



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

November 6, 2012

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 October 23, 2012

Environment & Natural Resources Committee – Commissioner Dahlberg, Chair

1. Award of Bid – Mechanical Site Scarification by Disc Trench [12-424]
2. Approval of Registered Land Survey Number 112 Greenwood Township [12-425]
3. Special Sale to the City of Gilbert [12-426]
4. Repurchase of State Tax Forfeited Land – Danielson [12-427]

Finance & Budget Committee – Commissioner Raukar, Chair

5. Abatement List for Board Approval [12-428]
6. Project Change Order/Fee Adjustment – Virginia Courthouse Remodel and Addition [12-429]

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

7. Certificate of Approval of Special Law – Chris Jensen Health & Rehabilitation Center [12-430]
8. Authority to Enter into a Joint Powers Agreement for the Joint County Residential Survey [12-431]
9. Arrowhead Counties Association Lobbying Services Agreement [12-432]
10. Advertising for St. Louis County Cooperative Extension Committee Membership [12-433]
11. Reallocation of an Information Specialist III to an Information Specialist Supervisor – Auditor's Office [12-434]

Public Safety & Corrections Committee – Commissioner Sweeney, Chair

12. Memorandum of Understanding for Law Enforcement Assistance within Voyageurs National Park [12-435]

ESTABLISHMENT OF PUBLIC HEARINGS:

Finance & Budget Committee – Commissioner Raukar, Chair

13. Establish Public Hearing to Consider Adoption of 2013 Fee Schedule – November 27, 2012, 9:40 a.m., City Council Chambers, City Hall, Hibbing, MN) [12-436]

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.

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

1. **County Assessor Appointment [12-437]**
Resolution reappointing David L. Sipila as St. Louis County Assessor.

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:

November 13, 2012 Commissioners' Conference Room, Courthouse, Duluth, MN

November 27, 2012 City Council Chambers-City Hall, 401 East 21st Street, Hibbing, MN

December 11, 2012 Commissioners' Conference Room, Courthouse, Duluth, MN

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

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

Tuesday, October 23, 2012

Location: Virginia City Hall, Virginia, MN

Present: Commissioners Jewell, Dahlberg, Sweeney, Forsman, O’Neil, and Chair Nelson

Absent: Commissioner Raukar

Convened: Chair Nelson called the meeting to order at 11:14 a.m.

CONSENT AGENDA

Jewell/O’Neil moved to approve the consent agenda. (6-0), Raukar absent.

- Minutes of October 9, 2012
- Abatement List for Board Approval
- Cancellation of Contract for Purchase of State Tax Forfeited Land – Taylor *[12-400]*
- Cancellation of Contract for Purchase of State Tax Forfeited Land – Hollman *[12-401]*
- Special Sale to Duluth Independent School District No. 709 *[12-402]*
- Request for Easement Sponsorship across State of Minnesota and Federal Property *[12-403]*
- Permanent Closure of Two Railroad Crossings and Revocation of State Aid Designation of CSAH 127 (Iron Junction) *[12-404]*
- 2013 Memorandum of Agreement with University of Minnesota Extension *[12-405]*
- 2012 Third Quarter Budget Changes *[12-406]*
- On-Sale and Sunday On-Sale Intoxicating Liquor Licenses – Dawghouse Bar & Grill (Northland Township) *[12-407]*
- Award 2011 and 2012 Emergency Service Grant (ESG) Funding to Agency Emergency Solutions Grant (ESG) Funding to Agency Projects *[12-408]*
- Acceptance of County Veterans Service Office Community Outreach Grant *[12-409]*
- Reallocation of an Information Specialist II to a Technical Services Analyst III for Database Administration *[12-410]*
- Reallocation of Contract & Procurement Specialist to Purchasing Division *[12-411]*
- Designation of Safety & Risk Manager to discharge the duties of county mine inspector; and Reallocation of Assistant Mine Inspector position *[12-412]*
- Civil Service Supervisory Unit Bargaining Agreement– 2012/2013 *[12-413]*
- Acceptance of Amendment to the 2012 Boundary Waters Drug Task Force Grant *[12-414]*
- FFY 2012 Emergency Management Performance Grant *[12-415]*
- Authorization of Revised Contract with CenturyLink and Rescind County Board Resolution No. 12-550 *[12-416]*
- Establish Public Hearing to Consider Off-Sale Intoxicating Liquor License – Dawghouse Bar & Grill (Northland Township) November 6, 2012, 9:40 a.m., St. Louis County Courthouse, Duluth, MN *[12-417]*

Finance & Budget Committee

Dahlberg/O'Neil moved to approve a **Request for Reimbursement of Property Tax Relief Related to June 2012 Flood Event [12-418]**, authorizing the County Assessor to request reimbursement from the State of Minnesota for flood related property tax relief to eligible taxpayers. County Administrator Kevin Gray stated that 2012 tax abatements and 2013 tax credits will be received by properties with significant damages. Chair Nelson thanked Mark Monacelli, County Recorder, and his staff for their quick response in assessing property damage throughout St. Louis County. (6-0)

Forsman/Sweeney moved to approve the **2011 HUD Shelter Plus Care Grant Agreement and MOU for New Moon Supportive Housing Project [12-419]**, authorizing an agreement for HUD Shelter Plus Care grant and a Memorandum of Understanding for the New Moon Supportive Housing Program. Barb Hayden, Director of Planning and Community Development, explained the project and partnership with Bois Forte Band of Chippewa. (6-0)

Sweeney/O'Neil moved to approve an **Authorization to Apply For and Accept Debris Removal Funding for Regional Flood Assistance [12-420]**, authorizing the application and acceptance of debris removal funding from the Minnesota Department of Public Safety. Administrator Gray stated that assistance is still available to residents at www.floodhomeswithhope.org or 218-499-9480. (6-0)

Jewell/O'Neil moved to approve the **Minnesota Investment Fund – Disaster Recovery Financing [12-421]**, resolution authorizing the submittal of an application for Minnesota Investment Fund Disaster Recovery Financing and authorizing related agreements and guidelines. Administrator Gray stated that this funding is specific to Lake States Insulation, Proctor, MN, for \$150,000 and Retreat Golf Course, Floodwood, MN, for \$15,000. (5-0), Jewell temporarily absent.

Forsman/Sweeney moved to approve an **Agreement with the State of Minnesota for Snowmobile Trail Repair Due to June 2012 Flooding [12-422]**, authorizing a cooperative agreement with the State of Minnesota for snowmobile trail repair due to damage from the June 2012 flood event. Administrator Gray explained that the Pequaywan Area Trail suffered damage, which qualifies for federal (FEMA) reimbursement. Don Dicklich, County Auditor, explained that 75% is FEMA money and 25% is State of Minnesota money allowing for 100% reimbursement to the Pequaywan Area Trailblazers. (6-0)

Commissioner Discussion Items and Reports

Commissioner Sweeney stated that Northspan is a resource available to small businesses who suffered flood damages. A revolving loan fund has uncommitted money available.

Commissioner O'Neil said that on Thursday, October 25, 2012, at 1:00 p.m. a Paul and Sheila Wellstone memorial service will be held at the memorial site near Eveleth, MN.

Commissioner O'Neil stated that also on Thursday, October 25, 2012, Project Homeless Connect will be held at the Washington Square in Duluth, MN, from 10:00 a.m. to 2:00 p.m.

Commissioner Sweeney added that at 7:00 p.m. on Thursday, October 25, 2012, at the Hibbing Wellstone Hall, a movie depicting the life of Paul Wellstone will be shown.

Chair Commissioner Nelson stated that he would like to correct a misstatement printed in the Duluth News Tribune article entitled, "Lakewalk Stops Short at Lester River Crossing".

At 12:14 p.m., Sweeney/O'Neil moved to adjourn. (6-0) - Commissioner Raukar absent.

Keith Nelson, Chair of the County Board

Roberta A. Museta, Clerk of County Board

BOARD LETTER NO. 12 - 424

ENVIRONMENT & NATURAL RESOURCES COMMITTEE
CONSENT NO. 1

BOARD AGENDA NO.

DATE: November 6, 2012 **RE:** Award of Bid - Mechanical Site
Scarification by Disc Trench

FROM: Kevin Z. Gray
County Administrator

Robert Krepps, Land Commissioner
Land and Minerals

RELATED DEPARTMENT GOAL:

Maintaining and improving forest health and productivity.

ACTION REQUESTED:

The St. Louis County Board is requested to award a contract for mechanical site scarification by disc trench.

BACKGROUND:

The 2012 Land and Minerals Department budget includes funding for treating 511.5 acres for mechanical site scarification by disc trench in preparation for spring planting in 2013. Vendors were notified of the request for bids through DemandStar and postcard mailing. Two bids were received: one from Future Forests Inc. of Askov, MN, for the amount of \$51,567, and one from Susie's Contracting of Finland, MN, for the amount of \$42,203. The award originally went to Susie's Contracting, but the vendor was unable to start or finish the project under the contractual terms. Purchasing Division and Land and Minerals Department staff have reviewed the bids and recommend award to Future Forests Inc. of Askov, MN.

RECOMMENDATION:

It is recommended that the St. Louis County Board award the contract for mechanical site scarification by disc trench to Future Forests Inc. of Askov, MN, at its bid of \$51,567, payable from Fund 290, Agency 290001, and authorize the appropriate county officials to enter into a contract with Future Forests Inc., subject to approval of the County Attorney.

Award of Bid - Mechanical Site Scarification by Disc Trench

BY COMMISSIONER _____

WHEREAS, the 2012 Land and Minerals Department budget includes funding for treating 511.5 acres with mechanical site scarification by disc trench on state tax forfeited lands in the late fall of 2012; and

WHEREAS, the Purchasing Division solicited bids for mechanical site scarification by disc trench with Future Forests Inc. of Askov, MN, submitting the second lowest bid in the amount of \$51,567.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the appropriate county officials to execute a contract with Future Forests Inc. of Askov, MN, for the mechanical site scarification by disc trench on 511.5 acres, in accordance with the specifications of Bid No. 5023, subject to approval of the County Attorney, at its bid price of \$51,567, payable from Fund 290, Agency 290001.

BOARD LETTER NO. 12 - 425

ENVIRONMENT & NATURAL RESOURCES COMMITTEE
CONSENT NO. 2

BOARD AGENDA NO.

DATE: November 6, 2012 **RE:** Approval of Registered Land
Survey Number 112
(Greenwood Township)

FROM: Kevin Z. Gray
County Administrator

Mark Monacelli, Director
Public Records & Property Valuation

RELATED DEPARTMENT GOAL:

Promptly record real estate documents in accordance with Minnesota Statutes and county policies.

ACTION REQUESTED:

The St. Louis County Board is requested to grant final approval to Registered Land Survey Number 112.

BACKGROUND:

Pursuant to Minn. Stat. § 508.47, the Registrar of Titles is authorized to require a Registered Land Survey to re-name parcels where legal descriptions have become unmanageable. Northern Lights Surveying has submitted the final prints, and they have been approved by the County Surveyor and the Examiner of Titles. Registered Land Survey Number 112 is located in Tracts C and D, Registered Land Survey No. 82 and the SE ¼ of NW ¼, SW ¼ of NE ¼, Section 18, Township 62, Range 16 (Greenwood Township).

RECOMMENDATION:

It is recommended that the County Board grant final approval to Registered Land Survey Number 112.

Approval of Registered Land Survey Number 112 (Greenwood Township)

BY COMMISSIONER _____

WHEREAS, the Registrar of Titles is authorized to require Registered Land Survey Number 112 pursuant to Minn. Stat. 508.47; and

WHEREAS, the County Surveyor and Examiner of Titles have approved Registered Land Survey Number 112; and

WHEREAS, the final prints have been submitted for filing.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board grants final approval to Registered Land Survey Number 112 located in Tracts C and D, Registered Land Survey Number 82 and the SE $\frac{1}{4}$ of NW $\frac{1}{4}$, SW $\frac{1}{4}$ of NE $\frac{1}{4}$, Section 18, Township 62, Range 16 (Greenwood Township).

Special Sale to the City of Gilbert

BY COMMISSIONER _____

WHEREAS, the City of Gilbert has requested to purchase the following described state tax forfeited land for the price of \$500, plus fees, for economic development; and

Legal: Lot 10, Block 6

Gilbert

City of Gilbert

Parcel Code: 060-0010-01250

Acres: 0.07

LDKEY: 71045

WHEREAS, Minn. Stat. § 282.01, Subd. 1(a) authorizes the sale of state tax forfeited land to an organized governmental subdivision for any public purpose for which the subdivision is authorized to acquire property; and

WHEREAS, this lot has not been 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, this lot has been classified as non-conservation land pursuant to Minn. Stat. § 282.01.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board approves the sale of state tax forfeited land, as described, to the City of Gilbert for the price of \$500, plus the following fees: 3% assurance fee of \$15, deed fee of \$25, deed tax of \$1.65, recording fee of \$46; for a total of \$587.65, to be deposited into Fund 240 (Forfeited Tax Fund).

RESOLVED FURTHER, that the St. Louis County Auditor shall offer for sale at public auction the state tax forfeited land described here if the City of Gilbert does not purchase the land by December 31, 2012.



St. Louis County Land Department Tax Forfeited Land Sales

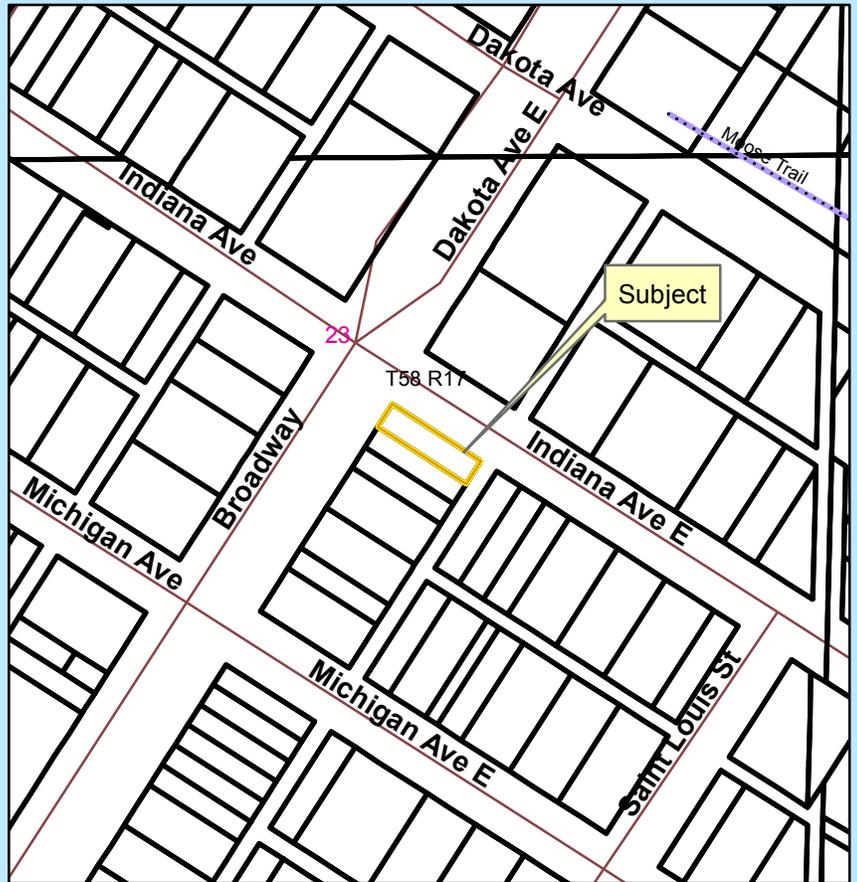
Special Sale

Legal : CITY OF GILBERT
LOT: 0010 BLOCK:006
GILBERT

Parcel Code : 060-0010-01250

LDKEY : 71045

Address: 319 BROADWAY ST N
GILBERT MN 55741

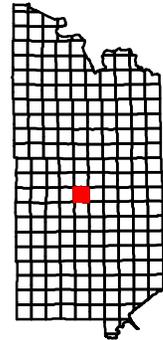


City of Gilbert

Sec: 23 Twp: 58 Rng: 17

Commissioner District # 6

-  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

Fall 2012



Cheryl Danielson, Duluth, MN

Parcel Code	010-2741-00632
Taxes and Assessments	\$3,266.01
Service Fees	\$114.00
Deed Tax	\$10.78
Deed Fee	\$25.00
Recording Fee	\$46.00
Total Consideration	\$3,461.79

Repurchase of State Tax Forfeited Land - Danielson

BY COMMISSIONER: _____

WHEREAS, Minn. Stat. § 282.241 provides that state tax forfeited land may be repurchased by the previous owner subject to payment of delinquent taxes and assessments, with penalties, costs, and interest; and

WHEREAS, the applicant, Cheryl Danielson of Duluth, MN, has applied to repurchase state tax forfeited land legally described as:

CITY OF DULUTH
W 300.81 FT OF SE1/4
SEC 2 TWP 49 RGE 15
010-2741-00632

WHEREAS, the applicant was the owner of record at the time of forfeiture and is eligible to repurchase the property; and

WHEREAS, approving the repurchase will correct undue hardship and promote the use of lands that will best serve the public interest.

NOW, THEREFORE, BE IT RESOLVED, that the St Louis County Board approves the repurchase application by Cheryl Danielson of Duluth, MN, on file in County Board File No. _____, subject to payments including total taxes and assessments of \$3,266.01, service fee of \$114, deed tax of \$10.78, deed fee of \$25, and recording fee of \$46; for a total of \$3,461.79, to be deposited into Fund 240 (Forfeited Tax Fund).

APPLICATION FOR REPURCHASE OF TAX FORFEITED LANDS

Pursuant to Minnesota Statutes 1986, Section 282.241, as amended by Chapter 268, Laws of 1987.

TO THE COUNTY BOARD AND COUNTY AUDITOR OF ST. LOUIS COUNTY, MINNESOTA:

The undersigned, Cheryl Danielson, hereby makes application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes 1987, Section 282.241, as amended; said land is situated in St. Louis County, Minnesota, and more particularly described as follows:
CITY OF DULUTH, W 300.81 FT OF SE 1/4, Sec 2 Twp 49 Rge 15

Applicant states and shows that at the time of the forfeiture to the State, he/she was (please check one)

- the owner
- heir(s) of the owner
- the representative of the owner
- the person to whom the right to pay taxes is given by statute, to wit:
- designating under what claim of right, whether mortgage or otherwise the right is exercised

That such taxes became delinquent in 2007 and remained delinquent and unpaid for the subsequent years of: 2008, 2009, 2010, 2011

That pursuant to Minnesota Statutes, the total cost of repurchase \$3,461.79 which is the greater value of all delinquent taxes and assessments computed under Section 282.241, together with all accrued interest and penalties, including fees. Please contact our office at 218-726-2606 for the current amount due which increases monthly.

That a hardship would result to the petitioner unless said repurchase is allowed, for the reason that:

applicant to state reasons why taxes were not paid. out of work.

Please check the appropriate box below:

- There are one or more wells on this property (See enclosed well disclosure information sheet)
- No change since last well certificate Well disclosure completed - \$50.00 enclosed
- There are no wells on this property

APPLICANT REQUESTS THAT REPURCHASE BE MADE IN THE NAME OF:

Name (s): Cheryl Ann Rose Danielson

Are you currently in active military service? NO

If you have been discharged within the last 6 months, provide discharge date N/A and documentation.

Applicant offers to pay upon such repurchase, by check or money order, as directed by the St. Louis County Board, the full price of repurchase as stated above, the terms of which will be stated by the contract and required by law.

Dated: 10/10 2012

By: Cheryl Danielson (Signature)

Address: 1109 W 5th St
City: Duluth State: MN Zip: 55806
Phone: 218-576-3700



St. Louis County Land Department Tax Forfeited Land Sales

Repurchase of Property

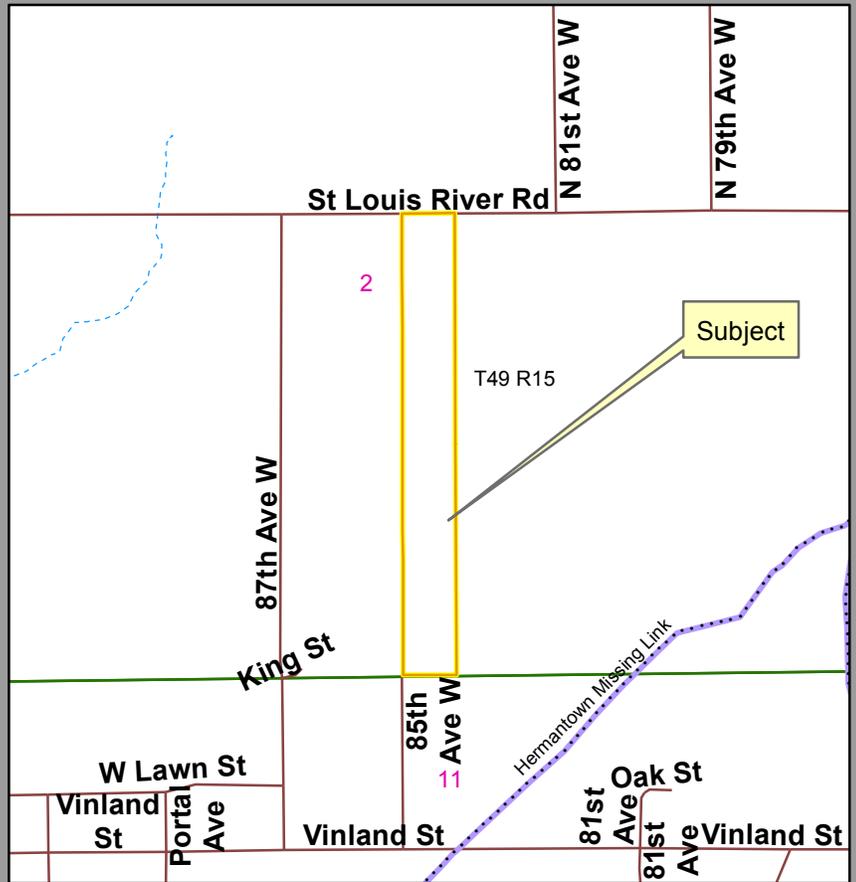
Legal : CITY OF DULUTH
W 300.81 FT OF SE1/4
Sec 2 Twp 49 Rge 15

Parcel Code : 010-2741-00632

Acres: 18.00

LDKEY : 71776

Address:

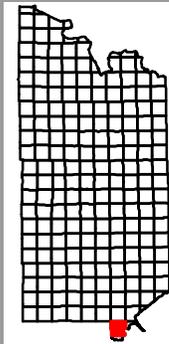


City of Duluth

Sec: 2 Twp: 49 Rng: 15

Commissioner District # 3

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

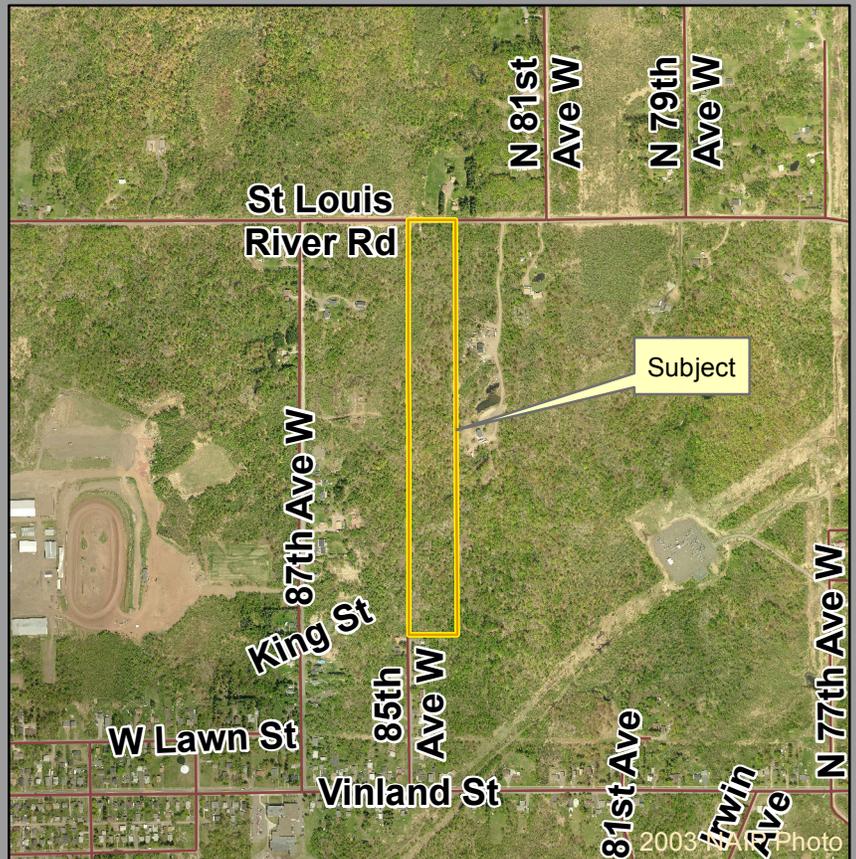


St. Louis County, Minnesota

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St. Louis County
Land Department

October 23, 2012



BOARD LETTER NO. 12 - 428

FINANCE & BUDGET COMMITTEE CONSENT NO. 5

BOARD AGENDA NO.

DATE: November 6, 2012 **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. 59401.

10/19/2012
1:51:43PM

Abatements Submitted for Approval by the St. Louis County Board
on 11/13/2012

<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>
90 61 40	34 14588	KRULICH, MIRANDA	M	Virginia	Cheryl Weappa	HOMESTEAD	2012	416.94
395 10 2952	2058 14587	SHARPE, SPENCER	M	Hermantown	Noah Mittlefehldt	HOMESTEAD	2012	69.24

BOARD LETTER NO. 12 - 429

FINANCE & BUDGET COMMITTEE CONSENT NO. 6

BOARD AGENDA NO.

DATE: November 6, 2012 **RE:** Project Change Order/Fee
Adjustment – Virginia Courthouse
Remodel and Addition

FROM: Kevin Z. Gray
County Administrator

Tony Mancuso, Director
Property Management

RELATED DEPARTMENT GOAL:

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

ACTION REQUESTED:

The St. Louis County Board is requested to authorize a project change order and fee adjustment for the Virginia Courthouse addition project.

BACKGROUND:

The Virginia Courthouse was overcrowded, had critical security issues, an obsolete HVAC and mechanical infrastructure, inefficient shell and windows, and no energy management system. The 2010A bond project package includes remodeling, energy upgrades, window replacement, and a new addition for the courthouse approved by County Board Resolution No. 10-480, dated October 5, 2010. This project will complete the Virginia Courthouse long term master space plan and bring the facility up to date for building safety, building code, and current efficiency standards.

The project has been underway since November, 2011 and is now in final stages of completion. A change order/fee adjustment is necessary because of 18 separate change requests for a variety of issues from Minnesota Department of Corrections mandates relating to lock-up/security issues, west exterior stairway replacement (repair determined to be unfeasible), the discovery of mechanical infrastructure in poor condition (could not be connected to new system), poor soils (required extra excavation/engineered soil replacement), unforeseen access way alignment issues in building connections, unforeseen sub floor condition (required large area material removal and subsequent floor leveling), the relocation of a small rest room and kitchenette area, and miscellaneous other changes.

This change order request of \$69,783.49 puts the total fee at \$5,822,352.70, which is approximately 2% of the original construction bid, and is very low compared to industry

standards for a project of this scope and size. In addition, city and state building code officials required additional alterations above the base design as bid. Property Management deems this request valid, equitable, accurate, and appropriate.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize necessary change orders for the Virginia Courthouse remodel and addition project, payable as follows:

Project:	Virginia Courthouse Remodel/New Addition	
Initial Contractor Bid: Max Gray Construction, Hibbing, MN	\$5,706,800	Approved County Board Resolution 11-549
Previous change orders/fee adjustments, if applicable:	\$45,769.21	N/A
Current change order/fee adjustment:	\$69,783.49	Funding available from Fund 400 – Agency 400033
A&E total	\$5,822,352.70	

**Project Change Order/Fee Adjustment – Virginia
Courthouse Remodel and Addition**

BY COMMISSIONER _____

WHEREAS, the 2010A bond project package includes remodeling, energy upgrades, window replacement, and new addition for the courthouse in Virginia, MN, approved by County Board Resolution No. 10-480, dated October 5, 2010; and

WHEREAS, this project will complete the Virginia Courthouse long term master space plan and bring the facility up to date for building safety, building code, and current efficiency standards; and

WHEREAS, the Virginia Courthouse remodeling and addition project began in 2011 is nearing completion and a change order is necessary for unforeseen work needed to comply with state and city code standards and Department of Corrections mandates.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes a project change order/fee adjustment for the Virginia Courthouse remodel and addition in the amount of \$69,783.40 to Max Gray Construction, Hibbing, MN, payable from Fund 400, Agency 400033.

Certificate of Approval of Special Law – Chris Jensen Health & Rehabilitation Center

BY COMMISSIONER _____

WHEREAS, St. Louis County requested authority to conduct a private sale of the Chris Jensen facility to the current lessee, during the 2012 Legislative Session; and

WHEREAS, this authority was approved by the Legislature and must now be certified by the St. Louis County Board to become effective, according to Minn. Stat. Sec. 645.021, subd. 2 and 3; and

WHEREAS, as the specified local unit of government, the St. Louis County Board must pass a resolution approving the legislation, and have it filed with the Minnesota Secretary of State, along with a completed "Certificate of Approval of Special Law by Governing Body" before the start of the 2013 Legislative Session.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board grants local approval of special legislation found in Laws of Minnesota for 2012, Chapter 236, Section 29, which provides for the private sale of Chris Jensen Health & Rehabilitation Center to Health Dimensions Group, the current lessee.

RESOLVED FURTHER, that the County Auditor is directed to file a copy of the certified County Board resolution and the completed "Certificate of Approval of Special Law by Governing Body," with the Office of the Minnesota Secretary of State, before the start of the 2013 Legislative Session.



STATE OF MINNESOTA
Office of the Minnesota Secretary of State
Mark Ritchie

RECEIVED

JUL 16 2012

SLC ADMIN

Date: July 11, 2012

TO: St. Louis, County of

FROM: Election Division
Secretary of State

SUBJECT: SPECIAL LAWS ENACTED IN THE 2012 LEGISLATIVE SESSION

Chapter 236, s 29 requires a copy of the Resolution approving the chapter and a Certificate of Approval (which we have enclosed for your use) to be filed with this office in order for the chapter to become law. The Resolution and Certificate of Approval must be filed before the start of the 2013 legislative session, otherwise the chapters requiring approval by local units of government will not become law.

If you have any questions please contact Nancy Breems at 651-556-0643.

Enc.

BOARD LETTER NO. 12 – 431

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 8

BOARD AGENDA NO.

DATE: November 6, 2013 **RE:** Authority to Enter into a Joint Powers Agreement for the Joint County Residential Survey

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

Obtaining citizen input for county planning purposes.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the appropriate county officials to enter into a Joint Powers Agreement with Dakota, Olmsted and Washington Counties for the purpose of the 2013 Residential Survey.

BACKGROUND:

St. Louis County has invested in public opinion surveys over the past decades, at variable intervals. Best practice survey methodology recommends a more consistent survey interval in order to collect baseline data that can be compared over the years.

In 2007, St. Louis County conducted the National Citizen Survey, a survey sponsored by the International City/County Management Association in cooperation with National Research Center, Inc. The National Citizen Survey is an efficient way to measure citizen opinion, but it relies upon a standard template that cannot be altered that is used with both cities and counties. Alternatively, a number of Minnesota counties have worked together to customize a survey that better represents the services and questions of interest to counties. The County Board approved participation in a Joint Powers Agreement in 2011 that allowed St. Louis County's participation in this survey. An expanded group is planning its fifth joint survey for early 2013 and has invited St. Louis County to participate.

Administration has identified funding in its 2012 budget for a residential survey from the new local government performance aid earned through successful reporting in State Auditor's Local Government Performance Reporting Initiative. Citizen input gathered

through a robust and statistically valid method will complement continued Business Planning efforts, budget decision-making and County Board discussions. The goal is to gather objective information about residents' perceptions of quality of life, quality of services provided, and their satisfaction with county government. The survey will also include some initial resource allocation and prioritization questions to inform budget discussions.

As noted above, the survey will be done in conjunction with other Minnesota counties. However, the survey research firm, National Research Center, requires one county to process payment. This requires St. Louis, Dakota, Olmsted and Washington Counties to enter into a Joint Powers Agreement for the purpose of contracting with the National Research Center and facilitating payment. Please note that the Joint Powers Agreement is written in such a way that Scott County can also choose to participate by early 2013.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the appropriate county officials to enter into a Joint Power Agreement with Dakota, Olmsted and Washington Counties for the purpose of the 2013 Joint Residential Survey, funded from Fund 100, Agency 104001, Object 629900. The cost of St. Louis County's participation in the survey is expected to be approximately \$22,000.

**Authority to Enter into a Joint Powers Agreement for the
Joint County Residential Survey**

BY COMMISSIONER _____

WHEREAS, Minn. Stat. § 471.59 allows two or more governmental units, by agreement entered into through action of their governing bodies, to jointly exercise any power common to the contracting governmental units; and

WHEREAS, counties are empowered to conduct a residential survey within their geographic boundaries for the purpose of gathering objective information regarding residents perceptions of the quality of life, the quality of government services being provided, their satisfaction with county government, their priorities for community planning and their expectations for allocation of county resources; and

WHEREAS, St. Louis, Dakota, Olmsted and Washington Counties wish to jointly engage in the conduct of a residential survey for the mutual benefit of all parties.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the appropriate county officials to enter into a Joint Powers Agreement with Dakota, Olmsted and Washington Counties for the purpose of the 2013 Joint Residential Survey, a scientifically valid citizen survey with funding for the expected expense of \$22,000 available from Fund 100, Agency 104001, Object 629900.

BOARD LETTER NO. 12 - 432

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 9

BOARD AGENDA NO.

DATE: November 6, 2012

RE: Arrowhead Counties Association
Lobbying Services Agreement

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

To provide efficient and effective government.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an agreement with Arrowhead Counties Association for lobbying services for the 2013 Legislative Session.

BACKGROUND:

The Arrowhead Counties Association, comprised of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine, and St. Louis Counties, annually enters into an agreement with St. Louis County for lobbying services. The agreement for the 2013 Legislative Session is in an amount not to exceed \$16,000.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the appropriate county officials to sign the lobbying services agreement, payment to be deposited into Fund 100-105001, Intergovernmental Affairs.

Arrowhead Counties Association Lobbying Services Agreement

BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board authorizes the appropriate county officials to execute the lobbying services agreement with Arrowhead Counties Association, on file in County Board File No. _____, which would use the services of St. Louis County's Director of Intergovernmental Relations to further the Arrowhead Counties Association's lobbying activities at the State Legislature during the 2013 Legislative Session not to exceed \$16,000 to be deposited into fund 100-105001, Intergovernmental Affairs.

LEGISLATIVE SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____ 2012 by and between the COUNTY OF ST. LOUIS a body corporate and politic existing under the laws of the State of Minnesota (hereinafter referred to as “the County”), through the St. Louis County Board; the ARROWHEAD COUNTIES ASSOCIATION (hereinafter referred to as “the Association”), by and through its Chairman.

WITNESSETH:

WHEREAS, the County employs John Ongaro as its Intergovernmental Relations Director (IR Director); and

WHEREAS, legislative goals of the County and the Association are similar on many issues and;

WHEREAS, the Association wishes to use the services of the County IR Director to further its legislative activities at the Minnesota State Legislature during the 2013 Legislative Session; and

WHEREAS, the County agrees that the legislative activities of the IR Director can be used towards common objectives, without hampering or diluting the activities of the IR Director specifically for St. Louis County.

NOW, THEREFORE, the County and the Association, for good and valuable mutual consideration, agree as follows:

1. The term of this agreement shall be from January 1, 2013 to June 30, 2013.
2. That in addition to legislative activities for St. Louis County, the IR Director will undertake legislative activity and efforts on behalf of the Arrowhead Counties Association during the 2013 Legislative Session, the scope of such activity to be determined by the mutual consent of the Arrowhead Counties Association and St. Louis County.
3. That the Association will reimburse the County for these services in an amount, not to exceed, Sixteen Thousand Dollars (\$16,000).
4. That the County will reimburse the IR Director, consistent with current County policies on reimbursement of expenses and required documentation, for the following anticipated costs related to 2013 legislative services from the funds specified in paragraph 3 above:
 - a. During the Legislative Session, meal expenses and incidentals will be reimbursed on a per diem basis following the Federal Maximum Per Diem Rates for CONUS (Continental United States) as allowed by St. Louis County and deemed necessary to carry out the duties for the Association.
 - b. Lodging and storage costs reimbursed upon presentation of receipts for lease payments, storage fees, and/or hotel accommodations; additional expenses including, but not limited to parking fees, office supplies HS internet, cable TV, legislative channels, postage, mileage, telephone, presentation materials, and any other related expenses deemed necessary to carry out legislative duties for the Association; provided however,

that the total remuneration under this Agreement, including expenses, shall not exceed the amount set forth in Paragraph 3.

5. That in seeking reimbursement of expenses, the IR Director will submit expenses to the St. Louis County Auditor which, if approved by the Auditor, shall be submitted for payment to the Arrowhead Regional Development Commission (ARDC), which has been appointed fiscal agent for the Association.
6. That at the conclusion of the 2013 Legislative session, the IR Director will report to both the St. Louis County Board and to the Arrowhead Counties Association regarding the status of his legislative efforts on behalf of the Arrowhead Counties Association and submit a written report.

ARROWHEAD COUNTIES ASSOCIATION

BY: _____
Chair, Arrowhead Counties Association

Date: _____

COUNTY OF ST. LOUIS

BY: _____
Chair, County Board of Commissioners

Date: _____

BY: _____
County Administrator

Date: _____

BY: _____
County Auditor

Date: _____

APPROVED AS TO FORM & EXECUTION:

BY: _____
Assistant County Attorney

Date: _____

DAMION No.

BOARD LETTER NO. 12 – 433

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE NO. 10

BOARD AGENDA NO.

DATE: November 6, 2012 **RE:** Advertising for St. Louis County
Cooperative Extension
Committee Membership

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

RELATED DEPARTMENT GOAL:

To connect community needs and University of Minnesota resources to address critical issues in St. Louis County.

ACTION REQUESTED:

The St. Louis County Board is requested to advertise for two new citizen members on the St. Louis County Cooperative Extension Committee.

BACKGROUND:

The County Cooperative Extension Committee is comprised of six citizen appointees, two County Commissioners and the County Auditor. The term of one citizen member of the St. Louis County Cooperative Extension Committee will expire on December 31, 2012. George Host has served three consecutive three year terms, a total of nine years on this committee. According to the St. Louis County Extension Committee by-laws, the maximum term of membership for citizens serving on the committee shall be three 3-year terms which is consistent with other county committees.

A second member of the St. Louis County Cooperative Extension Committee has resigned effective October 23, 2012 due to conflict with her work schedule. Diana Werschay was appointed July 8, 2008 to serve the remainder of a three-year term expiring December 31, 2009, and was re-appointed for a three-year term expiring December 31, 2012.

Citizen members must be appointed by the County Board. Appointees shall have knowledge of Extension programs and be interested in the development of educational programs for the public of St. Louis County. The Cooperative Extension Committee recommends that the six (6) citizen members should be geographically balanced across the county.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the County Auditor to advertise for two new members on the St. Louis County Cooperative Extension Committee for three-year terms beginning January 1, 2013 and expiring December 31, 2015.

**Advertising for the St. Louis County Cooperative Extension
Committee Membership**

BY COMMISSIONER _____

WHEREAS, the St. Louis County Board appoints citizens to the St. Louis County Cooperative Extension Committee; and

WHEREAS, currently there are two citizen vacancies on the County Cooperative Extension Committee with terms beginning January 1, 2013 and expiring on December 31, 2015;

WHEREAS, the St. Louis County Board attempts to appoint citizen members who represent a geographical balance across the county.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the County Auditor to advertise for applications to fill two citizen member vacancies on the St. Louis County Cooperative Extension Committee for three year terms beginning January 1, 2013 and expiring December 31, 2015.

BOARD LETTER NO. 12 – 434

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 11

BOARD AGENDA NO.

DATE: November 6, 2012 **RE:** Reallocation of an Information Specialist III to an Information Specialist Supervisor – Auditor’s Office

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

RELATED DEPARTMENT GOAL:

To provide effective, efficient, customer focused services.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the reallocation of an Information Specialist III position to an Information Specialist Supervisor position in the Auditor’s Office, Tax Division.

BACKGROUND:

As the Auditor’s Office adds new technology, becomes more efficient, and streamlines processes, the need to shift from clerical to professional staff has become evident. New responsibilities for maintenance of the county-wide parcel layer, working interactively with the public using land portal technology and the need for training and supervision of staff and processes to support this new model, requires a realignment of employee capabilities. The Auditors’ Office has determined that a reallocation of an Information Specialist III position to an Information Specialist Supervisor position is necessary.

In accord with County Fiscal Policies, each department has the authority to add and delete positions within their staffing complement, as long as the total number of full-time equivalents does not exceed the total number of authorized positions approved by the County Board. In addition, the fiscal policies specify that the position added or deleted must be within three pay grades of each other. Since these positions are more than three grades apart (pay grade B16 to pay grade E21), the County Board must approve the reallocation.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the reallocation of an Information Specialist III (pay grade B16) to an Information Specialist Supervisor (pay grade E21) in the Auditor's Tax Division. The net budget impact at the classification mid-point wage is \$10,643. Funding is available in the Auditor's budget (Fund 100, Agency 115009).

**Reallocation of an Information Specialist III to an Information Specialist
Supervisor – Auditor’s Office**

BY COMMISSIONER _____

WHEREAS, new maintenance responsibilities of the county-wide parcel layer, working interactively with the public using land portal technology and the need for training and supervision of staff and processes to support this new model require a realignment of staff capabilities in the Auditor’s Office, Tax Division; and

WHEREAS, the Auditor’s Office has determined that a reallocation of an Information Specialist III position to an Information Specialist Supervisor position will assist in this realignment; and

WHEREAS, County Fiscal Policies specify that any position change greater than three pay grades must go to the County Board for approval; and

WHEREAS, funding for this reallocation is available in the Auditors budget.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the reallocation of an Information Specialist III (pay grade B16) to an Information Specialist Supervisor (pay grade E21) in the Auditor’s Office, Tax Division (Fund 100, Agency 115009).

BOARD LETTER NO. 12 – 435

PUBLIC SAFETY & CORRECTIONS COMMITTEE

CONSENT NO. 12

BOARD AGENDA NO.

DATE: November 6, 2012

RE: Memorandum of
Understanding for Law
Enforcement Assistance within
Voyageurs National Park

FROM: Kevin Z. Gray
County Administrator

Ross Litman
Sheriff

RELATED DEPARTMENT GOAL:

To enhance public safety.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize a Memorandum of Understanding (MOU) for law enforcement assistance for areas of Voyageurs National Park within St. Louis County.

BACKGROUND:

Voyageurs National Park is approximately 218,000 acres of wild land managed by the United States Department of Interior, National Park Service (NPS). Approximately 4/5ths of the park's land area is within St. Louis County. Per state statute and federal law, the St. Louis County Sheriff's Office and the NPS have concurrent jurisdiction within Voyageurs National Park. Frequently, law enforcement issues or incidents involving public safety may cross park and county borders. The NPS and Sheriff's Office strive to protect all citizens with a cooperative effort to respond, investigate, and uphold public safety for the benefit of county residents and park visitors. The proposed MOU allows both entities to respond to law enforcement incidents including search and rescue activities within Voyageurs National Park. There is no cost associated with this agreement, and the National Park Service will reimburse the county for costs incurred while temporarily lodging NPS prisoners at the County Jail.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a Memorandum of Understanding with the United States Department of Interior, National Park Service, for law enforcement assistance for areas of Voyageurs National Park within St. Louis County.

**Memorandum of Understanding for Law Enforcement Assistance
within Voyageurs National Park**

BY COMMISSIONER _____

WHEREAS, Voyageurs National Park, managed by the United States Department of the Interior, National Park Service, has lands within St. Louis County; and

WHEREAS, the National Park Service and St. Louis County Sheriff's Office strive to protect all citizens with a cooperative effort to respond, investigate, and uphold public safety for the benefit of county residents and park visitors.

NOW THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes a Memorandum of Understanding for Law Enforcement Assistance with the United States Department of the Interior, National Park Service, regarding cooperative response to public safety incidents within or near Voyageurs National Park.

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

BOARD LETTER NO. 12 - 436

FINANCE & BUDGET COMMITTEE CONSENT NO. 13

BOARD AGENDA NO.

DATE: November 6, 2012

RE: Establish Public Hearing to
Consider Adoption of 2013 Fee
Schedule

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

Manage the preparation of the County Budget and make budget recommendations to the County Board.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing to receive comment on and adopt a 2013 Fee Schedule.

BACKGROUND:

County departments were asked to review fees and submit to Administration fees reflecting increased costs due to inflation, wage settlements, and specific products necessary to perform the services. Some departments determined that current fees adequately covered the cost of the service, and justification for this decision was included in their submittals. Administration reviewed revisions and compiled a proposed fee schedule for various county services which was presented to the County Board as part of its budget discussion at the July 17, 2012 Board Workshop. The draft fee schedule was provided to Commissioners via e-mail in early August. It is necessary to hold a public hearing on these fees, which have been included in the projected revenues proposed for the 2013 budget.

RECOMMENDATION:

It is recommended that the St. Louis County Board establish a public hearing for Tuesday, November 27, 2012 at 9:40 a.m., Council Chambers, City Hall, Hibbing, Minnesota, for the purpose of obtaining public comment and adopting a 2013 fee schedule.

**Establish Public Hearing to Consider Adoption
of 2013 Fee Schedule**

BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board will convene a public hearing at 9:40 a.m. on Tuesday, November 27, 2012, Council Chambers, City Hall, Hibbing, Minnesota, to consider the adoption of the fee schedule for various county services for the year 2013.

BOARD LETTER NO. 12 - 437

CENTRAL MANAGEMENT & INTERGOVERNMENT COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: November 6, 2012 **RE:** County Assessor Appointment

FROM: Kevin Z. Gray
County Administrator

Mark Monacelli, Director
Public Records & Property Valuation

RELATED DEPARTMENT GOAL:

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

ACTION REQUESTED:

The St. Louis County Board is requested to reappoint David L. Sipila, County Assessor, to a four-year term from January 1, 2013 through December 31, 2016.

BACKGROUND:

Minn. Stat. § 273.061 declares that the term of office as county assessor shall begin on January 1 of every fourth year after 1973. January 1, 2013 will begin a new term of office for county assessors statewide. Statute also requires the Commissioner of Revenue to approve the appointment and the reappointment of all county assessors. The Department of Revenue (DOR) requires a form titled *Request of Information for County Assessor Reappointment* to be completed and returned to the DOR by every county assessor who has been reappointed to the position by the county board. This form must be completed and returned to the DOR before January 1, 2013 in order for a county assessor reappointee to be approved by the Commissioner of Revenue and meet the requirements stated in law.

RECOMMENDATION:

It is recommended that the St. Louis County Board reappoint David L. Sipila, County Assessor, to a four year term beginning January 1, 2013 through December 31, 2016, subject to the approval of the Commissioner of Revenue.

County Assessor Appointment

BY COMMISSIONER _____

WHEREAS, Minn. Stat. § 273.061 declares that the term of office as county assessor shall begin on January 1 of every fourth year after 1973; and

WHEREAS, January 1, 2013 will begin a new term of office for county assessors statewide.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board reappoints David L. Sipila, St. Louis County Assessor, to a four-year term beginning January 1, 2013 through December 31, 2016, pursuant to the provisions of Minn. Stat. § 273.061, subject to the approval of the Commissioner of Revenue.

MINNESOTA · REVENUE

MEMO

Date: October 3, 2012

To: County Assessors

From: **Drew Imes, State Program Administrator**
Information and Education Section

Subject: **County Assessor Reappointment**

Minnesota Statutes 273.061 declares that the terms of office as County Assessor shall begin on January 1 of every fourth year after 1973.

January 1, 2013 will begin a new term of office for county assessors statewide. Statute also requires the Commissioner of Revenue to approve the appointment and the reappointment of all county assessors. Therefore, the department is distributing the attached form (*Request of Information for County Assessor Reappointment*) to be completed and returned to the Department of Revenue by every county assessor who has been reappointed to the position by the County Board. This form must be completed and returned to the department before December 1, 2012 in order for a county assessor reappointee to be approved by the Commissioner of Revenue and meet the requirements stated in law.

If your appointment is confirmed, the department will send you a certificate approving your appointment and the language for an “Oath of Office” that must, per Minnesota Statute 273.061, be taken before your County Board.

Thank you for your compliance in this matter.