



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

July 12, 2011

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

CONSENT AGENDA:

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

Minutes of July 5, 2011

Environment & Natural Resources Committee – Commissioner Jewell, Chair

1. Sale of Land Department Vehicle to Regional Railroad Authority [11-266]
2. Establish Public Meeting for the Classification and Reclassification of State Tax Forfeited Land [11-267]

Public Works & Transportation Committee – Commissioner Forsman, Chair

3. Award of Contract for Roof Repair at the Central Range Public Works Facility in Hibbing [11-268]

Finance & Budget Committee – Commissioner Nelson, Chair

4. Abatement List for Board Approval [11-269]
5. Sale of Surplus Fee Land – Section 26, T58N R16W (Biwabik Township) [11-270]
6. Sale of Surplus Fee Land – Lot 15 Plat of Crescent Beach – Section 14, T60N, R19W [11-271]

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. **Electronic Document Management System (EDMS) Compass Appointments [11-272]**
Resolution authorizing professional services and software maintenance agreements in order to implement Compass Appointments, the next phase of EDMS.

Public Works & Transportation Committee – Commissioner Forsman, Chair

1. **Award of Bid – Resurfacing of CSAH 4 and Reconstruction of CSAH 37 North of Duluth [11-273]**

The call for bids is scheduled for Monday, July 11 and the Board will be provided with bid results and a resolution for consideration at the July 12 Committee of the Whole meeting.

Finance & Budget Committee – Commissioner Nelson, Chair

1. **Request to Fund the Volunteer Attorney Program [11-274]**

Commissioner Nelson has requested that the County Board consider a request to provide funding for the Volunteer Attorney Program.

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:

July 26, 2011	Floodwood City Hall, Floodwood, MN
August 2, 2011	Commissioners' Conference Room, Courthouse, Duluth, MN
August 9, 2011	Mt. Iron City Council Chambers, Mt. Iron, 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, July 5, 2011

Location: County Board Conference Room, Duluth Courthouse
Present: Commissioners O'Neil, Jewell, Dahlberg, Forsman, Sweeney, Nelson and Raukar
Absent: None
Convened: Chair O'Neil called the meeting to order at 10:05 a.m.

CONSENT AGENDA

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

-Minutes of June 28, 2011

1. Sale of Surplus Fee Land – T50N, R15W, Section 22 (City of Hermantown)
2. Sale of Surplus Fee Land – T56N, R18W, Section 2 (McDavitt Township)
3. Sale of Surplus Fee Land – T52N, R15W, Section 16 (Fredenberg Township)

REGULAR AGENDA

Nelson/O'Neil moved to authorize renewal of property insurance for county structures, equipment and machinery to Otis-Magie Insurance Agency for \$180,806. Donna Viskoe, Purchasing Division, introduced Bob Heimbach, Sales Agent with Otis-Magie. Mr. Heimbach reviewed the loss limits and credited the St. Louis County Property Management Division for the excellent loss history. Mr. Heimbach said the Chubb Group of Insurance Companies gave the county a three-year rate guarantee, noting the rates and deductions remain the same from last year. (7-0)

DISCUSSION REGARDING STATE SHUTDOWN

Administrator Gray gave the board updates on the state shut down impacts. Administrator Gray reviewed the critical services including 1) Judge Christopherson ruled that courts will remain open. 2) Judge Gearin's ruling mostly followed the Governor's submission. In addition, most federal programs must be paid, open and outstanding appropriations must be paid, and state highway projects are not critical. 3) Kathleen Blatz was appointed as the Special Master. Filings began on Friday and the Minnesota Inter-County Association (MICA) and Association of Minnesota Counties (AMC) put together county lists for filing. Administrator Gray updated the board on Arrowhead Regional Corrections (ARC) impacts, noting the county received the June subsidy and the need for July's payment is in the AMC filing. Public Health and Human Services (PHHS) Director Anne Busche updated the board on PHHS impacts and noted the movement is in a positive direction. Director Busche reviewed the grid noting several areas where the risk is much lower. In response to commissioner questions, Director Busche said there is a risk of pro-rated or reduced payments, depending on the final approved budget. John Ongaro, lobbyist for St. Louis County said the Special Master will review and meet to make determinations, one example is the food shelves reopened, but the horse track remained closed. Commissioner Nelson would like to identify programs that may be in jeopardy if the state shut down continues. County Auditor Donald Dicklich said the county budget does not coincide with the state budget and we can look at 2012 to make adjustments, if necessary. However, the deeper we get into the state shut down, the greater the impact to cash flow, according to Auditor Dicklich. John Ongaro explained the Local Government Aid (LGA) and Payment In Lieu of Taxes (PILT) payments and clarified that the 12% proposed cut included an inflationary increase. Ongaro said PILT impact varies, noting Ramsey County increased from \$138,000 to over \$550,000, yet other counties may see a decrease. Commissioner Jewell praised the letter Administrator Gray sent to employees regarding the state shut down and suggested a communication to the public. Administrator Gray said the Duluth News Tribune and other

media are doing an excellent job covering the shut down, noting the county is stable and to interject what we are going to do is difficult due to uncertainties. The message from the county is that we currently are on track to deliver all programs.

COMMISSIONER DISCUSSION ITEMS

Commissioner Nelson said one of the properties on the tax abatement list related to an issue with the Department of Finance, and in part due to an assessment that was incorrect. Commissioner Nelson said Public Records and Property Valuation Director Mark Monacelli's Blue Ribbon Assessment Panel is looking at these types of issues. Commissioner Nelson said they are on a tight time-line working to get recommendations to the board.

Administrator Gray concurred with Commissioner Nelson and the commitment of the Blue Ribbon Assessment Panel, noting inconsistencies with local assessors is a contributing factor. It is important to make these corrections and the goal is to reduce the number of corrections and provide consistent, timely and fair assessments throughout the county. Administrator Gray addressed Commissioner Sweeney's concerns and encouraged the board to e-mail or call with concerns and assured the board that the abatement list is reviewed weekly.

Commissioner O'Neil attended the ribbon cutting ceremony on Saturday for the new Voyageurs National Park Headquarters, located at the newly dedicated James Oberstar Riverfront Complex, in honor of the longtime U.S. Representative. Commissioner O'Neil said he hiked on a beautiful trail in the park.

Commissioner Forsman also attended the Voyageurs National Park Visitors Center event and said both U.S. Senators were there, as well as U.S. Representative Jim Oberstar. Commissioner Forsman said the building was beautiful and it was wonderful ceremony. Commissioner Forsman said the Canadians won this year's annual tug-of-war contest. Commissioner Forsman also attended Fourth of July parades, noting no state elected officials were present.

ADJOURNED

At 11:35 a.m., Raukar /Sweeney moved to adjourn the committee of the whole meeting. (7-0)

Steve O'Neil, Chair of the County Board

Patricia Stolee, Clerk of County Board

BOARD LETTER NO. 11 - 266

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: July 12, 2011 **RE:** Sale of Land Department
Vehicle to Regional Railroad
Authority

FROM: Kevin Gray
County Administrator

Robert Krepps
Land Commissioner

RELATED DEPARTMENT GOAL:

To effect cost efficiency in the services provided to the public.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the sale of a 2003 Ford F150 to the St. Louis and Lake County Regional Railroad Authority.

BACKGROUND:

The Land Department has decommissioned Vehicle No. 557, a 2003 Ford F150, and this vehicle is no longer needed by the Department. The St. Louis and Lake County Regional Railroad Authority would like to purchase the vehicle for \$7,200. In accordance with County Purchasing Rules and Regulations, County Board action is necessary for this transaction:

Section VII Surplus Property; "The County Board must approve the transfer or sale of surplus, obsolete, or unused personal property to another public corporation for public use" Minn. State Statute Section 471.85.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the sale of a surplus 2003 Ford F150, VIN# 1FTRX18W23NB77013, to the St. Louis and Lake County Regional Railroad Authority for \$7,200, with funds to be deposited into Fund 240, Agency 241001, Revenue 583208.

Sale of Land Department Vehicle to Regional Railroad Authority

BY COMMISSIONER _____

WHEREAS, the St. Louis and Lake County Regional Railroad Authority would like to purchase a surplus 2003 Ford F150, Vehicle Number 557, from the St. Louis County Land Department.

NOW THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the sale of a 2003 Ford F150, Vehicle Number 557, VIN# 1FTRX18W23NB77013, to the St. Louis and Lake County Regional Railroad Authority for the amount of \$7,200, with funds to be deposited into Fund 240, Agency 241001, Revenue 583208.

St. Louis County Equipment Disposal Report

Reset

Department Date Unit No.
Year of Unit Make Model
Date Acquired New Transfer VIN Number
Type of Unit If Other, Explain
Total Mileage Total Hours

Condition

Comments

Overall Condition of Unit Good Fair Poor _____
Transmission Good Fair Poor Type of Transmission: _____
Differential Good Fair Poor _____
Motor Good Fair Poor Engine size _____
Body Exterior Good Fair Poor _____
Body Interior Good Fair Poor _____
Tires Good Fair Poor _____

Attached Equipment to be Included in Disposition (Box, Hoist, Blade, Etc.):

Additional Information:

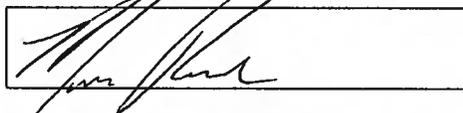
Regional Railroad Authority - Mesabi Trail will be purchasing

Reason For Disposing of Equipment:

Recommended Disposition

Inspection Site

Department Head Signature



Fund/Agency/Object to Receive Monies From Sale:

240-241001-583208

Submit

To Attach Pictures of unit, Please Press Submit:

A new e-mail window will open

Click on the Paperclip Icon (in Menu Toolbar)

Find and highlight all pictures, Click OK

Add your supervisor

Send

Please add your supervisor to the e-mail
And change the Subject to include
which form you filled out.

BOARD LETTER NO. 11 - 267

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

DATE: July 12, 2011 **RE:** Establish Public Meeting for
the Classification and
Reclassification of State Tax
Forfeited Land

FROM: Kevin Z. Gray
County Administrator

Robert Krepps
Land Commissioner

RELATED DEPARTMENTAL GOALS:

To optimize revenue generating capabilities.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public meeting for the purpose of classifying and reclassifying state tax forfeited land.

BACKGROUND:

Minn. Stat. § 282 .01, Subd. 1 was amended in 2010 to prevent a deadlock from occurring if a town board or governing body disapproves of the County Board's classification or reclassification of state tax forfeited land. Under the revised law, the St. Louis County Board is required to hold a public meeting to allow testimony with regard to the contested tax forfeited parcel(s), and to finalize the classification or reclassification. The County Board is required to give notice of its intent to meet on this subject in accordance with the statute.

At the meeting, the County Board must allow any person or agency possessing pertinent information to make or submit comments and recommendations about the classification or reclassification. In addition, representatives of governmental entities must be allowed to describe plans, ideas, or projects that may involve use or acquisition of the property by the governmental entity. The County Board must solicit and consider any relevant components of current comprehensive land use plans that incorporate the area in which the land is located. After allowing testimony, the County Board may classify, reclassify, or delay taking action on any parcel or parcels under consideration.

The St. Louis County Board recently classified and reclassified to 'non-conservation' certain parcels of state tax forfeited land in the City of Duluth as recommended by the Land Commissioner. The Duluth City Council has objected to the classification and reclassification of these tax forfeited parcels.

RECOMMENDATION:

It is recommended that the St. Louis County Board hold a public meeting on Tuesday, October 4, 2011, at 9:35 a.m., at the St. Louis County Courthouse, Duluth, Minnesota, so that the classification and reclassification of state tax forfeited land can be resolved in accordance with Minn. Stat. § 282.01, Subd.1.

**Establish Public Meeting for the
Classification and Reclassification of State Tax Forfeited Land**

COMMISSIONER _____

WHEREAS, St. Louis County Board Resolution No. 11-175, adopted on April 12, 2011, classified the following state tax forfeited parcel as 'non-conservation':

THAT PART OF NW 1/4 OF SW 1/4 LYING SWLY OF HWY NO 53 EX SW 1/4 OF SW 1/4 & EX HWY R/W AND EX PART NLY OF CENTERLINE OF TARGET SERVICE RD AND EX THAT PART COMM AT NW CORNER OF SAID FORTY THENCE S ALONG W LINE 991.06 FT TO NW CORNER OF SW1/4 OF SW1/4 OF NW1/4 OF SW1/4 THENCE S 89 DEG 43 MIN 46 SEC E 33 FT TO PT OF BEG THENCE CONTINUE SAME BEARING 378 FT THENCE N 275 FT THENCE N 89 DEG 43 MIN 46 SEC W 378 FT THENCE S TO PT OF BEG, SECTION 18, TOWNSHIP 50 NORTH, RANGE 14 WEST

WHEREAS, Duluth City Council Resolution No. 11-0260, adopted on May 23, 2011, requested the St. Louis County Board to withhold from sale and classify this parcel as 'conservation'; and

WHEREAS, St. Louis County Board Resolution No. 10-616, adopted on December 21, 2010, reclassified the following state tax forfeited parcel as 'non-conservation':

LOTS 9 THRU 13, BLOCK 1, MINERAL ADDITION TO WEST DULUTH SECTION 1, TOWNSHIP 49 NORTH, RANGE 15 WEST

WHEREAS, Duluth City Council Resolution No. 11-0260, adopted on May 23, 2011, objected to the reclassification to 'non-conservation' and the sale of the parcel; and

WHEREAS, pursuant to Minn. Stat. § 282.01, Subd. 1, the St. Louis County Board must hold a meeting if a town board or governing body disapproves of the classification or reclassification of state tax forfeited land, and must cause to be published a notice of the date, time, location and purpose of the required meeting; and

WHEREAS, the St. Louis County Board may classify, reclassify, or delay taking action on any parcel or parcels after allowing testimony from any person or agency possessing pertinent information.

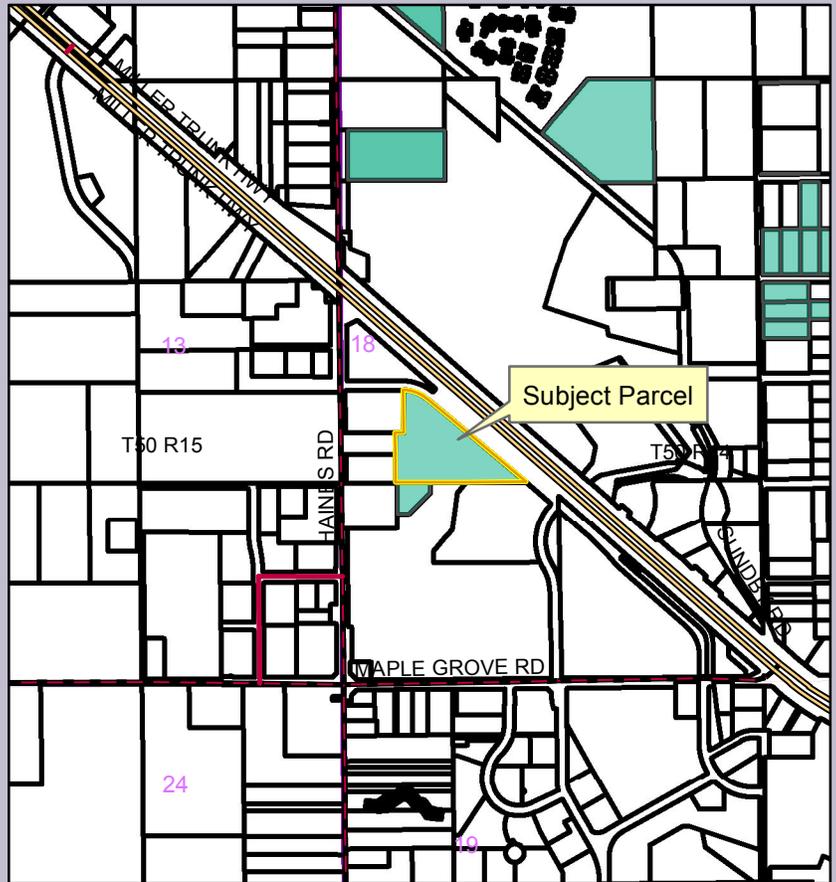
NOW THEREFORE, BE IT RESOLVED, that pursuant to Minn. Stat. § 282.01, Subd. 1, a public meeting shall be scheduled on Tuesday, October 4, 2011, 9:35 a.m., at the St. Louis County Courthouse, Duluth, Minnesota, to allow testimony in regard to the classification and reclassification of the state tax forfeited parcels described above.

RESOLVED FURTHER, that the County Auditor shall give notice of the County Board's intent to meet, and shall cause a copy of the notice to be published in the official newspaper in accordance with Minn. Stat. § 282.01, Subd. 1.



St. Louis County Land Department Tax Forfeited Land Sales

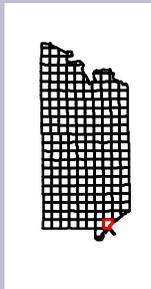
THAT PART OF NW 1/4 OF SW 1/4 LYING SWLY OF HWY NO 53 EX SW 1/4 OF SW 1/4 & EX HWY R/W AND EX PART NLY OF CENTERLINE OF TARGET SERVICE RD AND EX THAT PART COMM AT NW CORNER OF SAID FORTY THENCE S ALONG W LINE 991.06 FT TO NW CORNER OF SW1/4 OF SW1/4 OF NW1/4 OF SW1/4 THENCE S 89 DEG 43 MIN 46 SEC E 33 FT TO PT OF BEG THENCE CONTINUE SAME BEARING 378 FT THENCE N 275 FT THENCE N 89 DEG 43 MIN 46 SEC W 378 FT THENCE S TO PT OF BEG, SECTION 18, TOWNSHIP 50 NORTH, RANGE 14 WEST
6.03 Acres



Classification to non-conservation

Commissioner District #1

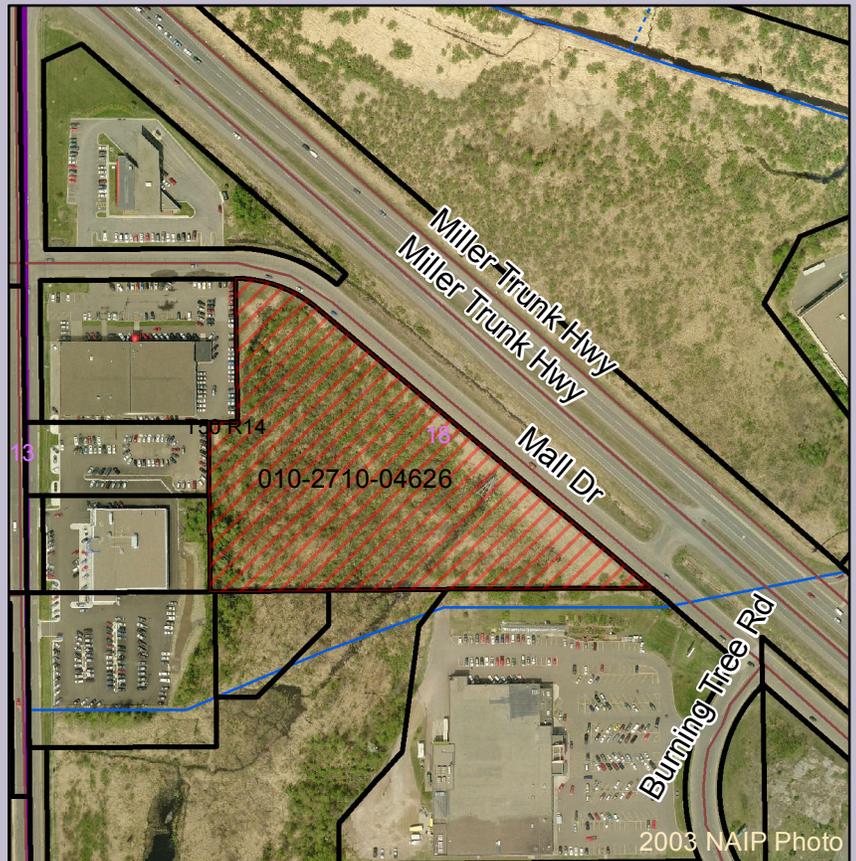
-  State Tax Forfeited Land
-  Water
-  Road
-  Area of Interest
-  Tract



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**

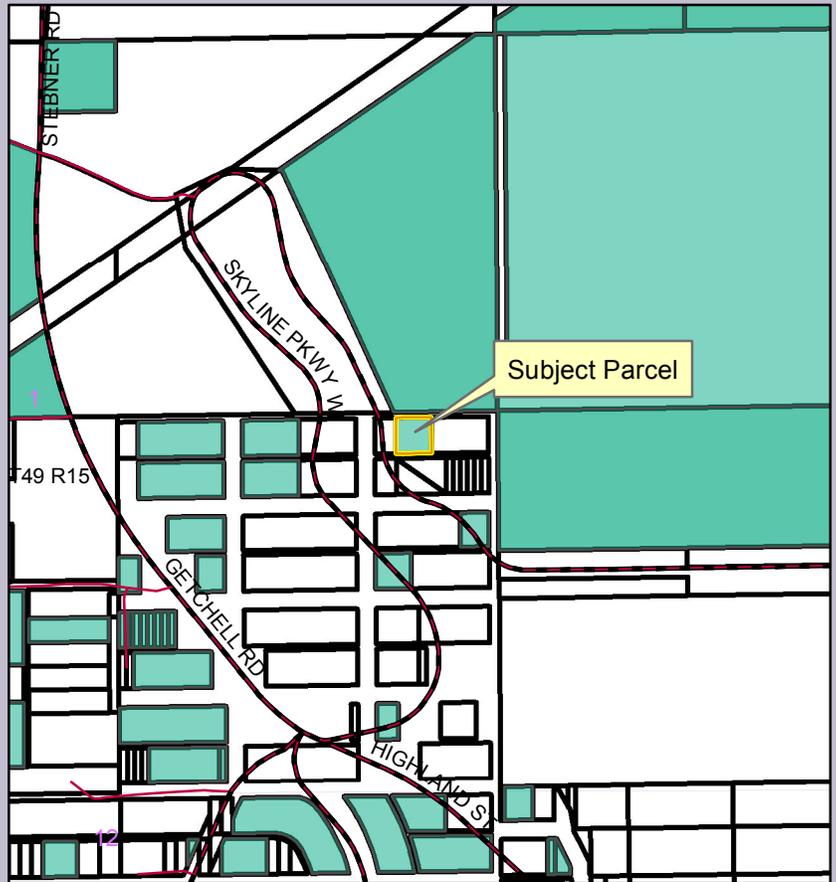


2003 NAIP Photo



St. Louis County Land Department Tax Forfeited Land Sales

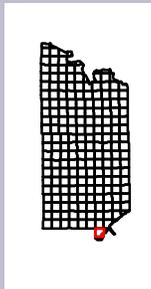
LOTS 9 THRU 13 INC PART OF VAC ALLEY ADJ
BLOCK 1, MINERAL ADDITION TO WEST DULUTH
SECTION 1, TOWNSHIP 49 NORTH, RANGE 15 WEST
.36 Acres



Reclassification to non-conservation

Commissioner District #3

-  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 - 268

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 3

BOARD AGENDA NO.

DATE: July 12, 2011 **RE:** Award of Contract for Roof
Repair at the Central Range
Public Works Facility in Hibbing

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 a contract to the vendor offering the lowest acceptable quote for roof repair at the Central Range Public Works Facility in Hibbing.

BACKGROUND:

Quotes were received by the Public Works Department from three area vendors for the replacement of approximately 9,960 square feet of roof area over the welding and repair shops at the Central Range Public Works Facility in Hibbing. The current roof is leaking in several areas.

1. **Project:** Central Range Public Works Facility in Hibbing (Building 7008) roof repair.
- Location:** 1425 E. 23rd St., Hibbing, Minnesota
- Construction:** Furnish labor and materials to install and adhere EPDM roofing system and ballast.
- Funding:** Fund 405, Agency 405034, Object 630900
- Anticipated Start Date:** August 1, 2011
- Anticipated Completion Date:** September 1, 2011

QUOTES:

Nelson Roofing, Hibbing, Minnesota	\$ 57,365
Range Cornice & Roofing Co., Hibbing, Minnesota	\$ 68,777
E.H. Lawrence Co. Inc., Chisholm, Minnesota	\$ 76,188

RECOMMENDATION:

It is recommended that the St. Louis County Board award a contract to Nelson Roofing, Hibbing, Minnesota, on the above project, payable from Fund 405, Agency 405034, Object 630900.

**Award of Contract – Roof Repair of Public Works
Joint Facility at Hibbing**

BY COMMISSIONER _____

WHEREAS, the Public Works Department received quotes from three area vendors for the replacement of the roof over the welding and repair shops at the Central Range Public Works Facility at 1425 E 23rd St., Hibbing, Minnesota; and

WHEREAS, the Public Works Department has determined the lowest quote received for the project was from Nelson Roofing, Hibbing, Minnesota.

NOW, THEREFORE, BE IT RESOLVED, the St. Louis County Board authorizes the appropriate county officials to execute a contract with Nelson Roofing, Hibbing, Minnesota, in the amount of \$57,365 for work on the above project, payable from Fund 405, Agency 405034, Object 660900.

BOARD LETTER NO. 11 - 269

FINANCE & BUDGET COMMITTEE CONSENT NO. 4

BOARD AGENDA NO.

DATE: July 12, 2011 **RE:** Abatement List for Board Approval

FROM: Kevin Z. Gray
County Administrator

Mark Monacelli, Director
Public Records & Property Valuation

David L. Sipila
County Assessor

RELATED DEPARTMENT GOAL:

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

ACTION REQUESTED:

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

BACKGROUND:

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

RECOMMENDATION:

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

Abatement List for Board Approval

BY COMMISSIONER _____

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

Abatements Submitted for Approval by the St. Louis County Board
on 7/26/2011

<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>
465 10 3680	8170 14016	BADILLO, FRANK	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8110 14017	BLOYER, WILLIAM	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8210 14018	BREITLING, FRED	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8250 14019	CAMPBELL, JIM	P	Morse	Ben Thomas	EXEMPT	2011	119.46
425 30 2680	9610 14020	CARLSON, JOHN	P	Leiding	Ben Thomas	EXEMPT	2011	186.34
465 10 3680	8030 14021	CARLSON, THOMAS	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8090 14022	COPPOLA, L.J. DR	P	Morse	Ben Thomas	EXEMPT	2011	237.22
425 30 2680	9615 14023	DILL, DAVID	P	Leiding	Ben Thomas	EXEMPT	2011	186.34
465 10 3680	8080 14024	GAETKE, EUGENE	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8220 14025	HARRI, GENE	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8190 14026	HARTWIG, PETER	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8120 14027	KELLY, JEROME	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8140 14028	KERNTZ, TOM	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8230 14029	KLIMEK ENTERPRISES	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8060 14030	LOE, PATRICK	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	08200 14031	MCCONNELL, DWIGHT	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8180 14032	PARISH, JOHN	P	Morse	Ben Thomas	EXEMPT	2011	237.22
425 30 2680	09620 14033	PELICAN FLYERS	P	Leiding	Ben Thomas	EXEMPT	2011	186.34
465 10 3680	8040 14034	POSHAK, JAY	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8070 14035	ROTH, LARS	P	Morse	Ben Thomas	EXEMPT	2011	237.22
315 50 2630	0 14036	SCANLON, GERALD	R	Duluth Twsp.	Noah Mittlefehldt	HOMESTEAD	2011	554.20
465 10 3680	8010 14037	SCHOLZ, H.F.	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8130 14038	SCUFSA, DAN	P	Morse	Ben Thomas	EXEMPT	2011	237.22
713 10 2505	0 14039	STATE OF MN - DOT	R	60-18	Dave Jarvela	EXEMPT	2011	58.92
425 30 2680	9605 14040	SUNBORN, JEFF	P	Leiding	Ben Thomas	EXEMPT	2011	186.34
465 10 3680	8150 14041	WEINZIERL, MIKE	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	08160 14042	WEISINGER, MIKE	P	Morse	Ben Thomas	EXEMPT	2011	237.22
465 10 3680	8240 14043	ZUPANCICH, MARK	P	Morse	Ben Thomas	EXEMPT	2011	119.46

BOARD LETTER NO. 11 - 270

FINANCE & BUDGET COMMITTEE CONSENT NO. 5

BOARD AGENDA NO.

DATE: July 12, 2011

RE: Sale of Surplus Fee Land –
Section 26, T58N R16W
(Biwabik Township)

FROM: Kevin Z. Gray
County Administrator

Tony Mancuso
Property Management Director

RELATED DEPARTMENT GOAL:

Facilitate county fee land purchase, sale and easement activities.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the sale of surplus fee owned land pursuant to the requirements and procedures of Minn. Stat. § 373.01, and establish the time for bid proposal consideration.

BACKGROUND:

The St. Louis County Public Works Department acquired this site in 1997 as part of the reconstruction of a segment of County State Aid Hwy (CSAH) 4. The site was occupied by Lakeland Campers which was relocated by St. Louis County. The existing building was removed and the 1.15 acre site is now vacant.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Property Management Director to offer for sale this parcel of surplus county fee owned land, and set the time for bid proposal consideration at 9:40 A.M. on Tuesday November 1, 2011, St. Louis County Courthouse, Duluth, MN.

**Sale of Surplus Fee Land – T58N, R16W, Section 26
(Biwabik Township)**

BY COMMISSIONER _____

WHEREAS, the Property Management Team has approved the public sale of the following property, legally described as follows:

All that part of the Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 26, Township 58 North of Range 16 West of the Fourth Principal Meridian lying westerly of the center line of County Highway No. 4 and Southerly of the following described line: Commencing at the Southeast corner of said SE $\frac{1}{4}$ of NW $\frac{1}{4}$; thence Northerly along the East line thereof 165 feet to the point of beginning of the line to be described; thence Westerly parallel with the South line of said SE $\frac{1}{4}$ of NW $\frac{1}{4}$ to intersect with the West line of said SE $\frac{1}{4}$ of NW $\frac{1}{4}$ and there ending.

And

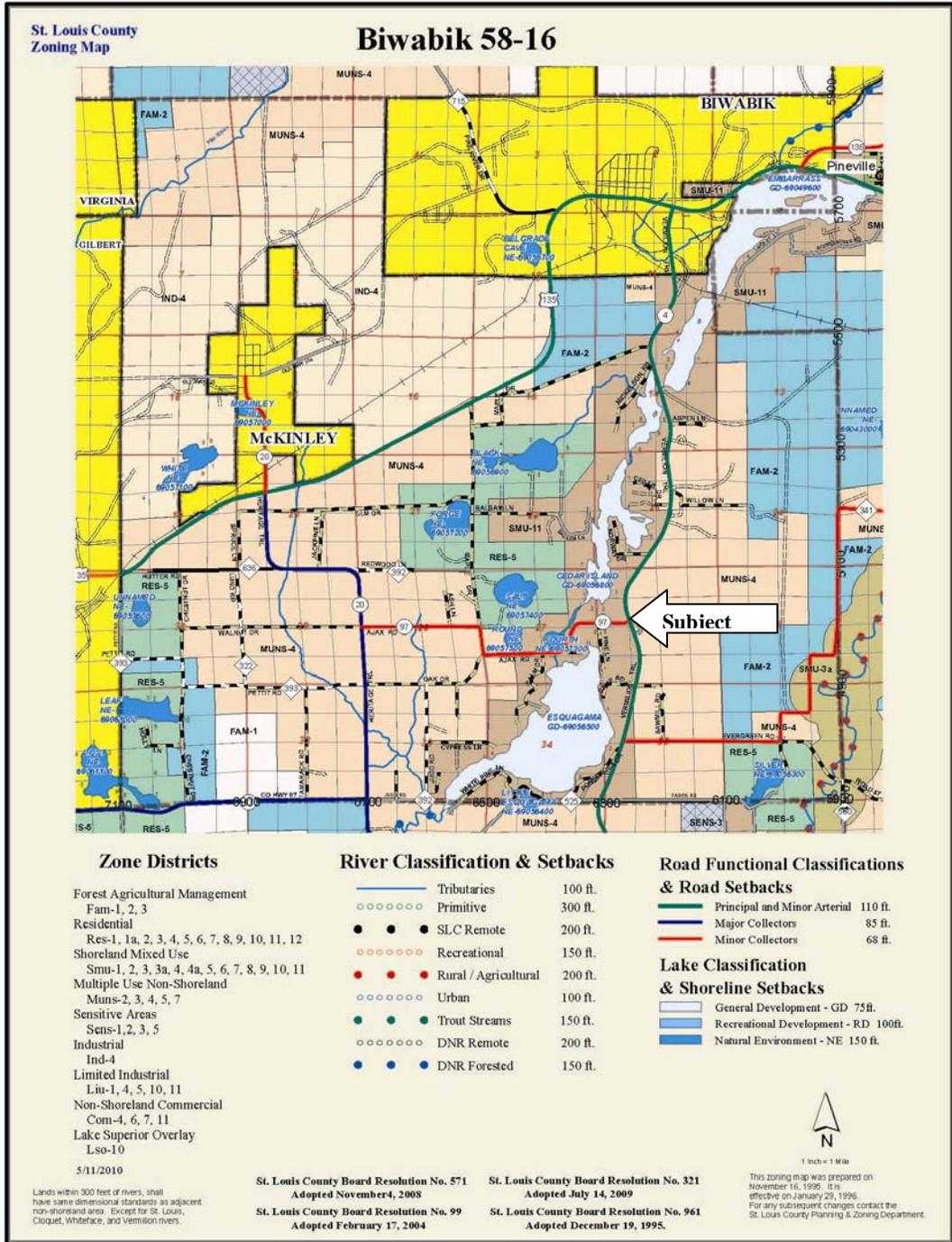
Lots 17 and 18, TRANAAS ACRES

WHEREAS, a review of assessed values and sales has determined a minimum bid amount for this property at \$6,400.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the Property Management Director to advertise for written bids for the above described property, a parcel of land approximately 1.15 acres in size, pursuant to the requirements and procedures of Minn. Stat. § 373.01.

RESOLVED FURTHER, the County Board establishes the time for bid proposal consideration to be at 9:40 A.M. on Tuesday November 1, 2011, St. Louis County Courthouse, Duluth, MN.

Sale of County Fee Land
Section 26, T58N, R16W
Parcels 260-0055-00180, 260-0055-00170
260-0014-00787, 260-0014-00789
1.15 Acres
Biwabik Township





**Sale of County Fee Owned Property
St. Louis County Property Management Dept.**

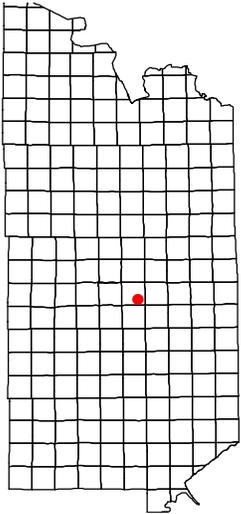
Parcel Codes: 260-0055-00170, 00180
260-0014-00787, 00789

Address: 4950 Vermilion Trail

Acres 1.15

Commissioner District # 4

Legal Description: Lots 17 and 18, TRANAA ACRES
and Part of SE 1/4 of NW 1/4, Section 26,
Township 58, Range 16



Parcel Specifications: This is a 1.15 acre parcel with frontage on Vermilion Trail (CSAH 4) and Ajax Road. The property is about ½ open with the westerly portion wooded. There is a driveway off Ajax Road. There is a drilled well completed in 1979 and a septic system installed in 1977. The utility of both the septic system and well are unknown.

Acquisition History: Parcel was occupied by Lakeland Camper Sales and was acquired in conjunction with the reconstruction of Vermilion Drive (CSAH 4).

Zoning: Parcel is in Zoning District is SMU 11. Property meets the zoning requirements.

Minimum bid for this parcel is \$6,400

Mark J. Hudson, St. Louis County Property Mgt. 7/5/11

BOARD LETTER NO. 11 - 271

FINANCE & BUDGET COMMITTEE CONSENT NO. 6

BOARD AGENDA NO.

DATE: July 12, 2011

RE: Sale of Surplus Fee Land Lot
15 Plat of Crescent Beach
Section 14, T60N, R19W
(Unorganized Township 60-19)

FROM: Kevin Z. Gray
County Administrator

Tony Mancuso
Property Management Director

RELATED DEPARTMENT GOAL:

Facilitate county fee land purchase, sale and easement activities.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the sale of surplus fee owned land pursuant to the requirements and procedures of Minn. Stat. § 373.01, and establish the time for bid proposal consideration.

BACKGROUND:

St. Louis County was granted a lot on October 24, 1936 by John and Hazel Johnson. The deed to St. Louis County states that "This conveyance is given in consideration of changes made in the County Highway serving Crescent Beach Plat." John and Hazel Johnson were the owners who platted this property. The plat map of Crescent Beach shows the present road running along the lakeshore and the platted road running at the back of the lots. The parcel to be sold is approximately 0.73 acres in size.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Property Management Director to offer for sale this parcel of surplus county fee owned land, and set the time for bid proposal consideration at 9:45 A.M. on Tuesday, November 1, 2011, at the St. Louis County Courthouse, Duluth, MN.

**Sale of Surplus Fee Land – Lot 15 Plat of Crescent Beach
Section 14, T60N, R19W**

BY COMMISSIONER _____

WHEREAS, the Property Management Team has approved the public sale of the following property in Section 14, T60N, R19W, described as follows:

Lot Fifteen (15), Crescent Beach Plat

WHEREAS, a review of assessed values and sales has determined a minimum bid amount for this property at \$78,750.

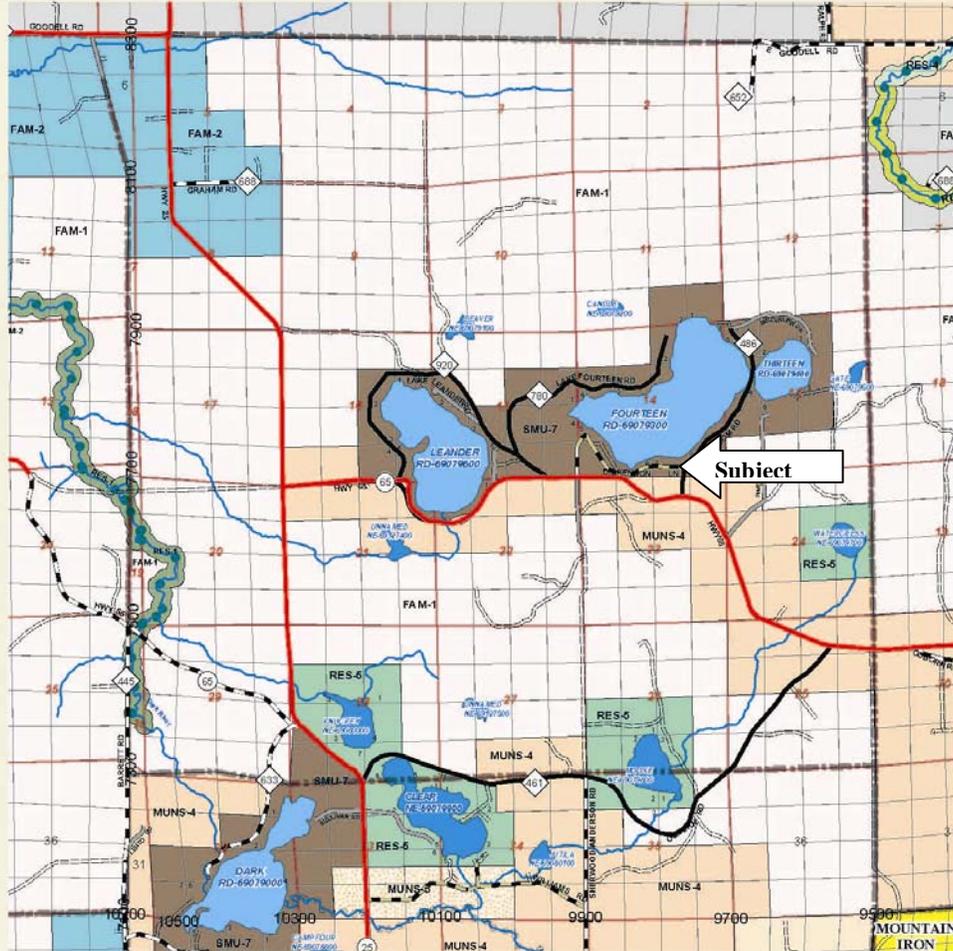
NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the Property Management Director to advertise for written bids for the above described property, a parcel of land approximately 0.73 acres in size, pursuant to the requirements and procedures of Minn. Stat. § 373.01.

RESOLVED FURTHER, the County Board establishes the time for bid proposal consideration to be at 9:45 A.M. on Tuesday, November 1, 2011, at the St. Louis County Courthouse, Duluth, MN.

Sale of County Fee Land
 Section 14, T60N, R19W
 Parcel 725-0030-001700.73 Acres

St. Louis County
 Zoning Map

Unorganized 60-19 & Great Scott 60-19



Zone Districts

- Forest Agricultural Management
 - Fam-1, 2, 3
- Residential
 - Res-1, 1a, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
- Shoreland Mixed Use
 - Smu-1, 2, 3, 3a, 4, 4a, 5, 6, 7, 8, 9, 10, 11
- Multiple Use Non-Shoreland
 - Muns-2, 3, 4, 5, 7
- Sensitive Areas
 - Sens-1, 2, 3, 5
- Industrial
 - Ind-4
- Limited Industrial
 - Liu-1, 4, 5, 10, 11
- Non-Shoreland Commercial
 - Com-4, 6, 7, 11
- Lake Superior Overlay
 - Lso-10

6/29/2006

Lands within 300 feet of rivers, shall have same dimensional standards as adjacent non-shoreland area. Except for St. Louis, Cloquet, Whiteface, and Vermilion rivers.

River Classification & Setbacks

- ○ ○ ○ ○ Primitive 300 ft.
- ● ● SLC Remote 200 ft.
- ○ ○ ○ ○ Recreational 150 ft.
- ● ● Rural / Agricultural 200 ft.
- ○ ○ ○ ○ Urban 100 ft.
- ● ● Trout Streams 150 ft.
- ○ ○ ○ ○ DNR Remote 200 ft.
- ● ● DNR Forested 150 ft.
- Tributaries 100 ft.

Lake Classification & Shoreline Setbacks

- General Development - GD 75ft.
- Recreational Development - RD 100ft.
- Natural Environment - NE 150 ft.

Road Functional Classifications & Road Setbacks

- Principal and Minor Arterial 110 ft.
- Major Collectors 85 ft.
- Minor Collectors 68 ft.

St. Louis County Board Resolution No. 197
 Adopted April 6, 2004

St. Louis County Board Resolution No. 961
 Adopted December 19, 1995.



1 inch = 1 Mile

This zoning map was prepared on November 16, 1995. It is effective on January 29, 1996. For any subsequent changes contact the St. Louis County Planning & Zoning Department.

BOARD LETTER NO. 11 – 272

HEALTH & HUMAN SERVICES COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: July 12, 2011 **RE:** Electronic Document
Management System Compass
Appointments

FROM: Kevin Z. Gray
County Administrator

Ann M. Busche, Director
Public Health & Human Services

RELATED DEPARTMENT GOAL:

To develop the necessary infrastructure to ensure an efficient, effective government which supports the mission to protect, promote, and improve the health and quality of life in St. Louis County.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize professional services and software maintenance agreements in order to implement Compass Appointments, which is the next phase of Electronic Document Management System (EDMS).

BACKGROUND:

On December 22, 2009, the County Board adopted Board Resolution No. 09-594, authorizing purchase agreements and professional service contracts to implement an EDMS within the Department of Public Health and Human Services (PHHS) Income Maintenance area.

During 2010, EDMS was successfully implemented in Ely, Hibbing, Virginia and Duluth. The results have been greater efficiency and communication for financial workers and support staff, better customer service, a reduction in paper and photocopying costs, and the avoidance of hiring additional staff, even though case loads have grown 7.5% (1,587 cases) since December, 2009.

The staff efforts around EDMS have stabilized, and PHHS now has the capacity to begin the next phase of the project, Compass Appointments.

The Compass Appointments software will further assist staff and clients by:

- Reducing client waiting times
- Notifying workers when a client arrives for a scheduled appointment
- Maintaining appointment history
- Tracking when a client drops off a document
- Managing staff vacations and leaves
- Providing significant support for Central Client Areas

The project has been approved by the Information Technology Steering Committee, and will use the American Recovery and Reinvestment Act enhanced Federal Medical Assistance Participation dollars reserved within the PHHS budget for investments in technology such as this project.

The original four-year budget presented to the Board in 2009 included the purchases of the Compass Appointment licenses as well as the implementation of Compass Appointments; however, implementation in the four locations on the document management system proved a bit more challenging. Although every effort was made to adhere to the original budget, some change orders were required to ensure a successful implementation. The change orders were necessary to provide additional functionality and automation of business processes which has been proven highly beneficial to the end users. As a result, the department has expended the funds authorized by the Board in 2009 and is now asking for authorization to enter into professional services for the implementation and project management portions of the project, as well as a software maintenance agreement. Attached is a spread sheet which outlines the costs of the project.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize professional service and software maintenance contracts with EDocument Resources, and a professional service contract with Ron Michaels Consulting to implement the next phase of the Electronic Document Management System (EDMS) which is Compass Appointments in the Income Maintenance Program Area in the Virginia, Hibbing, Ely, and Duluth office locations.

It is further recommended that the County Board authorize the transfer of \$228,512 from the PHHS reserve account into the PHHS 2011 budget and increase revenues and expenditures as follows: Debit Technology reserve account Fund 230, Agency 311401, Object 629900, and Credit Other Professional Fund 230, Agency 231014, Object 629900.

Electronic Document Management System Compass Appointments

BY COMMISSIONER _____

WHEREAS, an enhanced Electronic Document Management System (EDMS) is needed as the Public Health and Human Services Department (PHHS) realizes increasing client service demands; and

WHEREAS, PHHS has successfully completed its EDMS implementation in Ely, Hibbing, Virginia and Duluth offices for the Income Maintenance program; and

WHEREAS, PHHS now has the capacity and desire to begin the next phase of the project which is Compass Appointments; and

WHEREAS, the purchase of the Compass Appointments software was authorized by County Board Resolution No. 09-594, dated December 22, 2009; and

WHEREAS, the American Recovery and Reinvestment Act increased the amount of the Federal Medical Assistance Percentages, which has been reserved within the PHHS budget for investments in technology that create efficiencies in service delivery.

NOW THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes professional service and software maintenance contracts with EDocument Resources, and a professional service contract with Ron Michaels Consulting to implement the next phase of the Electronic Document Management System (EDMS) which is Compass Appointments in the Income Maintenance Program Area in the Virginia, Hibbing, Ely, and Duluth office locations. Cost of the implementation will be \$228,512, to be funded through increased Federal Medical Assistance Percentages reimbursement through the American Recovery and Reinvestment Act.

RESOLVED FURTHER, that the County Board authorizes the transfer of \$228,512 from the Public Health and Human Services reserve account into the PHHS 2011 budget and increases revenues and expenditures as follows: Debit Technology reserve account Fund 230, Agency 311401, Object 629900, and Credit Other Professional Fund 230, Agency 231014, Object 629900.

Project Budget

Description	2011		2012		2013		2014		Total - Four Years	
	From	To	From	To	From	To	From	To	From	To
Compass/OnBase Software Licenses										
Appointments Licenses										
Other										
Total Software Licenses										
EDMS Hardware										
Appointments Licenses										
Other										
Total Hardware										
Implementation Services										
Project Management - RMC										
Travel - RMC	20,000	22,000	10,000	11,000					30,000	33,000
eDocument Resources - Test Environment	2,333	2,567	1,167	1,283					3,500	3,850
eDocument Resources - Client Management	10,000	11,000		-					10,000	11,000
eDocument Resources - Travel	79,662	87,628	39,831	43,814					119,493	131,442
Other	18,117	19,928	9,058	9,964					27,175	29,893
Total Implementation Services	130,112	143,123	60,056	66,062					190,168	209,185
Ongoing Support										
Client Management System Support	19,327	19,327	N/A - Addressed as a part of EDMS - Phase 1						19,327	19,327
Other										
Total Ongoing Support	19,327	19,327							19,327	19,327
Grand Total	149,439	162,450	60,056	66,062					209,495	228,512

BOARD LETTER NO. 11 - 273

PUBLIC WORKS & TRANSPORTATION COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: July 12, 2011 **RE:** Award of Bids – Resurfacing of
CSAH 4 and Reconstruction of
CSAH 37 North of Duluth

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

Provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an award of bids for two projects in the 2011 construction program.

BACKGROUND INFORMATION:

County staff is authorized under Resolution No. 88-381, dated May 24, 1988, to call for bids on projects which are already included in the budget document. Bids were requested for a pavement resurfacing project north of Duluth, MN and for a reconstruction project also located north of Duluth, MN.

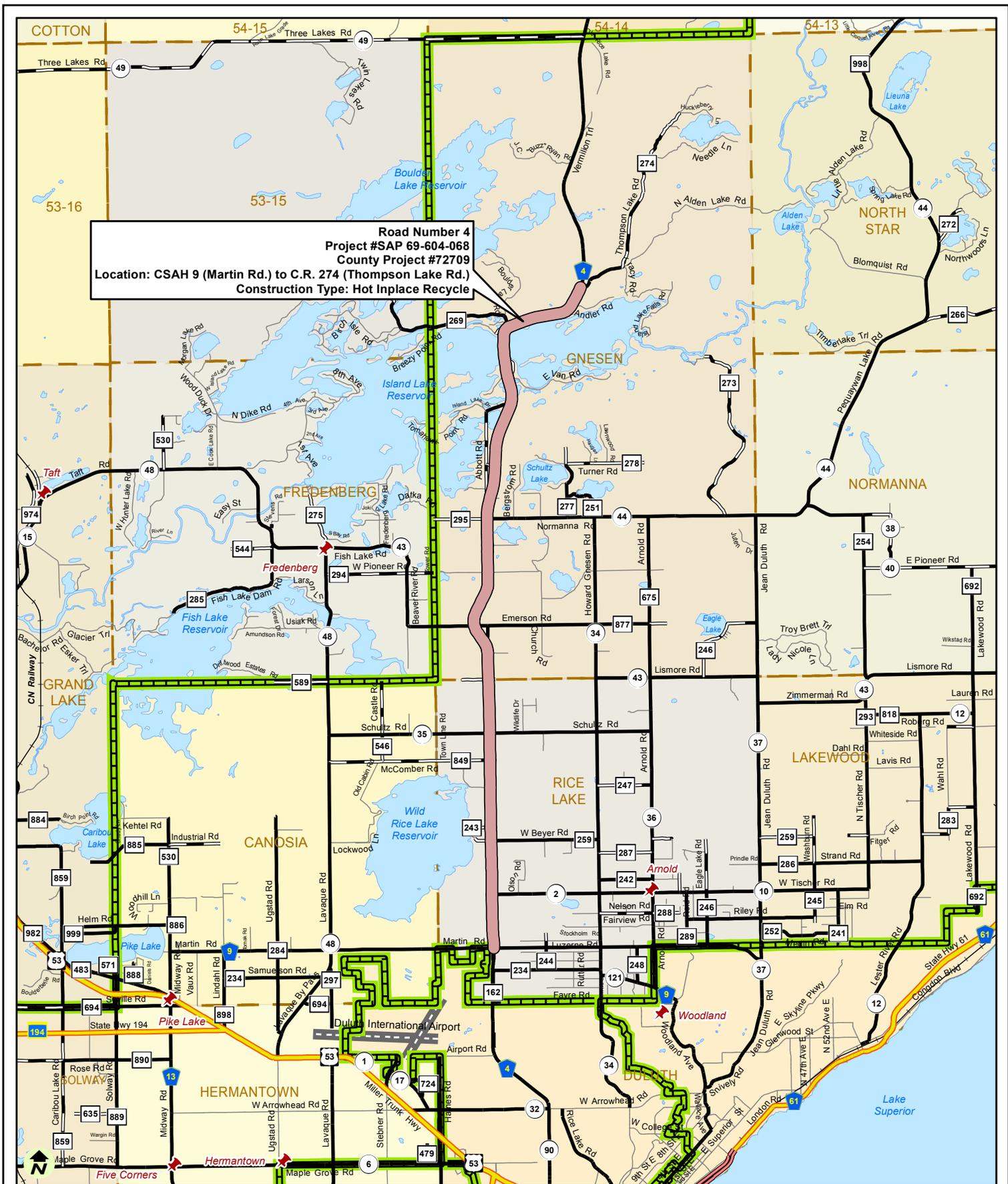
A call for bids is to be received by the St. Louis County Public Works Department at 10:00 A.M on July 11, 2011, for the following projects in accordance with the plans and specifications on file in the Office of the County Highway Engineer:

- Project:** SAP 69-604-068, CP 72709
Location: CSAH 4 (Rice Lake Rd.) from CSAH 9 (Martin Rd.) to CR 274 (Thompson Lake Rd.) north of Duluth, MN, length 13.412 mi.
Traffic: 5,616
PQI: N.A.
Construction: Heater Scarifying, Mill Bituminous Surface, Plant Mixed Bituminous Surface and Aggregate Shouldering
Funding: Fund 220, Agency 220268, Object 652700
Anticipated Start Date: August 1, 2011
Anticipated Completion Date: October 29, 2011
Engineer's Estimate: To be provided after bid opened

2. **Project:** SAP 69-637-019, CP 8301
Location: CSAH 37 (Jean Duluth Rd.) between CSAH 43 (Zimmerman Rd) and CSAH 44 (Normanna Rd.) north of Duluth, MN length 3.463 mi.
Traffic: 892
PQI: 1.6
Construction: Grading, Centerline Culverts, Reclamation, Aggregate Base, Plant Mixed Bituminous Surface & Shoulders, Aggregate Shoulders
Funding: Fund 220, Agency 220264, Object 652700
Anticipated Start Date: August 1, 2011
Anticipated Completion Date: October 29, 2011
Engineer's Estimate: To be provided after bid opened

RECOMMENDATION:

The call for bids is scheduled for Monday, July 11, 2011 and the Board will be provided with bid results and a resolution for consideration at the July 12, 2011 Committee of the Whole meeting.

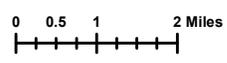


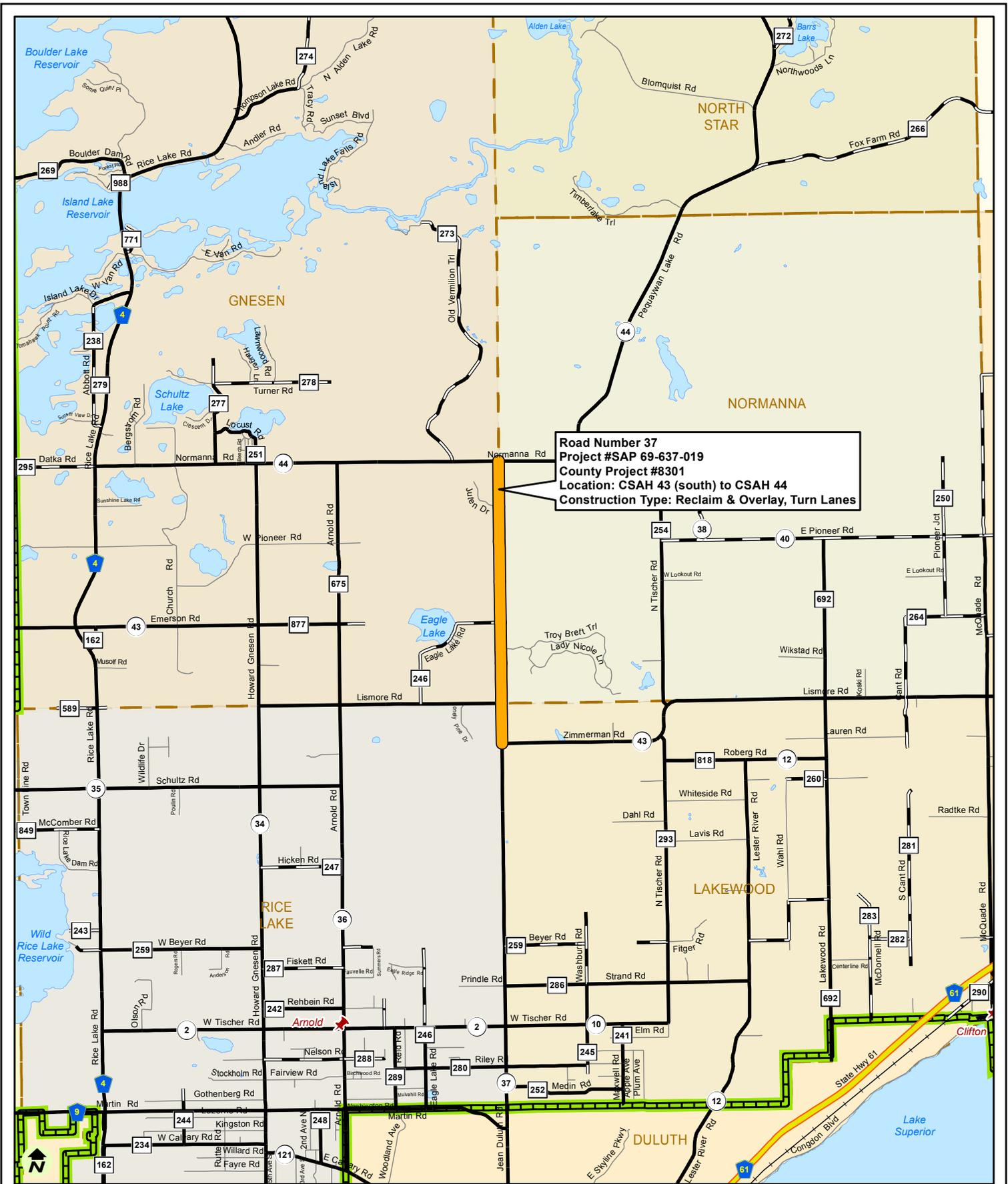
Road Number 4
Project #SAP 69-604-068
County Project #72709
Location: CSAH 9 (Martin Rd.) to C.R. 274 (Thompson Lake Rd.)
Construction Type: Hot Inplace Recycle

St. Louis County 2011 Road & Bridge Construction

Map Components

Interstate Highway	Commissioner District
Hot Inplace Recycle	Township
U.S./State Highway	City/Town
County Road - Paved	Lake
County Road - Gravel	
Railroad	



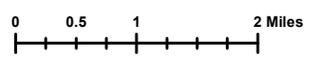


Road Number 37
Project #SAP 69-637-019
County Project #8301
Location: CSAH 43 (south) to CSAH 44
Construction Type: Reclaim & Overlay, Turn Lanes

St. Louis County 2011 Road & Bridge Construction

Map Components

2011 Road & Bridge Construction	Interstate Highway	Commissioner District
Reclaim & Overlay, Turn Lanes	U.S./State Highway	Township
	County Road - Paved	City/Town
	County Road - Gravel	Lake
	Railroad	



BOARD LETTER NO. 11 - 274

FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: July 12, 2011

RE: Request to Fund the Volunteer
Attorney Program

FROM: Kevin Z. Gray
County Administrator

ACTION REQUESTED:

The St. Louis County Board is requested to consider funding for the Volunteer Attorney Program by creating a new Public Service Contract with the organization, beginning in the second half of 2011, and to include the organization in the county's 2012 budget.

BACKGROUND:

Commissioner Nelson has asked that the St. Louis County Board be given the opportunity to consider offering a funding contract to the Volunteer Attorney Program (VAP) at its July 12th meeting of the Committee of the Whole. The Volunteer Attorney Program is a nonprofit organization founded in 1981 as one of five nationwide American Bar Association pro bono pilot projects.

The program is 95% funded by the State of Minnesota Judicial Branch and provides free legal services to income-eligible clients in Northeastern Minnesota. The VAP provides the full range of civil legal services from advice and brief service, representation before courts and administrative agencies, to cases appealed to the Minnesota Supreme Court. The services provided by the VAP are designed to assure the basics that most citizens take for granted – a safe and decent place in which to live, the ability to obtain medical treatment and health care, and income to survive.

The VAP provides free legal services for eligible clients in St. Louis, Lake, Cook, Itasca, Carlton, Pine, Kanabec, Aitkin, Cass and Crow Wing counties. However, only Lake and Cook counties provide funding support at \$2,500 each. The service area has a population of 447,785 persons and covers an area of 23,172 square miles. Poverty rates in the majority of the service area exceed the state average of 10.2%. The main VAP office is located in downtown Duluth. A full-time Virginia office was opened in 2007 to secure a staff person and office on the Iron Range. However, with a reduction of nearly 40% of its state funding support in June of this year, VAP has determined the Virginia office will close as of July 1, 2011, unless additional funding is received.

Included in the Committee of the Whole packet is a letter that was sent to selected county commissioners in July of 2010, requesting funding for the organization, and a background paper prepared by Patty Murto, Executive Director of the Volunteer Attorney Program.

RECOMMENDATION:

Should the County Board decide, as a matter of policy, to supplement the reduction of State of Minnesota Judicial Branch funding that had been granted to the Volunteer Attorney Program, a resolution is provided to direct the establishment of an additional Public Service Contract for that purpose.

Additionally, the County Board must determine the level of funding support to be offered the organization, and direct County Administration to transfer monies from identified designated fund balances.

Request to Fund the Volunteer Attorney Program

BY COMMISSIONER _____

WHEREAS, the Volunteer Attorney Program is a nonprofit organization founded in 1981 as one of five nationwide American Bar Association pro bono pilot projects; and

WHEREAS, the services provided by the Volunteer Attorney Program are designed to assure the basics that most citizens take for granted, such as a safe and decent place in which to live, the ability to obtain medical treatment health care, and income to survive; and

WHEREAS, the Volunteer Attorney Program provides free legal services to income-eligible clients in Northeastern Minnesota, including the full range of civil legal services from advice and brief service, representation before courts and administrative agencies, to cases appealed to the Minnesota Supreme Court; and

WHEREAS, the Volunteer Attorney Program provides free legal services for eligible clients in St. Louis, Lake, Cook, Itasca, Carlton, Pine, Kanabec, Aitkin, Cass and Crow Wing counties, covering a service area of 23,171 square miles with a population of 447,785 persons, with poverty rates in the majority of the service area exceed the state average of 10.2%; and

WHEREAS, due to a reduction of nearly 40% of its funding from the State of Minnesota Judicial Branch on June 30, 2011, a full-time Volunteer Attorney Program office in Virginia, MN will close as of July 1, 2011, unless additional funding is received.

NOW THEREFORE BE IT RESOLVED, the St. Louis County Board approves the establishment of a Public Service Contract with the Volunteer Attorney Program in the amount of \$_____ to supplement the reduction of funds by the State of Minnesota Judicial Branch beginning July 1, 2011 through December 31, 2011, and directs the County Administrator to transfer monies from Fund ____ (designated fund balance) to Fund 230 (Public Service Contracts) for this purpose.

VOLUNTEER ATTORNEY PROGRAM
NORTHLAND MEDIATION SERVICE
1000 Torrey Building
Duluth, MN 55802

July 19, 2010

County Commissioners
St. Louis County

Dear County Commissioner:

The Volunteer Attorney Program has provided legal and mediation services to your constituents since 1981. Many of you have referred people to us who needed legal help.

We are facing another major cutback from the Supreme Court and will certainly have to cut staff and services. The Volunteer Attorney Program laid off 3 staff after the cuts in 2008. Additional cuts will leave us with less than half of the staff we had in 2008 and minus the office on the Range.

The only way to avoid the closing of this office is to receive an additional \$48,675. We will still lose staff in the Duluth office, but the additional funding will save the Range office.

We receive funding from Lake and Cook Counties in proportion to the clients served from those counties.

We would appreciate your financial assistance in keeping this office open, and our Range staff person employed.

Sincerely,

Patty Murto
Director

ORGANIZATION: Volunteer Attorney Program

The Volunteer Attorney Program is a 501(c)3 nonprofit corporation providing legal services to those persons unable to receive assistance from Legal Aid. The program was established by the American Bar Association as one of five pilot projects in 1981. The program provides compassionate, high-quality, and comprehensive free and low-fee legal services to the low and moderate income residents of a ten county region of Northeastern Minnesota. Volunteer attorneys serve the highest calling of the legal profession, providing without compensation, justice to people who under the law should have it, but because of being disadvantaged, would not receive it. Our staff and volunteers are committed to the proposition that all people deserve equal access to justice, not just those who get to Legal Aid first or cannot be served due to limited resources at the Legal Aid provider.

The Volunteer Attorney Program has a long history of providing free legal assistance to people who cannot afford the services of an attorney. We strive to achieve equal access in order that individuals and families can pursue and obtain lawful solutions to their civil legal problems. For almost thirty years, our attorneys have ensured that justice and fairness, the most vital of democratic commodities, are secured for the neediest in our society by promoting the concept that access to justice is a fundamental value in our society.

While the state and nation try to figure out how best to provide representation to those people who need an attorney but cannot afford one, we continue to give advice and provide representation on a daily basis. As the needs of the low income clients increased, the Volunteer Attorney Program has been innovative in trying various methods to keep up with the demand for services.

The VAP expanded to include mediation services in 1983, long before the lawyers or the public were very aware of an alternative to the court system for resolving disputes. We found that if we diverted the division of property and parenting time disputes, a divorce was easier to refer out to a volunteer attorney.

In 1991, the VAP also added a parenting education component for divorcing parents, Kids 1st. We noticed an increase in contested custody cases and were interested in reducing that caseload. It worked for many years, but we are seeing a surge in contested custody cases at this time.

The Program has implemented "Ask An Attorney" in courthouses throughout the service area, and continues to expand those opportunities. It is both a service to the community and a method of helping those people who need legal assistance that didn't know where to turn for help. The service is available in 6 courthouses at the present time, and we will be expanding to 8 in the next few months.

In the last audited year, more than \$2.7 million dollars in donated services were provided by attorneys in the VAP region. The program closed almost 2,025 cases in the region last year. The majority of those cases were in the family law area with consumer problems, including bankruptcy, which ranked second.

The Volunteer Attorney Program (VAP) has always been dedicated to the principal that our legal system should be available to every person. We believe that access to justice is a basic human right and for thirty years our staff and volunteers have strived to provide hope, economic stability, and independence to low-income families and economically needy elderly persons.

The VAP is the only provider in the entire region offering sliding fee mediation services. While private pay mediators are available to the general population, only Northland Mediation is available to low-income clients.

Mediation was made available to VAP clients in 1983, in an attempt to appease volunteer lawyers handling family law cases. Lawyers were unwilling to go to trial over who was going to get the Tupperware. We were able to reduce the contested issues that volunteer lawyers had to handle, therefore, they were willing to handle more cases. At that time we also shifted all requests for an attorney

for visitation issues to the mediation component. There was no possible way then or now to handle that number of clients with lawyer time.

Northland Mediation Service is the only provider of certified mediation training in Northeastern Minnesota. We have trained most of the lawyer mediators in the region who provide mediation services to our clients in exchange for the training received.

With a supplemental grant from the Supreme Court received in 2007, the VAP was able to open an office in Mora, share offices on an as needed basis in Grand Rapids, and the newest addition was a part-time office in Virginia. The office in Virginia was added in February of 2007 and expanded to full time in June of 2007. The office has expanded services greatly in the northern and most rural part of our service area. Since the supplemental grant was received, substantial cuts have come from the Supreme Court Interest on Lawyer Trust accounts and the Civil legal services filing fee surcharge. There are no offices in the expansion areas except the Range. We provide services in those areas with the remaining Duluth staff circuit riding to these other counties.

If additional funding is not received, the Range office will close in June of 2011. We are expected to lose almost 40% of our State funding in June of 2011, and will lose a minimum of two staff persons. This level of funding will leave us with the lowest staff levels for more than 10 years.

The VAP provided services to 2025 clients in 2009. An additional **438** clients were served through the mediation service. Services provided through the mediation service saved the VAP from having to turn away 292 people who called looking for an attorney. VAP client satisfaction surveys show that 98.4% of clients served felt that their attorney provided them with the time and expertise that was required to handle their matter. Client satisfaction was high for all clients, with the only issue being the length of time that it took to secure representation for a contested dissolution with custody matter. NMS client satisfaction questionnaires reveal that 98.9% of clients believed that the mediators were impartial and gave both parties the opportunity to explain their positions during the mediation session. Additionally 99% of mediation clients reported that the problem which resulted in their involvement with Northland Mediation Service had been completely resolved.

VAP has an established reputation in the communities that it has served for the past 30 years. We are still building trust and respect in those communities new to the VAP service area. Our Outreach staff person travels from Mora, Grand Rapids, Brainerd and Carlton. He spends time with attorneys and referral agencies in Aitkin, Carlton, Cass and Crow Wing counties. While we had a good rapport and reputation on the Range, adding an office and staff has increased our presence significantly. We have traveled to each and every county in the service area numerous times and **have recruited 32 new attorneys** in the new service area.

With present staffing we are able to provide services to the client population with a minimal wait list time. Losing the Range position would increase tremendously wait list time for access to justice and an attorney.

Assisted Pro Se cases had been handled by the Carlton County Courts since inception in 1995. St. Louis County has agreed to schedule our assisted pro se clients on Mondays at 1:30. All dissolution paperwork including children/property, children/no property, no children/property, no children/no property, had to be revised to no longer refer to changing venue and other changes requested by the Judge in St. Louis County. This will be a tremendous convenience to clients who will no longer have to travel to Carlton County to finalize their divorces. We do not use the state dissolution forms as they have way more information requested than any of our clients need. We save time and money in copying costs by streamlining our paperwork to fit the majority of our clients.

Our Program provides Legal Representation, in the following areas of law:

- Community Economic Development**
- Consumer**
- Economic Assistance**
- Education**
- Employment**
- Family law; domestic abuse**
- Health**
- Housing**
- Immigration**
- Individual Rights**
- Nonprofit and Representation**
- Seniors**
- Mediation**
- Human Rights Ordinance Violations**
- Assistance to Minnesota Prisoners**

Priorities of Services Provided

The Board of Directors of the VAP establishes priorities. The Board reviews the priorities every two years.

Highest Priority: Those clients who have been served papers in a civil matter who cannot be served by Legal Aid because of a conflict of interest.

Second Highest Priority: Those clients who cannot be served by Legal Aid because of caseload management, priority setting process or the Legal Services Corporation restrictions. Examples of those types of cases are: incarcerated individuals, aliens, persons convicted or charged with drug crimes in public housing evictions, clients with interests before administrative agencies engaged in rulemaking, or self-help lobbying before agencies or legislative bodies.

Third Highest Priority: Clients who are directed to our program because the private bar possesses greater expertise in the matter than legal services staff.

The VAP supplements those services provided by the Legal Services Corporation program in our region and do not compete in any way for clients. Since resources in greater Minnesota are so limited, there is certainly no competition between LASNEM, VAP and Indian Legal.

It is clear from the statistical data for the past year that the addition of the Range office has yielded great results.

The Volunteer Attorney Program also provides mediation services through Northland Mediation Service. As stated earlier, the program provided mediation services to **438** individuals, who would have been denied services of the VAP due to limited services in the family law area. The majority of those matters were custody and parenting time issues post decree.

In addition to mediation services the VAP has 3 qualified custody evaluators who have been specifically requested to provide custody evaluations when a Legal Aid client is involved in the family law matter before the court. While we have had a few requests for evaluations that did not involve Legal Aid clients, the greatest majority have. We provide all services on a sliding fee scale, including custody evaluations.

Parenting time expeditors through Northland Mediation are in great demand. We have three staff persons who provide this service to the courts and clients. In each one of these files, at least one of the parties is a person who would be eligible for services from the Volunteer Attorney Program.

Our services are provided to the general income eligible public and not restricted to one segment of society. The VAP provides the full range of civil legal services from advice and brief service, representation before courts and administrative agencies to cases appealed to the Minnesota Supreme Court. The services provided by the VAP are designed to assure the basics that most of us take for granted – a safe and decent place in which to live, the ability to obtain medical treatment health care, and income to survive.

The VAP's struggles over the years with limited staffing and shortage of funding has resulted in the development of guiding principles that encourage working in partnership with other agencies and legal service providers, avoiding inefficient and undesirable duplication, maximizing and promoting the effective collaborative to serve the clients in Northern Minnesota.

The need for the services our program provides

The service area has a population of 447,785 persons and covers an area of 23,172 square miles. Poverty rates in the majority of our service area exceed the state average of 10.2%. Census reports indicate a poverty rate in St. Louis County of 12.1%.

Unlike the metro areas of the state, Northern Minnesota has very limited agencies providing legal services to the low income residents of our communities.

The service area has twelve courthouses and three judicial districts. I do not believe that any other non Legal Aid Program has such a large and complex delivery area.

LSAC and IOLTA, the Supreme Court sources of funding, fund at least twenty non Coalition programs in the metro area. There may be many more agencies providing services as well that are not funded by LSAC and IOLTA. In our region there are no other legal service providers than those funded by LSAC and IOLTA. The three programs combined cannot handle the requests for service in the region and each of us turn clients away for lack of resources.

Median household incomes in Northern Minnesota are substantially below the state average, with 66,278 persons living below 125% of poverty.

No other program in our region has the capacity to handle immigration cases. While our caseload is small, we are the only program with volunteers who have experience in immigration.

The main office of the Volunteer Attorney Program is in downtown Duluth. The office houses 4 tenant lawyers and their staff as well as 3 volunteer lawyers and 4 full time VAP staff and one part time

paralegal bankruptcy specialist. Until very recently all cases in St. Louis, Lake, Cook, and Itasca were referred from this office.

The Virginia office is located in the Phillips Law firm to provide attorney oversight for our staff. This office was opened after 27 years of lack of funding to secure a staff person and office on the Range. This office has had a tremendous impact on legal services on the Range. However, without additional funding, it will close on June 30, 2011.

Describe the financial guidelines, case priority guidelines, and other factors you use for determining who receives services.

The VAP uses the Federal Legal Services poverty figure of 125% of poverty. Over 99% of our clients are eligible under that guideline. Another 1% of the clients served fall under 187% of poverty and are served through a modest means panel accepting \$35 per hour from those clients. We do not serve any clients over 187% of poverty.

For the fiscal year 2009, 2025 cases were closed.

The program requires self disclosure for the majority of services offered. Bankruptcy clients and family law clients are required to provide pay stubs as a part of the service process.

Case acceptance and priorities are always dependent upon the lawyers capabilities and availability. Volunteers have handled contested custody cases as well as an appeal in employment law to the Supreme Court. The attorney who handled the case to the Supreme Court is a solo practitioner.

Our case priorities are stated elsewhere in this application. A further breakdown of those priorities are:

1. Clients who need a divorce and are in physical danger of being harmed.
2. Clients who are facing homelessness.
3. Clients who are in danger of losing income.

The intake process.

Clients served by the VAP are referred from Legal Aid, the courts, private lawyers and other agencies serving the low-income population. Our office on the Range has initiated free advertising on cable television and the newspapers.

Our staff are well trained paralegals some with years of experience that screen each caller for eligibility and priorities. When the caller is determined eligible, a more detailed interview is performed for case acceptance. All clients are asked if they have contacted Legal Aid prior to calling us. Hotline client's information is gathered and given to the attorney supervisor. If the call is of an emergency nature, the attorney may speak to that client immediately; otherwise a call-back occurs later in that same day.

Clients seeking help with bankruptcy or family law are sent out a packet of forms that ask the information that is needed to prepare their legal documents.

If applicants for service have been served papers, they are asked to either come in with those papers immediately or fax them to us. We then do an interview to determine what the issues may be for a volunteer attorney. While there may be an occasional surprise, most volunteers are aware of the issues prior to accepting a file.

We accept walk in clients in all offices daily. Legal Aid offices will routinely send their walk in clients down the street to us if they cannot assist them. Clients are seen for an intake immediately to determine eligibility and if their case is something that our volunteers can handle. If an emergency exists with a walk in client and a tenant attorney is available, the tenant attorney will see the client. The case may need further legal work and will then be referred to a volunteer attorney.

The Duluth office has two primary intake staff and two back up intake persons. The office has 5 telephone lines and four staff persons. There are times when all in the office are answering client calls.

Case acceptance is determined by case priorities, attorney availability and merit. Staff reviews requests for service twice weekly with the Director. Accepted cases are then referred to an attorney who has the expertise to handle the matter.

Our client database is web based and accessible from all offices. There are very few practicing attorneys who are not volunteers. We are proud of the high quality legal services provided by our volunteers.