



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

March 5, 2024
Immediately following the Board Meeting, which begins at 10:00 A.M.
County Board Room, St. Louis County Courthouse, Duluth

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

CONSENT AGENDA:

Minutes of February 27, 2024

Finance & Budget Committee, Commissioner Harala, Chair

1. Microsoft SharePoint Intranet Design, Development, and Implementation [24-100]
2. Renewal of ESRI Enterprise Software Licensing [24-101]
3. Toivola Township Playground Equipment Upgrade Project, American Rescue Plan Act Revenue Loss Funding [24-102]

Public Safety & Corrections Committee, Commissioner Grimm, Chair

4. Memorandum of Understanding Regarding Treatment of Security Information at St. Louis County Jail/Lockup (Jails) [24-103]

Environment & Natural Resources Committee, Commissioner Jugovich, Chair

5. Class I Demolition Waste Haulage Contract Amendment [24-104]

ESTABLISHMENT OF PUBLIC HEARINGS:

Finance & Budget Committee, Commissioner Harala, Chair

1. Establish a Public Hearing to Amend the 2024 Fee Schedule (Tuesday, April 9, 2024 at 10:05 a.m.) [24-105]

REGULAR AGENDA:

Public Works & Transportation Committee, Commissioner Musolf, Chair

1. Award of Bids: Aggregate Crushing Project (CP 0000-798459 (2024 North Crushing)) [24-106]
Resolution awarding an aggregate crushing project to low-bidder TNT Construction Group, LLC of Grand Rapids, MN.

Central Management & Intergovernmental Committee, Commissioner McDonald, Chair

1. St. Louis County Purchasing Rules & Regulations Amendments [24-107]
Resolution amending the County's Purchasing Rules & Regulations with various amendments, continuous improvement initiatives, and corrections.

Public Safety & Corrections Committee, Commissioner Grimm, Chair

1. State Contract Purchase of 2024 Budgeted Sheriff's Fleet Vehicles [24-108]

Resolution authorizing the State Contract purchase of eight (8) Sheriff's Office 2024 fleet vehicles from North Country GM of Hibbing, two (2) Sheriff's Office 2024 fleet vehicles from Ford of Hibbing, and outfitting for all ten (10) new vehicles from Emergency Automotive Technologies Inc (EATI) of Hermantown.

COMMISSIONER DISCUSSION ITEMS:

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

ADJOURNED:

NEXT COMMITTEE OF THE WHOLE MEETING DATES:

March 12, 2024 **St. Louis County Courthouse, 100 N. 5th Ave. W., Duluth**

March 26, 2024 **Buhl Kinney Senior Center, 302 Frantz St., Buhl**

April 2, 2024 **St. Louis County Courthouse, 100 N. 5th Ave. W., Duluth**

BARRIER FREE: *All St. Louis County Board meetings are accessible to individuals with physical or intellectual differences. Attempts will be made to accommodate any 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

February 27, 2024

Location: Clinton Town Hall, Iron Junction, Minnesota

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

Absent: Commissioner Grimm

Convened: Chair Nelson called the meeting to order at 10:29 a.m.

CONSENT AGENDA

Harala/Musolf moved to approve the consent agenda. The motion passed. (6-0, Grimm absent)

- Minutes of February 20, 2024
- Acquisition of Right-of-Way for Replacement of County Bridge 37 over Amity Creek in the City of Rice Lake; CP 0034-769494 [24-87]
- Architectural and Engineering Services Agreement with TKDA, Inc. for Design, Construction Administration, and Inspection on the Jean Duluth Building Replacement - RFP 5931 (MP 0000-853183) [24-88]
- Acquisition of Right-of-Way for Replacement of County Bridge 127 over West Rocky Run in Solway Township; CP 0006-834778 [24-89]
- Donation of Tree Seedlings from Minnesota Power [24-90]

Health & Human Services Committee

Boyle/Harala moved that the St. Louis County Board appoints Pablo Romo, Homeless Advocate; Angela Neal, Rural Housing Coalition; and Theresa Drift, Bois Forte Reservation, to the St. Louis County Heading Home Advisory Committee for terms ending on December 31, 2025. [24-91]. Deputy Administrator Brian Fritsinger noted that the appointments expire on December 31, 2025. The motion passed. (6-0, Grimm absent)

Public Works & Transportation Committee

Musolf/Jugovich moved to award a bid to Fahrner Asphalt Sealers, LLC, Eau Claire, WI, in the amount of \$711,482.85 for project CP 0000-475841 (2024 Maintenance Striping) on various city streets, township roads, and county roads within Lake and St. Louis Counties. [24-92]. The motion passed. (6-0, Grimm absent)

Musolf/Harala moved to award a bid to Hoover Construction Company, Virginia, MN, in the amount of \$498,747.50 for project CP 0000-798458 (2024 South Crushing) for various pits in southern St. Louis County. [24-93]. The motion passed. (6-0, Grimm absent)

McDonald/Nelson moved to award a bid to Mesabi Bituminous, Inc., Gilbert, MN, in the amount of \$283,540.68 for Profile Correction, Excavation, Plant Mixed Bituminous Patches Project (CP 0000-809450 (Prime), consisting of 7 projects for various locations within St. Louis County. [24-94]. Deputy Administrator Fritsinger said that the project is a scattered site project. Commissioner Musolf noted that the funding sources vary based on the type of road. The motion passed. (6-0, Grimm absent)

McDonald/Nelson moved to award a bid to KGM Contractors, Inc., Angora, MN, in the amount of \$846,132.35 for Culvert Replacement, Aggregate Base, Grading and Plant Mixed Bituminous Patches Project (CP 0025-539746, SAP 069-625-020 (Low); CP 0353-730385 (Tied); CP 0657-730386 (Tied)); for County State Aid Highway (CSAH) 25 between County Road (CR) 660 and approximately 1,800' S. of US Hwy 53 (CP 0025-539746, SAP 069-625-020); CR 353 between 3,240' N. of Little Creek Rd. and 3,190' S. of CSAH 16 (CP 0353-730385); and CR 657 between CSAH 7 and 180' E. of RR Tracks (CP 0657-730386). [24-95]. The motion passed. (6-0, Grimm absent)

Musolf/Boyle moved that the St. Louis County Board authorizes the purchase and installation of ten (10) dump bodies with hydraulic systems and snow removal equipment from Towmaster, LLC of Litchfield, MN, in accordance with the State of Minnesota Contract S-863(5) pricing, inclusive of additional fees and taxes, for a total cost of \$1,953,986.00. [24-96]. The motion passed. (6-0, Grimm absent)

Musolf/Jugovich moved that the St. Louis County Board authorizes the purchase of six (6) heavy equipment trailers from McCoy Construction and Forestry, of Duluth, MN, inclusive of additional fees and taxes, for a total cost of \$245,383.00. [24-97]. The motion passed. (6-0, Grimm absent)

Musolf/Harala moved that the St. Louis County Board authorizes the purchase of ten (10) 2025 Mack Granite tandem trucks (64FR) from Nuss Truck & Equipment, Inc. of Roseville, MN, in accordance with State of Minnesota Contract T-647(5) pricing, inclusive of additional fees and taxes, for a total of \$1,646,737.00. [24-98]. The motion passed. (6-0, Grimm absent)

COMMISSIONER DISCUSSION ITEMS

Commissioner McDonald commented that he and Commissioners Harala and Grimm, and Administrator Gray were at the Capitol last week and testified before the Property Tax Committee. Commissioner McDonald noted that Duluth/St. Louis County Days are taking place on March 6th and March 7th.

Commissioner Boyle commented that he will be writing a letter next week in support of efforts to unionize by the Advanced Practice Providers (APP) of Essentia Health.

Chair Nelson commented that the county had received a written response from the Minnesota Pollution Control Agency (MPCA) regarding the hauling of solid waste from the old Gilbert dump to the Keewatin Industrial landfill; however, they still did not receive answers. Chair Nelson commented that he spent yesterday with legislatures working on the Northern Light Express (NLX) project and noted that the federal application deadline is early October.

At 10:52 a.m., Harala/McDonald moved to adjourn the meeting. The motion passed. (6-0, Grimm absent)

Keith Nelson, Chair of the County Board

Phil Chapman, Clerk of the County Board



St. Louis County Board of Commissioners Request for Board Action 24 - 100

Committee: **Finance & Budget**

Date: March 5, 2024

From: Jeremy Craker, Director Information Technology

Attachments: ☐ yes ☒ no

Reviewed by: Kevin Z. Gray, County Administrator

Consent: ☒ yes ☐ no

ITEM: **Microsoft SharePoint Intranet Design, Development, and Implementation**

Background/Overview:

St. Louis County currently maintains an intranet developed internally utilizing a technology platform called DotNetNuke (DNN). It serves as a hub for the dissemination of policies, information, forms, and as an entry point for several applications. There are several departments that currently have pages on the intranet. Issues that have plagued the current Intranet have included:

- Lack of style consistency across departmental pages
- Cumbersome content administration tools
- Inefficient use of pages
- Pages that are no longer needed
- Document Library is difficult to manage and maintain

In 2020, St. Louis County made investment in the cloud-based Microsoft 365 productivity suite of applications for all county employees. As part of this investment, the County has access to utilize the Microsoft SharePoint solution. Microsoft SharePoint is one of the top software products focused on providing intranet services within the market. It's the county's goal to use the SharePoint environment as the primary organizational intranet, and as a "one-stop" portal for county communications, internal services, forms, workflows, and integrations to meet various departmental and countywide needs. The Information Technology (IT) Department worked closely with the IT Steering Committee and county department leadership team members to identify this project as a critical need within St. Louis County.

As a result, the IT Department in coordination with the Purchasing Division issued a Request for Proposal (RFP) seeking a qualified business partner to preform design, development, implementation, and training services resulting in St. Louis County's SharePoint Intranet. An evaluation committee evaluated the 22 proposal responses received and recommends AgreeYa Solutions LLC headquartered in Folsom, California for contract award to execute the design, development, implementation, and training of a new St. Louis County SharePoint Intranet solution.

This responder will aid St. Louis County in requirements gathering, wireframe design, governance and security model, development, and workflow, as well as integrations to various county systems as a part of the implementation of a new St. Louis County Intranet. The project will be broken down into two phases including:

- Phase 1 – Discovery and Design
- Phase 2 – Development, Implementation, and Training

Policy Objectives:

The RFP's were solicited in conformance with St. Louis County Purchasing Rules and Regulations and the Minnesota Uniform Municipal Contract Law under Minn. Stat. §471.

Fiscal/Budget Impacts/Funding Source/FTE Considerations:

The total cost of the services rendered by AgreeYa are broken down as follows:

<u>Description</u>	<u>Cost</u>
Phase 1 - Discovery and Design	\$76,000
Phase 2 - Development, Implementation, and Training	\$120,000
Software	\$27,500
Software Implementation	\$17,500
<u>Storage Subscription</u>	<u>\$4,000</u>
Total:	\$245,000

Payable from Fund 100, Agency 117001, Object 634800 with funds transferred from the Information Technology assigned fund balance, Fund 100, Object 311139.

Recommendation:

It is recommended that the St. Louis County Board authorize the IT Department to enter into a services agreement with AgreeYa Solutions LLC for the design, development, and implementation of a new St. Louis County SharePoint Intranet for a total of \$245,000.

Microsoft SharePoint Intranet Design, Development, and Implementation

BY COMMISSIONER _____

WHEREAS, The Information Technology (IT) department with the approval of the IT Steering Committee, and Departmental Leadership group have identified a need to modernize the St. Louis County Internal Intranet which has historically been hosted within the DotNetNuke (DNN) software environment; and

WHEREAS, This current intranet has several deficiencies including lack of style consistency across departmental pages, cumbersome administration tools, inefficient use of pages, pages that are no longer needed, and a document management library that is difficult to manage; and

WHEREAS, The IT Department in coordination with the Purchasing Division issued a Request for Proposal (RFP) seeking a business partner to provide design, development, implementation, and training services associated with St. Louis County's new Intranet utilizing the investment that St. Louis County made in the Microsoft 365 SharePoint platform; and

WHEREAS, An evaluation team of 5 county employees evaluated 22 software development responder submissions and recommends AgreeYa Solutions, LLC for contract award in accordance with this project.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the IT Department to enter into a services contract with AgreeYa Solutions LLC for the design, development and implementation of a new St. Louis County SharePoint Intranet for a total of \$245,000 payable from Fund 100, Agency 117001, Object 634800, with funds transferred from the Information Technology assigned fund balance, Fund 100, Object 311139.

RESOLVED FURTHER, That the St. Louis County Board authorizes the ongoing yearly software maintenance and support costs estimated to be \$22,000 annually to be budgeted in the Information Technology Budget in future years from Fund 100, Agency 117001, Object 634800.



St. Louis County Board of Commissioners Request for Board Action 24 - 101

Committee: **Finance & Budget**

Date: March 5, 2024

From: Jeremy Craker, Director Information Technology

Attachments: ☐ yes ☒ no

Reviewed by: Kevin Z. Gray, County Administrator

Consent: ☒ yes ☐ no

ITEM: **Renewal of ESRI Enterprise Software Licensing**

Background/Overview:

St. Louis County has been utilizing Environmental Systems Research Institute, Inc's (ESRI) geographic information system (GIS) mapping software since the mid 1980's. This software has evolved over the years to provide rich mapping, geospatial data management, analytical, and web map publishing interfaces. In concert with aerial imagery, this system has become a critical county software asset that provides countless tools to both citizens, businesses, and internal departments to complete critical business processes. This includes public web mapping applications such as the County Land Explorer, County Survey Explorer, and a host of point solutions that cover multiple categories of core geospatial data infrastructure. This software is deployed and managed by the Information Technology (IT) Department and the Economic and Community Development Enterprise GIS division.

The current St. Louis County ESRI software licensing and licensing agreement will expire in April of 2024. Board action is required to enter into a new 3-year licensing agreement to renew the existing licenses and maintain vendor support.

Policy Objectives:

Per St. Louis County Purchasing Rules and Regulations, it is required that any software purchases and associated support agreement that exceeds \$175,000 and is considered a net new agreement must be approved by the County Board unless subsequent renewals are approved by the County Board.

Fiscal/Budget Impacts/Funding Source/FTE Considerations:

The total cost of the ESRI Enterprise software agreement will be \$193,100 annually for three years for a total of \$579,300 payable from Fund 100, Agency 117001, Object 634800 with funds transferred from the Information Technology assigned fund balance, Fund 100, Object 311139.

Recommendation:

It is recommended that the St. Louis County Board authorize the IT Department to enter into a new ESRI Enterprise software agreement with Environmental Systems Research Institute, Inc. at a cost of \$193,100 annually for three years for a total of \$579,300 payable from Fund 100, Agency 117001, Object 634800 with funds transferred from the Information Technology assigned fund balance, Fund 100, Object 311139.

Renewal of ESRI Enterprise Software Licensing

BY COMMISSIONER _____

WHEREAS, St. Louis County has been utilizing Environmental Systems Research Institute, Inc's (ESRI) geographic information system (GIS) mapping software since the mid 1980's; and

WHEREAS, Citizens, businesses, and internal county departments benefit from the county deployment of this software for critical business functions; and

WHEREAS, This software has evolved over the years to provide rich mapping, geospatial data management, analytical, and web map publishing interfaces that includes but not limited to: the County Land Explorer, County Survey Explorer, and a host of point solutions that cover multiple categories of core geospatial data infrastructure; and

WHEREAS, Per St. Louis County Purchasing Rules and Regulations it is required that any software purchases and associated support agreement that exceeds \$175,000 and is considered a net new agreement must be approved by the County Board unless subsequent renewals are approved by the county board.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorize the Information Technology Department to enter into a new ESRI Enterprise software agreement with Environmental Systems Research Institute, Inc. at a cost of \$193,100 annually for three years for a total of \$579,300 Payable from Fund 100, Agency 117001, Object 634800 with funds transferred from the Information Technology assigned fund balance, Fund 100, Object 311139, or its designated fund.

RESOLVED FURTHER, That the St. Louis County Board authorizes the Information Technology Department to renew the County's enrollment for one or more additional terms in the future, provided the total cost associated with the renewal is not \$150,000 more than the total cost stated above.



St. Louis County Board of Commissioners Request for Board Action 24 - 102

Committee: **Finance & Budget**

From: Brian Fritsinger, Deputy Administrator

Reviewed by: Kevin Z. Gray, County Administrator

Date: March 5, 2024

Attachments: ☐ yes ☒ no

Consent: ☒ yes ☐ no

ITEM: Toivola Township Playground Equipment Upgrade Project, American Rescue Plan Act Revenue Loss Funding

Background/Overview:

Toivola Township (Township) has made an application seeking \$15,000 in American Rescue Plan Act (ARPA) funding to replace aged playground equipment at a Township park. The project will ensure that the equipment is structurally sound and those using the equipment are safe from equipment failure due to the condition of the existing equipment. The project is proposed to start as soon as April 30, 2024.

The County Board adopted Resolution No. 21-582 approving its framework associated with the use of ARPA monies. The Board subsequently allocated ARPA funding for youth recreation projects. There was consensus on the provision of up to \$900,000 for eligible projects identified in each Commissioner district. This was later amended to raise the allocation to \$1,000,000. This project is located in Commissioner District #7. This project is proposed to be funded through Fund 239, American Rescue Plan Act Revenue Loss funds.

Policy Objectives:

Under the U.S. Treasury's Final Rule guidance, as it relates to the American Rescue Plan Act (ARPA), the costs associated with the proposed project may be considered an eligible use. However, consistent with previous County Board actions on the youth recreation projects it is proposed that the County use Revenue Loss funds for the project.

Fiscal/Budget Impacts/Funding Source/FTE Considerations:

The proposed \$15,000 would be funded from the Revenue Loss category of the County's ARPA funding framework. In terms of the ARPA framework, the \$15,000 for this project is proposed to come from Commissioner Jugovich's allocation of remaining Youth Recreation Funding.

Recommendation:

It is recommended that the County Board consider approving the use of up to \$15,000 of American Rescue Plan Act Revenue Loss funding for the Toivola Township Playground Equipment Upgrade Project, from Fund 239, American Rescue Plan Act Revenue Loss.

**Toivola Township Playground Equipment Upgrade Project,
American Rescue Plan Act Revenue Loss Funding**

BY COMMISSIONER _____

WHEREAS, On March 11, 2021, the President of the United States signed into law the \$1.9 Trillion American Rescue Plan Act (ARPA) to provide continued relief from the impact of COVID-19 pandemic; and

WHEREAS, Approximately \$350 billion of the ARPA funding was allotted to assist state, local tribal, and territory governments in responding to the COVID-19 pandemic; and

WHEREAS, Funds received are required to be used in accordance with the Coronavirus Local Fiscal Recovery Fund (CLFRF) requirements as provided within the guidance issued by the United States Treasury:

- To respond to the public health emergency
- To address its negative economic impacts
- To serve the hardest hit
- To make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, St. Louis County has been awarded \$54,536,596 in ARPA funds to be used in accordance with the above requirements; and

WHEREAS, The County Board has allocated up to \$1,000,000 of ARPA funds to be used for youth recreation/park projects; and

WHEREAS, Toivola Township has identified a project to improve its existing park and recreation facilities; and

WHEREAS, The Township has submitted documentation seeking funding assistance in the amount of \$15,000 from the County's American Rescue Plan Act Revenue Loss funds to support its project.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the use of up to \$15,000 of American Rescue Plan Act Revenue Loss funding for the Toivola Township Playground Equipment Upgrade Project.

RESOLVED FURTHER, That Toivola Township shall comply and submit all necessary information, documentation and reporting materials required by the County to ensure that the project meets any and all conditions as required under the program.

RESOLVED FURTHER, That the appropriate County officials are authorized to enter into an agreement with the City for this project with funds for the above project payable from Fund 239, American Rescue Plan Action Revenue Loss.



St. Louis County Board of Commissioners Request for Board Action 24 – 103

Committee: **Public Safety & Corrections Committee**

Date: March 5, 2024

From: Gordon Ramsay, County Sheriff

Attachments: ☐ yes ☒ no

Reviewed by: Kevin Z. Gray, County Administrator

Consent: ☒ yes ☐ no

ITEM: Memorandums of Understanding Regarding Treatment of Security Information at St. Louis County Jail/Lockup (Jails)

Background/Overview:

The St. Louis County Sheriff's Office is working with multiple external law enforcement agencies (Agency) to create a Memorandum of Understanding (MOU) regarding Treatment of Security Information at St. Louis County Jail/Lockup (Jails) to delineate what happens to Body Worn Camera (BWC) data obtained or created by Agency employees while inside the secure areas at the Jails.

The Sheriff's Office is statutorily the responsible authority for the St. Louis County Jails and, because the interior spaces of such facilities must be secure and protected from hostile acts, its data recording policy was found to be different from that of each Agency. For the safety and security of the County Jails, employees, detainees, visitors, and any other person or thing onsite, audio, photographic images and/or video footage of the secure areas of the facilities must be restricted.

Any data obtained within the secure areas of the Jail is "Security Information" as defined under Minnesota Statute. The MOU will require each Agency to mask and/or redact (collectively, "redact") audio and video contained in BWC recordings. The Sheriff's Office seeks to prohibit the release of any nonpublic data collected within the secure areas of the Jails. Software provided with the BWC hardware should allow each Agency the ability to: redact Sheriff personnel and all background from the BWC recordings Agency personnel create, collect, or obtain within the secure areas of the Jails; and respond to data requests for BWC recordings pursuant to Agency policy.

The MOU is effective at the beginning of the day after all parties sign and shall continue until such time as the agreement is modified or terminated. Either party may terminate the MOU by providing the other party with thirty (30) days' advance written notice.

Policy Objectives:

Minnesota Statute § 13.37, Subd. 1(a). specifies that "security information", defined as government data the disclosure of which the responsible authority determines would be likely to substantially jeopardize the security of information, possessions, individuals, or property, is classified as "nonpublic data." Minn. Stat. § 13.02 Subd. 9. defines "nonpublic data" as data not on individuals (a) not accessible to the public; and (b) accessible to the subject, if any, of the data. Minn. Stat. § 13.02 Subd. 12. defines "private data on individuals" (a) not public; and (b) accessible to the individual subject of the data.

Fiscal/Budget Impacts/Funding Source/FTE Considerations:

This MOU does not document nor provide for the exchange of funds or manpower between the parties, nor does it make any commitment of funds or resources. Each party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each party is responsible for supervision and management of its personnel.

Recommendation:

It is recommended that the St. Louis County Board authorize Memorandums of Understanding regarding Treatment of Security Information at St. Louis County Jail/Lockup (Jails) with local external law enforcement agencies and further authorizes the Sheriff and a representative from the County Attorney's Office to negotiate and sign each agreement.

**Memorandums of Understanding Regarding Treatment of Security Information at St.
Louis County Jail/Lockup (Jails)**

BY COMMISSIONER _____

WHEREAS, The St. Louis County Sheriff's Office has worked with multiple external law enforcement agencies (Agency) to create a Memorandum of Understanding (MOU) regarding Treatment of Security Information at St. Louis County Jail/Lockup (Jails) to delineate what happens to Body Worn Camera (BWC) data obtained or created by Agency employees while inside the secure areas at the Jails; and

WHEREAS, The Sheriff's Office is statutorily the responsible authority for the St. Louis County Jails and determined that for the safety and security of the County Jails, employees, detainees, visitors, and any other person or thing onsite, audio, photographic images and/or video footage of the secure areas of the facilities must be restricted; and

WHEREAS, Any data obtained within the secure areas of the Jail is "Security Information" as defined in Minn. Stat. § 13.37, Subd. 1(a). Security information data is classified as "nonpublic data" with regard to data not on individuals, pursuant to Minn. Stat. § 13.02, Subd. 9, and as "private data" with regard to data on individuals, pursuant to Minn. Stat. § 13.02, Subd. 12; and

WHEREAS, Acknowledging the security risks within the Jails, the Agency agrees to redact nonpublic and private data from the BWC recordings its personnel create, collect, or obtain within the secure areas of the Jails; and

WHEREAS, Each MOU is effective at the beginning of the day after all parties' sign and shall continue until such time as the agreement is modified or terminated. Either party may terminate the MOU by providing the other party with thirty (30) days' advance written notice.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes entering into Memorandums of Understanding regarding Treatment of Security Information at St. Louis County Jail/Lockup (Jails) and further authorizes the Sheriff and a representative from the County Attorney's Office to negotiate and sign each agreement.



St. Louis County Board of Commissioners Request for Board Action 24 – 104

Committee: **Environment & Natural Resources**
From: David Fink, Director, Environmental Services
Reviewed by: Kevin Z. Gray, County Administrator

Date: March 5, 2024
Attachments: ☐yes ☒no
Consent: ☒yes ☐no

ITEM: **Class I Demolition Waste Haulage Contract Amendment**

Background/Overview:

On January 1, 2021, the Environmental Services Department (Department) entered into a three (3) year contract with Carleton Companies, Inc. for the haulage of demolition material from its five (5) transfer stations.

On January 1, 2024, the contractor operating the Virginia Regional Landfill declined a contract extension. Part of this contract included the transportation of collected demolition material to the Voyageur Landfill in Canyon, Minnesota.

The Department manages an existing contract with Carleton Companies, Inc. (Contractor) to transport demolition material from its five (5) transfer stations. The Purchasing Division recommended that we solicit a quote from the contractor to incorporate the landfill site into the existing contract.

Carleton Companies responded affirmatively that it could provide this additional service and submitted a quote. Because of the higher volume of material at the landfill collection location, the proposed increase exceeds the 25% change order threshold that requires Board approval.

Policy Objectives:

Section V, A of the County's Purchasing Rules and Regulations addresses contract changes, amendments, and terminations. Because of the cumulative impact over 25% of the cost, County Board consideration of the contract is required.

Fiscal/Budget Impacts/Funding Source/FTE Considerations:

The estimated yearly haulage cost of demolition material from the Virginia Regional Landfill to the Voyageur Landfill in Canyon, MN is \$71,400 and is payable from Fund 600 Agency 607001 (Landfill) Object Code 625500. This value added to the previously signed contract valuing an estimated \$95,180 brings the contract for haulage of demolition material from the Department's five (5) transfer stations and the Virginia Regional Landfill to an estimated \$166,580.00 per year.

Recommendation:

It is recommended that the St. Louis County Board authorize the amendment of the Class I Demolition waste haulage contract with Carleton Companies, Inc. for the service of the haulage of demolition material from the Virginia Regional Landfill payable from Fund 600, Agency 607001, Object 629901.

Class I Demolition Waste Haulage Contract Amendment

BY COMMISSIONER _____

WHEREAS, Demolition material is collected at the Virginia Regional Landfill and transported to a private demolition landfill for disposal; and

WHEREAS, The provider of this service is no longer available after opting out of the Virginia Regional Landfill operation contract on December 31, 2023; and

WHEREAS, The Environmental Services Department currently has a contract for the haulage of demolition material from its five transfer stations with Carleton Companies, Inc.; and

WHEREAS, Under the County's Purchasing Rules and Regulations, the Purchasing Division has recommended the Department solicit a quote from the contractor to incorporate the landfill site into the current contract; and

WHEREAS, Carleton Companies, Inc. has submitted a quote which under the Purchasing Rules and Regulations requires County Board consideration.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Environmental Services Department to include the demolition haulage service from the Virginia Regional Landfill into the current contract with Carleton Companies, Inc. for demolition haulage from transfer stations (Resolution No. 20-594) for an additional estimated cost of \$71,400 payable from Fund 600, Agency 607001, Agency 629901, increasing the contract cost to an estimated \$166,580 per year.



St. Louis County Board of Commissioners Request for Board Action 24 - 105 Establishment of Public Hearing

Committee: **Finance & Budget**

Date: March 5, 2024

From: Mary Tennis, Director, Extension and Depot

Attachments: ☐ yes ☒ no

Reviewed by: Kevin Z. Gray, County Administrator

Consent: ☐ yes ☒ no

ITEM: **Establish a Public Hearing to Amend the 2024 Fee Schedule**

Background/Overview:

On June 27, 2023, via Board Resolution No. 23-352, the St. Louis County Board amended the 2023 Fee Schedule to incorporate fees associated with the operation of the St. Louis County Heritage and Arts Center (The Depot). The County Board adopted the 2024 Fee Schedule at its November 28, 2023 meeting.

Unfortunately, at the time the 2024 Fee Schedule was adopted those amendments included under Resolution No. 23-356 were inadvertently excluded. Those fees were specific to the operation and leases associated with the Theater and the intent to have those fees in alignment with competitive market conditions and operating costs.

Those fees are still appropriate and are being used for any activity associated with the Theater. In order to rectify this situation a new public hearing should be scheduled to amend the 2024 Fee Schedule to retroactively incorporate these fees and to ratify the use of those fees since January 1, 2024.

Policy Objectives:

Per Minn. Stat. §373.41, a county may charge a fee for service(s) provided by any county office, therefore it is necessary to hold a public hearing to propose additional fees and amend the 2024 St. Louis County Fee Schedule.

Fiscal/Budget Impacts/Funding Source/FTE Considerations:

There is no direct cost associated with the holding of the public hearing. The specific changes and budgetary impacts will be reviewed at the public hearing.

Recommendation:

It is recommended that the St. Louis County Board establish a public hearing for Tuesday, April 9, 2024 at 10:05 a.m., Duluth Courthouse, Duluth, MN, for the purpose of obtaining public comment to amend the 2024 Fee Schedule.

Establish a Public Hearing to Amend the 2024 Fee Schedule

BY COMMISSIONER _____

THEREFORE, BE IT RESOLVED, That the St. Louis County Board will convene a public hearing for Tuesday, April 9, 2024 at 10:05 a.m., Duluth Courthouse, Duluth, MN, for the purpose of obtaining public comment to further amend the 2023 Fee Schedule.



St. Louis County Board of Commissioners Request for Board Action 24 – 106

Committee:	Public Works & Transportation	Date:	March 5, 2024
From:	James T. Foldesi, Public Works Director / Highway Engineer	Attachments:	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Reviewed by:	Kevin Z. Gray, County Administrator	Consent:	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

ITEM: Award of Bids: Aggregate Crushing Project (CP 0000-798459 (2024 North Crushing))

Background/Overview:

An aggregate crushing project is proposed for various pits in Northern St. Louis County.

Bids were requested and let on February 22, 2024 and the County received three bids for the project with the low bid being from TNT Construction Group, LLC in the amount of \$493,100.00 which is -1.94% under the engineer's estimate of \$502,830.00.

BIDS:

- | | |
|---|---------------------|
| • TNT Construction Group, LLC
Grand Rapids, MN | \$493,100.00 |
| • Louis Leustek & Sons, Inc.
Ely, MN | \$496,790.00 |
| • Hoover Construction Company
Virginia, MN | \$588,900.00 |

The project is anticipated to start on May 20, 2024, with an anticipated completion date of October 11, 2024.

Policy Objectives:

Per the County Purchasing Rules, the County Board has delegated certain authority to the Public Works/Highway Engineer for setting the date for the calling of bids on Public Works projects already approved in the budget for capital improvements, and further requires County Board approval for award of bids received. Electronic bidding is prescribed for Public Works Department road and bridge projects, with electronic format being the sole allowable form of bid submission (Minn. Stat. § 471.345, Subd. 18).

Fiscal/Budget Impacts/Funding Source/FTE Considerations:

The Department's 2024 budget and capital improvement plan includes funding for this project. The County will be using Local Maintenance, City and Township Funds to fund this project.

Funding: CP 0000-798459 (2024 North Crushing)
Fund 200, Agency 201113, Object 650200

Recommendation:

It is recommended that the St. Louis County Board award the project (CP 0000-798459 (2024 North Crushing)) to low bidder of TNT Construction Group, LLC in the amount of \$493,100.00 payable from:

CP 0000-798459 (2024 North Crushing)

Fund 200, Agency 201113, Object 650200 – Local Maintenance, City and Township Funds

With additional revenue budgeted for expense:

City of Chisholm, Fund 200, Agency 201113, Object 551530 - \$20,100.00

Town of White, Fund 200, Agency 201113, Object 551520 - \$80,000.00

Award of Bids: Aggregate Crushing Project (CP 0000-798459 (2024 North Crushing))

BY COMMISSIONER _____

WHEREAS, Bids have been received electronically by St. Louis County Public Works Department for CP 0000-798459 (2024 North Crushing); and

WHEREAS, Bids were opened in the Richard H. Hansen Transportation and Public Works Complex, Duluth, MN, on February 22, 2024, and the low responsible bid was determined.

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

<u>LOW BIDDER</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
TNT Construction Group, LLC	40 County Road 63 Grand Rapids, MN 55744	\$493,100.00

RESOLVED FURTHER, That the appropriate county officials are authorized to approve the contractor's performance bonds and to execute the bonds and contract for the above listed project payable from:

CP 0000-798459 (2024 North Crushing)

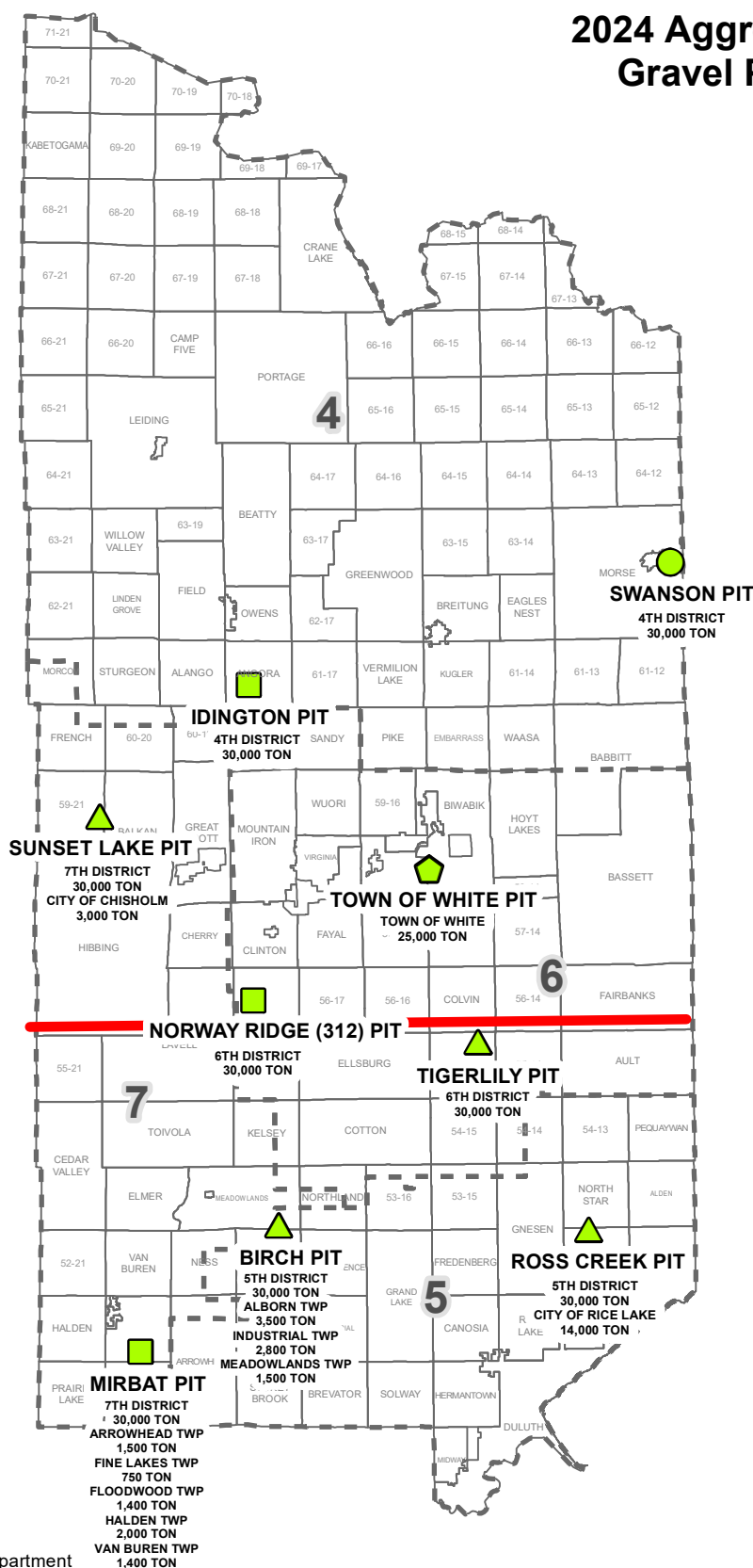
Fund 200, Agency 201113, Object 650200 – Local Maintenance, City and Township Funds

With additional revenue budgeted for expense:

City of Chisholm, Fund 200, Agency 201113, Object 551530 - \$20,100.00

Town of White, Fund 200, Agency 201113, Object 551520 - \$80,000.00

St. Louis County Public Works 2024 Aggregate Crushing Gravel Pit Locations



Maintenance District 4
Cook Garage
9558 Ashawa Rd
Cook, MN 55723
Supt. Dale Johnson 365-2381

Maintenance District 5
Pike Lake Garage
4787 Midway Road
Duluth, MN 55811
Supt. Gordy Halverson 625-3849

Maintenance District 6
Virginia Garage
7823 Highway 135
Virginia, MN 55792
Supt. Gerald VanGuilder 742-9803

Maintenance District 7
Hibbing Garage
1425 East 23rd Street
Hibbing, MN 55746
Supt. Chad Walters 262-0270

Gravel Pit Ownership

-  Public Works Department
 Land & Minerals Department
 Private Gravel Pit
 Township

PRIMARY CRUSHER REQUIRED IN ALL PITS





St. Louis County Board of Commissioners Request for Board Action 24 – 107

Committee: **Central Management & Intergovernmental**

Date: March 5, 2024

From: Donna Viskoe, Purchasing Director

Attachments: ☐yes ☒no

Reviewed by: Kevin Z. Gray, County Administrator

Consent: ☐yes ☒no

ITEM: **St. Louis County Purchasing Rules & Regulations Amendments**

Background/Overview:

On October 10, 2023, St. Louis County adopted new Purchasing Rules & Regulations. In an effort to keep our Rules relevant, it is the intent of the Purchasing Division and the formerly established board subcommittee, the Purchasing Rules and Regulations Committee (PRRC), to review on-going continuous improvement initiatives, clarify and correct errors, as well as identify new opportunities to move towards increased awareness and engagement.

Utilizing the process in place, to allow informal ideas to be raised and recorded from all areas of the county, the Purchasing Division has reviewed the following proposed amendments and corrections to the Rules and are bringing them before the Board to make an informed decision regarding the recommendations made by county staff. As March is deemed Procurement Month by the State of Minnesota, it seemed no better time to consider the reviews and edits received for the current year.

The proposed amendments are as follows:

- **Section II. Purchasing Definitions:**

Direct Negotiation – “Direct Negotiation” ~~means a direct solicitation with a specific vendor or individual without requesting or obtaining additional quotes.~~ *means obtaining two or more quotations for a purchase or sale when possible, and without advertising for bids otherwise complying with the requirements of competitive bidding.*

Open Market - “Open Market” ~~means obtaining two or more quotations for a purchase or sale when possible, and without advertising for bids otherwise complying with the requirements of competitive bidding.~~ *means an individual solicitation with a specific vendor or individual without requesting or obtaining additional quotes.*

- Section III. Bidding and Purchasing Requirements

A.4.a. If the contract is made upon *Direct Negotiation* ~~Open Market~~, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.

A.4.b. “*Open Market-Direct Negotiation*” means an individual ~~direct~~ solicitation with a specific vendor or individual without requesting or obtaining additional quotes.

B.6.g. Whether bidder is in default with any other contracts with the *County* ~~County~~.

E.4. Authority to Debar or Suspend. The ~~Purchasing~~ *Purchasing* Director is delegated authority to debar or suspend a party from participating in County contracts.

- Section VI. Purchase Orders and Year End Encumbrances

Under A. 2. No purchase order is required for the following purchases:

Add “*h. Election Infrastructure. Defined as goods and services required to process elections mandated by the state.*”

All subsequent list items are renumbered appropriately.

- Section VII. Other Procedures

B.3. All property leases for one or more years are subject to the ~~Property Acquisition/Leases Policy review and approval and must be approved by~~ *approval of the Auditor’s Office and Property Management, prior to the approval of the County Board.* Lease renewals need only be approved by the Department Head and the Property Manager. Leases may be renewed for the length of the original contract only once. Copies of all leases shall be maintained by Property Management.

- APPENDIX A. St. Louis County Board Resolutions

Add Resolution 23-515, Adopted October 10, 2023, to Appendix A as Paragraph L.

Policy Objectives:

Minn. Stat. § 375.75 requires county boards adopt rules and regulations when a purchasing department is established.

Fiscal/Budget Impacts/Funding Source/FTE Considerations:

There are no immediate impacts of financial or staffing nature as a result of the adoption of the amended policy.

Recommendation:

It is recommended that the St. Louis County Board adopt the amendments to the St. Louis County Purchasing Rules and Regulations

St. Louis County Purchasing Rules & Regulations Amendments

BY COMMISSIONER _____

WHEREAS, In an effort to keep our Rules relevant, it is the intent of the Purchasing Division and the formerly established board subcommittee, the Purchasing Rules and Regulations Committee (PRRC), to review on-going initiatives and identify new opportunities which can be a step towards increasing awareness and engagement, utilizing the process in place to allow informal ideas to be raised and recorded from all areas of the county; and

WHEREAS, The Purchasing Division has reviewed proposed amendments, continuous improvement initiatives and corrections to the Rules and are bringing them before the Board to make an informed decision regarding the recommendations made by county staff; and

WHEREAS, The adoption of these Rules will assist all county offices in the necessary steps for completion of procurement in its variety of methods.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board adopts the following amendments to the St. Louis County Purchasing Rules and Regulations:

- Section II. Purchasing Definitions:

Direct Negotiation – “Direct Negotiation” ~~means a direct solicitation with a specific vendor or individual without requesting or obtaining additional quotes.~~ *means obtaining two or more quotations for a purchase or sale when possible, and without advertising for bids otherwise complying with the requirements of competitive bidding.*

Open Market - “Open Market” ~~means obtaining two or more quotations for a purchase or sale when possible, and without advertising for bids otherwise complying with the requirements of competitive bidding.~~ *means an individual solicitation with a specific vendor or individual without requesting or obtaining additional quotes.*

- Section III. Bidding and Purchasing Requirements

A.4.a. If the contract is made upon *Direct Negotiation* ~~Open Market~~, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.

A.4.b. “*Open Market*” ~~“Open Market-Direct Negotiation”~~ means an individual ~~direct~~ solicitation with a specific vendor or individual without requesting or obtaining additional quotes.

B.6.g. Whether bidder is in default with any other contracts with the *County* ~~County~~.

E.4. Authority to Debar or Suspend. The ~~Purchasing~~ *Purchasing* Director is delegated authority to debar or suspend a party from participating in County contracts.

- Section VI. Purchase Orders and Year End Encumbrances

Under A. 2. No purchase order is required for the following purchases:

Add “*h. Election Infrastructure. Defined as goods and services required to process elections mandated by the state.*”

All subsequent list items are renumbered appropriately.

- Section VII. Other Procedures

B.3. All property leases for one or more years are subject to the ~~Property Acquisition/Leases Policy review and approval and must be approved by~~ *approval of the Auditor’s Office and Property Management, prior to the approval of the County Board.* Lease renewals need only be approved by the Department Head and the Property Manager. Leases may be renewed for the length of the original contract only once. Copies of all leases shall be maintained by Property Management.

- APPENDIX A. St. Louis County Board Resolutions

Add Resolution 23-515, Adopted October 10, 2023, to Appendix A as Paragraph L.

RESOLVED FURTHER, That the amendments will be effective upon adoption of this resolution.



St. Louis County Board of Commissioners Request for Board Action 24 – 108

Committee: **Public Safety**
From: Gordon Ramsay, Sheriff
Reviewed by: Kevin Z. Gray, County Administrator

Date: March 5, 2024
Attachments: ☐ yes ☒ no
Consent: ☐ yes ☒ no

ITEM: **State Contract Purchase of 2024 Budgeted Sheriff's Fleet Vehicles**

Background/Overview:

The St. Louis County Purchasing Division, in tandem with the Sheriff's Office, received and reviewed quotes from local vendors for ten (10) fleet vehicles. In accordance with Board Memo No. 23-47, the Purchasing Division notified the Board of the intent to purchase 2024 Fleet vehicles via State Cooperative Purchasing contracts.

The vehicles identified below have been sourced using the following State of Minnesota Cooperative Purchasing Contracts:

- **MN State Contract Release A-174(5):** *Current Model Year for Ford, Chevrolet, and Dodge Law Enforcement Automobiles: Sedan, Truck, and Utility*
 - North Country GM, out of Hibbing, MN (SWIFT 242639)
- **MN State Contract Release A-175(5):** *Automobiles Current Model Year Vehicles – Automobiles, Cargo and Passenger Vans, And Sport Utility Vehicles*
 - Ford of Hibbing, out of Hibbing, MN (SWIFT 169035)
- **MN State Contract Release T-642(5):** *Trucks: Pickups and Light Duty Vehicles*
 - North Country GM, out of Hibbing, MN (SWIFT 199799)

The vehicles proposed for replacement this year are used for transportation in the Rescue Squad, Patrol, and Prisoner Transport, within the Sheriff's Office. The Sheriff's 2024 capital budget supports the purchase of the following requested 10 fleet vehicles:

- Three (3) Chevrolet Silverado PPV (Model No. CK10543) at **\$50,606.92** per unit.
- Three (3) Chevrolet Tahoe PPV (Model No. CK10706) at **\$50,646.48** per unit.
- Two (2) GMC Sierra 2500 SRW (Model No. TK20743) at **\$49,627.80** per unit.
- Two (2) Ford Transit Cargo Van (Model No. F8C) at **\$62,585.00** per unit.

Vehicle Outfitting: Additionally, it is requested that the St. Louis County Board authorize the purchase of equipment used to outfit these vehicles, coming in at an approximate cost of \$219,744.80, also from a vendor listed as a State of Minnesota Contractor and holding a Contract with the State of Minnesota.

- **MN State Contract Release V-30(5):** *Vehicle Outfitting – Police Equipment*
 - Emergency Automotive Technologies Inc (EATI), out of Hermantown, MN (SWIFT 238983)

Policy Objectives:

Vehicles and gear-up equipment requested have been Solicited by the State of Minnesota utilizing MN State Statute 471.345 Uniform Municipal Contracting Law.

Fiscal/Budget Impacts/Funding Source/FTE Considerations:

The 2024 adopted capital budget included funding for the replacement of 10 vehicles. The total budget for the replacement of these vehicles is adequate to cover the cost of \$757,286.04. The funds will come from the Sheriff's Office Capital Equipment Fund (Fund 100).

Recommendation:

It is recommended that the St. Louis County Board authorize the purchase of 10 fleet vehicles and equipment from North Country GM, of Hibbing, MN, Ford of Hibbing, of Hibbing MN, and EATI, of Hermantown MN in accordance with the above stated State of Minnesota Contract Pricing, in the amount of \$757,286.04, payable from Fund 100, Agency 129003, Object 666100, 666200, 666300, and 643200.

State Contract Purchase of 2024 Budgeted Sheriff's Fleet Vehicles

BY COMMISSIONER _____

WHEREAS, The Sheriff's Office 2024 capital budget includes funding for ten (10) fleet vehicles; and

WHEREAS, North Country GM, of Hibbing, MN, Ford of Hibbing, of Hibbing MN, and EATI, of Hermantown MN responded with the State of Minnesota contract prices for 10 fleet vehicles at a cumulative extended price of \$757,286.04.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the purchase of 10 fleet vehicles from the following vendors in accordance with State of Minnesota Contract Pricing as follows:

Three (3) **Chevrolet Silverado PPV (Model No. CK10543)** from **North Country GM, of Hibbing, MN**, at the State of Minnesota Contract price of \$50,606.92, each. Additional fees associated with the purchase of these tax-exempt vehicles are as follows: Excise Tax of \$20.00 each, estimated license and registration fees of \$55.00 per unit, and a gear up cost of \$20,416.77 per unit, **for a fully loaded acquisition price of \$213,296.07**, delivered to EATI, and payable from Fund 100, Agency 129003, Object 666300, and 643200.

Two (2) **Chevrolet Tahoe PPV (Model No. CK10706)** from **North Country GM, of Hibbing, MN**, at the State of Minnesota Contract price of \$50,646.48, each. Additional fees associated with the purchase of these tax-exempt vehicles are as follows: Excise Tax of \$20.00 each, estimated license and registration fees of \$55.00 per unit, and a gear up cost of \$19,353.72, **for a fully loaded acquisition price of \$140,150.40**, delivered to EATI, and payable from Fund 100, Agency 129003, Object 666100, and 643200.

One (1) **Chevrolet Tahoe PPV K9 (Model No. CK10706)** from **North Country GM, of Hibbing, MN**, at the State of Minnesota Contract price of \$50,646.48, each. Additional fees associated with the purchase of these tax-exempt vehicles are as follows: Excise Tax of \$20.00 each, estimated license and registration fees of \$55.00 per unit, and a gear up cost of \$25,709.45, **for a fully loaded acquisition price of \$76,430.93**, delivered to EATI, and payable from Fund 100, Agency 129003, Object 666100, and 643200.

Two (2) **GMC Sierra 2500 SRW (Model No. TK 20743)** from **North Country GM, of Hibbing, MN**, at the State of Minnesota Contract price of \$49,627.80, each. Additional fees associated with the purchase of these tax-exempt vehicles are as follows: Excise Tax of \$20.00 each, estimated license and registration fees of \$55.00 per unit, and a gear up cost of \$14,243.66, **for a fully loaded acquisition price of \$127,892.92**, delivered to EATI, and payable from Fund 100, Agency 129003, Object 666300, and 643200.

Two (2) **Ford Transit Cargo Vans (Model No. F8C)** from **Ford of Hibbing, of Hibbing, MN**, at the State of Minnesota Contract price of \$62,585.00, each. Additional fees associated with the purchase of these vehicles are as follows: Excise Tax of \$20.00 each, 6.875% motor vehicle sales tax of \$4,302.72 per unit, estimated license and registration fees of \$55.00 per unit, and a gear up

cost of \$32,795.14, **for a fully loaded acquisition price of \$199,515.72**, delivered to EATI, and payable from Fund 100, Agency 129003, Object 666200, and 643200.