

AGENDA

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



Tuesday, February 12, 2013, 9:30 A.M.

Hermantown City Hall
5105 Maple Grove Road
Hermantown, Minnesota

CHRIS DAHLBERG, Chair
Third District

FRANK JEWELL
First District

STEVE O'NEIL
Second District

MIKE FORSMAN – Vice Chair
Fourth District

PETE STAUBER
Fifth District

KEITH NELSON
Sixth District

STEVE RAUKAR
Seventh District

County Auditor
Donald Dicklich

County Administrator
Kevin Gray

County Attorney
Mark Rubin

Clerk of the Board
Roberta Museta

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

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

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

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

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9:30 A.M. Pledge of Allegiance
Roll Call
*“St. Louis County History: People & Places” – Commissioner Stauber,
Fifth District*

**Recognition – Allied Radio Matrix for Emergency Response (ARMER)
Transition**

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

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

9:40 A.M. Public hearing, pursuant to Resolution No. 13-61, adopted January 22, 2013, to receive citizen comments on a Minnesota Investment Fund application by Altec HiLine, LLC and regional economic development partners. **{13-56}**

CONSENT AGENDA

Approval of business submitted on the consent agenda.

REGULAR AGENDA

Finance & Budget Committee – Commissioner Raukar, Chair

1. Initial payment of \$115,000 to the Arrowhead Center, Virginia, MN, for promotion and preparations for the start of the 2013 Camp Esquagama camping season. **[Without recommendation.] {13-54}**

ADJOURNED:

BOARD LETTER NO. 13 - 56

FINANCE & BUDGET COMMITTEE

FEBRUARY 12, 2013 BOARD AGENDA 9:40 A.M. PUBLIC HEARING

DATE: February 12, 2013 **RE:** Public Hearing on Minnesota
Investment Fund Application –
Altec HiLine, LLC

FROM: Kevin Z. Gray
County Administrator

Barbara Hayden, Director
Planning and Community Development

RELATED DEPARTMENT GOALS:

Assist communities in achieving housing, economic development and community development objectives. Secure and administer federal, state and other funding which implement county policies and maximize local resources.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an application to the Minnesota Department of Employment and Economic Development (DEED) for the Minnesota Investment Fund (MIF) to assist Altec HiLine, LLC expand its Duluth facility. The Board is further requested to authorize a MIF funding agreement with the state, to enter into a project loan agreement, and to authorize all necessary actions to administer the MIF financing.

BACKGROUND:

Altec Inc., doing business as Altec HiLine, LLC, wishes to expand its Duluth facility. Altec corporate headquarters are in Birmingham, Alabama and the company has facilities located throughout the United States. Altec HiLine, LLC manufactures the highest reaching vehicle-mounted aerial device in the country for the electric utility, telecommunications, tree care, construction, lights and sign industries. Altec HiLine, LLC currently has 90 full time equivalent (FTE) workers and leases space from the Duluth Seaway Port Authority. The proposed expansion will result in creating an additional 85 FTE workers over two years and a \$1 million investment into the facility.

St. Louis County has been requested by Altec HiLine, LLC and regional economic development partners to apply to DEED for a \$250,000 forgivable loan from the MIF. The City of Duluth is not currently eligible to apply because it has already been awarded the maximum allocation for a two year period. DEED requires St. Louis County to hold a public hearing prior to approval of the Minnesota Investment Fund application.

RECOMMENDATION:

It is recommended that following the public hearing the St. Louis County Board authorize an application in the amount of \$250,000 to the Minnesota Department of Employment and Economic Development for the Minnesota Investment Fund, authorize the state grant agreement to accept the MIF Financing, and further authorize the loan agreements with Altec HiLine, LLC in accordance with all St. Louis County and Minnesota Department of Employment and Economic Development requirements. Funds will be deposited in and dispersed from Fund 176, Agency 176001.

**Public Hearing on Minnesota Investment Fund Application –
Altec HiLine, LLC**

BY COMMISSIONER _____

WHEREAS, The Minnesota Department of Employment and Economic Development is currently accepting applications for the Minnesota Investment Fund (MIF); and

WHEREAS, St. Louis County has been requested by Altec HiLine, LLC and regional economic development partners to apply to the Minnesota Department of Employment and Economic Development (DEED) for a \$250,000 MIF forgivable loan; and

WHEREAS, St. Louis County will act as the legal sponsor for the MIF loan to Altec HiLine, LLC to assist with the expansion at the Duluth facility that will result in creating an additional 85 full time equivalent workers and a \$1 million investment in the facility; and

WHEREAS, The St. Louis County Board conducted a public hearing on February 12, 2013 at 9:40 a.m. at the Hermantown City Hall, Hermantown, Minnesota for the purpose of receiving public comments on the Minnesota Investment Fund application;

THEREFORE, BE IT RESOLVED, That St. Louis County act as the legal sponsor for the project contained in the \$250,000 Business and Community Development Application to be submitted on or about February 5, 2013 and that the St. Louis County Planning and Community Development Director is authorized to apply to the Minnesota Department of Employment and Economic Development for funding of this project on behalf of St. Louis County;

RESOLVED FURTHER, That St. Louis County has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life;

RESOLVED FURTHER, That St. Louis County has not incurred any costs and has not entered into any written agreements to purchase property;

RESOLVED FURTHER, That St. Louis County has not violated any federal, state, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice;

RESOLVED FURTHER, That upon approval of its application by the state, St. Louis County may enter into an agreement with the state of Minnesota for the above referenced project, and that St. Louis County certifies that it will comply with all applicable laws and regulations as stated in all contract agreements and described on the Compliance Section (S-7) of the Business and Community Development Application;

RESOLVED FURTHER, That St. Louis County has obtained credit reports and credit information from Altec HiLine, LLC. Upon review by St. Louis County, no adverse findings

or concerns regarding, but not limited to, tax liens, judgments, court actions, and filings with state, federal and other regulatory agencies were identified. Failure to disclose any such adverse information could result in revocation or other legal action;

RESOLVED FURTHER, That the St. Louis County Planning and Community Development Director and a representative of the County Attorney are authorized to execute such agreements, and amendments thereto, as are necessary to implement the projects on behalf of St. Louis County;

RESOLVED FURTHER, That the St. Louis County Planning and Community Development Director and a representative of the County Attorney are authorized to execute loan agreements and all necessary documents for the approved projects;

RESOLVED FURTHER, That funds be deposited into and dispersed from Fund 176, Agency 176001.

BOARD LETTER NO. 13 - 54

FINANCE & BUDGET COMMITTEE NO. 4

FEBRUARY 12, 2013 BOARD AGENDA NO. 1

DATE: February 5, 2013 **RE:** Initial Funding for Arrowhead
Center Contract – Camp
Esquagama Management and
Operation Services

FROM: Kevin Z. Gray
County Administrator

Tony Mancuso, Director
Property Management

RELATED DEPARTMENT GOAL:

To manage county owned properties in an efficient and cost-effective manner to ensure success in their designated public use.

ACTION REQUESTED:

The St. Louis County Board is requested to approve a payment of \$115,000 as the initial funding to the Arrowhead Center, Virginia, MN, for its contract for Camp Esquagama management and operation services.

BACKGROUND:

On January 22, 2013, the County Board approved a long-term contract with the Arrowhead Center for the strategic leadership, property management and administrative services of Camp Esquagama (Resolution No. 13-67). In its resolution the County Board directed County Administration to negotiate the contract using the proposal as a starting point. Those contract negotiations are ongoing and Administration anticipates a final contract to be executed in February.

In order to facilitate an orderly start to the camp promotion season, Administration requests that the County Board approve an initial payment of \$115,000. These funds are available in the budget adopted by the County Board for Camp Esquagama which included the same amount as was approved in 2012.

**Initial Funding for Arrowhead Center Contract – Camp Esquagama
Management and Operation Services**

BY COMMISSIONER _____

WHEREAS, The Camp Esquagama summer youth camp, located in Biwabik, Minnesota, was originally held in trust by St. Louis County on behalf of the residents of the county and 4-H participants, with the camp now wholly owned by the county; and

WHEREAS, In the fall of 2012, St. Louis County issued a Request for Proposals asking interested parties to submit proposals to “provide a viable arrangement for strategic leadership, property management and operation/administration services that would provide for the financially sustainable and self-sufficient operation of vibrant, high-value youth, adult, and community camping and recreation programming on the Camp Esquagama property;” and

WHEREAS, The County Board selected Arrowhead Center, Virginia, MN, to operate the camp and directed County Administration to negotiate a contract based on Arrowhead Center’s proposal; and

WHEREAS, The contract development and negotiation process is ongoing and expected to be complete in February, 2013; and

WHEREAS, There is \$115,000 of funding immediately available for Arrowhead Center to use as it begins to promote the 2013 camping season;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves an initial payment of \$115,000 to the Arrowhead Center, Virginia, MN, contingent on a contract being finalized in the first quarter of 2013. Funding is available from Fund 100, Agency 102006, Object 690300.