



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

November 5, 2013

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 22, 2013

Health & Human Services Committee – Commissioner Stauber, Chair

1. CY 2014 Purchase of Service Contract with First Witness Child Abuse Resource Center [13-451]
2. CY 2014 Purchase of Service Contract with Legal Aid Service of Northeastern Minnesota [13-452]
3. CY 2014 Purchase of Service Contract with Program for Aid to Victims of Sexual Assault [13-453]
4. Federal Maternal, Infant, and Early Childhood Home Visiting to Expand the Nurse-Family Home Visiting Program [13-454]
5. Agreement with Carlton-Cook-Lake-St Louis Community Health Board to Carry out State Health Improvement Program Objectives [13-455]

Environment & Natural Resources Committee – Commissioner Nelson, Chair

6. 2014 Natural Resources Block Grant from Minnesota Board of Water and Soil Resources [13-456]
7. Joint Powers Agreement between the IRRRB and St. Louis County [13-457]
8. Award of Proposal: Shoreland Lease Appraisals [13-458]
9. Approval of Registered Land Survey No. 119 (Northstar Township) [13-459]

Public Works & Transportation Committee – Commissioner Forsman, Chair

10. Acquisition of Right of Way – Replacement of County Bridge 641 (Sturgeon Township) [13-460]
11. Agreement with the City of Duluth for Construction of Sanitary Sewer and Water on CSAH 89/Highland Street (Duluth) [13-461]
12. Agreement with Bear Island Surveying, Inc., for Surveying Services (Township 61N, Range 16W) [13-462]
13. Designate Portions of State Trunk Highway 53 Turnback as CSAH 106 (Britt) [13-463]

Finance & Budget Committee – Commissioner Raukar, Chair

14. Parking Lot Repairs – St. Louis County Service Center, Ely [13-464]
15. 2014 Memorandum of Agreement with University of Minnesota Extension [13-465]
16. Award 2013 Neighborhood Revitalization Program Funding [13-466]
17. Abatement List for Board Approval [13-467]
18. Sale of Surplus Fee Land – Section 23, T51N, R16W (Grand Lake Township) [13-468]
19. Application, Acceptance and Assignment of PRISM Grant [13-469]

Public Safety & Corrections Committee – Commissioner Miller, Chair

20. NEMESIS Consulting Services [13-470]
21. Application and Acceptance of 2013 Emergency Management Performance Grant [13-471]
22. Authorization to Expend the 2011 and 2013 Port Security Grants [13-472]
23. Hibbing Lock Up Security Controls Systems Upgrade [13-473]

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.

Public Works & Transportation Committee – Commissioner Forsman, Chair

1. **Award of Bids – Storm Related Bridge Construction Project on CR 281 (Lakewood Township) [13-474]**
Resolution awarding County Project 177712 to low bidder Northland Constructors of Duluth.
2. **Award of Bids – Mesabi Trail (Breitung Township) [13-475]**
Bids were opened on October 31. Bid results and a recommendation for consideration will be presented at the November 5 Committee of the Whole meeting.

Finance & Budget Committee – Commissioner Raukar, Chair

1. **Sale of Chris Jensen Health and Rehabilitation Center to Health Dimensions Group [13-476]**
Resolution authorizing the sale of the Chris Jensen Health and Rehabilitation Center and surrounding land to current lessee, Health Dimensions Group.

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 12, 2013 Fredenberg Town Hall, 5104 Fish Lake Road, Duluth, MN
November 26, 2013 City Council Chambers, City Hall, 401 East 21st Street, Hibbing
December 3, 2013 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 22, 2013

Location: McDavitt Town Hall, Zim, Minnesota

Present: Commissioners Jewell, Miller, Forsman, Stauber, Nelson, and Chair Dahlberg

Absent: Commissioner Raukar

Convened: Chair Dahlberg called the meeting to order at 9:51 a.m.

CONSENT AGENDA

Nelson/Forsman moved to approve the consent agenda without Item #5, Establishment of No Parking Zone on CSAH 10/Strand Road (Lakewood Township) [13-439]. The motion passed. (6-0)

- Minutes of October 8, 2013
- Driveway Easement Request across State Tax Forfeited Land – Becker [13-435]
- Reclassification of State Tax Forfeited Lands to Non-Conservation (Alborn Township) [13-436]
- Approval of Registered Land Survey No. 116 (Ellsburg Township) [13-437]
- Contract Amendment with Northern Minnesota Recycling, Inc. [13-438]
- Additional Work Associated with Crack Sealing CSAH Routes – CP 187560 [13-440]
- 2013 Third Quarter Budget Changes [13-441]
- Abatement List for Board Approval [13-442]
- Authorization to Accept the Minnesota Art Learning Grant [13-443]
- Renew Agreement for Housing Inmates at the St. Louis County Holding Facility in Hibbing [13-444]
- Establish Public Hearing to Consider Off-Sale Intoxicating Liquor License – Beatty Township (9:40 a.m., Tuesday, November 26, 2013, City Council Chambers, City Hall, Hibbing, MN) [13-445]

REGULAR AGENDA

Central Management & Inter-Governmental

Jewell/Forsman moved that the St. Louis County Board ratifies the 2012-2014 Civil Service Basic Unit contract and authorizes the appropriate county officials to execute the Collective Bargaining Unit Agreement. After further discussion, the motion passed. (6-0)

Jewell/Nelson moved that the St. Louis County Board ratifies the 2012-2014 Merit System Basic Unit contract and authorizes the appropriate county officials to execute the Collective Bargaining Unit Agreement. After further discussion, the motion passed. (6-0)

Public Works & Transportation

Stauber/Forsman moved that the St. Louis County Board establishes a no parking zone on both sides of County State Aid Highway 10/Strand Road approximately one-half mile west of the intersection with County State Aid Highway 12/Lester River Road extending from a point approximately 350 feet west of an unnamed tributary to the Lester River to a point approximately 250 feet east of the unnamed tributary, all within the Lakewood Township. After further discussion, the motion passed. (6-0)

COMMISSIONER DISCUSSION ITEMS

Commissioner Stauber discussed a Risk and Needs Assessment project he is working on with St. Louis County Public Health and Human Services Director Ann Busche.

Commissioner Nelson applauded Commissioner Stauber for his work with Public Health and Human Services. Commissioner Nelson discussed the impact of mill closures on the demand for Balsam Fir pulpwood. Commissioner Nelson discussed issues he has encountered in assisting Sally Thomas with the erosion issue on her property.

Commissioner Jewell said he and Commissioner Stauber recently participated in a sex trafficking forum and discussed a “clean hotel” resolution.

Commissioner Miller asked questions regarding the Risk and Needs Assessment project being worked on by Commissioner Stauber.

Commissioner Dahlberg said that a “wall-breaking” ceremony is being held tomorrow at the Government Services Center to kick-off the GSC construction project. Commissioner Dahlberg also said that Haines Road would be re-opening soon.

Commissioner Jewell discussed a recent meeting he had with Minnesota Revenue Commissioner Myron Frans.

Commissioner Stauber said that tomorrow the YWCA would be presenting PHHS Director Ann Busche a Women of Distinction award.

At 10:31 a.m., Nelson/Forsman moved to adjourn the Committee of the Whole meeting. (6-0)

Chris Dahlberg, Chair of the County Board

Phil Chapman, Clerk of the County Board

BOARD LETTER NO. 13 - 451

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** CY 2014 Purchase of Service
Contract with First Witness
Child Abuse Resource Center

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.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize a purchase of service contract with First Witness Child Abuse Resource Center for Calendar Year 2014.

BACKGROUND:

First Witness provides social services that strengthen the community response to child abuse by providing a single, high-quality interview of children that helps in the investigation, assessment, and prosecution of child abuse by reducing the need to subject the child to multiple interviews. The Public Health and Human Services Department (PHHS) proposes a purchase of service contract with measurable outcomes effective January 1, 2014 to purchase forensic child interviews at the rate of \$416.67 per interview up to a contract maximum of \$24,500, as well as forensic interview training in the amount of \$3,468 for PHHS staff, for a total contract maximum of \$27,968 for the period January 1, 2014 through December 31, 2014.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a purchase of service contract with First Witness Child Abuse Resource Center for forensic child interviews and forensic interview training for a total contract maximum of \$27,968, to be accounted for in Fund 230, Agency 232008, Object 608000.

**CY 2014 Purchase of Service Contract with First Witness
Child Abuse Resource Center**

BY COMMISSIONER _____

WHEREAS, First Witness Child Abuse Resource Center provides services that are considered critical to meeting the mission and core goals of the Public Health and Human Services Department (PHHS); and

WHEREAS, It is in the best interest of the county that PHHS enter into a contract to purchase forensic child interviews and interview training from First Witness;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to enter into a purchase of service contract with First Witness Child Abuse Resource Center for forensic child interviews at the rate of \$416.67 per interview up to \$24,500 per year plus \$3,468 for forensic interview training for PHHS staff, for a total contract maximum of \$27,968 for the period January 1, 2014 through December 31, 2014, to be accounted for in Fund 230, Agency 232008, Object 608000.

BOARD LETTER NO. 13 - 452

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

DATE: November 5, 2013

RE: **CY 2014 Purchase of Service Contract with Legal Aid Service of Northeastern Minnesota**

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

Ann M. Busche, Director
Public Health & Human Services

RELATED DEPARTMENT GOALS:

Children will be born healthy, live a life free from abuse and neglect and will have a permanent living arrangement. Parents will be emotionally and financially able to provide for their children. 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 authorize a purchase of service contract with Legal Aid Service of Northeastern Minnesota for Calendar Year 2014.

BACKGROUND:

Legal Aid Service of Northeastern Minnesota provides services that are critical to the Public Health and Human Services Department's goals identified above. It is in the best interest of the county to enter into a purchase of service contract with Legal Aid Service of Northeastern Minnesota at a maximum rate of \$1,428 per client for an annual amount not to exceed \$60,000 for the period January 1, 2014 through December 31, 2014.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a purchase of service contract with Legal Aid Service of Northeastern Minnesota for an annual amount not to exceed \$60,000, payable from Fund 230, Agency 232044, Object 608000.

**CY 2014 Purchase of Service Contract with
Legal Aid Service of Northeastern Minnesota**

BY COMMISSIONER _____

WHEREAS, Legal Aid Service of Northeastern Minnesota provides services that are considered critical to meeting the mission and core goals of the Public Health and Human Services Department; and

WHEREAS, It is in the best interest of the county to enter into a contract to purchase services from Legal Aid Service of Northeastern Minnesota;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to enter into a purchase of service contract with Legal Aid Service of Northeastern Minnesota at a maximum rate of \$1,428 per client for an annual amount not to exceed \$60,000 for the period January 1, 2014 through December 31, 2014, payable from Fund 230, Agency 232044, Object 608000.

BOARD LETTER NO. 13 - 453

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 3

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** CY 2014 Purchase of Service
Contract with Program for Aid
to Victims of Sexual Assault

FROM: Kevin Z. Gray
County Administrator

Ann M. Busche, Director
Public Health & Human Services

RELATED DEPARTMENT GOALS:

Children will be born healthy, live a life free from abuse and neglect, and will have a permanent living arrangement. Parents will be emotionally and financially able to provide for their children.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize a purchase of service contract with Program for Aid to Victims of Sexual Assault (PAVSA) for Calendar Year 2014.

BACKGROUND:

PAVSA provides services that help people cope with the aftermath of sexual violence ranging from immediate crisis intervention to long-term counseling. The Public Health and Human Services Department (PHHS) proposes a purchase of service contract with measurable outcomes effective January 1, 2014 for professional counseling services for victims of sexual assault for the period January 1, 2014 through December 31, 2014, at the rate of \$50.13 per one-hour session for an annual amount not to exceed \$27,274.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a purchase of service contract between PHHS and PAVSA for professional counseling services for an annual amount not to exceed \$27,274, to be accounted for in Fund 230, Agency 232006, Object 608000.

**CY 2014 Purchase of Service Contract with the
Program for Aid to Victims of Sexual Assault**

BY COMMISSIONER _____

WHEREAS, Program for Aid to Victims of Sexual Assault (PAVSA) provides services that are considered critical to meeting the mission and core goals of the Public Health and Human Services Department (PHHS); and

WHEREAS, It is in the best interest of the county that PHHS enter into a contract to purchase professional counseling services from PAVSA;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to enter into a purchase of service contract with Program for Aid to Victims for Sexual Assault for professional counseling services for the period January 1, 2014 through December 31, 2014, at the rate of \$50.13 per one-hour session for an annual amount not to exceed \$27,274, to be accounted for in Fund 230, Agency 232006, Object 608000.

BOARD LETTER NO. 13 – 454

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 4

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** Federal Maternal, Infant, and
Early Childhood Home Visiting
to Expand the Nurse-Family
Home Visiting Program

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.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize a contract with the Carlton-Cook-Lake-St. Louis County Community Health Board (CHB) to expand its existing Nurse-Family Partnership program.

BACKGROUND:

The Public Health and Human Services Department (PHHS) has received federal funding from the Temporary Assistance for Needy Families grant to operate the Nurse-Family Partnership program since 2001. These funds have been used to pay for Public Health Nurse positions to support first-time mothers to have a healthy pregnancy, become knowledgeable and responsible parents, and provide their babies with the best possible start in life.

The Minnesota Department of Health (MDH) has applied for and received approximately \$2 million of new Federal Maternal, Infant, and Early Childhood Home Visiting funds made available to states. MDH has identified seven counties in Minnesota as being the Community Health Boards of those areas to apply on a competitive basis for funds to support either the Healthy Families America or the Nurse-Family Partnership home visiting models. St. Louis County was one of the seven counties identified. The CHB was awarded \$545,000 over a two and a half-year period to carry out this programming. There is no match requirement involved in this grant.

On January 15, 2013, the County Board adopted Resolution No. 13-39, which authorized PHHS to accept \$305,684 for a 27-month period ending on March 2015; these funds were to be used to hire a Public Health Nurse to expand the Nurse-Family Partnership program. The Community Health Board has now awarded St. Louis County

with an additional amount of \$55,000 for the period October 1, 2013 through September 30, 2014.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a contract with the Carlton-Cook-Lake-St. Louis County Community Health Board to accept \$55,000 for the period October 1, 2013 through September 30, 2014 to carry out the additional activities required to expand the current Nurse-Family Partnership program.

**Federal Maternal, Infant, and Early Childhood Home Visiting
to Expand the Nurse-Family Home Visiting Program**

BY COMMISSIONER _____

WHEREAS, The Minnesota Department of Health has made Federal Maternal, Infant, and Early Childhood Home Visiting funds available for seven counties with at-risk communities most in need of additional evidenced-based home visiting services, with St. Louis County having been identified as one; and

WHEREAS, The Carlton-Cook-Lake-St. Louis County Community Health Board has applied for and has been awarded funds to be used to support the Nurse-Family Partnership models; and

WHEREAS, On January 15, 2013, the County Board adopted Resolution No. 13-39, authorizing the PHHS department to accept \$305,684 for a 27-month period ending on March 2015, with funds to be used to hire a Public Health Nurse to expand the Nurse-Family Partnership program; and

WHEREAS, The Community Health Board has now awarded St Louis County an additional amount of \$55,000 for the period October 1, 2013 through September 30, 2014;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Health and Human Services Department to accept Federal Maternal, Infant, and Early Childhood Home Visiting funds through a contract with the Carlton-Cook-Lake-St. Louis Community Health Board in the amount of \$55,000 for the period October 1, 2013 to September 30, 2014:

MIECHV 1: Phase Three 10/1/13 - 9/30/14: \$55,000
Fund 230, Agency 233999, Grant 23321, Project Code 23082012, Grant Year 2013.

Reset Form

Print Form

GRANT APPROVAL FORM

GRANT NAME: MIECHV Phase 1, Year 3 GRANT AMOUNT: \$55,000

GRANTOR: MN Dept of Health MATCH AMOUNT: None

FUND: 230 AGENCY: 233999 GRANT: 23321 GRANT YEAR: 2013-14

AGENCY NAME: Public Health and Human Services

CONTACT PERSON: Ann Busche PHONE: 2097

GRANT PERIOD: BEGIN DATE: 10/01/13 END DATE: 9/30/14

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 [X]

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 Dusbled Date: 10-30-13
County Administrator Sam Schenkley Date: 10-31-13

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. 13 – 455

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 5

BOARD AGENDA NO.

DATE: November 5, 2013

RE: Agreement with Carlton-Cook-Lake-St Louis Community Health Board to Carry out State Health Improvement Program Objectives

FROM: Kevin Z. Gray
County Administrator

Ann M. Busche, Director
Public Health & Human Services

RELATED DEPARTMENT GOALS:

Our community will make healthy life choices, have safe food, water and air.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize agreements with the Carlton-Cook-Lake-St Louis Community Health Board (CHB) to convene, coordinate and implement evidence-based strategies as specified in the State Health Improvement Program (SHIP).

BACKGROUND:

SHIP is a statewide program to address rising healthcare costs and to lower the incidence of tobacco use and obesity. Funding began in 2009 and the program was instituted through CHBs statewide. During the 2012-13 funding cycle, funding had been decreased for SHIP and grants were awarded on a competitive basis with the CHB being a recipient. The Board adopted Resolution No. 12-133, dated March 13, 2012, authorizing the Public Health and Human Services Department to accept \$132,631 and to hire a Public Health Nurse to carry-out the activities required for the period January 3, 2012 to June 30, 2013.

The state legislature increased the authorization level of SHIP funding during its 2013 legislative session, which allowed the Minnesota Department of Health (MDH) to re-institute SHIP activities on a state-wide basis. As a result, MDH granted “bridge funding” to those entities that had been funded during 2012-13 and began working with other entities in the planning process for SHIP activities and funding levels.

The CHB now wishes to execute contracts with St Louis County for SHIP 2.0 Bridge funding in the amount of \$30,000 for the period July 1, 2013 through October 31, 2013, and Bridge 3.0 funding in the amount of \$168,108 for the period November 1, 2013 through October 31, 2015.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize agreements with the CHB to convene, coordinate and implement evidence-based strategies as specified in the State Health Improvement Program. Agreements shall be for SHIP 2.0 Bridge funding in the amount of \$30,000 from July 1, 2013 through October 31, 2013, and Bridge 3.0 funding in the amount of \$168,108 from November 1, 2013 through October 31, 2015.

It is further recommended that the Board extend the authorization for the Public Health Nurse position granted in Resolution No. 12-133 through the funding cycle of October 31, 2015, with the understanding that if the grant dollars are no longer received, the position will be eliminated.

**Agreement with Carlton-Cook-Lake-St Louis Community Health Board to Carry
Out State Health Improvement Program Objectives**

BY COMMISSIONER _____

WHEREAS, The State Health Improvement Program (SHIP) was designed to improve the health of Minnesotans by focusing on the top three causes of preventable illness in the United States: tobacco use, physical inactivity and poor nutrition; and

WHEREAS, St Louis County is part of a seven-county Community Health Board (CHB) collaboration which has been awarded funding from the Minnesota Department of Health (MDH) since 2009; and

WHEREAS, On March 13, 2012, the St Louis County Board authorized the Public Health and Human Services Department to accept \$132,631, and to hire a Public Health Nurse to carry out the activities required for the period January 3, 2012 through June 30, 2013; and

WHEREAS, The CHB has now received verification of the amounts it will receive from MDH for SHIP 2.0 Bridge and Bridge 3.0 grants;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes agreements with the Carlton-Cook-Lake-St Louis Community Health Board (CHB) to convene, coordinate and implement evidence-based strategies as specified in the State Health Improvement Program (SHIP);

RESOLVED FURTHER, That the agreements shall be for SHIP 2.0 Bridge funding in the amount of \$30,000 for the period July 1, 2013 through October 31, 2013, and Bridge 3.0 funding in the amount of \$168,108 for the period November 1, 2013 through October 31, 2015;

RESOLVED FURTHER, That the County Board extends the authorization for the Public Health Nurse granted in Resolution No. 12-133 through the funding cycle of October 31, 2015, with the understanding that if the grant dollars are no longer received, the position will be eliminated.

Budget References:

SHIP 2.0 Bridge funding in the amount of \$30,000 for the time period of July 1, 2013 – October 31, 2013:

230-233999-629900-[23304-99999999-2012](#)

230-233999-610000-[23304-99999999-2012](#)

230-233999-530517-[23304-99999999-2012](#)

Bridge 3.0 funding in the amount of \$168,108 for the time period of November 1, 2013 – October 31, 2015:

230-233999-629900-[23304-99999999-2013](#)

230-233999-610000-[23304-99999999-2013](#)

230-233999-530517-[23304-99999999-2013](#)

BOARD LETTER NO. 13 - 456

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE CONSENT NO. 6

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** 2014 Natural Resources Block
Grant from Minnesota Board of
Water and Soil Resources

FROM: Kevin Z. Gray
County Administrator

Barbara Hayden, Director
Planning and Community Development

Ted Troolin, Director
Environmental Services

RELATED DEPARTMENT GOAL:

To secure and administer federal, state and other funding which implement county policies and maximizes local resources. Administer county ordinances and state regulations pertaining to land use in the most effective and efficient manner.

ACTION REQUESTED:

The St. Louis County Board is requested to accept a 2014 Natural Resources Block Grant from the Minnesota Board of Water and Soil Resources (BWSR).

BACKGROUND INFORMATION:

BWSR has awarded St. Louis County the 2014 Natural Resources Block Grant in the amount of \$161,587. St. Louis County has administered this grant since 1994. Grant revenue and expenditures of \$103,687 will be included in the Planning and Community Development Department 2014 budget, and grant revenue and expenditures of \$18,600 and \$39,300 will be included in the Environmental Services 2014 budget.

The \$39,300 from the Minnesota Pollution Control Agency will be used to upgrade local substandard subsurface sewage treatment systems (SSTS). Environmental Services has operated this program for two years with assistance from the St. Louis County Housing and Redevelopment Authority and the Arrowhead Economic Opportunity Agency.

The grant is intended to partially cover county costs relating to wetland, shoreland, water management and SSTS program administration. The grant requires that \$9,003 be paid to each Soil and Water Conservation District for wetland conservation act

activities. A local in-kind match of \$95,593 will be provided by 2014 Planning and Community Development Department budgeted labor costs.

Following is breakdown of the 2014 Natural Resource Block Grant:

Grant Programs:	
2014 - Septic Treatment Systems	\$ 18,600
2014 - Septic Treatment Systems Upgrade	\$ 39,300
2014 - Local Water Management	\$ 8,094
2014 - Wetland Conservation Act	\$ 75,657
2014 - Shoreland-NRBG	\$ 19,936

Total Grant Awarded: \$161,587

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize acceptance of the grant in the amount of \$161,587 with \$103,687 to be accounted for in Planning and Community Development Department budget Fund 100, Agency 109999, Object 530102, Grant 10902, Year 2014 and \$57,900 to be accounted for in the Environmental Services budget Fund 616, Agency 616999, Object 530102, Grants 61601 and 61602, Year 2014.

A local in-kind match of \$95,593 will be provided by 2014 Planning and Community Development Department budgeted labor costs.

**2014 Natural Resources Block Grant from
Minnesota Board of Water and Soil Resources**

BY COMMISSIONER: _____

WHEREAS, The Minnesota Board of Water and Soil Resources has awarded a 2014 Natural Resources Block Grant in the amount of \$161,587 to St. Louis County for wetland, shoreland, water plan, and subsurface sewage treatment system purposes;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board accepts the 2014 Natural Resources Block Grant in the amount of \$161,587 and authorizes appropriate county officials to execute the grant agreement and related documents;

RESOLVED FURTHER, That the Planning and Community Development Department proposed budget includes receipt of \$103,687 from the Natural Resources Block Grant, with funds deposited into Fund 100, Agency 109999, Object 530102, Grant 10902, Year 2014;

RESOLVED FURTHER, That the Environmental Services Department proposed budget includes receipt of \$18,600 from the Natural Resources Block Grant with funds deposited into Fund 616, Agency 616999, Object 530102, Grant 61601, year 2014;

RESOLVED FURTHER, That the Environmental Services Department proposed budget includes receipt of \$39,300 from the Natural Resources Block Grant with funds deposited into Fund 616, Agency 616999, Object 530102, Grant 61602, year 2014;

RESOLVED FURTHER, That the St. Louis County Board authorizes a local match of \$95,593 from the Planning and Community Development Department budgeted labor costs;

RESOLVED FURTHER, That per conditions of the grant, \$9,003 shall be paid to the North Soil and Water Conservation District and \$9,003 shall be paid to the South Soil and Water Conservation District for Wetland Conservation Act activities.

GRANT APPROVAL FORM

GRANT NAME: Natural Resrcs Block Grant GRANT AMOUNT: \$161,587

GRANTOR: MN Bd of Water & Soil Resrcs MATCH AMOUNT: \$95,593

FUND: 100 AGENCY: 109999 GRANT: 10902 GRANT YEAR: 2014
FUND: 616 AGENCY: 616999 GRANT: 61602 GRANT YEAR: 2014
AGENCY NAME: Board of Water and Soil Resources

CONTACT PERSON: David Weirens, Land & Water PHONE: 651-297-3432

GRANT PERIOD: BEGIN DATE: 10/01/2013 END DATE: 12/31/2016

STATE GRANT AWARD NUMBER OR FEDERAL CFDA # TBD

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	<input type="text"/>	Date:	<input type="text"/>
County Administrator	<input type="text"/>	Date:	<input type="text"/>
County Attorney	<input type="text"/>	Date:	<input type="text"/>

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: 10-31-13
County Administrator Mark Jochenberg Date: 10/31/13

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.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a Joint Powers Agreement between the IRRRB and St. Louis County to implement a cooperative management program on state tax forfeited lands located within the GRRA.

Joint Powers Agreement between the IRRRB and St. Louis County

BY COMMISSIONER _____

WHEREAS, Minn. Stat. § 471.59 subd. 1 empowers the Iron Range Resources and Rehabilitation Board (IRRRB) to enter into an agreement with St. Louis County for the joint and cooperative exercise of any power common to both parties; and

WHEREAS, The State of Minnesota, acting through the IRRRB, and St. Louis County, wish to implement a cooperative management program on state tax forfeited lands administered by the Land and Minerals Department, which are located within the Giants Ridge Recreation Area;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes a Joint Powers Agreement with the IRRRB to implement a cooperative management program on state tax forfeited lands located within the Giants Ridge Recreation Area.

**STATE OF MINNESOTA
IRON RANGE RESOURCES AND REHABILITATION BOARD
JOINT POWERS AGREEMENT
WITH ST. LOUIS COUNTY**

THIS AGREEMENT is between the State of Minnesota, acting through its administrative agency known as the Office of the Commissioner of Iron Range Resources and Rehabilitation, with offices at 4261 Highway 53 South, P.O. Box 441, Eveleth, MN 55734-0441 (“IRRRB”) and St. Louis County (“SLC”).

RECITALS

Under Minnesota Statute § 471.59, Subdivision 1, the IRRRB and SLC have agreed to cooperate when SLC has tax forfeit lands that it controls in the Giants Ridge Recreation Area (“GRRA”), a statutorily defined geographic area (Minn. Stat. § 298.22, Subd. 7) within which the IRRRB has the authority to acquire or lease real property for the purpose of fostering economic growth or tourism as deemed necessary.

It is recognized that IRRRB has invested public dollars into the economic growth and development of the GRRA, which has enhanced real property values and the potential for further economic growth, and by this Agreement wishes to continue to make future investments that will help maximize the value of the entire GRRA..

AGREEMENT

1. Term of Agreement

- 1.1 *Effective Date*: September 1, 2013, or the date all parties have signed as required by law, whichever is later.
- 1.2 *Expiration Date*: August 31, 2018.

2. Agreement Between the Parties

- 2.1 Pursuant to the requirements and procedures of Minn. Stat. 282, and to the extent permitted by said statute, SLC will withhold undeveloped tax forfeit lands within the GRRA from sale upon request by IRRRB.
- 2.2 SLC will not sell any tax forfeit lands in the GRRA without first notifying the IRRRB that it intends on placing the lands up for sale. SLC shall provide the IRRRB with as much advance notice as possible of the potential sale of tax forfeit lands within the GRRA.
- 2.3 If IRRRB wishes to purchase specific parcels within the GRRA, SLC and IRRRB shall agree on an appraiser to appraise said parcel(s). The cost of said appraisal(s) shall be shared equally between the parties hereto. However, notwithstanding said

appraisal(s), said parcel(s) shall be sold to IRRRB at a price negotiated by the parties and approved by the SLC Board as required by Minn. Stat. 282.

- 2.4 SLC may grant any easements, leases or other encumbrances on tax forfeit lands within the GRRA that are consistent with formal area development plans (“ADP”) as determined by SLC after consultation with IRRRB. SLC may continue to manage the timber, minerals, stock piles, borrow pits and related resources of the tax forfeit lands at its discretion; however, SLC will manage such resources in a manner that shall take into account the visual and aesthetic impact to recreational users of amenities owned by the IRRRB within the GRRA.
- 2.5 SLC and IRRRB representatives will formally meet sometime during the month of July of each year this Agreement is in effect to discuss management plans for the tax forfeit lands within the GRRA.
- 2.6 SLC and IRRRB commit that they will cooperate with each other to ensure that both parties are able to promptly and effectively take those actions authorized or permitted in this Agreement.

3. Authorized Representatives

- 3.1 The IRRRB’s authorized representative is James B. Plummer, Real Property Coordinator, or his successor(s).
- 3.2 The SLC authorized representative is Mark Weber, Land & Minerals Commissioner, or his successor(s).

4. Assignment, Amendments, and Contract Complete

- 4.1 *Assignment.* Neither party to this Agreement may assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 4.2 *Amendments.* Any amendment to this Agreement must be in writing and shall not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 4.3 *Contract Complete.* This Agreement contains all negotiations and agreements between the IRRRB and SLC. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

5. Indemnification

Each party shall be responsible for its own actions; neither party shall indemnify nor be responsible for the actions of the other party.

6. State Audits

IRRRB's and SLC's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by SLC, IRRRB and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

7. Venue

Venue for all legal proceedings out of this Agreement, or its breach, shall be in the appropriate state or federal court with competent jurisdiction in St. Louis County, Minnesota.

8. Termination

8.1. *Termination.* The IRRRB or SLC may terminate this Agreement at any time, with or without cause, upon 30-days' written notice to the other party.

8.2. *Termination for Insufficient Funding.* If applicable, the IRRRB may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to SLC. The IRRRB is not obligated to pay for any services that are provided after notice and effective date of termination. However, SLC will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed to the extent that funds are available. The IRRRB will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The IRRRB must provide SLC notice of the lack of funding within 5 calendar days of the IRRRB's receiving that notice.

SLC

By: _____
Chris Dahlberg
St. Louis County Board Chair

Date: _____

By: _____
Donald Dicklich
St. Louis County Auditor

Date: _____

APPROVED AS TO FORM & EXECUTION

By: _____
Timothy A. Tysdal
Assistant St. Louis County Attorney

Date: _____

IRRRB

By: _____
(with delegated authority)

Title: _____

Date: _____

appraisal costs allocated to each lot purchased. On-the-ground appraisal contract work may begin as early as December 15, 2013 or upon receipt of preliminary survey plats. All appraisals on awarded tracts must be completed in their entirety and submitted within 9 (nine) months of receiving the preliminary plat or approved survey.

Three appraisal vendors submitted proposals. All responses were reviewed by an appointed evaluation committee comprised of the Land and Minerals Department, Planning and Community Development Department and Purchasing Division. Cost, proposal submittal, qualifications, and experience were all factors in the determination of award for each tract. Vendors were selected for the following tracts:

Cliff Crosby, SRA/Forester (Duluth, MN)

Land Appraisal

Tract A (23 lots): **\$11,000** up to an estimated \$13,750 for improvement appraisals

Tract B (14 lots): **\$ 6,500** up to an estimated \$ 8,250 for improvement appraisals

Contract total = **\$22,000**

Steigerwaldt Land Services (Tomahawk, WI)

Land Appraisal

Tract C (12 lots): **\$11,400** up to an estimated \$17,100 for improvement appraisals

Tract D (9 lots): **\$ 8,820** up to an estimated \$13,720 for improvement appraisals

Tract E (43 lots): **\$29,025** up to an estimated \$43,800 for improvement appraisals

Tract F (40 lots): **\$27,200** up to an estimated \$40,800 for improvement appraisals

Tract H (29 lots): **\$21,460** up to an estimated \$32,500 for improvement appraisals

Contract total = **\$147,920**

Edwards and Associates, Inc. (Virginia, MN)

Land Appraisal

Tract G (45 lots): **\$43,875** up to an estimated \$55,380 for improvement appraisals

Tract I (12 lots): **\$11,700** up to an estimated \$14,700 for improvement appraisals

Tract J (20 lots): **\$19,500** up to an estimated \$24,500 for improvement appraisals

Tract K (36 lots): **\$35,100** up to an estimated \$44,100 for improvement appraisals

Contract total = **\$138,680**

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the appropriate county officials to enter into contracts with Cliff Crosby, SRA/Forester (Duluth, MN), Steigerwaldt Land Services (Tomahawk, WI), and Edwards and Associates, Inc. (Virginia, MN), subject to approval by the County Attorney. Contracts will be payable from Fund 290, Agency 290003 (Lake Shore Lease Sale Fund).

Award of Proposal: Shoreland Lease Appraisals 2014

BY COMMISSIONER _____

WHEREAS, On November 1, 2011, the St. Louis County Board directed and authorized the Land and Minerals Department to appraise and offer for sale into private ownership the County's Shoreland lease properties (Resolution No. 11- 559); and

WHEREAS, Minnesota Session Laws, 2012, Chapter 236, Section 28, authorized St. Louis County to sell its Shoreland lease lots, with the requirement that the county shall have each lot appraised by a licensed appraiser; and

WHEREAS, State legislation requires that the successful purchaser shall reimburse the county for the appraisal costs allocated to the lot purchased; and

WHEREAS, The following three vendors were selected for the following tracts based upon cost, proposal submittal, qualifications, and experience;

Cliff Crosby, SRA/Forester (Duluth, MN)

Land Appraisal

Tract A (23 lots): **\$11,000** up to an estimated \$13,750 for improvement appraisals

Tract B (14 lots): **\$ 6,500** up to an estimated \$ 8,250 for improvement appraisals

Contract total = **\$22,000**

Steigerwaldt Land Services (Tomahawk, WI)

Land Appraisal

Tract C (12 lots): **\$11,400** up to an estimated \$17,100 for improvement appraisals

Tract D (9 lots): **\$8,820** up to an estimated \$13,720 for improvement appraisals

Tract E (43 lots): **\$29,025** up to an estimated \$43,800 for improvement appraisals

Tract F (40 lots): **\$27,200** up to an estimated \$40,800 for improvement appraisals

Tract H (29 lots): **\$21,460** up to an estimated \$32,500 for improvement appraisals

Contract total = **\$147,920**

Edwards and Associates, Inc. (Virginia, MN)

Land Appraisal

Tract G (45 lots): **\$43,875** up to an estimated \$55,380 for improvement appraisals

Tract I (12 lots): **\$11,700** up to an estimated \$14,700 for improvement appraisals

Tract J (20 lots): **\$19,500** up to an estimated \$24,500 for improvement appraisals

Tract K (36 lots): **\$35,100** up to an estimated \$44,100 for improvement appraisals

Contract total = **\$138,680**

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to execute contracts, in the amounts indicated above, with Cliff Crosby, SRA/Forester (Duluth, MN), Steigerwaldt Land Services (Tomahawk, WI), and Edwards and Associates, Inc. (Virginia, MN), in accordance with the specifications of Proposal No. 5066-1, payable from Fund 290, Agency 290003 (Lake Shore Lease Sale Fund), subject to approval by the County Attorney.

BOARD LETTER NO. 13 - 459

ENVIRONMENT & NATURAL RESOURCES COMMITTEE
CONSENT NO. 9

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** Approval of Registered Land
Survey No. 119 (Northstar
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 119.

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. Salo Engineering has submitted the final prints and they have been approved by the County Surveyor and the Examiner of Titles. Registered Land Survey Number 119 is located in part of Government Lot 2 and in part of the Northeast Quarter of the Northwest Quarter, Section 27, Township 53 North, Range 13 West (Northstar Township).

RECOMMENDATION:

It is recommended that the St. Louis County Board grant final approval to Registered Land Survey Number 119.

Approval of Registered Land Survey No. 119 (Northstar Township)

BY COMMISSIONER _____

WHEREAS, The Registrar of Titles is authorized to require Registered Land Survey Number 119 pursuant to Minn. Stat. § 508.47; and

WHEREAS, The County Surveyor and Examiner of Titles have approved Registered Land Survey Number 119; and

WHEREAS, The final prints have been submitted for filing;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board grants final approval to Registered Land Survey Number 119 located in part of Government Lot 2 and in part of the Northeast Quarter of the Northwest Quarter, Section 27, Township 53 North, Range 13 West (Northstar Township).

BOARD LETTER NO. 13 - 460

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 10

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** Acquisition of Right of Way –
Replacement of County Bridge
641 (Sturgeon Township)

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 the acquisition of right of way for County Project 176286, State Aid Project 069-622-021.

BACKGROUND:

The Public Works Department plans to reconstruct a short segment of County State Aid Highway 22 and to replace County Bridge 641/State Bridge 7054 over the Sturgeon River in Sturgeon Township. In addition to the existing right of way, additional land will be needed from adjacent private parcels and from land owned by the State of Minnesota. The project will affect one parcel of land that is currently in State of Minnesota ownership:

The East Half of the Northeast Quarter AND the Northeast Quarter of the Southeast Quarter (E1/2 and NE 1/4 of SE 1/4), Section Sixteen (16), Township Sixty-one (61) North, Range Twenty (20) West. (Parcel ID No. 545-0010-02500)

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the acquisition of right of way necessary for the reconstruction of County State Aid Highway 22 and the replacement of County Bridge 641, payable from Fund 200, Agency 203001.

**Acquisition of Right of Way – Replacement of County Bridge 641
(Sturgeon Township)**

BY COMMISSIONER _____

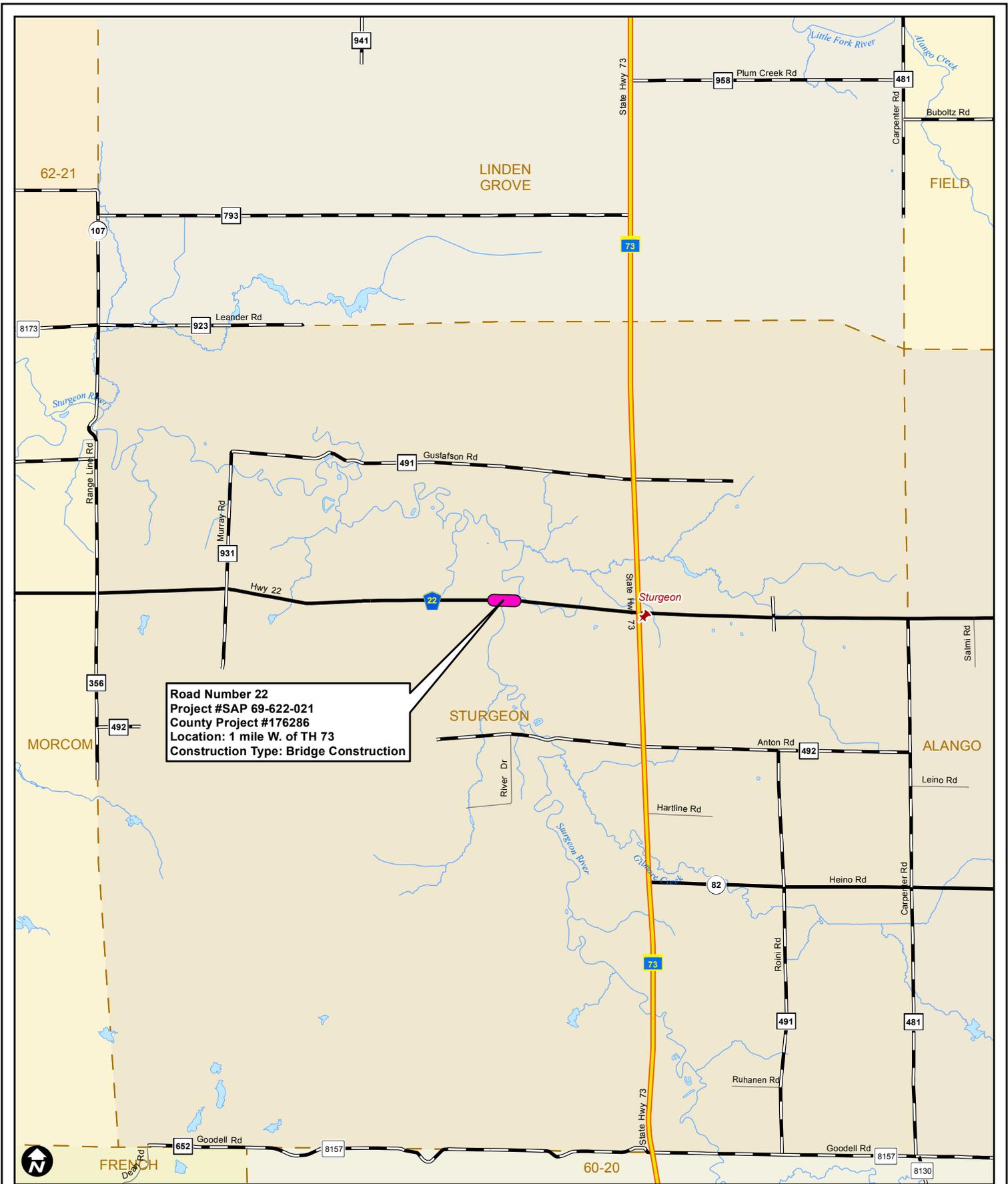
WHEREAS, The St. Louis County Public Works Department plans to reconstruct a small segment of County State Aid Highway 22 and to replace County Bridge 641 over the Sturgeon River in Sturgeon Township, County Project 176286/State Aid Project 069-622-021; and

WHEREAS, These improvements consist of replacing the existing bridge structure at the same location and reconstructing the roadway as determined necessary to provide for the safety and convenience of the public; and

WHEREAS, In addition to the existing highway right of way, certain lands are required for this construction, together with temporary construction easements;

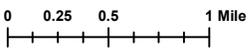
THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Works Director to proceed with the acquisition of the necessary lands and temporary easements for this project, payable from Fund 200, Agency 203001;

RESOLVED FURTHER, That the State of Minnesota Department of Natural Resources is requested to provide St. Louis County with easement across State of Minnesota Lands located in The East Half of the Northeast Quarter AND the Northeast Quarter of the Southeast Quarter (E1/2 and NE 1/4 of SE 1/4), Section Sixteen (16), Township Sixty-one (61) North, Range Twenty (20) West of the Fourth Principal Meridian adjacent to the present course of County State Aid Highway 22.



Road Number 22
Project #SAP 69-622-021
County Project #176286
Location: 1 mile W. of TH 73
Construction Type: Bridge Construction

St. Louis County 2014 Road & Bridge Construction



Map Components

2014 Road & Bridge Construction - Bridge Construction	County/Unorg. Twp. Road - Paved	Township Boundary
Interstate Highway	County/Unorg. Twp. Road - Gravel	City/Town
U.S./State Highway	Local Road/City Street	Lake
Commissioner District	Railroad	River/Stream

BOARD LETTER NO. 13 - 461

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 11

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** Agreement with the City of Duluth
for Construction of Sanitary
Sewer and Water on CSAH 89/
Highland Street (Duluth)

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

Provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an agreement with the City of Duluth for construction of sanitary sewer and water system on County State Aid Highway (CSAH) 89/Highland Street.

BACKGROUND:

The Public Works Department currently has a reconstruction project in design on this roadway (SAP 69-689-004) for construction in 2014. The City of Duluth has proposed improvements to its sanitary sewer and water system, and an agreement needs to be authorized to deliver the project to completion. The construction will be done under the above project by means of non-participating items in the construction plan, with the city performing all construction plans, staking, inspection, and certification of the work relating to the sanitary sewer and water system. This extra work will be funded by Duluth.

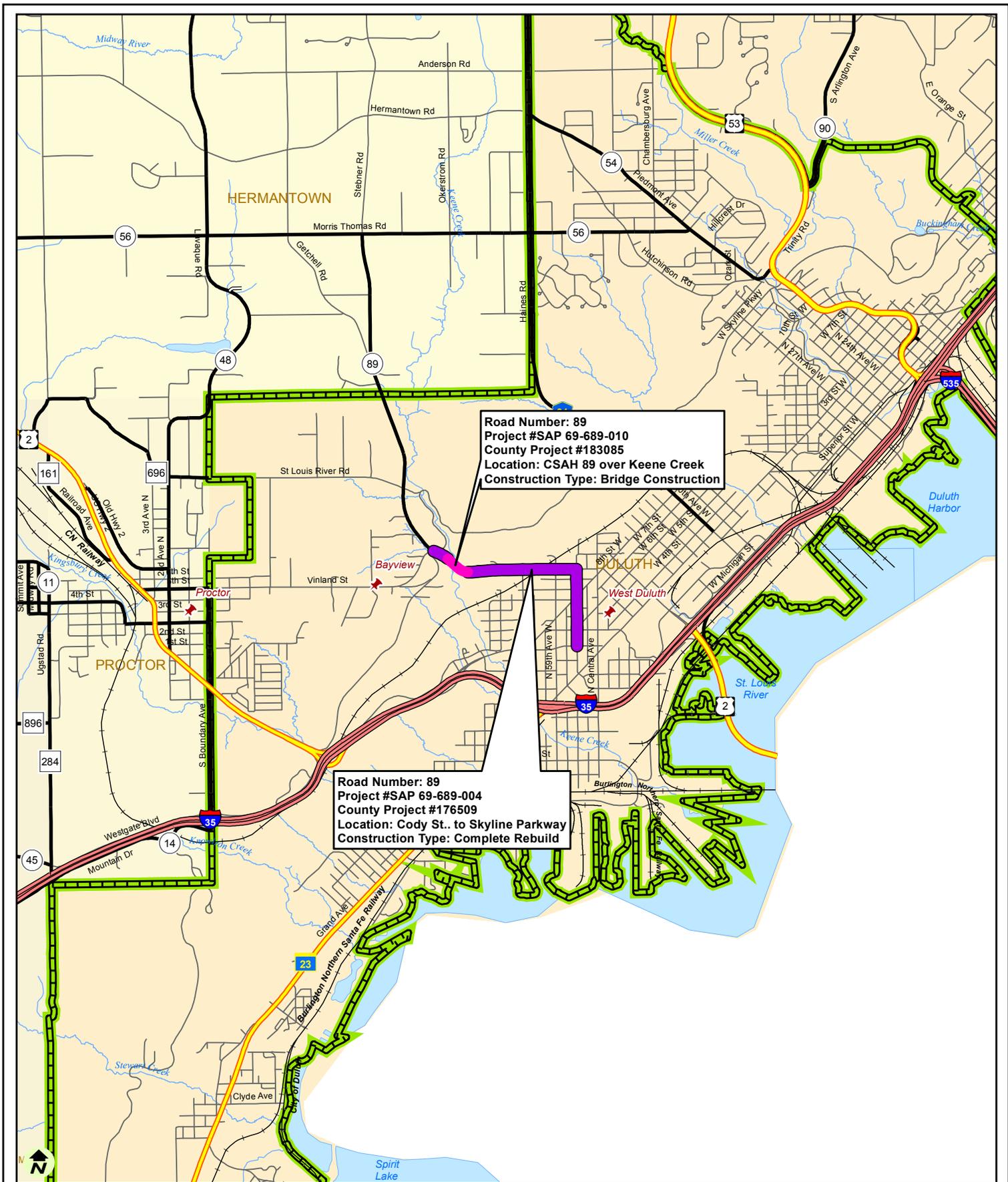
RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an agreement with the City of Duluth outlining responsibilities of both St. Louis County and the city for the proposed sanitary sewer and water system construction on CSAH 89, SAP 69-689-004, CP 0089-176509. The funds from Duluth will be receipted into Fund 225, Agency 176509.

**Agreement with the City of Duluth for Construction of Sanitary Sewer and Water on
CSAH 89/Highland Street (Duluth)**

BY COMMISSIONER _____

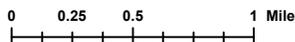
RESOLVED, That the St. Louis County Board authorizes an agreement with the City of Duluth, and any amendments approved by the County Attorney, for the sanitary sewer and water system construction on County State Aid Highway 89/Highland Street, SAP 69-689-004, CP 0089-176509; whereby the city will pay the "City of Duluth Non-Participating" local share items listed in the Plan. The funds from the city for this project will be receipted into Fund 225, Agency 176509, Object 551501.



Road Number: 89
Project #SAP 69-689-010
County Project #183085
Location: CSAH 89 over Keene Creek
Construction Type: Bridge Construction

Road Number: 89
Project #SAP 69-689-004
County Project #176509
Location: Cody St.. to Skyline Parkway
Construction Type: Complete Rebuild

St. Louis County 2013 Road & Bridge Construction



Map Components	
2013 Road & Bridge Construction	County Road - Paved
Bridge Construction	County Road - Gravel
Complete Rebuild	Local Road/City Street
Interstate Highway	Railroad
U.S./State Highway	Commissioner District
	Township Boundary
	City/Town
	Lake
	River/Stream

BOARD LETTER NO. 13 - 462

PUBLIC WORKS & TRANSPORTATION COMMITTEE
CONSENT NO. 12

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** Agreement with Bear Island
Surveying, Inc., for Surveying
Services (Township 61N, Range
16W)

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 Bear Island Surveying, Inc. for surveying services.

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 four firms submitted proposals. It was determined that Bear Island Surveying, Inc. of Ely, MN has the necessary training, experience, and knowledge, and would be the best choice for these services at a price of \$139,054.

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 states that those services shall include services for the recovery or restoration and verification of certain PLSS corners in Township 61N, Range 16W in northern St. Louis County outlined as follows:

- Township Exteriors
- Option Area 1 - Sections 1, 11-16, 22-28, 33-36
- Option Area 2 - Sections 6-8
- Option Area 3 - Sections 29-32

This project will be funded as a part of the PLSS Survey Corner Acceleration Project, with completion by December 1, 2015.

RECOMMENDATION:

It is recommended the St. Louis Board authorize an agreement whereby the county will purchase the services of Bear Island Surveying, Inc., Ely, MN for the recovery, restoration and perpetuation of corners of the Public Land Survey System. The total cost of these services is \$139,054, payable from Fund 200, Agency 200122, Object 626600.

**Agreement with Bear Island Surveying, Inc., for Surveying Services
(Township 61N, Range 16W)**

BY COMMISSIONER _____

RESOLVED, That the St. Louis County Board authorizes an agreement (number 5087E), and any amendments authorized by the County Attorney, whereby the county will purchase the services of Bear Island Surveying, Inc., Ely, MN, for the recovery, restoration and perpetuation of corners of the Public Land Survey System in select sections of Township 61N, Range 16W in northern St. Louis County outlined below, in the amount of \$139,054, payable from Fund 200, Agency 200122, Object 626600:

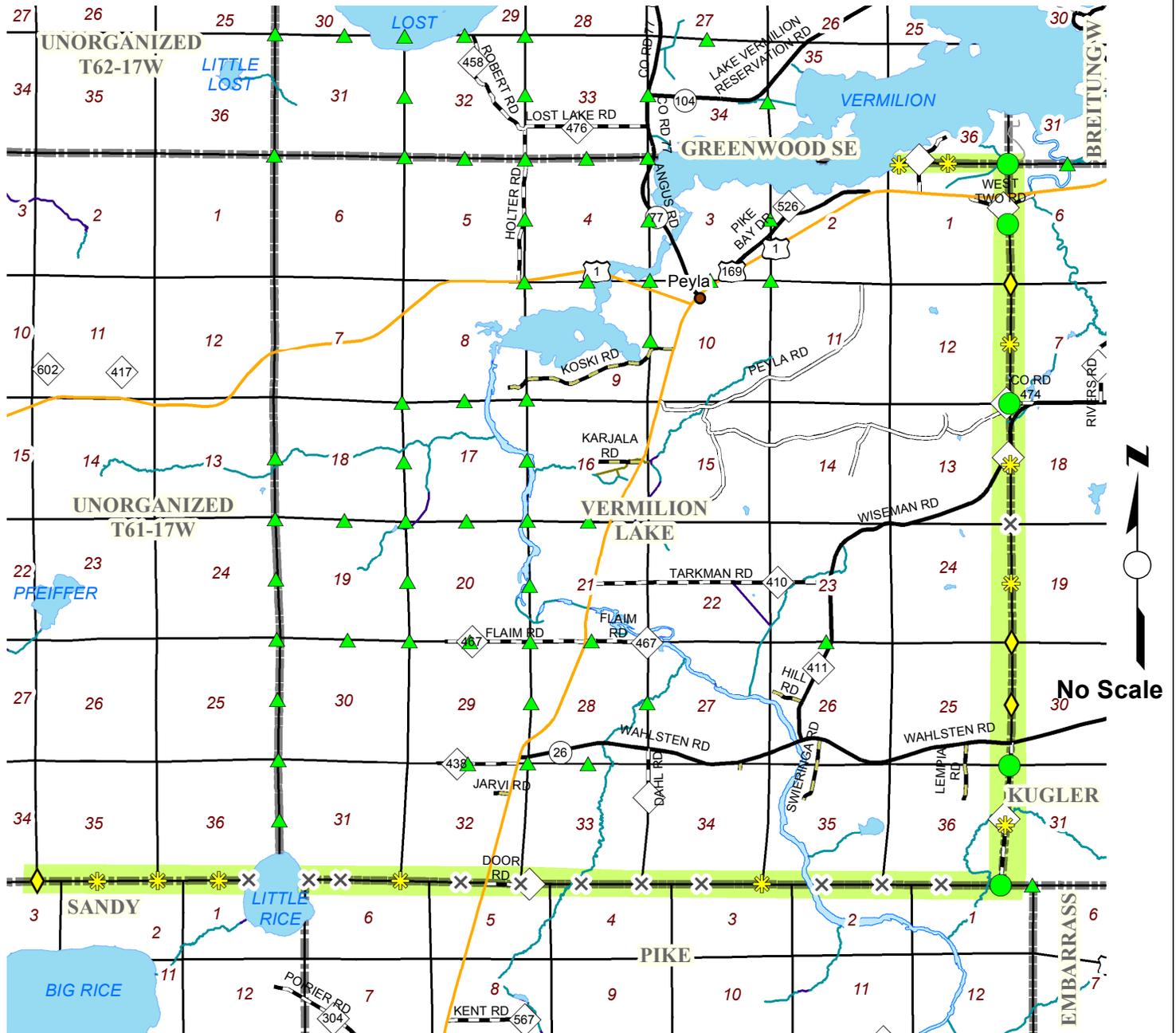
- Township Exteriors
- Option Area 1 - Sections 1, 11-16, 22-28, 33-36
- Option Area 2 - Sections 6-8
- Option Area 3 - Sections 29-32



SAINT LOUIS COUNTY MINNESOTA

PLSS Restoration Contract #5087E

Township 61N Range 16W Township Exteriors



No Scale

Legend	
Project Corner to be Certified	Certified Project Corner to be Verified
◆ Corner Certificate (Not in SLC CPDB) (4)	● Corner in SLC CPDB to be verified (5)
☀ Corner Card (11)	Contract Area
✕ Other (12)	■ T61N R16W Township Exteriors
	▲ Corner in SLC CPDB (Not included in this project)

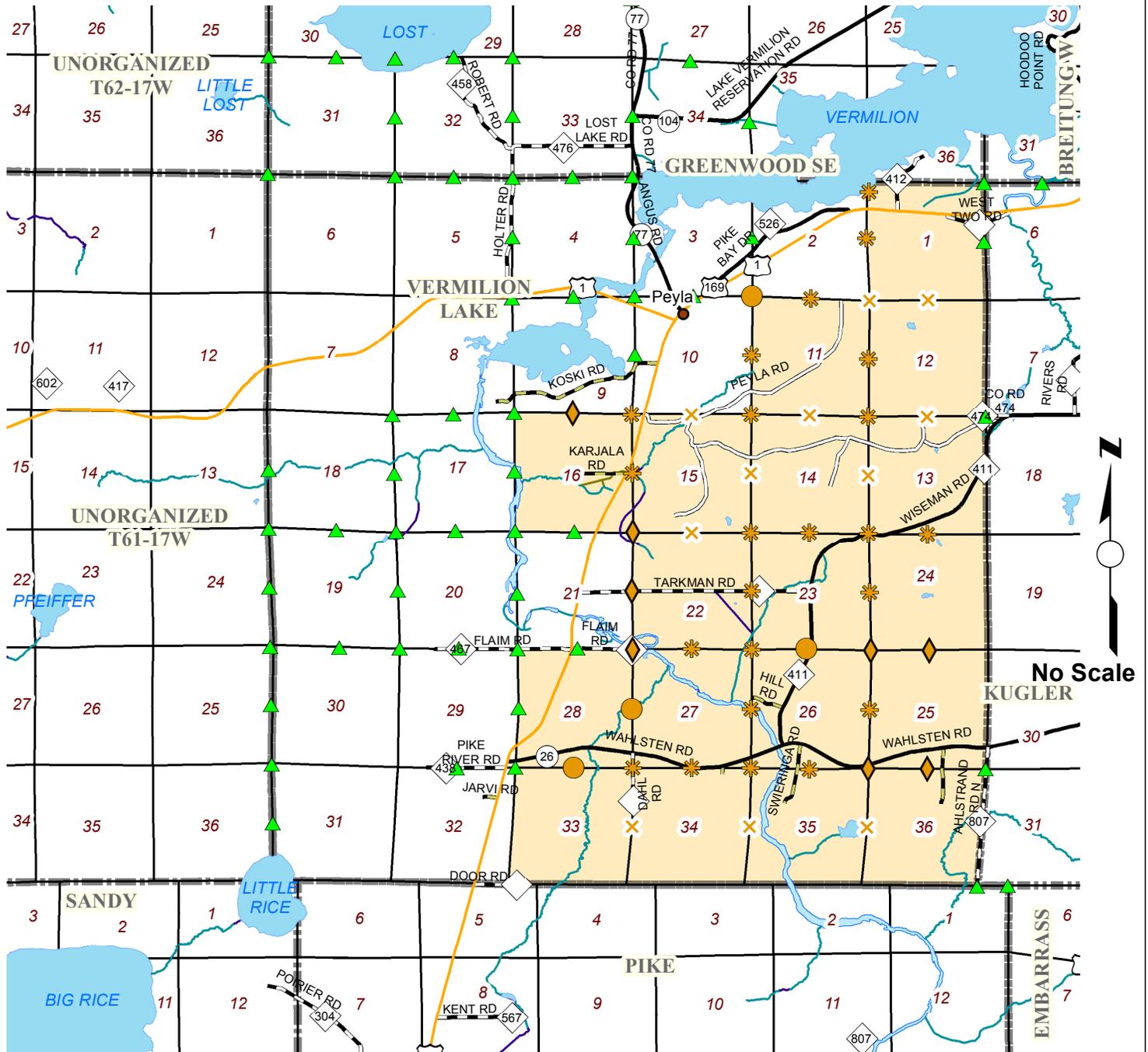
This is a compilation of records as they appear in the Saint Louis County Offices affecting the area shown. This drawing is to be used only for reference purposes and the County is not responsible for any

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.



SAINT LOUIS COUNTY MINNESOTA

PLSS Restoration Contract #5087E Township 61N Range 16W Option Area 1 - Sections 1, 11-16, 22-28, 33-36



Legend

Project Corner to be Certified

- ◆ Corner Certificate (Not in SLC CPDB) (8)
- ☀ Corner Card (23)
- ✕ Other (11)

Certified Project Corner to be Verified

- Corner in SLC CPDB to be verified (4)

Contract Area

- Option Area 1
- ▲ Corner in SLC CPDB (Not included in this project)

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.

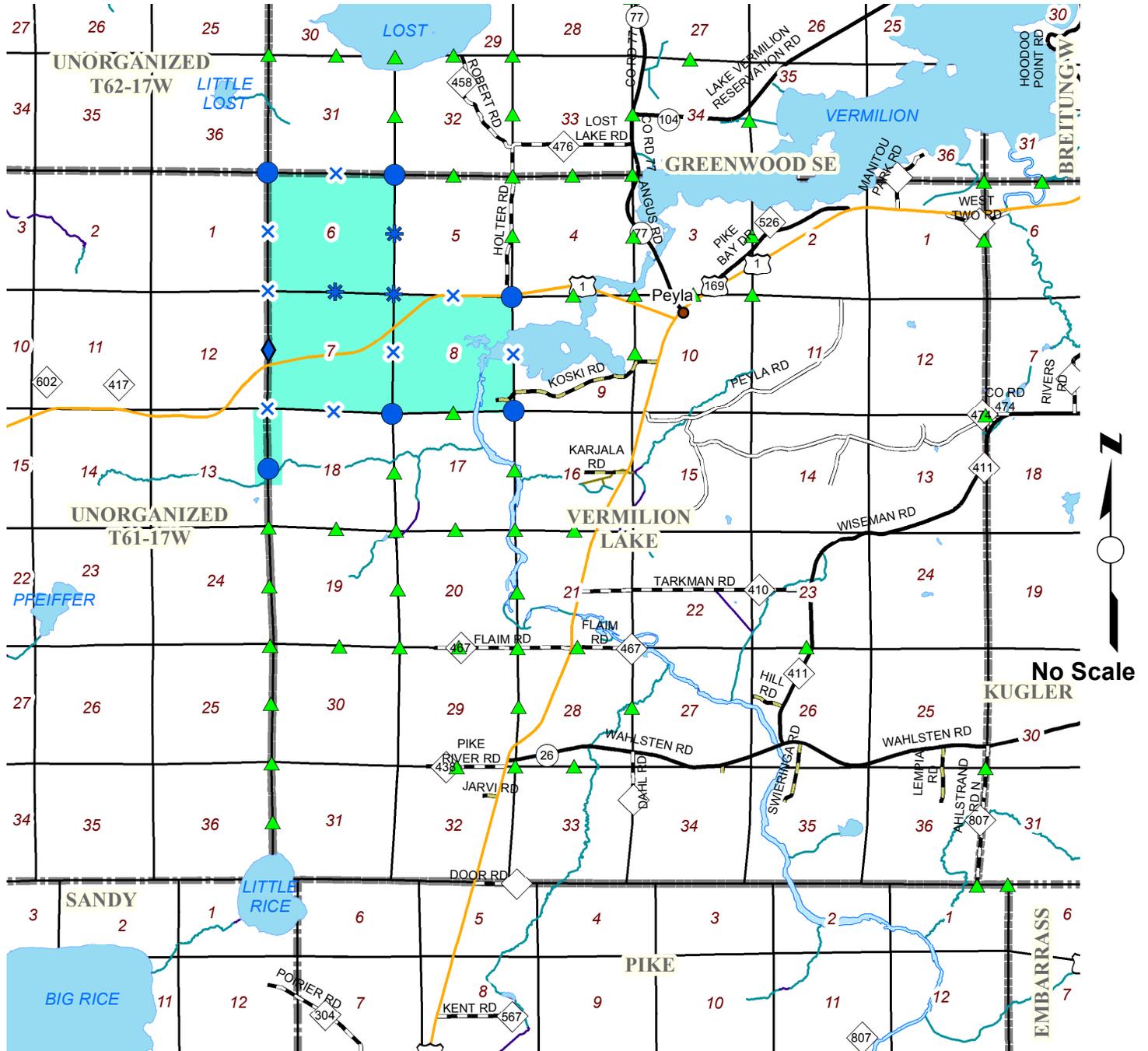
Note: Existing monuments and records may be defective or erroneous. It is the responsibility of the licensed surveyor to evaluate all available evidence and certify the location of the PLSS corner.



SAINT LOUIS COUNTY MINNESOTA

PLSS Restoration Contract #5087E

Township 61N Range 16W Option Area 2 - Sections 6-8



Legend

Project Corner to be Certified

- ◆ Corner Certificate (Not in SLC CPDB) (1)
- ✱ Corner Card (3)
- ✕ Other (8)

Certified Project Corner to be Verified

- Corner in SLC CPDB to be verified (6)

Contract Area

- Option Area 2
- ▲ Corner in SLC CPDB (Not included in this project)

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.

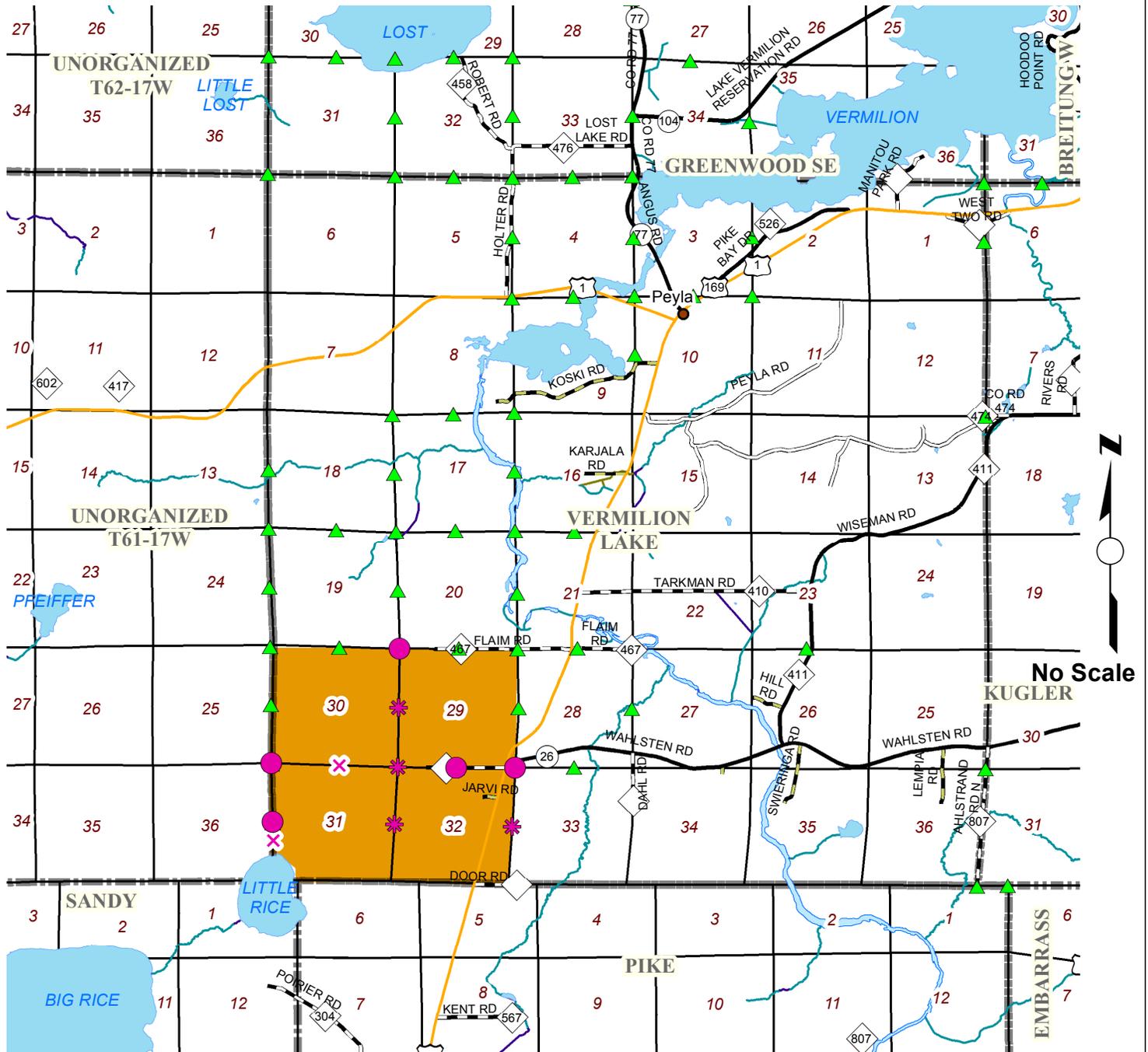
Note: Existing monuments and records may be defective or erroneous. It is the responsibility of the licensed surveyor to evaluate all available evidence and certify the location of the PLSS corner.



SAINT LOUIS COUNTY MINNESOTA

PLSS Restoration Contract #5087E

Township 61N Range 16W Option Area 3 - Sections 29-32



Legend

Project Corner to be Certified

- ◆ Corner Certificate (Not in SLC CPDB) (0)
- ✱ Corner Card (4)
- ✕ Other (2)

Certified Project Corner to be Verified

- Corner in SLC CPDB to be verified (5)

Contract Area

■ Option Area 3

- ▲ Corner in SLC CPDB (Not included in this project)

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.

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.

BOARD LETTER NO. 13 - 463

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 13

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** Designate Portions of State Trunk Highway 53 Turnback as CSAH 106 (Britt)

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:

Pursuant to Minn. Stat. § 162.02, subd. 7, the Public Works Department is requesting the County Board to designate part of the released portions of State Trunk Highway 53 as County State Aid Highway (CSAH) 106 in Britt, MN.

BACKGROUND:

The Minnesota Department of Transportation has completed the relocation and reconstruction of State Trunk Highway (TH) 53 north of Virginia from a point just north of the intersection with TH 169 to a point just south of the Goodell Road/County Road 652. As part of this improvement, the state will release to St. Louis County those portions of the "old" highway 53 no longer needed or used for Trunk Highway purposes. Those released segments will then become part of the County Highway system. An agreement (Turnback Agreement #03733) has been executed with the state providing for a lump sum payment to the county for improvements that will not be made by the state on the portion of the released highway that is eligible for State Aid designation. This turnback payment is estimated to be \$2,750,000 and includes construction, engineering, and right of way costs.

Upon receipt of a County Board resolution, the state will designate the eligible part of the released roadway as a County State Aid Highway, approve the appropriate increase in State Aid mileage, and make the turnback funds available in the form of an "In lieu payment" to the county's State Aid Construction Account.

RECOMMENDATION:

It is recommended that the St. Louis County Board designate a portion of old Trunk Highway 53 to be released by the state as County State Aid Highway 106.

**Designate Portions of State Trunk Highway 53 Turnback
as CSAH 106 (Britt)**

BY COMMISSIONER _____

WHEREAS, By agreement (#03773) between St. Louis County and the Minnesota Department of Transportation, the road described below will be released by the State of Minnesota to the jurisdiction of St. Louis County and should be designated as a County State Aid Highway under the provisions of Minnesota law;

To-wit:

Beginning at a point on the westerly line of the right of way of southbound State Trunk Highway No. 53, said point located in the Southeast Quarter of the Southeast Quarter of Section 36, Township 60 North, Range 18 West, approximately 1275 feet north of the Southeast corner thereof; thence southwesterly along the centerline of the Britt Bypass Road approximately 260 feet; thence continuing on said centerline along a curve concave to the north for a distance of approximately 1,368 feet to a point on the centerline of that part of old Trunk Highway 53 to be released to St. Louis County; thence northwesterly along said highway centerline a distance of approximately 21,115 feet to the intersection with County State Aid Highway 65, said intersection being approximately 120 feet south and 120 feet west of the South Quarter section corner of Section 21, Township 60 North, Range 18 West, and there terminating.

The described road totals approximately 22,740 feet (4.30 miles) in length.

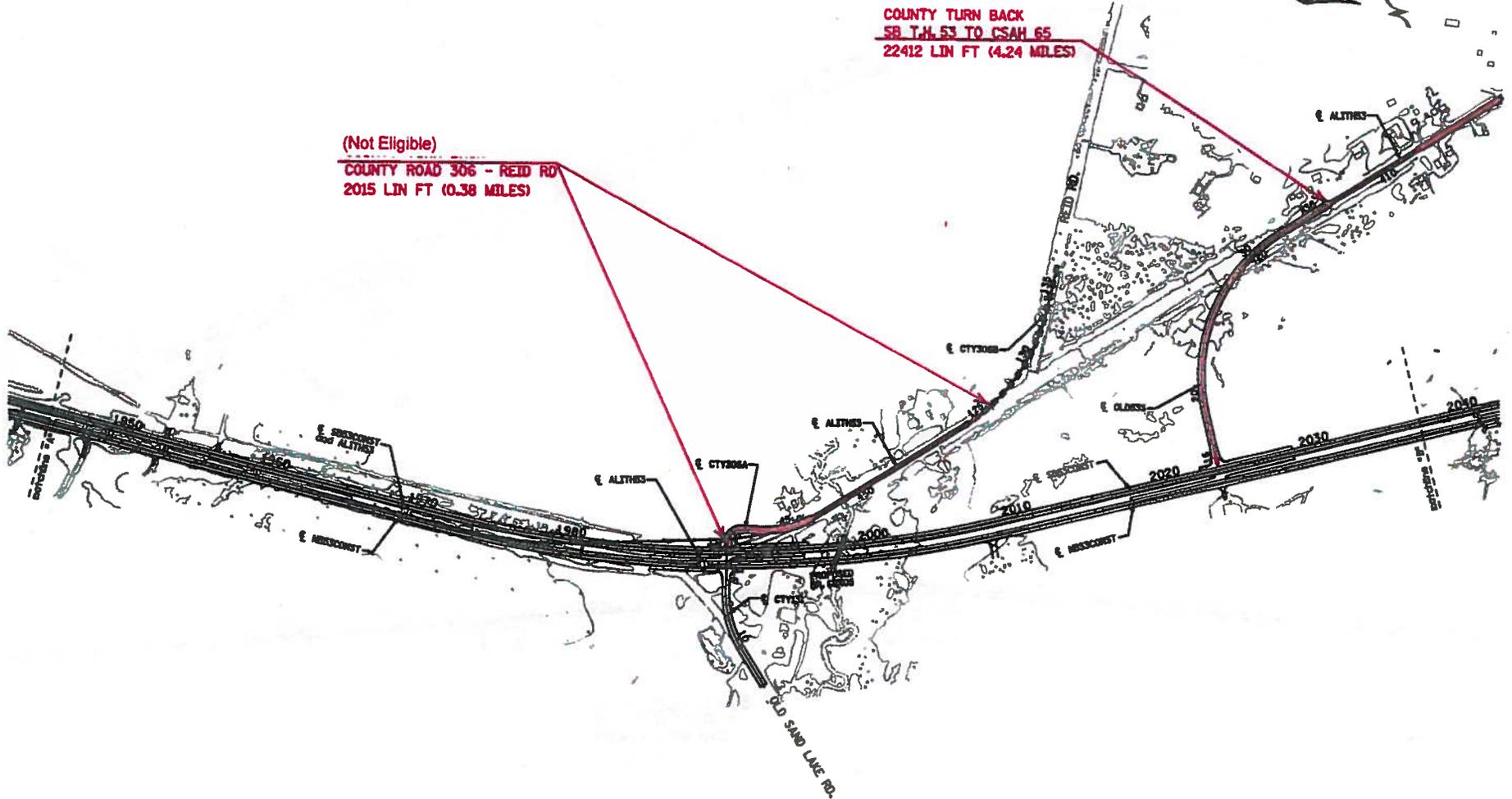
THEREFORE, BE IT RESOLVED, That the St. Louis County Board establishes, locates, and designates the road described above as a County State Aid Highway of said county, subject to approval of the Commissioner of Transportation of the State of Minnesota.

RESOLVED FURTHER, That the County Auditor is authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for consideration, and that upon approval of the designation of said road or portion thereof, that same be constructed, improved and maintained as a County State Aid Highway of St. Louis County, to be numbered and known as County State Aid Highway 106.

Agreement No. 03773

CSAH 106
COUNTY TURN BACK
SB T.H. 53 TO CSAH 65
22412 LIN FT (4.24 MILES)

(Not Eligible)
COUNTY ROAD 306 - REID RD
2015 LIN FT (0.38 MILES)



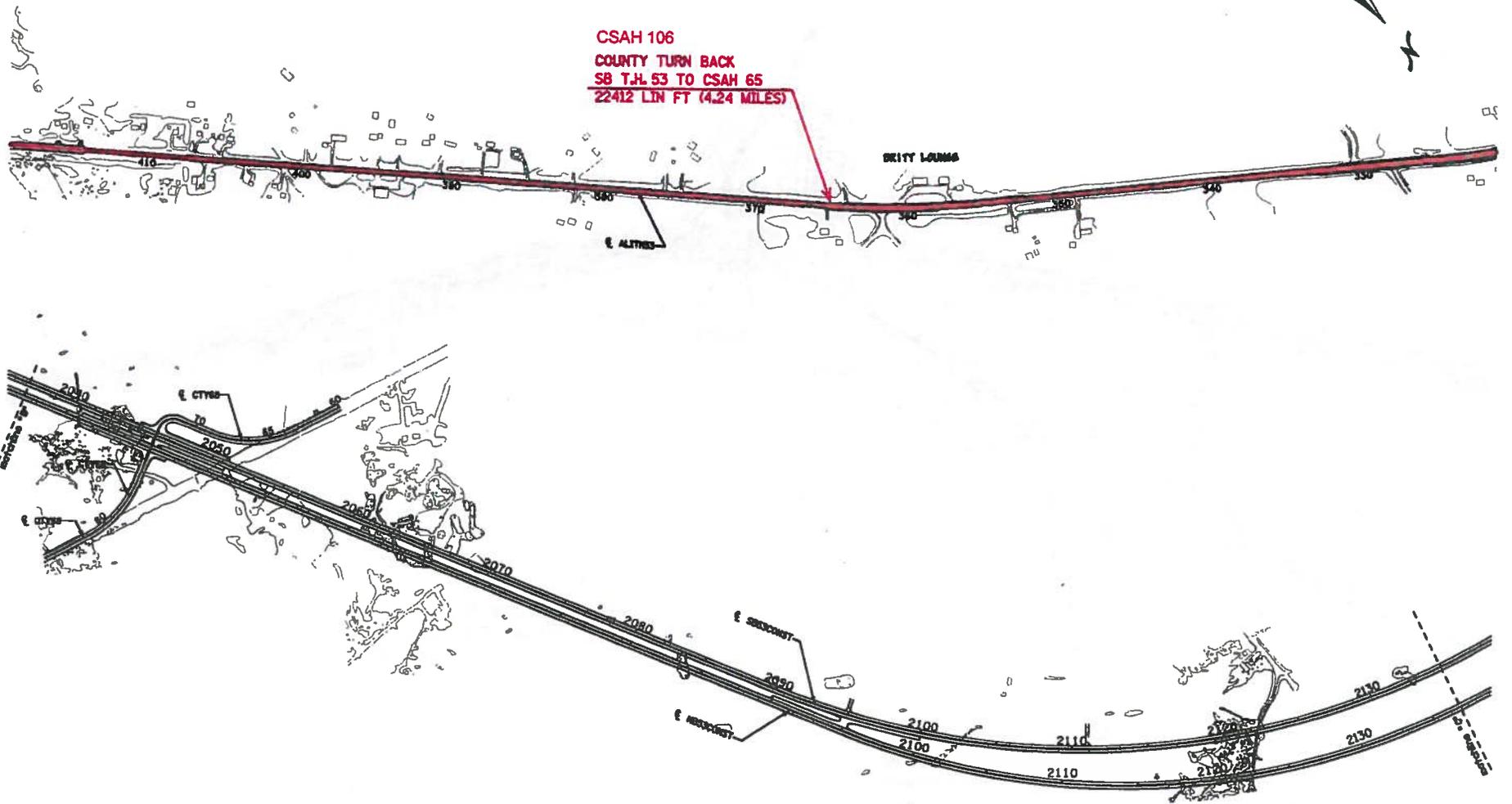
OLD T.H. 53 COUNTY TURNBACK		
GENERAL LAYOUT		
STATE PROJ. NO. 6920-45	(TH 53)	SHEET NO. 1 OF 4 SHEETS

DISTRICT 9, District 1
PLOT NAME: 6920-45_TURNBACK1
PART & FILENAME: P_1.PWP-6920-45_TURNBACK1.dwg
PLOTTED/REVISED: 8/14/08

Agreement No. 03773



CSAH 106
COUNTY TURN BACK
SB T.H. 53 TO CSAH 65
22412 LIN FT (4.24 MILES)



OLD T.H. 53 COUNTY TURNBACK
GENERAL LAYOUT
STATE PROJ. NO. 6920-45 (TH 53) SHEET NO. 2 OF 4 SHEETS

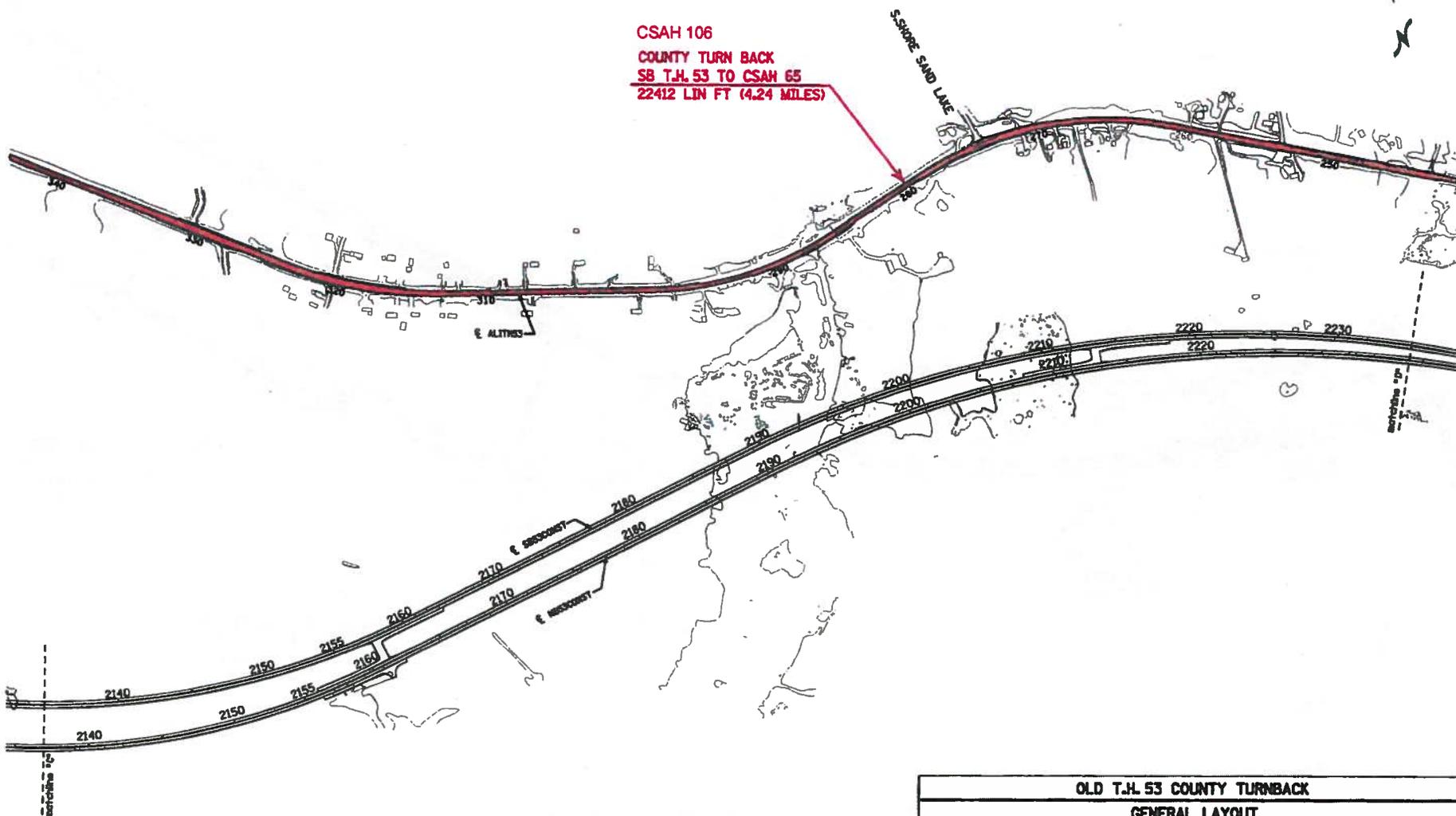
PLOTTED/REVISED: 28-JUN-2002

DISTRICT: District 1
PLOT NAME: 6920-45_TURNBACK2
PATH & FILENAME: IP_PWP-456920-45_TURNBACK.dgn



CSAH 106
COUNTY TURN BACK
SB T.H. 53 TO CSAH 65
22412 LIN FT (4.24 MILES)

S-SHOULDER SAND LINE



DISTRICT 4, District 1
PLOT NAME, GEORGE TURNBACKS
PATH & FILENAME, P:\PWP\6868682\GEORGE TURNBACK.dgn
PLOTTED/REVISED, 28-JUN-2002

OLD T.H. 53 COUNTY TURNBACK	
GENERAL LAYOUT	
STATE PROJ. NO. 6920-45 (TH 53)	SHEET NO. 3 OF 4 SHEETS



(Not Eligible)
CSAH 65 TO CUL DE SAC
668 LIN FT (0.13 MILES)

CSAH 106
COUNTY TURN BACK
SB T.H. 53 TO CSAH 65
22412 LIN FT (4.24 MILES)

(Not Eligible)
CUL DE SAC TO CUL DE SAC
2388 LIN FT (0.45 MILES)

CONSTRUCT
CULDESAC

CONSTRUCT
CULDESAC

CONSTRUCT
CULDESAC

PLOTTED/REVISED: 28-JUN-2002

DISTRICT 4, District 1
PLOT NAME: 6920-45_TURNBACK4
PATH & FILENAME: P:\P\F\6920-45_TURNBACK4.dwg

OLD T.H. 53 COUNTY TURNBACK

GENERAL LAYOUT

STATE PROJ. NO. 6920-45 (TH 53) SHEET NO. 4 OF 4 SHEETS

BOARD LETTER NO. 13 - 464

FINANCE & BUDGET COMMITTEE CONSENT NO. 14

BOARD AGENDA NO.

DATE: November 5, 2013

RE: Parking Lot Repairs – St. Louis
County Service Center, Ely

FROM: Kevin Z. Gray
County Administrator

Tony Mancuso, Director
Property Management

RELATED DEPARTMENT GOAL:

To perform deferred building maintenance, to bring facilities up to current building and life safety codes, to extend life cycle of facilities, and to increase building operational efficiency.

ACTION REQUESTED:

The St. Louis County Board is requested to approve a contract with KGM Contractors, Incorporated of Angora, MN, in an amount of \$47,065 for the repair and renovation of the parking lot at the St. Louis County Service Center in Ely.

BACKGROUND:

The St. Louis County Service Center in Ely was purchased in December 2012, formerly a leased facility. The county has been making upgrades, improvements, and repairs to bring the building to county standards for low maintenance, long life cycle, and energy efficiency. The parking lot requires drainage corrections, resurfacing, miscellaneous sub base repairs, striping, and minor expansion. Engineer's estimate for the base project was \$59,455. The Purchasing Division solicited quotes with KGM Contractors providing the sole quote of \$47,065. Property Management is requesting approval at this time to hold the price until the spring of 2014 when the work will begin.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve a contract with KGM Contractors, Incorporated of Angora, Minnesota, in an amount of \$47,065, payable from Fund 402, Agency 402007.

Parking Lot Repairs – St. Louis County Service Center, Ely

BY COMMISSIONER _____

WHEREAS, The St. Louis County Service Center in Ely requires parking lot drainage corrections, resurfacing, miscellaneous sub base repairs, striping, and minor expansion; and

WHEREAS, The Purchasing Division solicited quotes with KGM Contractors, Incorporated of Angora, MN, providing the sole quote of \$47,065;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes an agreement for parking lot repairs at the St. Louis County Service Center, 320 Miners Drive East, Ely, MN, with KGM Contractors, Incorporated of Angora, MN in an amount of \$47,065, payable from Fund 402, Agency 402007.

BOARD LETTER NO. 13 - 465

FINANCE & BUDGET COMMITTEE CONSENT NO. 15

BOARD AGENDA NO.

DATE: November 5, 2013

RE: 2014 Memorandum of Agreement
with University of Minnesota
Extension

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

To connect community needs and University resources to address critical issues in St. Louis County by involving people in improving the quality of life and enhancing the economy and the environment through education and applied research.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the annual Memorandum of Agreement with the University of Minnesota to provide Extension programs in St. Louis County.

BACKGROUND:

On September 25, 2013 the County Extension Committee recommended that the County Board approve the attached Memorandum of Agreement (MOA) between St. Louis County and University of Minnesota to provide specific Extension programs within St. Louis County and for Extension staff to perform these services. The proposed MOA is for one year beginning January 1, 2014 through December 31, 2014.

Services include three positions identified as 4-H Program Coordinator (3.0 FTEs) and a 1.5% increase for a total contract price of \$199,590. The contract includes an increase of .25 fte to the Incredible Exchange Program position, increasing from .75 fte to 1.0 fte. This request originated from St. Louis County Administration to enhance program opportunities for Incredible Exchange youth participants and bridge the connection of both Incredible Exchange and 4-H Youth Development programs. The financial increase for the position of \$16,632 will be balanced by reducing operational expenses for certificates by the same amount of \$16,632 in Agency 186002-626800.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the 2014 Memorandum of Agreement with the University of Minnesota in the amount of \$199,590, payable from Fund 184, Agency 184001, Object 629900 (\$133,060); and Fund 184, Agency 186002, Object 629900 (\$66,530).

**2014 Memorandum of Agreement between University of Minnesota Extension
and St. Louis County**

BY COMMISSIONER _____

WHEREAS, On September 25, 2013 the County Extension Committee recommended that the St. Louis County Board of Commissioners approve a Memorandum of Agreement (MOA) between the county and University of Minnesota to provide specific Extension programs within St. Louis County and for Extension staff to perform these services; and

WHEREAS, The proposed MOA is for one year beginning January 1, 2014 through December 31, 2014, including three positions identified as 4-H Program Coordinator (3.0 FTEs) for a total contract price of \$199,590;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the appropriate county officials to sign the 2014 Memorandum of Agreement with the University of Minnesota to provide Extension programs totaling \$199,590, payable as follows:

\$133,060 from Fund 184, Agency 184001, Object 629900;
\$66,530 from Fund 184, Agency 186002, Object 629900.

2014
Memorandum of Agreement
Between the University of Minnesota
And
St. Louis County
For providing Extension programs locally and Employing
Extension Staff

This Agreement (“Agreement”) between the County of St. Louis, Minnesota (“County”), and the Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 (“University”), is effective January 1, 2014, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and the University.

The term of this Agreement shall be one (1) year, beginning on January 1, 2014 and ending on December 31, 2014, unless earlier terminated as provided in paragraphs 7 and 8.

WITNESSETH:

WHEREAS, Minn. Stat. § 38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University’s Director of Extension, or the Director’s designee, as identified in Minn. Stat. § 38.36, subd. 3; and

WHEREAS, Minn. Stat. § 38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and the University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and the University hereby agree as follows:

1. In accordance with Minn. Stat. § 38.37, the County will pay to the University the amount of \$199,590 for the University’s Extension programs.

Table A

Program	FTE	2014 Price
Wade Herbranson, 4-H Program Coordinator (PC)	1.0	\$66,530
Valerie Coit, 4-H Program Coordinator (PC)	1.0	\$66,530
Carol Dinius, 4-H PC – Incredible Exchange	1.0	\$66,530

2. The coordinators in Table A will be University employees and the University will be responsible for providing the following for the programs in Table A: salary & fringe benefits for the positions, enhanced programming from regional extension educator staff, program supervision, travel (mileage, meals, and lodging), in-service training within program area, payroll, and accounting services. The County will reimburse the University through its payments.

In addition to reimbursing the University for the costs of these employees, the County agrees to provide local support in the form of office space, telephone, computer, network connections for email and other communications, software, support staff, and other general office supplies. The University will recommend technology needs and other office standards. Nevertheless, the level of availability and type of such support will be determined by the County.

3. The University will bill the County on a quarterly basis and the County will submit payment within thirty (30) days of receipt of the bill. The total annual amount to be paid by the County shall be paid in four (4) equal quarterly payments.
4. As vacancies occur, and if the County and the University agree to continue to support the desired program and position, the University will hire new personnel with involvement and concurrence of the County Extension Committee. The County will not be billed for a position during the time that the position is vacant.
5. The University will complete an annual performance evaluation of each University Extension employee working in the County and supporting the programs identified in Table A. The County Extension Committee will have the option to provide input to the University on such evaluation. The University in accordance with University personnel guidelines will determine salary adjustment of each University Extension employee.
6. Annually, the County Extension Committee, in coordination with the University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. § 38.37. The parties acknowledge that the County extension educational programming includes University’s Nutrition Education Program educational programming.

7. Nothing in this Agreement precludes the County or the University at any time during the term of this Agreement from requesting a modification of the County Extension program, including an adjustment of the number of University Extension personnel working in the County. The County or the University will provide a minimum of three (3) months written notice if either party desires a change in programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.
8. If the University or the County in good faith determines that funding is no longer available to support the programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of ninety (90) days prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County: Don Dicklich
County Auditor
Courthouse, Room 214
100 N. 5th Avenue W
Duluth, MN 55802

If to University: University of Minnesota
Minnesota Extension
Attn: Chief Operating Officer
246 Coffey Hall
1420 Eckles Avenue
St. Paul, MN 55108
Facsimile No.: 612-625-6227
E-mail: werne012@umn.edu

9. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. ch. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. § 3.736, and other applicable laws.
10. Pursuant to Minn. Stat. § 16C.05, subd. 5, the University agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, records, documents, and accounting procedures and practices of the University that are relevant to this Agreement. The University agrees to maintain these records in accordance with applicable law.

11. All data collected, created, received, maintained, or disseminated for any purposes by the activities of the University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as federal regulations on data privacy.

12. The University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation, or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minn. Stat. ch. 363; by the Federal Civil Rights Act, 42 U.S.C. § 2000e et seq.; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. § 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

COUNTY of St. Louis

Regents of the University of Minnesota

BY _____
Chair, County Board of Commissioners

BY _____

DATE _____

DATE _____

BY _____
Chair, County Extension Committee

DATE _____

BY _____
County Auditor

DATE _____

Approved as to form:

BY _____
County Attorney

DATE _____

Damion No. 2013-008240

BOARD LETTER NO. 13 - 466

FINANCE & BUDGET COMMITTEE CONSENT NO. 16

BOARD AGENDA NO.

DATE: November 5, 2013

RE: Award 2013 Neighborhood
Revitalization Program Funding

FROM: Kevin Z. Gray
County Administrator

Barbara Hayden, Director
Planning and Community Development

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 execution of an agreement for the 2013 Neighborhood Revitalization Program (NRP) project.

BACKGROUND:

The U.S. Department of Housing and Urban Development (HUD) awarded St. Louis County an additional \$207,529 in FY 2013 Community Development Block Grant (CDBG) program funding. The additional funding was not anticipated and was not budgeted as part of the FY 2013 CDBG Citizen Advisory Committee award process. Acceptance of the HUD CDBG contract was authorized by County Board Resolution No. 13-434, dated July 9, 2013.

HUD requires planning for reduced or increased entitlement funding through submission of an annual Action Plan. The St. Louis County FY 2013 Action Plan requires allocation of unanticipated funding received to the county's Neighborhood Revitalization Program (NRP). Eligible NRP activities include real property demolition, clearance, and elimination of blight. The Action Plan was authorized by County Board Resolution No. 13-142, dated March 12, 2013.

The Planning and Community Development and Land and Minerals Departments have proposed working together on blighted tax forfeit property for several years. Discussion has focused on residential and commercial site clearance within communities to allow site redevelopment for housing or economic development and community stabilization through increased tax base.

Use of the FY 2013 NRP funding is proposed for a pilot program between Planning and Community Development and Land and Minerals Departments. Funds will be used in the St. Louis County CDBG service area.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Planning and Community Development Director, Land and Minerals Director, and a representative of the County Attorney to execute an agreement for the 2013 CDBG-NRP funding.

Award 2013 Neighborhood Revitalization Program Funding

BY COMMISSIONER _____

WHEREAS, The U.S. Department of Housing and Urban Development has awarded St. Louis County \$207,529 in additional FY 2013 Community Development Block Grant (CDBG) funding; and

WHEREAS, The St. Louis County FY 2013 Action Plan requires allocation of this funding to the Neighborhood Revitalization Program (NRP) for activities involving real property demolition, clearance, and blight removal; and

WHEREAS, The Planning and Community Development and Land and Minerals Departments are working together to address blighted, abandoned, and hazardous tax forfeit property in local communities to allow site redevelopment for housing or economic development and community stabilization through increased tax base;

THEREFORE, BE IT RESOLVED, The St. Louis County Board awards the FY 2013 NRP funding to a pilot redevelopment program between the Planning and Community Development and Land and Minerals Departments and authorizes the Planning and Community Development Director, Land and Minerals Director, and a representative of the County Attorney to execute the necessary agreement for the pilot program and that disbursements related to the NRP funding are to be made from CDBG Fund 260.

BOARD LETTER NO. 13 - 467

FINANCE & BUDGET COMMITTEE CONSENT NO. 17

BOARD AGENDA NO.

DATE: November 5, 2013 **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. 59577.

Abatements Submitted for Approval by the St. Louis County Board
on 11/12/2013

<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>
10 4110 1140	00455 14971	COOK, DOROTHY	M	City of Duluth	Mike Busick	HOMESTEAD	2013	212.44
395 10 2952	2039 14972	MCDONNELL, BARBARA	M	Hermantown	Noah Mittlefehldt	HOMESTEAD	2013	129.62
10 4520 5260	0 14973	MESSER, ANDREW	R	City of Duluth	Mike Busick	HOMESTEAD	2013	396.40
395 10 9297	0 14974	OSSANNA, CHARLES	R	Hermantown	Noah Mittlefehldt	HOMESTEAD	2013	218.84
90 110 980	0 14975	PETTINELLI, JON	R	Virginia	Rick Puhek	VALUATION	2013	564.36
140 192 230	0 14976	REALIFE COOP OF HIBB	R	Hibbing	Lana Anderson	DOUBLE ASSESSMENT	2013	263.28
140 192 300	0 14977	REALIFE COOP OF HIBB	R	Hibbing	Lana Anderson	DOUBLE ASSESSMENT	2013	265.06
140 192 320	0 14978	REALIFE COOP OF HIBB	R	Hibbing	Lana Anderson	DOUBLE ASSESSMENT	2013	223.38
10 2780 680	0 14979	SNYDER, DEREK	R	City of Duluth	Mike Busick	HOMESTEAD	2013	348.70
365 10 4140	0 14980	STATE OF MN DNR	R	FREDENBERG	Jan Jackson	EXEMPT	2013	535.50

BOARD LETTER NO. 13 - 468

FINANCE & BUDGET COMMITTEE CONSENT NO. 18

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** Sale of Surplus Fee Land
Section 23, T51N, R16W (Grand
Lake Township)

FROM: Kevin Z. Gray
County Administrator

Tony Mancuso, Director
Property Management

RELATED DEPARTMENT GOAL:

Facilitate county fee land purchase, sale and easement activities.

ACTION REQUESTED:

The St. Louis County Board is requested to consider a bid received for the sale of surplus fee owned land and authorize its sale to the person(s) submitting the acceptable bid.

BACKGROUND:

The St. Louis County Board by Resolution No. 13-300, dated May 14, 2013, set the time for bid consideration to be at 9:40 A.M. on Tuesday, August 13, 2013 for a 6.1 acre parcel of surplus County Fee land. The property was advertised according to the requirements of Minn. Stat. § 373.01, the minimum bid was set at \$31,200. No bids for the property were received. The property continued to be advertised for sale on the St. Louis County website and also for sale signs continued to be posted on the property. A bid for the property was submitted in October as follows:

Brian J. Johnson and Shayna K. Johnson, 1409 Central Avenue, Duluth, MN, \$31,200.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the sale of surplus fee land to Brian J. Johnson and Shayna K. Johnson and authorize the appropriate county officials to execute and deliver a quit claim deed for the property for the bid amount of \$31,200. Buyers are responsible for deed tax and recording fees.

Sale of Surplus Fee Land Section 23, T51N, R16W (Grand Lake Township)

BY COMMISSIONER _____

WHEREAS, The Property Management Team identified the following described property as surplus county fee owned land legally described as follows:

That part of the Southwest Quarter of the Northwest Quarter of Section 23, Township 51 North, Range 16 West, Saint Louis County, Minnesota, described as follows:

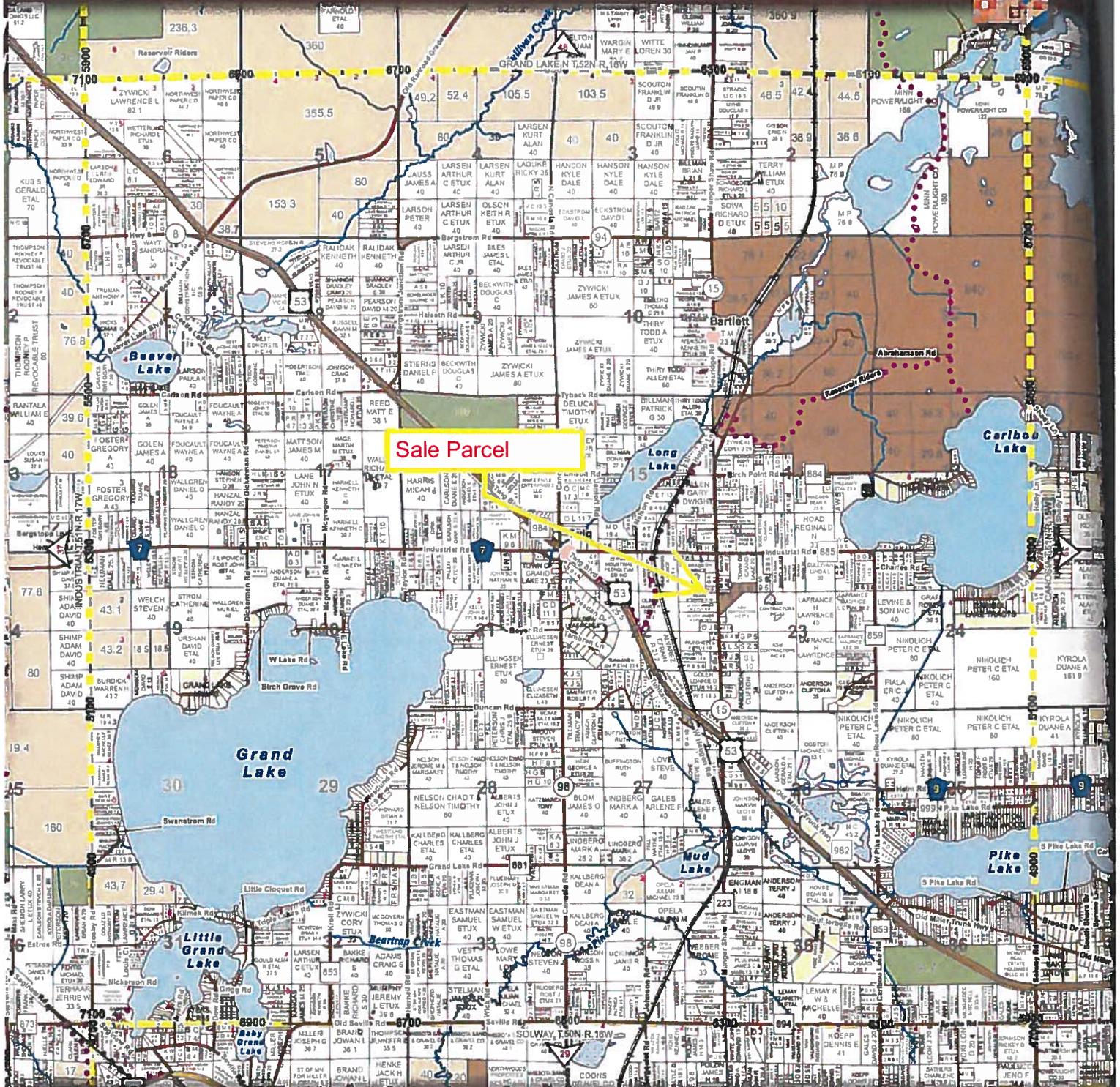
Commencing at the west quarter corner of said Section 23; thence North 01 degree 26 minutes 02 seconds West, along the west line of said SW1/4-NW1/4 a distance of 687.80 feet to the point of beginning; thence North 88 degrees 33 minutes 58 seconds East a distance of 89.11 feet; thence North 46 degrees 01 minute 23 seconds East a distance of 911.89 feet to a point on the north line of said SW1/4-NW1/4 distant 761.08 feet easterly of the northwest corner of said SW1/4-NW1/4; thence South 89 degrees 36 minutes 41 seconds West, along said north line a distance of 761.08 feet to the northwest corner of said SW1/4-NW1/4; thence South 01 degree 26 minutes 02 seconds East, along the west line of said SW1/4-NW1/4 a distance of 630.45 feet to the point of beginning.

WHEREAS, The county has received the minimum bid for the property of \$31,200 from Brian J. Johnson and Shayna K. Johnson for said parcel;

THEREFORE, BE IT RESOLVED, That pursuant to the requirements and procedures of Minn. Stat. § 373.01, the appropriate county officials are authorized to execute a quit claim deed conveying the above listed property to Brian J. Johnson and Shayna K. Johnson of Duluth, MN, for the bid amount of \$31,200, payable to Fund 100, Agency 128014, Object 583100. Buyers are responsible for deed tax and recording fees.

GRAND LAKE (S)

T.51N-R.16W



LEGEND

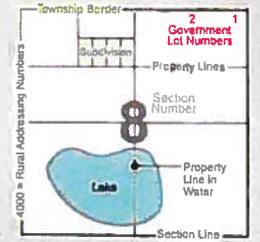
- CITY
- INTERSTATE HIGHWAY
- US HIGHWAY
- MINNESOTA HIGHWAY
- COUNTY ROADS
- LOCAL ROADS
- RAILROADS
- STATE TRAILS
- CARRY-IN
- BOAT LAUNCH
- USA
- STATE OF MINNESOTA
- STATE OF MN TAX FORFEIT
- ST. LOUIS COUNTY
- PRIVATE
- SUBDIVISION
- TOWNSHIP
- SECTION
- COUNTY
- MUNICIPALITY
- LAKE
- PIT LAKE
- DRY LAKE BED
- RIVER/STREAM
- VOYAGEURS NATIONAL PARK
- RESERVATION
- NATIONAL FOREST
- STATE FOREST
- STATE PARK
- BOUNDARY WATERS CANOE AREA WILDERNESS



0 0.5 1 MILES
ONE SECTION = ONE MILE (APPROXIMATE)

OWNERSHIP ABBREVIATIONS
 ETAL = ET ALIUM
 TRS = TRUSTEES
 TR = TRUST
 ETUX = AND WIFE
 ETVR = AND HUSBAND
 PRTN = PARTNERSHIP

ROAD NAME ABBREVIATIONS
 AVE = AVENUE
 BLVD = BOULEVARD
 CL = CIRCLE
 CT = COURT
 DR = DRIVE
 LP = LOOP
 EXP = EXPRESSWAY
 HWY = HIGHWAY
 LN = LANE
 PKWY = PARKWAY
 PL = PLACE
 RD = ROAD
 ST = STREET
 TER = TERRACE
 TR = TRAIL
 WY = WAY



© Copyright: St. Louis County, All Rights Reserved. www.stlouiscountymn.gov



For Sale



Minimum Bid \$31,200, Bids Due August 2, 2013
For Information call 218-725-5085 or 218-343-3505

Parcel 380-0010-04730 5250 Munger Shaw Road
Part of the SW 1/4 of the NW 1/4 Section 23, T51N, R16W



Parcel is approximately 6.1 acres with approximately 630 feet of frontage on Munger Shaw Road.

Utilities: Overhead Power and Phone available.

Parcel is wooded and is predominately upland with the eastern area lying within past gravel excavation area. Parcel would make a nice building site.

For information visit www.stlouiscountymn.gov under Property Management Department / Fee Land Sale
Or Call 218-725-5085 or 218-343-3505



Prepared By: St. Louis County
Property Management

Source: St. Louis County, Minnesota

Map Created: 5/16/2013

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.

Copyright St. Louis County. All Rights Reserved.
stlouiscountymn.gov

BOARD LETTER NO. 13 - 469

FINANCE & BUDGET COMMITTEE CONSENT NO. 19

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** Application, Acceptance and
Assignment of PRISM Grant

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor- Treasurer

Dave Sipila
County Assessor

RELATED DEPARTMENT GOAL:

To provide effective, efficient government.

ACTION REQUESTED:

The St. Louis County Board is requested to approve application for, acceptance of, and assignment of a Property Record Information System of Minnesota (PRISM) grant available from the Minnesota Department of Revenue (DOR).

BACKGROUND:

The Minnesota DOR is modernizing how it collects, tracks and uses property tax data. Part of this initiative includes the development of a centralized database referred to as PRISM. This is a very large scale project, which will require the resources of the joint powers property tax information system organization, Minnesota Counties Information Systems (MCIS).

In recognition of the added cost this initiative will bring to counties, DOR sought funding during the last legislative session for counties throughout the state to offset the cost of this transition. A grant was awarded by the legislature in the amount of \$300,000 and is available to all 87 counties. St. Louis County's share will depend on how many counties apply for the grant.

Additionally, the MCIS Board authorized its Executive Director to request all MCIS member counties apply for the grant and to assign the grant dollars to MCIS, which is where all the county data required to fulfill the DOR initiative resides. All of the programming for MCIS member counties will be done by MCIS. Therefore, it is appropriate that the grant funds ultimately end up where the resources will be deployed, to achieve the requirements of this DOR project.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the application and acceptance of the PRISM grant. The Board is further requested to assign any PRISM grant dollars the county is successful in acquiring to Minnesota Counties Information Systems (MCIS).

Application, Acceptance and Assignment of PRISM Grant

BY COMMISSIONER _____

WHEREAS, St. Louis County belongs to a computer systems joint powers organization, Minnesota Counties Information Systems (MCIS), to manage its information technology requirements relative to the administration of property taxes; and

WHEREAS, The State of Minnesota Department of Revenue is modernizing how it collects, tracks and uses property tax data through creation of a centralized data base known as the Property Record Information System of Minnesota (PRISM); and

WHEREAS, The Department of Revenue is making grants available to counties to defray some of the local costs of this initiative; and

WHEREAS, MCIS will be the entity to perform this required work on St. Louis County's behalf;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes application for and acceptance of the PRISM grant;

RESOLVED FURTHER, Any PRISM grant dollars acquired shall be assigned to Minnesota Counties Information Systems (MCIS).

MINNESOTA • REVENUE



PRISM Implementation Grant Application

The Minnesota Legislature has authorized a grant to help counties pay their costs to implement PRISM. The total grant amount is \$300,000, to be equally divided among the approved grantees. *[Minnesota Laws 2013, Chapter 142, Section 14]*

To qualify for the grant your county must:

- Complete the form below, signed by the county's board chairperson.
- Return the completed application to PRISM.mdor@state.mn.us by Dec. 20, 2013. (We will not accept, or consider, late applications for this grant.)
- Be current on all property tax data submissions at the time of application.

If you have questions, contact us at PRISM.mdor@state.mn.us or call 651- 556-6091.

County Name:	St. Louis County
Contact Person:	Don Dicklich
Title/Position:	Auditor-Treasurer
Phone Number:	218-726-2380
Email:	dicklichd@stlouiscountymn.gov

Describe how you plan to use these funds to implement PRISM.

The funds will be directed to Minnesota Counties Information Systems (MCIS), the joint powers organization that supports the property tax system in use by St. Louis County, to offset the costs of implementing system enhancements necessitated by the PRISM project. Based on the best estimate of costs at this time, the grant will cover about 37% of the actual cost, not including the time spent to date for MCIS to function as the lead contact for our group.

County Board Chairperson

Signature

Print Name

Date

Property Tax Administrators

Last Updated: 10/28/2013

PRISM - Property Record Information System of Minnesota



The Minnesota Department of Revenue is modernizing how we collect, track, and use the property tax data that we receive from counties. As part of this effort, we're developing a centralized database – PRISM (Property Record Information System of Minnesota).

PRISM will let counties easily and securely send their information to our Property Tax Division, and let them send more detailed information than before. We use this data to calculate aid for local governments, track how the property tax system is working, and analyze how proposed changes would affect it.

With PRISM, we can analyze property tax data faster and more thoroughly to help legislators, state agencies, counties, and others who use the information. The system will let us provide better reports, quickly detect any errors in the data, and alert counties to potential audit issues.

More Information

- [Project Kickoff Letter](#)
- [Project Overview](#)
- [Current Abstract Transition to PRISM Summary](#)

Questions?

Contact us at PRISM.mdor@state.mn.us.

Donald Dicklich - PRISM Grant Application Reminder

From: *MDOR_Prism <Prism.mdor@state.mn.us>
To: *MDOR_PropTax Division <PropTax.Division@state.mn.us>
Date: 10/29/2013 1:24 PM
Subject: PRISM Grant Application Reminder
CC: *MDOR_Prism <Prism.mdor@state.mn.us>
BC: Donald Dicklich
Attachments: 1 - PRISM Grant Application.docx

We want to remind you the deadline for the PRISM Grant Application is rapidly approaching. All applications must be submitted to PRISM.mdor@state.mn.us by Friday, December 20, 2013. We will not accept, or consider, late applications for this grant.

The Department of Revenue requested a grant of \$300,000 from the legislature to offset county costs associated with implementing PRISM. The grant amount was based upon preliminary cost estimates provided by the property tax system vendors. The county may use the funds to assist with any costs associated with PRISM. The county can choose to use the grant money toward costs incurred through their vendor, or they may use the money internally to assist with covering internal staff costs associated with PRISM.

A successful grant applicant will:

- Complete the form attached, signed by the county's board chairperson
- Return the completed application to by **Dec. 20, 2013**.
- Be current on all property tax data submissions.
 - Abstracts
 - Sales files
 - Homestead files

Grant distribution:

- Applications reviewed in January
- \$300,000 will be divided by the number of successful applicant counties
- Distributed in March after the final instructions are published



MINNESOTA • REVENUE

Property Tax Division/PRISM

Phone: 651-556-6091

Fax: 651-556-5128

Email: PRISM.mdor@state.mn.us

Website: www.revenue.state.mn.us



CAO, CAuO, CTO



Minnesota Counties Information Systems
413 SE 7th Avenue, Grand Rapids, MN 55744
Phone 218-326-0381

To: Donald Dicklich
St. Louis County

From: Lyle Eidelbes
MCIS Exec Director

Date: October 28, 2013

Subject: DOR PRISM Project

The Minnesota Legislature authorized a grant to help counties pay their cost to implement PRISM. The MCIS Board is encouraging all member counties to complete the PRISM grant application with the intent to provide the estimated \$3,448 back to MCIS. These funds would assist with internal resource overtime and contract programming costs which was not built into the 2014 budget.

The cost to MCIS organization for this project is estimated at \$112,520, assuming no outside assistance is utilized. If the twelve (12) Tax System counties were to participate this amounts to \$41,376 or 37% of the total project cost. Although how you utilize this grant is up to your county, we encourage each board member to get their county to allocate the funds back to MCIS.

An example of how Cass County filled out its application for the PRISM project grant has been attached to assist you in the application process.

If you should have questions or concerns, please contact me at 218.326.0381 or email at lyle.eidelbes@mcis.cog.mn.us

BOARD LETTER NO. 13 - 470

PUBLIC SAFETY & CORRECTIONS COMMITTEE

CONSENT NO. 20

BOARD AGENDA NO.

DATE: November 5, 2013

RE: NEMESIS Consulting Services

FROM: Kevin Z. Gray
County Administrator

Ross Litman
Sheriff

RELATED DEPARTMENT GOAL:

To serve the citizens and the public safety community by providing a fast, effective emergency and non-emergency public safety communication systems.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize a contract with Angie VanDeHey, Advance! Training and Consulting, to provide system development and training services.

BACKGROUND:

Northeast Minnesota Enforcement and Safety Information System (NEMESIS) is a collection of shared computerized criminal justice information systems. NEMESIS started with the support of the St. Louis County Board and its four participating partner jurisdictions which include Duluth, Hermantown, Proctor, and the University of Minnesota-Duluth. Each of these organizations provided financial and in-kind support in conjunction with a grant from the State of Minnesota and the Federal Department of Justice. The partner group solicited the participation of other criminal justice agencies throughout the region. This effort has been very successful and the organization now has 26 subscribing agencies and six counties participating in NEMESIS.

A key component to the success of NEMESIS is the availability of progressive, comprehensive training so users can develop the skills to fully use the system. Ms. Angie VanDeHey is a Certified Data Base Administrator and is currently under contract to provide these training services, as well as provide system development and documentation services. The current contract expires December 31, 2013 and the NEMESIS partners have requested a new contract be implemented to continue the service through December 31, 2014. Ms. VanDeHey will continue to provide training to new and existing users, maintain and further develop the NEMESIS website, assist in developing document templates, forms, ad hoc reports, and other duties.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a contract with Angie VanDeHey, Advance! Training and Consulting, for the period January 1, 2014 through December 31, 2014, not to exceed \$70,000, payable from NEMESIS Subscriber fees - Fund 150, Agency 150001, Object 629900.

NEMESIS Consulting Services

BY COMMISSIONER _____

WHEREAS, The St. Louis County Board supports the sharing of criminal justice information and systems throughout the region and in sharing the costs of providing those systems among the subscribing agencies in the region; and

WHEREAS, The Northeast Minnesota Enforcement and Safety information System (NEMESIS) continues to be developed and implemented in support of these efforts; and

WHEREAS, Ms. Angie VanDeHey, Advance! Training and Consulting, is able to provide the training and development services needed as the NEMESIS system evolves;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes a contract with Angie VanDeHey, Advance! Training and Consulting, for the period January 1, 2014 through December 31, 2014, not to exceed \$70,000, payable from NEMESIS Subscriber fees – Fund 150, Agency 150001, Object 629900.

BOARD LETTER NO. 13 – 471

PUBLIC SAFETY & CORRECTIONS COMMITTEE CONSENT NO. 21

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** Application and Acceptance of
2013 Emergency Management
Performance Grant

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 application and acceptance of the 2013 State of Minnesota, Emergency Management Performance Grant.

BACKGROUND:

The Emergency Management Division of the St. Louis County Sheriff's Office receives the Emergency Management Performance Grant (EMPG) each year to supplement the county's civil defense program. The grant supports the development, maintenance, and improvement of local emergency management programs to include mitigation, preparedness response, and recovery capabilities for all hazards. The grant award is based on a formula including population and net tax capacity, the current Emergency Management budget, and the total EMPG monies that the state has available. The 2013 available funding is \$82,970 and will support up to 50% of the Emergency Management Agency's 2013 operating expenses.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the application and acceptance of the 2013 State of Minnesota Emergency Management Performance Grant in the amount of \$82,970, to be accounted for in Fund 100, Agency 132999, Grant 13203.

**Application and Acceptance of 2013 Emergency
Management Performance Grant**

BY COMMISSIONER _____

WHEREAS, The State of Minnesota has made \$82,970 available through the Emergency Management Performance Grant to assist the St. Louis County Sheriff's Office for local emergency management programs;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes application and acceptance of the 2013 State of Minnesota, Emergency Management Performance Grant in the amount of \$82,970, to be accounted for in Fund 100, Agency 132999, Grant 13203;

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

GRANT APPROVAL FORM

GRANT NAME: Emergency Management ~~pt~~ GRANT AMOUNT: 82,970

GRANTOR: Homeland security MATCH AMOUNT: _____

FUND: 100 AGENCY: 132999 GRANT: 13203 GRANT YEAR: 2013

AGENCY NAME: Sheriff's office

CONTACT PERSON: Dawn Sathers PHONE: 2389

GRANT PERIOD: BEGIN DATE: 01/01/13 END DATE: 12/31/13

STATE GRANT AWARD NUMBER OR FEDERAL CFDA # 97.042

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 Dicklich Date: 10-28-13
County Administrator Garth Schenkert Date: 10-31-13

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. 13 – 472

PUBLIC SAFETY & CORRECTIONS COMMITTEE

CONSENT NO. 22

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** Authorization to Expend the
2011 and 2013 Port Security
Grants

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 the expenditure from the 2011 and 2013 Port Security Grant for purchase of underwater robotics, sonar, and positioning equipment.

BACKGROUND:

On January 24, 2012, the St. Louis County Board adopted Resolution No. 12-44, approving the application and acceptance of the 2011 Port Security Grant from the Department of Homeland Security, Office of Grants and Training for the Fiscal Year 2011 Infrastructure Protection Program: Port Security. The State of Minnesota, through its Department of Public Safety, is the fiscal agent on behalf of Port area partners for purposes of this grant. The 2011 Port Grant award in the amount of \$150,000 allows the Sheriff's Office to upgrade underwater robotics equipment. This investment requires no local match.

On October 8, 2013 the Board approved the application and acceptance of the 2013 Port Security Grant from the Department of Homeland Security by Resolution No. 13-623. The 2013 Port Grant includes \$133,000 for additional upgrades to underwater robotics and accessories. The St. Louis County Sheriff's Volunteer Rescue Squad has committed to pay the one-quarter match in the amount of \$33,256.00.

The St. Louis County Sheriff's Office and Rescue Squad are known regionally for expertise in underwater search and recovery technologies and have had much success in deployment of underwater robotics and sonar systems. After much research, the equipment requested is the best fit and integrates well with existing search equipment. The Sheriff's Office and Rescue Squad have used robotics equipment from VideoRay LLC since 2003, when the first Sheriff's Office systems were purchased for drowning recovery. Sheriff's Office staff is already trained in use of VideoRay equipment which

provides additional cost savings. VideoRay LLC is considered a sole source vendor for the purchase of this specialized equipment.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize expenditure of \$150,000 from the 2011 Port Security Grant, and \$99,771 from the 2013 Port Security Grant, for the purchase of robotics, sonar, and positioning equipment from VideoRay LLC of Pottstown, PA, to be accounted for in Fund 100, Agency 129999, Grant 12938, Year 2011 and 2013; and a 25% match in the amount of \$33,256 to be paid for by the Rescue Squad.

Authorization to Expend the 2011 and 2013 Port Security Grants

BY COMMISSIONER _____

WHEREAS, The Department of Homeland Security has made funding available to the Port of Duluth/Superior under the FY 2011 and FY 2013 Port Security Grant Programs; and

WHEREAS, The VideoRay Pro 4 underwater robotics system with multibeam sonar and positioning systems is a precision search tool that will integrate existing technologies currently employed by the Sheriff's Office;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the expenditure of the 2011 Port Security Grant in the amount of \$150,000, and \$99,771 from the 2013 Port Security Grant, for purchase of robotics, sonar, and positioning equipment from VideoRay LLC or Pottstown, PA, a sole source vendor, to be accounted for in Fund 100, Agency 129999, Grant 12938, Year 2011 and 2013;

RESOLVED FURTHER, That a 25% match in the amount of \$33,256 will be paid by the Rescue Squad;

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

APPENDIX C

St. Louis County Sole Procurement Justification

Competitive bidding is not required "When by reason of a copyright, patent, or exclusive franchise, purchases can be only made at a standard, fixed, or uniform price and no advantage can be secured by advertisement and competitive bidding because of the noncompetitive nature of the item to be purchased..."

This form must be approved by the Director of Purchasing for any sole source procurement estimated to exceed \$25,000. The purpose of this justification is to demonstrate why it is impractical or impossible to seek competitive bids for this purchase.

Estimated amount of this purchase \$ 283,027 Contract period 2013-2014

Please answer the following on a separate sheet in detail (referencing each question by number):

See Attached

1. What is it about this purchase that makes it unique? (Patents/copyrights, need compatibility with existing – why?, space constraints, must match equipment with another public jurisdiction, consequences if this were put out for bid, etc.)
2. What steps have you undertaken to determine that this is the only product/service that will meet your particular needs? (professional opinions/correspondence, trade publications, trade shows, visits to, or correspondence with, other institutions that have installed the same product, other site visitations, etc.)
3. Will this purchase tie us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we then need more "like" items in the future to match this one?)
4. On your attachment, please affirmatively state, "No other vendor can provide the same or a similar product/service," and enclose any other information which will help make the determination that this is a sole source procurement.

I am aware that Minnesota statutes require procurements to be competitively bid whenever practicable. The preceding statements are complete and accurate, based on my professional judgment and investigations. I also certify that no personal advantage will accrue to me or any member of my immediate family as a result of this procurement.

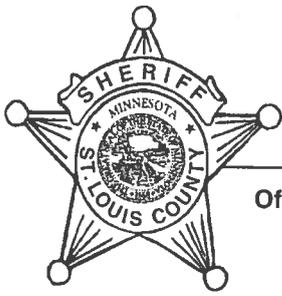
Director of Purchasing CARY ECKENBERG

Signature of Director of Purchasing *Cary Eckenberg*

Contact person and phone number David W. Phillips

Buyer assigned to project Donna Viscoe

Date: 10/29/13



Saint Louis County

Office of the Sheriff • 100 North 5th Avenue West, Room 103 • Duluth, Minnesota 55802
Fax: (218) 726-2171

Protecting and Serving
Our County with
Professionalism
and Pride

To: Gary Eckenberg – Purchasing Director
From: Dave Phillips – Undersheriff
Date: October 29, 2013

Re: Sole Source Procurement from VideoRay LLC of Pottstown, PA for purchase of underwater robotics equipment.

Greetings Gary:

The St. Louis County Board had previously granted authorization to apply and accept the 2011 and 2013 Port Grants. Investments authorized under this grant include underwater robotics equipment along with accessories, including sonar and positioning systems. See attached board resolutions #12-044 and 13-623.

Post 9-11, the Sheriff's Office did much research and determined that VideoRay underwater robotics best met the needs of affordability, maintenance, performance, and ease of use. The equipment is now entering the end of serviceable life, and we have begun the process of underwater remotely operated vehicle (ROV) upgrades with the recent acquisition of a refurbished VideoRay system from Electronic Sales of New England. This latest version of the VideoRay, the "Pro 4" was introduced two years ago for use by public safety, offshore oil/gas, and inspection services. The benefit to staying with the VideoRay is that we can use all tether that was previously purchased for our first generation systems, and we have staff capable of training others and performing maintenance on the Pro 4 systems. This generation of robotics offers far more thrust in the water and we can plug in existing sensors such as sonar devices and positioning systems that we already own. The proposed purchase from VideoRay LLC would be for three complete ROV systems, two multi-beam sonars, two tether positioning systems, radiation detector, and assorted parts and accessories. These systems

Reply to:

Administrative Offices

100 N 5th Ave W, Rm 103
P.O. Box 16187 Duluth, MN 55816
Phone: (218) 726-2341
Fax: (218) 726-2171

County Jail

4334 Haines Road
Duluth, MN 55811
Phone: (218) 726-2345
Fax: (218) 725-6134

Emergency Management

5735 Old Miller Trunk Hwy
Duluth, MN 55811
Phone: (218)
Fax: (218)

Sheriff's Office

300 South 5th Avenue
Virginia, MN 55792
Phone: (218) 749-7134
Fax: (218) 749-7192

Sheriff's Office

1810 12th Ave E
Hibbing, MN 55746
Phone: (218) 262-0132
Fax: (218) 262-6334

An Equal Opportunity Employer

have the latest in available technology and product research and first had use indicates the platform is stable and reliable, ie, beyond “beta”.

1. What is it about this purchase that makes it unique? The Pro 4 system offers more underwater thrust which is critical for operating in currents. This system also has docking ports that will accept tether and sensors that are already owned by St. Louis County.
2. What steps have you taken to determine that this is the only product that will meet your needs? We are very familiar with the Pro 4 remotely operated vehicle and even did a cadaver recovery in Pine County last summer with a Pro 4, and another body recovery in the BWCA this summer. The form factor is very similar to our existing “old” robotics platform and thus, transition to this is seamless. Research and testing of the proposed equipment, along with a recent purchase of a refurbished unit, attests to the stability and reliability, as well as customer service and support of these VideoRay systems.
3. Will this purchase tie us to a particular vendor for future purchases? Not necessarily, the underwater technology world is ever changing, and we are ever vigilant for new/better robotics, sonar systems, and positioning systems. This vigilance has paid off in successful recoveries and a regional reputation for using the latest underwater technologies to reduce the hazards presented to public safety divers.
4. Although other manufacturers offer ROV’s for sale to public safety, we have also seen issues with warranty support, customer support, lack of vehicle power, and lack of needed accessories. The investments we have made in other accessories such as our tritech micronav system and hammerhead sonar will integrate well with the VideoRay Pro 4. No other manufacturer can integrate what we currently own with a new robotics platform



Pro 4 Remotely Operated Vehicle with Multibeam Sonar

Hibbing Lock Up Security Controls Systems Upgrade

BY COMMISSIONER _____

WHEREAS, The Hibbing Lock Up security controls system is 15 years old and has been deemed obsolete, with no further availability of replacement parts; and

WHEREAS, The security controls system is an essential safety and security component of the Hibbing Lock Up; and

WHEREAS, Arrowhead Radio & Security, a sole source vendor for this security controls system, has provided a quote for system component replacement, warranty, and training in the amount of \$95,890;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to execute an agreement with Arrowhead Radio & Security of Duluth, Minnesota, for an amount of \$95,890, to purchase a replacement security controls system (Unique Security Incorporated - standardized) for the Hibbing Lock Up, payable from Fund 400, Agency 400014.

APPENDIX C

St. Louis County Sole Procurement Justification

Competitive bidding is not required "When by reason of a copyright, patent, or exclusive franchise, purchases can be only made at a standard, fixed, or uniform price and no advantage can be secured by advertisement and competitive bidding because of the noncompetitive nature of the item to be purchased..."

This form must be approved by the Director of Purchasing for any sole source procurement estimated to exceed \$25,000. The purpose of this justification is to demonstrate why it is impractical or impossible to seek competitive bids for this purchase.

Estimated amount of this purchase \$ 95,890 Contract period 45 days

Please answer the following on a separate sheet in detail (referencing each question by number):

1. What is it about this purchase that makes it unique? (Patents/copyrights, need compatibility with existing – why?, space constraints, must match equipment with another public jurisdiction, consequences if this were put out for bid, etc.)
2. What steps have you undertaken to determine that this is the only product/service that will meet your particular needs? (professional opinions/correspondence, trade publications, trade shows, visits to, or correspondence with, other institutions that have installed the same product, other site visitations, etc.)
3. Will this purchase tie us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we then need more "like" items in the future to match this one?)
4. On your attachment, please affirmatively state, "No other vendor can provide the same or a similar product/service," and enclose any other information which will help make the determination that this is a sole source procurement.

I am aware that Minnesota statutes require procurements to be competitively bid whenever practicable. The preceding statements are complete and accurate, based on my professional judgment and investigations. I also certify that no personal advantage will accrue to me or any member of my immediate family as a result of this procurement.

Director of Purchasing GARY ECKENBERG

Signature of Director of Purchasing Gary Eckenberg

Contact person and phone number Tony Mancuso 725-5085

Buyer assigned to project Donna Viskoe

Date: 10/31/13

Sole Procurement Justification - Sheriff's Office Lock Up Equipment - Hibbing

- 1) This purchase is unique because the door locking and security control equipment is not compatible with any other systems due to the actual hardware (which this system controls). This new equipment will also match the Virginia and the Duluth Jail's system so that repairs, service, and parts are standardized. In short - if we were to use a different system or vendor we would have to replace all of the wiring, power supplies, door locks & hardware, and other security system infrastructure - which still has approximately 10 years of remaining useful life. This would also double the cost of the upgrade to replace all of the above mentioned equipment and hardware, while throwing away costly serviceable equipment (unnecessary replacement).
- 2) We worked with both the local service vendor and the out of state (Montgomery, Alabama) manufacturer's vendor to implement this replacement project for standardization and cost minimization.
- 3) The county is limited to this manufacturer / vendor for at least 10 more years, at which time this system will likely be obsolete and the door hardware and infrastructure will also likely be at the end of its serviceable life cycle. That will be the next opportunity to competitively bid the systems in their entirety.

BOARD LETTER NO. 13 - 474

PUBLIC WORKS & TRANSPORTATION COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: November 5, 2013 **RE:** Award of Bids – Storm Related
Bridge Construction Project on
CR 281 (Lakewood Township)

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

Provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize an award of bids to the low qualifying bidder for County Project 177712, a bridge construction project in Lakewood Township.

BACKGROUND:

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 June 2012 Storm related Bridge project on County Road 281 in Lakewood Township.

A call for bids was received by the Public Works Department on October 24, 2013, for the following project in accordance with the plans and specifications on file in the office of the County Highway Engineer:

- Project:** SAP 69-598-042, CP 177712 (Storm)
Location: On CR 281, 0.1 miles north of junction with CR 282 in Lakewood Township, length 0.06 miles (see attached map)
Traffic: 6
PQI: N.A.
Construction: Bridge 69A13 and Approaches
Funding: Fund 225, Agency 177712, Object 652706
Anticipated Start Date: July 7, 2014
Anticipated Completion Date: September 30, 2014
Engineer's Estimate: \$563,408.00

BIDS:

Northland Constructors of Duluth, LLC Duluth, MN	\$514,760.16 (-\$48,647.84, -8.63%)
Dallco, Inc., Finlayson, MN	\$610,327.50
Redstone Construction Co., Inc., Mora, MN	\$661,591.75

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an award of bids to Northland Constructors of Duluth, LLC of Duluth, MN for County Project 177712 in the amount of \$514,760.16, payable from Fund 225, Agency 177712, Object 652706.

**Award of Bids – Storm Related Bridge Construction Project on CR 281
(Lakewood Township)**

BY COMMISSIONER _____

WHEREAS, Bids have been received electronically by St. Louis County Public Works Department for the following project:

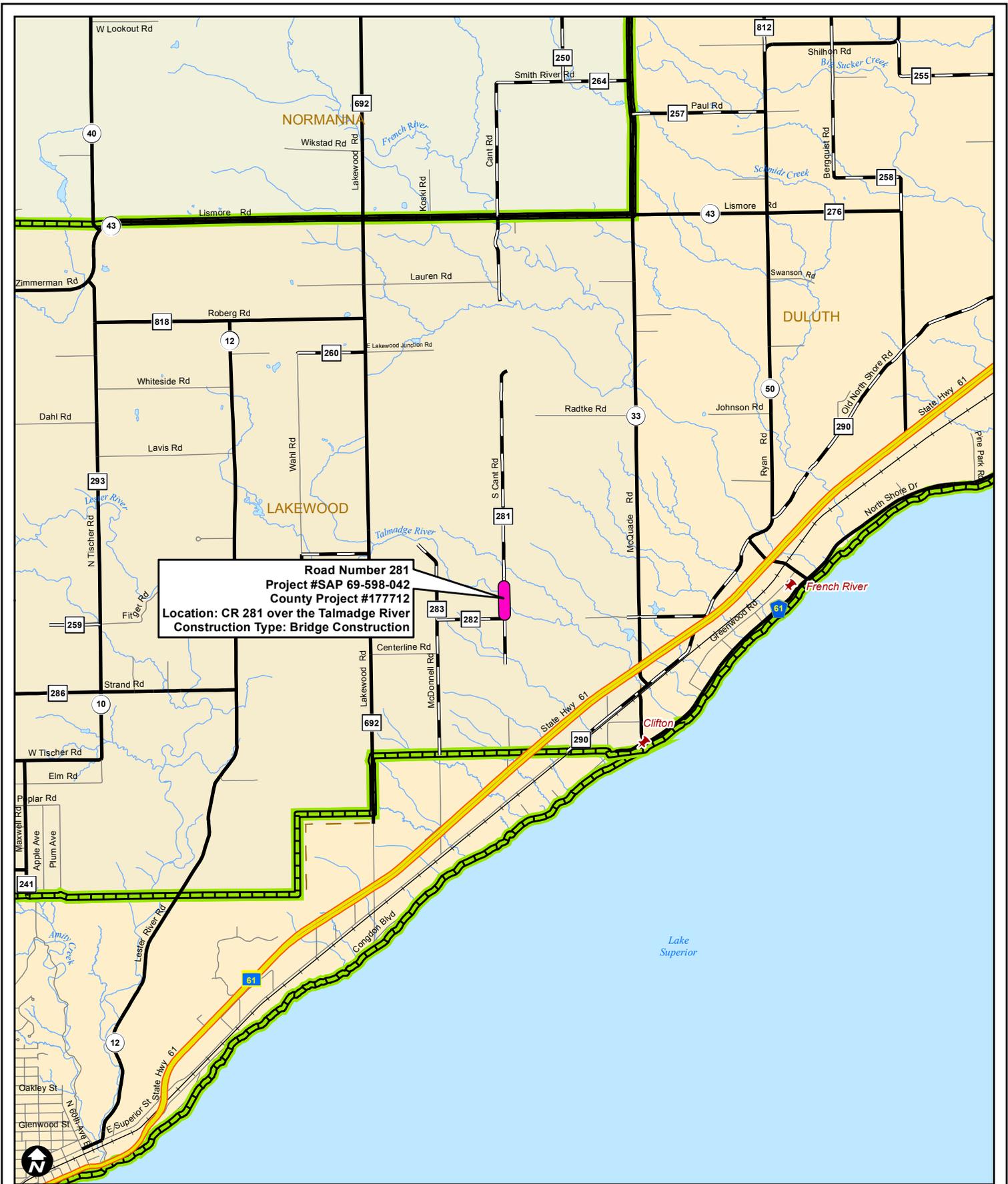
SAP 69-598-042, CP 177712 (Storm) on CR 281, 0.1 miles north of junction with CR 282 in Lakewood Township.

WHEREAS, Bids were opened in the Richard H. Hansen Transportation & Public Works Complex, Duluth, MN, on October 24, 2013, and the low responsible bid determined;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the award on the above project to the low bidder;

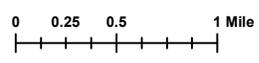
<u>LOW BIDDER</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
Northland Constructors of Duluth, LLC	4843 Rice Lake Rd. Duluth, MN 55803	\$514,760.16

RESOLVED FURTHER, That the appropriate county officials are authorized to approve the Contractor's Performance Bonds and to execute the bonds and contract for the above listed project payable from Fund 225, Agency 177712, Object 652706.

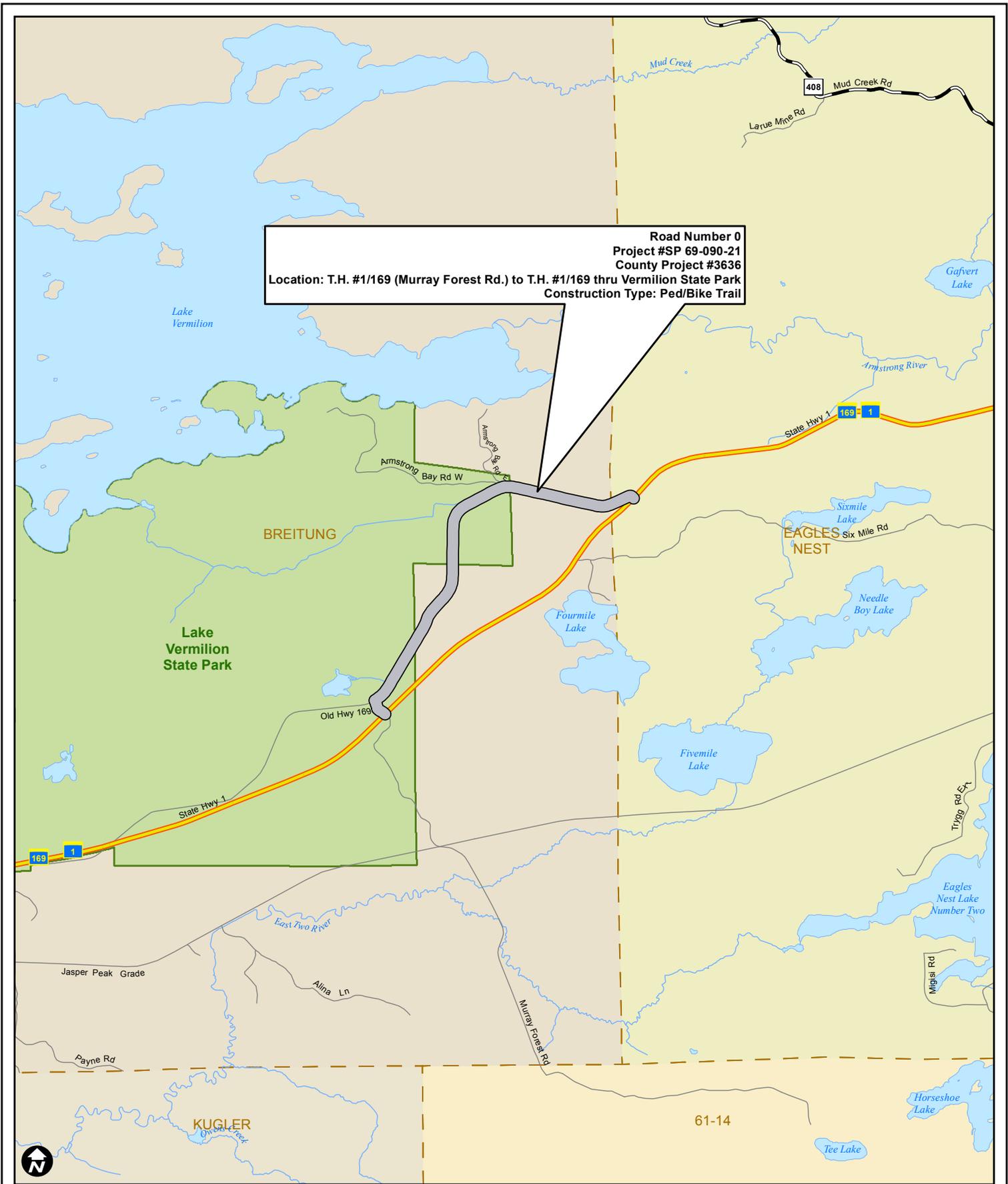


Road Number 281
Project #SAP 69-598-042
County Project #177712
Location: CR 281 over the Talmadge River
Construction Type: Bridge Construction

St. Louis County 2013 Road & Bridge Construction

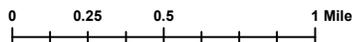


Map Components	
2013 Road & Bridge Construction	
Bridge Construction	County/Unorg. Twp. Road - Paved
Interstate Highway	County/Unorg. Twp. Road - Gravel
U.S./State Highway	Local Road/City Street
	Railroad
	Commissioner District
	Township Boundary
	City/Town
	Lake
	River/Stream



Road Number 0
Project #SP 69-090-21
County Project #3636
Location: T.H. #1/169 (Murray Forest Rd.) to T.H. #1/169 thru Vermilion State Park
Construction Type: Ped/Bike Trail

St. Louis County 2013 Road & Bridge Construction



Map Components

- | | | |
|-----------------------------|----------------------------------|-------------------|
| Mesabi Bike Trail | County/Unorg. Twp. Road - Paved | Township Boundary |
| Ped/Bike Trail Construction | County/Unorg. Twp. Road - Gravel | City/Town |
| Interstate Highway | Local Road/City Street | Lake |
| U.S./State Highway | Railroad | River/Stream |
| | Commissioner District | |

BOARD LETTER NO. 13 - 476

FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: November 5, 2013

RE: Sale of Chris Jensen Health &
Rehabilitation Center to Health
Dimensions Group

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 approve the private sale of Chris Jensen Health & Rehabilitation Center to the current lessee, Health Dimensions Group.

BACKGROUND:

In late 2008, St. Louis County and Health Dimensions Group (HDG) started discussing the possibility of working together to solve the financial issues being experienced at Chris Jensen Health & Rehabilitation Center. At that time, financial losses were over \$1.2 million per year and were forecasted to be \$2 million annually, going forward. Those discussions resulted in HDG entering into a long term lease arrangement of the Chris Jensen facility. This lease had an initial five year term, with three five year renewable terms. The initial five year term of the lease started November 1, 2009, and will end October 31, 2014.

During the 2012 Minnesota Legislative Session, St. Louis County requested authority to conduct a private sale of Chris Jensen to the current lessee, and was granted special legislation to pursue the sale of the property, provided the conveyance is executed by October 31, 2014. After a period of negotiations, the county has received a purchase proposal from Health Dimensions Group, which outlines HDG's history with the facility, its plans for the future, and some of the key terms for purchasing the Chris Jensen facility and surrounding land from the county. (The proposal is attached.)

The letter indicates that HDG currently employs 250+ full time and part time employees, the majority of which have union representation. Since the start of the lease, HDG has invested \$575,000 in physical plant capital expenditures, primarily on interior enhancements. During the past two years, HDG has been studying how best to position Chris Jensen for continued long term success. This study has resulted in two key conclusions: the physical plant, primarily decor, needs to be upgraded at a conservative cost estimate of \$5 to \$6 million, and senior housing should be added to the campus. HDG

has completed market and financial feasibility studies that show a viable opportunity for this expansion of services.

While more modest than originally planned, HDG is contemplating a future project of approximately 40 units of senior housing. Cash equity requirements are expected to be in excess of \$3 million. The project would follow any renovations to the main facility and represents a sizeable investment for HDG and would further solidify their commitment to county residents into the long-term future.

Additional capital expenditures are being made by HDG currently. These expenditures are primarily exterior "curb appeal" upgrades, but they need to occur before HDG moves on to a senior housing project. In order to make the investment in needed physical plant upgrades, HDG will need to own the facility.

PURCHASE PROPOSAL:

- HDG proposes to purchase the Chris Jensen facility and surrounding land for \$2,300,000. Allocation of purchase price will be determined in the final Asset Purchase Agreement, but for now, HDG assumes \$2,000,000 for the building and its contents and \$300,000 for the surrounding land (See attached diagram).
- HDG will continue to lease the existing laundry facility, which is located in the Safety & Risk Management building, for up to one year after the sale. Terms of this lease will be the same as the current arrangement.
- HDG will work to close the sale transaction by March 31, 2014 or before.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the sale of Chris Jensen Health & Rehabilitation Center to the current lessee, Health Dimensions Group, for \$2,300,000, and authorize the County Administrator and County Attorney to complete the necessary due diligence required to complete an Asset Purchase Agreement, providing for a close of the sale transaction by March 31, 2014, or sooner.

The attached resolution specifies a suggested distribution of the proceeds of the sale between workers compensation claims and potential facility improvements as follows:

\$1,500,000 for future liability associated with the management of historical workers compensation claims. (Fund 730, Agency 999999, Object 311500)

\$500,000 for future capital improvements to the remaining and active laundry portion of the Safety and Risk Management building, or other required capital improvements on the site. (Fund 400, Agency 400036, Object 663100)

\$300,000 for the Public Safety campus, including the Safety & Risk Management building and both entrance site improvements. (Fund 400, Agency 400003, Object 630900)

**Sale of Chris Jensen Health & Rehabilitation Center
to Health Dimensions Group**

BY COMMISSIONER _____

WHEREAS, St. Louis County and Health Dimensions Group (HDG) entered into a long term lease arrangement of the Chris Jensen Health & Rehabilitation Center, with an initial five year term, with three five year renewable terms. The initial five year term of the lease started November 1, 2009, and will end October 31, 2014; and

WHEREAS, During the 2012 Minnesota Legislative Session, St. Louis County requested authority to conduct a private sale of Chris Jensen to the current lessee, and was granted special legislation to pursue the sale of the property, provided the conveyance is executed by October 31, 2014; and

WHEREAS, After a period of negotiations, on October 25, 2013, the county received a purchase proposal from Health Dimensions Group outlining HDG's history with the facility, its plans for the future, and some of the key terms for purchasing the Chris Jensen Health & Rehabilitation Center building and its contents, and surrounding land from the county, described as:

Legal Description:

Those parts of the East Half of the Southwest Quarter of the Northwest Quarter and the West Half of the Southeast Quarter of the Northwest Quarter all in Section 16, Township 50 North, Range 14 West of the Fourth Principal Meridian lying westerly of Rice Lake Road, described as follows:

Commencing at the west quarter corner of said Section 16; thence along the south line of said Northwest Quarter on an assigned bearing of North 89 degrees 28 minutes 29 seconds East 663.45 feet to the southwest corner of said East Half of Southwest Quarter of Northwest Quarter, said point being the point of beginning; thence continuing along said south line North 88 degrees 28 minutes 29 seconds East 468.51 feet to a one inch aluminum square tube; thence North 0 degrees 23 minutes 13 seconds West 182.56 feet to a one inch aluminum square tube; thence North 89 degrees 28 minutes 29 seconds East 761.50 feet to the westerly right-of-way of said Rice Lake Road; thence North 20 degrees 01 minutes 27 seconds West along said westerly right-of-way line 1131.68 feet; thence South 71 degrees 35 minutes 04 seconds West 680.47 feet; thence 167.91 feet along a non-tangential curve, concave left, having a radius of 362.20 feet, a central angle of 26 degrees 33 minutes 37 seconds, and a chord bearing of South 52 degrees 11 minutes 48 seconds West; thence 76.24 feet along a non-tangential curve, concave right, having a radius of 92.69 feet, a central angle of 47 degrees 07 minutes 33 seconds, and a chord bearing of South 69 degrees 40 minutes 14 seconds West to the west line of said East Half; thence South 0 degrees 20 minutes 14 seconds West along said west line 914.41 feet to the point of beginning, Containing 1,070,506 square feet of 24.58 acres, more or less.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the sale of Chris Jensen Health & Rehabilitation Center to the current lessee, Health Dimensions Group for \$2,300,000, and authorizes the County Administrator and County Attorney to complete the necessary due diligence required to produce an Asset Purchase Agreement, providing for a close of the sale transaction by March 31, 2014, or sooner;

RESOLVED FURTHER, That proceeds from the sale of Chris Jensen Health & Rehabilitation shall be distributed in the following manner:

\$1,500,000 for future liability associated with the management of historical workers compensation claims. These include county employee workers compensation benefits, ongoing medical and rehabilitation costs and potential settlement and or litigation related expenses, to be deposited in the Workers' Comp Fund balance to offset the remaining departmental charge, Fund 730, Agency 999999, Object 311500.

\$500,000 for future capital improvements to the remaining and active laundry portion of the Safety and Risk Management building, or other required capital improvements there, to be deposited in Fund 400, Agency 400036, Object 663100.

\$300,000 for Public Safety campus, including Safety & Risk Management building and both entrance site improvements to be deposited in Fund 400, Agency 400003, Object 630900.

October 25, 2013

Mr. Kevin Z. Gray
County Administrator
Saint Louis County
100 N. 5th Ave. W. #202
Duluth, MN 55802-1287

Dear Kevin:

Thank you for the working relationship that our organization has developed with Saint Louis County over the past five years. Our working relationship has taken on a "partnership" feel and has resulted in gains for everyone: residents of Saint Louis County, those entrusted to our care, staff in both of our organizations and Health Dimensions Group.

This letter will outline Health Dimensions Group's history, plans for the future, and some of the key terms for our purchasing Chris Jensen Health & Rehabilitation Center from Saint Louis County.

Brief History:

- In late 2008, Saint Louis County and Health Dimensions Group (HDG) started discussing the possibility of working together to solve the financial struggles being experienced at Chris Jensen Health & Rehabilitation Center (CJ). As HDG understands it, under County ownership, the financial losses were \$1.2MM+ per year. These financial losses were forecasted to be \$2.0MM per year going forward.
- Those discussions resulted in HDG entering into a long term lease of CJ from the County. This lease has an initial five year term, with three five year renewable terms.
- The initial five year term of the lease started November 1, 2009. This initial term will end October 31, 2014.
- HDG employs 250+ full time and part time employees, the majority of which are represented by the labor union. A healthy working relationship exists between management and labor.
- HDG has invested \$575,000 in physical plant capital expenditures. These expenditures were primarily interior enhancements.

For the Future:

- During the past two years, HDG has been studying how best to position CJ for long term success. This study has resulted in two key conclusions:
 - The physical plant, primarily décor, needs to be upgraded. While plans and estimates are still being developed, a conservative assumption is that the cost will be \$5MM-\$6MM.

- Senior housing should be added to the campus. HDG has completed market and financial feasibility studies that show a viable opportunity. Cash equity will need to be raised, which HDG has started exploring. These equity requirements are \$3MM+. The size of this project will be more modest than originally planned. We now estimate the size of the housing project to be approximately 40 units of senior housing. The project will be a sizeable investment on our part, and will benefit the Saint Louis County region by being financially and operationally feasible.
- Additional capital expenditures are being made by HDG currently. These expenditures are primarily exterior “curb appeal” upgrades.
- The physical plant upgrades, mentioned above, need to occur before HDG moves on to a senior housing project. In order to make the investment in physical plant upgrades, HDG will need to own the CJ facility.

Purchase Proposal:

- HDG proposes to purchase the CJ facility and surrounding land for \$2,300,000. Allocation of purchase price will be determined as we work on an Asset Purchase Agreement. For now, HDG assumes \$2,000,000 for the CJ building/ contents and \$300,000 for surrounding land (See attached diagram).
- HDG will continue to lease the existing laundry facility for up to one year after the sale. Terms of this lease will be the same as our current arrangement (See section 6.8 of our lease).
- HDG will work to accomplish any CJ capital expenditure or senior housing project using primarily union contractors. While it may not be feasible to use union contractors 100% of the time, our past projects and “track record” at CJ have been accomplished with no issues in this area.
- HDG will work to close a transaction by March 31, 2014 and, if possible, before that date.

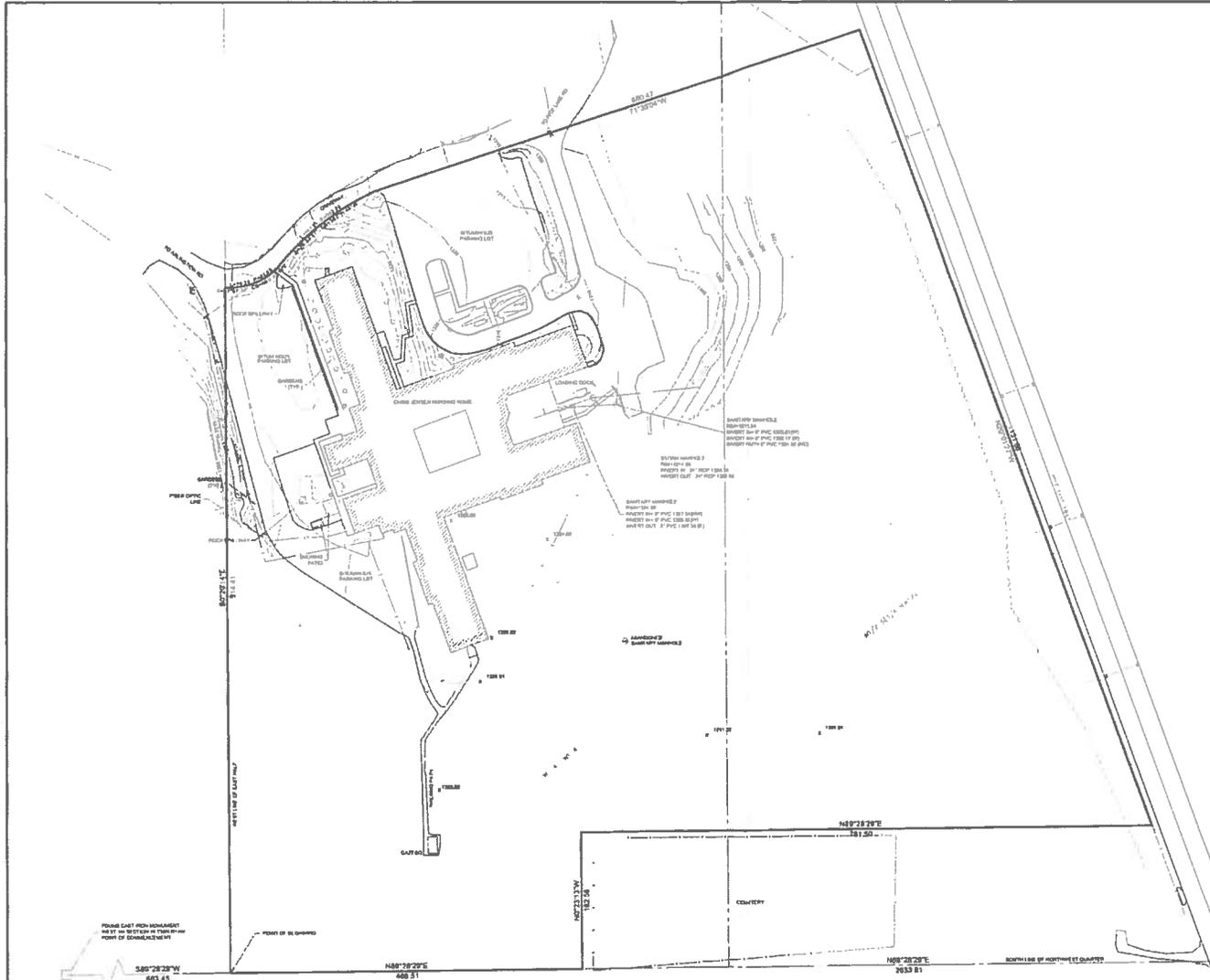
If the terms as outlined under **Purchase Proposal** are acceptable, please indicate by return email. We will then begin preparing a timeline for closing, an Asset Purchase Agreement and work to complete necessary due diligence.

Sincerely,
Health Dimensions Group

David L. Briscoe
Principal

cc: Craig Abbott
Sergei Shvetzoff

Via email



Scale
 These plans of the East End of the Southern Quarter of the Harbour Quay and the West End of the Southern Quarter of the Harbour Quay are by Section 25, 26 and 27 of the Public Health Act, 1909, and are subject to the provisions of the Public Health Act, 1909, and the Public Health Act, 1924, and the Public Health Act, 1936, and the Public Health Act, 1947, and the Public Health Act, 1961, and the Public Health Act, 1969, and the Public Health Act, 1972, and the Public Health Act, 1975, and the Public Health Act, 1978, and the Public Health Act, 1981, and the Public Health Act, 1984, and the Public Health Act, 1987, and the Public Health Act, 1990, and the Public Health Act, 1993, and the Public Health Act, 1996, and the Public Health Act, 1999, and the Public Health Act, 2002, and the Public Health Act, 2005, and the Public Health Act, 2008, and the Public Health Act, 2011, and the Public Health Act, 2014, and the Public Health Act, 2017, and the Public Health Act, 2020.

Notes
 1. The building is a three-story building with a total height of 10.5 meters above ground level. The ground level is 1.5 meters above sea level. The building is situated on a plot of land measuring 100 meters by 50 meters. The building is surrounded by a wall 2 meters high. The building is situated on a plot of land measuring 100 meters by 50 meters. The building is surrounded by a wall 2 meters high. The building is situated on a plot of land measuring 100 meters by 50 meters. The building is surrounded by a wall 2 meters high.

- — — — — UNDERGROUND PIPE WORK
- — — — — UNDERGROUND CABLE
- — — — — UNDERGROUND WATER
- — — — — FLOOR LINE
- — — — — EXISTING STRUCTURE
- — — — — FINE DETAIL
- — — — — UTILITY POINT
- — — — — CATCH BASIN/CHIMNEY
- — — — — CATCH BASIN/CHIMNEY
- — — — — STORM WATER
- — — — — SPOT ELEVATION
- — — — — FLOOR LIGHT
- — — — — ELECTRIC FLOOR/PLUMB
- — — — — TELEPHONE PENETRATION

It is hereby certified that these plans are true and correct copies of the original plans as submitted to the Local Authority and that the same have been examined and approved by the Local Authority.

1:100
 1:200
 1:500

PLANNING PERMISSION
 1/19/01/001/001/001
 SECTION 25, 26 AND 27

580° 28' 20" W 683.45	148° 29' 20" E 488.31	148° 28' 20" E 763.81	148° 28' 20" E 763.81	148° 28' 20" E 763.81	148° 28' 20" E 763.81
POINT OF COMMENCEMENT POINT OF COMMENCEMENT POINT OF COMMENCEMENT		POINT OF COMMENCEMENT POINT OF COMMENCEMENT POINT OF COMMENCEMENT		POINT OF COMMENCEMENT POINT OF COMMENCEMENT POINT OF COMMENCEMENT	
POINT OF COMMENCEMENT POINT OF COMMENCEMENT POINT OF COMMENCEMENT		POINT OF COMMENCEMENT POINT OF COMMENCEMENT POINT OF COMMENCEMENT		POINT OF COMMENCEMENT POINT OF COMMENCEMENT POINT OF COMMENCEMENT	

AYRES

PLANNING PERMISSION
 1/19/01/001/001/001
 SECTION 25, 26 AND 27

1:100
 1:200
 1:500