



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

**October 27, 2020**

**Immediately following the Board Meeting, which begins at 9:30 A.M.**  
**Mt. Iron City Hall, 8586 Enterprise Drive South, Mt. Iron, MN**

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**NOTE:** *Due to the COVID-19 pandemic, this meeting is being conducted in accordance with Minnesota Statutes § 13D.021, which provides that members of the St. Louis County Board may attend the meeting by telephone or other electronic means. The statute also provides that, if telephone or other electronic means are used to conduct a meeting, to the extent practical, the county shall allow a person to monitor the meeting electronically from a remote location. Because of technology limitations, remote monitoring of this meeting by the public is not practical. Members of the public may attend this meeting in person or may view a complete recording of the meeting, which will be aired on Duluth PACTv after the meeting adjourns.*

**CONSENT AGENDA:**

*All matters listed under the consent agenda are considered routine and/or non-controversial and will be enacted by one unanimous motion. If a commissioner requests, or a citizen wishes to speak on an item on the consent agenda, it will be removed and handled separately.*

**Minutes of October 13, 2020**

**Health & Human Services Committee, Commissioner Boyle, Chair**

1. Authorization to Accept Cost Neutral Transfer Funds from the Minnesota Department of Human Services and Enter into Contracts [20-372]
2. Authorization to Accept Funds from the Minnesota Department of Health for COVID-19 Expenses through the Local Public Health Grant [20-373]

**Finance & Budget Committee, Commissioner Nelson, Chair**

3. Abatement List for Board Approval [20-374]

**Public Safety & Corrections Committee, Commissioner Olson, Chair**

4. Toward Zero Deaths Agreement with the City of Duluth [20-375]
5. Authorization to Accept Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP) Grant Award [20-376]

**Environment & Natural Resources Committee, Commissioner Musolf, Chair**

6. Special Sale to Minnesota Power in Gnesen Township [20-377]
7. Authorization to Enter into the Arrowhead Trail Agreement [20-378]

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**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.*

**Central Management & Intergovernmental Committee, Commissioner Jewell, Chair**

1. **Reallocation of 1.0 FTE Engineering Technician to a 1.0 FTE Engineering Technician Senior**  
[20-379]  
Resolution approving the reallocation of 1.0 FTE Engineering Technician to a 1.0 FTE Engineering Technician Senior.

**Environment & Natural Resources Committee, Commissioner Musolf, Chair**

**1. Award of Bid: 2022-2023 Containerized Tree Seedlings [20-380]**

Resolution authorizing executing a contract with PRT USA Inc., Victoria, British Columbia, Canada, for Containerized Tree Seedlings.

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**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:**

**November 3, 2020** Government Services Center, 320 W. 2<sup>nd</sup> Street, Duluth

**November 10, 2020** Government Services Center, 320 W. 2<sup>nd</sup> Street, Duluth

**November 24, 2020** Meadowlands Community Center, 7758 Western Avenue, Meadowlands

**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

October 13, 2020

Location: Solway Town Hall, Cloquet, Minnesota

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

Absent: None

Convened: Chair Jugovich called the meeting to order at 10:39 a.m.

Commissioners Beth Olson and Patrick Boyle participated telephonically.

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## CONSENT AGENDA

Nelson/Jewell moved to approve the consent agenda. Item #2, Sale of Linden Grove Public Works Facility Located in Section 10, T62N, R20W, Linden Grove Township [20-367] was removed from the consent agenda for separate consideration. A roll call vote was taken, the motion passed. (7-0)

- Minutes of October 6, 2020
- Agreement with City of Duluth for Construction on Swan Lake Road [20-366]
- Abatement List for Board Approval [20-368]
- Deferred Compensation Plan Amendments [20-369]

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## Health & Human Services Committee

Boyle/Nelson moved to authorize the Public Health and Human Services Department to enter into contracts with the following community partners for one calendar year with target start dates no later than January 1, 2021, not to exceed \$364,745 for all contracts combined. [20-370]. Public Health & Human Services Director Linnea Mirsch commented that funding came from excess budget funding and listening sessions where held to determine where funds are applied. After further discussion, a roll call vote was taken, the motion passed. (7-0)

	<b>Award Proposed</b>	<b>Health Priority(ies)</b>	<b>Primary Impact Area</b>
Stone Soup Partnership - Ecolibrium 3, Duluth Community Garden Program, Community Action Duluth, Duluth Children's Museum	\$90,000.00	Food Insecurity / Mental Health Support	South St. Louis County (Morgan Park, West Duluth, Lincoln Park, and Hillside neighborhoods of Duluth)

AICHO - American Indian Community Housing Organization	75,000.00	Food Insecurity	South St. Louis County (Primarily the Duluth Area)
Range Mental Health & Virginia Fire Department	\$85,451.00	Food Insecurity / Mental Health Support / Youth Substance Use	North St. Louis County
Mesabi Range College - Addiction Studies Department	\$52,294.00	Youth Substance Use	St. Louis County
Recovery Alliance Duluth	\$62,000.00	Mental Health Support / Youth Substance Use	North St. Louis County

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### **Central Management & Intergovernmental Committee**

Jewell/Jugovich moved that the St. Louis County Board approves the Memorandum of Understanding with the Employees of the Public Works Maintenance Divisions represented by Teamsters Local 320, modifying the eligibility waiting periods for participation in health and dental insurances under the Teamsters Joint Council 32 – Health and Welfare Fund, to the first of the month following completion of two full calendar months; that the St. Louis County Board approves participation agreements for the Teamsters Joint Council 32 – Health and Welfare Fund insurance plan and health care savings accounts; and further, that St. Louis County officials are authorized to ratify the Memorandum of Understanding and execute the Participation Agreements. [20-371]. Human Resource Director Jim Gottschald discussed background information relating to the Memorandum of Understanding. After further discussion, a roll call vote was taken, the motion passed. (7-0)

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### **Finance & Budget Committee**

McDonald/Nelson moved that the St. Louis County Board authorizes the Interim Property Management Director to advertise for written bids for purchase of the Linden Grove Public Works facility pursuant to the requirements and procedures of Minn. Stat. § 373.01, at a minimum bid value of \$330,000 and that the St. Louis County Board establishes the time for bid consideration to be at 9:45 a.m. on Tuesday, December 15, 2020, at the GSC-Virginia, 201 S. 3rd Avenue West, Virginia. [20-367]. Commissioner McDonald mentioned that there has already been inquiries regarding the property sale. Commissioner Nelson commented that the property was a unique location; to attract new business, the Board may want to utilize economic incentives. After further discussion, a roll call vote was taken, the motion passed. (7-0)

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### **COMMISSIONER DISCUSSION ITEMS AND REPORTS**

Commissioner Musolf noted that the Sheriff's union was in contract mediation and he hoped for a positive outcome.

Commissioner Boyle asked when the Board workshop agenda will be distributed; Administrator Gray replied that administration is still working on the agenda and it will be distributed soon.

Commissioner Olson commented on a letter that she received from a school superintendent regarding the continued spread of COVID-19 in the area. Commissioner Olson reiterated that the Board should not be meeting in person due to the pandemic.

Commissioner Nelson urged administration to move the October 20<sup>th</sup> Board workshop to a later date because all Commissioners will not be able to attend the workshop.

At 11:21 a.m., Jewell/McDonald moved to adjourn the Committee of the Whole meeting. A roll call vote was taken, the motion passed. (7-0)

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Mike Jugovich, Chair of the County Board

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Phil Chapman, Clerk of the County Board

# **BOARD LETTER NO. 20 - 372**

## **HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 1**

### **BOARD AGENDA NO.**

**DATE:** October 27, 2020

**RE:** Authorization to Accept Cost  
Neutral Transfer Funds from  
the Minnesota Department of  
Human Services and Enter into  
Contracts

**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. Adults will live in the least restrictive living arrangement that meets their health and safety needs.

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to authorize the Public Health and Human Services Department (PHHS) to accept a cost neutral transfer from the Minnesota Department of Human Services (DHS) through the Housing and Support Services Division and enter into contracts with community housing partners.

#### **BACKGROUND:**

In February 2020, PHHS submitted a proposal to DHS Housing and Support Services Division requesting an annual allocation of funds through a cost neutral transfer as allowed under Minn. Stat. § 256I.05, Subd. 11. The cost neutral transfer reflects a conversion (or transfer) of 110 housing support base rate beds and 108 supplemental services rate beds from St. Louis County banked bed list to a new funding stream that will support providers. PHHS developed its proposal in conjunction with community partners that provide services to those who are homeless and domestic violence shelters that could be licensed for housing supports and asked for proposals.

PHHS will contract with DHS for \$1,760,218 for the cost neutral transfer and the conversion of the beds annually. In the first year the amount will be pro-rated based on when the contract is signed for State Fiscal Year 2021. DHS will adjust the amount each year in July to align with adjustments made to housing support rates. PHHS will in

turn contract with the following providers for the amounts listed subject to change if needed. The amount of funding for this fiscal year is \$1,760,218 which will be utilized to contract with providers for services as follows:

Agency	# of beds converted	Award	Services
Life House	3	\$ 48,307.82	Loft Shelter Services
American Indian Community Housing Organization	10	\$161,026.07	10 additional shelter beds for single homeless women
CHUM	35	\$563,591.23	Increased staffing warming center
Safe Haven	21	\$338,154.74	serve 75 additional individuals annually and expand programs at shelter site
AEOA	39	\$628,001.67	increase the number of scattered site rentals, a women's shelter and additional staffing
Bois Forte	2	\$ 21,136.47	Hotel vouchers for homeless
Totals	110 base rate beds	\$1,760,218 cost neutral transfer amount	

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the acceptance of cost neutral transfer funding from DHS through the Housing and Support Services Division in the amount up to \$1,760,218 for the period starting when the contract with DHS is signed through June 30 2021, and to continue each year with the amounts and contracts adjusted based on the DHS award amount each State Fiscal Year. It is further recommended that the 2020 and 2021 budgets be adjusted accordingly in Fund 230, Agency 232006, Objects 540283 and 607200, and that the Board authorize PHHS to contract with Life House, AICHO, CHUM, Safe Haven, AEOA and Bois Forte.

**Authorization to Accept Cost Neutral Transfer Funds from the Minnesota  
Department of Human Services and Enter Into Contracts**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, In February 2020, the Public Health and Human Services Department (PHHS) submitted a cost neutral transfer proposal to the Minnesota Department of Human Services (DHS) through the Housing and Support Services Division; and

WHEREAS, DHS has accepted the proposal from PHHS and will adjust funds every year for funding cycles aligning with the State Fiscal Year (SFY-July 1); and

WHEREAS, These funds are to be awarded to PHHS in the amount of \$1,760,218 for the period beginning when the contract with DHS is executed through June 30, 2021; and continuing each SFY with the amount adjusted according to what DHS awards; and

WHEREAS, PHHS wishes to accept the cost neutral transfer funds to distribute to community partners that are licensed housing support providers and provide services to those who are homeless or domestic violence shelters that submitted proposals and to contract with community partners as follows:

Agency	Contract amount
Life House	\$ 48,307.82
American Indian Community Housing Organization	\$161,026.07
CHUM	\$563,591.23
Safe Haven	\$338,154.74
AEOA	\$628,001.67
Bois Forte	\$ 21,136.47

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Health and Human Services Department to accept funding from the Minnesota Department of Human services (DHS) through the Housing and Support Services Division through the cost neutral transfer in the amount up to \$1,760,218 for the period beginning with the contract execution date through June 30, 2021, and continuing each year with the amounts adjusted based on what is awarded from DHS.

BUDGET REFERENCE: 230-232006-540283  
230-232006-607200



# **BOARD LETTER NO. 20 - 373**

## **HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 2**

### **BOARD AGENDA NO.**

**DATE:** October 27, 2020

**RE:** Authorization to Accept Funds  
from the Minnesota  
Department of Health for  
COVID-19 Expenses through  
the Local Public Health Grant

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

Linnea Mirsch, Director  
Public Health & Human Services

#### **RELATED DEPARTMENT GOAL:**

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

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to authorize the Public Health and Human Services Department (PHHS) to accept additional funding from the Minnesota Department of Health (MDH) through the Local Public Health grant allocation.

#### **BACKGROUND:**

Early in the COVID-19 pandemic, the State allocated a total of \$7,700,000 to community health boards and \$825,000 to tribal governments. The formula of funding to each community health board was based on Public Health Emergency Preparedness funding formulas with a base rate of \$75,000. In order for MDH to expedite the process to distribute these funds, the Local Public Health grant allocation was utilized as a funding vehicle; however, the funds are required to be accounted for and managed as a separate funding source.

PHHS was notified of additional Local Public Health grant funds made available to local public health departments via community health boards for unplanned COVID-19 related expenses. St. Louis County was awarded \$192,670 of state grant funds for the period of March 3, 2020 through February 1, 2021. These funds must be utilized for COVID-19 prevention, management and response. St. Louis County Public Health will utilize these funds for contracted infection control nursing support, essential services and COVID supplies. The Auditor's Office is tracking eligible expenditures and will ensure the funds are maximized after CARES funding by the February 1, 2021 deadline.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize acceptance of funding from the Minnesota Department of Health through the COVID-19 emergency through an increase in the Local Public Health grant allocation from March 3, 2020 through February 1, 2021.

It is further recommended that the 2020 and 2021 revenue and expense budgets be adjusted accordingly in Fund 230, Agency 233001, Objects 530508 and 629900 to reflect the unplanned revenue and expenses.

Budget coding:

230-233001-530508-99999-23601001-9999

230-233001-629900-99999-23601001-9999

**Authorization to Accept Funds from the Minnesota Department of Health for  
COVID-19 Expenses through the Local Public Health Grant**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The state allocated a total of \$7,700,000 to Community Health Boards and \$825,000 to tribal governments for COVID-19 prevention, management and response; and

WHEREAS, St. Louis County was allocated \$192,670 in funds based on the formula utilized by the Minnesota Department of Health; and

WHEREAS, The Minnesota Department of Health utilized the Local Public Health grant as a means to distribute this additional funding; and

WHEREAS, These funds are to be utilized for additional COVID-19 expenses between March 3, 2020 and February 1, 2021;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Health and Human Services Department (PHHS) to accept funding from the Minnesota Department of Health through the COVID-19 emergency through an increase in the Local Public Health grant from March 3, 2020 through February 1, 2021;

RESOLVED FURTHER, That the St. Louis County Board authorizes the PHHS 2020 and 2021 revenue and expense budgets to be adjusted accordingly in Fund 230, Agency 233001, Objects 530508 and 629900 to reflect the unplanned revenue and expenses.

Budget coding:

230-233001-530508-99999-23601001-9999

230-233001-629900-99999-23601001-9999

# **BOARD LETTER NO. 20 - 374**

## **FINANCE & BUDGET COMMITTEE CONSENT NO. 3**

### **BOARD AGENDA NO.**

**DATE:** October 27, 2020 **RE:** Abatement List for Board Approval

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

Mary Garness, 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. 16-82, dated January 26, 2016, 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 applications for abatement.

## **Abatement List for Board Approval**

BY COMMISSIONER \_\_\_\_\_

RESOLVED, That the St. Louis County Board approves the applications for abatement, correction of assessed valuations and taxes plus penalty and interest, and any additional accrual, identified in County Board File No. 61214.

Abatelements Submitted for Approval by the St. Louis County Board  
on 11/3/2020

<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>
140	205	40	0	315	DAVICH, DEAN	R	Hibbing	Tim Marolt	HOMESTEAD	2020	764.00
10	16	120	0	312	DOTT, CHRISTOPHER	R	City of Duluth	Molly Floen	HOMESTEAD	2020	224.00
10	4470	6020	0	311	KOLENDA-SCHUELLER, JENN	R	City of Duluth	Al Parrent	HOMESTEAD	2020	336.00
10	1350	2250	0	313	SCHLEY, KENNETH	R	City of Duluth	Dave Christensen	HOMESTEAD	2020	354.00
139	5101	20	0	314	SELLMAN RICHARD	R	Hibbing	Rodella LaFreniere	HOMESTEAD	2020	772.00

**PUBLIC SAFETY & CORRECTIONS COMMITTEE**  
**CONSENT NO. 4**

**DATE:** October 27, 2020 **RE:** Toward Zero Deaths Agreement with the City of Duluth

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

Ross Litman  
Sheriff office

\$42,134.00	Fund 100, Agency 129999, Grant 12902, Year 2021
\$ 6,703.50	Fund 100, Agency 129999, Grant 12922, Year 2021
\$ 2,670.00	Fund 100, Agency 129999, Grant 12951, Year 2021

## **Toward Zero Deaths Agreement with the City of Duluth**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The City of Duluth has received the 2021 Toward Zero Deaths grant;  
and

WHEREAS, The grant is intended for participation by several governmental units,  
including St. Louis County;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes  
an agreement with the City of Duluth to participate in the 2021 Toward Zero Deaths  
Grant in the amount of \$51,507.50, to be accounted for as follows:

\$42,134.00	Fund 100, Agency 129999, Grant 12902, Year 2021
\$ 6,703.50	Fund 100, Agency 129999, Grant 12922, Year 2021
\$ 2,670.00	Fund 100, Agency 129999, Grant 12951, Year 2021;

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



**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:** Toward Zero Death **GRANT PERIOD:** upon execution  
*(if known)* *(begin date)*  
**GRANTOR:** City of Duluth 9/30/2021  
*(end date)*  
**FUND:** 100 **AGENCY:** 129999 **GRANT:** 12902, 12922, 12951 **GRANT YEAR:** 2021

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

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

**Local Agency:** \_\_\_\_\_

☐ **State**—Object Code: \_\_\_\_\_ Amount: \_\_\_\_\_ Amount: \_\_\_\_\_  
*(Apply)* *(Accept)*

**State Agency:** \_\_\_\_\_

**Award #:** \_\_\_\_\_

☒ **Federal**—Object Code: 540710,540701,540709 Amount: \$51,507.50 Amount: \_\_\_\_\_  
*(Apply)* *(Accept)*

**Grant Agreement (State Contract) #:** \_\_\_\_\_  
*(if federal dollars are passed through state)*

**Federal Agency:** Department of Public Safety **CFDA#:** \_\_\_\_\_

**Federal Agency:** \_\_\_\_\_ **CFDA#:** \_\_\_\_\_  
*(if applicable)* *(if applicable)*

**Federal Agency:** \_\_\_\_\_ **CFDA#:** \_\_\_\_\_  
*(if applicable)* *(if applicable)*

**TOTAL GRANT AMOUNT:** \$51,507.50

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:** Brent Donahue **PHONE:** 218-391-2554

**\*\*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:

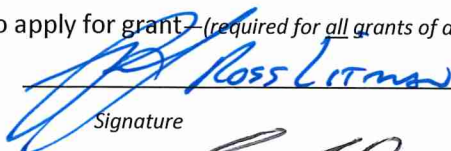
☐ New (first-time submitted) grant

☒ 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

10/22/20

Date

Administrator Authorization:

  
Signature

10-12-20

Date

Auditor Authorization:

  
Signature

10/13/2020

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 #: \_\_\_\_\_ 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 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](mailto:wehselerh@stlouiscountymn.gov) with "Federal Funds" in the Subject of the e-mail.

# **BOARD LETTER NO. 20 - 376**

## **PUBLIC SAFETY & CORRECTIONS COMMITTEE CONSENT NO. 5**

### **BOARD AGENDA NO.**

**DATE:** October 27, 2020      **RE:** Authorization to Accept  
Comprehensive Opioid,  
Stimulant, and Substance  
Abuse Site-based Program  
(COSSAP) Grant Award

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

Ross Litman  
Sheriff

#### **RELATED DEPARTMENT GOAL:**

To promote the well-being of county citizens.

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to authorize acceptance of the Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP) Grant from the U.S. Department of Justice to assist with substance abuse disorder recovery.

#### **BACKGROUND:**

In the spring of 2020, the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, sought applications to develop, implement, or expand comprehensive programs in response to illicit opioids, stimulants, or other substances of abuse. On May 12, 2020 by Resolution No. 20-262, the County Board authorized an application for the COSSAP grant for up to \$900,000 over the course of the three-year grant period of October 1, 2020 through October 1, 2023.

St. Louis County was informed that it has been awarded \$897,607 in COSSAP grant funds to support the following:

1. Coordinator position at Recovery Alliance Duluth - A coordinator who helps the stakeholders from various systems work together would enable parties to seek efficiencies, best utilize resources, and prevent duplication of efforts.
2. Nurse position with MEnD at the St. Louis County Jail - An additional nurse working for the medical provider at the Jail will provide the needed stabilization of

healthcare for inmates, and allow treatment for substance use disorders and ongoing recovery.

3. Community healthcare worker at Duluth Family Medicine - A community healthcare worker through Duluth Family Medicine can further ensure individuals with substance use disorders can connect with needed medical resources, while peer recovery support activities throughout St. Louis County can provide a hands-on link between the criminal justice system, treatment providers and ongoing recovery.

There will be no impact on St. Louis County's FTE complement and no financial obligation to these positions when the grant period ends.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the acceptance of COSSAP grant funds in the amount of \$897,607 over a three-year grant period of October 1, 2020 through October 1, 2023, to support a coordinator at Recovery Alliance Duluth, add a nurse for the St. Louis County Jail, and support a community healthcare worker through Duluth Family Medicine and peer recovery specialist activities in St. Louis County, to be accounted for in Fund 100, Agency 137999, Grant 13703.

**Authorization to Accept Comprehensive Opioid, Stimulant, and Substance Abuse  
Site-based Program (COSSAP) Grant Award**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, sought applications to develop, implement, or expand comprehensive programs in response to illicit opioids, stimulants, or other substances of abuse; and

WHEREAS, St. Louis County submitted an application for the Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP) grant in May, 2020 for up to \$900,000; and

WHEREAS, St. Louis County received notification that it has been awarded \$897,607 over the course of the three-year grant period of October 1, 2020 through October 1, 2023; and

WHEREAS, The COSSAP grant will fund a coordinator at Recovery Alliance Duluth, add a nurse at the St. Louis County Jail, and provide funds for a community healthcare worker and peer recovery support activities in the Jail and the community;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the acceptance of Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP) grant funds in the amount of \$897,607 for the three-year period of October 1, 2020 through October 1, 2023, to be accounted for in Fund 100, Agency 137999, Grant 13703;

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

**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:** COSSAP **GRANT PERIOD:** Oct. 1, 2020  
(if known) (begin date)  
**GRANTOR:** DOJ/OJP/BJA Oct. 1, 2023  
(end date)  
**FUND:** 100 **AGENCY:** 137999 **GRANT:** 13703 **GRANT YEAR:** 2020

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

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

**Local Agency:** \_\_\_\_\_

☐ **State—Object Code:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Amount:** \_\_\_\_\_  
(Apply) (Accept)

**State Agency:** \_\_\_\_\_

**Award #:** \_\_\_\_\_

☒ **Federal—Object Code:** 540500 **Amount:** \$900,000 **Amount:** \$ 897,607  
(Apply) (Accept)

**Grant Agreement (State Contract) #:** \_\_\_\_\_

**Federal Agency:** BJA (if federal dollars are passed through state) **CFDA#:** 16.838

**Federal Agency:** \_\_\_\_\_ **CFDA#:** \_\_\_\_\_  
(if applicable) (if applicable)

**Federal Agency:** \_\_\_\_\_ **CFDA#:** \_\_\_\_\_  
(if applicable) (if applicable)

**TOTAL GRANT AMOUNT:** \$ 897,607

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:** N/A

**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:** Lindsay VanGuilder **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: Ross Litman 042920  
Signature Date

Administrator Authorization: [Signature] 10-20-20  
Signature Date

Auditor Authorization: Nancy Nilson 10/20/20  
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 #: 20-174 Board Resolution #: 20-262 Date Adopted: 5/12/20

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 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](mailto:wehselerh@stlouiscountymn.gov) with "Federal Funds" in the Subject of the e-mail.

# **BOARD LETTER NO. 20 - 377**

## **ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 6**

### **BOARD AGENDA NO.**

**DATE:** October 27, 2020

**RE:** Special Sale to Minnesota  
Power in Gnesen Township

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

Mark Weber, Director  
Land and Minerals

Nancy J. Nilsen  
County Auditor/Treasurer

#### **RELATED DEPARTMENTAL GOALS:**

Performing public services while providing financial return to the county and taxing districts.

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to authorize the sale of state tax forfeited land located in the town of Gnesen.

#### **BACKGROUND:**

Minnesota Power has requested to purchase state tax forfeited land in the town of Gnesen. Special Legislation was sought and received in 2018 allowing for the private sale of tax forfeited land (2018 Minnesota Session Laws, Chapter 186, Section 17). The parcel requested contains road access to Minnesota Power leased land. Selling the parcel will rectify a possible encroachment and aid Minnesota Power in the management of their lands.

Minnesota Power has agreed to acquire the land for the value of \$1,600, plus fees.

#### **RECOMMENDATION:**

It is recommended that the St. Louis County Board approve the sale of state tax forfeited land to Minnesota for the value of \$1,600 plus the following fees: 3% assurance fee of \$48, deed fee of \$25, deed tax of \$1.65 and recording fee of \$46; for a total of \$1,720.65, to be deposited into Fund 240 (Forfeited Tax Fund).



## Special Sale to Minnesota Power in Gnesen Township

BY COMMISSIONER \_\_\_\_\_

WHEREAS, Pursuant to Minnesota Session Laws 2018, Chapter 186, Section 17, St. Louis County may sell by private sale the following described state tax forfeited land:

Legal: TOWN OF GNESEN

That part of SW1/4 of SE1/4 of SW1/4 of SW1/4, lying Southeasterly of the centerline of Andler Road, described as follows: Commencing at the West quarter corner of said Section 27, as remonumented by an aluminum capped pipe in 1953; thence S00deg52'42"E, assigned bearing, along the west line of said Section 27, a distance of 2710.78 feet to the Southwest corner of said Section 27, as remonumented by an aluminum capped pipe in 1953; thence S89deg02'06"E along the south line of Section 27, a distance of 586.62 feet to the point of beginning of said centerline; thence N49deg23'13"E, a distance of 250 feet; thence N56deg05'21"E, a distance of 50 feet; thence N66deg46'18"E, a distance of 200 feet, more or less, to the east line of said SW1/4 of SE1/4 of SW1/4 of SW1/4 and there terminating., Sec 27 Twp 53N Rge 14W

Parcel Code: 375-0020-04346

Acres: 1.40

LDKey: 124382

WHEREAS, This parcel of land has been classified as "non-conservation" land pursuant to Minn. Stat. § 282.01; and

WHEREAS, This parcel of land has been withdrawn from memorial forest pursuant to Minn. Stat. § 459.06, Subd. 3; and

WHEREAS, This parcel of land has not been withdrawn from sale pursuant to Minn. Stat. § 85.012, 92.461, 282.01, Subd. 8; and 282.018, and other statutes that require the withholding of state tax forfeited lands from sale;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the sale of state tax forfeited land, as described, to Minnesota Power, for the value of \$1,600 plus the following fees: 3% assurance fee of \$48, deed fee of \$25, deed tax of \$1.65 and recording fee of \$46; for a total of \$1,720.65, to be deposited into Fund 240 (Forfeited Tax Fund).



# St. Louis County Land & Minerals Department Tax Forfeited Land Sales

Special Sale

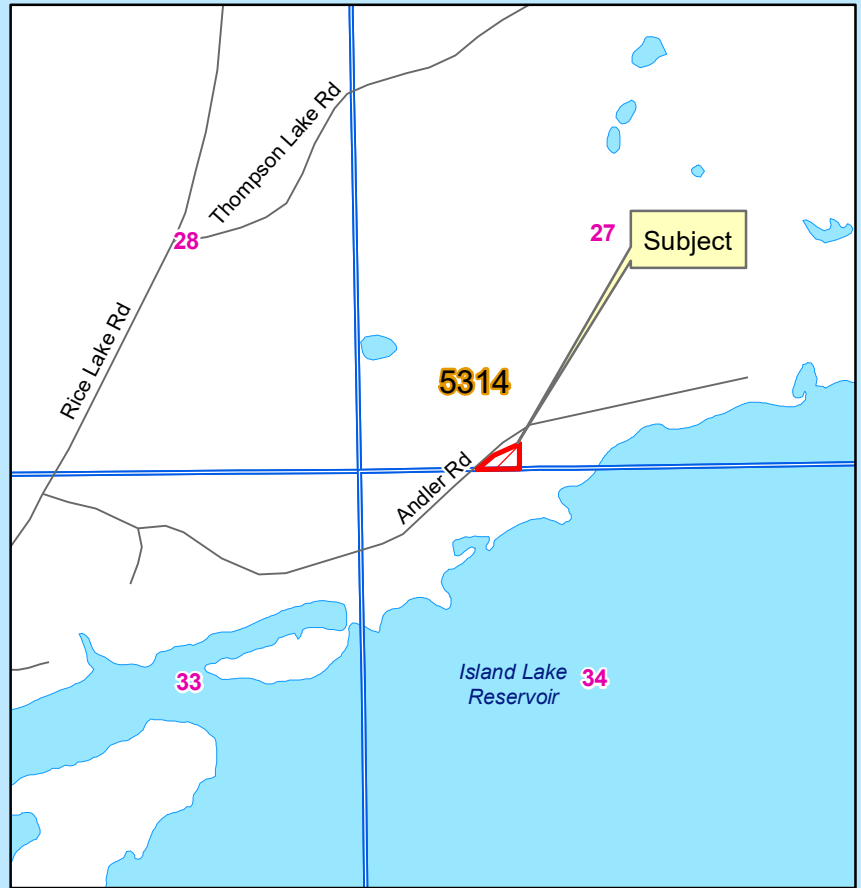
Legal : TOWN OF GNESEN

That part of SW1/4 of SE1/4 of SW1/4, lying Southeasterly of the centerline of Andler Road, described as follows: Commencing at the West quarter corner of said Section 27, as remonumented by an aluminum capped pipe in 1953; thence S00deg52'42"E, assigned bearing, along the west line of said Section 27, a distance of 2710.78 feet to the Southwest corner of said Section 27, as remonumented by an aluminum capped pipe in 1953; thence S89deg02'06"E along the south line of Section 27, a distance of 586.62 feet to the point of beginning of said centerline; thence N49deg23'13"E, a distance of 250 feet; thence N56deg05'21"E, a distance of 50 feet; thence N66deg46'18"E, a distance of 200 feet, more or less, to the east line of said SW1/4 of SE1/4 of SW1/4 of SW1/4 and there terminating. Sec 27 Twp 53 Rge 14

Parcel Code : 375-0020-04346

LDK: 124382

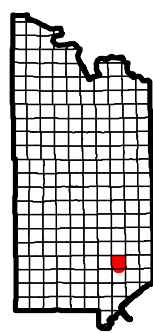
Acres: 1.40



Town of Gnesen Sec: 27 Twp: 53 Rng: 14

## Commissioner District # 5

- State Tax Forfeited Land
- Water
- Road
- Area of Interest
- Tract



St. Louis County, Minnesota

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. This drawing is a compilation of recorded information and data located in various city, county, state and federal offices. St. Louis County is not responsible for any incorrectness herein.

**St. Louis County  
Land and Minerals Department**

2020



# **BOARD LETTER NO. 20 - 378**

## **ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 7**

### **BOARD AGENDA NO.**

**DATE:** October 27, 2020

**RE:** Authorization to Enter into  
the Arrowhead Trail Agreement

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

Mark Weber, Director  
Land and Minerals

Nancy J. Nilsen  
County Auditor/Treasurer

#### **RELATED DEPARTMENTAL GOAL:**

To perform public services.

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to authorize an agreement with the Minnesota Department of Natural Resources (DNR) related to the operation and maintenance of the Arrowhead State Trail.

#### **BACKGROUND:**

The Arrowhead State Trail was authorized in 1975, in Minn. Stat. § 85.015, Subd. 13(a)(3) and is an all season, multi-use recreation trail constructed and maintained by the DNR. Segments of the trail cross state tax forfeited land between the trail's junction with the Taconite State Trail and the Koochiching County line near Kabetogama Lake.

The Arrowhead State Trail Master Plan is being revisited, and there is need for an agreement between the DNR and St. Louis County which authorizes the DNR to maintain the trail on state tax forfeited land and allows the Land and Minerals Department use of the trail for forest management. The trail crosses 172 tax forfeited parcels, with a total lineal impact of approximately 35 miles across tax forfeited land. Additionally, nine trail bridges are dispersed throughout these parcels on the State Trail. The agreement will indemnify the County and all liability will be maintained by the DNR.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the Land Commissioner to enter into an agreement with the Commissioner of Natural Resources which will allow the DNR to administer and maintain the Arrowhead State Trail on state tax forfeited land and will allow the Land and Minerals Department to use the trail for management activities.

## **Authorization to Enter into the Arrowhead Trail Agreement**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The Commissioner of Natural Resources has the authority, duty and responsibility under Minn. Stat. § 85.015, Subd. 13, to establish, develop, maintain and operate the Arrowhead State Trail; and

WHEREAS, The State and the County are authorized under Minn. Stat. § 471.59 to enter into agreements to jointly or cooperatively exercise common powers; and

WHEREAS, The State and the County have previously determined that providing a contiguous trail corridor for the Arrowhead State Trail within St. Louis County tax forfeited property, as written on Exhibit A and shown on the attached map which is attached as Exhibit B, is of high priority; and

WHEREAS, The State shall have sole responsibility for the operations, maintenance, administration and improvement of the trail;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the St. Louis County Land Commissioner to enter into an agreement with the Commissioner of Natural Resources, which will allow the DNR to administer and maintain the Arrowhead State Trail on state tax forfeited land, and will allow the Land and Minerals Department to use the trail for management activities.

Exhibit A  
St. Louis County Parcel Descriptions, Arrowhead State Trail

Section	Township	Range	Legal Description
8	61	16	NESW
8	61	16	NWSE
5	61	16	NWNE GL 2
5	61	16	SENW
5	61	16	NENE GL 1
5	61	16	NENW GL 3
8	61	16	NWNW
8	61	16	SWNW
8	61	16	NWSW
5	61	16	SWNW
5	61	16	SWSW
6	61	16	SENE
6	61	16	SESE
7	61	16	SENE
7	61	16	NENE
5	61	16	NWSW
20	62	16	SWNE
20	62	16	NESE
28	62	16	SWNE
28	62	16	NWNW
28	62	16	SWNW
28	62	16	SENW
28	62	16	NESE
28	62	16	SESE
32	62	16	SESE
33	62	16	NENE
33	62	16	SWNE
33	62	16	SENW
33	62	16	NWSW
20	62	16	SENW
20	62	16	SENE
21	62	16	NWSW
21	62	16	SWSW
33	62	16	NWNE
1	62	18	SWSE
1	62	18	SESE GL 7
2	62	18	SWSE
15	62	17	NESW
15	62	17	NWSW
15	62	17	NWSE
15	62	17	SESE
23	62	17	NENW
19	62	16	SWNE
15	62	17	SWSE
1	62	18	SESW
19	62	16	SWNW GL 2
2	62	18	SESE
8	62	17	SESE
23	62	17	NWNW
19	62	16	SENE
20	62	16	SWNW
1	62	18	SWSW
19	62	16	SENW
5	62	18	NWNW GL 4
5	62	18	SWNW
5	62	18	NWSW
5	62	18	SWSW
5	62	18	SESW
6	62	18	NENE GL 1
8	62	18	NENE

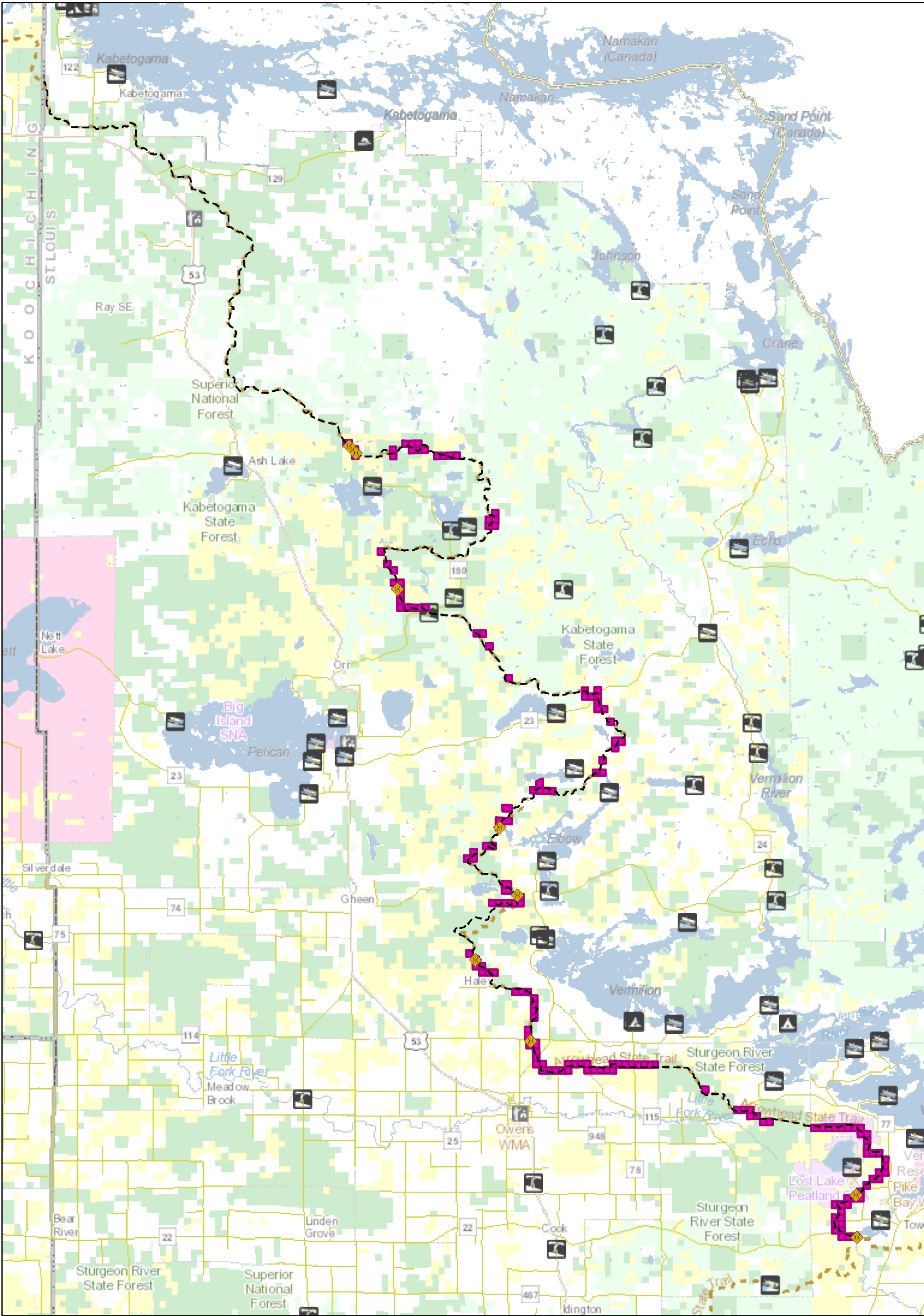
Exhibit A  
St. Louis County Parcel Descriptions, Arrowhead State Trail

8	62	18	NENW
9	62	18	NENW
9	62	18	NWNW
10	62	18	NWNW
11	62	18	NWNW
4	62	18	SWSE
4	62	18	SESE
2	62	18	SWSW
2	62	18	SESW
3	62	18	SWSW
10	62	18	NENE
10	62	18	NWNE
8	62	18	NWNE
10	62	18	NENW
4	62	18	SESW
6	63	18	NWNW GL 4
6	63	18	NESW
6	63	18	NWSE
29	63	18	NWSW
29	63	18	SWSW
30	63	18	NENE
31	63	18	NESE
31	63	18	SESE
32	63	18	NWNW
23	63	19	NENE
24	63	19	NWNW
24	63	19	SWNW
14	63	19	NWSE
14	63	19	SESE
1	63	19	NESE
1	63	19	NWSE
24	63	19	SWNE
30	63	18	NWNE
24	63	19	SENE
6	63	18	SWNE
30	63	18	NENW
6	63	18	NWSW GL 6
29	63	18	SWNW
2	64	18	NENW GL 3
10	64	18	SWNE
17	64	18	NENE
17	64	18	NWNE
17	64	18	NENW
17	64	18	NWNW
19	64	18	SWNW GL 2
31	64	18	SWSW GL 4
25	64	19	SENE
26	64	19	SWSE
24	64	19	SENE
25	64	19	SWNE
2	64	18	NWNE GL 2
2	64	18	SENE
24	64	19	NESE
3	64	18	SESE
18	64	18	SWSW GL 4
26	64	19	SESE
26	64	19	NESE
8	64	18	SESW GL 7
10	64	18	SENE
19	65	18	NESE
26	65	18	NESW

Exhibit A  
St. Louis County Parcel Descriptions, Arrowhead State Trail

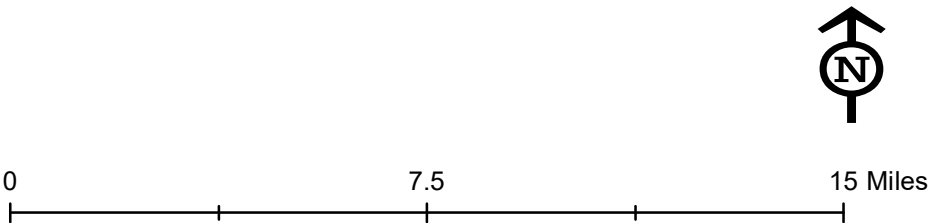
26	65	18	SESW
26	65	18	SWSE
27	65	18	NENE
35	65	18	SENE
12	65	19	SWSE
12	65	19	SESE
18	65	18	SWNW GL 2
26	65	18	SWNW
27	65	18	SENE
26	65	18	SENW
26	65	18	NENW
3	65	19	SWSW
3	65	19	SWSE
4	65	19	NWNE GL 2
4	65	19	NWSE
4	65	19	SWSE
3	65	19	SESW
4	65	19	SESE
4	65	19	SWNE
19	66	18	NENW
19	66	18	SENW
19	66	18	NWSW GL 3
2	66	19	SWSE
19	66	18	NESW
2	66	19	SESE
3	66	19	NESW
3	66	19	NWSE
4	66	19	SENE
4	66	19	SESW
6	66	19	SWNE GL 3
6	66	19	SESE
33	66	19	SENW
33	66	19	SESW
2	66	19	SWSW
29	66	19	NESE
4	66	19	NESW
33	66	19	SWSE
3	66	19	SWNW
3	66	19	SENW
33	66	19	NWNW
2	66	19	SESW
3	66	19	NWSW
6	66	19	NESE





**Exhibit B**

- Arrowhead State Trail, St. Louis County
- ◆ Trail Bridge, Arrowhead State Trail, St. Louis County TF
- St. Louis County Tax Forfeit Parcels, Arrowhead State Trail



# **BOARD LETTER NO. 20 – 379**

## **CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE NO. 1**

### **BOARD AGENDA NO.**

**DATE:** October 27, 2020                      **RE:** Reallocation of 1.0 FTE  
Engineering Technician to a  
1.0 FTE Engineering  
Technician Senior

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

James T. Foldesi  
Public Works Director/Highway Engineer

James R. Gottschald, Director  
Human Resources and Administration

#### **RELATED DEPARTMENT GOAL:**

To allocate all positions in county employment to appropriate job titles/specifications in the official classification plan.

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to approve the reallocation of a vacant 1.0 FTE Engineering Technician in the Public Works Department to 1.0 FTE Engineering Technician Senior position.

#### **BACKGROUND:**

The Public Works Department is requesting to have a vacant 1.0 FTE Engineering Technician (Civil Service Basic Unit, Pay Grade 16) reallocated to the Engineering Technician Senior class (Civil Service Basic Unit, Pay Grade 22).

The position was originally designated as an Engineering Technician Senior, but was downgraded to an Engineering Technician job classification on June 3, 2013 to allow for recruitment of an entry level technician. At the time, due to mass retirements, we did not have staff qualified or eligible to promote into the position and due to civil service rules we were not able to fill the position at an Engineering Technician Senior level from outside the organization.

We currently have well qualified staff that are eligible for promotion into the Engineering Technician Senior position and are requesting that the position be restored to its original classification level. This eventuality was documented in the Human Resources paperwork in 2013, but due to civil service rules we are required to gain Board approval for this restoration.

Human Resources has reviewed the proposed duties and determined that the Engineering Technician Senior class is appropriate. The reallocation will result in an annual cost increase of approximately \$9,516 which is based on the salary of the vacant 1.0 FTE Engineering Technician (\$3,499/mo. at Grade B16, Step 1) compared to that of a 1.0 FTE Engineering Technician Senior (\$4,292/mo. at Grade B22, Step 1). Because the reallocation is more than three pay grades, County Board approval is required.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board reallocate a vacant 1.0 FTE Engineering Technician position (Civil Service Basic Unit, \$3,499/mo. at Grade B16, Step 1, position code 0870-011) to an Engineering Technician Senior position (Civil Service Basic Unit, \$4,292/mo. at Grade B22, Step 1) in the Public Works Department.

**Reallocation of 1.0 FTE Engineering Technician to a 1.0 FTE Engineering Technician Senior**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The Public Works Department requested the reallocation of a vacant 1.0 FTE Engineering Technician to an Engineering Technician Senior will better meet the current and future needs of the Department; and

WHEREAS, This is a restoration of a previously existing Engineering Technician Senior Position that was downgraded in 2013 to recruit employees outside of the organization; and

WHEREAS, We currently have well qualified staff that are eligible for promotion into the Engineering Technician Senior position; and

WHEREAS, On September 29, 2020 the Human Resources Department has reviewed the proposed duties for this position and have determined that reallocation to the Engineering Technician Senior class is appropriate; and

WHEREAS, That the net effect of the reallocations will result in an annual cost increase of approximately \$9,516; and

WHEREAS, County Fiscal Policies specify that any position change greater than three pay grades must go to the County Board for approval.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the reallocation of a vacant 1.0 FTE Engineering Technician position (Civil Service Basic Unit, \$3,499/mo. at Grade B16, Step 1, position code 0870-011) to an Engineering Technician Senior position (Civil Service Basic Unit, \$4,292/mo. at Grade B22, Step 1) in the Public Works Department.

# **BOARD LETTER NO. 20 - 380**

## **ENVIRONMENT & NATURAL RESOURCES COMMITTEE NO. 1**

### **BOARD AGENDA NO.**

**DATE:** October 27, 2020

**RE:** Award of Bid: 2022-2023  
Containerized Tree Seedlings

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

Mark Weber, Director  
Land and Minerals

#### **RELATED DEPARTMENTAL GOALS:**

To maintain and improve the health and productivity of the forest.

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to authorize an Award of Bid 5639 and subsequent contract for 2022 and 2023 Containerized Tree Seedlings.

#### **BACKGROUND:**

The 2020 Land and Minerals Department budget includes funding for the purchase of 920,920 containerized tree seedlings for delivery in spring of 2022 and 2023. The request for bids went out through Demand Star to prospective bidders.

The Bid, RFB 5639, was comprised of ten sections. Pacific Regeneration Technologies Inc. (PRT USA Inc.) submitted the only bid for the offering. Specific bidding by Section is included on attached tabulation sheet.

PRT USA Inc. (Victoria, British Columbia, Canada)

Low Bid Amount **\$179,014.32**

#### **RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the appropriate County officials to execute a contract with PRT USA Inc. for Sections 1-10 in the amount of \$179,014.32 for containerized tree seedlings for delivery in spring of 2022 and 2023, in accordance with the specifications of Bid No. 5639, payable from Fund 290, Agency 29001, subject to approval by the County Attorney.

## **Award of Bid: 2022-2023 Containerized Tree Seedlings**

BY COMMISSIONER\_\_\_\_\_

WHEREAS, The Land and Minerals Department budget includes funding for the purchase of a total of 920,920 containerized tree seedlings for delivery in spring of 2022 and 2023; and

WHEREAS, The bid offering was divided into 10 Sections with the award of bid going to the low bidder of each Section; and

WHEREAS, Pacific Regeneration Technologies Inc. (PRT USA Inc.), (Victoria, British Columbia, Canada) submitted the low bid for Sections 1-10 of the contract in the amount of \$179,014.32; and

WHEREAS, The bids submitted are considered reasonable by the Land and Minerals Department staff;

THEREFORE BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate County officials to execute a contract with PRT USA Inc. for Sections 1-10 in the amount of \$179,014.32 for containerized tree seedlings for delivery in spring of 2022 and 2023, in accordance with the specifications of Bid No. 5639, payable from Fund 290, Agency 29001, subject to approval by the County Attorney.

BID TABULATION - RFB 5639

Page 1 of 1

Containerized Tree Seedlings for Delivery in Spring 2022 & Spring 2023  
Opening: September 23, 2020 at 1:00 P.M.

NAME / CITY STATE	BID DEPOSIT		ADDENDA (0)	NON-COLLUSION	SECTION 1	SECTION 2	SECTION 3	SECTION 4	SECTION 5	SECTION 6	SECTION 7	SECTION 8	SECTION 9	SECTION 10
	BID BOND	CHECK												
PRT USA INC Druden, ON - Canada	XX License & Permit		0	X	\$4,082.40	\$4,199.04	\$9,342.00	\$13,000.90	\$51,402.24	\$30,154.40	\$15,719.40	\$14,594.20	\$10,480.90	\$11,378.88

BIDS OPENED BY Kristi Anton, CPPB

IN PRESENCE OF Veronica Knaffla, CPPD, CPPB - via webex