



## AGENDA

### REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF ST. LOUIS COUNTY, MINNESOTA

**Tuesday, April 5, 2016, 9:30 A.M.**

**County Board Room, Second Floor  
St. Louis County Courthouse  
100 N. 5<sup>th</sup> Avenue West  
Duluth, Minnesota**

**STEVE RAUKAR, Chair  
Seventh District**

**FRANK JEWELL, Vice-Chair  
First District**

**PATRICK BOYLE  
Second District**

**CHRIS DAHLBERG  
Third District**

**TOM RUKAVINA  
Fourth District**

**PETE STAUBER  
Fifth District**

**KEITH NELSON  
Sixth District**

County Auditor  
Donald Dicklich

County Administrator  
Kevin Gray

County Attorney  
Mark Rubin

Clerk of the Board  
Phil Chapman

The St. Louis County Board of Commissioners welcomes you to this meeting. This agenda contains a brief description of each item to be considered. The Board encourages your participation. If you wish to speak on an item contained in the agenda, you will be allowed to address the Board when a motion is on the floor. If you wish to speak on a matter that does not appear on the agenda, you may do so during the public comment period at the beginning of the meeting. Except as otherwise provided by the Standing Rules of the County Board, no action shall be taken on any item not appearing in the agenda.

When addressing the Board, please sign in at the podium and state your name and address for the record. Please address the Board as a whole through the Chair. Comments to individual Commissioners or staff are not permitted. The St. Louis County Board promotes adherence to civility in conducting the business of the County. Civility will provide increased opportunities for civil discourse in order to find positive resolutions to the issue before the Board. Tools of civility include: pay attention, listen, be inclusive, do not gossip, show respect, be agreeable, apologize, give constructive criticism and take responsibility [County Board Resolution No. 560, adopted on September 9, 2003]. Speakers will be limited to five (5) minutes.

**\*\*In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify Property Management 72 hours prior to the meeting at (218)725-5085.\*\***

All supporting documentation is available for public review in the County Auditor's Office, 100 North 5th Avenue West - Room No. 214, St. Louis County Courthouse, Duluth, MN, during regular business hours 8:00 A.M. - 4:30 P.M., Monday through Friday. Agenda is also available on our website at <http://www.stlouiscountymn.gov/GOVERNMENT/BoardofCommissioners.aspx>

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**April 5, 2016**  
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9:30 A.M.      Moment of Silence  
                    Pledge of Allegiance  
                    Roll Call

*“Words of Wisdom” – County Attorney Mark Rubin*

*Presentation:    Public Health Awareness Week, April 4 - 10, 2016*  
*Public Health Achievement Awards*

*Proclamation:    Community Wellness Day, April 9, 2016*  
(Resolution provided for Board approval.)

AT THIS TIME CITIZENS WILL BE ALLOWED TO ADDRESS THE BOARD ON ITEMS NOT ON THE AGENDA. [Speakers will be limited to 5 minutes each.]

FOR ITEMS LISTED ON THE BOARD AGENDA OR COMMITTEE OF THE WHOLE AGENDA, CITIZENS WILL BE ALLOWED TO ADDRESS THE BOARD AT THE TIME A MOTION IS ON THE FLOOR.

**CONSENT AGENDA**

Approval of business submitted on the consent agenda.

**REGULAR AGENDA**

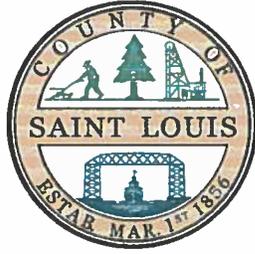
**Finance & Budget Committee – Commissioner Nelson, Chair**

1.    2015 Fourth Quarter Budget Changes. {16-127} [Without recommendation.]

**Public Safety & Corrections Committee – Commissioner Dahlberg, Chair**

2.    Public Safety Innovation Fund Proposal – Team 25. {16-135} [Without recommendation.]

**ADJOURNED:**



S A I N T  
**LOUIS**  
**COUNTY**  
M I N N E S O T A

## **-Proclamation-**

### **Community Wellness Day**

**WHEREAS**, the health and well-being of our community is a shared responsibility; and

**WHEREAS**, the public safety of our community is a significant concern for our residents, community leaders and health care providers; and

**WHEREAS**, the financial literacy of our community is a critical factor in the ultimate success of our citizens in achieving their life goals; and

**WHEREAS**, the environmental welfare of our community is of universal concern and deserves our highest attention; and

**WHEREAS**, bringing awareness and raising the consciousness of our health and well-being, public safety, financial literacy, and environmental wellness is the utmost concern to all the members of our community, so that all may have the tools required to take responsibility for our community's overall wellness;

**THEREFORE, BE IT RESOLVED**, the St. Louis County Board of Commissioners hereby proclaims Saturday, April 9, 2016, as

**Community Wellness Day in St. Louis County**  
and urges all our citizens to recognize and participate in its observance.

**FURTHER RESOLVED**, that citizens are encouraged to visit the free Northland Community Wellness Day event held at the University of Minnesota-Duluth Romano Gymnasium on Saturday, April 9, from 10 a.m. to 2 p.m.



## 2015 Fourth Quarter Budget Changes

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

WHEREAS, All increases in original governmental funds revenue and expenditure budgets require County Board approval; and

WHEREAS, Departments anticipate being notified of additional revenues throughout the year and need approval to increase revenue and expenditure budgets; and

WHEREAS, Proposed budget adjustments are levy neutral;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board of Commissioners authorizes the following budget changes:

1. Increase general fund County Program Aid budget to match the certified and received amount, and transfer the increase to capital projects fund (\$650,672.96).
2. Increase Aid to Other Agencies revenue and expense budget for State Fire Aid to match the actual amount received (\$20,232.54).
3. Transfer a portion of general fund expense budget savings/unbudgeted revenue to Public Health & Human Services to be assigned for future year Out of Home Placement costs (\$1,778,442.53).
4. Transfer budget from Public Health & Human Services to Information Technology to cover the costs associated with a copier that was transferred between the departments (\$825.51).
5. Transfer portion of Assessor's unspent personnel budget to operating to cover higher-than-anticipated expenses (\$60,263.97).
6. Use of Recorder's technology assigned fund balance to purchase monitors and adaptors for Assessor's Office, as well as software installation for new computers in Recorder's Office (\$6,548.30).
7. Reduce general fund retiree payouts budget to match actual expense (\$414,264.67).
8. Use of Property Management's assigned parking fund balance for Duluth Government Services Center alley level parking ramp repair change orders (Board Memo 15-43 and Resolution No. 15-557) (\$107,143.33).
9. Correct funding source on Resolution No. 15-79, which should have specified that the City of Virginia Parking lot lease would be paid from Property Management's parking budget, Fund 100, Agency 128010, Object 634500 (up to \$7,200.00 annually).
10. Increase transfer from Property Management to depreciation reserve fund, including necessary expense and revenue budget transfers and increases within Property Management's current budget (\$858,622.74).
11. Increase Sheriff revenue and expense estimate for Police Aid to match actual amount received (\$336,869.76).
12. Increase Sheriff revenue and expense budget to reflect actual amount of revenue received for sale of capital assets (\$5,778.28).

13. Increase Sheriff revenue and expense budget to match actual revenue received for meth-related overtime reimbursed through Northeast Law Enforcement Administrator's Council (\$313.28).
14. Split Sheriff's Toward Zero Deaths grant (Resolution No. 14-648) into three separate grants, per internal audit recommendation (no overall budget increase).
15. Increase Sheriff revenue and expense budget to match Boat & Water Safety sub-grant award amount (Resolution No. 14-698) (\$5,168.00).
16. Increase Sheriff Boat & Water revenue and expense budget to account for additional grant funds received (Resolution No. 14-698) (\$4,599.00).
17. Increase Sheriff (Jail) revenue and expense budget to match actual concessions and commissions revenue collected (\$40,300.00).
18. Transfer excess volunteer fire department revenue to the general fund (\$28,332.37).
19. Increase NEMESIS revenue and expense budget to account for additional Ticket Writer software licenses (\$951.00).
20. Use of NEMESIS fund balance for Attorney project to upgrade to web-based Constellation Justice Systems software (\$17,000.00).
21. Use of missing heirs fund balance to cover transfer to general fund; after 21 years, the money becomes property of St. Louis County (\$2,024.48).
22. Use of Sheriff fine contingency fund balance to purchase ammunition for sniper rifles (\$1,343.14).
23. Use of Sheriff State Forfeitures fund balance for SHIELD Record Management System upgrade (\$15,498, Resolution No. 15-646) as well as additional property enhancements to SHIELD (\$22,906.00) (total fund balance use of \$38,404.00).
24. Use of revolving loan fund balance to close out Altec forgivable loan (Resolution No. 13-98) (\$250,000.00).
25. Reimburse ditching fund balance (County Drainage Authority Resolution No. 15-01) for engineering reimbursement received from EIP Minnesota, LLC (\$29,026.80).
26. Transfer Law Library budget from personnel to operating to cover higher-than-anticipated expense (\$9,971.25).
27. Use of City/County Communications fund balance to cover higher-than-anticipated electricity costs for the shared tower (\$400.32).
28. Use of Public Works State Aid Engineering assigned fund balance to cover 2015 shortage in state aid engineering reimbursements (\$352,966.18).
29. Increase Public Works revenue and expense budget for proceeds that will be received from the bond company (\$80,579.06).
30. Increase Public Works revenue and expense budget for luminaire repair, anticipated to be reimbursed by drivers who damaged them (\$12,069.35).
31. Increase Public Works revenue and expense budget to reflect actual amount of revenue received for sale of capital assets (\$3,886.52).
32. Adjust Public Works transportation sales tax revenue and expense budget projection for April through August 2015 to match actual revenue received during the April-December 2015 time period, the unspent portion of which will be added to the fund balance restricted for transportation sales tax projects (\$3,206,451.30).
33. Increase Public Health & Human Services budget for cost effective health insurance pass-through dollars from the state (\$234,896.00).
34. Increase Public Health & Human Services revenue and expense budget for Food Stamp Employment and Training (FSET) allocation pass-through dollars from the state, which are sent to AEOA to run the FSET program (\$900.00).
35. Increase Public Health & Human Services revenue and expense budget for pass-through Medical Transportation funds from the state (\$100,000.00).

36. Use of Public Health & Human Services out of home placement assigned fund balance for out of home placement costs (\$814,047.83).
37. Use of Public Health & Human Services technology assigned fund balance for second monitors and additional OnBase software licenses (\$31,100.00).
38. Increase Public Health & Human Services revenue and expense budget for additional funds received from Community Health Board (\$679.00).
39. Increase Public Health & Human Services pass-through revenue and expense budget for Supplemental Nutrition Assistance Program (SNAP) Employment & Training allocation from the Minnesota Department of Human Services (\$13,752.25).
40. Use of Public Health & Human Services cash flow and future unallotments fund balances to cover out of home placement costs (\$1,697,449.00), increased cost share for Anoka Regional Treatment Center (\$364,100.00), increased client travel costs (\$70,071.00), and other miscellaneous operating costs (\$25,018.00) (total \$1,985,734.68 use of cash flow, and \$170,903.32 use of future unallotments fund balance).
41. Use of Public Health & Human Services building remodel assigned fund balance for Initial Intervention Unit remodel costs (\$14,296.05).
42. Transfer Public Health & Human Services unspent personnel budget to public aid assistance to cover increased out of home placement costs (\$749,000.00).
43. Increase CDBG program income revenue and expense budget to reflect actual amount of program income collected (\$23,572.27).
44. Increase Home grant revenue and expense budget to reflect actual amount of program income collected (\$46,853.02).
45. Increase Septic Loan revenue and expense budget to account for loan funds received from the Minnesota Department of Agriculture to help fund septic system replacement and repair (acceptance of loan originally approved Resolution No. 14-341) (\$30,000.00).
46. Use of Septic Loans fund balance to pay annual Northspan contract (\$14,000.00).
47. Close out fund 2014A Capital Improvement Bond budget to debt service fund to repay the debt (\$214,291.24).
48. Increase capital projects revenue and expense budget to account for energy conservation rebates received (\$70,979.35).
49. Increase 2015C Capital Improvement Bond investment earnings budget to match actual interest earned (\$75,137.94).
50. Increase Property Casualty Liability fund revenue and expense budget to reflect gain on sale of assets (\$43,516.07).
51. Use of Property Casualty Liability retained earnings to pay settlement (Resolution No. 15-736) (\$112,500.00).
52. Increase general fund Planning and Zoning GIS fund balance assignment to be used for one-time investments in GIS activities with savings in the GIS budget (\$195,884.43).
53. Increase general fund Information Technology fund balance assignment for one-time investments in large IT solutions of county-wide impact with savings in general fund budgets (\$1,248,083.81).
54. Increase general fund Public Safety Innovation fund balance assignment for pilot initiatives to combat the ongoing jail overcrowding problem with savings in general fund public safety budgets (\$896,811.68).



	100	999999	311200				28,332.37	
19	150	150007	634800			951.00		
	150	150007	551541					(450.50)
	150	150007	551518					(450.50)
	150	150007	551549					(50.00)
20	150	999999	311200					(17,000.00)
	150	150006	634800			17,000.00		
21	161	161001	653000			2,024.48		
	161	999999	311200					(2,024.48)
22	166	166001	642700			1,343.14		
	166	999999	311032					(1,343.14)
23	168	168001	634800			38,404.00		
	168	999999	311031					(38,404.00)
24	176	176999	629900	17601	2012	250,000.00		
	176	999999	311200					(250,000.00)
25	178	178002	583100					(29,026.80)
	178	999999	311037				29,026.80	
26	180	180001	610000			(9,971.25)		
	180	180001	640800			9,971.25		
27	183	999999	311015					(400.32)
	183	183001	625100			400.32		
28	200	200008	610000			352,966.18		
	200	999999	311044					(352,966.18)
29	200	201082	583100					(80,579.06)
	200	201082	650200			80,579.06		
30	200	201009	632900			12,069.35		
	200	201009	583100					(12,069.35)
31	200	200122	583209					(2,373.49)
	200	200122	590600					(1,513.03)
	200	200122	664800			3,886.52		
32	204	204001	505800					(3,206,451.30)
	204	204001	652806			3,206,451.30		
33	230	231019	600400			234,896.00		
	230	231019	530619					(117,448.00)
	230	231019	526800					(117,448.00)
34	230	231007	628200			900.00		
	230	231007	540101					(900.00)
35	230	231020	600400			100,000.00		
	230	231020	526700					(50,000.00)
	230	231020	530655					(50,000.00)
36	230	232008	601600			814,047.83		
	230	999999	311402					(814,047.83)
37	230	230036	634800			21,600.00		
	230	230036	640400			9,500.00		
	230	999999	311401					(31,100.00)
38	230	233999	540104	23302	2014			(679.00)
	230	233999	644800	23302	2014	679.00		
39	230	231007	628200			13,752.25		
	230	231007	540101					(13,752.25)
40	230	231009	629900			580.00		
	230	231014	629900			2,800.00		
	230	231014	633600			520.00		
	230	232006	633100			15,500.00		
	230	232006	633300			405.00		
	230	232008	633100			12,600.00		
	230	232015	633100			135.00		
	230	230006	633100			4,700.00		
	230	232005	633100			280.00		
	230	232005	623800			1,520.00		
	230	232024	623800			860.00		
	230	230022	640300			7,045.00		
	230	230036	640400			683.00		
	230	230005	635500			25.00		
	230	230014	640200			2,805.00		
	230	230014	620200			1,185.00		
	230	230038	640900			15.00		
	230	232006	604400			296,433.00		
	230	232008	601200			25,000.00		
	230	230023	637900			3,000.00		
	230	232008	631900			35,931.00		
	230	231014	640200			3,500.00		

	230	230006	642200		2,600.00		
	230	230038	629900		1,000.00		
	230	231009	633300		600.00		
	230	232008	601200		1,340,581.00		
	230	232017	623800		175.00		
	230	232008	601600		393,560.00		
	230	231009	634800		2,600.00		
	230	999999	311107				(1,985,734.68)
	230	999999	311109				(170,903.32)
41	230	230011	634200		14,296.04		
	230	999999	311404				(14,296.04)
42	230	232017	610100		(100,000.00)		
	230	233001	615100		(45,000.00)		
	230	232015	615100		(20,000.00)		
	230	232008	615100		(9,000.00)		
	230	232006	615100		(85,000.00)		
	230	232005	615100		(35,000.00)		
	230	230032	615100		(5,000.00)		
	230	230026	615100		(10,000.00)		
	230	230012	615100		(5,000.00)		
	230	230010	615100		(10,000.00)		
	230	230009	615100		(10,000.00)		
	230	230008	615100		(10,000.00)		
	230	230007	615100		(10,000.00)		
	230	230006	615100		(5,000.00)		
	230	230006	610300		(100,000.00)		
	230	230002	610000		(40,000.00)		
	230	231014	615100		(100,000.00)		
	230	230006	610300		(150,000.00)		
	230	232008	601200		749,000.00		
43	261	261003	540307				(23,572.27)
	261	261003	629900		23,572.27		
44	270	271004	540307				(46,853.02)
	270	271004	629900		46,853.02		
45	280	280001	532901				(30,000.00)
	280	280001	629900		30,000.00		
46	281	999999	311049				(14,000.00)
	281	281001	620200		57.19		
	281	281001	629900		13,942.81		
47	443	443001	697600			214,291.24	
	320	320001	590100				(214,291.24)
	443	311200	311200				(214,291.24)
	320	311200	311200			214,291.24	
48	400	400015	545137				(69,267.08)
	400	400015	545117				(1,712.27)
	400	400015	663100		70,979.35		
49	444	444001	571000				(75,137.94)
	444	444001	629900		75,137.94		
50	720	720001	590600				(43,516.07)
	720	720001	636200		6,158.13		
	720	720001	698100		37,357.94		
51	720	720001	636200		112,500.00		
	720	999999	311200				(112,500.00)
52	100	999999	311122			195,884.43	
53	100	999999	311139			1,248,083.81	
54	100	999999	311426			896,811.68	



On December 3 and 17, 2015, St. Louis County Administration conducted a Continuous Improvement Project (CIP) on in-custody Rule 25 assessments, sponsored by Jail Administrator Robyn Wojciechowski, PHHS Adult Service Division Director Gena Bossert and ARC Director Kay Arola. A project team of concerned stakeholders consisting of PHHS Social Workers (specializing in chemical dependency assessments), Probation Supervisors, Arrowhead Juvenile Center Supervisor, Northeast Regional Corrections Center (NERCC) Supervisors and Jail Supervisors came together for discussion about in-custody Rule 25 assessments. The goal of the meeting was to determine if there was a better way to expedite the assessments.

The outcome of the CIP determined there was a better way to focus on the needs of those in custody by using the new concept of Team 25. Team 25 consists of a PHHS Social Worker and ARC Probation Officer working as a cohesive team in conducting chemical dependency assessments and working with the Court.

The CIP team believes with these two specialists working together, there will be a dramatic reduction in the number of days required to conduct a Rule 25 assessment. Based on an estimate of time for the current and proposed process, the team estimates a 68% reduction in total time (from as high as 58, 42 days on average, to as low as 5, 13 days on average). This reduction will decrease the number of beds purchased from other counties, while transitioning incarcerated individuals into community treatment or available NERCC treatment beds. The team has established metrics to track the outcomes of this investment and to evaluate the cost benefit ratio.

At the February meeting of the CJCC, the Team 25 proposal was presented, discussed and unanimously supported. The program will be evaluated for effectiveness quarterly by the CIP sponsors. CIP sponsors will report program effectiveness before the end of 2016 and again by mid-2017 to the CJCC so that a decision can be made in advance of 2018 budget preparations. The cost of the Team 25, 21-month initiative is estimated at \$403,400.

Budget Components	Estimated amounts	Timeline	Total cost estimate
ARC for 1.0 Probation officer*	Fully burdened rate estimated at \$110,853/year	April 1, 2016 – December 31, 2017	\$193,992
PHHS for 1.0 Social Worker*	Fully burdened rate estimated at \$108,233/year		\$189,408
Training, mileage (to be reimbursed based on actuals by the Jail)	Estimated at \$10,000/year		\$20,000
			Total: <u>\$403,400</u>
Note: both the Jail and NERCC will provide space, at no additional internal rent charge, for these 2.0 FTEs			

\* Both FTEs will be designated as Grant FTEs meaning if the program is not continued after the evaluation funds, the positions will be eliminated.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the use of Public Safety Innovation Funds for Team 25; It is further recommended that the County Board authorize the appropriate county officials to enter into a contract with Arrowhead Regional Corrections for 1.0 FTE additional Probation Officer for this St. Louis County initiative, and authorize an additional 1.0 FTE PHHS Social Worker for this program.

Both FTEs will be designated as Grant FTEs to ensure that if the Team 25 initiative is terminated, the positions will be eliminated.

## Public Safety Innovation Fund Proposal - Team 25

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

WHEREAS, The St. Louis County Board approved assigning jail budget savings to create the Public Safety Innovation account, which currently has a balance of over \$900,000; and

WHEREAS, The Criminal Justice Coordinating Committee (CJCC) continues to meet and work towards solving the complex jail overcrowding problem; and

WHEREAS, The CJCC has reviewed and recommended funding for the Team 25 proposal prepared by the St. Louis County Continuous Improvement Correctional Rule 25 Assessment Team in the amount of \$403,400; and

WHEREAS, The Team 25 program will be delivered through a new contract with Arrowhead Regional Corrections for an additional 1.0 FTE Probation Officer serving this St. Louis County initiative; and

WHEREAS, The program will require 1.0 FTE Social Worker be added in the Public Health and Human Services Department (PHHS);

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the use of Public Safety Innovation Funds for Team 25 for a 21-month initiative from April 1, 2016 through December 31, 2017;

RESOLVED FURTHER, That the appropriate county officials are authorized to enter into a contract with Arrowhead Regional Corrections for St. Louis County and to authorize payment at a 21-month cost of \$193,992, payable from the Public Safety Innovation assigned fund balance account, Fund 100, Object 311426;

RESOLVED FURTHER, That an additional 1.0 FTE Social Worker be added to PHHS for this initiative, to be paid out of the transfer of funds from the Public Safety Innovation assigned fund balance account in the amount of \$189,408, Fund 100, Object 311426, to a new agency in the Sheriff's Office budget for this grant program and that the additional \$20,000 be transferred into this agency for training and mileage expenses;

RESOLVED FURTHER, That if the Team 25 initiative is terminated, these additional positions will be eliminated.