



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

September 9, 2014

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 September 2, 2014

Public Works & Transportation Committee, Commissioner Raukar, Chair

1. Design Services Agreement for Reconstruction of Bridge 388 on CSAH 59 (Ellsburg Township) [14-330]

Finance & Budget Committee, Commissioner Nelson, Chair

2. Abatement List for Board Approval [14-331]
3. Fire Protection/First Responder Services Contracts for Unorganized Territories – 2015 [14-332]

ESTABLISHMENT OF PUBLIC MEETINGS/HEARINGS:

Finance & Budget Committee – Commissioner Nelson, Chair

4. Establish Public Meetings on the 2015 Property Tax and Operating Budget (Thursday, December 4 at 7:00 p.m., St. Louis County Courthouse, Virginia, MN and Thursday, December 11 at 7:00 p.m., St. Louis County Courthouse, Duluth, MN) [14-333]
5. Establish Public Hearing to Consider Allegations of Liquor Law Violation – The Auto Club Group/Canosia Township (Tuesday, October 7, 2014, 9:40 a.m., St. Louis County Courthouse, Duluth, MN) [14-334]
6. Establish Public Hearing to Consider Allegations of Liquor Law Violation – Alborn Rail Station/Alborn Township (Tuesday, October 7, 2014, 9:45 a.m., St. Louis County Courthouse, Duluth, MN) [14-335]
7. Establish Public Hearing to Consider Violation Allegations of St. Louis County Ordinance No. 28 – Ash-Ka-Nam Resort and Lodge/Unorganized Township 68-19 (Tuesday, October 7, 2014, 9:50 a.m., St. Louis County Courthouse, Duluth, MN) [14-336]
8. Establish Public Hearing to Consider Allegations of Liquor Law Violation – A. P. Liquor/Gnesen Township (Tuesday, October 28, 2014, 9:40 a.m., Mesabi Station, Eveleth, MN) [14-337]

TIME SPECIFIC PRESENTATIONS:

11:00 A.M. St. Louis River Estuary Area of Concern Presentation – Diane Desotelle, MPCA and John Lindgren, MnDNR

Commissioner Dahlberg requested this presentation time and has also invited representatives from the City of Duluth and the Duluth Seaway Port Authority.

1:30 P.M. Metropolitan Inter-County Association End of Session Report and 2015 Outlook - Keith Carlson, Nancy Silesky, Steve Novak and John Tuma, MICA

REGULAR AGENDA:

For items on the Regular Agenda, citizens will be allowed to address the Board at the time a motion is on the floor.

Health & Human Services Committee, Commissioner Stauber, Chair

1. **Electronic Document Management System (EDMS) for Child Support [14-338]**
Resolution authorizing purchase agreements and contracts to implement a four-county regional EDMS for the Child Support Program.
2. **Internal Document Management System (IDMS) for Public Health and Human Services [14-339]**
Resolution authorizing purchase agreements and contracts to implement a new IDMS for the department.

Finance & Budget Committee, Commissioner Nelson, Chair

1. **Certification of 2015 Maximum Property Tax Levy [14-340]**
Certification of the 2015 tax levy to be moved to the September 23 County Board agenda without recommendation.

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:

September 23, 2014	Babbitt City Hall, 71 South Drive, Babbitt, MN
October 7, 2014	Commissioners' Conference Room, Courthouse, Duluth, MN
October 14, 2014	Hermantown City Hall, 5105 Maple Grove Road, Hermantown, 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, September 2, 2014

Location: St. Louis County Courthouse, Duluth, Minnesota

Present: Commissioners Jewell, Boyle, Dahlberg, Stauber, Nelson, Raukar, and Chair Forsman

Absent: None

Convened: Chair Forsman called the meeting to order at 11:48 a.m.

CONSENT AGENDA

Jewell/Raukar moved to approve the consent agenda. Commissioner Nelson requested that Administration provide additional information to Commissioners regarding item #4, Award of Bid: 2014 Bud Capping Application; the quote was significantly lower compared previous years' quotes. The motion passed. (7-0)

- Minutes of August 12, 2014
- Northern Habilitative Services Semi-Independent Living Services Contract [14-318]
- Approve Canister Site Compacted Solid Waste Haulage and Rescind County Board Resolution No. 14-351 [14-319]
- Special Sale to the Ely Economic Development Authority [14-320]
- Award of Bid: 2014 Bud Capping Application [14-321]
- Abatement List for Board Approval [14-322]
- Acceptance of County Veterans Service Office Operational Enhancement Grant [14-323]

REGULAR AGENDA

Health & Human Services Committee

Stauber/Raukar moved to authorize the County Auditor to advertise county wide for applicants for County Board appointments to the Heading Home St. Louis County Leadership Council, thus maintaining a current and active list of potential appointees [14-324]. The motion passed. (7-0)

Public Works & Transportation Committee

Forsman/Raukar moved to award a bid to KGM Contractors, Inc. of Angora, MN, in the amount of \$157,752.03 for project CP 0422-190851, Bridge 69K16 located on CR 422, 6.2 miles south of Crane Lake, over Unnamed Stream in Portage Township [14-325]. The motion passed. (7-0)

Finance & Budget Committee

Nelson/Forsman moved that the St. Louis County Board, acting on behalf of unorganized townships for the purpose of road and bridge maintenance and construction, adopts and certifies a maximum levy of \$1,582,000 for the year 2015 to be levied only in such unorganized townships. After further discussion, the motion passed [14-326]. (7-0)

Raukar/Forsman moved to certify the Housing and Redevelopment Authority maximum property tax levy for 2015 in the amount of \$208,940 [14-327]. The motion passed. (7-0)

Raukar/Nelson moved to authorize the appropriate county officials to execute an agreement with Lenci Enterprises of Virginia, MN, in the amount of \$190,100 for the construction of the motor pool vehicle canopy structure at the Hibbing Annex/Courthouse [14-328]. The motion passed. (7-0)

A discussion was held regarding the Management and Compliance Report for year ended December 31, 2013. County Auditor Don Dicklich, Deputy Administrator Linnea Mirsch, Finance Director Cristen Christensen, and Internal Auditor Halene Wehseler discussed the report findings. Notable discussion points: The report was unmodified (no issues found) and GASB (Governmental Accounting Standards Board) Statement No. 68 will affect the way pensions are reported in the future [14-329].

Commissioner Jewell exited the meeting at 12:33 p.m. and returned at 12:35 p.m.

COMMISSIONER DISCUSSION ITEMS

Commissioner Nelson discussed revisiting the white pine tree planting that took place in 2007 and 2008 at Brighton Beach near Duluth. Commissioner Nelson touched on parking issues at the Northland Building in Virginia and said that solutions to the problem are being discussed.

Administrator Gray said the Virginia City Council, Police Chief, and City Administrator have been engaged in resolving the parking issue.

Commissioner Stauber said he and Commissioner Jewell received a letter from the Duluth Boat Club President regarding Park Point property concerns. Commissioner Stauber commented on Commissioner Raukar's crayon tie (Commissioner Raukar wears the tie annually in celebration of the first day of school) and reminded everyone to use caution when driven because school is back in session.

Commissioner Nelson discussed a half-percent local sales tax increase that would be used to fund various road-related projects and equipment needs; Commissioner Nelson distributed a report detailing the proposed increase. Commissioner Dahlberg exited the meeting at 12:48 p.m. and returned at 12:51 p.m. Commissioner Boyle exited the meeting at 12:51 p.m. and returned at 12:52 p.m. Commissioner Nelson urged fellow Commissioners to seek feedback from their respective communities regarding the half-percent local sales tax increase.

Commissioner Nelson praised the public safety discussion that took place at the Floodwood Fair Building and expressed concerns regarding "excessive enforcement" comments and references to Jim Crow laws.

Commissioner Jewell agreed that the public safety discussion was a great discussion and said he brought up Jim Crow laws during the meeting because he thought it was worth reading. Commissioner Jewell said he was not questioning the work of the county attorney, corrections staff, or sheriff, but wanted to point out that many people see the world differently than Caucasians.

Administrator Gray said Minnesota Power will be holding a celebration at Whiteside Park in Ely, MN, on Friday to highlight improvements and investments in hometown hydroelectric facilities. As part of the celebration, Chair Mike Forsman will be honored as a hometown hero for his work in public service.

At 1:03 p.m., Raukar/Jewell moved to adjourn the Committee of the Whole meeting. The motion passed. (7-0)

Mike Forsman, Chair of the County Board

Phil Chapman, Clerk of the County Board

BOARD LETTER NO. 14 - 330

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: September 9, 2014 **RE:** Design Services Agreement for
Reconstruction of Bridge 388 on
CSAH 59 (Ellsburg 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 agreement with Erickson Engineering of Bloomington, MN, for design services for bridge reconstruction in Ellsburg Township.

BACKGROUND:

The Public Works Department advertised for Request for Proposals (RFP) to engineering consultants for design services for the reconstruction of Bridge 388 along County State Highway (CSAH) 59 over the Paleface River in Ellsburg Township, MN. After reviewing the proposals, it was determined that Erickson Engineering of Bloomington, MN has the training, experience, and knowledge to provide these services, and would be the best choice. The factors considered were cost, ability to deliver within the project time frame, experience, proposed design, and estimated construction costs. The agreement states that those services shall include project management, team meetings, writing of special provisions, and design activities. This project is anticipated to be funded by State Aid Funds.

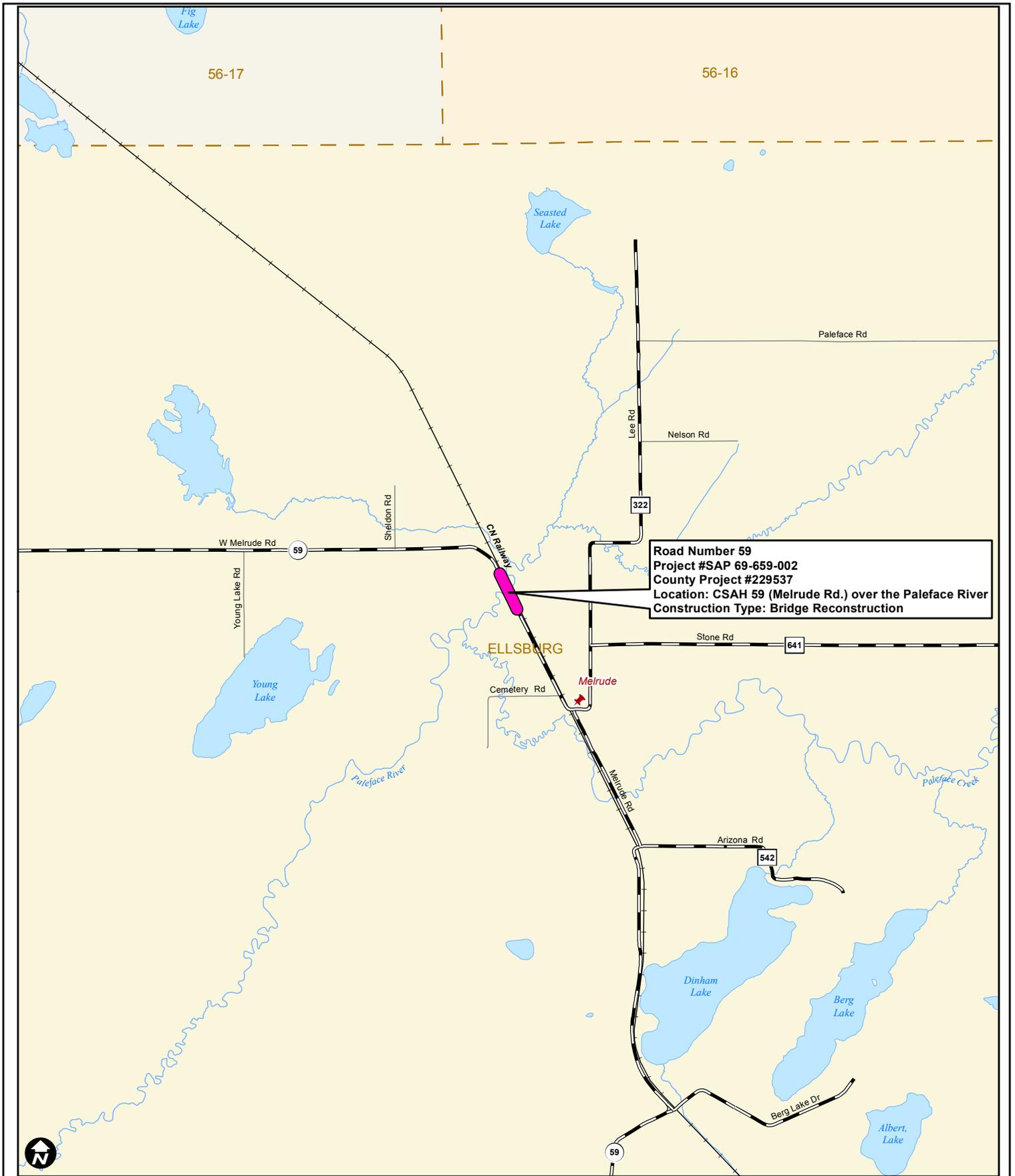
RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an agreement with Erickson Engineering of Bloomington, MN, for the design reconstruction plans of Bridge 388 along CSAH 59 over the Paleface River in Ellsburg Township, MN, CP 0059-229537, SAP 69-659-002. The total cost of these services is \$47,720, payable from Fund 220, Agency 220329, Object 626600.

**Design Services Agreement for Reconstruction of Bridge 388 on CSAH 59
(Ellsburg Township)**

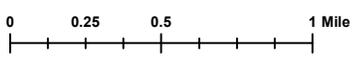
BY COMMISSIONER _____

RESOLVED, That the St. Louis County Board authorizes an agreement, and approve any amendments authorized by the County Attorney, whereby the county will purchase the services of Erickson Engineering of Bloomington, MN, for the design of County Bridge 388 along County State Aid Highway 59 over the Paleface River in Ellsburg Township, MN, CP 0059-229537, SAP 69-659-002. The total cost of these services is \$47,720, payable from Fund 220, Agency 220329, Object 626600.



Road Number 59
Project #SAP 69-659-002
County Project #229537
Location: CSAH 59 (Melrude Rd.) over the Paleface River
Construction Type: Bridge Reconstruction

St. Louis County 2014 Road & Bridge Construction



Map Components

- | | | |
|-----------------------|----------------------------------|-------------------|
| Bridge Reconstruction | 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. 14 - 331

FINANCE & BUDGET COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

DATE: September 9, 2014 **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. 59797.

9/2/2014
12:08:33PM

Abatements Submitted for Approval by the St. Louis County Board
on 9/23/2014

<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 2120 1855	0	15332	ARROWHEAD LAND & LEA	R	City of Duluth	Lana Anderson	EXEMPT	2014	659.20
387 295 130	0	15334	HERMANN, BONNIE	R	Greenwood	Beth Sokoloski	VALUATION	2013	277.64
387 295 130	0	15335	HERMANN, BONNIE	R	Greenwood	Beth Sokoloski	VALUATION	2014	265.42
395 10 2952	02004	15336	HUSTON, RICHARD	M	Hermantown	Jason Hale	HOMESTEAD	2014	123.36
10 1030 1450	0	15337	JOHNSON, LUCAS	R	City of Duluth	Bruce Eichorn	HOMESTEAD	2014	167.84
10 500 1730	0	15338	JOHNSTON, JOANNE	R	City of Duluth	Bruce Eichorn	HOMESTEAD	2014	402.62
435 20 5650	0	15339	KICK, BROCK	R	McDavitt	Dave Jarvela	VALUATION	2014	42.28
10 1380 2440	0	15340	KOVENZ, KRISTINE	R	City of Duluth	Colin Payton	HOMESTEAD	2014	306.80
40 130 70	0	15341	MARTINSON, SAMUEL	R	Eveleth	Shannon Cairns	HOMESTEAD	2014	604.92
10 540 3230	0	15342	MILLER DWAN FOUNDATI	R	City of Duluth	Cory Leinwander	EXEMPT	2014	1,789.76
10 540 3540	0	15343	MILLER-DWAN FOUNDATI	R	City of Duluth	Cory Leinwander	EXEMPT	2014	1,112.74
90 110 1090	0	15344	YUKICH, NANCY	R	Virginia	Cheryl Weappa	HOMESTEAD	2014	553.66
10 4110 1140	00465	15345	ZENITH TERRACE ASSOC	M	City of Duluth	Colin Payton	PP CANCEL	2014	593.50

BOARD LETTER NO. 14 - 332

FINANCE & BUDGET COMMITTEE CONSENT NO. 3

BOARD AGENDA NO.

DATE: September 9, 2014 **RE:** Fire Protection/First Responder
Services Contracts for
Unorganized Territories - 2015

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor/Treasurer

RELATED DEPARTMENT GOAL:

To provide efficient, effective government.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the County Auditor to spread local levies for the provision of fire protection and first responder services in unorganized territories within the county.

BACKGROUND:

Under state statute (Minn. Stat. § 365.243), the St. Louis County Board has the authority to enter into contractual agreements to obtain fire protection and first responder services for unorganized territories within the county. In addition, the statute authorizes the County Board to levy a tax to finance these services. The attached resolution lists all of the legally organized corporations that have requested to contract with St. Louis County to provide fire protection and/or first responder services to specific unorganized territories for 2015.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the County Auditor to spread local levies for the provision of fire protection and/or first responder services to identified unorganized territories within the county beginning January 1, 2015, and to authorize the agreements with the listed corporations for the provision of these services. The funds will be accounted for in Fund 148, Agency 148001, Object 699100.

**Fire Protection/First Responder Services Contracts
for Unorganized Territories - 2015**

BY COMMISSIONER _____

WHEREAS, The St. Louis County Board is authorized to act on behalf of unorganized townships for purposes of furnishing fire protection and first responder services, pursuant to Minn. Stat. § 365.243; and

WHEREAS, The following legally organized corporations under the State of Minnesota have notified St. Louis County of their intent to provide fire protection and/or first responder services in said townships for the year 2015;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to sign any associated contract documents;

RESOLVED FURTHER, That the County Auditor is hereby authorized to spread local levies for the furnishing of fire protection and/or first responder services in unorganized townships as follows, to be accounted for in Fund 148, Agency 148001, Object 699100:

<u>City of Babbitt</u> Unorganized Townships 61-12 & 61-13	\$81,884
<u>City of Chisholm</u> Unorganized Township 59-21 (part of)	\$15,756
<u>City of Cook</u> Unorganized Township 62-17 Unorganized Township 63-17	\$1,575 \$13,125
<u>City of Floodwood</u> Unorganized Township 52-21	\$16,882
<u>City of Orr</u> Unorganized Township 63-19 Unorganized Township 66-20	\$2,978 \$7,196
<u>Bearville Township Volunteer Fire Dept.</u> Unorganized Township 62-21	\$4,444
<u>Central Lakes Volunteer Fire Dept.</u> Unorganized Township 56-17	\$43,050
<u>Colvin Volunteer Fire Dept.</u> Unorganized Township 55-15 (part of)	\$9,975

<u>Ellsburg Volunteer Fire Dept.</u> Unorganized Township 55-15 (part of)	\$4,763
<u>Embarrass Region Volunteer Fire Dept.</u> Unorganized Township 61-14	\$5,843
<u>Evergreen Volunteer Fire Dept.</u> Unorganized Townships 60-19 & 60-20	\$23,100
<u>French Volunteer Fire Dept.</u> Unorganized Township 59-21 (part of)	\$1,026
<u>Gnesen Volunteer Fire Dept.</u> Unorganized Township 53-15	\$17,916
<u>Greenwood Township Volunteer Fire Dept.</u> Unorganized Township 63-15	\$7,875
<u>Lake Kabetogama Area Fire Dept.</u> Unorganized Townships 68-19, 69-19, 67-20, 68-20, 67-21 & 68-21	\$31,710
<u>Lakeland Volunteer Fire Dept.</u> Unorganized Township 57-16	\$58,800
<u>Makinen Volunteer Fire Dept.</u> Unorganized Township 56-16	\$48,300
<u>Morse-Fall Lake Rural Protection Assoc.</u> Unorganized Townships 64-12, 64-13, 65-13 & 63-14	\$21,000
<u>Northland Volunteer Fire Dept.</u> Unorganized Township 53-16	\$18,900
<u>Palo Regional Volunteer Fire Dept.</u> Unorganized Townships 56-14, 57-14, and 58-14 (part of)	\$37,800
<u>Pequaywan Lake Volunteer Fire Dept.</u> Unorganized Township 54-13	\$3,780
<u>Pike-Sandy-Britt Volunteer Fire Dept.</u> Unorganized Township 59-16 Unorganized Township 60-18	\$7,563 \$39,337
<u>Silica Volunteer Fire Dept.</u> Unorganized Township 55-21	\$47,250

**HISTORY OF LEVY AMOUNTS FOR FIRE PROTECTION FOR
UNORGANIZED TOWNSHIPS WITHIN ST. LOUIS COUNTY**

FIRE DEPT	2015			2014			2013			2012			2011			2010			2009		
	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)												
*City of Babbitt																					
Unorg Twps 61-12 & 61-13	\$ 81,884	3%		\$ 79,784	41%		\$ 56,700	4%		\$ 54,600	4%		\$ 52,500	4%		\$ 50,400	4%		\$ 48,300		
City of Chisholm																					
Unorg Twp 59-21 (part of)	\$ 15,756	0%		\$ 15,756	2%		\$ 15,448	0%		\$ 15,448	3%		\$ 15,071	3%		\$ 14,703	3%		\$ 14,344		
City of Cook																					
Unorg Twp 62-17	\$ 1,575	0%		\$ 1,575	0%		\$ 1,575	0%		\$ 1,575	0%		\$ 1,575	0%		\$ 1,575	50%		\$ 1,050		
Unorg Twp 63-17	\$ 13,125	0%		\$ 13,125	127%		\$ 5,775	0%		\$ 5,775	0%		\$ 5,775	22%		\$ 4,725	0%		\$ 4,725		
City of Ely																					
Unorg Twps 64-12 & 64-13																No Contract (See Morse-Fall Lake)			\$ 4,477		
City of Floodwood																					
Unorg Twp 52-21	\$ 16,882	-1%		\$ 17,013	3%		\$ 16,590	29%		\$ 12,818	116%		\$ 5,942	0%		\$ 5,942	-7%		\$ 6,399		
City of Orr																					
Unorg Twp 63-19	\$ 2,978	0%		\$ 2,978	3%		\$ 2,891	0%		\$ 2,891	5%		\$ 2,753	5%		\$ 2,622	2%		\$ 2,570		
Unorg Twp 66-20	\$ 7,196	0%		\$ 7,196	3%		\$ 6,986	0%		\$ 6,986	5%		\$ 6,653	5%		\$ 6,336	2%		\$ 6,212		
Bearville																					
Unorg Twp 62-21	\$ 4,444	0%		\$ 4,444	7%		\$ 4,157	5%		\$ 3,960	7%		\$ 3,708	0%		\$ 3,708	-3%		\$ 3,812		
Central Lakes																					
Unorg Twp 56-17	\$ 43,050	0%		\$ 43,050	0%		\$ 43,050	32%		\$ 32,550	0%		\$ 32,550	0%		\$ 32,550	0%		\$ 32,550		
*Colvin																					
Unorg Twp 55-15 (part of)	\$ 9,975	6%		\$ 9,450	6%		\$ 8,925	5%		\$ 8,467	0%		\$ 8,467	0%		\$ 8,467	-33%		\$ 12,600		
*Ellsburg																					
Unorg Twp 55-15 (part of)	\$ 4,763	0%		\$ 4,763	0%		\$ 4,763	0%		\$ 4,763	0%		\$ 4,763	0%		\$ 4,763	N/A				
*Embarrass																					
Unorg Twp 61-14	\$ 5,843	0%		\$ 5,843	5%		\$ 5,565	0%		\$ 5,565	51%		\$ 3,675	N/A		No Contract			Cancelled 12/23/08		
Evergreen																					
Unorg Twps 60-19 & 60-20	\$ 23,100	0%		\$ 23,100	0%		\$ 23,100	0%		\$ 23,100	0%		\$ 23,100	0%		\$ 23,100	0%		\$ 23,100		
*French																					
Unorg Twp 59-21 (part of)	\$ 1,026	0%		\$ 1,026	0%		\$ 1,026	0%		\$ 1,026	0%		\$ 1,026	11%		\$ 924	0%		\$ 924		
Gnesen																					
Unorg Twp 53-15	\$ 17,916	0%		\$ 17,916	5%		\$ 17,063	5%		\$ 16,275	9%		\$ 14,910	5%		\$ 14,175	8%		\$ 13,125		
Greenwood																					
Unorg Twp 63-15	\$ 7,875	0%		\$ 7,875	7%		\$ 7,350	8%		\$ 6,825	8%		\$ 6,300	9%		\$ 5,775	10%		\$ 5,250		

FIRE DEPT	2015			2014			2013			2012			2011			2010			2009		
	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)	Amount	% Change	+ (-)
Lake Kabetogama																					
Unorg Twps 68-19, 69-19, 67-20, 68-20, 67-21 & 68-21	\$ 31,710	7%		\$ 29,610	0%		\$ 29,610	0%		\$ 29,610	0%		\$ 29,610	0%		\$ 29,610	0%		\$ 29,610	0%	
Lakeland																					
Unorg Twp 57-16	\$ 58,800	0%		\$ 58,800	6%		\$ 55,301	0%		\$ 55,301	0%		\$ 55,301	0%		\$ 55,301	3%		\$ 53,642		
Makinen																					
Unorg Twp 56-16	\$ 48,300	0%		\$ 48,300	0%		\$ 48,300	0%		\$ 48,300	2%		\$ 47,250	0%		\$ 47,250	0%		\$ 47,250		
*Morse-Fall Lake																					
Unorg Twps 64-12, 64-13, (65-13 & 63-14 added for 2013)	\$ 21,000	25%		\$ 16,800	21%		\$ 13,860	100%		\$ 6,930	0%		\$ 6,930	0%		\$ 6,930	38%		\$ 5,040		
Northland																					
Unorg Twp 53-16	\$ 18,900	0%		\$ 18,900	0%		\$ 18,900	0%		\$ 18,900	0%		\$ 18,900	0%		\$ 18,900	0%		\$ 18,900		
*Palo																					
Unorg Twps 56-14, 57-14, & 58-14 (Part of)	\$ 37,800	0%		\$ 37,800	0%		\$ 37,800	(New for 2013)													
Pequawwan Lake																					
Unorg Twp 54-13	\$ 3,780	0%		\$ 3,780	0%		\$ 3,780	16%		\$ 3,255	0%		\$ 3,255	0%		\$ 3,255	19%		\$ 2,730		
Pike-Sandy-Britt Region																					
Unorg Twp 59-16	\$ 7,563	2%		\$ 7,415	2%		\$ 7,269	2%		\$ 7,126	4%		\$ 6,850	0%		\$ 6,850	2%		\$ 6,716		
Unorg Twp 60-18	\$ 39,337	2%		\$ 38,565	2%		\$ 37,809	2%		\$ 37,068	4%		\$ 35,629	0%		\$ 35,629	2%		\$ 34,930		
Silica																					
Unorg Twp 55-21	\$ 47,250	0%		\$ 47,250	0%		\$ 47,250	0%		\$ 47,250	0%		\$ 47,250	0%		\$ 47,250	5%		\$ 45,150		
Grand Total	\$ 571,828	2%		\$ 562,114	8%		\$ 520,843	14%		\$ 456,364	4%		\$ 439,743	2%		\$ 430,740	2%		\$ 423,406		

*Fire Protection & First Responder Services

BOARD LETTER NO. 14 - 333

FINANCE & BUDGET COMMITTEE CONSENT NO. 4

BOARD AGENDA NO.

DATE: September 9, 2014

RE: Establish Public Meetings on
the 2015 Property Tax and
Operating Budget

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

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 establish public meetings to provide opportunity for citizens to have input on the county's proposed 2015 property tax levy and operating budget.

BACKGROUND:

Minn. Stat. § 275.065, more commonly referred to as the Truth in Taxation statute, requires a number of duties to be performed by the various political subdivisions of the state. Included within the statute is the requirement that the County Board hold a meeting to allow the public an opportunity to communicate opinions regarding the proposed property tax levy and budget for the next fiscal year. However, the 2009 Legislature made specific changes to the statute stipulating that such a meeting must be conducted after November 25 and before December 30. Additionally, the meeting must be scheduled to begin on or after 6:00 p.m. on the day selected.

Every county must hold such a meeting and the time and place must be established at the same meeting when the preliminary maximum property tax levy is adopted. The specific information regarding the meeting must be subsequently published in the County Board's official minutes.

RECOMMENDATION:

It is recommended that the St. Louis County Board establish public meetings for 7:00 p.m. on Thursday, December 4 at the St. Louis County Courthouse in Virginia MN, and 7:00 p.m. on Thursday, December 11 at the St. Louis County Courthouse in Duluth, MN, to allow the public an opportunity to communicate opinions regarding the proposed property tax levy and operating budget for the next fiscal year.

**Establish Public Meetings on the 2015 Property Tax
and Operating Budget**

BY COMMISSIONER _____

WHEREAS, Minn. Stat. § 275.065 requires that counties establish a public meeting date for the purpose of receiving comments from the public on the proposed property tax levy and operating budget for the year 2015 prior to adopting a final levy and budget;

THEREFORE, BE IT RESOLVED, The St. Louis County Board establishes public meetings to gather comment on the proposed property tax levy and operating budget for year 2015 on Thursday, December 4, 2014, 7:00 p.m., St. Louis County Courthouse, Virginia, MN and Thursday, December 11, 2014, 7:00 p.m., St. Louis County Courthouse, Duluth, MN.

BOARD LETTER NO. 14 - 334

FINANCE & BUDGET COMMITTEE CONSENT NO. 5

BOARD AGENDA NO.

DATE: September 9, 2014

RE: Establish Public Hearing to
Consider Allegations of Liquor
Law Violation – The Auto Club
Group (Canosia Township)

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

Mark Rubin
County Attorney

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing to consider penalties and/or suspension of the liquor license issued to The Auto Club Group d/b/a AAA Minnesota/Iowa, Canosia Township, for alleged liquor law violation.

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the St Louis County Board set a public hearing on the matter for October 7, 2014, at 9:40 a.m., in the St. Louis County Courthouse, Duluth, MN.

**Establish Public Hearing to Consider Allegations of Liquor Law Violation
– The Auto Club Group (Canosia Township)**

BY COMMISSIONER _____

RESOLVED, That a public hearing will be held at 9:40 a.m., on Tuesday, October 7, 2014, in the St. Louis County Courthouse, Duluth, MN, for the consideration of the allegations and, if proven, the suspension or revocation of the liquor license issued to The Auto Club Group d/b/a AAA Minnesota/Iowa, Canosia Township, and/or the imposition of civil penalties for the violation.

BOARD LETTER NO. 14 - 335

FINANCE & BUDGET COMMITTEE CONSENT NO. 6

BOARD AGENDA NO.

DATE: September 9, 2014 **RE:** Establish Public Hearing to
Consider Allegations of Liquor
Law Violation – Alborn Rail
Station (Alborn Township)

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

Mark Rubin
County Attorney

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing to consider penalties and/or suspension of the liquor licenses issued to Shane Clemens d/b/a Alborn Rail Station, Alborn Township, for alleged liquor law violation.

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the St. Louis County Board set a public hearing on the matter for October 7, 2014, at 9:45 a.m., in the St. Louis County Courthouse, Duluth, MN.

**Establish Public Hearing to Consider Allegations of Liquor Law Violation –
Alborn Rail Station (Alborn Township)**

BY COMMISSIONER _____

RESOLVED, That a public hearing will be held at 9:45 a.m., on Tuesday, October 7, 2014, in the St. Louis County Courthouse, Duluth, MN, for the consideration of the allegations and, if proven, the suspension or revocation of the liquor licenses issued to Shane Clemens d/b/a Alborn Rail Station, Alborn Township, and/or the imposition of civil penalties for the violation.

BOARD LETTER NO. 14 - 336

FINANCE & BUDGET COMMITTEE CONSENT NO. 7

BOARD AGENDA NO.

DATE: September 9, 2014

RE: Establish Public Hearing to
Consider Violation Allegations of
St. Louis County Ordinance No. 28
– Ash-Ka-Nam Resort and Lodge
(Unorganized Township 68-19)

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

Mark Rubin
County Attorney

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing to consider penalties and/or suspension of the liquor licenses issued to Ash-Ka-Nam Resort & Lodge, LLC d/b/a Ash-Ka-Nam, Unorganized Township 68-19, for an alleged violation of St. Louis County Ordinance No. 28.

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the St. Louis County Board set a public hearing on the matter for October 7, 2014, at 9:50 a.m., in the St. Louis County Courthouse, Duluth, MN.

Establish Public Hearing to Consider Violation Allegations of St. Louis County Ordinance No. 28 – Ash-Ka-Nam Resort and Lodge (Unorganized Township 68-19)

BY COMMISSIONER _____

RESOLVED, That a public hearing will be held at 9:50 a.m. on Tuesday, October 7, 2014, in the St. Louis County Courthouse, Duluth, MN, for the consideration of the allegations and, if proven, the suspension or revocation of the liquor licenses issued to Ash-Ka-Nam Resort & Lodge, LLC d/b/a Ash-Ka-Nam, Unorganized Township 68-19, and/or the imposition of civil penalties for the violation.

BOARD LETTER NO. 14 - 337

FINANCE & BUDGET COMMITTEE CONSENT NO. 8

BOARD AGENDA NO.

DATE: September 9, 2014

RE: Establish Public Hearing to Consider Allegations of Liquor Law Violation – A. P. Liquor (Gnesen Township)

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

Mark Rubin
County Attorney

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing to consider penalties and/or suspension of the liquor license issued to A. P. Inc. d/b/a A. P. Liquor, Gnesen Township, for alleged liquor law violation.

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the St. Louis County Board set a public hearing on the matter for October 28, 2014, at 9:40 a.m., in the Mesabi Station, Eveleth, MN.

**Establish Public Hearing to Consider Allegations of Liquor Law Violation –
A. P. Liquor (Gnesen Township)**

BY COMMISSIONER _____

RESOLVED, That a public hearing will be held at 9:40 a.m., on Tuesday, October 28, 2014, in the Mesabi Station, Eveleth, MN, for the consideration of the allegations and, if proven, the suspension or revocation of the liquor license issued to A. P. Inc. d/b/a A. P. Liquor, Gnesen Township, and/or the imposition of civil penalties for the violation.

BOARD LETTER NO. 14 – 338

HEALTH & HUMAN SERVICES COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: September 9, 2014 **RE:** Electronic Document
Management System for Child
Support

FROM: Kevin Z. Gray
County Administrator

Ann M. Busche, Director
Public Health & Human Services

Jeremy Craker, Director
Information Technology

RELATED DEPARTMENT GOAL:

To develop the necessary infrastructure to enhance the Public Health and Human Services Department's ability to affect all current program goals, and support the mission to protect, promote, and improve the health and quality of life in St. Louis County.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Public Health and Human Services Department (PHHS) to implement a four county regional Electronic Document Management System (EDMS) for the Child Support Program.

BACKGROUND:

On July 10, 2012, the St Louis County Board adopted Resolution No. 12-402 which authorized PHHS to explore a regional collaboration model of the child support program. The outcome of discussions over the past two years has resulted in four counties wishing to move forward with a regional EDMS within the Child Support area: St. Louis, Cook, Lake and Carlton.

The implementation of an EDMS for Child Support will increase the efficiency and effectiveness of the program through automating business processes, increasing staff accountability and program outcomes, and improving communication between Income Maintenance and Child Support.

An implementation timeline and budget has been developed anticipating all four counties live on the new system by April, 2015. MJS Consulting has been the project manager and also served as project manager for the department's EDMS implementation in Income Maintenance. The budget proposes an increased reliance on internal resources of the county's Information Technology Department.

Purchase agreements and professional services contracts for the project are as follows:

Software (vendor: DataBank)	\$ 95,136
Hardware (vendor: various)	\$ 44,563
Project Management (vendor: MJS Consulting)	\$ 34,258
Technical Assistance (vendor: DataBank)	\$213,513

The total one time project cost for St Louis County is \$387,470; however, it is an eligible investment to receive federal reimbursement which is projected at \$259,605, leaving a net project cost of \$127,865. There will be ongoing annual software and hardware maintenance costs of \$23,709, and these expenses will be incorporated into the PHHS operating budget beginning in 2015 and would also be eligible for federal reimbursement.

There is also a need for an additional 1.0 Technical Services Analyst II position within the Information Technology Department estimated to cost \$69,226, beginning in 2015. This expense will be split on a proportionate basis among the four participating counties. St. Louis County's portion will be incorporated into the PHHS operating budget beginning in 2015 and is also eligible for federal reimbursement.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize PHHS to execute the necessary purchase agreements and contracts to implement a four county regional EDMS for the Child Support Program. Total one time project costs are \$387,470 payable from the PHHS Technology Improvements fund balance: Fund 230, Object 311401 with a corresponding increase to expenditure budget: Fund 230, Agency 231009, Object 629900.

It is also recommended that a Technical Services Analyst II position be added to the Information Technology Department to serve the Region III Child Support EDMS solution, beginning in 2015.

Electronic Document Management System for Child Support

BY COMMISSIONER _____

WHEREAS, On July 10, 2012, the St. Louis County Board adopted Resolution No. 12-402 which authorized the Public Health and Human Services Department (PHHS) to explore a regional collaboration model of the child support program; and

WHEREAS, The outcome of discussions over the past two years has resulted in four counties wishing to move forward with a regional Electronic Document Management System (EDMS) within the Child Support area: St. Louis, Cook, Lake and Carlton; and

WHEREAS, The implementation of an EDMS for Child Support will increase the efficiency and effectiveness through automating business processes, increasing staff accountability and program outcomes, and improving communication between Income Maintenance and Child Support; and

WHEREAS, An implementation timeline and budget has been developed for the project with all four counties live on the new system by April, 2015; and

WHEREAS, The implementation of an EDMS will require purchase agreements as follows:

Software Purchase: (including 1 st year maintenance and support)	Vendor: DataBank	Estimate: \$ 95,136
Hardware Purchases:	Vendor: Various	Estimate: \$ 44,563

WHEREAS, The implementation of an EDMS will require professional service agreements as follows:

Project Management:	Vendor: MJS Consulting	Not to exceed \$ 34,258
Technical Assistance:	Vendor: DataBank	Not to exceed \$213,513

WHEREAS, The total one time project cost is \$387,470, however, it is an eligible investment to receive federal reimbursement which is projected at \$259,605, leaving a net project cost of \$127,865; and

WHEREAS, There will be ongoing annual software and hardware maintenance costs of \$23,709; these expenses would need to be incorporated into the 2015 PHHS operating budget and would also be eligible for federal reimbursement; and

WHEREAS, There is also a need for an additional 1.0 Technical Services Analyst II position within the Information Technology Department estimated at a cost of \$69,226; this expense will also need to be incorporated into the PHHS operating budget beginning in 2015 and would also be eligible for federal reimbursement;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Health & Human Services Department (PHHS) to execute purchase

agreements and professional service contracts to implement a four-county regional Electronic Document Management System (EDMS);

RESOLVED FURTHER, The County Board decreases the PHHS Technology Improvements fund balance: Fund 230, Object 311401, by \$387,470 and increase the expenditure budget: Fund 230, Agency 231009, Object 629900 by \$387,470;

RESOLVED FURTHER, The County Board authorizes a 1.0 FTE Technical Services Analyst II position within the Information Technology Department estimated to cost \$69,226 to be assigned to Fund 100, Agency 117001 effective January 1, 2015, in order to manage the EDMS system ongoing so as to further reduce or eliminate the need for support from more expensive outside vendors;

RESOLVED FURTHER, The County Board requests that PHHS work with county administration to incorporate ongoing software maintenance and Information Technology support into the department's 2015 operating budget;

RESOLVED FURTHER, The County Board authorizes PHHS to enter into contracts with Cook, Lake, and Carlton County for this regional project including hosting the EDM and allocating ongoing costs in a proportionate manner, subject to County Attorney review and approval.

BOARD LETTER NO. 14 – 339

HEALTH & HUMAN SERVICES COMMITTEE NO. 2

BOARD AGENDA NO.

DATE: September 9, 2014 **RE:** Internal Document
Management System for Public
Health and Human Services

FROM: Kevin Z. Gray
County Administrator

Ann M. Busche, Director
Public Health & Human Services

Jeremy Craker, Director
Information Technology

RELATED DEPARTMENT GOAL:

To develop the necessary infrastructure to enhance the Public Health and Human Services Department's ability to affect all current program goals, and support the mission to protect, promote, and improve the health and quality of life in St. Louis County.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Public Health and Human Services Department (PHHS) to implement a new Internal Document Management System (IDMS).

BACKGROUND:

On December 22, 2009, the St Louis County Board adopted Resolution No. 09-594, which authorized PHHS to enter into purchase agreements and professional service contracts to implement an Electronic Document Management System (EDMS) within the Income Maintenance area. During 2010, EDMS was successfully implemented, resulting in greater efficiency and communication for financial workers and support staff, better customer service, and the avoidance of hiring additional staff despite large, growing workloads.

Recent remodeling of the Duluth Government Services Center requires a need to conserve space. One strategy is to eliminate as much paper storage as possible; paper files fill over 1300 file cabinets within Duluth PHHS space. Coupled with this need to conserve space, the department is always seeking ways to solve the problem of increasing workloads in all program areas. The County Board passed resolutions allowing PHHS to plan for an implementation of IDMS throughout the department. A Proof of Concept (Phase 1) pilot was developed and was successful.

Based on the Proof of Concept, an implementation timeline and budget has been developed for the implementation of IDMS throughout the following divisions: Adult Services, Children and Family Services, and Public Health.

Implementation of a document management system will enable staff to significantly improve performance levels and case management while also doing the following:

- Maintain and enhance data integrity and data privacy
- Improve the accuracy and security of the case/client content
- Increase staff accountability and program outcomes
- Improve inter and intra-department communication
- Streamline business process
- Reduce the use of paper documents
- Increase service levels to clients

MJS Consulting has been the project manager for the Phase I Proof of Concept for this project and was also the project manager for the EDMS implementation in Income Maintenance. MJS will continue providing project management throughout the implementation phase. The budget has an increased reliance on internal resources of the county's Information Technology Department.

Purchase agreements and professional services contracts for the project are as follows:

Software (vendor: DataBank)	\$351,120
Hardware (vendor: various)	\$125,400
Project Managements (vendor: MJS Consulting)	\$566,524
Technical Assistance (vendor: DataBank)	\$ 17,864

The total one time project cost is \$1,060,908 for a time period from start through projected completion in July, 2016. The above expenditures are considered eligible investments to receive federal reimbursement which is projected at \$424,363, leaving a net project cost of \$636,545. There will be ongoing annual software maintenance costs of \$58,806; these expenses would need to be incorporated into the PHHS operating budget beginning in 2015 and would also be eligible for federal reimbursement.

There is also a need for an additional 1.0 Technical Services Analyst II position within the Information Technology Department estimated to cost \$69,226. This expense will also need to be incorporated into the PHHS operating budget beginning in 2015 and would also be eligible for federal reimbursement.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize PHHS to execute necessary purchase of service agreement and professional services contracts as necessary to implement an IDMS within PHHS. Total one time project costs are \$1,060,908 payable from the PHHS Technology Improvements fund balance: Fund 230, Object 311401 with a corresponding increase to expenditure budget: Fund 230, Agency 230038, Object 629900.

It is also recommended that a Technical Services Analyst II position be added to the Information Technology Department to serve the department's Internal Document Management solution, beginning in 2015.

Internal Document Management System for Public Health and Human Services

BY COMMISSIONER _____

WHEREAS, Recent planning for remodel of the Duluth Government Services Center requires conserving space by the elimination of as much paper storage as possible; and

WHEREAS, The Public Health and Human Services Department (PHHS) is seeking greater efficiency to solve the problem of increasing work-loads in all program areas; and

WHEREAS, The County Board has adopted resolutions allowing PHHS to plan for implementation of an Internal Document Management System (IDMS) throughout the department and as a result a Proof of Concept pilot was developed and was successful; and

WHEREAS, Based on the Proof of Concept pilot, an implementation timeline and budget has been developed for an IDMS throughout the following divisions: Adult Services, Children and Family Services, and Public Health; and

WHEREAS, The implementation of an IDMS will require purchase agreements as follows:

Software Purchase: (including 1 st year maintenance and support)	Vendor: DataBank	Estimate: \$351,120
Hardware Purchases:	Vendor: Various	Estimate: \$125,400

WHEREAS, The implementation of an IDMS will require professional service agreements as follows:

Project Management:	Vendor: MJS Consulting	Not to exceed \$566,524
Technical Assistance:	Vendor: DataBank	Not to exceed \$ 17,864

WHEREAS, The total one time project cost is \$1,060,908, however, it is an eligible investment to receive federal reimbursement which is projected at \$424,363, leaving a net project cost of \$636,545; and

WHEREAS, There will be ongoing annual software maintenance costs of \$58,806; these expenses would need to be incorporated into the 2015 PHHS operating budget and would also be eligible for federal reimbursement; and

WHEREAS, There is also a need for an additional 1.0 Technical Services Analyst II position within the Information Technology Department estimated to cost \$69,226; this expense will also need to be incorporated into the PHHS operating budget beginning in 2015 and would also be eligible for federal reimbursement;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Health & Human Services Department (PHHS) to execute purchase

agreements and professional service contracts to implement an Internal Document Management System (IDMS) in PHHS;

RESOLVED FURTHER, The County Board decreases the PHHS Technology Improvements fund balance: Fund 230, Object 311401, by \$1,060,908 and increase the expenditure budget: Fund 230, Agency 230038, Object 629900 by \$1,060,908;

RESOLVED FURTHER, The County Board authorizes a 1.0 FTE Technical Services Analyst II position within the Information Technology Department estimated to cost \$69,226 effective January 1, 2015 in order to manage the IDMS ongoing so as to further reduce or eliminate the need for support from more expensive outside vendors;

RESOLVED FURTHER, The County Board requests that PHHS work with county administration to incorporate ongoing software maintenance and Information Technology support into the department's 2015 operating budget.

BOARD LETTER NO. 14 - 340

FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: September 9, 2014

RE: Certification of 2015 Maximum
Property Tax Levy

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENT GOAL:

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

ACTION REQUESTED:

The St. Louis County Board is requested to move the certification of the 2015 maximum property tax levy to the September 23, 2013, County Board agenda.

BACKGROUND:

Minn. Stat. § 275.065 requires the County Board to adopt a maximum proposed property tax levy for taxes payable in 2015 and certify that amount to the County Auditor on or before September 30, 2014.

RECOMMENDATION:

The 2015 maximum property tax levy recommendation based on a preliminary proposed budget will be provided to the County Board for consideration at the September 23, 2014 County Board meeting.

Certification of 2015 Maximum Property Tax Levy

BY COMMISSIONER _____

WHEREAS, The St. Louis County Board must establish a maximum proposed property tax levy and have this amount certified to the County Auditor by the St. Louis County Board by September 30, 2014;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board certifies the maximum property tax levy for 2015 in the amount of \$_____.