

AGENDA

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



Tuesday, September 10, 2013, 9:30 A.M.

**County Board Room, Second Floor
St. Louis County Courthouse
100 N. 5th Avenue West
Duluth, Minnesota**

**CHRIS DAHLBERG, Chair
Third District**

**FRANK JEWELL
First District**

**VACANT
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
Phil Chapman

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. Moment of Silence
Pledge of Allegiance
Roll Call

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. According to Resolution No. 13-299, adopted May 14, 2013, the St. Louis County Board will consider bids received for the sale of surplus fee owned land located in the City of Duluth and authorize the sale of the land to the party submitting the highest bid. **{13-383}**

CONSENT AGENDA

Approval of business submitted on the consent agenda.

REGULAR AGENDA

Public Works & Transportation Committee – Commissioner Forsman, Chair

1. Agreement with Northern Lights Surveying Co., Inc., Virginia, MN, in the amount of \$74,010 for surveying services for the recovery, restoration and perpetuation of corners of the Public Land Survey System in central St. Louis County (Fairbanks East). **{13-370}**
[Without recommendation.]

Finance & Budget Committee – Commissioner Raukar, Chair

2. Certification of the 2014 maximum Property Tax Levy. **{13-377}** **[Without recommendation.]**
3. Certification of the St. Louis County Housing and Redevelopment Authority (HRA) maximum tax levy for 2014. **{13-379R}**
4. Award of bid for construction services for the Virginia Motor Pool project. Bid results and more project information to follow. **{13-385}** **[Has not been to committee; requires consent of the Board to be considered.]**

Central Management & Intergovernmental Committee – Commissioner Jewell, Chair

5. Consideration of interim appointment to Second District Commissioner seat. **{13-384}**

ADJOURNED:

Sale of Surplus Fee Land Lot 15, Block 7, Lincoln Park Place (Duluth)

BY COMMISSIONER _____

WHEREAS, The Property Management Team had identified the following described property as surplus county fee owned land and the property was advertised for sale and a bid was received:

Lot 15, Block 7, LINCOLN PARK PLACE

and;

WHEREAS, Jacqueline K. Silverness submitted the minimum bid of \$10,400 for the parcel;

THEREFORE, BE IT RESOLVED, That pursuant to the requirements and procedures of Minn. Stat. § 373.01, the Chair of the County Board and the County Auditor are authorized to execute a quit claim deed conveying the above listed property to Jacqueline K. Silverness for the bid amount of \$10,400, payable to Fund 100, Agency 128014, Object 583100. Buyer is also responsible for deed tax and recording fees.



For Sale



Minimum Bid \$10,400, Bids Due August 30, 2013
For Information call 218-725-5085 or 218-343-3505

Parcel 010-2910-00750 2407 West Skyline Parkway
Lot 15, Block 7, LINCOLN PARK PLACE



Parcel is approximately 6600 sq. ft. And is irregular in shape with 70 feet of frontage on Skyline Parkway. There is a curb cut and entrance constructed. The lot is mostly cleared with the northern portion growing up with small trees. The parcel has a view of Enger Tower, Lake Superior and the St. Louis Bay.

Utilities: Sewer, water and natural gas are available, Utility assessments have been paid in the past. Buyer would be responsible for extending utility service from the mains in the boulevard to the building site.

For additional information on utility connections please contact Bill Bergstrom Senior Engineering Specialist City of Duluth 218-730-5078. Or email to bbergstrom@DuluthMN.gov

Questions regarding building permits, setbacks and other construction or planning requirements can be directed to, City of Duluth, Construction Services & Inspections, Room 210, City Hall, Duluth, MN 218-730-5240.

For information visit www.stlouiscountymn.gov under Property Management Department / Fee Land Sale



Prepared By: St. Louis County
Property Management

Source: St. Louis County, Minnesota

Map Created: 6/3/2013

Disclaimer: This is a compilation of records as they appear in the St. 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.

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stlouiscountymn.gov

BOARD LETTER NO. 13 - 370

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 12

SEPTEMBER 10, 2013 BOARD AGENDA NO. 1

DATE: September 3, 2013 **RE:** Agreement with Northern Lights
Surveying Co., Inc., for Surveying
Services (Fairbanks East)

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

Provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an agreement with Northern Lights Surveying Co. Inc., of Virginia, MN for surveying services in central St. Louis County (Fairbanks East).

BACKGROUND:

The Public Works Department published a Request For Proposals for surveying services for the recovery, restoration and perpetuation of corners of the Public Land Survey System (PLSS). Seven firms were solicited and five firms submitted proposals. It was determined that Northern Lights Surveying Co., Inc., of Virginia, MN, has the necessary training, experience, and knowledge, and would be the best choice for these services.

The factors considered to determine the best choice were based on content of the proposal, the proven ability to provide similar products within the established guidelines, demonstration of a clear understanding of the county's needs, references and past performance, and the ability to provide products within a specified time frame. The agreement provides services for the recovery or restoration and verification of certain PLSS corners in central St. Louis County. This project will be funded as a part of the PLSS Survey Corner Acceleration Project, with completion by December 1, 2014.

RECOMMENDATION:

It is recommended the St. Louis County Board authorize an agreement with Northern Lights Surveying Co., Inc., of Virginia, MN for surveying services for the recovery, restoration and perpetuation of corners of the Public Land Survey System in central St. Louis County. The total cost of these services is \$74,010, payable from Fund 200, Agency 200122, Object 626600.

**Agreement with Northern Lights Surveying Co., Inc. for Surveying Services
(Fairbanks East)**

BY COMMISSIONER _____

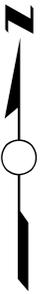
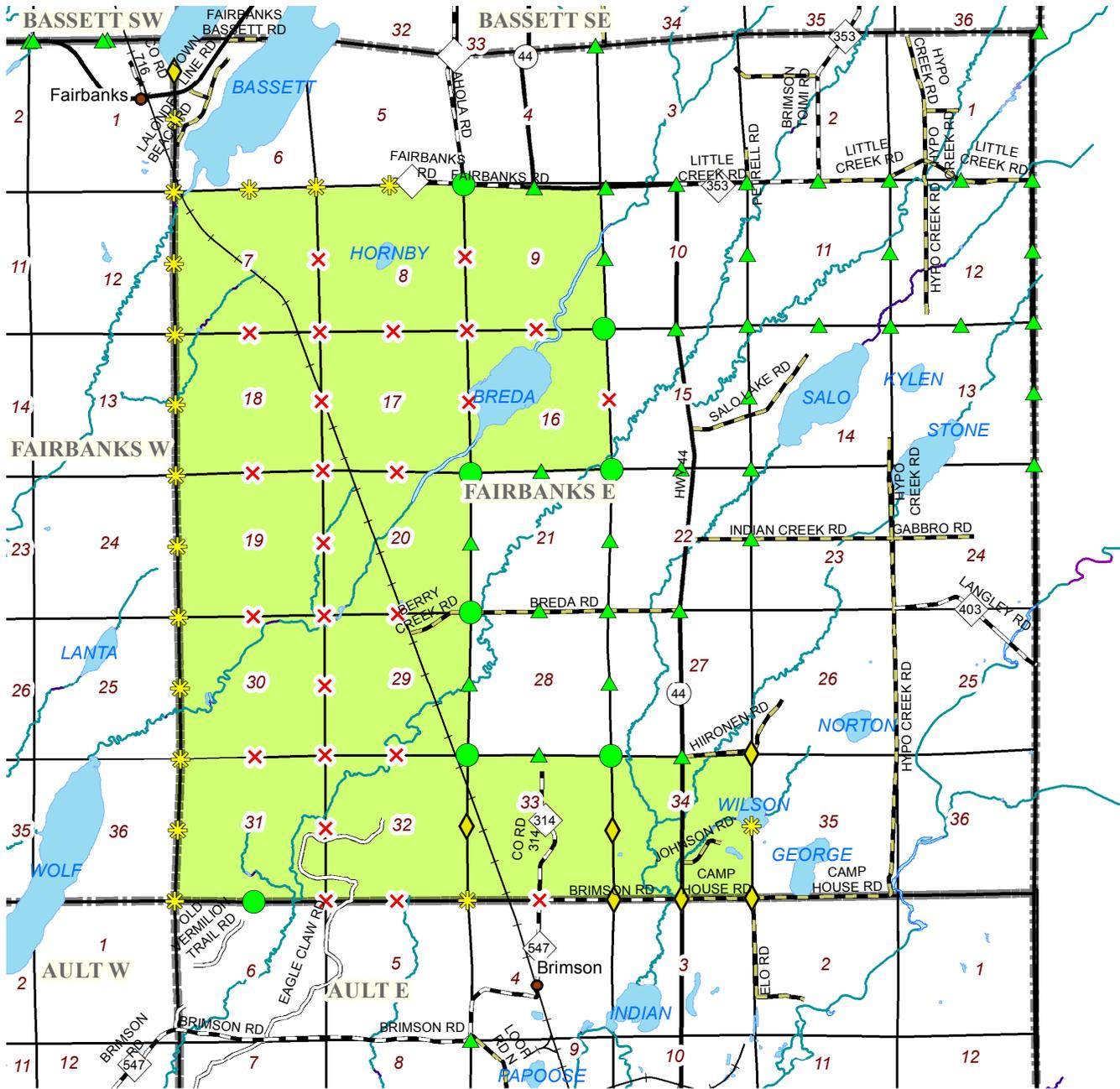
RESOLVED, That the St. Louis County Board authorizes an agreement (number 5087C), and any amendments authorized by the County Attorney, whereby the county will purchase surveying services from Northern Lights Surveying Co., Inc., of Virginia, MN, for the recovery, restoration and perpetuation of corners of the Public Land Survey System in central St. Louis County (Fairbanks East) in the amount of \$74,010, payable from Fund 200, Agency 200122, Object 626600.



SAINT LOUIS COUNTY MINNESOTA

Fairbanks E Contract #5087C

T56N R12W (Sections 7-9, 16-20, 29-34)



Legend

- | | |
|--|---|
| Certified Project Corner to be Verified | Contract Area |
| ● Corner in SLC CPDB to be verified | ■ T56 R12 West Tier |
| Project Corner to be Certified | ▲ Corner in SLC CPDB (Not included in this project) |
| ◆ Corner Certificate (Not in SLC CPDB) | |
| ★ Corner Card | |
| ✕ Other | |
- Note: Existing monuments and records may be defective or erroneous. It is the responsibility of the licensed surveyor to evaluate all available evidence and certify the location of the PLSS corner.

No Scale

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.

BOARD LETTER NO. 13 - 377

FINANCE & BUDGET COMMITTEE NO. 1

SEPTEMBER 10, 2013 BOARD AGENDA NO. 2

DATE: September 3, 2013

RE: Certification of 2014 Maximum
Property Tax Levy

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

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

ACTION REQUESTED:

The St. Louis County Board is requested to move the certification of the 2014 maximum property tax levy to the September 10, 2013, County Board agenda.

BACKGROUND:

Minn. Stat. § 275.065 requires the County Board to adopt a maximum proposed property tax levy for taxes payable in 2014 and certify that amount to the County Auditor on or before September 15, 2013.

RECOMMENDATION:

The 2014 maximum property tax levy recommendation based on a preliminary proposed budget will be provided to the County Board for consideration at the September 10, 2013 County Board meeting.

Certification of 2014 Maximum Property Tax Levy

BY COMMISSIONER _____

WHEREAS, The St. Louis County Board must establish a maximum proposed property tax levy and have this amount certified to the County Auditor by the St. Louis County Board by September 15, 2013;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board certifies the maximum property tax levy for 2014 in the amount of \$_____.

BOARD LETTER NO. 13 – 379 REPLACEMENT

FINANCE & BUDGET COMMITTEE NO. 3

SEPTEMBER 10, 2013 BOARD AGENDA NO. 3

DATE: September 3, 2013 **RE:** HRA 2014 Proposed Levy

FROM: Kevin Z. Gray
County Administrator

Barbara Hayden
Planning & Community Development Director
HRA Executive Director

RELATED DEPARTMENT GOAL:

Expanding affordable housing opportunities, maximizing financial resources, and promoting strategies that result in an expanded tax base.

ACTION REQUESTED:

The St. Louis County Board is requested to certify the St. Louis County Housing and Redevelopment Authority (HRA) maximum proposed property tax levy for 2014.

BACKGROUND:

Minn. Stat. § 275.065 requires all special taxing districts to certify a proposed property tax levy to the County Auditor on or before September 15, 2013. The St. Louis County HRA has exercised the authority to levy since 1990. The HRA tax levy for 2014 was proposed at a one percent increase over 2013, or \$211,030. However, the HRA Board of Commissioners approved a proposed zero percent levy increase, or \$208,940, and recommended that the St. Louis County Board certify the levy at this amount.

RECOMMENDATION:

It is recommended the St. Louis County Board certify the St. Louis County HRA maximum proposed property tax levy for 2014 in the amount of \$208,940.

HRA Proposed 2014 Levy

BY COMMISSIONER _____

WHEREAS, The St. Louis County Housing and Redevelopment Authority (HRA) must establish a maximum proposed property tax levy and have this amount certified by the St. Louis County Board by September 15, 2013;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board certifies the HRA maximum property tax levy for 2014 in the amount of \$208,940.

BOARD LETTER NO. 13 - 385

FINANCE & BUDGET COMMITTEE

SEPTEMBER 10, 2013 BOARD AGENDA NO. 4

DATE: September 10, 2013 **RE:** Award of Bid for Construction Services – Virginia Motor Pool Project

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director

Tony Mancuso
Property Management Director

RELATED DEPARTMENT GOALS:

Provide safe, secure, efficient, and code compliant facilities and facility operations; provide a high-functioning motor pool to meet employee and county business needs.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an award of bids for the construction of a motor pool facility in Virginia.

BACKGROUND:

A call for bids is to be received by the St. Louis County Purchasing Division at 1:00 p.m. on September 5, 2013, for the construction of a new Motor Pool building in Virginia, MN, in accordance with the plans and specifications on file in the Purchasing Division.

Funding has been identified for the Virginia Motor Pool project and will be outlined in the resolution to be submitted to the County Board after the bid opening.

RECOMMENDATION:

The bid was opened on September 5th. The County Board will be provided bid results and a recommendation for consideration at the September 10th County Board meeting.

the close of the filing period for the Special Election, which runs from August 20 to September 3, with September 5 being the close of the withdrawal period.

RECOMMENDATION:

It is recommended that the County Board make a final determination on the option to make an interim appointment to fill the Second District Commissioner vacancy. Two resolutions are provided for consideration. The first declines the appointment option; the second makes an interim appointment, but a name must be inserted.

RESOLUTION #1
Declining Option to Make an Interim Appointment to
Second District Commissioner Vacancy

BY COMMISSIONER _____

WHEREAS, Steve O'Neil, representing the Second District on the St. Louis County Board of Commissioners, passed away on July 16, 2013; and

WHEREAS, The St. Louis County Board has scheduled a Special Election on January 14, 2014, to fill the vacancy; and

WHEREAS, The County Board must decide whether or not to make an interim appointment to fill the open seat in the Second District pending the outcome of the Special Election; and

WHEREAS, The St. Louis County Board held a public hearing on August 13, 2013, to receive testimony relating to the qualifications of prospective appointees to fill the vacancy in the office of Second District Commissioner until the outcome of the Special Election, according to Minn. Stat. § 375.101, subd. 5; and

WHEREAS, The County Board has determined that is in the best interest of the citizens of the Second Commissioner District to not make an interim appointment to fill the vacancy until a Special Election is held;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board, acting pursuant to its authority found in Minn. Stat. § 375.101 and other relevant statutes and law, determines to not make an interim appointment to fill the vacancy in the office of Second District County Commissioner.

RESOLUTION #2
Interim Appointment to Second District Commissioner Vacancy

BY COMMISSIONER _____

WHEREAS, Steve O'Neil, representing the Second District on the St. Louis County Board of Commissioners, passed away on July 16, 2013; and

WHEREAS, The St. Louis County Board has scheduled a Special Election on January 14, 2014, to fill the vacancy; and

WHEREAS, The County Board must decide whether or not to make an interim appointment to fill the open seat in the Second District pending the outcome of the Special Election; and

WHEREAS, The St. Louis County Board held a public hearing on August 13, 2013, to receive testimony relating to the qualifications of prospective appointees to fill the vacancy in the office of Second District Commissioner until the outcome of the Special Election, according to Minn. Stat. § 375.101, subd. 5; and

WHEREAS, The County Board has determined that is in the best interest of the citizens of the Second Commissioner District to make an appointment to fill the vacancy until a Special Election is held;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board, acting pursuant to its authority found in Minn. Stat. § 375.101 and other relevant statutes and law, does hereby appoint _____ to fill the vacancy in the office of Second District County Commissioner pending the outcome of the special election scheduled for January 14, 2014, to permanently fill the vacancy.