



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

July 7, 2020
Immediately following the Board Meeting, which begins at 9:30 A.M.
St. Louis River Room, Government Services Center, 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 June 23, 2020

Health & Human Services Committee, Commissioner Boyle, Chair

1. Authorization to Accept Funds from DHS for Child Welfare Opiate Allocation [20-240]

Public Works & Transportation Committee, Commissioner McDonald, Chair

2. Acquisition of Right of Way for CP 0056-284469, SP 069-656-018 by Eminent Domain Proceedings [20-241]
3. Acquisition of Right of Way - Culvert Replacement Project on CSAH 27 in Lavell and McDavitt Townships [20-242]
4. Acquisition of Right of Way - Culvert Replacement Project on CSAH 25 in Unorganized Township 60-19 and Alango Township [20-243]
5. Acquisition of Right of Way - Culvert Replacement Project on CSAH 82 in Sturgeon and Alango Townships [20-244]

Finance & Budget Committee, Commissioner Nelson, Chair

6. Purchase of Property Insurance [20-245]
7. Lawful Gambling Application (Solway Township) [20-246]

Public Safety & Corrections Committee, Commissioner Olson, Chair

8. 2020 Next Generation 9-1-1 Customer Premise Equipment Grant Amendment [20-247]
9. Application and Acceptance of the 2020 State Boat and Water Safety Grant [20-248]

ESTABLISHMENT OF PUBLIC HEARINGS:

Finance & Budget Committee, Commissioner Nelson, Chair

1. Establish a Public Hearing to Consider Tax Abatement for the City of Duluth – Public Infrastructure Improvements (Tuesday, July 28, 2020, 9:45 a.m.) [20-249]

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.

Finance & Budget Committee, Commissioner Nelson, Chair

1. **Fire Protection/First Responder Services Contracts for Unorganized Territories – 2021**
[20-250]
Resolution authorizing the County Auditor to spread local levies for the provision of fire protection and/or first responder services to identified unorganized territories.

2. Authorize Purchase of Microsoft M365 Software Licensing and Consulting Services [20-251]

Resolution authorizing the purchase of Microsoft M365 software licensing and consulting services.

Public Safety & Corrections Committee, Commissioner Olson, Chair

1. Application and Acceptance of the 2021 DWI Officer Grant and the Addition of 1.0 FTE Deputy Sheriff [20-252]

Resolution authorizing the application and acceptance of the 2021 DWI Officer grant in the amount of \$94,888.89, and authorize the addition of 1.0 FTE Deputy Sheriff position contingent upon acceptance of the grant.

COMMISSIONER DISCUSSION ITEMS AND REPORTS:

Commissioners may introduce items for future discussion, or report on past and upcoming activities.

ADJOURNED:

NEXT COMMITTEE OF THE WHOLE MEETING DATES:

July 14, 2020	St. Louis County Courthouse, Duluth
July 28, 2020	Government Services Center, 201 S. 3rd Avenue West, Virginia
August 4, 2020	St. Louis County Courthouse, Duluth

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 Administration (218-726-2450) early so necessary arrangements can be made.*

COMMITTEE OF THE WHOLE ST. LOUIS COUNTY BOARD OF COMMISSIONERS

June 23, 2020

Location: Voyagaire Lodge, Crane Lake, Minnesota

Present: Commissioners Jewell, Boyle, McDonald, Musolf, Nelson, and Chair Jugovich

Absent: Commissioner Olson

Convened: Chair Jugovich called the meeting to order at 10:44 a.m.

CONSENT AGENDA

Nelson/Boyle moved to approve the consent agenda. Item #8, Joint Powers Agreement between the State of Minnesota and St. Louis County [20-236] was removed from the agenda for separate consideration. The motion passed. (6-0, Olson absent)

- Minutes of June 9, 2020
- Acceptance of HUD Planning Grant Funding for the St. Louis County Continuum of Care and
- Permission to Enter Into Contracts with Partners [20-229]
- Acquisition of Right-of-Way - Replacement of County Bridge #138 over Prairie River (Prairie Lake Township) [20-230]
- Abatement List for Board Approval [20-231]
- Reschedule Location of July 14, 2020 Board Meeting [20-232]
- Application and Acceptance of 2020 Hazardous Fuel Reduction Grant [20-233]
- Landfill Leachate Research and Treatment Study [20-234]
- Application for St. Louis County Class "B" Land Exchange by Deena and William Congdon [20-235]
- Joint Powers Agreement between the State of Minnesota and St. Louis County [20-236]
- Online Auction of State Tax Forfeited Properties [20-237]

Public Works & Transportation Committee

McDonald/Jewell moved that the Commissioner of Transportation be and is hereby requested to approve advanced for financing approved County State Aid Highway Projects of St. Louis County in an amount up to \$5,710,000 in accordance with Minnesota Rules 8820.1500, Subp. 9. St. Louis County hereby authorizes repayments from subsequent accruals to the Regular State Aid Construction Account of St. Louis County with repayment from the 2022 year allocation until fully repaid. [20-238]. St. Louis County Public Works Director Jim Foldesi said that the advance would help fill a gap of approximately 15% less funding for 2020. After further discussion, the motion passed. (6-0, Olson absent)

Finance and Budget Committee

Nelson/McDonald moved that the St. Louis County Board certifies to the Commissioner of Revenue that it will spend the aid distributions from the Coronavirus Relief Federal Fund consistent with the requirements of the federal CARES Act (Public Law 116-136), and that the County Administrator is

directed to develop or expand programs, consistent with federal and state guidance and regulations as they become available, to address community needs that may be funded from CARES Act process for the Board's consideration. [20-239]. St. Louis County Planning and Community Development Director Matthew Johnson commented that the county could receive up to \$24 million in funding and the county will work to identify where previous economic strategies have not met needs. After further discussion, the motion passed. (6-0, Olson absent)

Environment & Natural Resources Committee

Musolf/Jewell moved to authorize a Joint Powers Agreement with the State of Minnesota to implement a cooperative wildlife habitat program, coordinate wildlife projects, and maintain and improve public access and recreation on lands owned or administered by the County for the purpose of natural resource management. [20-236]. After further discussion, the motion was withdrawn and the item was removed from the agenda and sent to Administration for review.

Musolf/Jugovich moved to remove from the table an application for repurchase of state tax forfeited land by James Donahue (tabled from June 9, 2020). The motion passed (6-0). After further discussion, Musolf/Jugovich moved to withdraw their motion (made on June 9, 2020); the item was removed from the agenda and sent to Administration for review.

COMMISSIONER DISCUSSION ITEMS AND REPORTS

Chair Jugovich wished Administrator Kevin Gray a Happy Birthday and commented that it feels good to have people in attendance at a normal meeting.

Commissioner Nelson stated that he will be running for office again in 2023. Commissioner Nelson shared a story about racism that happened while he owned a convenience store. Commissioner Nelson commented on concerns he had regarding the timeliness and level of service the county is providing to citizens while county buildings are closed. In addition, Commissioner Nelson shared concerns regarding the county website and the routing of communications to Commissioners.

Commissioner Jewell expressed concerns he had regarding the meeting format and the fact that people in attendance were not wearing masks. Commissioner Jewell commented that he felt the staff was doing yeoman's work during the pandemic.

Commissioner Boyle commented that he felt county staff has done an admirable job during the pandemic and felt the county has been doing what they can to keep employees and constituents safe.

At 11:43 a.m., Chair Jugovich adjourned the Committee of the Whole meeting.

Mike Jugovich, Chair of the County Board

Phil Chapman, Clerk of the County Board

BOARD LETTER NO. 20 - 240

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: July 7, 2020 **RE:** Authorization to Accept Funds from
DHS for Child Welfare Opiate
Allocation

FROM: Kevin Z. Gray
County Administrator

Linnea Mirsch, 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 the Public Health and Human Services Department (PHHS) to accept funds from the Department of Human Services (DHS) for the Child Welfare Opiate Allocation.

BACKGROUND:

DHS Child Welfare Opiate Allocation funding is distributed for additional child protection services under the Opioid Epidemic Response account. These funds, as defined in Minnesota Statutes § 256.043, subd. 3, are granted as a result of an allocation formula based on out-of-home placement episodes where parental drug abuse is the primary reason for placement using data from the previous calendar year. The use of funds is to reduce out-of-home placements and length of time in placements.

PHHS was required to submit a Child Welfare Opiate Allocation Agency Plan on June 15, 2020. This plan outlines eleven services and programs aimed at reducing out-of-home placements and length of time in placements in the categories of: Conventional Services, Flexible Spending, and Training. The PHHS Child Welfare Opiate Allocation Agency Plan was approved and fully executed by DHS on June 15, 2020.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize PHHS to accept funds from DHS for the Child Welfare Opiate Allocation in the amount of \$443,583.00 for the period: July 1, 2020 through December 31, 2020 to be deposited into Fund 230, Agency 232025, Object 530719 and expended from Fund 230, Agency 232025, Objects 629900 and 602000.

In addition, it is recommended that the St. Louis County Board authorize the PHHS to enter into contracts with community partners to fulfill the obligations outlined in the Child Welfare Opiate Allocation Plan.

Authorization to Accept Funds from DHS for Child Welfare Opiate Allocation

BY COMMISSIONER _____

WHEREAS, The Department of Human Services (DHS) Child Welfare Opiate Allocation funding is distributed for additional child protection services under the Opioid Epidemic Response account; and

WHEREAS, These funds, as defined in Minnesota Statutes § 256.043, subd. 3, are granted as a result of an allocation formula based on out-of-home placement episodes where parental drug abuse is the primary reason for placement using data from the previous calendar year; and

WHEREAS, The Public Health and Human Services Department (PHHS) has been allocated the amount of \$443,583 for the budget period: July 1, 2020 through December 31, 2020; and

WHEREAS, The use of funds is to reduce out-of-home placements and length of time in placements for placements with a primary reason tied to parental drug abuse; and

WHEREAS, PHHS was required to submit a Child Welfare Opiate Allocation Agency Plan to fulfill the obligations of the funding on June 15, 2020; and

WHEREAS, The Child Welfare Opiate Allocation Agency plan outlines eleven services and programs aimed at reducing out-of-home placements and length of time in placements in the categories of: Conventional Services, Flexible Spending, and Training; and

WHEREAS, PHHS Child Welfare Opiate Allocation Agency Plan was approved and fully executed by DHS on June 15, 2020;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes PHHS to accept funds from DHS for the Child Welfare Opiate Allocation in the amount of \$443,583.00 for the Budget Period: July 1, 2020-December 31, 2020. Beginning January 2021, funds will be allocated for a 12 month period, aligning with the calendar year; and

RESOLVED FURTHER, That the St. Louis County Board authorizes PHHS to enter into contracts with community partners to fulfill the obligations outlined in the Child Welfare Opiate Allocation Agency Plan.

BUDGET REFERENCE: Fund 230, Agency 232025, Object 530719
Fund 230, Agency 232025, Object 602000
Fund 230, Agency 232025, Object 629900

BOARD LETTER NO. 20 – 241

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

DATE: July 7, 2020

RE: Acquisition of Right of Way for
CP 0056-284469, SP 069-656-
018 by Eminent Domain
Proceedings

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

To provide a safe, well maintained road and bridge system and deliver the construction program on time and on budget.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the acquisition of the necessary right of way for construction of County Project (CP) 0056-284469, State Project (SP) 069-656-018, through eminent domain proceedings.

BACKGROUND:

The St. Louis County Public Works Department is planning to reclaim and overlay Morris Thomas Road (CSAH 56) between State Highway No. 2 and Haines Road (CSAH 91). There will be some culvert replacement done and possibly some turn lane construction. This project is approximately 4.67 miles in length and is to be constructed in 2021. Acquisition of right of way for this project was authorized by County Board Resolution No. 20-114 on March 10, 2020; however, part of the right of way necessary for the 2021 construction of this project has not yet been acquired by negotiation and direct purchase. Acquiring the necessary right of way through eminent domain proceedings will allow for the timely construction of this project.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorizes the County Attorney to acquire the remaining right of way necessary for the project through eminent domain proceedings, payable from Fund 200, Agency 203001, Objects 636500, 636600, and 637500.

Acquisition of Right of Way for CP 0056-284469, SP 069-656-018 by Eminent Domain Proceedings

BY COMMISSIONER _____

WHEREAS, The St. Louis County Public Works Department is planning to reclaim and overlay Morris Thomas Road (CSAH 56) between State Highway No. 2 and Haines Road (CSAH 91); and

WHEREAS, This project is approximately 4.67 miles in length and is to be constructed in 2021; and

WHEREAS, Acquisition of right of way for this project was authorized by County Board Resolution No. 20-114 on March 10, 2020; and

WHEREAS, The following described parcel of needed right of way has not yet been acquired by negotiation and direct purchase:

Parcel 1 **Owners and Interests:**
BMAX, Inc.
c/o Darren Weets
5031 White Pine St.
Hermantown, MN 55811

Property Legal Description

The Southwest Quarter of the Southeast Quarter, Section 25, Township 50 North, Range 15 West of the Fourth Principal Meridian except the following:

A tract of land in the Southwest Quarter of Southeast Quarter (SW ¼ of SE ¼), Section Twenty-five (25), Township Fifty (SO) North of Range Fifteen (15) West of the Fourth Principal Meridian, described as follows: Commencing at the Southeast corner of said Southwest Quarter of Southeast Quarter (SW ¼ of SE ¼) the point of beginning of the land to be described; thence North along the East line of said Southwest Quarter of Southeast Quarter (SW ¼ of SE ¼), a distance of 397 feet; thence deflect 90°- 24'-10" to the left in a Westerly direction, a distance of 329.36 feet: thence deflect a9° -34'- 45" to the left in a Southerly direction and parallel with the East line of said Southwest Quarter of Southeast Quarter (SW ¼ of SE ¼), a distance of 397 feet, more or less, to the South line of said Southwest Quarter of Southeast Quarter (SW ¼ of SE ¼): thence Easterly along the South line of said Southwest Quarter of Southeast Quarter (SW ¼ of SE ¼) to the point of beginning.

AND

All that part of the Southwest Quarter of the Southeast Quarter (SW ¼ of SE ¼), Section Twenty-five (25), Township Fifty (50), Range Fifteen (15), described as follows: Beginning at the Southeast (SE) corner of said SW ¼ of SE ¼ ; thence North along the Easterly line of said SW ¼ of SE ¼ a distance of 397 feet to a point, which is the point of beginning; thence West at an angle of ago 35' 50" a distance of 329.36 feet to a point, thence North at an angle of 90° 25' 15" from the last described line a distance of 294.04 feet to a point; thence East at an angle of a9° 34' 45" from the last described line a distance of 329.22 feet, more or less, to the easterly line of said SW ¼ of SE ¼ thence South along said Easterly line of said SW ¼ of SE ¼ , to the point of beginning.

AND

A tract of land in the SW¼ of SE ¼, Section 25, Township 50, Range 15, West of the Fourth Principal Meridian, described as follows: Commencing at the Southeast corner of said SW ¼ of SE ¼; thence North along the East line of said SW ¼ of SE ¼, a distance of 691.04 feet to the point of beginning of the land to be described; thence deflect ago 35° 50" to the left in a Westerly direction a distance of 329.22 feet; thence deflect 89° 35' 50" to the right in a Northerly direction, along a line 329.22 feet distant and parallel with the East line of said SW ¼ of SE ¼, a distance of 631.55 feet, more or less, to the North line of said SW ¼ of SE ¼; thence Easterly along the North line of said SW ¼ of SE ¼ to the East line of said SW¼ of SE ¼; thence Southerly along the East line of said SW ¼ of SE ¼ to the point of beginning.

Property Physical Address:

xxxx Morris Thomas Road
Hermantown, MN 55811

Rights to be acquired:

A PERMENANT EASEMENT for highway purposes over, under and across that part of the above described property described as follows:

Beginning at a point that is 131.47 feet easterly and 33.00 feet northerly of the South Quarter corner of Section 25, Township 50 North, Range 15 West, thence northerly 37.00 feet to a point, thence easterly and perpendicular 100.00 feet to a point, thence southerly and perpendicular 37.00 feet to a point, thence westerly and perpendicular 100.00 feet to the point of beginning.
AND

A PERMENANT EASEMENT for highway purposes over, under and across that part of the above described property described as follows:

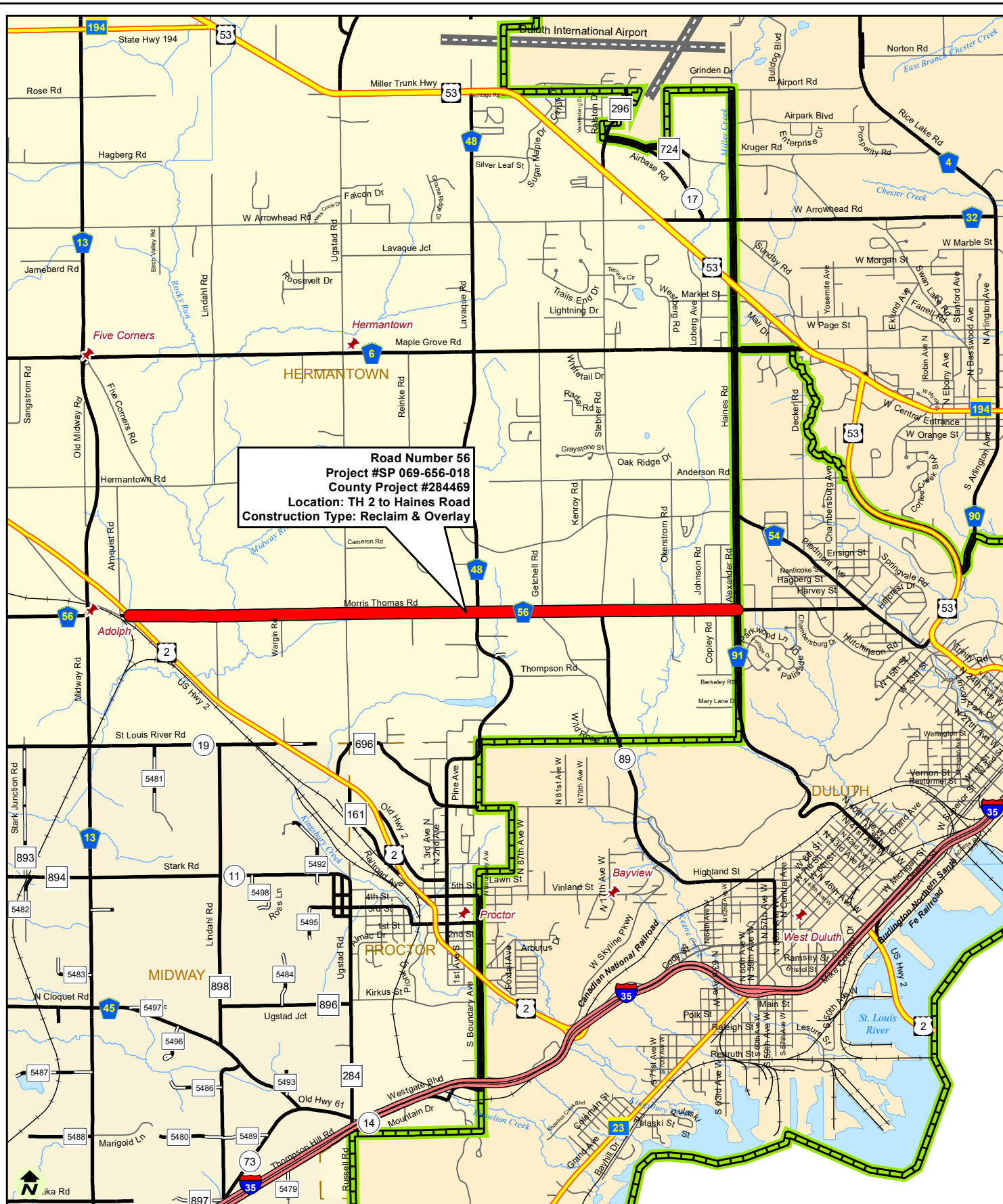
Beginning at a point on the south line that is 71.47 east of the South Quarter corner of Section 25, Township 50 North, Range 15 West, thence easterly along said line a distance of 160.00 feet, thence northerly and perpendicular a distance of 33.00 feet to a point, thence westerly and perpendicular a distance of 160.00 feet to a point, thence southerly and perpendicular a distance of 33.00 feet to the point of beginning.
AND

A TEMPORARY EASEMENT for highway construction purposes over, under and across the herein before described premises described as follows:

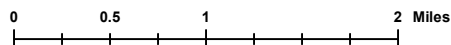
Beginning at a point on the south line that is 71.47 east and 33.00 feet north of the South Quarter corner of Section 25, Township 50 North, Range 15 West, thence easterly a distance of 60.00 feet to a point, thence northerly and perpendicular a distance of 37.00 feet to a point, thence easterly and perpendicular a distance of 65.00 feet to a point, thence northerly and perpendicular a distance of 50.00 feet to a point, thence westerly and perpendicular a distance of 125.00 feet to a point, thence southerly and perpendicular a distance of 87.00 feet to the point of beginning.

Said temporary easement contains 8,470.00 SF of temporary right of way. The temporary easement will begin on January 1, 2021, and will expire on December 31, 2023.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board, pursuant to Minn. Stat. Chapter 163.02 et.al., authorizes the County Attorney to proceed under Minn. Stat. Chapter 117.012 et. al., to acquire the remaining necessary highway right of way by condemnation proceedings, payable from Fund 200, Agency 203001, Objects 636500, 636600, and 637500.



St. Louis County 2021 Road & Bridge Construction



Map Components

2021 Road & Bridge Construction

- Reclaim & Overlay
- Interstate Highway
- U.S./State Highway

- County Road - Paved
- County Road - Gravel
- Local Road/City Street
- Railroad
- Commissioner District

- Township Boundary
- ★ City/Town
- Lake
- River/Stream

BOARD LETTER NO. 20 – 242

PUBLIC WORKS AND TRANSPORTATION COMMITTEE CONSENT NO. 3

BOARD AGENDA NO.

DATE: July 7, 2020

RE: Acquisition of Right of Way -
Culvert Replacement Project
on CSAH 27 in Lavell and
McDavitt Townships

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

To deliver the construction program on time and on budget.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Public Works Director to proceed with right of way acquisition for a culvert replacement project on County State Aid Highway (CSAH) 27 in the Townships of Lavell (56-19) and McDavitt (56-18).

BACKGROUND:

The St. Louis County Public Works Department is planning a culvert replacement project over 9.8 miles of CSAH 27 in Lavell Township and McDavitt Township. The project begins at the intersection of CSAH 27 and CSAH 5 and extends easterly approximately 9.8 miles to the intersection with CSAH 7.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Public Works Department to acquire the right of way necessary for a culvert replacement project on CSAH 27 in Lavell and McDavitt Townships, and authorize the County Auditor to grant highway easements across tax forfeited lands necessary for the project. The right of way acquisition is payable from Fund 200, Agency 203001.

**Acquisition of Right of Way for Culvert Replacement Project
On CSAH 27 in Lavell and McDavitt Townships**

BY COMMISSIONER_____

WHEREAS, The St. Louis County Public Works Department is planning a culvert replacement project over 9.8 miles of County State Aid Highway (CSAH) 27 within the Townships of Lavell (56-19) and McDavitt (56-18); and

WHEREAS, The project begins at the intersection of CSAH 27 and CSAH 5 and extends easterly approximately 9.8 miles to the intersection with CSAH 7; and

WHEREAS, The improvement consists of removing and replacing culverts in said roadway as determined necessary to provide for the safety and convenience of the traveling public; and

WHEREAS, In addition to the existing highway right of way, certain lands are required for said 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 County Project 0027-475811, payable from Fund 200, Agency 203001;

RESOLVED FURTHER, That pursuant to Minn. Stat. § 282.04, Subd. 4, the St. Louis County Board authorizes the County Auditor to grant highway easements across tax forfeited lands necessary for the project.

BOARD LETTER NO. 20 - 243

PUBLIC WORKS AND TRANSPORTATION COMMITTEE CONSENT NO. 4

BOARD AGENDA NO.

DATE: July 7, 2020

RE: Acquisition of Right of Way -
Culvert Replacement Project
on CSAH 25 in Unorganized
Township 60-19 and Alango
Township

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

To deliver the construction program on time and on budget.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Public Works Director to proceed with right of way acquisition for a culvert replacement project on County State Aid Highway (CSAH) 25 in Unorganized Township 60-19 and Alango Township.

BACKGROUND:

The St. Louis County Public Works Department is planning a culvert replacement project over 7.6 miles of CSAH 25 in Unorganized Township 60-19 and Alango Township (61-19). The project begins approximately 0.25 miles south of the intersection of CSAH 25 and CSAH 65, and extends northerly approximately 7.6 miles to the intersection with CSAH 22.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Public Works Department to acquire the right of way necessary for a culvert replacement project on CSAH 25 in Unorganized Township 60-19 and Alango Township, and authorize the County Auditor to grant highway easements across tax forfeited lands necessary for the project. It is further recommended that the Board authorize the submittal of an application to the State of Minnesota Department of Natural Resources for an easement across State of Minnesota lands in Section 16, Township 60 North, Range 19 West. The right of way acquisition is payable from Fund 200, Agency 203001.

**Acquisition of Right of Way for Culvert Replacement Project
On CSAH 25 in Unorganized Township 60-19 and Alango Township**

COMMISSIONER_____

WHEREAS, The St. Louis County Public Works Department is planning a culvert replacement project over 7.6 miles of County State Aid Highway (CSAH) 25 within Unorganized Township 60-19 and Alango Township (60-19); and

WHEREAS, The project begins 0.25 miles south of the intersection of CSAH 25 and CSAH 65 and extends northerly approximately 7.6 miles to the intersection with CSAH 22; and

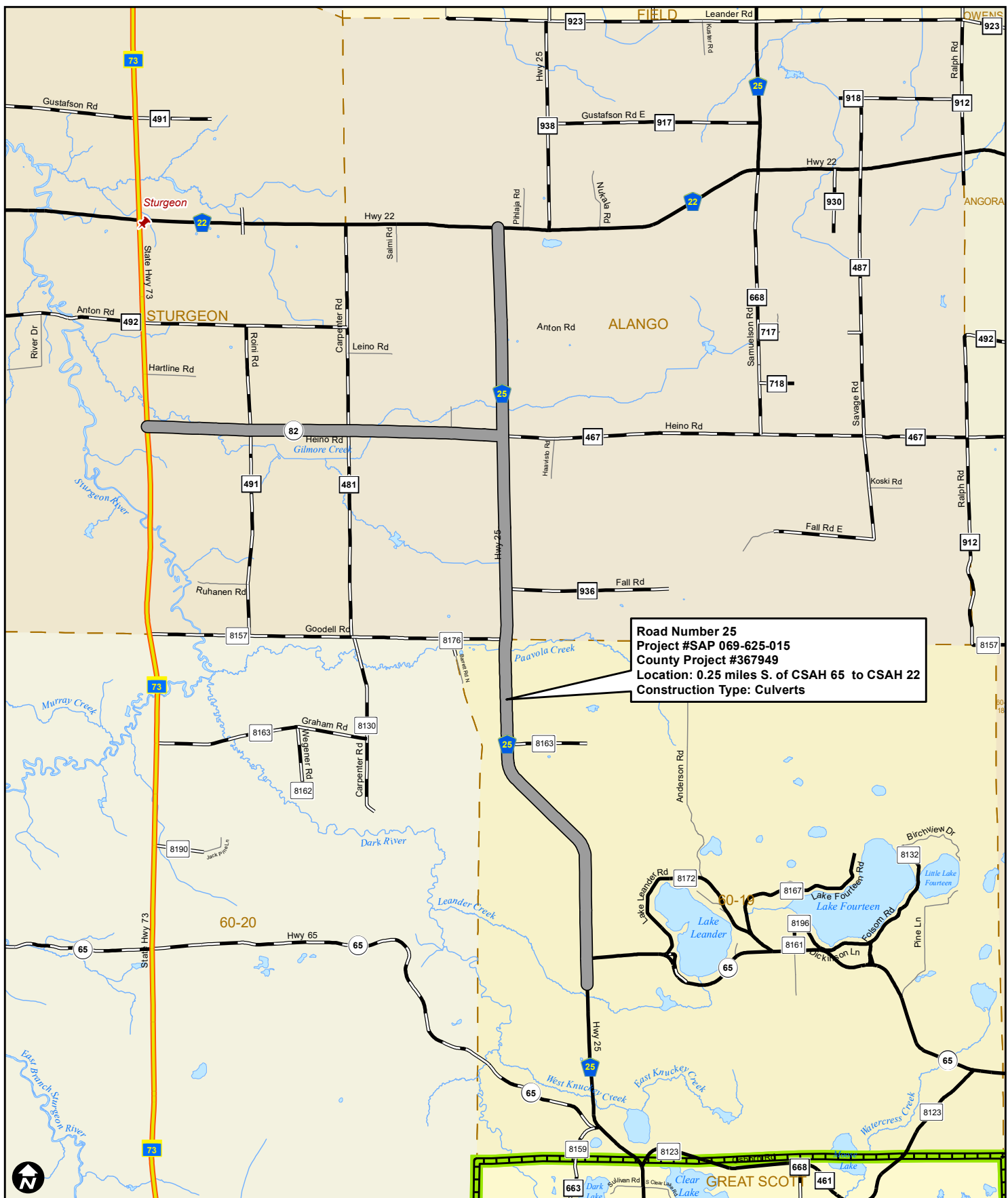
WHEREAS, The improvement consists of removing and replacing culverts in said roadway as determined necessary to provide for the safety and convenience of the traveling public; and

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

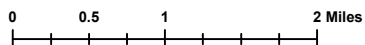
THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Works Director to proceed with the acquisition of the necessary lands and temporary easements for County Project 025-367949, payable from Fund 200, Agency 203001;

RESOLVED FURTHER, That pursuant to Minn. Stat. § 282.04, Subd. 4, the St. Louis County Board authorizes the County Auditor to grant highway easements across tax forfeited lands necessary for the project;

RESOLVED FURTHER, That the State of Minnesota Department of Natural Resources is requested to provide St. Louis County with an easement across State of Minnesota lands located in Section 16, Township 60 North, Range 19 West of the Fourth Principal Meridian, more or less, adjacent to the existing centerline of CSAH 25. A complete description of the easement area will be provided to the State of Minnesota when the survey of the same is completed prior to formal easement application.



St. Louis County 2021 Road & Bridge Construction



Map Components

2021 Road & Bridge Construction

- Culvert Replacement
- Interstate Highway
- U.S./State Highway

- County/Unorg. Twp. Road - Paved
- County/Unorg. Twp. Road - Gravel
- Local Road/City Street
- Railroad
- Commissioner District

- Township Boundary
- City/Town
- Lake
- River/Stream

BOARD LETTER NO. 20 – 244

PUBLIC WORKS AND TRANSPORTATION COMMITTEE CONSENT NO. 5

BOARD AGENDA NO.

DATE: July 7, 2020

RE: Acquisition of Right of Way -
Culvert Replacement Project
on CSAH 82 in Sturgeon and
Alango Townships

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

To deliver the construction program on time and on budget.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Public Works Director to proceed with right of way acquisition for a culvert replacement project on County State Aid Highway (CSAH) 82 in the Townships of Sturgeon and Alango.

BACKGROUND:

The St. Louis County Public Works Department is planning a culvert replacement project over 3.4 miles of CSAH 82 in the Townships of Sturgeon (61-20) and Alango (61-19). The project begins at the intersection of CSAH 82 and MN Trunk Highway 73 and extends easterly approximately 3.4 miles to the intersection with CSAH 25.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Public Works Department to acquire the right of way necessary for a culvert replacement project on CSAH 82 in Sturgeon and Alango Townships, and authorize the County Auditor to grant highway easements across tax forfeited lands necessary for the project. The right of way acquisition is payable from Fund 200, Agency 203001.

**Acquisition of Right of Way for Culvert Replacement Project
on CSAH 82 in Sturgeon and Alango Townships**

COMMISSIONER _____

WHEREAS, The St. Louis County Public Works Department is planning a culvert replacement project over 3.4 miles of County State Aid Highway (CSAH) 82 within the Townships of Sturgeon (61-20) and Alango (60-19); and

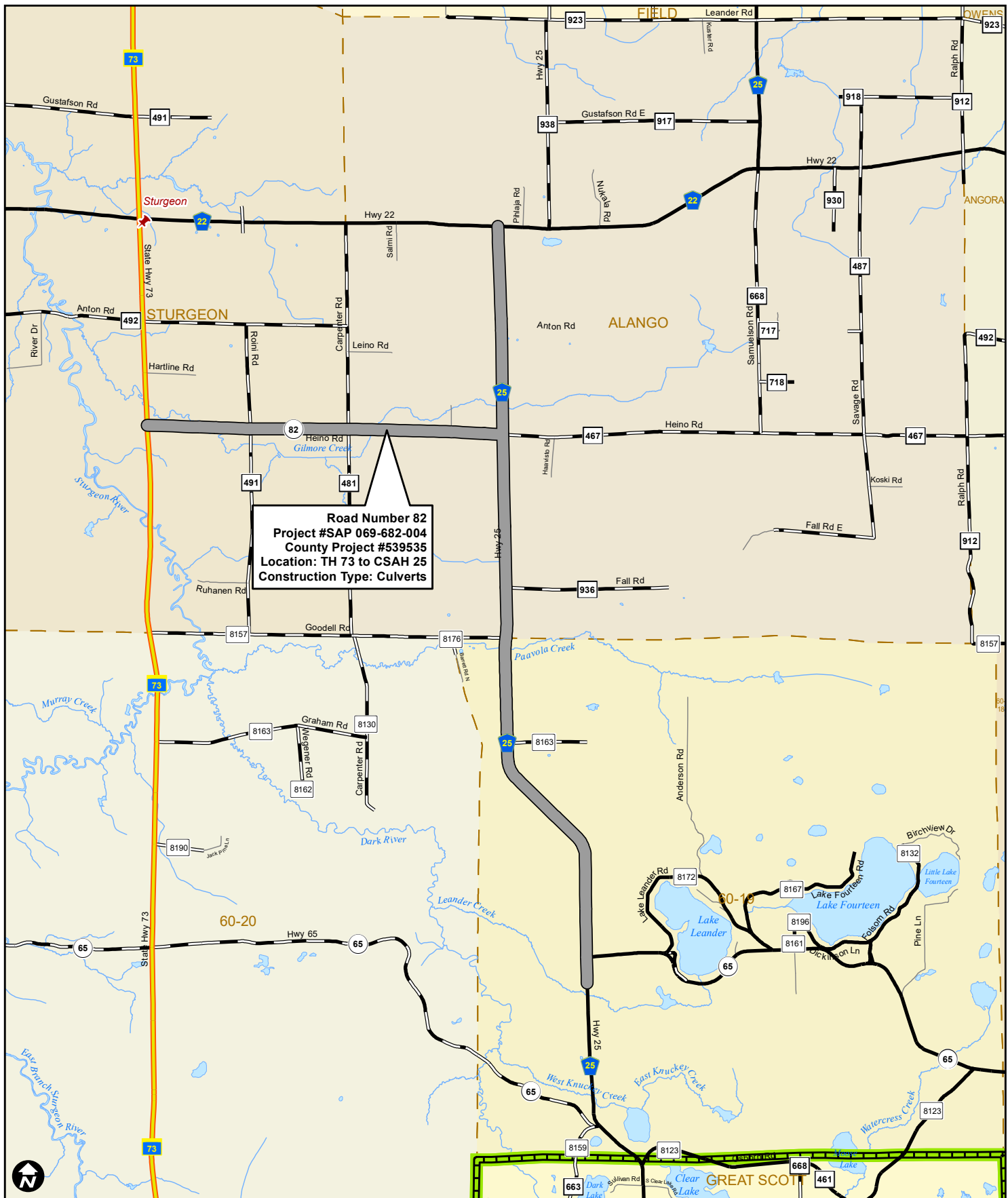
WHEREAS, The project begins at the intersection of CSAH 82 and MN Trunk Highway 73 and extends easterly approximately 3.4 miles to the intersection with CSAH 25; and

WHEREAS, The improvement consists of removing and replacing culverts in said roadway as determined necessary to provide for the safety and convenience of the traveling public; and

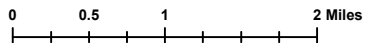
WHEREAS, In addition to the existing highway right of way, certain lands are required for said construction, together with temporary construction easements; and

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 County Project 0082-539535, payable from Fund 200, Agency 203001;

RESOLVED FURTHER, That pursuant to Minn. Stat. § 282.04, Subd. 4, the St. Louis County Board authorizes the County Auditor to grant highway easements across tax forfeited lands necessary for the project.



St. Louis County 2021 Road & Bridge Construction



Map Components

2021 Road & Bridge Construction

- Culvert Replacement
- Interstate Highway
- U.S./State Highway

- County/Unorg. Twp. Road - Paved
- County/Unorg. Twp. Road - Gravel
- Local Road/City Street
- Railroad
- Commissioner District

- Township Boundary
- City/Town
- Lake
- River/Stream

BOARD LETTER NO. 20 - 245

FINANCE AND BUDGET COMMITTEE CONSENT NO. 6

BOARD AGENDA NO.

DATE: July 7, 2020

RE: Purchase of Property
Insurance

FROM: Kevin Z. Gray
County Administrator

Donna Viskoe
Purchasing Director

RELATED DEPARTMENT GOAL:

To exercise responsible stewardship of county resources.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the purchase of property insurance from the Otis-Magie Insurance Agency of Duluth, Minnesota.

BACKGROUND:

St. Louis County has been purchasing property insurance on a loss limit basis versus a blanket property basis for several years. This type of coverage has provided favorable rates and lower deductibles on an exposure which has increased annually. The current policy with the Otis-Magie Insurance Agency expires on July 24, 2020.

The Chubb Group of Insurance Companies, which has insured the county since 2005 has offered to renew coverage with the same terms and conditions as the existing coverage. This program continues to provide very broad coverage of the county's property, subject to the same deductibles and coverage as in the past several years. Based on the premium proposal of \$319,920.00 submitted by the Chubb Insurance Company, the rate is \$.0616 per \$100 of value.

The 2020 - 2021 Insurance Policy includes a loss limit of \$125,000,000 per occurrence during the policy period. An annual review by the Purchasing Division suggests this limit will provide protection for all of the largest county exposures. The recommended proposal includes coverage for all the county's requirements under one policy and one insurance group. All contractors' equipment will be covered on and away from the premises, subject to a \$5,000,000 loss limit and \$20,000 deductible per occurrence. The Chubb Group proposes Property and Related Insurance coverage on major

structures and equipment with a \$25,000 per occurrence deductible unless otherwise indicated below:

- Contractors' Equipment: \$20,000 deductible, insures equipment on and away from the scheduled premises
- Electronic Data Processing, Valuable Papers & Accounts Receivable: \$2,500 deductible
- Towers and Boiler and Machinery Property Damage: \$5,000 deductible
- Auto/Equipment Physical Damage: Wind & Hail only, \$100,000 deductible
- Earthquake and Flood: \$100,000 deductible
- Crime: \$5,000 deductible

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the purchase of Property and Related Insurance coverage on major structures, equipment, amended contents and boiler and machinery from the Chubb Group of Insurance Companies through Otis-Magie Insurance Agency at a premium of \$319,920.00 for the period July 24, 2020 through July 24, 2021. Funding for property insurance is payable from fund 720, Agency 720001, Object 635100.

It is further recommended the County Board authorize the addition and/or deletion of property from the policy as required throughout the policy period.

Purchase of Property Insurance

BY COMMISSIONER _____

WHEREAS, St. Louis County has in excess of \$529,265,467.00 in property to insure; and

WHEREAS, St. Louis County has been purchasing property insurance on a loss limit basis which is less expensive with lower deductibles than a scheduled buildings type of insurance; and

WHEREAS, The current policy expires on July 24, 2020, and St. Louis County received a proposal from the current insurer, Chubb Group of Insurance Companies, through Otis-Magie Insurance Agency of Duluth, MN to provide coverage at the rate of \$.0616 per \$100 of value for the coming year; and

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the purchase of Property and Related Insurance coverage on major structures and equipment, amended contents, and boiler and machinery from Chubb Group of Insurance Companies through Otis-Magie Insurance Agency of Duluth, MN, for the period July 24, 2020 to July 24, 2021 at the annual premium of \$319,920 payable from Fund 720, Agency 720001, Object 635100.

RESOLVED FURTHER, That the Purchasing Division is authorized to add or delete county properties to the policy, or increase the base amount on future determination of valuation of county structures during the policy period.

BOARD LETTER NO. 20 - 246

FINANCE & BUDGET COMMITTEE CONSENT NO. 7

BOARD AGENDA NO.

DATE: July 7, 2020

RE: Lawful Gambling Application
(SolwayTownship)

FROM: Kevin Z. Gray
County Administrator

Nancy J. Nilsen
County Auditor/Treasurer

RELATED DEPARTMENT GOAL:

To provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to approve a lawful gambling application in Solway Township.

BACKGROUND:

The following Lawful Gambling Application has been reviewed by the members of the Liquor Licensing Committee and is recommended for approval.

Irving Community Association, Duluth, Minnesota, to operate out of the following:

The Munger Tavern & Grill, Solway Township, 4003 Munger Shaw Road, Cloquet, MN 55720, new.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the above Lawful Gambling application for the Irving Community Association, Duluth, Minnesota.

Lawful Gambling Application (Solway Township)

BY COMMISSIONER _____

RESOLVED, That pursuant to Minn. Stat. § 349.213, Subd. 2, the St. Louis County Board of Commissioners approves the following Lawful Gambling License Application (Pull-Tabs {paper}, Bar Bingo, Tipboards, Paddlewheel, Electronic Pull-Tabs, Electronic Linked Bingo) on file in the office of the County Auditor, identified as County Board File No. 61213 for the following organization:

Irving Community Association, Duluth, Minnesota, to operate out of the following:

The Munger Tavern & Grill, Solway Township, 4003 Munger Shaw Road, Cloquet, MN 55720, new.

BOARD LETTER NO. 20 – 247

PUBLIC SAFETY & CORRECTIONS COMMITTEE CONSENT NO. 8

BOARD AGENDA NO.

DATE: July 7, 2020 **RE:** 2020 Next Generation 9-1-1
Customer Premise Equipment Grant
Amendment

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 an amendment to the 2020 Next Generation 9-1-1 (NG911) Customer Premise Equipment (Call Handling Equipment) grant from the State of Minnesota Emergency Communications Network.

BACKGROUND:

On April 28, 2020, the St. Louis County Board adopted Resolution No. 20-217 authorizing the application and acceptance of the 2020 NG911 Call Handling Equipment grant from the State of Minnesota Emergency Communications Network in the amount of \$204,570.92.

The State of Minnesota Emergency Communications Network has awarded additional funding in the amount of \$239,623.77 for this program and on behalf of the Northeast Emergency Communications Board (NEECB), St. Louis County will serve as fiscal agent for the amended total award of \$444,194.69.

St. Louis County will coordinate grant activities on behalf of the participating awarded governmental agencies. The following NEECB agencies have been awarded these grant funds:

Agency	Original	Additional	Total
	Award	Award	Award
Lake County	\$30,095.07	\$77,387.33	\$107,482.40
Cook County	\$53,032.81	\$41,668.64	\$94,701.45
Cass County	\$75,768.86	\$64,543.84	\$140,312.70
Carlton County	\$45,674.18	\$26,495.96	\$72,170.14
Kanabec County		\$29,528.00	\$29,528.00
		Total	\$444,194.69

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an amendment to the 2020 Next Generation 9-1-1 Customer Premise Equipment (Call Handling Equipment) grant from the State of Minnesota Emergency Communications Network in the total awarded amount of \$444,194.69, to be accounted for in Fund 876, Agency 876999, Grant 87601, Year 2020.

2020 Next Generation 9-1-1 Customer Premise Equipment Grant Amendment

BY COMMISSIONER _____

WHEREAS, The Minnesota Department of Public Safety Division of Emergency Communication Networks applied for and was awarded a grant funded by the National Telecommunications and Information Administration and the National Highway Traffic Safety Administration; and

WHEREAS, On April 28, 2020, the St. Louis County Board adopted Resolution No. 20-217 authorizing the application and acceptance of the 2020 Next Generation 9-1-1 (NG911) Customer Premise Equipment (Call Handling Equipment) grant from the State of Minnesota Emergency Communications Network; and

WHEREAS, The State of Minnesota Emergency Communications Network has awarded additional funding in the amount of \$239,623.77 for this grant program; and

WHEREAS, St. Louis County will serve as the fiscal agent for the Northeast Emergency Communication Board;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes an amendment to the 2020 Next Generation 9-1-1 (NG911) Customer Premise Equipment (Call Handling Equipment) grant from the State of Minnesota Emergency Communications Network, to be accounted for in Fund 876, Agency 876999, Grant 87601, Year 2020;

RESOLVED FURTHER, That the appropriate county officials are authorized to execute all agreements and contracts necessary to fulfill the amended 2020 NG911 Customer Premise Equipment as approved by the St. Louis County Attorney, with St. Louis County serving as coordinator and fiscal agent for the grant.

Exhibit A
GRANT APPROVAL FORM

This form must be completed for any and all grants.

SECTION I—GRANT INFORMATION (to be completed by department's assigned accounting staff)

Please Note: It is acceptable that some details are later added (once the grant is awarded).

GRANT NAME: 2020 Call Handling Equipment Grant GRANT PERIOD: _____
(if known) (begin date)
GRANTOR: Minnesota Department of Public Safety _____
(end date)
FUND: 876 AGENCY: 876999 GRANT: 87601 GRANT YEAR: 2020

Indicate the source of funds—(check all that apply)

☐ **Local**—Object Code: _____ Amount: _____ Amount: _____
(Apply) (Accept)

Local Agency: _____

☒ **State**—Object Code: 531018 Amount: 204,570.92 Amount: 204,570.92
(Apply) (Accept)

State Agency: Division of Emergency Communications Network

Award #: A-DECN-CPE-2019-NEECB2-2

☐ **Federal**—Object Code: _____ Amount: _____ Amount: _____
(Apply) (Accept)

Grant Agreement (State Contract) #: _____
(if federal dollars are passed through state)

Federal Agency: _____ **CFDA#:** _____

Federal Agency: _____ **CFDA#:** _____
(if applicable) (if applicable)

Federal Agency: _____ **CFDA#:** _____
(if applicable) (if applicable)

TOTAL GRANT AMOUNT: 204,570.92

Expenditure for match amount should be moved into grant code. However, if this is *not* possible, indicate where expenditures will be accounted for.

FUND: _____ AGENCY: _____ OBJECT: _____ PROJECT: _____ AMOUNT: _____
FUND: _____ AGENCY: _____ OBJECT: _____ PROJECT: _____ AMOUNT: _____
FUND: _____ AGENCY: _____ OBJECT: _____ PROJECT: _____ AMOUNT: _____

TOTAL MATCH AMOUNT: _____

ACCOUNTING STAFF (who is primarily responsible for fiscal oversight of grant):

NAME: Lindsay VanGulder PHONE: 218-726-2396

DEPARTMENT CONTACT (who is primarily responsible for program/project outcomes of grant):

NAME: Lindsay VanGulder PHONE: 218-726-2396

****IMPORTANT****

Please submit this document (SECTION I) to the department contact, providing direction regarding which form should be completed.

- ☒ **New** (first-time submitted) or previously-submitted grant—**Complete Form A**
☐ Request for recurring grant to be included in December Budget Resolution*—**Complete Form B**
☐ Request for amendment of previously adopted Board Resolution—**Complete Form C**

*Departments must complete **Form B** for any grant (of any amount) that is included in the proposed budget.

SECTION II—APPROVAL (to be completed by department contact)
Form A (New or Previously-Submitted Grant)

PURPOSE: Approval to Apply for Grant—(complete prior to applying for grant award)

Please check the appropriate box:

☒ New (first-time submitted) grant

☐ Previously submitted grant*

*Departments are highly encouraged to request recurring grants (that were previously submitted) to be included in the December Budget Resolution—Form B—if dollar amounts do not fluctuate significantly.

STEP #1: Obtain authorization to apply for grant—(required for all grants of any amount)

Dept. Head Authorization: [Signature] 032620
Signature Date

Administrator Authorization: [Signature] 3-31-20
Signature Date

Auditor Authorization: [Signature] 4/3/2020
Signature Date

STEP #2: Confirm whether grant amount is greater than \$25,000—

☐ No (grant amount is less than or equal to \$25,000)—

Give grant contract (once received) to County Attorney's Office for review.

Reviewed by: _____

Attorney Name

Date

Damion #: _____

☒ Yes (grant amount is greater than \$25,000)—

Submit **Section I** (Cover Sheet) of the "Grant Approval Form," Board Letter and Resolution to Administration to seek County Board approval. It is acceptable that Section I is not completed in its entirety until the grant has been awarded. **NOTE:** Board authorization to accept the grant is required (upon notification of award).

Apply: Board Letter #: 20-133 Board Resolution #: 20-217 Date Adopted: 4-28-20

Accept: Board Letter #: 20-133 Board Resolution #: 20-217 Date Adopted: 4-28-20

STEP #3: Ensure proper documentation is entered into the system, and the appropriate parties are notified.

DEPARTMENT CONTACT: Submit **Section I** and **II** (Form A) of this "Grant Approval Form," along with all grant documents (application, award notification, contract, etc.) to the accounting staff person to enter the grant award into the financial system.

ACCOUNTING STAFF: If this grant includes federal funding, please send an electronic copy of **Section I** and **II** (Form A) of this "Grant Approval Form" as notification to wehselerh@stlouiscountymn.gov with "Federal Funds" in the Subject of the e-mail.

SECTION II—APPROVAL (to be completed by department contact:
Form C (Request for amendment of previously adopted Board Resolution)

PURPOSE: Approval to Amend Board Resolution—

STEP #1: Indicate the difference of the actual grant amount from the amount listed on the adopted Board Resolution:

Original Board Resolution #: 20-217

ORIGINAL GRANT AMOUNT: \$204,570.92
(initially approved)

ACTUAL GRANT AMOUNT: \$444,194.69

CHANGE IN AMOUNT = \$239,623.77

STEP #2: Please make note of any additional differences in the grant award than what had originally been submitted.

The State of Minnesota Emergency Communications Network has awarded additional funding (\$239,623.77) for this program and on behalf of the Northeast Emergency Communications Board (NEECB),

STEP #3: Confirm whether the difference (increase/decrease) in amount of the grant award is greater than \$25,000—

☐ **No**—(grant difference amount is less than or equal to \$25,000)—Notify Auditor's Office (with subject line "Quarterly Budget Resolution") to ensure grant award is listed on Quarterly Budget Resolution.

☒ **Yes**—(grant difference amount is greater than \$25,000)—Submit all completed sections of the "Grant Approval Form," **new** Board Letter and Resolution to Administration to seek County Board approval.

New Board Letter #: 20-247

New Board Resolution #: _____ Date Adopted: _____

STEP #4: Give grant contract (once received) to County Attorney's Office for review.

Reviewed by: _____
Attorney Name Date

Damion #: _____

STEP #5: Ensure proper documentation is entered into the system, and the appropriate parties are notified.

DEPARTMENT CONTACT: Submit all completed sections of this "Grant Approval Form," along with all grant documents (application, award notification, contract, etc.) to the accounting staff person to enter the grant award into the financial system.

ACCOUNTING STAFF: Adjust system according to new grant amount. If this grant includes federal funding, please send an electronic copy of **Section I and II (Form C)** of this "Grant Approval Form" as notification to wehselerh@stlouiscountymn.gov with "Federal Funds" in the *Subject* of the e-mail.

BOARD LETTER NO. 20 - 248

PUBLIC SAFETY & CORRECTIONS COMMITTEE

CONSENT NO. 9

BOARD AGENDA NO.

DATE: July 7, 2020

RE: Application and Acceptance of
the 2020 State Boat and Water
Safety 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 the application and acceptance of the 2020 State Boat and Water Safety grant from the State of Minnesota, Department of Natural Resources.

BACKGROUND:

Boat and water safety activities are addressed under Minn. Stat. 86B and the Minnesota Department of Natural Resources Rules Chapter 6110 and portions of Chapter 169A. The policy of the State is to maintain safe and useable waterways for its population. This is done by entering into grant agreements with the counties for sheriff services.

The Boat and Water Safety grant directs and enables the Sheriff to patrol St. Louis County waterways, to enforce the boat and water safety rules, to inspect watercraft, to provide search and rescue operations, and to conduct accident investigation as needed. The grant, in the amount of \$100,170, is for the period January 1, 2020 to June 30, 2021.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the application and acceptance of the State Boat and Water Safety grant in the amount of \$100,170 for the period January 1, 2020 to June 30, 2021, to be accounted for in Fund 100, Agency 130999, Grant 13001, Year 2020.

Application and Acceptance of the 2020 State Boat and Water Safety Grant

BY COMMISSIONER _____

WHEREAS, It is the policy of the State of Minnesota to promote safe and useable waterways within the State; and

WHEREAS, The State provides grants for sheriff services to carry out this policy; and

WHEREAS, The St. Louis County Sheriff's Office provides boat and water safety in the county by patrolling county waterways, enforcing board and water safety rules, inspecting watercraft, providing search and rescue operations, and conducting accident investigations;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the application and acceptance of the 2020 State Boat and Water Safety grant in the amount of \$100,170 for the period January 1, 2020 to June 30, 2021, to be accounted for in Fund 100, Agency 130999, Grant 13001, Year 2020.

Exhibit A
GRANT APPROVAL FORM

This form must be completed for any and all grants.

SECTION I—APPLICATION (to be completed by department's assigned accounting staff)
Cover Sheet

GRANT NAME: Boat and Water Safety Grant GRANT PERIOD: 01/01/20
(if known) (begin date)
GRANTOR: State of Minnesota 06/30/21
(end date)
FUND: 100 AGENCY: 130999 GRANT: 13001 GRANT YEAR: 2020

Indicate the source of funds—(check all that apply)

☐ Local—Object Code: _____ Amount: _____

Local Agency: _____

☒ State—Object Code: 530801 Amount: 100,170 Award #: _____

State Agency: _____

☐ Federal—Object Code: _____ Amount: _____

Grant Agreement (State Contract) #: _____
(if federal dollars are passed through state)

Federal Agency: _____ CFDA#: _____

Federal Agency: _____ CFDA#: _____
(if applicable) (if applicable)

Federal Agency: _____ CFDA#: _____
(if applicable) (if applicable)

TOTAL GRANT AMOUNT: \$100,170

Expenditure for match amount should be moved into grant code. However, if this is *not* possible, indicate where expenditures will be accounted for.

FUND: 100 AGENCY: 130002 OBJECT: All PROJECT: _____ AMOUNT: \$59,258.34

FUND: _____ AGENCY: _____ OBJECT: _____ PROJECT: _____ AMOUNT: _____

FUND: _____ AGENCY: _____ OBJECT: _____ PROJECT: _____ AMOUNT: _____

TOTAL MATCH AMOUNT: \$59,258.34

ACCOUNTING STAFF (who is primarily responsible for fiscal oversight of grant):

NAME: Lindsay VanGuilder PHONE: 218-726-2396

DEPARTMENT CONTACT (who is primarily responsible for program/project outcomes of grant):

NAME: David Phillips PHONE: 218-726-2339

****IMPORTANT****

Please submit this completed document (SECTION I *Cover Sheet*) to the department contact, providing direction regarding which form should be completed.

☐ New (first-time submitted) grant—Complete **Form A**

☒ Previously submitted grant—Complete **Form A**

☐ Request for recurring grant to be included in December Budget Resolution*—Complete **Form B**

☐ Request for amendment of previously adopted Board Resolution—Complete **Form C**

*Departments must complete **Form B** for any grant (of any amount) that is included in the proposed budget.

SECTION II—APPROVAL (to be completed by department contact)

Form A (New Grant)

Approval to Apply for Grant—(complete prior to applying for grant award)

Please check the appropriate box:

☐ New (first-time submitted) grant

☐ Previously submitted grant*

*Departments are highly encouraged to request recurring grants (that were previously submitted) to be included in the December Budget Resolution—*Form B*—if dollar amounts do not fluctuate significantly.

STEP #1: Obtain authorization to apply for grant—(required for all grants of any amount)

Dept. Head Authorization: _____

Signature

Date

Administrator Authorization: _____

Signature

Date

Auditor Authorization: _____

(Deputy)

Signature

Date

STEP #2: Confirm whether grant amount is greater than \$25,000—

☐ **No** (grant amount is less than or equal to \$25,000)—

Give grant contract (once received) to County Attorney's Office for review.

Reviewed by: _____

Attorney Name

Date

Damion #: _____

☐ **Yes** (grant amount is greater than \$25,000)—

Submit **Section I** (Cover Sheet) of the "Grant Approval Form," Board Letter and Resolution to Administration to seek County Board approval. **NOTE: Board authorization to accept the grant is required (upon notification of award).**

Apply: Board Letter #: _____ Board Resolution #: _____ Date Adopted: _____

Accept: Board Letter #: _____ Board Resolution #: _____ Date Adopted: _____

STEP #3: Ensure proper documentation is entered into the system, and the appropriate parties are notified.

DEPARTMENT CONTACT: Submit **Section I** (Cover Sheet) and **II** (Form A) of this "Grant Approval Form," along with all grant documents (application, award notification, contract, etc.) to the accounting staff person to enter the grant award into the financial system.

ACCOUNTING STAFF: If this grant includes federal funding, please send an electronic copy of **Section I** (Cover Sheet) and **II** (Form A) of this "Grant Approval Form" as notification to wehselerh@stlouiscountymn.gov with "Federal Funds" in the *Subject* of the e-mail.

BOARD LETTER NO. 20 – 249

ESTABLISHMENT OF PUBLIC HEARINGS FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: July 7, 2020

RE: Establish a Public Hearing to
Consider Tax Abatement for
the City of Duluth – Public
Infrastructure Improvements

FROM: Kevin Z. Gray
County Administrator

Matthew E. Johnson, Director
Planning and Community Development

RELATED DEPARTMENT GOAL:

To assist communities in achieving housing, economic development, and community development objectives.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing for input on proposed tax abatement financing for the City of Duluth – public infrastructure improvements and associated site development costs.

BACKGROUND:

The City of Duluth has identified the need for public infrastructure improvements and associated site development costs for a proposed Costco Wholesale development at the intersection of West Arrowhead Road and Haines Road in Duluth. Both adjacent roadway facilities are under the jurisdiction of St. Louis County. Other public infrastructure, such as water and sanitary sewer, are under the jurisdiction of the City of Duluth.

The estimated public infrastructure improvements costs are in excess of \$2.0 million. The public infrastructure improvements are required to allow for the development to proceed. The specific improvements needed include capacity and functional upgrades to the public roadways (traffic control, widening for turn lanes, striping, utility relocation, sidewalks, and signals), water and sewer mains, subsurface stormwater management, and other related public infrastructure improvements. Without these improvements the development cannot proceed.

Costco Wholesale is proposing to build an approximately 160,000 square foot building with approximately 725 parking spaces on tax parcels 010-2710-02140, 010-2710-02145, 010-2710-02146, 010-2710-02147, and part of 010-2710-02130. The City of Duluth is working with Costco Wholesale and intends to enter into a development agreement with Costco Wholesale on the public infrastructure improvements and associated site development costs. If the total cost for public infrastructure improvements are lower than the proposed \$2.0 million budget, the total abatement amount provided will be reevaluated as part of the City's development agreement with Costco Wholesale.

St. Louis County is requested to provide up to \$650,000 in support of the public infrastructure improvements through tax abatement financing. The City of Duluth will consider providing an additional \$1,350,000 of tax abatement in July, for a total abatement of \$2,000,000. The County tax abatement financing would be paid over a period of no more than ten (10) years, beginning the first tax year after project completion. Construction is expected to begin in the fall of 2020 and completed in the fall 2021. The City will require a project labor agreement, prevailing wage rates, and community benefits agreement for the public infrastructure improvements and associated site development costs. There will be no tax abatement financing funds used to the construction of Costco Wholesale building and associated facilities. The tax abatement financing is only for public infrastructure improvements and associated site development costs

On March 1, 2002 the County Board adopted Resolution No. 02-187, approving a tax abatement financing policy (TAF) as authorized under Minn. Stat. §§469.1812 through 469.1815. A public hearing is required.

The project will require the county to waive certain county tax abatement financing policy requirements including the current limitation on annual TAF being in excess of \$30,000 per year and application fees and other provisions deemed necessary. The City of Duluth has paid for all financial reviews and drafted legal documents.

RECOMMENDATION:

It is recommended that the St. Louis County Board establish a public hearing on Tuesday, July 28, 2020, at 9:45 a.m. in the St. Louis County Government Service Center in Virginia, Minnesota regarding the City of Duluth – public infrastructure improvements and associated site development costs project for the tax abatement financing request.

**Establish a Public Hearing to Consider Tax Abatement for the
City of Duluth – Public Infrastructure Improvements**

BY COMMISSIONER_____

WHEREAS, Minn. Stat. §§469.1812 through 469.1815, Abatement Authority, require that a public hearing be conducted prior to approving a tax abatement; and

WHEREAS, The City of Duluth, Minnesota has requested St. Louis County to consider up to \$650,000 in tax abatement for public infrastructure improvements and associated site development costs for a site at the intersection of Haines and Arrowhead Roads.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board will hold a public hearing on Tuesday, July 28, 2020, at 9:45 a.m. in the St. Louis County Government Service Center in Virginia, Minnesota, to solicit public input prior to considering the proposed tax abatement for the City of Duluth – public infrastructure improvements and associated site development costs project. Notice of the hearing shall be published in accordance with Minn. Stat. §469.1813, Subd. 5(b).

BOARD LETTER NO. 20 – 250

FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: July 7, 2020

RE: Fire Protection/First Responder
Services Contracts for
Unorganized Territories – 2021

FROM: Kevin Z. Gray
County Administrator

Nancy J. Nilsen
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 2021.

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, 2021, 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 -
2021**

BY COMMISSIONER_____

WHEREAS, The St. Louis County Board is authorized to act on behalf of unorganized townships for purposes of furnishing fire protection and/or 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 2021.

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>Bearville Township Volunteer Fire Dept.</u> Unorganized Township 62-21	\$7,448
<u>Central Lakes Volunteer Fire Dept.</u> Unorganized Township 56-17	\$47,250
<u>City of Chisholm</u> Unorganized Township 59-21 (Everything <u>except</u> 13041 Memory Lane through 13099 Memory Lane)	\$16,913
<u>Colvin Volunteer Fire Dept.</u> Unorganized Township 55-14 & 55-15 (Sections 1-21 and 29 & 30)	\$16,170
<u>City of Cook</u> Unorganized Townships 62-17 & 63-17	\$14,700
<u>Ellsburg Volunteer Fire Dept.</u> Unorganized Township 55-15 (Sections 22-28 and 31-36)	\$4,763

<u>Embarrass Region Volunteer Fire Dept.</u> Unorganized Township 61-14	\$6,577
<u>Evergreen Volunteer Fire Dept.</u> Unorganized Townships 60-19 & 60-20	\$43,680
<u>City of Floodwood</u> Unorganized Township 52-21	\$17,163
<u>French Volunteer Fire Dept.</u> Unorganized Township 59-21 (13041 Memory Lane through 13099 Memory Lane)	\$1,406
<u>Gnesen Volunteer Fire Dept.</u> Unorganized Township 53-15	\$18,812
<u>Greenwood Township Volunteer Fire Dept.</u> Unorganized Township 63-15	\$8,400
<u>Lake Kabetogama Area Fire Dept.</u> Unorganized Townships 67-20, 67-21, 68-19, 68-20, 68-21 & 69-19	\$36,750
<u>Lakeland Volunteer Fire Dept.</u> Unorganized Township 57-16	\$68,250
<u>Makinen Volunteer Fire Dept.</u> Unorganized Township 56-16	\$46,200
<u>Morse-Fall Lake Rural Protection Assoc.</u> Unorganized Townships 63-14, 64-12, 64-13, 65-13 & 65-14	\$27,628
<u>Northland Volunteer Fire Dept.</u> Unorganized Township 53-16	\$18,900
<u>City of Orr</u> Unorganized Township 63-19 & 66-20	\$10,174
<u>Palo Regional Volunteer Fire Dept.</u> Unorganized Townships 56-14, 57-14 & 58-14 (Sections 25-36)	\$37,800
<u>Pequaywan Lake Volunteer Fire Dept.</u> Unorganized Township 54-13	\$4,410

<u>Pike-Sandy-Britt Volunteer Fire Dept.</u>	
Unorganized Townships 59-16 & 60-18	\$55,561
 <u>Silica Volunteer Fire Dept.</u>	
Unorganized Township 55-21	\$47,250
 Total Levy for Unorganized Township Fire Protection and/or First Responder Services	 \$638,088

Unorganized Township Fire Contract Proposals

Fire Department	Parcel Information			Levy Spread Evenly					Fire / EMS Call Information					
<i>Fire Departments with proposed increases compared to 2020</i>	Total # of Parcels in Coverage Area	Total # of Improved Parcels in Coverage Area	% of Improved Parcels in Coverage Area	Proposed 2021 Levy Amount - Spread Evenly	105% of Proposed 2021 Levy Amount - Spread Evenly	<i>Average Share Per Improved Parcel (Proposed</i>	<i>Average Share Per Improved Parcel (at 105%)</i>	Average Share Per Parcel (at 105%)	Number of Fire / EMS calls 2015	Number of Fire / EMS calls 2016	Number of Fire / EMS calls 2017	Number of Fire / EMS calls 2018	Number of Fire / EMS calls 2019	Total Number of Fire / EMS calls 2013- 2018

City of Babbitt

Unorg 61-12	404	154	38%	19,216	20,176	\$ 125	\$ 131	\$ 50	4	5	1	5	3	18
Unorg 61-13	902	471	52%	58,769	61,708	\$ 125	\$ 131	\$ 68	0	10	3	15	6	34
Total	1,306	625	48%	77,985	81,884	\$ 125	\$ 131	\$ 63	4	15	4	20	9	52

Bearville Township

Unorg 62-21	429	117	27%	7,094	7,448	\$ 61	\$ 64	\$ 17	7	5	3	3	6	24
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Central Lakes

Unorg 56-17	640	295	46%	45,000	47,250	\$ 153	\$ 160	\$ 74	46	40	30	27	26	169
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City of Chisholm

Unorg 59-21 (part of) Everything except 13041 Memory Lane through 13099 Memory Lane	612	188	31%	16,108	16,913	\$ 86	\$ 90	\$ 28	3	7	5	6	0	21
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Colvin

Unorg 55-15 (part of) Sections 1-21, 29, 30	230	57	25%	5,931	6,228	\$ 104	\$ 109	\$ 27	2	0	0	2	3	7
Unorg 55-14	340	91	27%	9,469	9,942	\$ 104	\$ 109	\$ 29	0	2	0	4	1	7
Total	570	148	26%	15,400	16,170	\$ 104	\$ 109	\$ 28	2	2	0	6	4	14

City of Cook

Unorg 62-17	208	42	20%	1,455	1,528	\$ 35	\$ 36	\$ 7	2	1	1	1	1	6
Unorg 63-17	809	362	45%	12,545	13,172	\$ 35	\$ 36	\$ 16	2	8	5	8	8	31
Total	1,017	404	40%	14,000	14,700	\$ 35	\$ 36	\$ 14	4	9	6	9	9	37

Ellsburg

Unorg 55-15 (part of) Sections 22-28, 31-36	222	114	51%	4,536	4,763	\$ 40	\$ 42	\$ 21	8	1	1	2	1	13
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Embarrass

Unorg 61-14	304	56	18%	6,263	6,577	\$ 112	\$ 117	\$ 22	3	0	0	1	0	4
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Unorganized Township Fire Contract Proposals

Fire Department	Parcel Information			Levy Spread Evenly					Fire / EMS Call Information					
<i>Fire Departments with proposed increases compared to 2020</i>	Total # of Parcels in Coverage Area	Total # of Improved Parcels in Coverage Area	% of Improved Parcels in Coverage Area	Proposed 2021 Levy Amount - Spread Evenly	105% of Proposed 2021 Levy Amount - Spread Evenly	<i>Average Share Per Improved Parcel (Proposed</i>	<i>Average Share Per Improved Parcel (at 105%)</i>	Average Share Per Parcel (at 105%)	Number of Fire / EMS calls 2015	Number of Fire / EMS calls 2016	Number of Fire / EMS calls 2017	Number of Fire / EMS calls 2018	Number of Fire / EMS calls 2019	Total Number of Fire / EMS calls 2013- 2018

Evergreen

Unorg 60-19	462	295	64%	34,765	36,503	\$ 118	\$ 124	\$ 79	19	9	8	9	5	50
Unorg 60-20	282	58	21%	6,835	7,177	\$ 118	\$ 124	\$ 25	2	7	4	8	3	24
Total	744	353	47%	41,600	43,680	\$ 118	\$ 124	\$ 59	21	16	12	17	8	74

City of Floodwood

Unorg 52-21	292	54	18%	16,346	17,163	\$ 303	\$ 318	\$ 57	11	2	3	4	5	25
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French

Unorg 59-21 (part of) 13041 Memory Lane through 13099 Memory Lane	44	26	59%	1,339	1,406	\$ 52	\$ 54	\$ 32	2	0	5	2	1	10
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Gnesen

Unorg 53-15	393	287	73%	17,916	18,812	\$ 62	\$ 66	\$ 48	8	9	7	11	6	41
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Greenwood

Unorg 63-15	322	93	29%	8,000	8,400	\$ 86	\$ 90	\$ 26	3	4	4	3	4	18
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Lake Kabetogama

Unorg 67-20	252	23	9%	2,785	2,925	\$ 121	\$ 127	\$ 12	0	1	0	1	2	4
Unorg 67-21	244	26	11%	3,149	3,306	\$ 121	\$ 127	\$ 14	0	0	0	1	2	3
Unorg 68-19	472	128	27%	15,502	16,277	\$ 121	\$ 127	\$ 34	7	0	3	9	10	29
Unorg 68-20	256	45	18%	5,450	5,722	\$ 121	\$ 127	\$ 22	2	1	0	2	5	10
Unorg 68-21	311	38	12%	4,602	4,832	\$ 121	\$ 127	\$ 16	4	7	6	8	3	28
Unorg 69-19	91	29	32%	3,512	3,688	\$ 121	\$ 127	\$ 41	1	2	2	0	0	5
Total	1,626	289	18%	35,000	36,750	\$ 121	\$ 127	\$ 23	14	11	11	21	22	79

Lakeland

Unorg 57-16	910	476	52%	65,000	68,250	\$ 137	\$ 143	\$ 75	35	36	28	27	47	173
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Makinen

Unorg 56-16	754	236	31%	44,000	46,200	\$ 186	\$ 196	\$ 61	20	22	13	21	19	95
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Unorganized Township Fire Contract Proposals

Fire Department	Parcel Information			Levy Spread Evenly					Fire / EMS Call Information					
<i>Fire Departments with proposed increases compared to 2020</i>	Total # of Parcels in Coverage Area	Total # of Improved Parcels in Coverage Area	% of Improved Parcels in Coverage Area	Proposed 2021 Levy Amount - Spread Evenly	105% of Proposed 2021 Levy Amount - Spread Evenly	<i>Average Share Per Improved Parcel (Proposed</i>	<i>Average Share Per Improved Parcel (at 105%)</i>	Average Share Per Parcel (at 105%)	Number of Fire / EMS calls 2015	Number of Fire / EMS calls 2016	Number of Fire / EMS calls 2017	Number of Fire / EMS calls 2018	Number of Fire / EMS calls 2019	Total Number of Fire / EMS calls 2013- 2018

Morse-Fall Lake

Unorg 63-14	164	24	15%	2,870	3,014	\$ 120	\$ 126	\$ 18	2	6	5	0	0	13
Unorg 64-12	251	70	28%	8,372	8,791	\$ 120	\$ 126	\$ 35	5	5	4	4	2	20
Unorg 64-13	222	53	24%	6,339	6,656	\$ 120	\$ 126	\$ 30	3	0	0	4	5	12
Unorg 65-13	143	39	27%	4,664	4,898	\$ 120	\$ 126	\$ 34	0	1	1	3	2	7
Unorg 65-14	155	34	22%	4,066	4,270	\$ 120	\$ 126	\$ 28	0	0	0	1	0	1
Total	935	220	24%	26,312	27,628	\$ 120	\$ 126	\$ 30	10	12	10	12	9	53

Northland

Unorg 53-16	345	218	63%	18,000	18,900	\$ 83	\$ 87	\$ 55	9	8	7	5	3	32
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City of Orr

Unorg 63-19	244	42	17%	2,806	2,947	\$ 67	\$ 70	\$ 12	0	0	0	2	1	3
Unorg 66-20	320	103	32%	6,883	7,227	\$ 67	\$ 70	\$ 23	6	0	1	0	2	9
Total	564	145	26%	9,689	10,174	\$ 67	\$ 70	\$ 18	6	0	1	2	3	12

Palo

Unorg 56-14	417	147	35%	33,075	34,729	\$ 225	\$ 236	\$ 83	2	4	2	0	7	15
Unorg 57-14	141	9	6%	2,025	2,126	\$ 225	\$ 236	\$ 15	0	1	2	0	0	3
Unorg 58-14 (part of) Sections 25-36	43	4	9%	900	945	\$ 225	\$ 236	\$ 22	0	0	0	2	0	2
Total	601	160	27%	36,000	37,800	\$ 225	\$ 236	\$ 63	2	5	4	2	7	20

Pequaywan

Unorg 54-13	190	86	45%	4,200	4,410	\$ 49	\$ 51	\$ 23	2	4	2	8	6	22
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Pike-Sandy-Britt

Unorg 59-16	185	59	32%	4,893	5,138	\$ 83	\$ 87	\$ 28	11	7	3	10	1	32
Unorg 60-18	977	579	59%	48,022	50,423	\$ 83	\$ 87	\$ 52	35	47	31	38	51	202
Total	1,162	638	55%	52,915	55,561	\$ 83	\$ 87	\$ 48	46	54	34	48	52	234

Silica

Unorg 55-21	483	215	45%	45,000	47,250	\$ 209	\$ 220	\$ 98	5	18	10	11	10	54
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Totals	15,035	5,591	37%	607,703	638,088	\$ 109	\$ 114	\$ 42	271	280	200	268	257	1,276
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Proposed Changes

Fire Department	2020 Levy	2021 Proposed Levy	Levy Difference	Proposed Levy Increase / Percentage	105% of 2020 Levy	105% of 2021 Levy	105 % Levy Difference	Notes
Bearville	6,699	7,094	395	5.89%	7,034	7,448	414	Anticipated increases in radios/pagers, minor equipment, insurance, wages. Dedicated fund to help with fire truck replacement.
Central Lakes	41,000	45,000	4,000	9.76%	43,050	47,250	4,200	Aging buildings require additional maintenance.
Chisholm	15,459	16,108	649	4.20%	16,232	16,913	681	The proposed 4.2% increase is derived from the Consumer Price Index increase for the years 2018 (+2.4%) plus 2019 (+1.8). Over the past few years the cost of fire fighting supplies have increased dramatically. 5 gallon foam containers for fighting grass fires have increase by 50%. The cost of 50 foot hoses have increased 40%. The cost of communication radios used in fighting all fires have increased by 122%. And the apparatus cost from purchase date to replacement today is a 57% increase. Based on these significant price increases and the fact our contracted amount has not increased for the past 3 years, we feel the inflationary increase per the Consumer Price Index was a fair basis for our proposed request for 2021 of \$16,108.
Embarrass	6,081	6,263	182	3.00%	6,385	6,577	192	Offset the rising cost to purchase fire equipment. 2019 goal - purchase safer personal protective equipment (PPE).
Evergreen	40,000	41,600	1,600	4.00%	42,000	43,680	1,680	Offset the cost of fire hall improvements. Installing a second propane heater and a back-up generator.
Floodwood	10,798	16,346	5,548	51.38%	11,338	17,163	5,825	Increase based on Kopp formula / 3% increase in man hours.
Pequaywan	4,000	4,200	200	5.00%	4,200	4,410	210	Roof needs to be replaced. Outsource truck maintenance so it is NFPA compliant. Tanker needs replacement, costs \$300,000-\$400,000 - applying for a grant, they would have to pay 5%. 20 SCBA tanks need replacement annually.
Pike-Sandy-Britt	51,374	52,915	1,541	3.00%	53,943	55,561	1,618	Increase will cover the cost of medical supplies and PPE.

2020 Levy Amount 593,588
105% of 2020 Levy 623,268

2021 Levy Amount 607,703
105% of 2020 Levy 638,088

2021 Proposed Levy Increase 14,115
2021 % Increase 2.38%
105% Proposed 2021 Levy Increase 14,820

BOARD LETTER NO. 20 - 251

FINANCE & BUDGET COMMITTEE NO. 2

BOARD AGENDA NO.

DATE: July 7, 2020

RE: Authorize Purchase of
Microsoft M365 Software
Licensing and Consulting
Services

FROM: Kevin Z. Gray
County Administrator

Jeremy Craker, Director
Information Technology Department

RELATED DEPARTMENT GOAL:

To maintain a standardized computing environment while maintaining a fiscally responsible approach to purchasing.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Information Technology (IT) Department to purchase software licensing, and consulting services to implement a digital cloud-based Microsoft solution called Microsoft M365.

BACKGROUND:

St. Louis County has historically procured Microsoft operating systems and productivity software via a single license procurement model coinciding with workstation purchases. In this model, the county only had the software rights to utilize the current version without the ability to upgrade to the latest operating system and/or Microsoft productivity tools software and license purchases have been largely initiated by the end user departments. The use of this procurement strategy has resulted in a number of challenges including:

- Inability to keep Microsoft Operating system and Microsoft Office productivity suite current
- Difficulty accounting for and enforcing license compliance across multiple software versions owned across many different contracts
- Lack of software standardization across St. Louis County for Microsoft Operating System and Microsoft Office productivity software
- Increased risk of random Microsoft licensing audits
- Lack of training and support from Microsoft utilizing the current licensing model

- Inability to utilize advanced security functions inherent within modern Microsoft Operating Systems

Further, there are Microsoft productivity tools which are not available to our county workforce today via the current license model that would be available via Microsoft M365, including document sharing and collaboration software. The COVID-19 pandemic has exponentially increased the need for remote work, while maintaining adequate security, file sharing, and remote team meetings.

The IT Department has been researching ways to both mitigate the challenges identified above and improve the efficiency, collaboration and productivity of all employees through technology during the COVID-19 pandemic and beyond. As part of this research and architecting, the IT Department, with the approval of the IT Steering Committee, agreed that the Microsoft M365 platform would best serve the long-term Microsoft purchasing needs of St. Louis County. The Microsoft M365 software solution is a new method in which to purchase a bundled suite of Microsoft products that would cover all county employees.

When implemented, the project and product would standardize the Microsoft operating system, Microsoft office productivity suite, unstructured file sharing process, collaboration tools, and Intranet design across all county departments and employees. In addition to the project requirements, the software would also provide the county with a mobile device management platform to manage all county owned employee devices, a record's retention module that would allow for a more seamless search of unstructured data and e-mail in response to a data practices request, workstation deployment tools including employee password self-service module, and various information security tools.

To ensure the right quality of service, at the right price, IT Department with the assistance of the Purchasing Department, began a review of qualified vendors that could implement, and deliver this software platform. After careful review, IT and Purchasing have determined that CDW-G, located in Vernon Hills, IL, meets the level of quality customer service in addition to the ability to provide a software package that meets county business needs. This procurement can be completed appropriately with the utilization of cooperative purchasing Contract # 081419-CDW accessible through Sourcewell.

It is forecasted that the implementation of this Microsoft M365 solution will take approximately 19 to 24 months to be completed and will be rolled out in phases:

Phase 1 - Discovery and Design	Phase 2 - Implementation
• Network	• E-mail
• Security	• Communication
• Governance	• Collaboration
• Adoption	• Messaging

The costs associated with the project are represented in the chart below.

Description	Frequency	Cost
Microsoft M365 Subscription	Annual Cost	\$671,422
Implementation Consulting Phase 1	One-time Cost	\$ 54,900
Implementation Consulting Phase 2	One-time Cost	\$155,550
Total:		881,872

During project analysis, it was determined that the County would be able to replace several currently implemented and required future software applications by purchasing the Microsoft M365 platform. This project analysis concluded that the investment in the Microsoft M365 software will result in an annual net increase of \$277,839 annually.

The IT Department will also need to invest in a long-term support partner for the Microsoft M365 software. After the implementation phases of the project, the IT Department would like to engage the services of Quest, located in Roseville, CA for a 1-year support pilot. The additional cost of this service is estimated to be \$61,200 annually.

It is the intent of the IT Department in coordination with Administration Department to pursue reimbursement from federal/state CARES Act monies for costs incurred in response to the COVID-19 pandemic, as this project facilitates work from home capabilities. In addition, Microsoft is committed to reimbursing \$40,000 of the St. Louis County implementation costs associated with this project

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the IT Department, with the utilization of cooperative purchasing Contract # #081419-CDW accessible through Sourcewell, to purchase software licensing, consulting services, and support to implement a digital cloud-based Microsoft solution called Microsoft M365. The cost of the Microsoft M365 software solution will be approximately \$671,422 annually, with one-time costs of \$210,450 in implementation consulting and the option to pilot Quest services for a (1) year period for the additional estimated cost of \$61,200.

Authorize Purchase of Microsoft M365 Software Licensing and Consulting Services

BY COMMISSIONER _____

WHEREAS, St. Louis County has historically procured Microsoft operating systems and productivity software via a single license procurement model coinciding with workstation purchases; and

WHEREAS, During the COVID-19 pandemic, the County has identified numerous challenges associated with file sharing and project collaboration; and

WHEREAS, This historical procurement method posed a number of issues including a lack of standardization, inability to enforce license compliance across software versions, increased risk of Microsoft licensing audits with associated true-up costs, lack of Microsoft training/support, inability to utilize advanced security software, and increased risk of issues/compatibility as a result of out of date software; and

WHEREAS, The IT Department has researched ways to both mitigate the challenges identified above and improve the efficiency, collaboration and productivity of all employees through technology during the COVID-19 pandemic and beyond; and

WHEREAS, The IT Department and IT Steering Committee agree that the Microsoft M365 platform would best serve the long-term Microsoft purchasing needs of St. Louis County.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Information Technology (IT) Department to the utilize Sourcewell cooperative purchasing Contract # 081419-CDW to procure enterprise software licensing, and associated consulting service contracts from CDW-G, Inc., to implement Microsoft M365 with an estimated annual cost of \$671,422.00 annually payable from Fund 100, Agency 117001, Object 634800, Project 23601001 with funds transferred from the Information Technology assigned fund balance, Fund 100, Object 311139.

RESOLVED FURTHER, That one-time implementation consulting costs in the amount of \$210,450.00 payable from Fund 100, Agency 117001, Object 629900, Project 23601001 with funds transferred from the Information Technology assigned fund balance, Fund 100, Object 311139 is approved.

RESOLVED FURTHER, That a one-year trial of the software support platform Quest is also approved to be purchased for the additional cost of \$61,200.00 at the discretion of the IT Department.

RESOLVED FURTHER, That 2020 costs of this capital improvement project are in part attributed to software associated with the County's response to the COVID-19 pandemic, and therefore approximately \$726,322 will be submitted for reimbursement from federal/state CARES Act monies.

BOARD LETTER NO. 20 – 252

PUBLIC SAFETY & CORRECTIONS COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: July 7, 2020

RE: Application and Acceptance of
the 2021 DWI Officer Grant and
Addition of 1.0 FTE Deputy
Sheriff

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 application and acceptance of the 2021 DWI Officer grant, and authorize the addition of 1.0 FTE Deputy Sheriff position contingent upon acceptance of the grant.

BACKGROUND:

The Minnesota Department of Public Safety, Office of Traffic Safety, has a mandate to promote the safety of those who use public roadways. The 2021 DWI Officer grant is federally financed by the National Highway Traffic Safety Administration with impaired driving funds. Federal guidelines require this money be spent on projects designed to reduce DWI incidents. Because of this requirement, the DWI officer can only be funded for the enforcement of laws prohibiting driving while impaired. The DWI officer will work the required peak nights and times when drinking and driving occurs.

Because this grant funding is for a full time Deputy Sheriff position, there is a non-supplanting requirement making it essential to add an additional 1.0 FTE Deputy Sheriff position contingent upon acceptance of the grant. The position will be eliminated at the end of the grant period.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the application and acceptance of the Minnesota Department of Public Safety DWI Officer grant in the amount of \$94,888.89, to be accounted for in Fund 100, Agency 129999, Grant 12954, Year 2021, and authorize the hiring of a 1.0 FTE Deputy Sheriff position, contingent upon acceptance of the grant.

**Application and Acceptance of the 2021 DWI Officer Grant and Addition of 1.0
FTE Deputy Sheriff**

BY COMMISSIONER _____

WHEREAS, The Minnesota Department of Public Safety, Office of Traffic Safety, has a mandate to promote the safety of those who use public roadways; and

WHEREAS, The 2021 DWI Officer grant is federally financed by the National Highway Traffic Safety Administration with impaired driving funds; and

WHEREAS, Federal guidelines require the grant money be spent on projects designed to reduce DWI incidents; and

WHEREAS, The DWI Officer grant requires the addition of a 1.0 FTE Deputy Sheriff position which will be eliminated at the end of the grant period;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the application and acceptance of the 2021 DWI Officer Grant in the amount of \$94,888.89, to be accounted for in Fund 100, Agency 129999, Grant 12954, Year 2021;

RESOLVED FURTHER, That the County Board approves the hiring of a 1.0 FTE Deputy Sheriff position contingent upon acceptance of the grant, which will be eliminated at the end of the grant period.

Exhibit A
GRANT APPROVAL FORM

This form must be completed for any and all grants.

SECTION I—GRANT INFORMATION *(to be completed by department's assigned accounting staff)*

Please Note: It is acceptable that some details are later added (once the grant is awarded).

GRANT NAME: DWI Officer Grant GRANT PERIOD: 10/01/2020
(if known) (begin date)
GRANTOR: Minnesota Department of Public Safety 09/30/2021
(end date)
FUND: 100 AGENCY: 129999 GRANT: 12954 GRANT YEAR: 2021

Indicate the source of funds—*(check all that apply)*

☐ **Local**—Object Code: _____ Amount: _____ Amount: _____
(Apply) (Accept)

Local Agency: _____

☒ **State**—Object Code: 530802 Amount: 94,888.89 Amount: 94,888.89
(Apply) (Accept)

State Agency: _____

Award #: _____

☐ **Federal**—Object Code: _____ Amount: _____ Amount: _____
(Apply) (Accept)

Grant Agreement (State Contract) #: _____
(if federal dollars are passed through state)

Federal Agency: _____ CFDA#: _____

Federal Agency: _____ CFDA#: _____
(if applicable) (if applicable)

Federal Agency: _____ CFDA#: _____
(if applicable) (if applicable)

TOTAL GRANT AMOUNT: 94,888.89

Expenditure for match amount should be moved into grant code. However, if this is *not* possible, indicate where expenditures will be accounted for.

FUND: _____ AGENCY: _____ OBJECT: _____ PROJECT: _____ AMOUNT: _____

FUND: _____ AGENCY: _____ OBJECT: _____ PROJECT: _____ AMOUNT: _____

FUND: _____ AGENCY: _____ OBJECT: _____ PROJECT: _____ AMOUNT: _____

TOTAL MATCH AMOUNT: _____

ACCOUNTING STAFF *(who is primarily responsible for fiscal oversight of grant):*

NAME: Lindsay VanGuilder PHONE: 218-726-2396

DEPARTMENT CONTACT *(who is primarily responsible for program/project outcomes of grant):*

NAME: Ross Litman PHONE: 218-726-2351

****IMPORTANT****

Please submit this document (SECTION I) to the department contact, providing direction regarding which form should be completed.

- ☒ New *(first-time submitted)* or previously-submitted grant—**Complete Form A**
- ☐ Request for recurring grant to be included in December Budget Resolution*—**Complete Form B**
- ☐ Request for amendment of previously adopted Board Resolution—**Complete Form C**

*Departments must complete **Form B** for any grant (of any amount) that is included in the proposed budget.

SECTION II—APPROVAL (to be completed by department contact)

Form A (New or Previously-Submitted Grant)

PURPOSE: Approval to Apply for Grant—(complete prior to applying for grant award)

Please check the appropriate box:

☐ New (first-time submitted) grant

☒ Previously submitted grant*

*Departments are highly encouraged to request recurring grants (that were previously submitted) to be included in the December Budget Resolution—Form B—if dollar amounts do not fluctuate significantly.

STEP #1: Obtain authorization to apply for grant—(required for all grants of any amount)

Dept. Head Authorization:

[Signature]
Signature

062620
Date

Administrator Authorization:

[Signature]
Signature

6-26-20
Date

Auditor Authorization:

(Deputy)

[Signature]
Signature

6/30/2020
Date

STEP #2: Confirm whether grant amount is greater than \$25,000—

☐ **No** (grant amount is less than or equal to \$25,000)—

Give grant contract (once received) to County Attorney's Office for review.

Reviewed by:

Attorney Name

Date

Damion #: _____

☐ **Yes** (grant amount is greater than \$25,000)—

Submit **Section I** (Cover Sheet) of the "Grant Approval Form," Board Letter and Resolution to Administration to seek County Board approval. It is acceptable that Section I is not completed in its entirety until the grant has been awarded. NOTE: Board authorization to accept the grant is required (upon notification of award).

Apply: Board Letter #: 20-252 Board Resolution #: _____ Date Adopted: _____

Accept: Board Letter #: 20-252 Board Resolution #: _____ Date Adopted: _____

STEP #3: Ensure proper documentation is entered into the system, and the appropriate parties are notified.

DEPARTMENT CONTACT: Submit **Section I and II** (Form A) of this "Grant Approval Form," along with all grant documents (application, award notification, contract, etc.) to the accounting staff person to enter the grant award into the financial system.

ACCOUNTING STAFF: If this grant includes federal funding, please send an electronic copy of **Section I and II** (Form A) of this "Grant Approval Form" as notification to wehselerh@stlouiscountymn.gov with "Federal Funds" in the Subject of the e-mail.