



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

August 9, 2011

Immediately following the Board Meeting, which begins at 9:30 A.M.
Mt. Iron City Council Chambers, 8586 Enterprise Drive, Mt. Iron, MN

Directions: From Highway 53, exit West on US 169 in Virginia. Proceed West on US 169 for approx. 1.5 miles. Turn left onto Emerald Avenue. Take the 1st left onto Enterprise Drive. The complex is on the right.

CONSENT AGENDA:

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

Minutes of August 2, 2011

Environment & Natural Resources Committee – Commissioner Jewell, Chair

1. Contract for the Collection of Waste Oil, Floor Dry, and Used Oil Filters (309)
2. Award of Bid: Budcapping Application (310)
3. Public Sale of State Tax Forfeited Lands on October 13, 2011 (311)

Finance and Budget Committee – Commissioner Nelson, Chair

4. Rescind Board Resolution No. 11-80, and Approve New Resolution for Garbage and Recycling Pick-Up and Disposal Services (312)

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

5. New Job Class – Deputy Planning Director (313)
6. New Job Class – Lead Emergency Communications Specialist (314)

ESTABLISHMENT OF PUBLIC HEARINGS:

7. Establish Public Hearing to Consider Allegations of Liquor Law Violation - Gnesen Convenience Store - Gnesen Township (Tuesday, September 6, 2011, 9:40 a.m., St. Louis County Courthouse, Duluth, MN) (315)

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. **Acceptance of Family Homeless Prevention and Assistance Program Grant (316)**
Resolution authorizing the acceptance of \$675,000 from the Minnesota Housing Finance Agency for the Family Homelessness Prevention and Assistance Program.

Public Works & Transportation Committee – Commissioner Forsman, Chair

1. **Award of Bids for Various Projects in Sturgeon Township, Hermantown, Embarrass, Tower and Soudan (317)**
A call for bids is scheduled for Monday, August 8th. The bid results and resolutions for consideration will be provided to the Board at the August 9th Committee of the Whole meeting.

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

- 1. Committee Vacancy Appointments to the CDBG Citizen Advisory Committee (318)**
Resolution authorizing the re-appointment of Jeffrey Bachke and Stephen Anderson to the Community Development Block Grant Citizen Advisory Committee and authorizing the County Auditor to advertise for two additional members.

Public Safety & Corrections Committee – Commissioner Sweeney, Chair

- 1. ARMER Expansion Project and Approval of Communication Systems and Software License Agreements (319)**
Resolution authorizing a Communications System Agreement and Software License Agreement with Motorola Solutions, Inc., for the ARMER Expansion project.

COMMISSIONER DISCUSSION ITEMS AND REPORTS:

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

ADJOURNED:

Because there are no Board meetings scheduled for August 16th, 23rd, and 30th, the County Board may reconvene to address these agenda items. The next County Board/ Committee of the Whole meeting will be held on September 6, 2011, Courthouse, Duluth.

NEXT COMMITTEE OF THE WHOLE MEETING DATES:

September 6, 2011 Commissioners' Conference Room, Courthouse, Duluth, MN
September 13, 2011 Commissioners' Conference Room, Courthouse, Duluth, MN
September 27, 2011 Ely Recreation Center, Ely, 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, August 2, 2011

Location: County Board Conference Room, Duluth, MN
Present: Commissioners O'Neil, Jewell, Dahlberg, Forsman, Sweeney, Nelson and Raukar
Absent: None
Convened: Chair O'Neil called the meeting to order at 10:45 a.m.

CONSENT AGENDA

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

- Minutes of July 26, 2011
- Agreement for Provision of Family Group Decision Making to African American Families
- Repurchase of State Tax Forfeited Lands - Ely Lodge #288 AF & AM
- Repurchase of State Tax Forfeited Lands – Zelinka
- Cancellation of Contract for Repurchase of State Tax Forfeited Land – Spence
- Purchase of Two Wheel Loaders
- Purchase of Fuel Management System
- Use of Extension Fund Balance for IRYA Program School Advisors
- Abatement List for Board Approval
- Contract with RadioIP for Mobile Data Network Upgrades
- Donation of Mobile Communications Trailer to the Hermantown Volunteer Fire Department

REGULAR AGENDA

Forsman/Raukar moved to award a bid for metal culverts for a bridge on County Road 267, Alden Township, to Contech Construction Products, Inc., Alexandria, MN, on their low bid of \$65,500.00 (31% over the engineers estimate). In response to a question from Commissioner Jewell, Administrator Kevin Gray said this is approximately \$15,500 over the standard estimate, noting this is an average for metal culverts and perhaps the standard estimate for metal culverts needs updating. Commissioner Nelson said the metals market is very volatile and scrap metal is higher than ever. After further discussion, the motion passed. (7-0)

Forsman/Sweeney moved to award a bid for concrete culverts for a bridge on CSAH 83, Lavell Township, to Cretex Concrete Products, Maple Grove, MN, on their low bid of \$57,088 (14.17% over the engineers estimate). (7-0)

Raukar/Nelson moved to authorize a contract with Blue Cross Blue Shield for health insurance administrative services for 2012. Employee Relations Director Jim Gottschald said St. Louis County is self-insured and this contract covers 4,200 employees, retirees and dependents. Director Gottschald said the county solicited proposals from health insurance carriers and Blue Cross Blue Shield (BCBS) offered the best healthcare value and network. BCBS offered flat administrative fees, a zero percent increase, a \$150,000 wellness grant, and a rate guarantee for the period 2013-2016. In response to a question from Commissioner Jewell, Director Gottschald said the monthly charge is \$29.84 per contract, single or family, and a monthly stop loss of \$5.52, noting that although this is approximately \$1 million annually, this includes insurance cards, telephone support, and significant discounts for health services, which saves the county approximately \$11-13 million dollars annually. Commissioner Nelson said he would like a

communication sent to employees and retirees on positive news of this new contract. After further discussion the motion passed. (7-0)

COMMISSIONER DISCUSSION ITEMS

Auditor Don Dicklich discussed the abatement list, which contains numerous parcels that are now exempt and under the state Department of Natural Resources (DNR) for the new state park in Lake Vermillion. Auditor Dicklich said his staff is researching to see if the county received payment in lieu of taxes (PILT) to offset the abated taxes. Auditor Dicklich will update the board on the findings. Commissioner Nelson said the conservation land easements could also have a negative impact on property taxes. Commissioner Forsman said the tax abatement list contains two and a half pages of exempt property, which used to be taxable property, noting this has a negative impact on property tax payers as they have to pick up the additional burden.

Commissioner Nelson distributed a copy of a letter he sent to the Arrowhead Regional Corrections (ARC) board of directors and discussed concerns regarding the \$356.96 hotel and meal expense for the Minnesota Association of Community Correction Act Counties (MACCAC) conference at Ruttger's, Deerwood, MN. Commissioner Sweeney said she has attended this conference and said it is a good value for the price. Commissioner Jewell said the price is in line with what he has seen for similar conference venues.

Commissioner O'Neil said today is National Night Out and there are many events in cities and towns throughout the county celebrating community. Commissioner O'Neil also noted the Association of Minnesota Counties (AMC) policy committee meetings are on Thursday, August 4, 2011, in St. Paul, MN.

Commissioner Sweeney said the Duluth Area Township meeting is on August 18, 2011, at 6:00 p.m. in the Rice Lake Town Hall. There will be a barbeque and everyone attending is asked to bring a dish to share.

ADJOURNED

At 11:38 a.m., Forsman/Dahlberg moved to adjourn the committee of the whole meeting. (7-0)

Steve O'Neil, Chair of the County Board

Patricia Stolee, Clerk of the County Board

BOARD LETTER NO. 11 - 309

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: August 9, 2011 **RE:** Contract for the Collection of
Waste Oil, Floor Dry, and Used
Oil Filters

FROM: Kevin Z. Gray
County Administrator

Ted Troolin, Director
Environmental Services

RELATED DEPARTMENT GOAL:

To ensure a sustainable integrated waste management system.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize a contract with Como Lube and Supplies, Inc. for the collection and disposal of waste oil, floor dry, and used oil filters.

BACKGROUND:

St. Louis County operates a comprehensive special wastes recycling collection program that includes drop off of waste oil and used oil filters at several locations within the county's Solid Waste Management Area. In addition, the county's Public Works, Land Department, and Motor Pool generate waste oil, filters and floor dry at various locations. Since 1998, the county has contracted with private waste management firms to collect waste oil products from these sites.

The current contract expired on June 30, 2011, and the Purchasing Division issued a Request for Quotes, with the following firms submitting quotes:

OSI Environmental, Inc.	Eveleth, MN
Safety Kleen	Cloquet, MN
Como Lube & Supplies, Inc.	Duluth, MN

The Environmental Services Department and Purchasing Division reviewed options and accepted the quote from Como Lube and Supplies, Inc, Duluth, MN. For this service, Como Lube and Supplies has agreed to pay \$1.35 per gallon for waste oil, an increase of \$0.60 from the current agreement, generating approximately \$45,380. In addition, the county will pay Como Lube and Supplies \$15 per 55 gallon drum of used oil filters and

\$125 per 55 gallon drum of used floor dry. Costs for these services will be approximately \$1,515 per year for oil filters and \$1,625 per year for used floor dry.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an agreement with Como Lube and Supplies, Inc., Duluth, MN, to collect and dispose of waste oil, used oil filters and used floor dry for the period August 1, 2011 through July 31, 2014, with 3 possible one-year extensions, to be accounted for in:

Waste Oil

Fund 600	Agency 601003	Object 629900	Solid Waste sites
Fund 200	Agency 205003	Object 583206	Public Works sites
Fund 715	Agency 715001	Object 583100	Motor Pool garages
Fund 200	Agency 241001	Object 586100	Land Department garages

Used Oil Filter and Used Floor Dry Services

Fund 600	Agency 601003	Object 629900	Solid Waste sites
Fund 200	Agency 202002	Object 637900	Public Works and Motor Pool sites

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Contract for the Collection of Waste Oil, Floor Dry, and Used Oil Filters

BY COMMISSIONER _____

WHEREAS, the county requires services to collect and dispose of waste oil, used oil filters and used floor dry generated in the St. Louis County Solid Waste Management Area and at various Public Works, Land Department and Motor Pool sites; and

WHEREAS, the Purchasing Division has negotiated an agreement with Como Lube and Supplies, Inc., Duluth, MN, to secure these services for the period August 1, 2011 through July 31, 2014, with 3 possible one-year extensions.

NOW THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the appropriate county officials to execute an agreement with Como Lube and Supplies, Inc., Duluth, MN, to collect and dispose of waste oil, used oil filters and used floor dry for the period August 1, 2011 through July 31, 2014, with three possible one-year extensions, to be accounted for in:

Waste Oil

Fund 600	Agency 601003	Object 629900	Solid Waste sites
Fund 200	Agency 205003	Object 583206	Public Works sites
Fund 715	Agency 715001	Object 583100	Motor Pool garages
Fund 200	Agency 241001	Object 586100	Land Department garages

Used Oil Filter and Used Floor Dry Services

Fund 600	Agency 601003	Object 629900	Solid Waste sites
Fund 200	Agency 202002	Object 637900	Public Works and Motor Pool sites

BOARD LETTER NO. 11 - 310

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

DATE: August 9, 2011 **RE:** Award of Bid: Budcapping
Application

FROM: Kevin Z. Gray
County Administrator

Robert Krepps
Land Commissioner

RELATED DEPARTMENTAL GOAL:

To maintain and improve forest health and productivity.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an award of bid, and subsequent contract, for Budcapping Application.

BACKGROUND:

The St. Louis County Land Department continues its efforts to curb the devastation of deer and rabbit browse on its one to five year old plantations. The application of a "budcap" over the terminal bud to protect the seedlings during the winter and spring months has proven to be effective. The 2011 Land Department budget includes funding for budcapping 2,023.5 acres of state tax forfeited lands. Fourteen potential vendors were notified by postcard and through DemandStar. Eight of those fourteen vendors requested a bid package.

The bid was comprised of sixteen tracts of various acreage. Three vendors submitted a bid:

Star Forestry (Bemidji, MN)	bid on 11 tracts	Bid Amount: \$72,747.59
Chandler Johnson (Fairmont, MN)	bid on 4 tracts	Bid Amount: \$11,929.50
Northwoods Forestry (Eleva, WI)	bid on 16 tracts	Bid Amount \$84,040.00

Purchasing and Land Department staff have reviewed the bids and have identified the low bidders as follows:

Star Forestry (Bemidji, MN)	3 tracts	Contract Amount: \$10,997.10
Northwoods Forestry (Eleva, WI)	13 tracts	Contract Amount: \$72,280.00

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the contracts for Budcapping Application with Star Forestry (Bemidji, MN) at its low bid of \$10,997.10 on three tracts of sixteen tracts and Northwoods Forestry (Eleva, WI) at its low bid of \$72,280 on thirteen tracts of sixteen tracts, payable from Fund 290, Agency 29001, and authorize the appropriate county officials to enter into a contract with Star Forestry and Northwoods Forestry, subject to approval of the County Attorney.

Award of Bid: Budcapping Application

BY COMMISSIONER _____

WHEREAS, the Land Department has initiated an effort to curb the devastation of deer and rabbit browse on its one to five year old plantations through a budcapping application to tree seedlings; and

WHEREAS, the Land Department has identified 2,023.5 acres for treatment in 2011; and

WHEREAS, the Purchasing Division solicited bids for Budcapping Application on state tax forfeited lands for the year 2011; and

WHEREAS, Star Forestry of Bemidji, MN, submitted the low bid of \$10,997.10 on three of sixteen tracts and Northwoods Forestry of Eleva, WI, submitted the low bid of \$72,280 on thirteen of sixteen tracts.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the appropriate county officials to execute a contract with Star Forestry of Bemidji, MN, for \$10,997.10 and Northwoods Forestry of Eleva, WI, for \$72,280 for Budcapping Application on state tax forfeited lands during the fall of 2011, in accordance with the specifications of Bid No. 4970, payable from Fund 290, Agency 29001, subject to approval by the County Attorney.

BOARD LETTER NO. 11 - 311

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 3

BOARD AGENDA NO.

DATE: August 9, 2011

RE: Public Sale of State Tax
Forfeited Lands on October 13,
2011

FROM: Kevin Z. Gray
County Administrator

Robert Krepps
Land Commissioner

RELATED DEPARTMENT GOAL:

Financial return to the county and taxing districts.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the urban and rural parcels listed for the October 13, 2011 public land sale.

BACKGROUND:

All parcels have been reviewed and/or appraised by Land Department staff and are recommended for sale. There will likely be additional edits of the narrative prior to publication, but there will be no changes to legal descriptions or prices.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize this public land sale. Funds from the land sale are to be deposited into Fund 240 (Forfeited Tax Fund).

Public Sale of State Tax Forfeited Lands on October 13, 2011

BY COMMISSIONER _____

WHEREAS, the St. Louis County Board desires to offer for sale, as recommended by the Land Commissioner, certain parcels of land that have forfeited to the State of Minnesota for non-payment of taxes; and

WHEREAS, the parcels of land as described in County Board File No. _____ have been classified as non-conservation land as provided for in Minn. Stat. Chapter 282.01; and

WHEREAS, these parcels of land are not withdrawn from sale pursuant to Minn. Stat. § 85.012, 92.461, 282.01, Subd. 8, and 282.018, and other statutes that require the withholding of state tax forfeited lands from sale; and

WHEREAS, the Commissioner of Natural Resources has approved the sale of said lands, as required by Minn. Stat. Chapter 282.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the County Auditor to offer these lands at public sale for not less than the basic sale price in accordance with terms set forth in the Land Department policy, and in a manner provided for by law on Thursday, October 13th, 2011, at 11:00 a.m. at the Miners Memorial Building in Virginia, MN. Funds from the land sale are to be deposited into Fund 240 (Forfeited Tax Fund).

BOARD LETTER NO. 11 - 312

FINANCE & BUDGET COMMITTEE CONSENT NO. 4

BOARD AGENDA NO.

DATE: August 9, 2011

RE: Rescind Board Resolution No. 11-80, and Approve New Resolution for Garbage and Recycling Pick-Up and Disposal Services

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

RELATED DEPARTMENT GOAL:

To increase cost saving opportunities and promote business throughout St. Louis County.

ACTION REQUESTED:

The St. Louis County Board is requested to rescind Board Resolution No. 11-80 adopted on February 22, 2011 (and amended on May 24, 2011), to remove Location (O) Arrowhead Juvenile Center, and Location (P) Courthouse Building Services (Duluth).

BACKGROUND:

Bids were accepted on January 12, 2011 for Garbage & Recycling Pick-Up and Disposal Services. Board Resolution No. 11-80 was adopted on February 22, 2011. The resolution was amended on May 24, 2011 (Board Resolution No. 11-278) with a change in vendor and increased amount. However, new proposals were needed for two locations, Arrowhead Juvenile Center and the Duluth Courthouse, due to major inconsistencies in the original specifications. Therefore, at the Auditor's request, the Purchasing Division is recommending that Board Resolution No. 11-80 be rescinded, and that a new resolution be approved to reflect the removal of Location (O) Arrowhead Juvenile Center, and Location (P) Courthouse Building Services (Duluth).

Quotes were received and accepted for these two locations and Waste Management, Duluth, MN, was awarded both locations on the basis of its lowest responsible quote for these services. As a result, services and cost for Location (O) Arrowhead Juvenile Center increased to \$3,566.28. Services and cost for Location (P) Courthouse Building Services (Duluth) increased to \$9,776.16.

RECOMMENDATION:

It is recommended that the St. Louis County Board rescind Resolution No. 11-80, as requested by the County Auditor, and approve a new resolution to reflect the removal of Location (O) Arrowhead Juvenile Center, and Location (P) Courthouse Building Services (Duluth).

**Rescind Board Resolution No. 11-80, and Approve New Resolution
for Garbage and Recycling Pick-Up and Disposal Services**

BY COMMISSIONER _____

RESOLVED, that County Board Resolution No. 11-80, adopted on February 22, 2011 (and amended on May 24, 2011, County Board Resolution No. 11-278), authorizing Garbage and Recycling Pick-Up and Disposal Service contracts, is rescinded.

RESOLVED FURTHER, that a new resolution for Garbage and Recycling Pick-Up and Disposal Services is approved, omitting Location (O) Arrowhead Juvenile Center, and Location (P) Courthouse Building Services.

RESOLVED FURTHER, that the Garbage and Recycling Pick-Up and Disposal Service contracts are decreased by \$9,780.12 per year for a total amount of \$37,788.12 as follows:

Location (A): Division 7 Toolhouse; 305 Railroad Street; Floodwood, MN 55736
Fund 200 Public Works, Agency 202002 Hibbing, Object 625500 Garbage Collection
Crist Garbage Service, Inc. \$ 449.28/year

Location (B): Division 7 Toolhouse; 9967 Hwy 133; Meadowlands, MN 55765
Fund 200 Public Works, Agency 202002 Hibbing, Object 625500 Garbage Collection
NorLand Sanitary Service..... \$ 962.40/year

Location (C): Division 6 Toolhouse; 7628 Arkola Road; Cotton, MN 55724
Fund 200 Public Works, Agency 202002 Virginia, Object 625500 Garbage Collection
A-1 Disposal, Saginaw, MN \$ 930.72/year

Location (D): NERCC; 6102 Abrahamson Rd; Saginaw, MN 55779
Fund 925 Admin N.R.C. Center, Agency 940001 Admin N.R.C. Center, Object 625500 Garbage Collection
A-1 Disposal, Saginaw, MN \$8,949.36/year

Location (E): Land Dept.; 5713 Old Miller Trunk Hwy; Duluth, MN 55811
Fund 240 Land Admin., Agency 241008 Pike Lake, Object 625500 Garbage Collection
A-1 Disposal, Saginaw, MN \$1,011.96/year

Location (F): Division 2 Toolhouse; 5595 Jean Duluth Road; Duluth, MN 55803
Fund 200 Public Works, Agency 202002 Jean Duluth, Object 625500 Garbage Collection
Waste Management, Duluth, MN..... \$1,868.04/year

Location (G): Division 2 Toolhouse; 5595 Jean Duluth Road; Duluth, MN 55804
Scenic C-SAH 61 (North Shore) April 10 to October 31, each year
Fund 200 Public Works, Agency 202002 Jean Duluth, Object 625500 Garbage Collection
North Shore Sanitary, Duluth, MN \$4,437.00/year

Location (H): Division 2 Toolhouse; 5595 Jean Duluth Road; Duluth, MN 55804
North End Van Road and East End Island Lake Bridge
Fund 200 Public Works, Agency 202002 Jean Duluth, Object 625500
Garbage Collection

Paul's Sanitary \$ 515.28/year

Location (I): Public Safety Building, 2030 North Arlington Avenue, Duluth, MN 55811
Fund 100 Emergency Management, Agency 135001 Emergency
Management, Object 625500 Garbage Collection

Hartel's/DBJ Disposal Co., Proctor, MN.....\$2,412.00/year

Location (J): Division 5 Toolhouse; 4739 Midway Road; Duluth, MN 55811
Fund 200 Public Works, Agency 202002 Pike Lake, Object 625500
Garbage Collection

A-1 Disposal, Saginaw, MN \$2,278.80/year

Location (K): Richard H. Hansen Transportation Complex, 4787 Midway Road, Duluth,
MN 55811
Fund 200 Public Works, Agency 202002 Pike Lake, Object 625500
Garbage Collection

Hartel's/DBJ Disposal Co., Proctor, MN..... \$3,048.00/year

Location (L): Division 5 Toolhouse; 4831 Hwy 31; Brookston, MN 55711
Fund 200 Public Works, Agency 202002 Pike Lake, Object 625500
Garbage Collection

A-1 Disposal, Saginaw, MN \$1,185.72/year

Location (M): County Jail; 4334 Haines Road; Duluth, MN 55811
Fund 100 Jail, Agency 137002 Jail Operations, Object 625500 Garbage
Collection

Hartel's/DBJ Disposal Co., Proctor, MN..... \$8,040.00/year

Location (N): Emergency Mgmt; 5735 Old Miller Trunk Hwy; Duluth, MN 55812
Fund 100 Emergency Management, Agency 132001 Emergency
Management, Object 625500 Garbage Collection

A-1 Disposal, Saginaw, MN \$ 951.12/year

Location (Q): Motor Pool South; 401 West 2nd Street; Duluth, MN 55802
Fund 715 County Garage, Agency 715001 Duluth Garage, Object 625500
Garbage Collection

Waste Management, Duluth, MN..... \$ 748.44/year



Resolution
of the
Board of County Commissioners
St. Louis County, Minnesota
Adopted on: February 22, 2011 Resolution No. 80
Offered by Commissioner: Sweeney

WHEREAS, St. Louis County is committed to a clean and healthy environment for its employees and customers; and

WHEREAS, the county requires the services of contractors with the proper qualifications to provide the garbage and recycling pick-up and disposal service; and

WHEREAS, bids were solicited for this service with award recommended to the lowest bid by site; and

WHEREAS, one vendor is unable to service every location.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the appropriate county officials to execute a four-year agreement, with two one-year extensions if desired, with various contractors at the listed locations throughout St. Louis County at a total cost of \$46,178.16 per year.

- Location (A): Division 7 Toolhouse; 305 Railroad Street; Floodwood, MN 55736
Fund 200 Public Works, Agency 202002 Hibbing, Object 625500 Garbage Collection
Crist Garbage Service, Inc.\$ 449.28/yr
- Location (B): Division 7 Toolhouse; 9967 Hwy 133; Meadowlands, MN 55765
Fund 200 Public Works, Agency 202002 Hibbing, Object 625500 Garbage Collection
NorLand Sanitary Service.....\$ 962.40/year
- Location (C): Division 6 Toolhouse; 7628 Arkola Road; Cotton, MN 55724
Fund 200 Public Works, Agency 202002 Virginia, Object 625500 Garbage Collection
A-1 Disposal, Saginaw, MN.....\$ 930.72/year
- Location (D): NERCC; 6102 Abrahamson Rd; Saginaw, MN 55779
Fund 925 Admin N.R.C. Center, Agency 940001 Admin N.R.C. Center,
Object 625500 Garbage Collection
A-1 Disposal, Saginaw, MN.....\$8,949.36/year
- Location (E): Land Dept.; 5713 Old Miller Trunk Hwy; Duluth, MN 55811
Fund 240 Land Admin., Agency 241008 Pike Lake, Object 625500 Garbage Collection
A-1 Disposal, Saginaw, MN.....\$1,011.96/year
- Location (F) Division 2 Toolhouse; 5595 Jean Duluth Road; Duluth, MN 55804
Fund 200 Public Works, Agency 202002 Jean Duluth, Object 625500 Garbage Collection
Waste Management, Duluth, MN.....\$1,868.04/year



Resolution No. 80
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- Location (G): Division 2 Toolhouse; 5595 Jean Duluth Road; Duluth, MN 55804
Scenic C-SAH 61 (North Shore) April 10 to October 31, each year
Fund 200 Public Works, Agency 202002 Jean Duluth, Object 625500 Garbage Collection
North Shore Sanitary, Duluth, MN.....\$4,437.00/year
- Location (H): Division 2 Toolhouse; 5595 Jean Duluth Road; Duluth, MN 55804
North End Van Road and East End Island Lake Bridge
Fund 200 Public Works, Agency 202002 Jean Duluth, Object 625500 Garbage Collection
Paul's Sanitary\$ 515.28/year
- Location (I): Public Safety Building, 2030 North Arlington Avenue, Duluth, MN 55811
Fund 100 Emergency Management, Agency 135001 Emergency Management, Object 625500
Garbage Collection
A-1 Disposal, Saginaw, MN..... \$1,021.92/year
- Location (J): Division 5 Toolhouse; 4739 Midway Road; Duluth, MN 55811
Fund 200 Public Works, Agency 202002 Pike Lake, Object 625500 Garbage Collection
A-1 Disposal, Saginaw, MN.....\$2,278.80/year
- Location (K): Richard H. Hansen Transportation Complex, 4787 Midway Road, Duluth, MN 55811
Fund 200 Public Works, Agency 202002 Pike Lake, Object 625500 Garbage Collection
Hartel's/DBJ Disposal Co., Proctor, MN.....\$3,048.00/year
- Location (L): Division 5 Toolhouse; 4831 Hwy 31; Brookston, MN 55711
Fund 200 Public Works, Agency 202002 Pike Lake, Object 625500 Garbage Collection
A-1 Disposal, Saginaw, MN.....\$1,185.72/year
- Location (M): County Jail; 4334 Haines Road; Duluth, MN 55811
Fund 100 Jail, Agency 137002 Jail Operations, Object 625500 Garbage Collection
Hartel's/DBJ Disposal Co.,Proctor, MN.....\$8,040.00/year
- Location (N): Emergency Mgmt; 5735 Old Miller Trunk Hwy; Duluth, MN 55812
Fund 100 Emergency Management, Agency 132001 Emergency Management, Object 625500
Garbage Collection
A-1 Disposal, Saginaw, MN.....\$ 951.12/year
- Location (O): Arrowhead Juvenile Ctr; 1918 Arlington Ave No; Duluth, MN 55811
Fund 925 Admin. AJC, Agency 945001 Arrowhead Juvenile Center, Object 625500 Garbage
Collection
Waste Management, Duluth, MN.....\$1,602.36/year
- Location (P): Court House Bldg Services; 100 No 5th Ave W; Duluth, MN 55802
Fund 100 Building Services, Agency 128002 Duluth Courthouse, Object 625500 Garbage
Collection
Waste Management, Duluth, MN.....\$8,177.76/year



Resolution No. 80
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Location (Q): Motor Pool South; 401 West 2nd Street; Duluth, MN 55802
Fund 715 County Garage; Agency 715001 Duluth Garage, Object 625500 Garbage Collection
Waste Management, Duluth, MN.....\$ 748.44/year

Commissioner Sweeney moved the adoption of the Resolution and it was declared adopted upon the following vote:

Yeas – Commissioners Jewell, Dahlberg, Forsman, Sweeney, Nelson, Raukar, and Chair O’Neil - 7
Nays – None

STATE OF MINNESOTA
Office of County Auditor, ss.
County of St. Louis

I, DONALD DICKLICH, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 22nd day of February, A.D. 2011, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 22nd day of February, A.D., 2011.

DONALD DICKLICH, COUNTY AUDITOR

By

Deputy Auditor/Clerk of County Board



Resolution
of the
Board of County Commissioners
St. Louis County, Minnesota
Adopted on: May 24, 2011 Resolution No. 278
Offered by Commissioner: Nelson

RESOLVED, that County Board Resolution No. 11-80, adopted on February 22, 2011, authorizing Garbage and Recycling Pick-Up and Disposal Service contracts, is amended to reflect a change of vendor and increased amount for Location (I): Public Safety Building as follows:

Location (I): Public Safety Building, 2030 North Arlington Avenue, Duluth, MN 55811
Fund 100 Emergency Management, Agency 135001 Emergency Management, Object
625500 Garbage Collection
Hartel's / DBJ Disposal Co., Proctor, MN..... \$2,412.00/year

RESOLVED FURTHER, that County Board Resolution No. 11-80, authorizing Garbage and Recycling Pick-Up and Disposal Service contracts, is increased by \$1,390.08 to a total amount of \$47,568.24.

Commissioner Nelson moved the adoption of the Resolution and it was declared adopted upon the following vote:

Yeas – Commissioners Jewell, Dahlberg, Forsman, Nelson, Raukar, and Chair O’Neil - 6

Nays – None

Absent – Commissioner Sweeney – 1

STATE OF MINNESOTA
Office of County Auditor, ss.
County of St. Louis

I, **DONALD DICKLICH**, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 24th day of May, A.D. 2011, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 24th day of May, A.D., 2011.

DONALD DICKLICH, COUNTY AUDITOR

By

Deputy Auditor/Clerk of County Board

New Job Class – Deputy Planning Director

BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board authorizes the creation of the Deputy Planning Director job class, Grade 30: \$58,890 – \$83,499 (annual steps and longevities through twenty-four years of service) of the Civil Service Supervisory Unit Pay Plan (ES) as approved by the Civil Service Commission on July 11, 2011.

Deputy Planning Director

KIND OF WORK: Highly responsible professional and administrative work assisting the Planning Director in the management of Departmental operations and enterprise e-government information technology systems.

DISTINGUISHING FEATURES OF WORK: An employee in this class is responsible for serving as primary assistant to the Director in providing day-to-day management and the administration of a variety of programs and operations within the Department. Duties include assisting with establishing Department policies, developing goals, setting priorities, directing business and technology activities, and managing the Department's budgeted resources and staff. In addition, the employee directs and coordinates county-wide enterprise e-government strategic initiatives, projects, programs and technology systems. The work is performed in accordance with applicable statutes, rules and policies and under the general direction of the Department Head.

ILLUSTRATIVE EXAMPLES OF WORK: (*) indicates tasks which have been identified as essential job functions.

- * 1. Plans, implements, coordinates, and evaluates strategic County-wide enterprise initiatives and Department business plan activities.
- * 2. Supervises and coordinates inter-departmental and local/regional comprehensive planning and community & economic development activities with external agencies to help officials make decisions concerning social, economic, and environmental problems.
- * 3. Identifies and monitors trends, emerging issues, and technology enhancements to assess potential impacts on county department and enterprise operations and inform & guide decision making for their future potential to improve County service delivery.
- * 4. Assists the Director with fiscal activities for department and enterprise activities including: compiling and analyzing financial data; leading the preparation of the Departmental budget; carrying out approved fiscal policies and procedures; and implementing & recommending changes/improvements for fiscal methods, controls, and financial system operations.
- * 5. Assigns, directs, and coordinates the work of department staff; structures and schedules work activities and approves leaves and overtime; establishes performance standards and appraises work performance; prepares commendations and executes oral reprimands; administers disciplinary actions including suspension and dismissal, and prepares documentation and notification of such action; administers training and safety programs for staff; exercises discretionary authority in selecting candidates for employment; and represents management in disposition of employee grievances.
- * 6. Prepares business plans for technology enhancements; set standards for technology platforms, data, and transfer protocols; and designs, analyzes, and evaluates enterprise e-government progress to make adjustments in strategy as needed.
- * 7. Coordinates and facilitates the development, implementation, and maintenance of County-wide integrated web-based services and products; researches and evaluates technology trends and developments; and evaluates and recommends hardware and software purchases/upgrades.
- * 8. Assists in developing policy and statute drafts for suggested adoption by political bodies.
- * 9. Represents the department on assigned boards and committees, and acts for the Director in assigned capacities and in the absence of the Director.
- * 10. Demonstrates punctual and reliable attendance in accordance with a designated work schedule.
- * 11. Communicates, monitors and enforces compliance with safety rules, laws and practices; assures proper safety equipment and procedures are used in all operations under his/her supervision.
- 12. Performs related work as assigned.

(OVER)

REQUIREMENTS OF WORK:

Comprehensive knowledge of applicable statutes, policies, practices, and procedures for the provision of Department and enterprise services.

Comprehensive knowledge of planning-related information technologies, including Geographic Information Systems (GIS), web services, geospatial data organization and processing, and the ability to understand and apply this knowledge into effective management of Department and enterprise e-government applications.

Thorough working knowledge of the concepts, techniques, and resources applied in public sector administrative project management, planning, and analysis.

Thorough knowledge of the relationships among County operating units.

Thorough knowledge of budgeting practices and procedures.

Working knowledge of the principles and practices of personnel administration and organizational development.

Skill in the operation of personal computers and applicable software.

Skill in communicating effectively orally and in writing to a variety of audiences.

Skill in conceptualizing issues and problems, researching and analyzing data, and making prompt and effective recommendations.

Ability to lead, organize, and supervise the work of assigned staff in a team environment.

Ability to prepare and direct the preparation of accurate and comprehensive records and reports.

Ability to establish Department policies, procedures, practices, goals, and performance measures as well as communicate, support, and evaluate the achievement of these objectives and measures.

Ability to prioritize and complete multiple assignments on a deadline utilizing effective time management skills.

Ability to establish and maintain effective working relationships with County staff, elected officials, external representatives & business leaders, educators, and the public.

MINIMUM QUALIFICATIONS FOR WORK:

Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, planning, or a related field; AND six (6) years of full-time paid progressively responsible experience in administrative project management, planning or a related field; OR graduation from an accredited college or university with a master's degree in public administration, business administration, planning or a related field AND four (4) years of full-time paid progressively responsible experience in administrative project management, planning, or a related field.

Possession of a valid driver's license.

Examples Enterprise E-Government Initiatives:

1. **Land Information Portal** – (Govt to Employee, Govt to Business, Govt to Citizen)
2. **Maps on Demand**– (Govt to Employee, Govt to Business, Govt to Citizen)
3. **Citizen Request System**- (Govt to Business, Govt to Citizen)
4. **Permit & Licensing System**- (Govt to Business, Govt to Citizen)
5. **Executive Dashboards**- (Govt to Employee, Govt to Business, Govt to Citizen)
6. **Interactive Web Mapping**- (Govt to Business, Govt to Citizen)
7. **Public Web Site**- (Govt to Employee, Govt to Business, Govt to Citizen, Govt to Govt)

BOARD LETTER NO. 11 - 314

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 6

BOARD AGENDA NO.

DATE: August 9, 2011 **RE:** New Job Class –
Lead Emergency
Communications Specialist

FROM: Kevin Z. Gray
County Administrator

James R. Gottschald, Director
Employee Relations

Ross Litman
County Sheriff

RELATED DEPARTMENT GOAL:

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

ACTION REQUESTED:

The St. Louis County Board is requested to approve the creation of a new job classification, Lead Emergency Communications Specialist, which was approved by the Civil Service Commission at its June 13, 2011 meeting.

BACKGROUND:

It has become necessary to create a new job class in the Sheriff's Office, 911 Emergency Communication Division. The proposed Lead Emergency Communications Specialist class will assist in the oversight and support of the delivery of law enforcement, fire, medical, and rescue-related telecommunications call-taking and dispatch for a work group in the county's 9-1-1 Communications Center. The duties and responsibilities of the proposed class are detailed in the attached job description.

Earlier this year, a report by the consulting firm GeoComm, recommended that St. Louis County establish 24/7 oversight and support at the Communications Centers. This was identified as an industry best practice and something not currently in place, in St. Louis County. Typically, supervisory staff work days, Monday through Friday. The Lead Emergency Communications Specialist class would be scheduled to provide around-the-clock leadership, oversight and support for the Emergency Communication Specialists (ECS) work group (Dispatchers).

Because of the important role this position will play in the consolidation of the county's two Public Service Answering Points, initiating the recruitment process is urgently needed. The proposed salary grade recommended for the class is Grade P93: \$40,518 – \$56,576 (annual steps and longevities through twenty-four years of service) in the Corrections Officers/911- Communications Employees (Jail/911) bargaining unit. There is a contractual requirement to negotiate the rate of pay for new classifications. Although some negotiating has occurred, the county's latest offer on the proposed rate salary grade has not yet been accepted by AFSCME Council 5. In the event the final negotiated salary is different than proposed, Board approval will be requested.

Eligible 911-Communications employees will be considered for promotion to these six (6) new positions. The ultimate goal, through attrition and promotion is a six (6) FTE reduction in the ECS job class. The additional cost associated with this proposed new job class will be substantially or totally funded by the presently vacant Assistant Center Supervisor position which will not be filled. Whether the vacant supervisor position can totally fund the new Lead Emergency Communications Specialist positions is dependent on how many part-time ECS are initially promoted.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the creation of the new Lead Emergency Communications Specialist class and its assignment to Grade P93 in the Jail/911 bargaining unit.

New Job Class – Lead Emergency Communications Specialist

BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board authorizes the creation of the Lead Emergency Communications Specialist job class, Grade P93: \$40,518 - \$56,576 (annual steps and longevities through twenty-four years of service) of the Civil Service Basic Unit Pay Plan as approved by the Civil Service Commission on June 13, 2011.

LEAD EMERGENCY COMMUNICATIONS SPECIALIST

KIND OF WORK: Skilled technical work overseeing the activities of dispatchers in the County's 9-1-1 Communications Center and performing related telecommunications and computer aided dispatch (CAD) work.

DISTINGUISHING FEATURES OF WORK: An employee in this class performs and oversees the delivery of law enforcement, fire, medical, and rescue related telecommunications dispatch work for a crew in the County's 9-1-1 Communications Center. Duties include overseeing and monitoring the performance of an assigned crew; determining console assignments; answering operational and procedural questions from other dispatchers; providing training; assisting with investigations regarding complaints about public safety service delivery; operating the CAD system, multi-line telecommunications, and radio communications equipment to receive and effectively respond to requests for emergency public safety assistance; and testifying in court about Communications Center operations. The work is performed in accord with prescribed Communications Center dispatch policies, procedures, and practices, and under the general direction of assigned supervisory staff.

ILLUSTRATIVE EXAMPLES OF WORK: (*) Indicates tasks which have been designated as essential functions.

- * 1. Structures work assignments of an assigned crew to meet daily operational needs of the Communications Center.
- * 2. Monitors the performance of crew to ensure dispatchers are performing their duties efficiently and in compliance with established procedures; advises supervisory staff on employee performance and provides information for performance evaluation and reports on issues affecting employees; assists in correcting performance problems and investigating complaints about dispatch services and operations; assists with dispatcher training; and provides advice and assistance to dispatchers in dealing with unusual or difficult calls.
- * 3. Assists with records updating, training coordination, CAD law enforcement and fire liaison work, and CAD 9-1-1 coordination.
- * 4. Answers in-coming emergency and non-emergency calls received from the public and field units for services; questions callers for specific and detailed information required for effective response; codes and enters information in CAD system, and dispatches appropriate response units by giving vital information concerning the emergency situation.
- * 5. Monitors and enters status of response units in CAD, receives communications from units and updates information on computer, and communicates updated information to units as required.
- * 6. Coordinates response efforts by communicating status of emergency situations and dispatches backup units if necessary in accordance with communications center and public safety response agency procedures.
- * 7. Provides pre-arrival emergency medical instructions as appropriate.
- * 8. Broadcasts all-points bulletin information.
- * 9. Compiles, verifies and maintains/updates data elements on assigned records and data files on the CAD information system, and performs required entries on MINCIS/NCIC.
- 10. May perform call-out procedures to maintain minimum staffing levels on a work shift.
- 11. Represents the Sheriff's Office in contacts with assigned agencies and other community services to identify and resolve routine problems.
- 12. Attends training, staff, and committee meetings as assigned and maintains certification requirements.

(OVER)

ILLUSTRATIVE EXAMPLES OF WORK: (Continued)

- 13. May conduct 9-1-1 information sessions and tours for community and school groups as assigned.
- *14. Takes action to correct equipment malfunctions and notifies appropriate service agents of serious malfunctions.
- 15. Assists in routine testing and the identification of equipment, operational and system deficiencies.
- *16. Monitors staff for compliance with safety rules, laws, and practices.
- *17. Demonstrates punctual and reliable attendance in accord with designated work schedules.
- *18. Performs all assigned tasks in accord with established rules, regulations and practices.
- 19. Performs related work as assigned.

REQUIREMENTS OF WORK:

Thorough knowledge of telecommunications, radio and computer aided dispatch equipment operation.

Thorough knowledge of law enforcement and communications center dispatch rules and procedures.

Thorough knowledge of laws, ordinances and policies and terminology of local jurisdictions and location of boundaries, streets, addresses, etc., in service area.

Thorough knowledge of emergency medical dispatch instruction protocols needed to provide effective pre-arrival and/or post dispatch emergency medical assistance.

Skill in performing effective and timely oral and keyboard communication using multi-line phones, two-way radios, and CAD systems.

Skill in performing effective and timely multi-task emergency dispatch functions in volatile and stressful situations.

Skill in entering accurate and complete data into the computer while talking and listening.

Ability to remain cognizant of call taking and activities of other dispatchers while effectively performing essential activities at a communications console.

Ability to interpret calls and make decisions necessary for effective dispatch of emergency services.

Ability to direct, coordinate, and review the work of other dispatchers.

Ability to perform essential functions of 9-1-1 dispatching during CAD system failures.

Ability to accurately follow oral and written instructions.

Ability to enunciate clearly in verbal communications.

Ability to establish and maintain effective working relations with the public, field unit staff, co-workers and supervisors and promote effective customer relations.

MINIMUM QUALIFICATIONS:

Three years of experience as an Emergency Communications Specialist; OR four years of experience as an emergency communications dispatcher; OR equivalent Emergency Communications Specialist and external dispatch experience as determined by the Employee Relations Director.

BOARD LETTER NO. 11 - 315

FINANCE & BUDGET COMMITTEE CONSENT NO. 7

BOARD AGENDA NO.

DATE: August 9, 2011

RE: Establish Public Hearing to
Consider Allegations of Liquor
Law Violation - Gnesen
Convenience Store (Gnesen
Township)

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

Mark Rubin
County Attorney

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing to consider the suspension/revocation of the liquor license issued to Gnesen Convenience Store, LLC d/b/a Gnesen Convenience Store, Gnesen Township, for alleged liquor law violation.

BACKGROUND:

Pursuant to St. Louis County Ordinance No. 28, Section 13.01, Any liquor license issued pursuant to this Ordinance may be suspended or revoked for up to sixty (60) days, a civil penalty of up to \$2,000 imposed for each violation, or a combination of any of these sanctions may be imposed by the County Board upon cause shown after a hearing. A hearing shall be held pursuant to the provisions of these subdivisions and any other uniform rules for hearings promulgated by the County Board. Cause for revocation or suspension or civil penalty or any combination of these sanctions includes, but is not limited to, the filing of false information on a license application, violation of any liquor laws, regulations or provisions of the Ordinance, or failure to maintain any licenses issued by the Minnesota Department of Health as may be required.

RECOMMENDATION:

It is recommended that a public hearing on the matter be scheduled for September 6, 2011, at 9:40 a.m. in the Duluth Courthouse, Minnesota.

**Establish Public Hearing to Consider Allegations of Liquor Law Violation-
Gnesen Convenience Store (Gnesen Township)**

BY COMMISSIONER _____

RESOLVED, that a public hearing will be held at 9:40 a.m. on Tuesday, September 6, 2011, in the Duluth Courthouse, Minnesota, for the consideration of the allegations and, if proven, the suspension or revocation of the liquor license issued to Gnesen Convenience Store, LLC d/b/a Gnesen Convenience Store, Gnesen Township, and/or the imposition of civil penalties for the violation.

BOARD LETTER NO. 11 – 316

HEALTH & HUMAN SERVICES COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: August 9, 2011

RE: Acceptance of Family
Homeless Prevention and
Assistance Program Grant

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. Adults will live in the least restrictive living arrangement that meets their health and safety needs.

ACTION REQUESTED:

The St. Louis County Board is requested to accept \$675,000 from the Minnesota Housing Finance Agency for the Family Homelessness Prevention and Assistance Program (FHPAP).

BACKGROUND:

St. Louis County has received funding for the FHPAP since 1994. The grant was administered by the Planning Department until 2007, when responsibility was transferred to Public Health and Human Services. The original grant request for 2011-2013 was for \$750,000. The final award, for the period July 1, 2011 through June 30, 2013, is in the amount of \$675,000 which will require an amended budget and work plan that reflects the lesser award amount.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize acceptance of grant funding from the Minnesota Housing Finance Agency in the amount of \$675,000 for the Family Homelessness Prevention and Assistance Program, to be deposited into Fund 230, Agency 232001, Grant 23204, Grant Year 2011, Object 530701.

Acceptance of Family Homeless Prevention and Assistance Program Grant

BY COMMISSIONER _____

WHEREAS, the Minnesota Housing Finance Agency has grant funds available through the Family Homeless Prevention and Assistance Program (FHPAP) to nonprofit organizations and counties; and

WHEREAS, St. Louis County has received such funding since 1994; and

WHEREAS, the Minnesota Housing Finance Agency has notified the St. Louis County of an award of \$675,000 for the period July 1, 2011 through June 30, 2013.

NOW THEREFORE, BE IT RESOLVED, that the St. Louis County Board accepts grant funding in the amount of \$675,000 for the Family Homeless Prevention and Assistance Program for the period July 1, 2011 through June 30, 2013, with funds to be deposited into Fund 230, Agency 232001, Grant 23204, Grant Year 2011, Object 530701.

RESOLVED FURTHER, that the St. Louis County Board authorizes the Public Health and Human Services Department and St. Louis County Attorney to execute agreements with various community agencies to deliver services funded by the grant, such contracts to be paid from Fund 230, Agency 232001, Grant 23204, Grant Year 2011, Object 607200, and Object 629900.

RESOLVED FURTHER, that the budgeted revenues and expenditures for Fund 230, Agency 232001, Grant 23204, Grant Year 2011 be increased by \$168,750 to reflect the first six months' expenditures for the biennial grant.

GRANT APPROVAL FORM

GRANT NAME: Family Homeless Preventi GRANT AMOUNT: \$ 675,000

GRANTOR: MN Housing Finance Agency MATCH AMOUNT: 0

FUND: 230 AGENCY: 230004 GRANT: _____ GRANT YEAR: 2011-20

AGENCY NAME: PHHS

CONTACT PERSON: Shelley Saukko PHONE: X2210

GRANT PERIOD: BEGIN DATE: 7/1/11 END DATE: 6/30/13

STATE GRANT AWARD NUMBER OR FEDERAL CFDA # _____

FILL IN THE ABOVE INFORMATION ON THIS FORM AND IDENTIFY THE CATEGORY OF THE GRANT FROM THE CHOICES BELOW. ATTACH THIS FORM TO THE GRANT APPLICATION AND ANY OTHER PERTINENT OTHER DOCUMENTATION AND ROUTE THE PACKET TO THE INDIVIDUALS LISTED FOR THE TYPE OF GRANT.

IT IS ESSENTIAL THAT DEPARTMENTS SUBMIT THE COMPLETED APPROVAL FORM ON THOSE GRANTS THAT DO NOT REQUIRE BOARD RESOLUTION TO THE AUDITOR'S OFFICE ACCOUNTING DEPARTMENT FOR BUDGETING PURPOSES. NO GRANT ACTIVITY WILL BE RECORDED WITHOUT AN ESTABLISHED BUDGET.

GRANTS OF \$25,000 OR LESS

A grant of \$25,000 or less may be applied for and/or accepted by the department without a separate County Board Resolution if it meets the following:

1. The grant fits within the department's functions, and
2. If the grant requires a County match (not to exceed in money or value an amount equal to the actual grant), and if that match is "in kind", that "in-kind" match is part of the ongoing operations, or if the match is monetary, that the department can find the necessary amount within its existing budget.

DOES THIS GRANT QUALIFY UNDER "GRANTS OF \$25,000 OR LESS"?

YES NO

If so, this type of grant requires the following review approval:

County Auditor	_____	Date: _____
County Administrator	_____	Date: _____
County Attorney	_____	Date: _____

The Grant Budget must be entered into the accounting system. Send a copy of the grant, this signed approval form and any other pertinent information to the Auditor's Office-Accounting, so the budget can be entered into the system. Without a budget, no expenditures or revenues will be recorded.

NEW GRANTS GREATER THAN \$25,000

All new grants that exceed \$25,000 and all recurring grants that exceed \$25,000 that contain changes in the grant's requirements which may affect either County resources or the scope of the grant need two (2) board resolutions. One board resolution is required to apply for the grant and a second resolution is required to accept the grant.

DOES THIS GRANT QUALIFY UNDER "GRANTS GREATER THAN \$25,000"?

YES NO

If this is a new grant greater than \$25,000, it requires the following review approval:

County Auditor _____ Date: _____
County Administrator _____ Date: _____

The Grant Budget must be entered into the accounting system. Send a copy of the grant, this completed approval form and the Board Resolution to the Auditor's Office-Accounting, so a budget can be entered into the system. Without a budget, no expenditures or revenues will be recorded.

RECURRING GRANTS GREATER THAN \$25,000

A recurring grant greater than \$25,000 that is a repeat of a grant which has been received by the County in past year(s) and that has no changes in the use of County resources or in the scope of the grant, requires one Board Resolution to both apply for and/or accept the grant.

DOES THIS GRANT QUALIFY AS "RECURRING GRANTS GREATER THAN \$25,000"?

YES NO

If yes, this recurring grant greater than \$25,000 requires the following review approval:

County Auditor Don Deibel Date: 8-1-11
County Administrator _____ Date: 2 Aug 2011

The Grant Budget must be entered into the accounting system. Send a copy of the grant, this completed approval form and the Board Resolution to the Auditor's Office-Accounting, so a budget can be entered into the system. Without a budget, no expenditures or revenues will be recorded.

BOARD LETTER NO. 11 - 317

PUBLIC WORKS & TRANSPORTATION COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: August 9, 2011 **RE:** Award of Bids for Various
Projects in Sturgeon Township,
Hermantown, Embarrass, Tower
and Soudan

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 bid awards low bidders for projects included in the 2011 budget.

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 bridge project in Sturgeon Township, a reconstruction project in Hermantown, MN, a resurfacing project in Embarrass, MN, and a resurfacing project in Tower and Soudan, MN.

A call for bids is to be received by the St. Louis County Public Works Department at 10:00 A.M on August 8, 2011, for the following projects in accordance with the plans and specifications on file in the Office of the County Highway Engineer:

- Project:** SAP 69-598-034 Bridge 69685, CP 1818
Location: CR 492 (Anton Rd) between TH 73 and CSAH 107 in Sturgeon, MN, length 0.26 mi.
Traffic: 39 **PQI:** N.A.
Construction: Approach Grading, Culverts, Guardrail and Bridge 69685
Funding: Fund 220, Agency 220263, Object 652700
Anticipated Start Date: September 6, 2011
Anticipated Completion Date: June 15, 2012
Engineer's Estimate: To be provided after bid opened

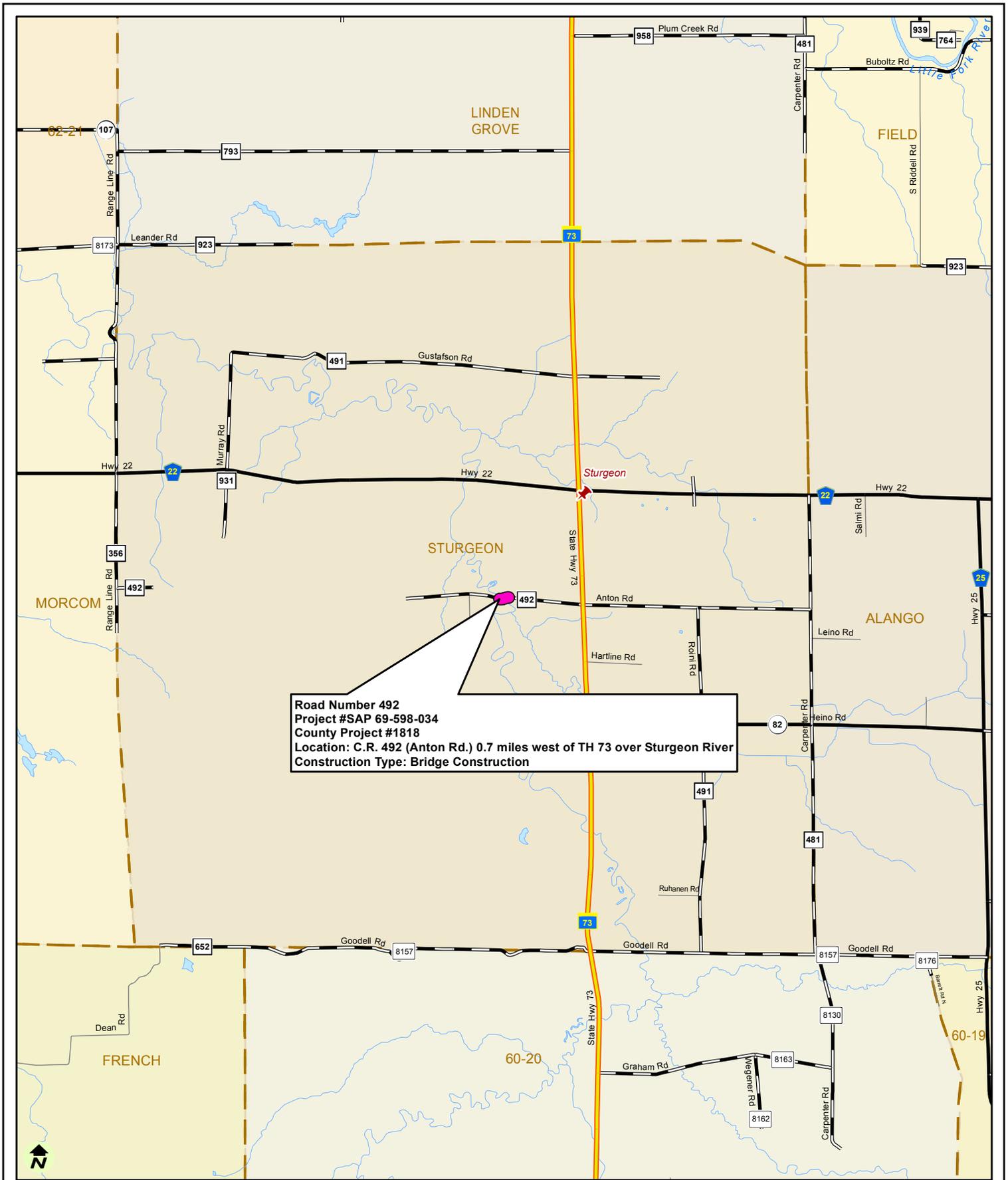
2. **Project:** SAP 69-648-026, Reclaim & Overlay, CP 8273
Location: CSAH 48 (Lavaque Rd) between CSAH 6 (Maple Grove Rd) and TH 53/194 in Hermantown, MN, length 2.0 mi.
Traffic: 2697 **PQI:** 2.4
Construction: Reclamation, Grading, Aggregate Base, Bituminous Base and Surface, Culverts, Curb & Gutter, Storm Sewer and Sidewalk
Funding: Fund 220, Agency 220176, Object 652700
Anticipated Start Date: August 29, 2011
Anticipated Completion Date: August 17, 2012
Engineer's Estimate: To be provided after bid opened

3. **Project:** MP 558-1296, Reclaim & Overlay, CP 1296
Location: CR 558 (Soini Rd) from TH 135 to CSAH 21 in Embarrass, MN, length 2.7 mi
Traffic: 119 **PQI:** 1.29
Construction: Reclamation, Bituminous Surface and Aggregate Shoulders
Funding: Fund 200, Agency 203232, Object 652800
Anticipated Start Date: September 6, 2011
Anticipated Completion Date: June 29, 2012
Engineer's Estimate: To be provided after bid opened

4. **Project:** MP 697-97043, Reclaim & Overlay, CP 97043
Location: CR 697 (Hoo Doo Pt. Rd.) from TH 169 in Tower to NW of Jct. CR 697 and Main St. in Soudan, MN, length 4.1 mi.
Traffic: 695 **PQI:** 1.86
Construction: Culvert Replacement, Mill Bituminous Surface, Reclamation, Bituminous Surfacing, Aggregate Base and Aggregate Shouldering
Funding: Fund 200, Agency 203247, Object 652800
Anticipated Start Date: September 6, 2011
Anticipated Completion Date: June 29, 2012
Engineer's Estimate: To be provided after bid opened

RECOMMENDATION:

The call for bids is scheduled for August 8th and the Board will be provided with bid results and a resolution for consideration at the August 9th Committee of the Whole meeting.

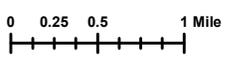


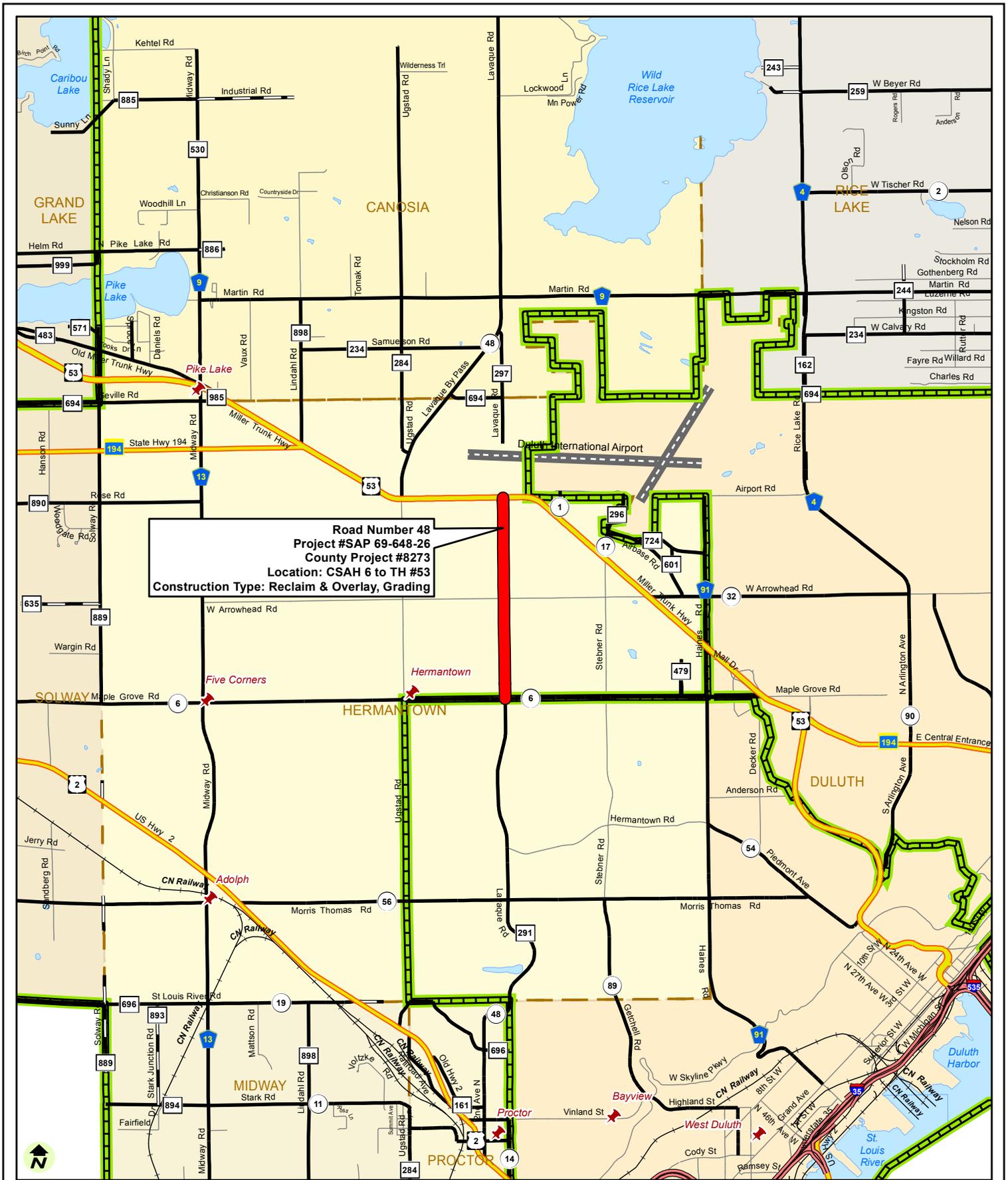
Road Number 492
Project #SAP 69-598-034
County Project #1818
Location: C.R. 492 (Anton Rd.) 0.7 miles west of TH 73 over Sturgeon River
Construction Type: Bridge Construction

St. Louis County 2011 Road & Bridge Construction

Map Components

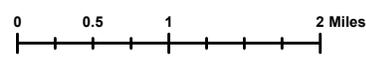
	2011 Road & Bridge Construction		Interstate Highway		Commissioner District
	Bridge Construction		U.S./State Highway		Township
			County Road - Paved		City/Town
			County Road - Gravel		Lake
			Railroad		



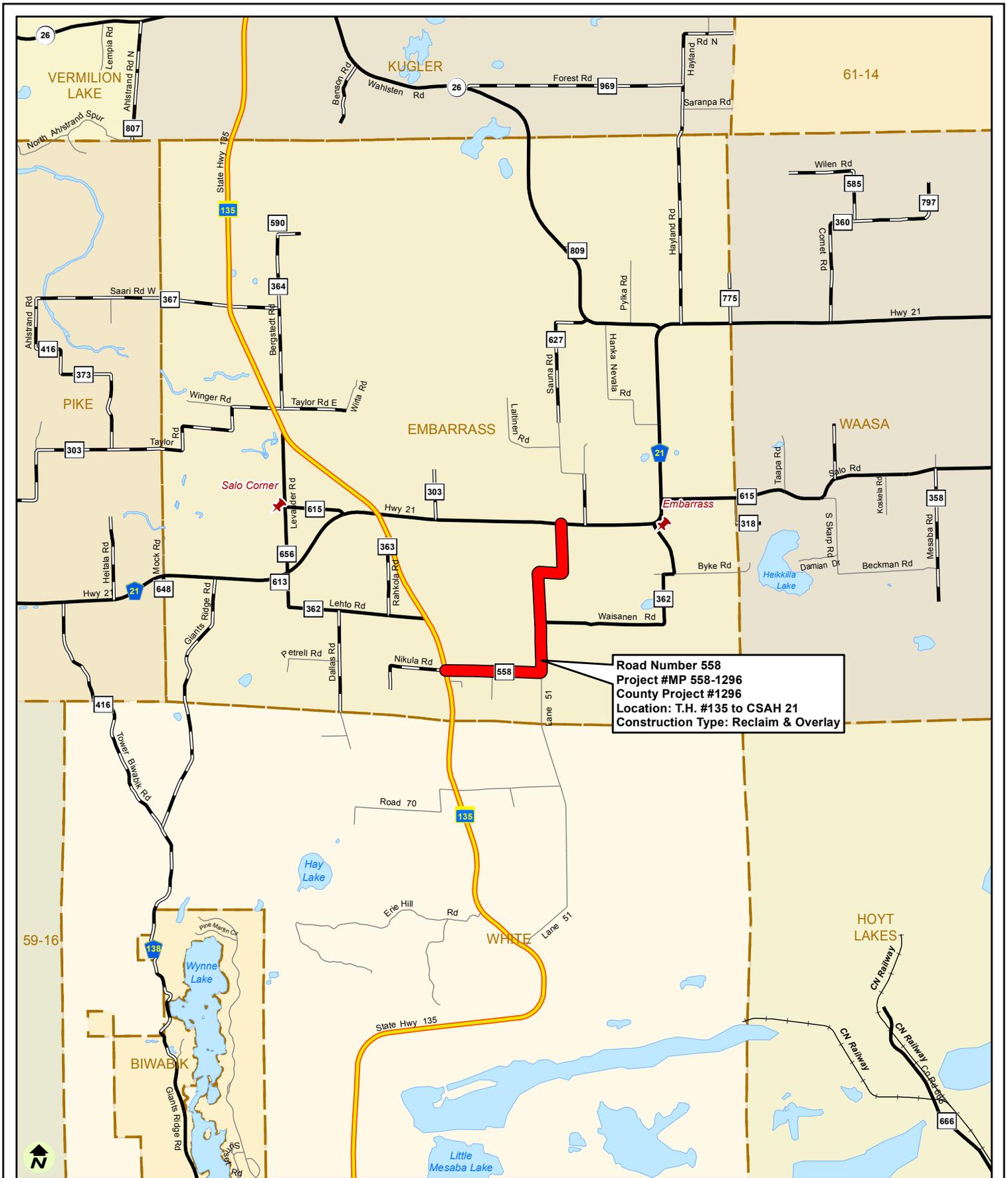


Road Number 48
Project #SAP 69-648-26
County Project #8273
Location: CSAH 6 to TH #53
Construction Type: Reclaim & Overlay, Grading

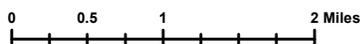
St. Louis County 2011 Road & Bridge Construction



Map Components			
	Reclaim & Overlay, Grading		Commissioner District
	Interstate Highway		Township
	U.S./State Highway		City/Town
	County Road - Paved		Lake
	County Road - Gravel		
	Railroad		

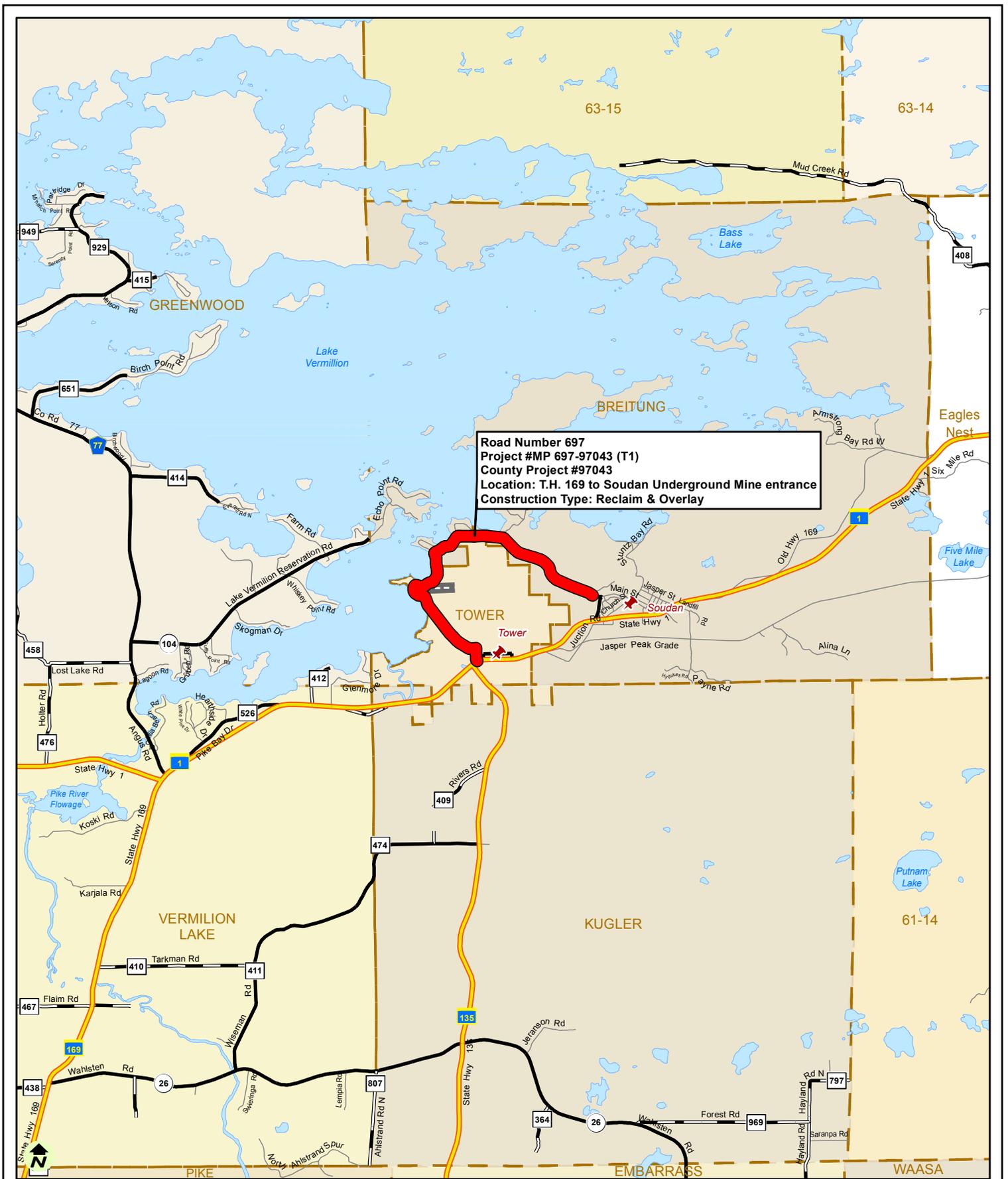


St. Louis County 2011 Road & Bridge Construction



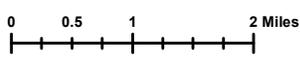
Map Components

- Reclaim & Overlay
- Interstate Highway
- U.S./State Highway
- County Road - Paved
- County Road - Gravel
- Railroad
- Commissioner District
- Township
- City/Town
- Lake



Road Number 697
Project #MP 697-97043 (T1)
County Project #97043
Location: T.H. 169 to Soudan Underground Mine entrance
Construction Type: Reclaim & Overlay

St. Louis County 2011 Road & Bridge Construction



Map Components			
	Reclaim & Overlay		Commissioner District
	Interstate Highway		Township
	U.S./State Highway		City/Town
	County Road - Paved		Lake
	County Road - Gravel		
	Railroad		

RECOMMENDATION:

It is recommended the St. Louis County Board reappoint Jeffrey Bachke and Stephen Anderson for a second term expiring April 30, 2014 , and authorize the County Auditor to advertise for the remaining two vacancies.

Committee Vacancy Appointments to the CDBG Citizen Advisory Committee

BY COMMISSIONER _____

WHEREAS, the St. Louis County Board appoints citizens to serve on the Community Development Block Grant (CDBG) Citizen Advisory Committee; and

WHEREAS, two current citizen members have requested to serve another term on the CDBG Citizen Advisory Committee; and

WHEREAS, there are two vacancies on this board, one Virginia representative and one At-Large representative, which need to be filled through an advertised application process.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board reappoints the following citizens to the Community Development Block Grant Citizen Advisory Committee with a term expiring April 30, 2014:

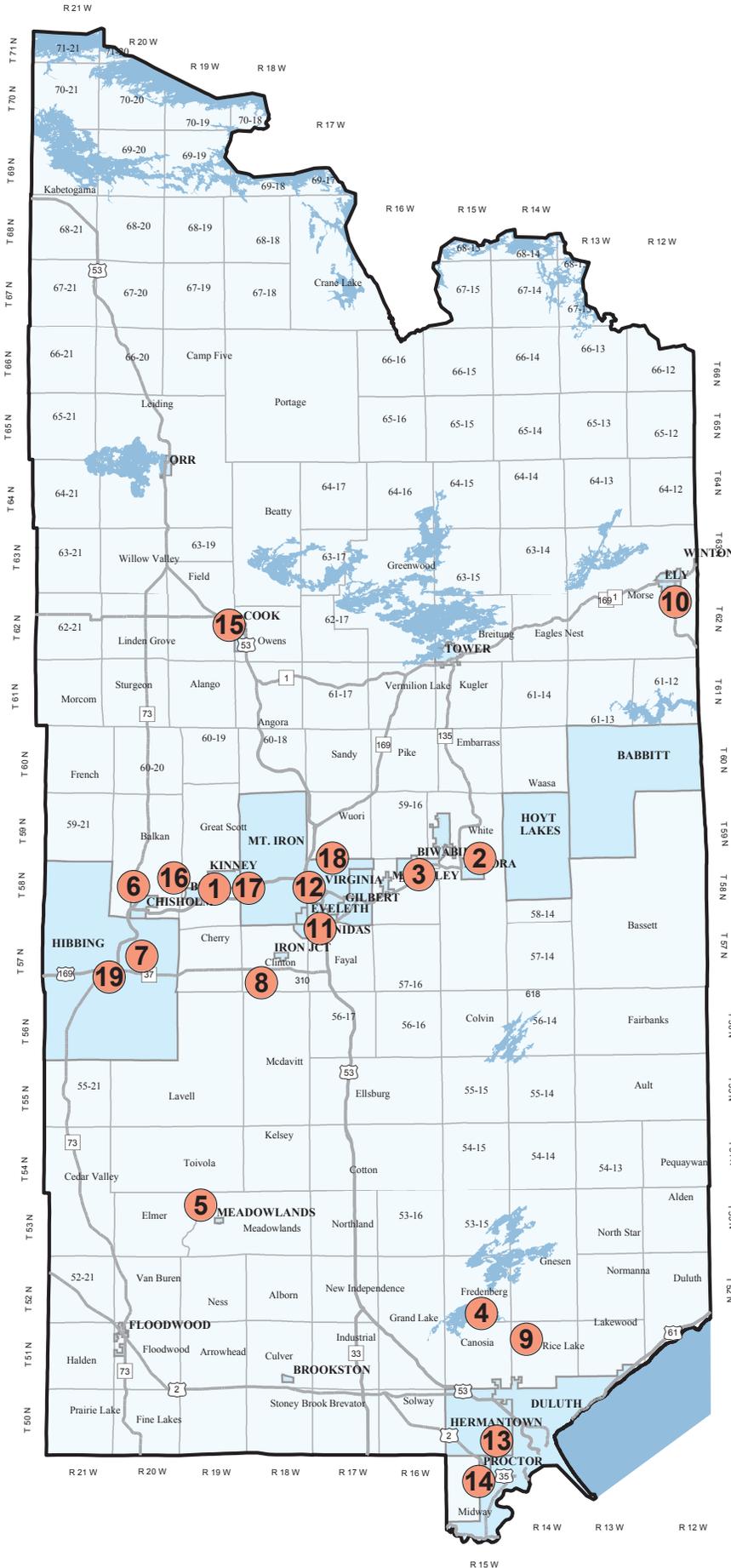
Jeffrey Bachke (Rice Lake Township)

Stephen Anderson (At-Large)

FURTHER RESOLVED, that the County Auditor is authorized to advertise and accept applications until October 1, 2011, for the two vacant positions on the Community Development Block Grant Citizen Advisory Committee, one representing the city of Virginia and one At-Large representative, serving a three-year term, expiring April 30, 2014.

CDBG Advisory Board Members

St. Louis County



CDBG Advisory Board Members

- 1- Ronald Dicklich, Executive Director
R.A.M.S.
- 2- James Hofsommer
Twp. Officers Assoc.
- 3- Darlene Saumer
(Northern Townships)
- 4- Ron Envall
(Southern Townships)
- 5- Alan Stanaway
(Small Cities)
- 6- Shannon Fay Kishel-Roche
(Chisholm)
- 7- Cynthia Hagen
(Hibbing)
- 8- Margaret Taylor
(At-Large)
- 9- Jeffrey Bachke
(Rice Lake Township)
- 10- Jackie Monahan-Junek
(Ely)
- 11- William Coombe
(Eveleth)
- (Vacant) 12- Charles Baribeau
(Virginia)
- 13- Darlene Koski
(Hermantown)
- 14- Stephen Anderson
(At-Large)
- 15- David Danz
(At-Large)
- (Vacant) 16- John Markas
(At-Large)
- 17- Janice M. Conklin
(At-Large)
- 18- Marlise Riffel
(At-Large)
- 19- Melinda K. Ruzich
(At-Large)

Prepared By: **Planning Department**
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Map Created: 8/1/2011

Disclaimer
 This is a compilation of records as they appear in the Saint Louis County Offices affecting the area shown. This drawing is to be used only for reference purposes and the County is not responsible for any inaccuracies herein contained.



BOARD LETTER NO. 11 – 319

PUBLIC SAFETY & CORRECTIONS COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: August 9, 2011

RE: **ARMER Expansion Project and Approval of Communication Systems and Software License Agreements**

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

Ross Litman
County Sheriff

Donald Dicklich
County Auditor

RELATED DEPARTMENT GOAL:

To continue investments that maximize public safety through wise use of technology and to ensure that relevant federal requirements are implemented in a timely and cost-effective fashion.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize funding for the St. Louis County Allied Radio Matrix for Emergency Response (ARMER) Expansion Project and authorize agreements with Motorola Solutions, Inc. for equipment acquisition and services.

BACKGROUND:

In order to make an informed decision on how best to comply with the Federal Communications Commission (FCC) narrowband mandate, the St. Louis County Emergency Communications Division contracted with GeoComm to complete an assessment and produce a St. Louis County Full Participation plan for all 185 public safety agencies within the county. On November 9, 2010 (Resolution No. 10-531), the County Board approved the GeoComm Participation Plan and authorized the Sheriff and Administration to proceed with the conversion to the State of Minnesota ARMER system.

For the past 18 months, the Sheriff's Office has continued to develop the ARMER plan for St. Louis County. In addition, staff has worked closely with Motorola, the state contracted provider, to finalize capital infrastructure and end user equipment (portable and mobile radio) purchases for 180 Fire/EMS (Tier One) and Law Enforcement (Tier Two) public safety agencies within the county.

The initial project cost analysis, provided in late 2009, totaled an estimated \$8 million. At that time the Sheriff's Office made a commitment to pursue federal and state grants and other funding sources to offset the cost, with a goal not to exceed the county's cost for an alternative VHF option of an estimated \$4.5 to \$5 million.

The Sheriff's Office has been very successful in obtaining grants and has assisted user agencies in their search for grant funding. To-date, the county has received over \$2 million in funding and cost savings to offset project costs. Below is a detailed financial summary:

Description	Initial Estimate	New cost after grants applied
ARMER/Narrowband Infrastructure	\$3,245,230	\$2,800,000
FIRE/EMS Tier One End User	\$2,867,150	\$2,400,000
SLC Tier Two End User	\$1,427,400	\$1,039,000
Other Tier Two End User	\$462,100	\$290,000
Other grants still to be applied to total		(\$632,000)
Remaining expense	\$8,001,880	\$5,897,000

NOTE: Sales tax exemption, which has been granted to all Minnesota cities and counties that are on the ARMER system, was not successful this legislative session. Sales tax numbers have not been added to the numbers above, consistent with earlier presentations, which did not include sales tax. Initial sales tax impact was an estimated \$531,255 (at 6.875%), while the remaining sales tax impact to St. Louis County, based on purchases of \$5,897,000, is \$386,544.

From a financing perspective, St. Louis County has bonded for a portion of the emergency communications system upgrade cost. Both a 2008 Capital Improvement Bond (communications infrastructure) and a 2008 Capital Equipment Note (end user equipment) totaling approximately \$1.6 million have already been sold and, consistent with capital financing requirements, need to be used by September, 2011. In addition, a 2010 capital improvement bond of \$1,077,756 is also available for communications infrastructure expense, but with a later deadline thus affording flexibility with respect to purchasing and payment timelines.

Because the infrastructure investments and the end user equipment is available on the State contract through Motorola, the Sheriff's Office along with the County Auditor and Administration have initiated system planning conversations with Motorola to develop a single pricing proposal and contract for the first phase of a two part system for financing, development, and deployment. A second phase to complete the ARMER implementation will require the purchase of Tier Two end user equipment. Executing this phase of the project in mid-2012 extends the life of the equipment warranty as the purchase date will be closer to the FCC deadline and ARMER system "go-live" date. This also affords the Sheriff's Office, in conjunction with the County Auditor and Administration, additional time to pursue grant funding to further offset project costs and solidify financing alternatives.

It is worth noting that the county partnered with the City of Duluth as part of the single pricing proposal to ensure the most favorable terms for both entities, however, only St. Louis County costs are addressed in this letter.

In summary, the proposed contract and funding sources/timelines are as follows:

Motorola Contract Proposed 8/9/11		In subsequent Motorola contract	Other expenses for St. Louis County build-out
Phase 1.1	Phase 1.2	Phase 2	Other
\$1.5 million infrastructure to be paid out of available bond proceeds (2008 and 2010 capital improvement bond funds available, with the 2008 funds to be spent by September 30th)	Remaining \$1.0 million in infrastructure to be covered by future funding sources, to be considered at that time by the County Board (potential of future grant funds, future bond proceeds or other county funds to be determined by the County Board)	\$1,039,000 St. Louis County Tier Two end user equipment	Approximately \$500,000 - \$750,000 to be paid out of the \$632,000 Department of Public Safety ARMER Integration grant award and future funding sources, to be considered at that time by the County Board (potential of future grant funds, future bond proceeds or other county funds to be determined by the County Board)
\$550,000 Tier One end user equipment and \$700,000 for other non-capital bond qualifying equipment to be paid out of available equipment note proceeds (2008 equipment note funds available, to be spent by September 30 th)	Remaining \$1.6 million in Tier One end user equipment to be covered by future funding sources, to be considered at that time by the County Board (potential of future grant funds, future bond proceeds or other county funds to be determined by the County Board)	\$290,000 Other Tier Two end user equipment	
Subtotal Phase 1	\$4,192,570 + \$269,365 in sales tax; in Motorola contract presented today		
Subtotal Phase 2		\$1,329,000 + \$91,369 in sales tax; in future Motorola contract or lease agreement, depending on funding sources	
Remaining St. Louis County build-out expense			Approximately \$100,000-\$200,000, plus sales tax, to be determined by Emergency Communications

RECOMMENDATION:

It is recommended that the St. Louis County Board approve and authorize the appropriate county officials to enter into a Communications System Agreement and Software License Agreement with Motorola Solutions, Inc. for the ARMER Expansion project. Further, that the County Board authorizes payment of \$1,498,421 in Capital Improvement Bond funds and \$1,255,239 in Capital Equipment Note funds, plus \$159,479 in sales tax, to be paid as Phase 1.1 of the Communications System Agreement. This will provide more than sufficient funds to meet the contractual requirement of an initial payment of 25% of this contract total.

**ARMER Expansion Project and Approval of Communication
Systems and Software License Agreements**

BY COMMISSIONER _____

WHEREAS, the Federal Communications Commission has mandated that communications systems must meet new standards for narrowband compliance by 2013; and

WHEREAS, the St. Louis County Sheriff's Office Emergency Communications Division has considered VHF/Narrowband and ARMER solutions and has recommended the ARMER solution to the St. Louis County Board; and

WHEREAS, the County Board has approved the GeoComm Participation Plan and authorized the Sheriff to proceed with the conversion to the ARMER system; and

WHEREAS, the County Board has issued Capital Improvement Bonds and Capital Equipment Notes for the purchase of equipment and infrastructure to meet the 2013 deadline; and

WHEREAS, this Bond and Equipment Note funding is available and portions must be spent for equipment purchases to be delivered by September 30, 2011; and

WHEREAS, the Sheriff's Office has aggressively pursued and received various grants to offset the county's cost and will continue to do so; and

WHEREAS, the infrastructure and equipment is available from Motorola Solutions, Inc. on the State of Minnesota contract.

NOW THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the appropriate county officials to enter into contracts, including a Communications System Agreement and Software License Agreement, with Motorola Solutions, Inc. in the amount of \$4,461,935, that includes \$269,365 in sales tax and represents phases 1.1 and 1.2 of the ARMER project, and

RESOLVED FURTHER, that the St. Louis County Board authorizes, as part of Phase 1.1, the purchase of \$1,255,239 of end-user and other equipment including \$80,747 in sales tax, from the 2008 Capital Equipment Note (Fund 437, Agency 437002, Object 665900).

RESOLVED FURTHER, that the St. Louis County Board authorizes, as part of Phase 1.1, the purchase of \$420,665 of infrastructure including \$27,061 in sales tax, from the 2008 Capital Improvement Bond (Fund 438, Agency 438001, Object 663100), and

RESOLVED FURTHER, that the St. Louis County Board authorizes, as part of Phase 1.1, the purchase of \$1,077,756 of infrastructure and professional services including \$51,671 in sales tax, from the 2010 Capital Improvement Bond (Fund 439, Agency 439002, Object 663100).

RESOLVED FURTHER, that the St. Louis County Board directs the County Sheriff and Administrator to report identified funding sources for the completion of Phase I and Phase II, in a timely manner, for its consideration and approval.