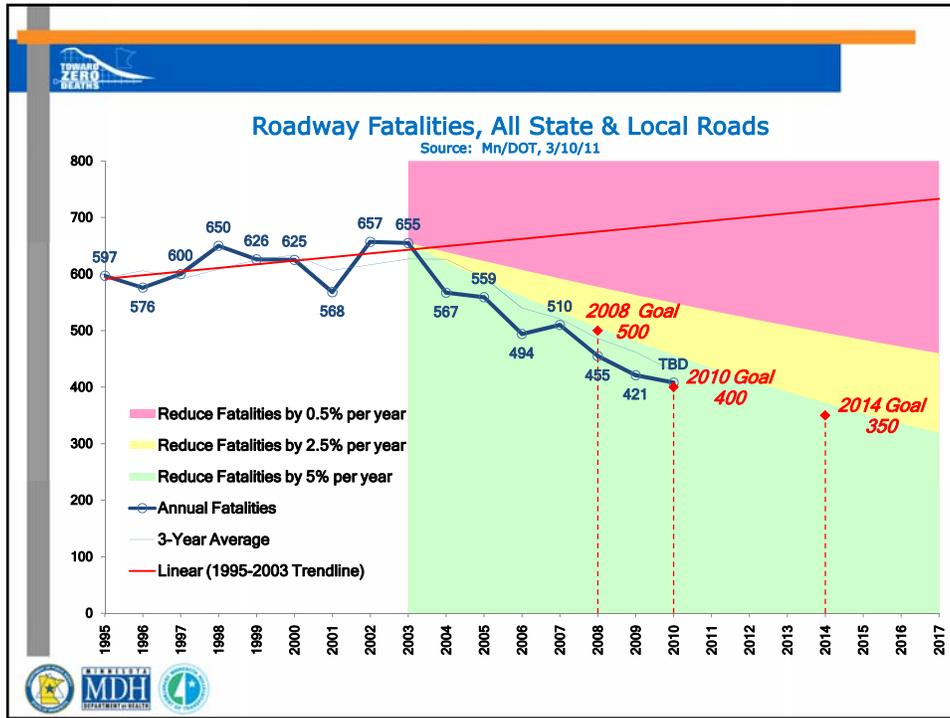
**TOWARD ZERO DEATHS**

# United Nations Proclamation



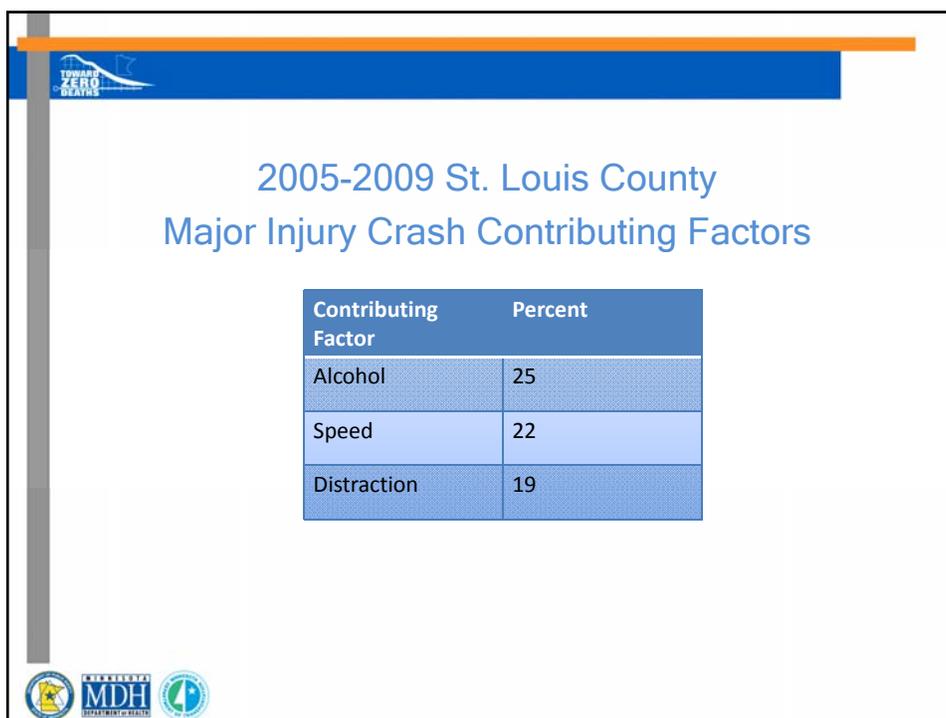
*2. Proclaims the period 2011-2020 as the Decade of Action for Road Safety, with a goal to stabilize and then reduce the forecast level of road traffic fatalities around the world by increasing activities conducted at the national, regional and global levels;*

**MDH**  
DEPARTMENT OF HEALTH



### 2005-2009 St. Louis County Fatal Crash Contributing Factors

Contributing Factor	Percent
Alcohol	41
Speed	31
Distraction	15



**Mission:** To create a culture for which traffic fatalities and serious injuries are no longer acceptable through the integrated application of [education](#), [engineering](#), [enforcement](#) and [emergency medical and trauma services](#). These efforts will be driven by data, best practices and research.

**Values:** Continuous improvements, engaged partners, and evidence-based approaches.

TZD Safe Roads Grantees for Northeastern Minnesota

St. Louis County (2)

- Driving for Safe Communities (Southern St. Louis and Carlton County)
- Mesabi Range Safe Community (Northern St. Louis and Eastern Itasca)

2011 Traffic Safety Grantees

Driving Minnesota Toward Zero Deaths

Education

- Driving 4 Safe Communities press conference for Judge Floerke and his work with DWI Court.
- Mesabi Range Safe Communities Controlled drink.



## Enforcement

### *Safe and Sober Grantees:*

- Pine County
- St. Louis County
- Deer River
- Bovey
- Coleraine
- Grand Rapids
- Hill City
- Fond du Lac Reservation
- Cloquet
- Duluth
- Proctor
- Hermantown
- UMD Police
- Eveleth
- Ely
- Virginia
- Gilbert
- Breitung
- Hibbing
- Chisholm
- Cherry



## Engineering

- Treating all Roads
- Proactive/Systematic
- Low cost/High benefit strategies





## Emergency Medical and Trauma Services

- NERTAC
- Arrowhead EMS conference



## TZD Success Factors



- Commitment to change American culture regarding traffic safety
- Collaboration with other traffic-safety advocates
- Promote best practices and lessons learned



**Toward Zero Deaths** Minnesota TZD website  
<http://www.minnesotatzd.org>



The screenshot shows the Minnesota TZD website interface. At the top, there is a navigation bar with tabs for Home, The Four Es, TZD Network, News, Events, and Topics. Below this is the 'Toward Zero Deaths' header with a mission statement: 'Our mission: To create a culture for which traffic fatalities and serious injuries are no longer acceptable through the integrated application of education, engineering, enforcement, and appropriate medical and trauma services. These efforts will be driven by data, best practices, and research.' To the right, a 'Minnesota Traffic Fatalities' box displays a 'TZD Goal: 400 by 2010' and a line graph showing trends from 2008 to 2010. The main content area includes sections for 'Online tool maps out roadway fatalities', 'Traffic Safety in the News' (with sub-sections like 'Check out AAA's Roadside Review Online, an older driver safety skills screening tool'), and 'Events' (mentioning the 'TZD 2009 Conference').

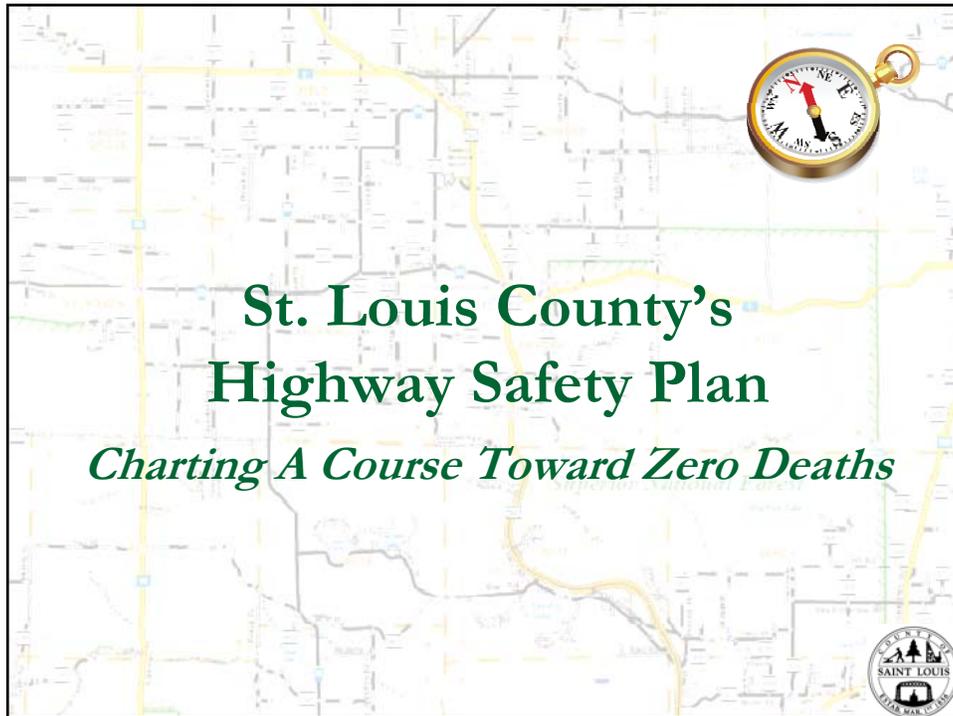
**MDH** MINNESOTA DEPARTMENT OF HEALTH

**Toward Zero Deaths** **GOAL:**  
**Zero Deaths**



The photograph depicts a severe multi-vehicle accident on a snowy road. A large white semi-truck is involved in a collision with a smaller vehicle, which is crushed. Several emergency responders in high-visibility orange and yellow gear are present, working on the scene. The ground is covered in snow, and the scene is illuminated by emergency lights.

**MDH** MINNESOTA DEPARTMENT OF HEALTH



## Outline

- Traffic Safety – Our Current Approach
- Our Safety Emphasis Areas
- Highway Safety Improvement Program Projects – Past and Current
- Self-Evaluation – What We Learned
- Charting Our Future

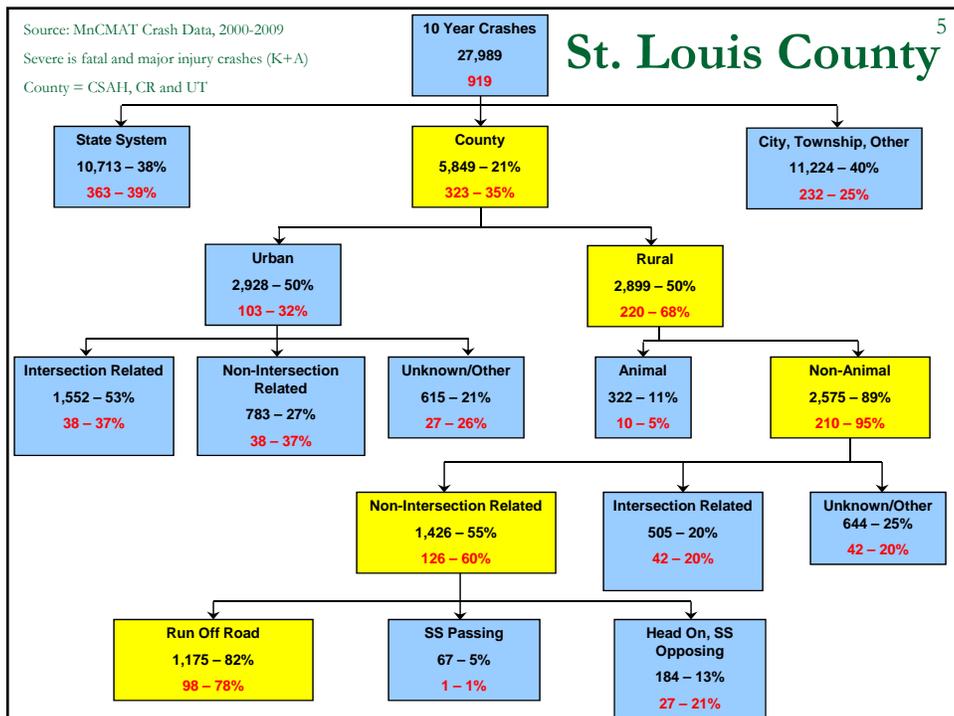
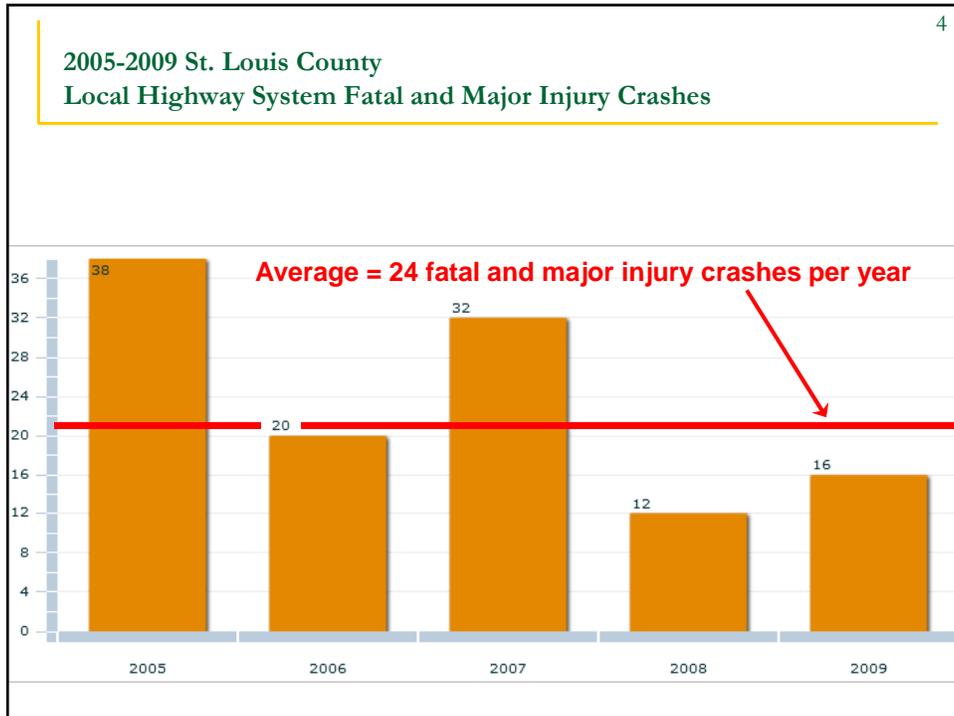
## St. Louis County Traffic Safety

- Participation in the Toward Zero Death Partnership
  - Minnesota Toward Zero Death Program
  - Northeast Minnesota Toward Zero Death Program
  - Driving 4 Safe Communities & Mesabi Range Safe Community
- Implemented Engineering Strategies
  - Intersection Lighting
  - Guardrail
  - Traffic Signal LED Retrofit
  - RR-Xing Safety Improvements (Signal and Gates) and RR-Xing Pavement Markings
  - Wide (6") Edgelines
  - Intersection Realignments
  - Traffic Safety Research Projects
  - Blinker Stop Signs
  - Sign Replacement Program
  - Speed Trailers for School Zones (Safe Routes to School)
  - Rumble StripEs



## 2005-2009 St. Louis County Local Highway System Fatal Crashes





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## Critical Emphasis Areas – A St. Louis County Perspective

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**WHERE**

- Rural
- Non-Animal Related
- Non-Intersection Related

➔

**WHAT**

- Run-Off-The-Road
- Cross-Centerline

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7

## Highway Safety Improvement Program

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- Expended Funding, 2008-2010
  - \$643,000 (Federal)
  - \$71,000 (Local)
  - 706 centerline miles
    - 625 centerline miles 6" Edgeline
    - 81 centerline miles Rumble StripEs
- Current Funding, 2012-2013
  - \$718,000 (Federal)
  - \$80,000 (Local)
  - 174 centerline miles Rumble/Profile StripEs
- HSIP Projects, 2008-2013
  - \$1,361,000 (Federal)
  - \$151,000 (Local)



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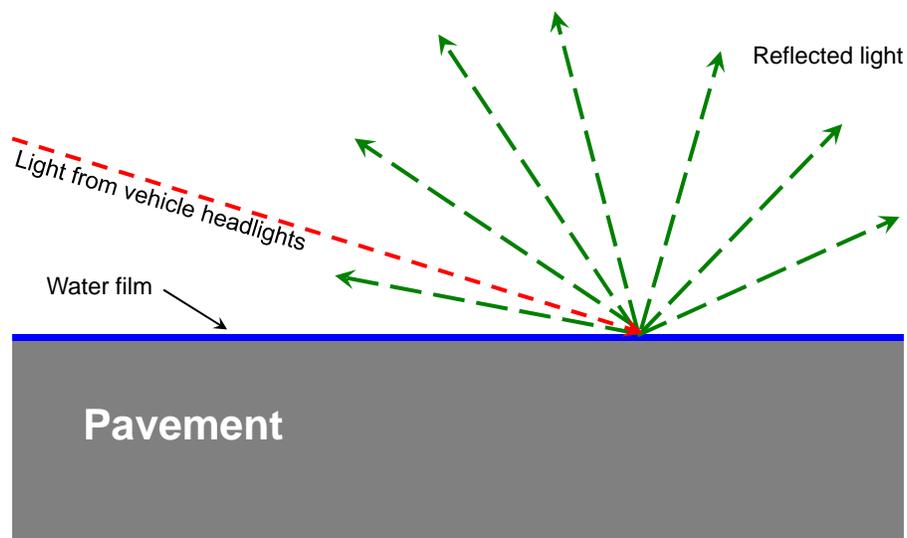
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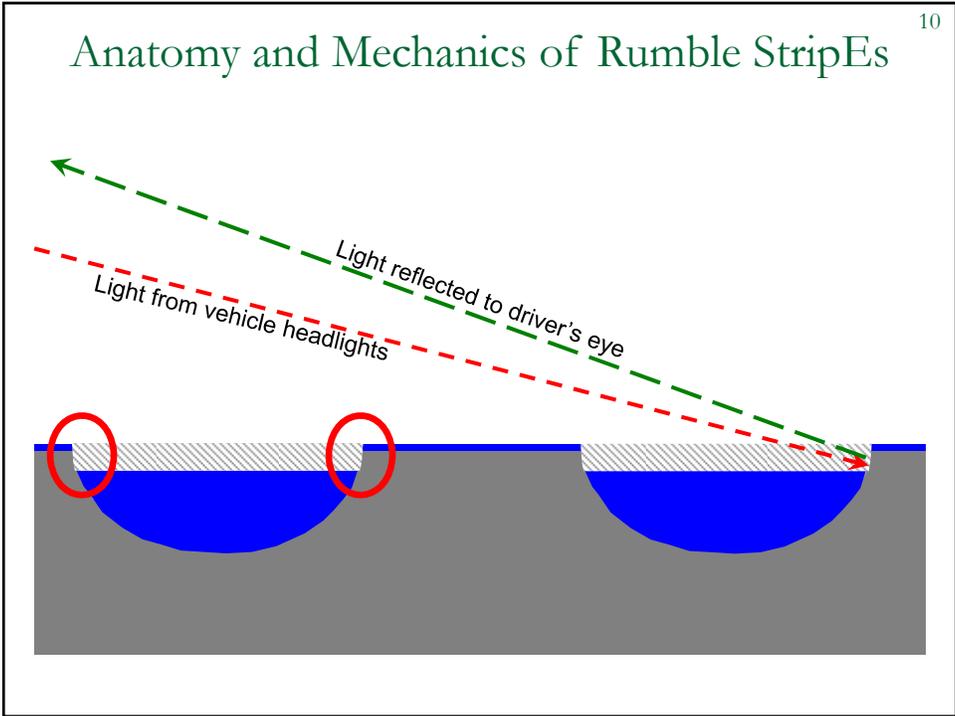
## Highway Safety Improvement Program

- Minnesota Strategic Highway Safety Plan
  - Critical Emphasis Area = Keeping vehicles on the road
  - Recommended Rumble StripEs as a countermeasure
- Benefits of Rumble StripEs
  - Provide audible and vibratory warning for errant drivers
  - Maintain nighttime, wet-condition retroreflectivity
  - Increase service life of the edgeline by reducing exposure to plow trucks

9

## Anatomy and Mechanics of Rumble StripEs





11

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CSAH 7 Pavement Marking  
Video

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## Self Evaluation – What We Learned

- 2010 Rumble StripE Project
  - Project Criteria and Selection Process
  - Socioeconomic Challenges
  - Unintended Consequences
- No planned HSIP projects for 2011
- Place a moratorium on Rumble StripEs
- Convert 2012-2013 Rumble StripE projects to Rumble Strips (outside of the edgeline) with ground-in, wet-reflective stripe for locations with paved shoulders
  - Rumble Strips with ground-in, wet-reflective stripe ~\$11,000/mile
  - Rumble StripEs ~\$3,500/mile

## Mitigation of 2010 Rumble StripEs

- Evaluated treatment methods in Fall 2010
  - Mn/DOT Bituminous Patching
  - Milling
  - Slurry Fill
- Slurry Fill was determined to be best treatment method
- Partner with Mn/DOT

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## Mitigation of 2010 Rumble StripEs

- Slurry Mix Cost
  - \$50/Ton or \$1,600/Mile
- Striping Cost
  - \$0.20/LIN FT or \$2,100/Mile
- Federal Payback
  - \$0.31/LIN FT or \$3,300/Mile
- Estimated Mitigation Quantity = 6.9 Miles
- Total Cost = \$48,000

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## The Future

- St. Louis County's Highway Safety Plan – 2011
- Implement novel safety treatments

**Questions?**

# BOARD LETTER NO. 11 – 181

HEALTH & HUMAN SERVICES COMMITTEE NO. 1

BOARD AGENDA NO.

**DATE:** May 3, 2011

**RE:** Application for Funding from  
the Minnesota Department of  
Health to Expand the Nurse-  
Family Home Visiting Program

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

Ann M. Busche, 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.

## **ACTION REQUIRED:**

The St. Louis County Board is requested to authorize the Public Health and Human Services Department to apply for a grant from the Minnesota Department of Health (MDH) to expand the existing Nurse Family Partnership program.

## **BACKGROUND:**

The Public Health Division has received federal funding from the Temporary Assistance for Needy Family grant to operate the Nurse-Family Partnership (NFP) program since 2001. These funds have supported 4.5 FTE Public Health Nurse positions to deliver the support first-time mothers need to have a healthy pregnancy, become knowledgeable and responsible parents, and provide their babies with the best possible start in life. Current staffing allows service to be delivered to 100 families at a time. Additional funding would allow another 25 families to participate in the program, which would require adding 1 FTE Nurse position and .125 FTE clinical supervisor time.

MDH has applied for and received approximately \$650,000 of new Federal Maternal, Infant, and Early Childhood Home Visiting funds made available to states through the 2010 Patient Protection and Affordable Care Act. MDH has identified seven counties within Minnesota as being the highest maternal/child health at-risk communities in the state and has invited those counties to apply on a competitive basis for funds to support either the Healthy Families America or the Nurse-Family Partnership home visiting models (both evidence-based) in their counties. St. Louis County was one of the seven counties identified. There is no match requirement involved in this grant.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the Public Health and Human Services Department to apply for \$92,031 from the MDH to expand the current Nurse-Family Partnership program, including an increase to the PHHS staff compliment of 1.125 FTEs for the duration of the additional funding.

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

**WHEREAS**, the Minnesota Department of Health has made Patient Protection and Affordable Care Act funding available to seven eligible counties; and

**WHEREAS**, based on the criteria and data selected to identify the targeted at-risk communities most in need of additional evidenced-based home visiting services, St. Louis County was identified as one of the counties; and

**WHEREAS**, these funds can only be used to support the Healthy Families America or the Nurse-Family Partnership models; and

**WHEREAS**, the Nurse-Family Partnership program has operated successfully in St. Louis County since 2001.

**NOW THEREFORE, BE IT RESOLVED**, that the St. Louis County Board authorizes the Public Health and Human Services Department to apply for \$92,031 from the Minnesota Department of Health for the period July 1, 2011 to June 30, 2012 to expand the current Nurse-Family Partnership program, including an increase to the PHHS staff complement of 1 FTE nurse position and .125 FTEs clinical supervisor time.

**RESOLVED FURTHER**, that 1.125 FTEs will be removed from the PHHS personnel complement when the grant funding for this program expansion is no longer available.

# BOARD LETTER NO. 11 – 177 REPLACEMENT

PUBLIC WORKS & TRANSPORTATION COMMITTEE NO. 1

BOARD AGENDA NO.

**DATE:** May 3, 2011

**RE:** Award of Bids for Bridge  
Construction Projects near Ely and  
Babbitt and for the South Crushing  
Program

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

James T. Foldesi  
Public Works Director/Highway Engineer

**RELATED DEPARTMENT GOAL:**

Provide a safe, well maintained road and bridge system.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize the award to the low bidders for a bridge construction project near Ely and for the annual south crushing program.

**BACKGROUND INFORMATION:**

As authorized by the St. Louis County Board, bids were taken on Monday, May 2, 2011 at 10:00 a.m. for bridge projects on County State Aid Highway (CSAH) 88 near Ely, MN, and on Unorganized Township Road (UT) 8215 near Babbitt, MN; and a crushing program project in southern St. Louis County. The projects, along with their financing, are shown below:

- Project:** SAP 69-688-011(Low), CP 120486, Construct Bridge 69J82 and Approaches, and SAP 69-599-028, CP 117645, Construct Bridge 69J81 and Approaches

**Location:** Combined Project  
A.) SAP 69-688-011(Low) CSAH 88 between TH 169 and CR 781, 2 mi. northeast of Ely, MN.; length 0.1 mi.

**Traffic:** 1,991

**PQI:** N.A.

**Construction:** Construct Bridge 69J82 and Approaches

**Funding:** Fund 220, Agency 220256, Object 652700

B.) SAP 69-599-028(Tied) UT 8215 between CSAH 21 and UT 8217, 4 mi. west of Babbitt, MN; length 0.07 mi.

**Traffic:** 173  
**PQI:** N.A.  
**Construction:** Construct Bridge 69J81 and Approaches  
**Funding:** Fund 220, Agency 220257, Object 652700  
Fund 210, Agency 210038, Object 652800

**Anticipated Start Date:** July 1, 2011  
**Anticipated Completion Date:** September 15, 2011  
**TOTAL Engineer's Estimate:** \$716,913.00

**BIDS:**

<b>Ulland Brothers, Inc., Hibbing, MN</b>	<b>\$580,600.00 (-136,313.00, -19.01%)</b>
KGM Contractors, Inc., Angora, MN	\$621,201.67
Utility Systems of America, Inc., Eveleth, MN	\$685,876.00
Hoover Construction Co., Virginia, MN	\$690,882.10

2. **Project:** MP 97034, South Crushing 2011  
**Location:** Various Locations Southern St. Louis County  
**Traffic:** N.A.  
**PQI:** N.A.  
**Construction:** Crush, Screen, and Stockpile Aggregate, Class 5 (Mod.)  
**Funding:** Fund 200, Agency 201067, Object 650200  
**Anticipated Start Date:** June 1, 2011  
**Anticipated Completion Date:** October 7, 2011  
**Engineer's Estimate:** \$193,500.00

**BIDS:**

<b>Hammerlund Construction, Inc. Grand Rapids, MN</b>	<b>\$210,000.00 (+16,500.00, +8.53%)</b>
Forest Concrete Products, Inc., Ely, MN	\$233,700.00
Hard Rock Screening, LLC, Little Falls, MN	\$236,340.00
Hoover Construction Co., Virginia, MN	\$241,280.00
Ulland Brothers, Inc., Carlton, MN	\$250,860.00

**RECOMMENDATION:**

It is recommended the St. Louis County Board authorized the award of bid to:

Combined Bridge Projects SAP 69-688-011(Low), CP 120486; SAP 69-599-028, CP 117645 to:

Ulland Brothers, Inc. of Hibbing, MN in the amount of \$580,600.00 payable from Fund 220, Agency 220256, Object 652700, Fund 220, Agency 220257, Object 652700, and Fund 210, Agency 210038, Object 652800;

MP 97034, South Crushing 2011 to:

Hammerlund Construction Inc. of Grand Rapids, MN in the amount of \$210,00.00 payable from Fund 200, Agency 201067, Object 650200

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

**WHEREAS**, bids have been received by the County Auditor for the following combined projects:

SAP 69-688-011(Low), CP 120486 (Bridge 69J82) located on CSAH 88 between TH 169 and CR 781, 2 mi. northeast of Ely, MN;

SAP 69-599-028(Tied), CP 117645 (Bridge 69J81) located on UT 8215 between CSAH 21 and UT 8217, 4 mi. west of Babbitt, MN

**WHEREAS**, bids were opened in the County Board Room at 10:00 a.m., May 2, 2011, and the low responsible bidder determined.

**NOW, 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.	505 W 37 <sup>th</sup> St. Hibbing, MN 55746	\$580,600.00

**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:

SAP 69-688-011(Low), CP 120486: Fund 220, Agency 220256, Object 652700 \$355,236.70  
SAP 69-599-028(Tied), CP 117645: Fund 220, Agency 220257, Object 652700 \$215,363.30  
Fund 210, Agency 210038, Object 652800 \$ 10,000.00

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

**WHEREAS**, bids have been received by the County Auditor for the following project:

MP 97034, South Crushing 2011 located in various locations in Southern St. Louis County.

**WHEREAS**, bids were opened in the County Board Room at 10:00 a.m., May 2, 2011, and the low responsible bidder determined.

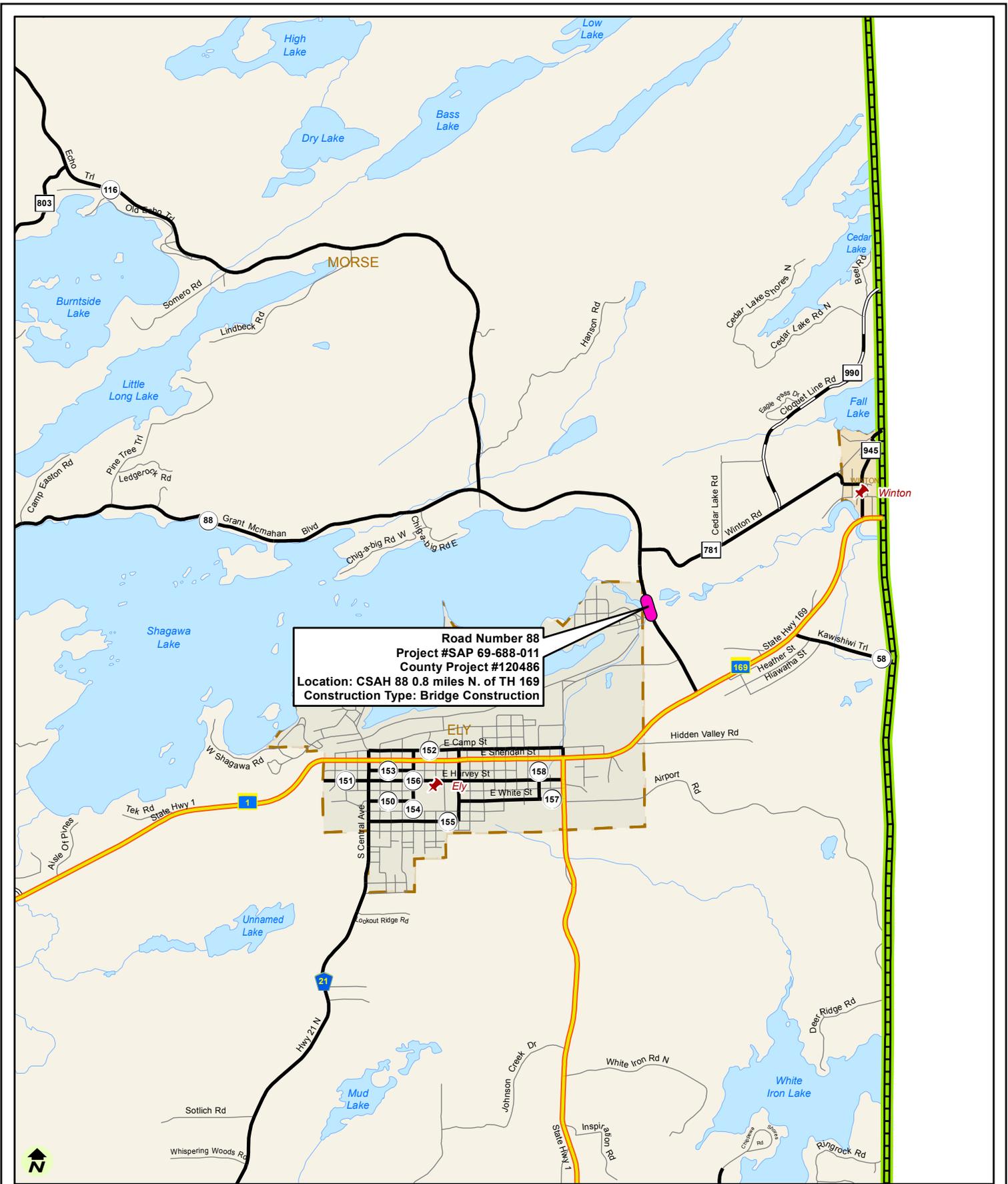
**NOW, THEREFORE, BE IT RESOLVED**, that the St. Louis County Board approves the award on the above project to the low bidder.

<u>LOW BIDDER</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
Hammerlund Construction, Inc	3201 W Hwy 2 Grand Rapids, MN 55744	\$210,000.00

**RESOLVED FURTHER**, that the appropriate county officials are authorized to approve the Contractor's Performance Bonds and to execute the bonds and contract with for the above listed project payable from Fund 200, Agency 201067, Object 650200.

With additional revenue budgeted for expense:

Halden Township Fund 200, Agency 201067, Rev. Object 551569 \$1,070.00 – TWP PART ONLY

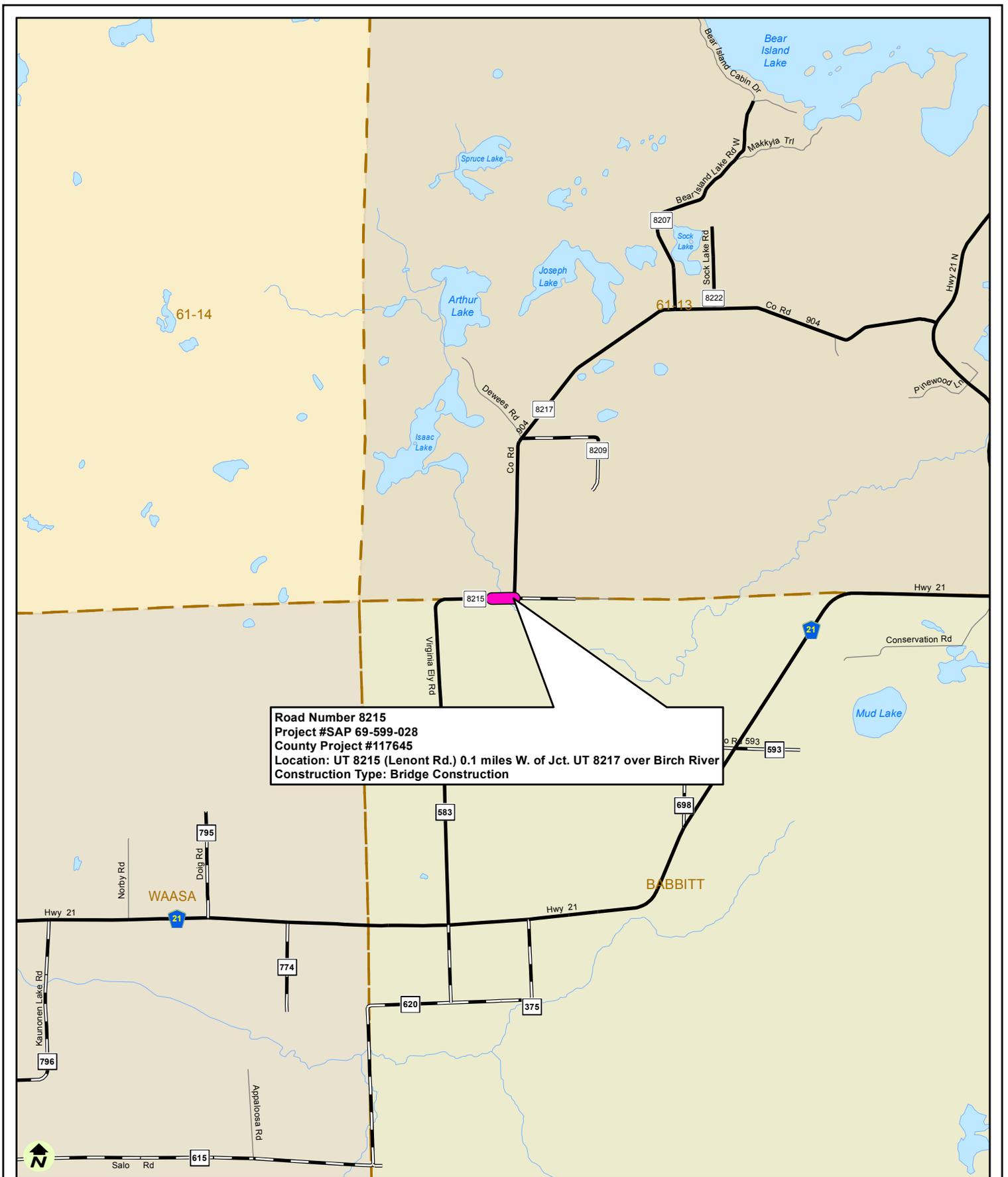


**Road Number 88**  
**Project #SAP 69-688-011**  
**County Project #120486**  
**Location: CSAH 88 0.8 miles N. of TH 169**  
**Construction Type: Bridge Construction**

St. Louis County 2011 Road & Bridge Construction



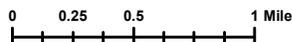
Map Components			
	Interstate Highway		Commissioner District
	Bridge Construction		U.S./State Highway
	Paved County Road		Township
	Gravel County Road		City/Town
	Railroad		Lake



**Road Number 8215**  
 Project #SAP 69-599-028  
 County Project #117645  
 Location: UT 8215 (Lenont Rd.) 0.1 miles W. of Jct. UT 8217 over Birch River  
 Construction Type: Bridge Construction

St. Louis County 2011 Road & Bridge Construction

Map Components					
	2011 Road & Bridge Construction		Interstate Highway		Commissioner District
	Bridge Construction		U.S./State Highway		Township
			Paved County Road		City/Town
			Gravel County Road		Lake
			Railroad		



# BOARD LETTER NO. 11 - 178

PUBLIC WORKS & TRANSPORTATION COMMITTEE NO. 2

BOARD AGENDA NO.

**DATE:** May 3, 2011

**RE:** State Contract Purchase of  
Tandem Axel Diesel Trucks

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

James T. Foldesi  
Highway Engineer/Public Works Director

**RELATED DEPARTMENT GOAL:**

Provide a safe, well maintained road and bridge system.

**ACTION REQUESTED:**

The St. Louis County Board is requested to approve the purchase of seven Mack GU713 tandem axel diesel trucks.

**BACKGROUND:**

The Public Works Department's 2011 equipment budget includes replacement of seven tandem trucks for snow and ice control, and for hauling gravel. These units will be replacing aging trucks at Public Works facilities in Linden Grove, Virginia, Hibbing and Pike Lake. All the units range from 20 to 24 years old, and either cannot pass a Department of Transportation inspection any longer due to cracked frames etc., or are worn and rusted out to the point of needing replacement. State of Minnesota contract pricing was requested for this purchase.

The Mack GU713 was specified for three reasons:

1. The department has purchased the Mack GU713 for the past four years and experience with the Mack GU 713 has shown it to be a high quality truck which has been the most reliable and trouble free of the tandems purchased.
2. Reducing the number of different models of trucks in the fleet will reduce the amount of parts that are needed on hand, thus reducing inventory costs.
3. Reducing the number of different models of trucks in the fleet allows mechanics to become familiar with the trucks reducing time spent maintaining, diagnosing and repairing the trucks.

The trucks will be purchased from Twin Cities Mack & Volvo of Roseville, Minnesota, using the available State of Minnesota contract. Warranty service and parts support for the trucks will be provided by Lake Superior Mack and Volvo of Duluth. The purchase will total \$742,624.26 plus 6.5% state sales tax of \$48,270.58 for a total cost of \$790,894.84. The cost is within that budgeted for this purchase.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the purchase of seven 2011 Mack GU713 Tandem Axel Diesel Trucks from Twin Cities Mack & Volvo of Roseville, Minnesota at the State of Minnesota contract price of \$790,894.84, payable from Fund 407, Agency 407001, Object 666300.

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

**WHEREAS**, the Public Works Department equipment budget includes replacement of tandem trucks for snow and ice control, and gravel hauling; and

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

**WHEREAS**, Twin Cities Mack & Volvo of Roseville, MN responded with the state contract price for seven Mack GU713 tandem trucks of \$742,624.26, plus 6.5% state sales tax of \$48,270.58, for a total cost of \$790,894.84.

**NOW, THEREFORE, BE IT RESOLVED**, the St. Louis County Board authorizes the purchase of seven 2011 Mack GU713 tandem trucks from Twin Cities Mack and Volvo Trucks of Roseville, Minnesota, for a total cost of \$790,894.84 payable from Fund 407, Agency 407001, and Object 666300.

# BOARD LETTER NO. 11 - 180

FINANCE AND BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

**DATE:** May 3, 2011

**RE:** Duluth Government Services  
Center First Floor Remodeling  
Office Furniture, Fixtures &  
Equipment

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

Tony Mancuso, Director  
Property Management

Ann Busche, Director  
Public Health & Human Services

**RELATED DEPARTMENT GOALS:**

To provide safe, secure, efficient, and code compliant facilities and facility operations.

**ACTION REQUESTED:**

The St. Louis County Board is requested to approve the purchase of office furniture and modular office furniture components for the first floor remodeling project for the Duluth Government Services Center (GSC).

**BACKGROUND:**

The St. Louis County master space plan for the Duluth area offices has been in place since 1995 and has been updated per opportunity, space availability, lease changes, funding availability, departmental requests, and building ownership in varying increments since that time. The county's goal is to centralize public services in one location and reduce or eliminate all leases. As part of the master space plan, the county purchased the GSC from the State of Minnesota in 2002. Several leases have since been terminated and the state will be moving out no later than August 2012. Presently there is vacant office space in the building affording the opportunity to begin a phased approach to implementing the space plan.

Construction began on the GSC first floor remodeling project in January 2011 and the project is at the stage where procurement of office furniture, fixtures, modular component furniture, and office equipment is necessary. Northern Business Products of Duluth, Minnesota holds the Minnesota State contract for Herman Miller products and the majority of required furniture and equipment falls under that contract pricing. Five

other component groups did not fall under the contract pricing, but Northern Business Products provided the lowest bid for these components as well. The total cost including installation is \$113,494.69, plus \$7,802.76 sales tax, for a grand total of \$121,297.45.

Furniture, fixtures, and equipment items are normally separated from the construction bid in larger projects. The rationale is that the county has access to use the state furniture contract, and there is a significant discount. Additionally, the general contractor would add at least 10% markup on all ancillary purchases (such as this) to projects.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the purchase of office furniture, fixtures, modular furniture components, and related equipment from Northern Business Products of Duluth, Minnesota in the amount of \$121,297.45 for the remodeling of the first floor of the Government Services Center in Duluth payable from Fund 230, Agency 230006, Object 640300.

Funding is available from the increase in the Federal Medical Assistance Percentage (FMAP) for the 1<sup>st</sup> quarter of 2011 which requires increasing the 2011 revenue budget by \$115,003 in Fund 230, Agency 232008, Object 525800, and by \$6,294.45 in Fund 230, Agency 232006, Object 526400, and increase the 2011 expenditure budget by \$121,297.45 in Fund 230, Agency 230006, Object 640300.

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

**WHEREAS**, the St. Louis County master space plan for the Duluth area offices has been in place since 1995 and has been updated per opportunity, space availability, lease changes, funding availability, departmental requests, and building ownership in varying increments since that time; and

**WHEREAS**, the county's goal is to centralize public services in one location and reduce or eliminate all leases in the Duluth area; and

**WHEREAS**, construction began on the Government Services Center first floor remodeling project in January 2011 and the project is at the stage where procurement of office furniture, fixtures, modular component furniture, and office equipment is necessary; and

**WHEREAS**, Northern Business Products of Duluth, Minnesota holds the Minnesota State contract for Herman Miller products and the majority of this furniture and equipment falls under that contract pricing, with Northern Business Products providing the lowest bid for components outside of the state contract in the amount of \$113,494.69, plus sales tax of \$7,802.76, for a total cost including installation of \$121,297.45.

**NOW THEREFORE, BE IT RESOLVED** that the St. Louis County Board authorizes the purchase of office furniture, fixtures, modular furniture components, and related equipment and installation from Northern Business Products of Duluth, Minnesota in the amount of \$121,297.45 for the remodeling of the first floor of the Government Services Center in Duluth payable from Fund 230, Agency 230006, Object 640300.

**RESOLVED FURTHER**, that funding is available due to the increase in the Federal Medical Assistance Percentage (FMAP) for the 1<sup>st</sup> quarter of 2011, which requires increasing the 2011 revenue budget by \$115,003 in Fund 230, Agency 232008, Object 525800 and by \$6,294.45 in Fund 230, Agency 232006, Object 526400, and increase the 2011 expenditure budget by \$121,297.45 in Fund 230, Agency, 230006, Object 640300.

# BOARD LETTER NO. 11 - 179

## CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE

NO. 1

### BOARD AGENDA NO.

**DATE:** May 3, 2011                      **RE:** Establishing a “Blue Ribbon”  
Assessment Practices Review Panel

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

Mark Monacelli, Director  
Public Records & Property Valuation

Dave Sipila  
County Assessor

#### **RELATED DEPARTMENT GOAL:**

The County Assessor will meet all state mandates for classifying and valuing taxable parcels for property tax purposes as outlined in Minn. Stat. § 270 – 273, and continually improve assessment efficiency, county wide.

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to establish a “Blue Ribbon” Assessment Practices Review Panel to complete a thorough countywide analysis of property assessment functions, and prepare a comprehensive strategic plan for presentation to the County Board by December 1, 2011.

#### **BACKGROUND:**

Assessing property values is an essential component of Minnesota’s property tax system. Property assessments define the tax base and consequently who pays what share of the overall property tax levy. The Public Records and Property Valuation Director and the St. Louis County Assessor strive to have a property valuation system that is equitable and fair. If some properties’ valuations are too high, those property owners will pay more than their fair share of property taxes. Conversely, if some properties’ valuations are too low, those owners will pay less than their fair share.

When property is valued correctly in all jurisdictions, the property tax burden is distributed equitably, as defined by the Legislature. In order to establish a solid foundation for the future, the St. Louis County Public Records and Property Valuation Director and the County Assessor recommend that the County Board authorize the creation of a “Blue Ribbon” Assessment Practices Review Panel to examine the current county assessment functions and develop a five year strategic plan to construct a county-wide assessment strategy that is timely, uniform, and fair.

A discussion about the proposed “Blue Ribbon” Assessment Practices Review Panel was held at a County Board Workshop on April 19, 2011. The proposed panel will consist of 13 members representing various regions and jurisdictions within St. Louis County, with each commissioner appointing one member, and with another six members appointed as “at-large” members. The following individuals have been contacted and have agreed to be appointed to serve on the panel.

**Commissioner Appointees:**

Commissioner Jewell	District 1:	John Heino	Duluth, MN
Commissioner O’Neil	District 2:	John Gellatly	Duluth, MN
Commissioner Dahlberg	District 3:	John Vigen	Duluth, MN
Commissioner Forsman	District 4:	Roger Skraba	Ely, MN
Commissioner Sweeney	District 5:	Jim Aird	Proctor, MN
Commissioner Nelson	District 6:	Dawn Cole	Eveleth, MN
Commissioner Raukar	District 7:	Frank Bigelow	Hibbing, MN

**At-Large Appointees:**

Jan Jackson	Kelsey, MN
Bruce Sandberg	Hibbing, MN
Rick Pulek	Virginia, MN
Steve Abrahamson	Tower, MN
Jerry Palmquist	Chisholm, MN
Jim Fisher	Zim, MN

The panel will be co-chaired by members chosen from the northern and southern parts of the county. Staff assistance will be provided to the panel, and mileage and meal costs will be reimbursed at the conus rate. Meetings will rotate between the north and south halves of the county.

**RECOMMENDATION:**

It is recommend that the St. Louis County Board authorize the creation of a “Blue Ribbon” Assessment Practices Review Panel to examine the county assessment functions and develop a five year strategic plan to build upon a county-wide assessment strategy that is timely, uniform, and fair.

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

**WHEREAS**, assessing property values is an essential component of Minnesota’s property tax system, with property assessments defining the tax base and consequently who pays what share of the overall property tax levy; and

**WHEREAS**, the St. Louis County Board of Commissioners believes that the county’s property valuation system must be constructed to be timely, uniform, and fair for all of its citizens; and

**WHEREAS**, in order to establish a solid foundation for the future, the St. Louis County Public Records and Property Valuation Director and the County Assessor recommend that the St. Louis County Board establish a “Blue Ribbon” Assessment Practices Review Panel to examine current county assessment functions and develop a five year strategic plan to build upon a county-wide assessment strategy that is timely, uniform, and fair.

**NOW, THEREFORE, BE IT RESOLVED**, that the St. Louis County Board authorizes the establishment of a “Blue Ribbon” Assessment Practices Review Panel charged with completing a thorough countywide analysis of property assessment functions, and preparing a comprehensive strategic plan for presentation to the County Board by December 1, 2011, that will construct a timely, uniform, and fair property valuation model for St. Louis County.

**RESOLVED FURTHER**, that the Assessment Practices Review Panel will consist of thirteen (13) members representing various regions and jurisdictions within St. Louis County, with each commissioner appointing one member, and another six members appointed by the County Board as “At-Large” members.

**RESOLVED FURTHER**, that the Assessment Practices Review Panel will be co-chaired by members chosen from the northern and southern parts of St. Louis County and will be provided with staff assistance, mileage and meal reimbursement at the conus rate, and will conduct regular meetings rotating between the north and south halves of the county.

**RESOLVED FURTHER**, that the following individuals are appointed by the St. Louis County Board to the “Blue Ribbon” Assessment Practices Review Panel:

**Commissioner Appointees:**

Commissioner Jewell	District 1:	John Heino	Duluth, MN
Commissioner O’Neil	District 2:	John Gellatly	Duluth, MN
Commissioner Dahlberg	District 3:	John Vigen	Duluth, MN
Commissioner Forsman	District 4:	Roger Skraba	Ely, MN
Commissioner Sweeney	District 5:	Jim Aird	Proctor, MN
Commissioner Nelson	District 6:	Dawn Cole	Eveleth, MN
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Jerry Palmquist	Chisholm, MN
Jim Fisher	Zim, MN

# **St. Louis County**

## **“Blue Ribbon” Assessment Practices Review Panel**

April 19, 2011 County Board Workshop

### **Background**

Assessing property values is an essential component of Minnesota's property tax system. Property assessments define the tax base and consequently who pays what share of the property tax levy.

If some properties' valuations are too high, those property owners will pay more than their fair share of property taxes. Conversely, if some properties' valuations are too low, those owners will pay less than their fair share. When property is valued correctly in all jurisdictions, the property tax burden is distributed equitably, as defined by the Legislature.

In St. Louis County, cities and townships either employ, contract with local assessors or the County Assessor's office for property assessment services. All unorganized townships are assessed by the St. Louis County Assessor. The City of Duluth, a city of the first class, appoints a city assessor who has the same powers and duties of the County Assessor.

The St. Louis County Assessor strives to have a property valuation system that is equitable and fair. There are, however, challenges in meeting this goal, such as:

- The size and complexity of land applications in St. Louis County
- Continued budget demands and aid reductions for St. Louis County, cities, and townships
- Ever changing property assessment and classification legislation
- New rules and policies from the Minnesota Department of Revenue
- An aging contract appraiser work force
- Lack of timely completion, consistency, and accuracy by some local contract appraisers' property assessments, along with limited enforcement capabilities available to the county
- Annual and unknown shifts in workload due to townships switching between local contract appraisers and county appraisers
- The need to obtain local assessors' paper based assessment information to include in the county Geographic Information System (GIS)
- Increase in the number of appeals to the County Board of Appeal and Equalization and tax court cases due to perceived market value changes

### **Opportunities:**

- St. Louis County GIS allows desk top, in-depth analysis of land parcels using new technology tools like field mobile data devices.
- Communication tools such as the internet can be used for on-line information, enhance customer service and build property owner awareness and education.
- The ability now exists to digitize paper based records and electronically access the records in the field.
- Government jurisdictions are increasing in willingness to explore shared services and partnerships.

In order to establish a solid foundation for the future, the St. Louis County Public Records and Property Valuation Director and the County Assessor recommend that the St. Louis County Board authorize the creation of a “**Blue Ribbon**” **Assessment Practices Review Panel** to examine the county assessment functions and develop a five year strategic plan to build upon a county-wide assessment strategy that is **timely, uniform, and fair**.

### **Goals of the “Blue Ribbon” Assessment Practices Review Panel:**

- Complete a thorough countywide analysis of property assessment functions
- Review state statutes that govern property assessment and classification
- Review the current property valuation and assessment model that uses city, contract, and county assessors
- Recommend areas of opportunity to share services and create partnerships with other government jurisdictions
- Review technology tools and recommend areas of opportunity to streamline service delivery
- Prepare a comprehensive strategic plan to the St. Louis County Board by December 1, 2011 that will build upon a goal of a timely, uniform and fair property valuation model

The Assessment Practices Review Panel will consist of 13 members representing various regions and jurisdictions within St. Louis County, with each commissioner appointing one member, and another six members appointed as “At-Large” members.

The panel will be co-chaired by panel members chosen from the northern and southern parts of St. Louis County. Staff assistance will be provided to the panel, and mileage and meal costs will be reimbursed. Meetings will rotate between the north and south halves of the county. Some meeting times and dates may fluctuate depending upon the schedules of the members.