



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

**June 7, 2016**

**Immediately following the Board Meeting, which begins at 9:30 A.M.**  
**Commissioners' Conference Room, St. Louis County Courthouse, Duluth, MN**

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**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 May 24, 2016**

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

1. Federal Maternal, Infant, and Early Childhood Home Visiting to Continue the Nurse-Family Partnership Home Visiting Program [16-236]
2. Day Training and Habilitation and Semi-Independent Living Services Contracts for FY 2017 [16-237]
3. Contract with AEOA for Volunteer Driver Services [16-238]

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

4. Special Sale to the St. Louis County Housing and Redevelopment Authority [16-239]
5. Special Sale to the Duluth Housing and Redevelopment Authority [16-240]
6. Access and Utility Easement across State Tax Forfeited Land to Ronald W. Williams (Unorganized Township 55-21) [16-241]
7. Repurchase of State Tax Forfeited Land – Patterson, Bank of America (Non-Homestead) [16-242]
8. Repurchase of State Tax Forfeited Land – Potter, Ung S. Howell (Homestead) [16-243]
9. General Obligation Bond Financed Declaration on State Tax Forfeited Land [16-244]
10. Rescind St. Louis County Board Resolution No. 16-171 [16-245]
11. Cancellation of Contract for Repurchase of State Tax Forfeited Land – Nordlund [16-246]

**Public Works & Transportation Committee, Commissioner Stauber, Chair**

12. Authorize a Supplemental Agreement for a Reclaim and Overlay on CSAH 44 (Unorganized Township 54-13 and Pequaywan Township) [16-247]

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

13. Abatement List for Board Approval [16-248]

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

14. Transfer and Reallocation of an Information Technology Service Worker Position to a PHHS Information Specialist I [16-249]
15. Minnesota State Auditor's Performance Measurement Program – 2016 Report [16-250]

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**ESTABLISHMENT OF PUBLIC HEARING:**

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

1. Establish a Public Hearing to Consider Tax Abatement for the City of Duluth – the District at Miller Hill (Tuesday, July 12, 2016, 9:40 a.m., City Hall, Proctor, MN) [16-251]

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**TIME SPECIFIC PRESENTATION:****Finance & Budget Committee, Commissioner Nelson, Chair****11:00 A.M. Terri Heaton, Springsted**

- 1) Establishment of Public Hearing on an Amendment to the Transportation Sales and Use Tax Transportation Improvement Plan (Tuesday, July 5, 2016, 9:45 a.m., St. Louis County Courthouse, Duluth, MN) *[16-252]*
- 2) Establishment of Public Hearing on an Amendment to the Capital Improvement Plan and on the Intent to Issue Capital Improvement Bonds to Incorporate the Amended Transportation Improvement Plan (Tuesday, July 5, 2016, 9:50 a.m., St. Louis County Courthouse, Duluth, MN) *[16-253]*

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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.*

**Public Works & Transportation Committee, Commissioner Stauber, Chair****1. Award of Bids: Projects in the 2016 Construction Program *[16-254]*****1) Intersection Improvements on CSAH 4 and Norton Road (Duluth)**

Resolution awarding intersection improvement projects CP 0004-226569 and CP 0004-252401 TST to low bidder Ulland Brothers, Inc., of Cloquet, MN.

**2) Reclaim/Overlays and Culvert Replacement Projects (Hibbing, Cedar Valley, Lavell and Toivola Townships)**

Resolution awarding tied reclaim/overlay and culvert replacement projects in various cities and townships to low bidder Northland Constructors of Duluth, MN.

**Finance & Budget Committee, Commissioner Nelson, Chair****1. Architectural, Engineering and Design Services Agreement – Government Services Center-Virginia *[16-255]***

Resolution authorizing an agreement with DSGW Architects Inc., of Virginia and Duluth, MN for planning, design, construction and project administration for the Government Services Center-Virginia.

**Central Management & Intergovernmental Committee, Commissioner Jewell, Chair****1. Appointment of Commissioners to the Executive ATV Permit Committee as Created by St. Louis County Ordinance No. 64 *[16-256]***

Resolution appointing Commissioners and alternate to the Executive ATV Permit Committee as provided in St. Louis County Ordinance No. 64.

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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:**

<b>June 14, 2016</b>	<b>St. Louis County Courthouse, Duluth, MN</b>
<b>June 28, 2016</b>	<b>Pike Town Hall, 6862 Highway 68, Embarrass, MN</b>
<b>July 5, 2016</b>	<b>St. Louis County Courthouse, Duluth, MN</b>

**BARRIER FREE:** *All St. Louis County Board meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual needs for special services. Please contact St. Louis County Property Management (218-725-5085) early so necessary arrangements can be made.*

# COMMITTEE OF THE WHOLE ST. LOUIS COUNTY BOARD OF COMMISSIONERS

May 24, 2016

Location: Hibbing City Council Chambers, Hibbing, Minnesota

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

Absent: None

Convened: Chair Raukar called the meeting to order at 12:05 p.m.

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## CONSENT AGENDA

Nelson/Boyle moved to approve the consent agenda without Item #2, CY 2016 Detox and Hold Services Contracts and Rescind County Board Resolution No. 16-48. [16-217]. The motion passed. (7-0)

- Minutes of May 10, 2016
- CY 2016 Employment Services for Persons with Developmental Disabilities and Rescind County Board Resolution No. 16-43 [16-216]
- Repurchase of State Tax Forfeited Land – Willard Enterprises Inc. (Non-Homestead) [16-218]
- Cancellation of Contract for Repurchase of State Tax Forfeited Land – Salvesson [16-219]
- Cooperative Agreement with Hibbing Taconite for Relocation of CSAH 5 and CSAH 136 (Balkan Township and City of Chisholm) [16-220]
- Professional Services Agreement with Short Elliott Hendrickson, Inc. to Design a Roundabout on CSAH 5 (Chisholm) [16-221]
- Request for Relocation and Additional Access along CSAH 4/Rice Lake Road (Rice Lake) [16-222]
- Acquisition of Right of Way – CSAH 7 (Meadowlands and Alborn Township) [16-223]
- Parking Ramp Repairs – St. Louis County Courthouse-Duluth/Third Street Ramp [16-224]
- Second Amendment to Professional Services Agreement for Agriculture and Environment Education [16-225]
- Second Amendment to Professional Services Agreement for Horticulture/Educational Activities [16-226]
- Abatement List for Board Approval [16-227]
- Increase an Information Specialist II 0.5 FTE to an Information Specialist II 1.0 FTE Position - Auditor's Service Center [16-228]

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## Establishment of Public Hearings

Nelson/Boyle moved that a public hearing will be held at 9:40 a.m., on June 28, 2016, in the Pike Town Hall, Embarrass, MN, for the purpose of considering an Off-Sale Intoxicating Liquor License for Hugo's, Inc. d/b/a Hugo's, Ault Township. [16-229]. The motion passed. (7-0)

Nelson/Rukavina moved that a public hearing will be held at 9:45 a.m., on June 28, 2016, in the Pike Town Hall, Embarrass, MN, for the purpose of considering an Off-Sale Intoxicating Liquor License to Random ACT, Inc., d/b/a Kountry Krossroads, Pike Township. [16-230]. The motion passed. (7-0)

Rukavina/Raukar moved to establish a joint public hearing of the St. Louis County Board and the County HRA on Tuesday, July 5, 2016 at 9:40 a.m. at the St. Louis County Courthouse, Duluth, MN, to take testimony on the issuance of bonds by the City of Ely HRA which would be secured by the general obligation of St. Louis County. [16-231]. The motion passed. (7-0)

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### **Public Works & Transportation Committee**

Commissioner Jewell stepped out of the meeting at 12:08 p.m.

Rukavina/Stauber moved to award a bid to Hoover Construction Co, Inc., of Virginia, MN, in the amount of \$187,478.85 for project CP 0005-257589, SAP 69-605-048, located on CSAH 5 between Side Lake and 0.125 mile north of McCue Road, length 4.70 miles, Morcom and French Townships. [16-232]. The motion passed. (6-0, Jewell absent)

Nelson/Rukavina moved to award a bid to Ulland Brothers, Inc., of Cloquet, MN, in the amount of \$466,805.94 for project CP 0108-288984 TST, located on CSAH 108 between CSAH 16 and UT 9234 (Little Lake Road), length 2.46 miles, Unorganized Township 56-16. [16-232]. The motion passed. (6-0, Jewell absent)

Commissioner Jewell returned to the meeting at 12:11 p.m.

Rukavina/Nelson moved to award a bid to Redstone Construction, LLC, of Mora, MN, in the amount of \$1,372,741.72 for project CP 0116-243925 TST Bridge 69A39, located on CSAH 116 (Echo Trail) 2.6 miles east of Junction CSAH 24, length 0.07 mile, Portage Township [16-233]. The motion passed. (7-0)

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

Jewell/Stauber moved to appoint the following individuals to serve as the Special Board of Appeal and Equalization for Assessment Year 2016:

- |                                  |                          |
|----------------------------------|--------------------------|
| • John Heino, Duluth             | Commissioner District #1 |
| • John Doberstein, Duluth        | Commissioner District #2 |
| • Lee Conradi, Duluth            | Commissioner District #3 |
| • Leonard Cersine, Ely           | Commissioner District #4 |
| • Tim Peterson, Hermantown       | Commissioner District #5 |
| • Dawn Cole, Town of Fayal       | Commissioner District #6 |
| • Frank Bigelow, City of Hibbing | Commissioner District #7 |

The Special Board of Appeal and Equalization is: delegated all powers and duties of the County Board of Appeal and Equalization; to report the results of their deliberations back to the St. Louis County Board in the form of minutes kept by the Clerk of the County Board; directed to hold at least one meeting day in the St. Louis County Courthouse, Duluth, and one day at the Northland Office Center, in Virginia, Minnesota; to be compensated at the rate of \$200 per meeting day (payable from Assessor's Department Fund 100, Agency 118001, Object #635300 – Nonemployee fees) and be reimbursed for mileage and expenses at the current county rate (from Assessor's Department Object #635500 - Non-

employee travel); and directed to convene at 10:00 a.m., June 15, 2016, in the Commissioner's Conference Room, St. Louis County Courthouse, Duluth, MN. [16-234]. The motion passed. (7-0)

Boyle/Raukar moved to authorize the appropriate county officials to enter into agreements with the following providers for detoxification and hold services for the period January 1, 2016 through December 31, 2016:

<u>Provider</u>	<u>Amount</u>
Center for Alcohol and Drug Treatment	\$1,444,700.00
Range Mental Health Center	\$424,730.00

County Board Resolution No. 16-48, dated January 12, 2016, is rescinded. [16-217]. The motion passed. (7-0)

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## **COMMISSIONER DISCUSSION ITEMS AND REPORTS**

Commissioner Rukavina said that representatives of the Range Association of Municipalities and Schools (RAMS) will be attending the Board meeting in Pike Township to discuss cooperation between local and county government. Commissioner Rukavina discussed issues regarding the closure of Highway 21 and touched on the impacts to local business and the school district.

Public Works Director Jim Foldesi said he will discuss the project with the contractor to see what options may be available regarding the closure of Highway 21.

Commissioner Nelson discussed how the Department of Natural Resources (DNR), July 1<sup>st</sup> restriction has negatively affected previous projects and bids. Commissioner Nelson expressed concern regarding the controlled burn near Ely. Commissioner Nelson believes St. Louis County should seek damages from the Federal Government; the burn has affected over 1,000 acres including tax-forfeited land.

Commissioners Rukavina and Dahlberg agreed with Commissioner Nelson and encouraged Administration to determine the overall impact and cost to St. Louis County.

Commissioner Jewell discussed impacts of cuts made by the federal government to Forest and Transportation budgets.

Chair Raukar said an event honoring Bob Dylan will be held today at the Hibbing Public Library from 4:00 p.m. to 6:00 p.m. Chair Raukar closed the meeting by quoting Bob Dylan: "The times they are changing. Yesterday is just a memory. Tomorrow is never what it's supposed to be."

At 12:50 p.m., Dahlberg/Jewell moved to adjourn the Committee of the Whole meeting. The motion passed. (7-0)

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Steve Raukar, Chair of the County Board

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Phil Chapman, Clerk of the County Board

# **BOARD LETTER NO. 16 - 236**

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

### **BOARD AGENDA NO.**

**DATE:** June 6, 2016

**RE:** Federal Maternal, Infant, and Early Childhood Home Visiting to Continue the Nurse-Family Partnership Home Visiting Program

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

Dave Lee, Director  
Public Health & Human Services

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

Children will be born healthy, live a life free from abuse and neglect and will have a permanent living arrangement.

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to authorize a contract with the Carlton-Cook-Lake-St. Louis County Community Health Board (CHB) to support the existing Nurse-Family Partnership program.

#### **BACKGROUND:**

The Public Health and Human Services Department (PHHS) has received federal funding from the Temporary Assistance for Needy Families grant to operate the Nurse-Family Partnership program since 2001. These funds have been used to pay for Public Health Nurse positions to support first-time mothers to have a healthy pregnancy, become knowledgeable and responsible parents, and provide their babies with the best possible start in life.

Since 2012, The Minnesota Department of Health (MDH) applied for and received approximately \$8 million of Federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) funds. MDH has identified 28 counties served by 19 community health boards to implement evidence-based home visiting models targeting the highest risk and most under-served communities. The Carlton-Cook-Lake-St. Louis Community Health Board is one of these recipients on behalf of PHHS.

County Board Resolution No. 15-766, dated December 15, 2015, included estimated grant funding of \$85,905 for the period February 1, 2016 through February 28, 2017. However, the Community Health Board has now awarded St Louis County \$132,708 for the period of February 1, 2016 through February 28, 2017, an increase of \$46,803.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorizes the Public Health and Human Services Department to accept Federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) funds through a contract with the Carlton-Cook-Lake-St. Louis Community Health Board in the amount of \$132,708 for the period of February 1, 2016 through February 28, 2017, of which \$85,905 is already in the 2016 budget, and to increase the 2016 budget in the amount of \$46,803 as follows with any remaining unspent funds at the end of 2016 to be included in the 2017 budget:

Fund 230, Agency 233999, Grant 23322, Object 629900, Grant Year 2016 \$46,803  
Fund 230, Agency 233999, Grant 23322, Object 541222, Grant Year 2016 \$46,803

**Federal Maternal, Infant, and Early Childhood Home Visiting  
to Expand the Nurse-Family Home Visiting Program**

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

WHEREAS, The Minnesota Department of Health has made Federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) funds available for 28 counties with at-risk communities most in need of additional evidenced-based home visiting services, with St. Louis County having been identified as one; and

WHEREAS, The Carlton-Cook-Lake-St. Louis County Community Health Board has applied for and has been awarded funds to be used to support the Nurse-Family Partnership model; and

WHEREAS, County Board Resolution No. 15-766, dated December 15, 2015, included grant funding of \$85,905 for the period February 1, 2016 through February 28, 2017; and

WHEREAS, The Community Health Board has now awarded St Louis County \$132,708 for the period of February 1, 2016 through February 28, 2017, an increase of \$46,803;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Health and Human Services Department to accept Federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) funds through a contract with the Carlton-Cook-Lake-St. Louis Community Health Board in the amount of \$132,708 for the period February 1, 2016 through February 28, 2017, of which \$85,905 is already in the 2016 budget, and to increase the 2016 budget in the amount of \$46,803 as follows with any remaining unspent funds at the end of 2016 to be included in the 2017 budget:

Fund 230, Agency 233999, Grant 23322, Object 629900, Grant Year 2016 \$46,803  
Fund 230, Agency 233999, Grant 23322, Object 541222, Grant Year 2016 \$46,803

# **BOARD LETTER NO. 16 - 237**

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

### **BOARD AGENDA NO.**

**DATE:** June, 7 2016

**RE:** Day Training and Habilitation  
and Semi-Independent Living  
Services Contracts for FY 2017

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

Dave Lee, Director  
Public Health & Human Services

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

Adults will live in the least restrictive living arrangements that meet their health and safety needs. Adults will be self-sufficient, providing for their own welfare and that of their children.

#### **ACTION REQUESTED:**

The St. Louis County Board is requested to authorize purchase of service contracts with Day Training and Habilitation (DT&H) and Semi-Independent Living Services (SILS) providers.

#### **BACKGROUND:**

The St. Louis County Board has agreements in effect with DT&H and SILS providers through June 30, 2016. DT&H services to St. Louis County residents are primarily funded through the Medical Assistance (MA) Home and Community Based Developmental Disabilities (DD) waiver, although a small number of clients receive services using county funds. The state has established an individualized Rate Management System to determine the DT&H rates for persons on the DD waiver. The Public Health and Human Services Department uses the same system to determine the rates for county-funded persons served by the St. Louis County DT&H contracts. SILS is not funded by the DD waiver, but by a combination of state and local funding. The county is required to provide a 30% match.

#### **RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize purchase of service contracts with Day Training and Habilitation (DT&H) and Semi-Independent Living Services (SILS) providers. Rates for DT&H will be set by the State Disability Waiver Rate Management system on a client by client basis while SILS will remain at FY 2016 levels as shown below:

**Day Training and Habilitation (DT&H)** rates for all county-funded persons are individually determined using the Rate Management System established by the Minnesota Department of Human Services for the following providers, to be paid from

Fund 230, Agency 232006, Object 604800:

CHOICE, Unlimited - CHOICE  
CHOICE, Unlimited – OPTIONS  
East Range DAC  
Pinewood, Inc.  
Range Center, Inc.  
UDAC, Inc.

**Semi-Independent Living Services (SILS) rates** are \$27.76 per hour for the following providers of SILS services, to be paid from Fund 230, Agency 232006, Object 605200:

Duluth Regional Care Center	\$27.76 per hour
Northern Habilitative Services, Inc. of Chisholm	\$27.76 per hour
Trillium Services, Inc.	\$27.76 per hour
REM Arrowhead, Inc.	\$27.76 per hour

**Day Training and Habilitation and Semi-Independent Living  
Services Contracts for FY 2017**

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

WHEREAS, St. Louis County purchases Day Training and Habilitation (DT&H) and Semi-Independent Living Services (SILS) for residents with developmental disabilities;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to execute contract documents to purchase Day Training and Habilitation (DT&H) and Semi-Independent Living Services (SILS) for St. Louis County clients;

RESOLVED FURTHER, That rates for DT&H will be set by the State Disability Waiver Rate Management system on a client by client basis while SILS will remain at FY 2016 levels.

**Day Training and Habilitation (DT&H)** rates for all county-funded persons are individually determined using the Rate Management System established by the Minnesota Department of Human Services for the following providers to be paid from Fund 230, Agency 232006, Object 604800:

CHOICE, Unlimited - CHOICE  
CHOICE, Unlimited – OPTIONS  
East Range DAC  
Pinewood, Inc.  
Range Center, Inc.  
UDAC, Inc.

**Semi-Independent Living Services (SILS)** rates are \$27.76 per hour for the following providers of SILS services to be paid from Fund 230, Agency 232006, Object 605200:

Duluth Regional Care Center	\$27.76 per hour
Northern Habilitative Services, Inc. of Chisholm	\$27.76 per hour
Trillium Services, Inc.	\$27.76 per hour
REM Arrowhead, Inc.	\$27.76 per hour



## **Contract with AEOA for Volunteer Driver Services**

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

WHEREAS, Arrowhead Economic Opportunity Agency (AEOA) currently provides volunteer driver coordination services to St. Louis County as well as most other Northeast Minnesota counties; and

WHEREAS, St. Louis County Public Health and Human Services Department does not have the resources to replicate, on an ongoing basis, the quality and scope of services that AEOA already offers related to volunteer driver transportation; and

WHEREAS, AEOA has adequate systems and personnel capacity in place to continue providing this service to St. Louis County;

THEREFORE BE IT RESOLVED, That the St. Louis County Board authorizes the Public Health and Human Services Department to contract with Arrowhead Economic Opportunity Agency for the provision of volunteer driver coordination services for the period January 1, 2016 through December 31, 2016 at a cost of \$3,500 per month, for a total of \$42,000, payable from Fund 230, Agency 232005, Object 629900.

# BOARD LETTER NO. 16 - 239

ENVIRONMENT & NATURAL RESOURCES COMMITTEE  
CONSENT NO. 4

BOARD AGENDA NO.

**DATE:** June 7, 2016

**RE:** Special Sale to the St. Louis  
County Housing and  
Redevelopment Authority

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

Mark Weber, Director  
Land and Minerals

Donald Dicklich  
County Auditor/Treasurer

**RELATED DEPARTMENTAL GOAL:**

Financial return to the county and taxing districts; performing public services.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize the reclassification and sale of state tax forfeited land to the St. Louis County Housing and Redevelopment Authority (HRA).

**BACKGROUND:**

The St. Louis County HRA has requested to purchase a 25 acre parcel of state tax forfeited land in Normanna Township for economic development and educational purposes. The St. Louis County HRA Board directed its Executive Director to facilitate the acquisition and sale of state tax forfeited land to Stephanie Love and Blake Cazier, who will lease the land to Positive Energy Outdoors for the purpose of kenneling and training sled dogs and expanding outdoor educational programing. Positive Energy Outdoors is a 501(c) 3 not-for-profit corporation with a mission to provide education and personal growth for all ages through outdoor activities.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board approve the reclassification and sale of a 25 acre parcel of state tax forfeited land to the St. Louis County HRA for the appraised value of \$42,000 plus appraisal and survey costs and other fees, to be deposited into Fund 240 (Forfeited Tax Fund).

## Special Sale to the St. Louis County Housing and Redevelopment Authority

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

WHEREAS, The St. Louis County Housing and Redevelopment Authority (HRA) has requested to purchase the following described 25 acre parcel of state tax forfeited land for the appraised value of \$42,000, plus fees, for economic development and educational purposes:

That portion of the SE1/4 of the SE1/4, Section 5, Township 52 North, Range 13 West, lying southeasterly of the southeasterly right-of-way of County State-Aid Highway 44, Pequaywan Lake Road,

AND

The north 330 feet of the NE1/4 of the NE1/4, Section 8, Township 52 North, Range 13 West, lying southeasterly of the southeasterly right-of-way of County State-Aid Highway 44, Pequaywan Lake Road.

WHEREAS, Minn. Stat. § 282.01, Subd. 1a (b) authorizes the sale of state tax forfeited land to an organized governmental subdivision for any public purpose for which the subdivision is authorized to acquire property; 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; and

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

WHEREAS, The Land Commissioner recommends that this parcel be reclassified as non-conservation and offered for sale having considered, among other things, the present use of adjacent land; the productivity of the soil; the character of forest or other growth; the accessibility of lands to established roads, schools, and other public services; and the peculiar suitability or desirability of lands for particular uses; and

WHEREAS, The parcel of land is located inside the boundaries of a municipality or town and Minn. Stat. § 282.01 provides that classification or reclassification and sale of lands situated within a municipality or town must be approved by the governing body of the municipality or town; and

WHEREAS, The reclassification and sale of this parcel will be deemed approved if the County Board does not receive notice of the municipality's or town's disapproval of the reclassification and sale within 60 days of the date on which this resolution is delivered to the clerk; and

WHEREAS, This parcel of land is currently included in an established memorial forest; and, pursuant to Minn. Stat. § 459.06, Subd. 3, state tax forfeited land which has been included in an established memorial forest and found more suitable for other purposes may by resolution of the County Board be withdrawn from the forest for disposal if the Commissioner of Natural Resources approves the sale of such land;

THEREFORE, BE IT RESOLVED, That the state tax forfeited parcel described above is more suitable for purposes other than forest management and shall be withdrawn from Island Lake Memorial Forest.

RESOLVED FURTHER, That the St. Louis County Board approves the reclassification to non-conservation and sale of a 25 acre parcel of state tax forfeited land, as described, to the St. Louis County HRA for the appraised value of \$42,000 plus appraisal and survey costs and other fees, to be deposited into Fund 240 (Forfeited Tax Fund).

RESOLVED FURTHER, That the request for approval of the reclassification of the state tax forfeited parcel described above shall be transmitted by the St. Louis County Land and Minerals Department to the Clerk of Normanna Township.

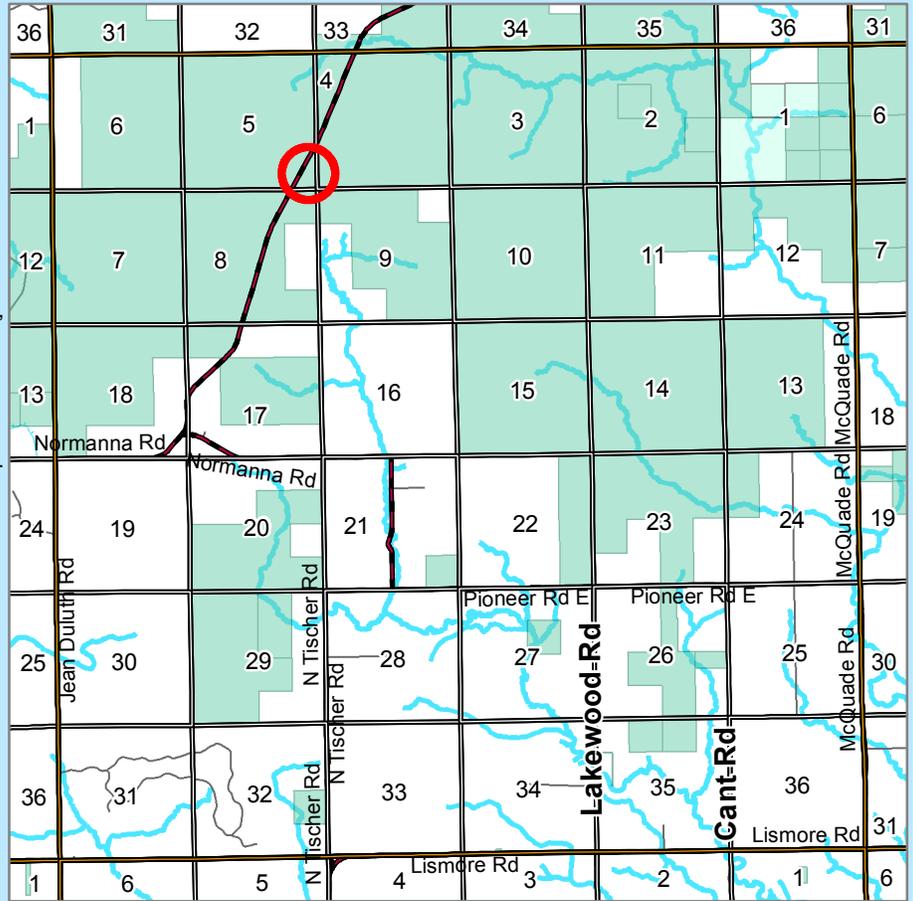


# Saint Louis County Land & Minerals Department

## Tax Forfeited Properties Special Sale



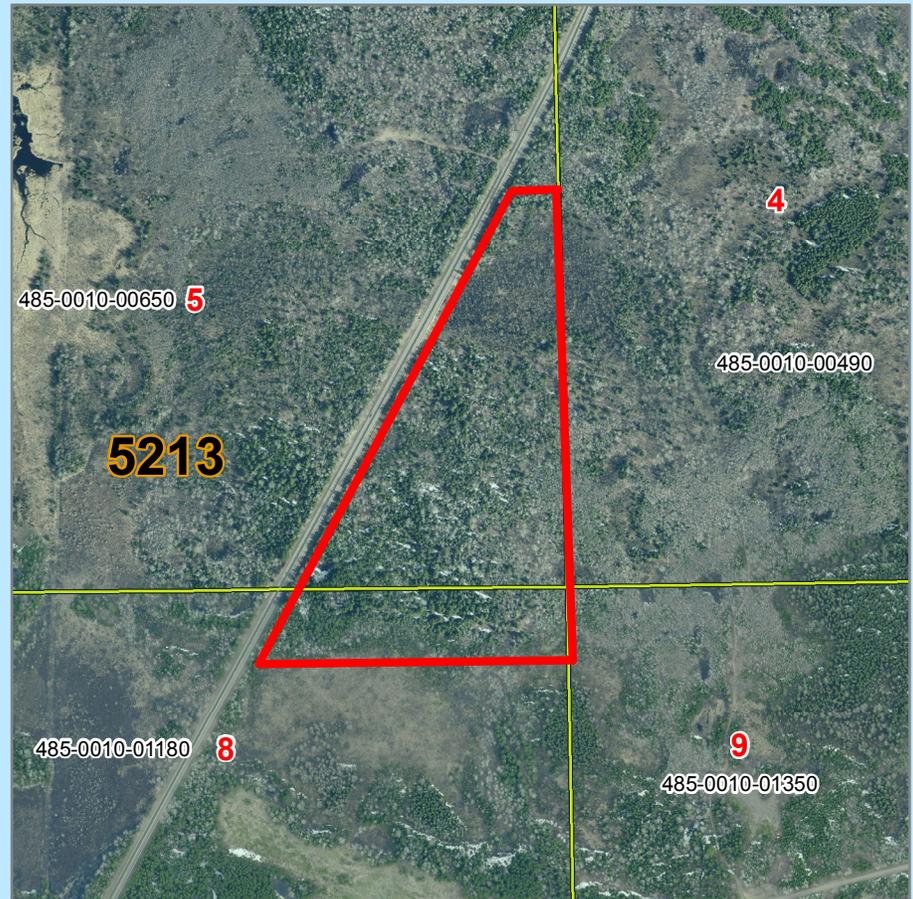
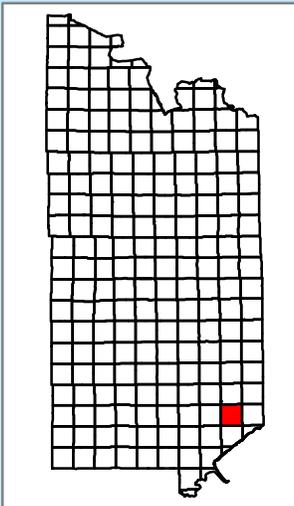
That portion of the SE1/4 of the SE1/4, Section 5,  
Township 52 North, Range 13 West,  
lying southeasterly of the southeasterly right-of-way  
of County State-Aid Highway 44, Pequaway Lake Road,  
AND  
the north 330 feet of the NE1/4 of the NE1/4, Section 8,  
Township 52 North, Range 13 West,  
lying southeasterly of the southeasterly right-of-way  
of County State-Aid Highway 44, Pequaway Lake Road.



Town of Normanna Section: 5, 8 Township: 52 Range: 13

### Saint Louis County Subject Locator

-  Subject Location County
-  Subject Location Plat
-  Subject Location Aerial
-  Roads
-  Water
-  Tax Forfeited



### Disclaimer

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.

# BOARD LETTER NO. 16 - 240

ENVIRONMENT & NATURAL RESOURCES COMMITTEE  
CONSENT NO. 5

BOARD AGENDA NO.

**DATE:** June 7, 2016  
**RE:** Special Sale to the Duluth  
Housing and Redevelopment  
Authority

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

Mark Weber, Director  
Land and Minerals

Donald Dicklich  
County Auditor/Treasurer

**RELATED DEPARTMENTAL GOAL:**

Financial return to the county and taxing districts; performing public services.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize the sale of state tax forfeited land to the Duluth Housing and Redevelopment Authority (HRA).

**BACKGROUND:**

The Duluth HRA is requesting to purchase parcels of state tax forfeited land totaling 1.5 acres for the purpose of a low income housing development. This sale is not subject to a market appraisal, since the land will be used for affordable housing. There are significant assessments on the land that may be forgiven by the City of Duluth.

St. Louis County Board Resolution No. 15-734, adopted on December 1, 2015, authorized the sale of state tax forfeited land to the Duluth HRA. However, the Duluth HRA and Center City Housing were unable to acquire financing in time to meet the March 31, 2016 purchase deadline, and are requesting that the purchase date be extended.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board approve the sale of state tax forfeited parcels totaling 1.5 acres to the Duluth HRA for \$40,000 plus the following fees: 3% assurance fee of \$1,200, deed fee of \$25, deed tax of \$132, recording fee of \$46; for a total of \$41,403, to be deposited into Fund 240 (Forfeited Tax Fund).

## Special Sale to the Duluth Housing and Redevelopment Authority

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

WHEREAS, The Duluth Housing and Redevelopment Authority (HRA) has requested to purchase state tax forfeited lands in the City of Duluth for the price of \$40,000, plus fees, for the purpose of a low income housing development as described in County Board File \_\_\_\_\_; and

WHEREAS, Minn. Stat. § 282.01, Subd. 1(a) authorizes the sale of state tax forfeited land to an organized governmental subdivision for any public purpose for which the subdivision is authorized to acquire property; and

WHEREAS, These parcels of land have 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; and

WHEREAS, These parcels of land have been classified as non-conservation land pursuant to Minnesota Stat. § 282.01; and

WHEREAS, Minn. Stat. § 282.01, Subd. 1a.(d) allows for non-conservation tax forfeited land to be sold to a governmental subdivision for less than market value if a reduced price is necessary to provide an incentive to correct blighted conditions or will lead to the development of affordable housing;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the sale of approximately 1.5 acres of state tax forfeited land, as described in County Board File \_\_\_\_\_, to the Duluth Housing and Redevelopment Authority for \$40,000 plus the following fees: 3% assurance fee of \$1,200, deed fee of \$25, deed tax of \$132, recording fee of \$46; for a total of \$41,403 to be deposited into Fund 240 (Forfeited Tax Fund).

RESOLVED FURTHER, That the St. Louis County Auditor may offer for sale at public auction the state tax forfeited land described here if the Duluth HRA does not purchase the land by December 15, 2016.

**BOARD FILE NO:** \_\_\_\_\_

**Special Sale to the Duluth Housing and Redevelopment Authority**

Legal: LOT: 0257 BLOCK: 058, DULUTH PROPER SECOND DIVISION  
Parcel Code: 010-1120-06010  
LDKey: 118172

Legal: E 1/2 LOT: 0259, BLOCK: 058, DULUTH PROPER SECOND DIVISION  
Parcel Code: 010-1120-06020  
LDKey: 117614

Legal: WLY 1/2 OF LOT 259 AND ALL OF LOT 261, BLOCK: 058, DULUTH  
PROPER SECOND DIVISION  
Parcel Code: 010-1120-06030  
LDKey: 117615

Legal: N 140 FT LOT: 0258, BLOCK: 058, DULUTH PROPER SECOND  
DIVISION  
Parcel Code: 010-1120-06120  
LDKey: 100634

Legal: LOT: UND 2/3 S 10 FT LOT: 0258, BLOCK: 058, DULUTH PROPER  
SECOND DIVISION  
Parcel Code: 010-1120-06130  
LDKey: 100635

Legal: LOT: UND 1/3 S 10 FT LOT: 0258, BLOCK: 058, DULUTH PROPER  
SECOND DIVISION  
Parcel Code: 010-1120-06132  
LDKey: 100636

Legal: E 35 93/100 FT LOT: 0260, BLOCK: 058, DULUTH PROPER SECOND  
DIVISION  
Parcel Code: 010-1120-06140  
LDKey: 100637

Legal: W 31 14/100 FT LOT: 0262, BLOCK: 058, DULUTH PROPER SECOND  
DIVISION  
Parcel Code: 010-1120-06150  
LDKey: 100638

Legal: EX S 100 FT MEASURED ON THE CENTER LINE LOT: 0266, BLOCK:  
058, DULUTH PROPER SECOND DIVISION  
Parcel Code: 010-1120-06190  
LDKey: 100640

Legal: W 14 7/100 FT OF LOT 260 AND LOT 262 EX W 31 14/100 FT BLOCK:  
058, DULUTH PROPER SECOND DIVISION  
Parcel Code: 010-1120-06160  
LDKey: 100639

Legal: LOT: 0268, BLOCK: 058, DULUTH PROPER SECOND DIVISION  
Parcel Code: 010-1120-06220  
LDKey: 100641

Legal: LOT: 0270, BLOCK: 058, DULUTH PROPER SECOND DIVISION  
Parcel Code: 010-1120-06230  
LDKey: 100642



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

## Special Sale

Legal : LOT: 0257 BLOCK:058, also E 1/2 LOT: 0259, BLOCK: 058, also WLY 1/2 OF LOT 259 AND ALL OF LOT 261, BLOCK: 058, also N 140 FT LOT: 0258, BLOCK: 058, also LOT: UND 2/3 S 10 FT LOT: 0258, BLOCK: 058, also LOT: UND 1/3 S 10 FT LOT: 0258, BLOCK: 058, also E 35 93/100 FT OF LOT: 0260, BLOCK: 058, also W 31 14/100 FT LOT: 0262, BLOCK: 058, also EX S 100 FT MEASURED ON THE CENTER LINE LOT: 0266, BLOCK: 058, also W 14 7/100 FT LOT 260 AND LOT 262 EX W 31 14/100 FT, BLOCK: 058, also LOT: 0268, BLOCK: 058, also LOT: 0270, BLOCK: 058  
DULUTH PROPER SECOND DIVISION

Parcel Codes: 010-1120-06010, 6020, 6030, 6120, 6130, 6132, 6140, 6150, 6160, 6190, 6220, 6230

LDKeys: 118172, 117614, 15, 100635 thru 42

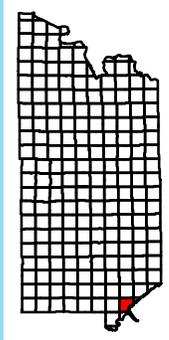


City of Duluth

Sec: 33 Twp: 50 Rng: 14

### Commissioner District # 3

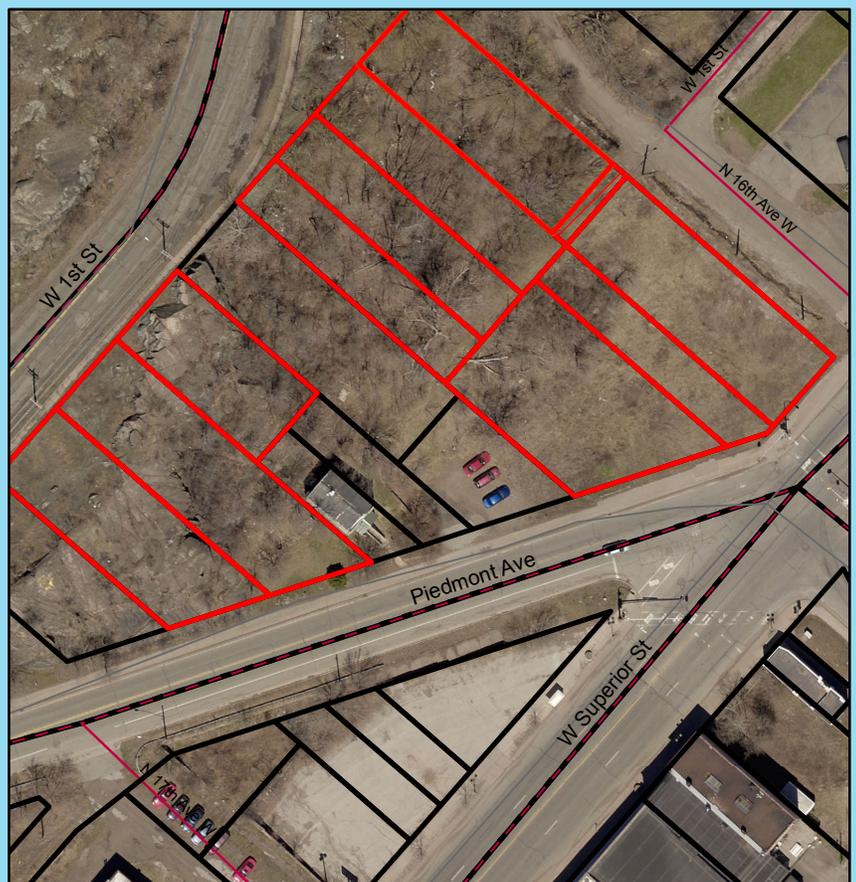
- State Tax Forfeited Land
- Water
- Road
- Area of Interest
- Tract



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 & Minerals  
Department  
2016**





**HOUSING AND REDEVELOPMENT AUTHORITY  
OF DULUTH, MINNESOTA**

222 EAST SECOND STREET  
P.O. BOX 16900 • DULUTH, MINNESOTA 55816-0900  
PHONE 218/529-6300 • FAX 218/529-6344 • TTY 218/529-6321



May 18, 2016

Karen Zeisler  
St. Louis County Land Department  
Government Services Center – Room 607  
320 West 2<sup>nd</sup> Street  
Duluth, Minnesota 55802

Re: Acquisition and Conveyance

Ms. Zeisler,

This letter is requesting consideration again of the acquisition and conveyance of the tax forfeit property identified by the following legal description by the Housing and Redevelopment Authority of Duluth to be included in a land assembly for housing development.

Legal Description Attached

This property was requested in July of 2015 and approved by the County Board in December of 2015. This property is proposed for the nonprofit housing of individuals that are the hardest to house along with social services. The funding package has taken considerably longer than anticipated to bring together and has thus tied up the funding source for the purchase of the property.

Sincerely,

David Peterson, MA  
Development Coordinator

**HANFT FRIDE**  
A PROFESSIONAL ASSOCIATION

**DULUTH OFFICE:**  
1000 U.S. BANK PLACE  
130 WEST SUPERIOR STREET  
DULUTH, MINNESOTA 55802  
TELEPHONE: 218/722-4766  
FAX: 218/529-2401

**CLOQUET OFFICE:**  
1219 -14TH STREET  
CLOQUET, MINNESOTA 55720  
TELEPHONE: 218/879-3333  
FAX: 218/879-3201

REPLY TO CLOQUET OFFICE

WWW.HANFTLAW.COM

Email: [wmb@hanftlaw.com](mailto:wmb@hanftlaw.com)

May 31, 2016

GILBERT W. HARRIES\*  
WILLIAM M. BURNS  
JOHN D. KELLY\*  
FREDERICK A. DUDDERAR, JR.  
TIM A. STROM\*  
R. THOMAS TORGERSON\*  
CHERYL M. PRINCE\*  
ROBIN C. MERRITT\*  
JENNIFER L. CAREY\*  
MARK D. PILON\*  
JACOB J. BAKER\*  
SCOTT A. WITTY\*  
LEAH L. FISHER  
HOLLY LABOONE-HALLER  
BRENT W. MALVICK

RICHARD R. BURNS,\* OF COUNSEL  
CHARLES H. ANDRESEN, OF COUNSEL  
DAVID C. LINGREN, OF COUNSEL

\*ALSO ADMITTED IN WISCONSIN

**Via Email Only**

St. Louis County Board of Commissioners  
c/o St. Louis County Land Department  
Attn: Ms. Karen Zeisler  
320 W. 2<sup>nd</sup> Street, Suite 607  
Duluth, MN 55802

Re: Center City Housing Corp./Garfield Square Project  
Our File No. 21781.056

Dear Commissioners:

On behalf of the Housing & Redevelopment Authority of Duluth and Center City Housing Corp., I am writing to formally request that the attached Resolution be reinstated with a new six-month termination date.

The previous approval to sell the land covered in the attached Resolution expired at the end of March, 2016. We were remiss in the sense that, while working diligently toward submission of the tax credit application, which will provide the foundation for the financing of this needed project, we were unaware of the drop dead date in your Resolution. That is not an excuse, just an explanation for why we need to apologize for putting you through the process again, given all of the other matters on your calendars.

In talking to the Land Department, I was asked, on behalf of the HRA (the purchaser), which is entering into a Development Agreement (to be approved May 31) with Center City Housing, to lay out the status and some parameters for this Project.

Our submission of information is as follows:

1. **Status.** As noted above, the HRA will be approving a Development Agreement. A Loan Agreement between the Duluth Economic Development Authority and the HRA will fund the purchase. The DEDA Board unanimously approved this Loan Agreement on May 25, 2016.

Center City Housing has assembled an experienced team, including the consulting firm which has assisted them in prior tax credit applications, to complete and submit a tax credit application, which must be submitted by June 16, 2016 to Minnesota Housing Finance Agency. In the ordinary course, this application will result in an award of tax credits (or a denial) in October or November 2016. While we are optimistic regarding this important Project, which received favorable response in a pre-intake meeting at MHFA some months ago, the quest for Low-Income Housing Tax Credits is one that is very competitive and, therefore, there are no assurances.

Center City Housing's agreements with the HRA and DEDA contemplate that an award would occur either at the end of this round, Fall 2016, or the next round, Fall 2017.

Upon completion of the tax credit application, its submission and execution of the DEDA and HRA agreements, the land transfer with the County would be consummated. We anticipate, pending your approval, that that would occur this summer.

In addition to Low-Income Housing Tax Credits, Center City Housing is seeking funds from other sources, including additional funds from the City of Duluth, Duluth Economic Development Authority, Federal Home Loan Board and Greater Minnesota Housing Fund.

The Duluth City Council will, at its next meeting, be voting on a Resolution to identify the project as the City's Number 1 priority for tax credit funding in the current round. Based on indications by the Council president and a majority of other councilors, it appears this Resolution will be approved.

2. **Project Parameters.** The Project, as you likely recall from prior extended discussions last fall, is part of an attempt to provide appropriate housing for some of the hardest to house in our community. The overall Project is to make the Seaway Hotel facility more livable (which facility has been upgraded, to a degree, and has, in fact, improved over the last 24 months) and build a new facility, to be known as Garfield Square.

The Housing & Redevelopment Authority, City of Duluth, Duluth Economic Development Authority and Center City Housing have recognized an increasing need for permanent supportive housing for those individuals with limited housing options. Barriers to meeting the need for this housing are caused by individuals with poor housing history and/or chemical health, mental health or behavioral issues which keep them from moving from a shelter to permanent housing. These barriers result in many incidences of homelessness, instability, lack of safety and accumulated stress. Center City Housing has committed to addressing this issue with a building with 24-hour staffing and services readily available on site. The Project, as proposed, and as you will recall, will address these needs by providing:

- 50 permanent supportive housing units for single adults;
- Program, service and community space to support the permanent supportive housing, to include laundry facilities; and

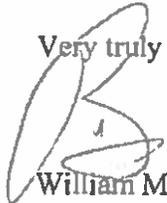
- Office space for service providers and Center City Housing's management staff and 24-hour a day/7-days a week staffing with a front desk person to ensure the building is secure for residents and neighbors alike.

The exact size and services will be subject to modification and revision based on funding, but the above fairly summarizes the proposed Project.

You previously approved the sale to the HRA that triggers the Minnesota Housing Finance Agency application and the continuation of the development process. Broad support was evidenced from many for this Project, including the Building Trades and Center City Housing. The Building Trades have committed to a Project Labor Agreement.

Thank you for your consideration.

Very truly yours,



William M. Burns

WMB/tlr  
Enclosure

c: Mr. Gary Eckenberg  
Mr. Kevin Gray  
Mr. Rick Klun  
Mr. David Peterson



*Resolution  
of the  
Board of County Commissioners  
St. Louis County, Minnesota*

*Adopted on: December 1, 2015 Resolution No. 15-734  
Offered by Commissioner: Boyle*

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**Special Sale to the Duluth Housing and Redevelopment Authority**

WHEREAS, The Duluth Housing and Redevelopment Authority (HRA) has requested to purchase state tax forfeited lands for the price of \$40,000, plus fees, for the purpose of a low income housing development as described in County Board File No. 60098; and

WHEREAS, Minn. Stat. § 282.01, Subd. 1(a), authorizes the sale of state tax forfeited land to an organized governmental subdivision for any public purpose for which the subdivision is authorized to acquire property; and

WHEREAS, These parcels of land have not been withdrawn from sale pursuant to Minn. Stat. §§ 85.012, 92.461, 282.01, Subd. 3, and 282.018, and other statutes that require the withholding of state tax forfeited lands from sale; and

WHEREAS, These parcels of land have been classified as non-conservation land pursuant to Minnesota Stat. § 282.01; and

WHEREAS, Minn. Stat. § 282.01, Subd. 1a.(d), allows for non-conservation tax forfeited land to be sold to a governmental subdivision for less than market value if a reduced price is necessary to provide an incentive to correct blighted conditions or will lead to the development of affordable housing;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the sale of state tax forfeited land, as described, to the Duluth HRA for \$40,000 plus the following fees: 3% assurance fee of \$1,200, deed fee of \$25, deed tax of \$132, recording fee of \$46, for a total of \$41,403 to be deposited into Fund 240 (Forfeited Tax Fund);

RESOLVED FURTHER, That the St. Louis County Auditor shall offer for sale at public auction the state tax forfeited land described here if the Duluth HRA does not purchase the land by March 31, 2016.

Commissioner Boyle moved the adoption of the Resolution and it was declared adopted upon the following vote:  
Yeas – Commissioners Jewell, Boyle, Rukavina, Raukar and Chair Stauber – 5  
Nays – Commissioners Dahlberg and Nelson – 2

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STATE OF MINNESOTA  
Office of County Auditor, ss.  
County of St. Louis

I, DONALD DICKLICH, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 1<sup>st</sup> day of December, A.D. 2015, and that this is a true and correct copy

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 1<sup>st</sup> day of December, A.D., 2015.

DONALD DICKLICH COUNTY AUDITOR

By

Clerk of the County Board/Deputy Auditor

# BOARD LETTER NO. 16 - 241

ENVIRONMENT & NATURAL RESOURCES COMMITTEE  
CONSENT NO. 6

BOARD AGENDA NO.

**DATE:** June 7, 2016

**RE:** Access and Utility Easement  
across State Tax Forfeited  
Land to Ronald W. Williams  
(Unorganized Township 55-21)

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

Mark Weber, Director  
Land and Minerals

Donald Dicklich  
County Auditor/Treasurer

**RELATED DEPARTMENTAL GOAL:**

Performing public services.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize a non-exclusive easement to Ronald W. Williams to cross state tax forfeited land in Unorganized Township 55-21.

**BACKGROUND:**

Ronald W. Williams is requesting an easement for utilities and access to private property. The easement is 1,702.71 feet long and 33 feet wide and is across an existing driveway which connects to an access easement granted in 1995. The total area encumbered by the easement is 1.29 acres. Exercising the easement will not cause significant adverse environmental or natural resource management impacts, and will not conflict with public use of the land.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board grant a non-exclusive access easement across state tax forfeited land to Ronald W. Williams in Unorganized Township 55-21 for the amount of \$986 land use fee, \$100 administration fee and \$46 recording fee; for a total of \$1,132, to be deposited into Fund 240 (Forfeited Tax Fund).

**Access and Utility Easement across State Tax Forfeited Land to  
Ronald W. Williams (Unorganized Township 55-21)**

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

WHEREAS, Ronald W. Williams has requested an access and utility easement across state tax forfeited land; and

WHEREAS, There are no reasonable alternatives to obtain access to the property; and

WHEREAS, Exercising the easement will not cause significant adverse environmental or natural resource management impacts and will not conflict with public use of land; and

WHEREAS, Minn. Stat. § 282.04, Subd. 4a authorizes the St. Louis County Auditor to grant easements across state tax forfeited land for such purposes;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the St. Louis County Auditor to grant a non-exclusive access easement to Ronald W. Williams across state tax forfeited lands in Unorganized Township 55-21 as described in County Board File \_\_\_\_\_.

RESOLVED FURTHER, That granting of this easement is conditioned upon payment of \$986 land use fee, \$100 administration fee, and \$46 recording fee; for a total of \$1,132 to be deposited into Fund 240 (Forfeited Tax Fund).

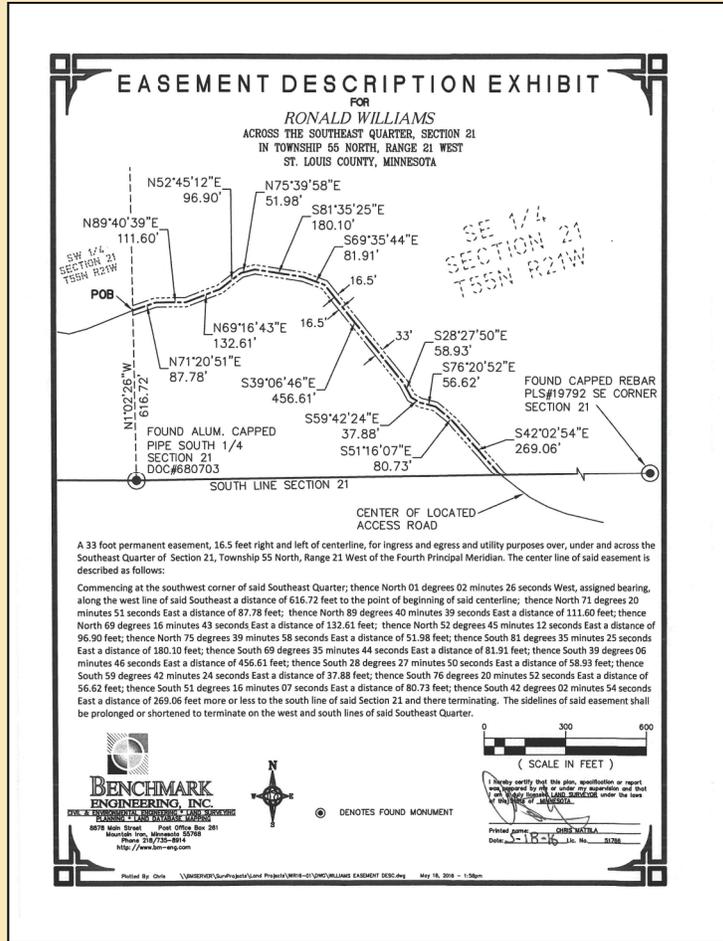
**Access and Utility Easement across State Tax Forfeited Land to  
Ronald W. Williams (Unorganized Township 55-21)**

A 33 foot permanent easement, 16.5 feet right and left of centerline, for ingress and egress and utility purposes over, under and across the Southeast Quarter of Section 21, Township 55 North, Range 21 West of the Fourth Principal Meridian. The center line of said easement is described as follows:

Commencing at the southwest corner of said Southeast Quarter;  
thence North 01 degrees 02 minutes 26 seconds West, assigned bearing, along the west line of said Southeast a distance of 616.72 feet to the point of beginning of said centerline;  
thence North 71 degrees 20 minutes 51 seconds East a distance of 87.78 feet;  
thence North 89 degrees 40 minutes 39 seconds East a distance of 111.60 feet;  
thence North 69 degrees 16 minutes 43 seconds, East a distance of 132.61 feet;  
thence North 52 degrees 45 minutes 12 seconds East a distance of 96.90 feet;  
thence North 75 degrees 39 minutes 58 seconds East a distance of 51.98 feet;  
thence South 81 degrees 35 minutes 25 seconds East a distance of 180.10 feet;  
thence South 69 degrees 35 minutes 44 seconds East a distance of 81.91 feet;  
thence South 39 degrees 06 minutes 46 seconds East a distance of 456.61 feet;  
thence South 28 degrees 27 minutes 50 seconds East a distance of 58.93 feet;  
thence South 59 degrees 42 minutes 24 seconds East a distance of 37.88 feet;  
thence South 76 degrees 20 minutes 52 seconds East a distance of 56.62 feet;  
thence South 51 degrees 16 minutes 07 seconds East a distance of 80.73 feet;  
thence South 42 degrees 02 minutes 54 seconds East a distance of 269.06 feet more or less to the south line of said Section 21 and there terminating. The sidelines of said easement shall be prolonged or shortened to terminate on the west and south lines of said Southeast Quarter.



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



**Affects parcel 752-0010-03440**

## 7th Commissioner District

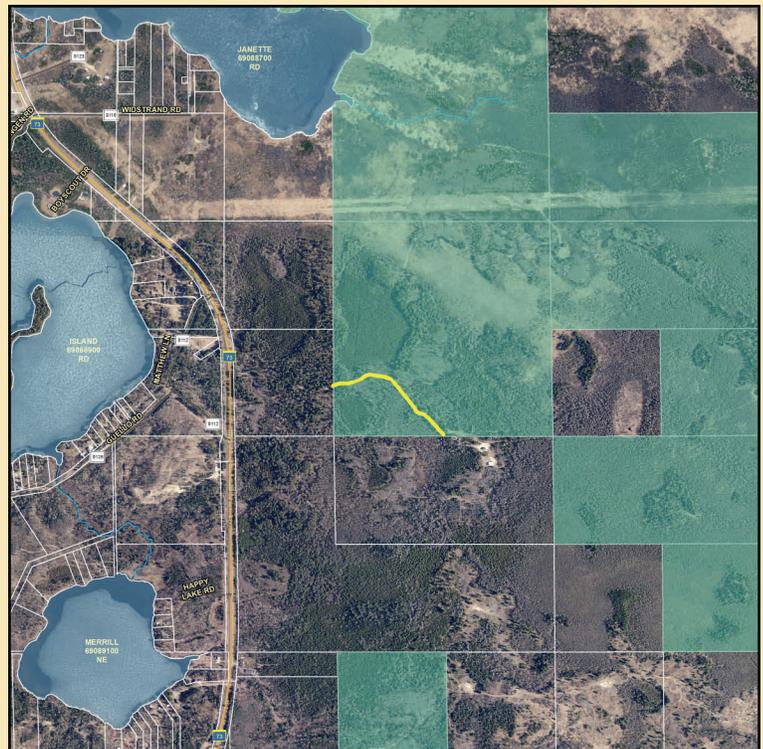
- State Tax Forfeited
- Easement
- Project location

**St. Louis County  
Minnesota**



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



# BOARD LETTER NO. 16 - 242

## ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 7

### BOARD AGENDA NO.

**DATE:** June 7, 2016

**RE:** Repurchase of State Tax  
Forfeited Land – Patterson,  
Bank of America (Non-Homestead)

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

Mark Weber, Director  
Land and Minerals

**RELATED DEPARTMENT GOAL:**

To provide financial return to the county and taxing districts.

**ACTION REQUESTED:**

The St. Louis County Board is requested to approve applications to repurchase state tax forfeited land.

**BACKGROUND:**

Minn. Stat. § 282.241 provides for state tax forfeited land to be repurchased by the previous owners subject to payment equivalent to the delinquent taxes and assessments, with penalties, costs, and interest. The properties to be repurchased forfeited to the State of Minnesota on November 19, 2015. Brynn Patterson of Hibbing, MN, and Bank of America of Anaheim, CA, have made application to repurchase these properties and are eligible to repurchase the properties. The repurchase of these properties will promote the use of lands that will best serve the public interest.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board approve the repurchase requests of Brynn Patterson of Hibbing, MN and Bank of America of Anaheim, CA. The repurchase fees listed below are to be deposited into Fund 240 (Forfeited Tax Fund).

**Brynn Patterson, Hibbing, MN**

Parcel Code	290-0030-00160
Taxes and Assessments	\$711.19
Service Fees	\$114.00
Deed Tax	\$2.35
Deed Fee	\$25.00
Recording Fee	\$46.00
Cost of Lock	\$10.00
Total Consideration	\$908.54

**Bank of America, Anaheim, CA**

Parcel Code	010-2660-01920
Taxes and Assessments	\$1,113.09
Service Fees	\$114.00
Deed Tax	\$3.67
Deed Fee	\$25.00
Recording Fee	\$46.00
Total Consideration	\$1,301.76

## Repurchase of State Tax Forfeited Land - Patterson

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

WHEREAS, Minn. Stat. § 282.241 provides that state tax forfeited land may be repurchased by the previous owner subject to payment of delinquent taxes and assessments, with penalties, costs, and interest; and

WHEREAS, The applicant, Brynn Patterson of Hibbing, MN, has applied to repurchase state tax forfeited land legally described as:

TOWN OF CHERRY

LOT: 0002 BLOCK:004

REARR/MCQUADE LAKE SUMMER HOMESITES TOWN OF CHERRY

290-0030-00160

WHEREAS, The applicant was the owner of record at the time of forfeiture and is eligible to repurchase the property; and

WHEREAS, Approving the repurchase will correct undue hardship and promote the use of lands that will best serve the public interest;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the repurchase application by Brynn Patterson of Hibbing, MN, on file in County Board File No.\_\_\_\_, subject to payments including total taxes and assessments of \$711.19, service fee of \$114, deed tax of \$2.35, deed fee of \$25, recording fee of \$46, and cost of lock \$10; for a total of \$908.54, to be deposited into Fund 240 (Forfeited Tax Fund).

APPLICATION FOR REPURCHASE OF TAX FORFEITED LANDS

Pursuant to Minnesota Statutes 1986, Section 282.241, as amended by Chapter 268, Laws of 1987.

TO THE COUNTY BOARD AND COUNTY AUDITOR OF ST. LOUIS COUNTY, MINNESOTA:

The undersigned, Brynn Patterson, hereby makes application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes 1987, Section 282.241, as amended; said land is situated in St. Louis County, Minnesota, and more particularly described as follows:

TOWN OF CHERRY, LOT: 0002 BLOCK:004, REARR/MCQUADE LAKE SUMMER HOMESITES

Applicant states and shows that at the time of the forfeiture to the State, he/she was (please check one):

- the owner
- heir(s) of the owner
- the representative of the owner
- the person to whom the right to pay taxes is given by statute, to wit:
- designating under what claim of right, whether mortgage or otherwise the right is exercised

That such taxes became delinquent in 2009 and remained delinquent and unpaid for the subsequent years of: 2010, 2015.

That pursuant to Minnesota Statutes, the total cost of repurchase \$908.54 which is the greater value of all delinquent taxes and assessments computed under Section 282.241, together with all accrued interest and penalties, including fees. Please contact our office at 218-726-2606 for the current amount due which increases monthly.

That a hardship would result to the petitioner unless said repurchase is allowed, for the reason that: applicant to state reasons why taxes were not paid.

I went through a divorce. I was not informed it was being lost. I paid \$500.00 August 21, 2015 and was told that was a sufficient payment.

Please check the appropriate box below:

- There are one or more wells on this property (See enclosed well disclosure information sheet)
- No change since last well certificate
- Well disclosure completed - \$50.00 enclosed
- There are no wells on this property

APPLICANT REQUESTS THAT REPURCHASE BE MADE IN THE NAME OF:

Name (s): Brynn Patterson

Are you currently in active military service? NO

If you have been discharged within the last 6 months, provide discharge date \_\_\_\_\_ and documentation.

Applicant offers to pay upon such repurchase, by check or money order, as directed by the St. Louis County Board, the full price of repurchase as stated above, the terms of which will be stated by the contract and required by law.

Dated: May 10 2016

By: Brynn S. Patterson  
(Signature)

Address: 2212 3rd Ave W  
City: Hibbing State: MN Zip: 55746  
Phone: 218-946-3634

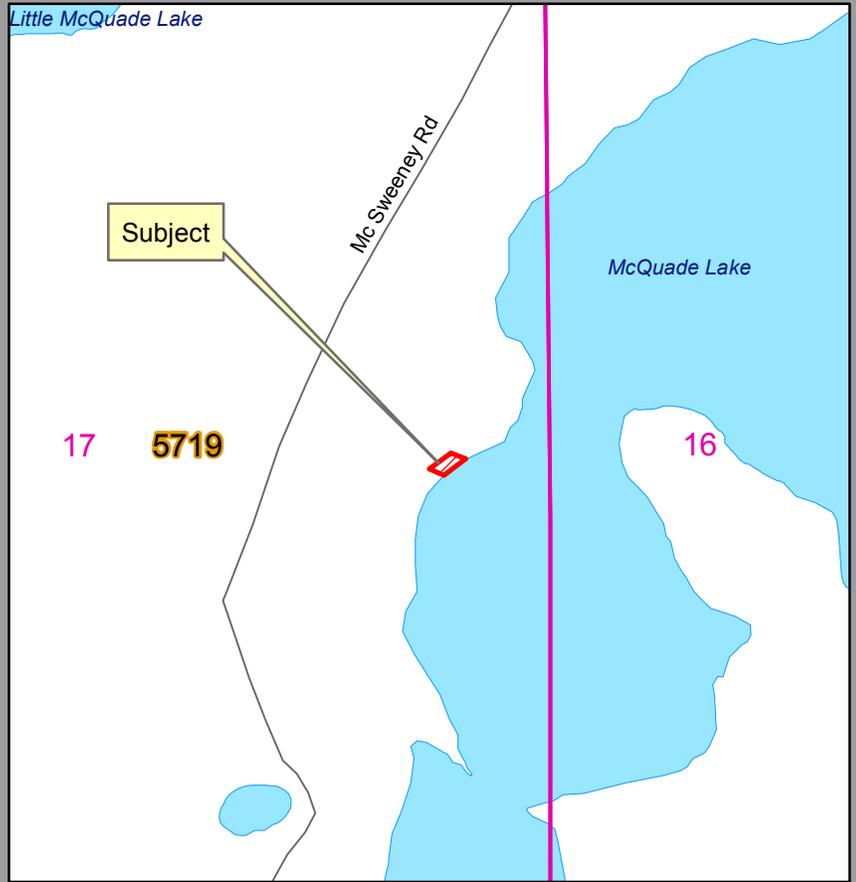


Legal : TOWN OF CHERRY  
LOT: 0002 BLOCK:004  
REARR/MCQUADE LAKE SUMMER  
HOMESITES TOWN OF CHERRY

Parcel Code : 290-0030-00160

LDKEY : 122090

Address: 4224 McSweeney Rd  
Mt Iron, MN 55768

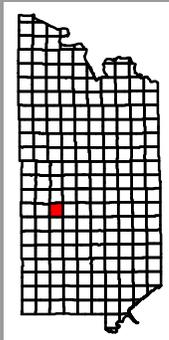


City of Cherry

Sec: 17 Twp: 57 Rng: 19

**Commissioner District # 7**

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



**St. Louis County, Minnesota**

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



**2016**



2003 NAIP Photo

**Repurchase of State Tax Forfeited Land – Bank of America**

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

WHEREAS, Minn. Stat. § 282.241 provides that state tax forfeited land may be repurchased by the previous owner subject to payment of delinquent taxes and assessments, with penalties, costs, and interest; and

WHEREAS, The applicant, Bank of America of Anaheim, CA, has applied to repurchase state tax forfeited land legally described as:

CITY OF DULUTH  
LOT: 0008 BLOCK:015  
KIMBERLEY AND STRYKERS ADDN TO DULUTH  
010-2660-01920

WHEREAS, The applicant was the owner of record at the time of forfeiture and is eligible to repurchase the property; and

WHEREAS, Approving the repurchase will correct undue hardship and promote the use of lands that will best serve the public interest;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the repurchase application by Bank of America of Anaheim, CA, on file in County Board File No.\_\_\_\_, subject to payments including total taxes and assessments of \$1,113.09, service fee of \$114, deed tax of \$3.67, deed fee of \$25, and recording fee of \$46; for a total of \$1,301.76, to be deposited into Fund 240 (Forfeited Tax Fund).

APPLICATION FOR REPURCHASE OF TAX FORFEITED LANDS

Pursuant to Minnesota Statutes 1986, Section 282.241, as amended by Chapter 268, Laws of 1987.

TO THE COUNTY BOARD AND COUNTY AUDITOR OF ST. LOUIS COUNTY, MINNESOTA:

The undersigned, Bank of America, hereby makes application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes 1987, Section 282.241, as amended; said land is situated in St. Louis County, Minnesota, and more particularly described as follows:

CITY OF DULUTH, LOT: 0008 BLOCK:015, KIMBERLEY AND STRYKERS ADDN TO DULUTH

Applicant states and shows that at the time of the forfeiture to the State, he/she was (please check one):

- the owner
- heir(s) of the owner
- the representative of the owner
- the person to whom the right to pay taxes is given by statute, to wit:
- designating under what claim of right, whether mortgage or otherwise the right is exercised

That such taxes became delinquent in 2009 and remained delinquent and unpaid for the subsequent years of: 2010, 2011, 2012, 2013, 2014, 2015

That pursuant to Minnesota Statutes, the total cost of repurchase \$1,301.76 which is the greater value of all delinquent taxes and assessments computed under Section 282.241, together with all accrued interest and penalties, including fees. Please contact our office at 218-726-2606 for the current amount due which increases monthly.

That a hardship would result to the petitioner unless said repurchase is allowed, for the reason that: applicant to state reasons why taxes were not paid.

Oversight of our tax vendor.

Please check the appropriate box below:

- There are one or more wells on this property (See enclosed well disclosure information sheet)
- No change since last well certificate
- Well disclosure completed - \$50.00 enclosed
- There are no wells on this property

APPLICANT REQUESTS THAT REPURCHASE BE MADE IN THE NAME OF:

Name (s): The Secretary of Housing and Urban Development. Are you currently in active military service? NA

If you have been discharged within the last 6 months, provide discharge date NA and documentation.

Applicant offers to pay upon such repurchase, by check or money order, as directed by the St. Louis County Board, the full price of repurchase as stated above, the terms of which will be stated by the contract and required by law.

Dated: May 2 2016

By: Chris Lechtanski, AVP of Default for Carrington Mortgage Services, LLC, Attorney in Fact (Signature)

Address: 1600 S. Douglass Rd #200 City: Anaheim State: CA Zip: 92806 Phone: 949-517-5442



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

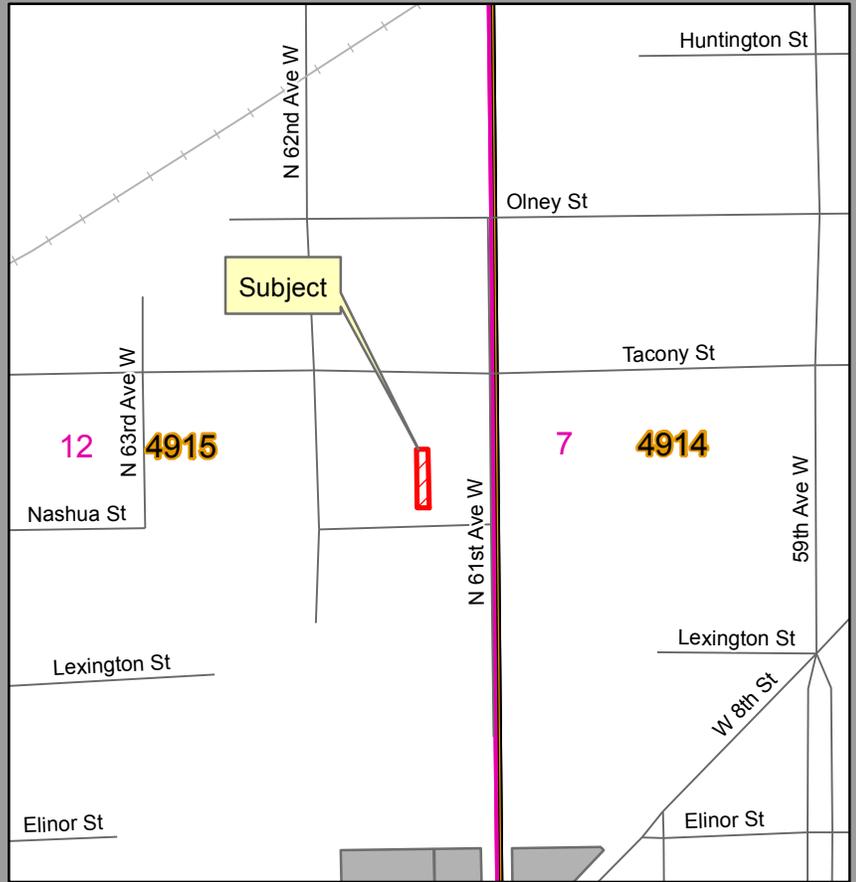
## Repurchase of Property

Legal : CITY OF DULUTH  
LOT: 0008 BLOCK:015  
KIMBERLEY AND STRYKERS ADDN TO  
DULUTH

Parcel Code : 010-2660-01920

LDKEY : 121897

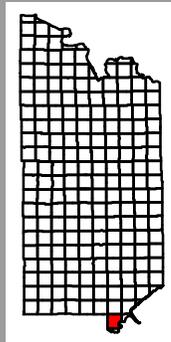
Acres: .07



City of Duluth Sec: 12 Twp: 49 Rng: 15

### Commissioner District # 3

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



St. Louis County, Minnesota

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



2016



# BOARD LETTER NO. 16 - 243

## ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 8

BOARD AGENDA NO.

**DATE:** June 7, 2016

**RE:** Repurchase of State Tax  
Forfeited Land – Potter,  
Ung S. Howell (Homestead)

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

Mark Weber, Director  
Land and Minerals

**RELATED DEPARTMENT GOAL:**

To provide financial return to the county and taxing districts.

**ACTION REQUESTED:**

The St. Louis County Board is requested to approve applications to repurchase state tax forfeited land.

**BACKGROUND:**

Minn. Stat. § 282.241 provides for state tax forfeited land to be repurchased by the previous owners subject to payment equivalent to the delinquent taxes and assessments, with penalties, costs, and interest. The properties to be repurchased forfeited to the State of Minnesota on November 19, 2015. Brian Potter of Hibbing, MN, and Ung S. Howell of Hibbing, MN, have made application to repurchase these properties and are eligible to repurchase the properties. The repurchase of these properties will promote the use of lands that will best serve the public interest.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board approve the repurchase requests of Brian Potter of Hibbing, MN (2 parcels) and Ung S. Howell of Hibbing, MN. The repurchase fees listed below are to be deposited into Fund 240 (Forfeited Tax Fund).

**Brian Potter, Hibbing, MN**

Parcel Code	140-0270-00296
Taxes and Assessments	\$647.47
Service Fees	\$114.00
Deed Tax	\$2.14
Deed Fee	\$25.00
Recording Fee	\$46.00
Total Consideration	\$834.61

**Ung S. Howell, Hibbing, MN**

Parcel Code	141-0050-02060
Taxes and Assessments	\$1,166.89
Service Fees	\$114.00
Deed Tax	\$3.85
Deed Fee	\$25.00
Recording Fee	\$46.00
Total Consideration	\$1,355.74

## Repurchase of State Tax Forfeited Land - Potter

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

WHEREAS, Minn. Stat. § 282.241 provides that state tax forfeited land may be repurchased by the previous owner subject to payment of delinquent taxes and assessments, with penalties, costs, and interest; and

WHEREAS, The applicant, Brian Potter of Hibbing, MN, has applied to repurchase state tax forfeited land legally described as:

CITY OF HIBBING

THE SLY 50 FT OF NW1/4 OF NE1/4 LYING BETWEEN  
THE NLY EXTENSION OF THE W LINE OF LOT 10 BLK  
2 AND THE NLY EXTENSION OF THE E LINE OF LOT  
10 BLK 2 BROOKLYN \*\*\*SURFACE ONLY\*\*\*

SEC 7 TWP 57 RGE 20

140-0270-00296

WHEREAS, The applicant was the owner of record at the time of forfeiture and is eligible to repurchase the property; and

WHEREAS, Approving the repurchase will correct undue hardship and promote the use of lands that will best serve the public interest;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the repurchase application by Brian Potter of Hibbing, MN, on file in County Board File No.\_\_\_\_, subject to payments including total taxes and assessments of \$647.47, service fee of \$114, deed tax of \$2.14, deed fee of \$25, and recording fee of \$46; for a total of \$834.61, to be deposited into Fund 240 (Forfeited Tax Fund).

APPLICATION FOR REPURCHASE OF TAX FORFEITED LANDS

170-110 210

Pursuant to Minnesota Statutes 1986, Section 282.241, as amended by Chapter 268, Laws of 1987.

TO THE COUNTY BOARD AND COUNTY AUDITOR OF ST. LOUIS COUNTY, MINNESOTA:

The undersigned, Brian Potter, hereby makes application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes 1987, Section 282.241, as amended; said land is situated in St. Louis County, Minnesota, and more particularly described as follows:

THE SLY 50 FT OF NW1/4 OF NE1/4 LYING BETWEEN THE NLY EXTENSION OF THE W LINE OF LOT 10 BLK 2 AND THE NLY EXTENSION OF THE E LINE OF LOT 10 BLK 2 BROOKLYN, Sec 7 Twp 57 Rge 20

Applicant states and shows that at the time of the forfeiture to the State, he/she was (please check one):

- the owner
- heir(s) of the owner
- the representative of the owner
- the person to whom the right to pay taxes is given by statute, to wit:
- designating under what claim of right, whether mortgage or otherwise the right is exercised

That such taxes became delinquent in 2009 and remained delinquent and unpaid for the subsequent years of: 2010, 2011, 2012, 2013, 2014, 2015

\$834.61

That pursuant to Minnesota Statutes, the total cost of repurchase ~~\$830.68~~ which is the greater value of all delinquent taxes and assessments computed under Section 282.241, together with all accrued interest and penalties, including fees. Please contact our office at 218-726-2606 for the current amount due which increases monthly.

That a hardship would result to the petitioner unless said repurchase is allowed, for the reason that:

applicant to state reasons why taxes were not paid.

At the time this was due my sister was very sick and passed away suddenly. Went to funeral and forgot to pay this.

Please check the appropriate box below:

- There are one or more wells on this property (See enclosed well disclosure information sheet)
- No change since last well certificate
- Well disclosure completed - \$50.00 enclosed
- There are no wells on this property

APPLICANT REQUESTS THAT REPURCHASE BE MADE IN THE NAME OF:

Name (s): BRIAN L. POTTER

Are you currently in active military service? NO

If you have been discharged within the last 6 months, provide discharge date and documentation.

Applicant offers to pay upon such repurchase, by check or money order, as directed by the St. Louis County Board, the full price of repurchase as stated above, the terms of which will be stated by the contract and required by law.

Dated: 5-10 20 14

By: Brian L. Potter (Signature)

Address: 1520 EAST 11th  
City: Hibbing State: MN Zip: 55746  
Phone: 966-9092

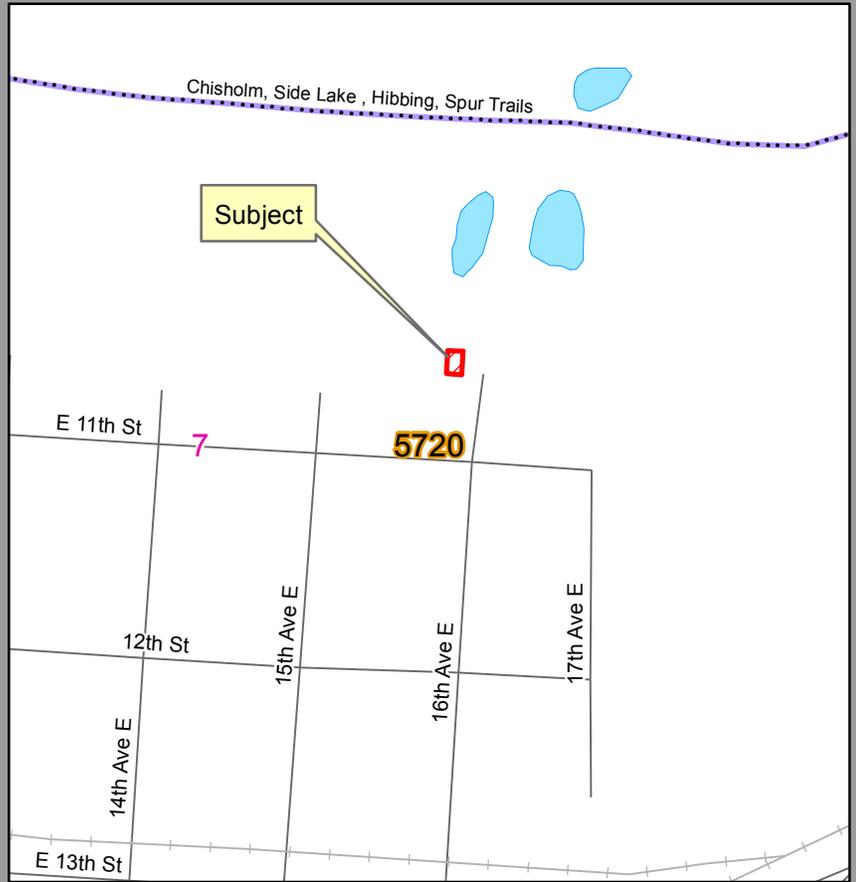


Legal : CITY OF HIBBING  
THE SLY 50 FT OF NW1/4 OF NE1/4 LYING  
BETWEEN THE NLY EXTENSION OF THE  
W LINE OF LOT 10 BLK 2 AND THE NLY  
EXTENSION OF THE E LINE OF LOT 10  
BLK 2 BROOKLYN, Sec 7 Twp 57 Rge 20

Parcel Code : 140-0270-00296

LDKEY : 122047

Acres: .03

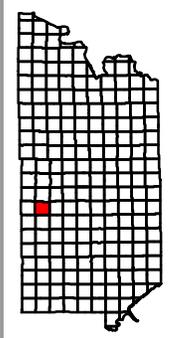


City of Hibbing

Sec: 7 Twp: 57 Rng: 20

**Commissioner District # 7**

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



*St. Louis County, Minnesota*

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



**2016**



**Repurchase of State Tax Forfeited Land – Ung S. Howell**

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

WHEREAS, Minn. Stat. § 282.241 provides that state tax forfeited land may be repurchased by the previous owner subject to payment of delinquent taxes and assessments, with penalties, costs, and interest; and

WHEREAS, The applicant, Ung S. Howell of Hibbing, MN, has applied to repurchase state tax forfeited land legally described as:

CITY OF HIBBING  
S 120 FT OF THAT PART OF NW1/4 OF SW1/4  
LYING W OF SNOW SHOE LAKE AND EX SLY 30  
FEET  
SEC 15 TWP 57 RGE 21  
141-0050-02060

WHEREAS, The applicant was the owner of record at the time of forfeiture and is eligible to repurchase the property; and

WHEREAS, Approving the repurchase will correct undue hardship and promote the use of lands that will best serve the public interest;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the repurchase application by Ung S. Charles Howell of Hibbing, MN, on file in County Board File No.\_\_\_\_, subject to payments including total taxes and assessments of \$1,166.89, service fee of \$114, deed tax of \$3.85, deed fee of \$25, and recording fee of \$46; for a total of \$1,355.74, to be deposited into Fund 240 (Forfeited Tax Fund).

APPLICATION FOR REPURCHASE OF TAX FORFEITED LANDS

Pursuant to Minnesota Statutes 1986, Section 282.241, as amended by Chapter 268, Laws of 1987.

TO THE COUNTY BOARD AND COUNTY AUDITOR OF ST. LOUIS COUNTY, MINNESOTA:

The undersigned, Ung S Howell, hereby makes application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes 1987, Section 282.241, as amended; said land is situated in St. Louis County, Minnesota, and more particularly described as follows:

CITY OF HIBBING, S 120 FT OF THAT PART OF NW1/4 OF SW1/4 LYING W OF SNOW SHOE LAKE AND EX SLY 30 FEET, Sec 15 Twp 57 Rge 21

Applicant states and shows that at the time of the forfeiture to the State, he/she was (please check one):

- the owner
- heir(s) of the owner
- the representative of the owner
- the person to whom the right to pay taxes is given by statute, to wit:
- designating under what claim of right, whether mortgage or otherwise the right is exercised

That such taxes became delinquent in 2009 and remained delinquent and unpaid for the subsequent years of: 2010, 2013, 2014, 2015

That pursuant to Minnesota Statutes, the total cost of repurchase \$ 1,355.74 which is the greater value of all delinquent taxes and assessments computed under Section 282.241, together with all accrued interest and penalties, including fees. Please contact our office at 218-726-2606 for the current amount due which increases monthly.

That a hardship would result to the petitioner unless said repurchase is allowed, for the reason that: applicant to state reasons why taxes were not paid.

Did not have the money at the time.

Please check the appropriate box below:

- There are one or more wells on this property (See enclosed well disclosure information sheet)
- No change since last well certificate
- Well disclosure completed - \$50.00 enclosed
- There are no wells on this property

APPLICANT REQUESTS THAT REPURCHASE BE MADE IN THE NAME OF:

Name (s):

Are you currently in active military service? No

If you have been discharged within the last 6 months, provide discharge date: N/A and documentation.

Applicant offers to pay upon such repurchase, by check or money order, as directed by the St. Louis County Board, the full price of repurchase as stated above, the terms of which will be stated by the contract and required by law.

Dated: 05.13.2016

By: [Signature] (Signature)

Address: 238 1st Ave N. City: Hibbing State: MN Zip: 55746 Phone: 218 9291165

I WAS TOLD AS LONG AS THE HOUSE STAYED IN CHARLES W. HOWELL'S NAME WE WOULDN'T NEED ANY ADDITIONAL

PAPERWORK

THANK YOU FOR ALL YOUR HELP, I APPRECIATE MORE THAN YOU KNOW DEB

141-0050-2060



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

## Repurchase of Property

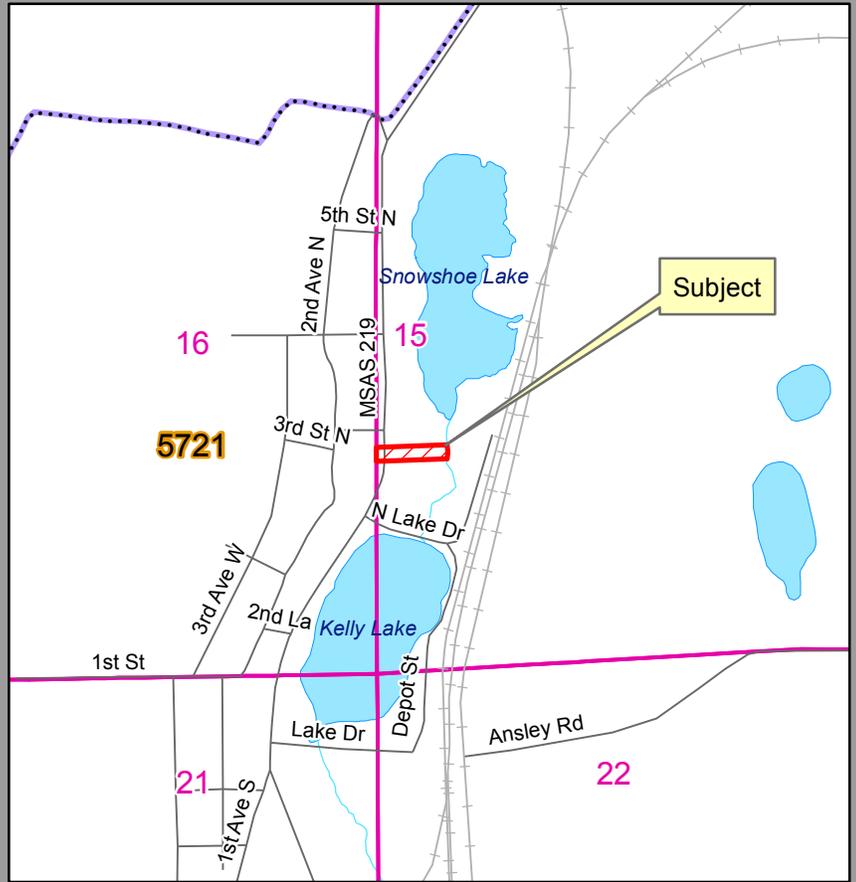
Legal : CITY OF HIBBING  
S 120 FT OF THAT PART OF NW1/4 OF  
SW1/4 LYING W OF SNOW SHOE LAKE  
AND EX SLY 30 FEET, Sec 15 Twp 57  
Rge 21

Parcel Code : 141-0050-0206

LDKEY : 122054

Acres: .87

Address: 238 1st Ave N  
Kelly Lake, MN 55746

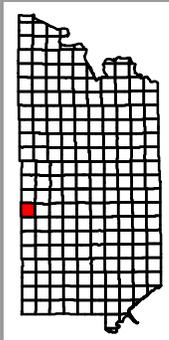


City of Hibbing

Sec: 15 Twp: 57 Rng: 21

### Commissioner District # 7

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



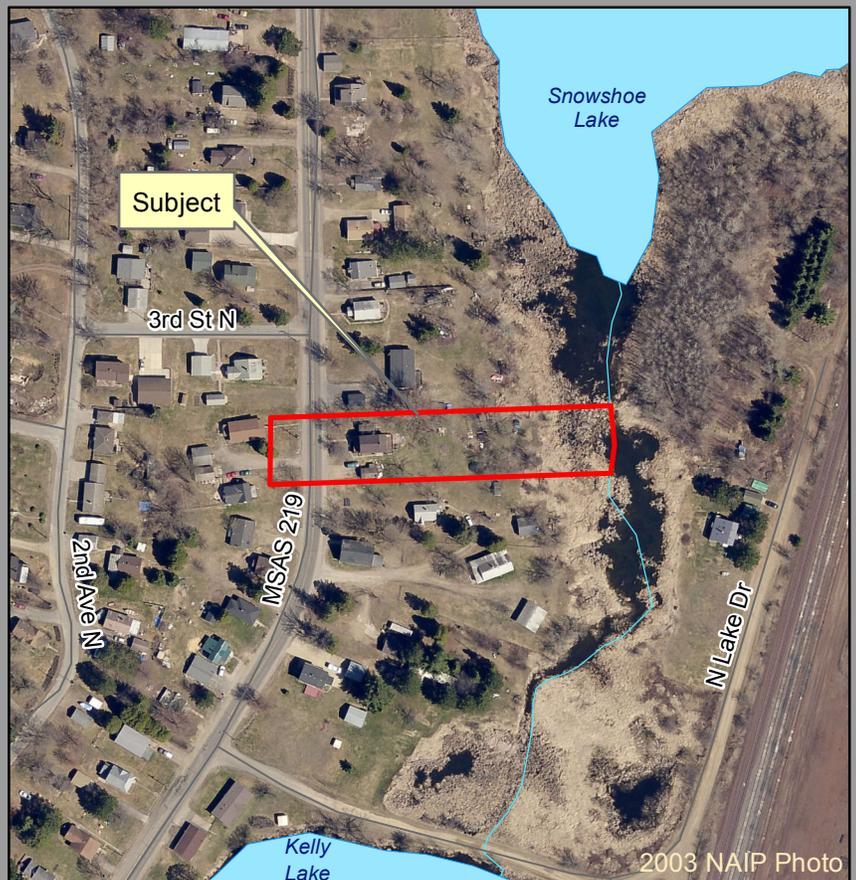
St. Louis County, Minnesota

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



2016



2003 NAIP Photo

# BOARD LETTER NO. 16 - 244

ENVIRONMENT & NATURAL RESOURCES COMMITTEE  
CONSENT NO. 9

BOARD AGENDA NO.

**DATE:** June 7, 2016

**RE:** General Obligation Bond  
Financed Declaration on State  
Tax Forfeited Land

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

Mark Weber, Director  
Land and Minerals

Donald Dicklich  
County Auditor/Treasurer

**RELATED DEPARTMENTAL GOAL:**

Protecting wildlife habitat, soil resources, and water quality.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize the signing of a General Obligation Bond Financed Property Declaration which will encumber state tax forfeited land for the purpose of stream restoration.

**BACKGROUND:**

The 2012 Special Session of the Minnesota Legislature appropriated funds to the Minnesota Department of Natural Resources (DNR) for grants to local governments to implement flood mitigation measures. The 2014 Legislature amended the original disaster appropriation language to allow uncommitted 2012 mitigation funding to be used for stream restoration in the declared counties.

The DNR grants require no local match, and can be used to fund the engineering, design, construction, and administration of stream restoration projects. Projects must occur on public property or areas where permanent public easement has been or will be obtained.

The state requires the owners of real interest in property funded for a restoration project (Restricted Property) to sign a General Obligation Bond Financed Declaration to be recorded. This document declares that such interest in the Restricted Property is made subject to the following restrictions or encumbrances:

The Restricted Property cannot be sold, mortgaged, encumbered or otherwise disposed of without approval of the Commissioner of Minnesota Management and Budget; and the Restricted Property is subject to all of the terms, conditions, provisions, and limitations contained in the grant contract. The Restricted Property is subject to the State of Minnesota General Obligation Bond Financed Declaration for 125% of the useful life of the Restricted Property (37 years) or until the Restricted Property is sold.

The South St. Louis Soil and Water Conservation District (SWCD) requested \$1,375,190 from the DNR for the restoration of Sargent Creek in the Fond du Lac neighborhood of Duluth. The State in Trust for the Taxing Districts owns 3/8 undivided interest in three parcels within the project area. The City of Duluth owns the remaining undivided interest in these parcels. To receive state funding, all land owners must sign the General Obligation Bond Financed Declaration. Rather than encumbering the entire parcels which total 143 acres, the Land and Minerals Department is recommending that the Restricted Property be limited to 33 feet on either side of the ordinary high water level of Sargent Creek.

If St. Louis County chooses to sell its undivided interest in the Restricted Property it is required to fill out a General Obligation Bond Compliance Checklist for the sale of General Obligation Bond Financed Property. According to the South St. Louis SWCD, it is likely that such a sale would be approved by the Commissioner of Minnesota Management and Budget.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the St. Louis County Auditor to sign a General Obligation Bond Financed Property Declaration which will encumber state tax forfeited land along Sargent Creek in the City of Duluth for the purpose of stream restoration.

## General Obligation Bond Financed Declaration on State Tax Forfeited Land

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

WHEREAS, The 2012 Special Session of the Minnesota Legislature appropriated funds to the Minnesota Department of Natural Resources (DNR) for grants to local governments to implement flood mitigation measures. The 2014 Legislature amended the original disaster appropriation language to allow uncommitted 2012 mitigation funding to be used for stream restoration in the declared counties; and

WHEREAS, The South St. Louis Soil and Water Conservation District submitted an application to the DNR for the restoration of Sargent Creek in the Fond du Lac neighborhood of Duluth; and

WHEREAS, The State of Minnesota requires the owners of real interest in property funded for a restoration project (Restricted Property) to sign a General Obligation Bond Financed Declaration to be recorded; and

WHEREAS, The Restricted Property cannot be sold, mortgaged, encumbered or otherwise disposed of without approval of the Commissioner of Minnesota Management and Budget; and the Restricted Property is subject to all of the terms, conditions, provisions, and limitations contained in the grant contract. The Restricted Property is subject to the State of Minnesota General Obligation Bond Financed Declaration for 125% of the useful life of the Restricted Property (37 years) or until the Restricted Property is sold; and

WHEREAS, The State in Trust for the Taxing Districts owns 3/8 undivided interest in three parcels within the Sargent Creek Stream Restoration Project area;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the St. Louis County Auditor to sign a General Obligation Bond Financed Property Declaration encumbering the following described state tax forfeited lands for the purpose of stream restoration:

UND 3/8 N1/2 OF SW1/4, SECTION 32, TOWNSHIP 49 NORTH, RANGE 15 WEST (parcel number 010-2742-05020). The Restricted Property shall be 33 feet on either side of the ordinary high water level of Sargent Creek.

UND 3/8 NW1/4 OF SE1/4 EX RY R OF W AND EX A STRIP OF LAND BETWEEN N P RY AND SPIRIT LAKE TRANSFER RY 10 20/100 AC ALSO EX THAT PART N AND E OF SPIRIT LAKE RY R&W 7A, SECTION 32, TOWNSHIP 49 NORTH, RANGE 15 WEST (parcel number 010-2742-05050). The Restricted Property shall be 33 feet on either side of the ordinary high water level of Sargent Creek.

UND 3/8 SW1/4 OF SE1/4 SECTION 32, TOWNSHIP 49 NORTH, RANGE 15 WEST (parcel number 010-2742-05070). The Restricted Property shall be 33 feet on either side of the ordinary high water level of Sargent Creek.



# BOARD LETTER NO. 16 - 245

ENVIRONMENT & NATURAL RESOURCES COMMITTEE  
CONSENT NO. 10

BOARD AGENDA NO.

**DATE:** June 7, 2016

**RE:** Rescind St. Louis County  
Board Resolution No. 16-171

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

Mark Weber, Director  
Land and Minerals

**RELATED DEPARTMENTAL GOAL:**

Financial return to the county and taxing districts.

**ACTION REQUESTED:**

The St. Louis County Board is requested to rescind St. Louis County Board Resolution No. 16-171, dated March 22, 2016.

**BACKGROUND:**

St. Louis County Board Resolution No. 16-171 canceled a contract with Kyle D. Engelstad of Biwabik, MN for the repurchase of state tax forfeited land. Mr. Engelstad was given until 4:30 pm on April 29, 2016 to pay the contract in full. The contract was paid in full April 29, 2016.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board Resolution No. 16-171, dated March 22, 2016 be rescinded.

**Rescind St. Louis County Board Resolution No. 16-171**

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

WHEREAS, St. Louis County Board Resolution No. 16-171, dated March 22, 2016, canceled a contract with Kyle D. Engelstad for the repurchase of state tax forfeited land; and

WHEREAS, The contract holder has cured the default;

THEREFORE, BE IT RESOLVED, That St. Louis County Board Resolution No. 16-171, dated March 22, 2016, is rescinded.



*Resolution*  
*of the*  
**Board of County Commissioners**  
*St. Louis County, Minnesota*  
*Adopted on: March 22, 2016 Resolution No. 16-171*  
*Offered by Commissioner: Jewell*

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**Cancellation of Contract for Repurchase of State Tax Forfeited Land - Engelstad**

WHEREAS, The contract with Kyle D. Engelstad of Biwabik, MN, for the repurchase of state tax forfeited land is in default for failure to provide proof of insurance; and

WHEREAS, The purchaser was properly served with Notice of Cancellation of Contract by civil process and has failed to cure the default for lands legally described as:

CITY OF BIWABIK  
SLY 65 FT OF LOT 1, BLOCK 37  
BIWABIK  
Parcel Code: 015-0030-00690  
C22150099; and

WHEREAS, Minn. Stat. §§ 282.04, Subd. 2(d) and 504B.271 authorizes the County Auditor to dispose of abandoned personal property; and

WHEREAS, The previous owners of the property will be notified by posting of the property or by mail;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the cancellation of contract for the purchase of state tax forfeited land described above, according to the provisions of Minn. Stat. § 282.01, Subd. 5, and Minn. Stat. § 282.40, and according to the procedures of Minn. Stat. § 559.21;

RESOLVED FURTHER, That the St. Louis County Auditor is authorized to dispose of abandoned personal property from the above described state tax forfeited property.

Commissioner Jewell moved the adoption of the Resolution and it was declared adopted upon the following vote:  
Yeas – Commissioners Jewell, Boyle, Dahlberg, Rukavina, Stauber, Nelson and Chair Raukar - 7  
Nays – None

---

STATE OF MINNESOTA  
Office of County Auditor, ss.  
County of St. Louis

I, DONALD DICKLICH, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 22<sup>nd</sup> day of March, A.D. 2016, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 22<sup>nd</sup> day of March, A.D., 2016.

DONALD DICKLICH, COUNTY AUDITOR

By

Deputy Auditor/Clerk of the County Board

# BOARD LETTER NO. 16 - 246

ENVIRONMENT & NATURAL RESOURCES COMMITTEE  
CONSENT NO. 11

BOARD AGENDA NO.

**DATE:** June 7, 2016                      **RE:** Cancellation of Contract for  
Repurchase of State Tax  
Forfeited Land – Nordlund

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

Mark Weber, Director  
Land and Minerals

Donald Dicklich  
County Auditor/Treasurer

**RELATED DEPARTMENT GOAL:**

To perform public services; provide financial return to the county and taxing districts.

**ACTION REQUESTED:**

The St. Louis County Board is requested to cancel a contract for repurchase of state tax forfeited land.

**BACKGROUND:**

The County Auditor has attached information in reference to a state tax forfeited land contract which has been entered into under the provisions of Minn. Stat. Chapter 282. The purchase agreement has defaulted due to the purchaser's failure to pay the required installments and taxes. The purchaser, James Nordlund Sr., of Hot Springs, AR, has been served with Notice of Cancellation of Contract by civil process but has failed to cure the default.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board approve cancellation of this contract and authorize the disposal of abandoned personal property that may remain on the site.

**James Nordlund Sr. Hot Springs, AR**

Legal Description	TOWN OF ALANGO SW 1/4 OF NE 1/4 also SE 1/4 OF NW 1/4 also NW 1/4 OF SE 1/4 Sec 31 Twp 61 Rge 19 200-0010-04960, 5010, 5080 C22130109
Purchase Price	\$7,721.83
Principal Amount Remaining	\$6,254.69
Date of Last Payment	12/1/2014
Installment Payments Not Made	\$694.96
Subsequent Del Taxes and Fees	\$1,565.38
Amount Needed to Cure Default	\$2,260.34
Insurance	N/A

## **Cancellation of Contract for Repurchase of State Tax Forfeited Land – Nordlund**

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

WHEREAS, The contract with James Nordlund Sr. of Hot Springs, AR, for the repurchase of state tax forfeited land is in default for nonpayment of taxes and installments; and

WHEREAS, The purchaser was properly served with Notice of Cancellation of Contract by civil process and has failed to cure the default for lands legally described as:

TOWN OF ALANGO  
SW 1/4 OF NE 1/4 also SE 1/4 OF NW 1/4 also NW 1/4 OF SE 1/4  
Sec 31 Twp 61 Rge 19  
200-0010-04960, 5010, 5080  
C22130109

WHEREAS, Minn. Stat. § 282.04, Subd, 2(d) and 504B.271 authorizes the County Auditor to dispose of abandoned personal property; and

WHEREAS, The previous owner of the property will be notified by posting of the property or by mail;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the cancellation of contract for the purchase of state tax forfeited land described above, according to the provisions of Minn. Stat. § 282.01, Subd. 5, and Minn. Stat. § 282.40, and according to the procedures of Minn. Stat. § 559.21.

RESOLVED FURTHER, That the St. Louis County Auditor is authorized to dispose of abandoned personal property from the above described state tax forfeited property.



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

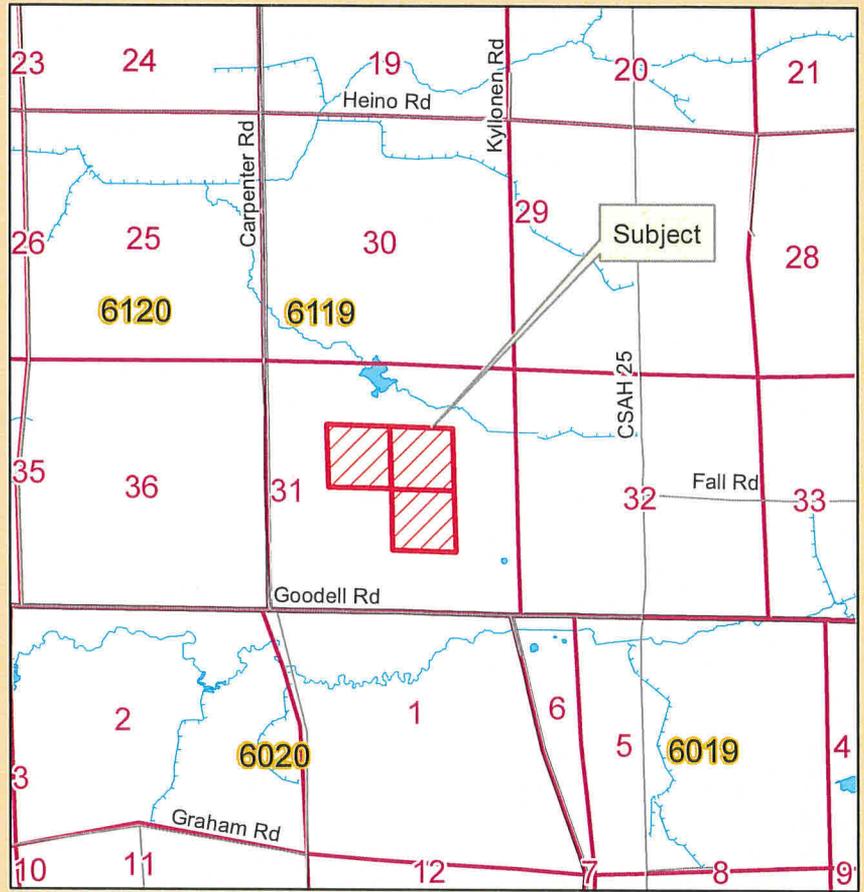
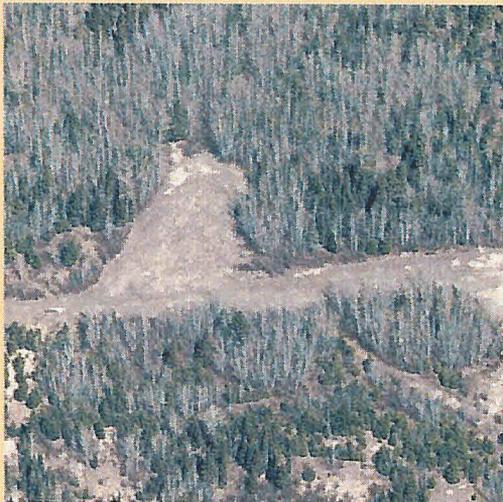
## Cancellation of Contract

Legal : TOWN OF ALANGO  
SW 1/4 OF NE 1/4 also SE 1/4 OF NW 1/4  
also NW 1/4 OF SE 1/4,  
Sec 31 Twp 61 Rge 19

Parcel Code : 200-0010-04960,5010,5080

LDKEY : 117713,117714,117715

Acres: 120

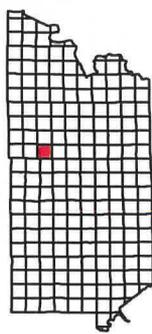


Town of Alango

Sec: 31 Twp: 61 Rng: 19

### Commissioner District # 4

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



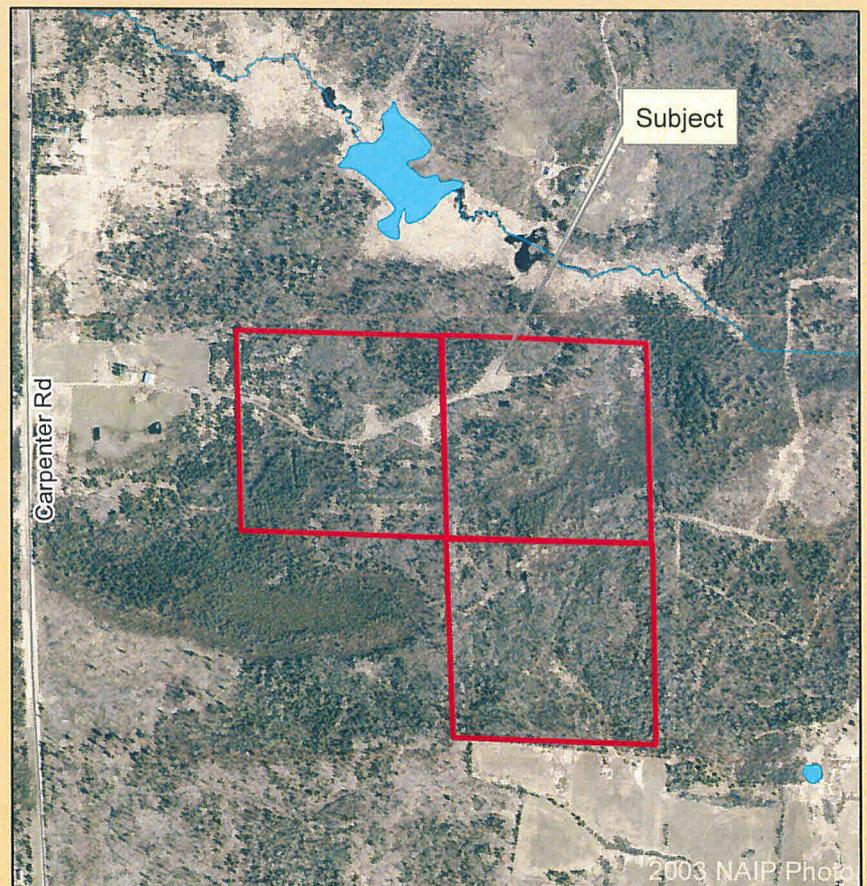
St. Louis County, Minnesota

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 & Minerals  
Department**



2016



# BOARD LETTER NO. 16 – 247

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
CONSENT NO. 12

BOARD AGENDA NO.

**DATE:** June 7, 2016                      **RE:** Authorize a Supplemental Agreement for a Reclaim and Overlay on CSAH 44 (Unorganized Township 54-13 and Pequaywan Township)

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

James T. Foldesi  
Public Works Director/Highway Engineer

**RELATED DEPARTMENT GOAL:**

Provide a safe, well maintained road and bridge system.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize extra work related to a reclaim and overlay project on County State Aid Highway (CSAH) 44 in Unorganized Township 54-13 and Pequaywan Township.

**BACKGROUND:**

A Supplemental Agreement is proposed in the amount of \$192,867.05 for additional reclaim and overlay work on County Project 0044-300420 TST under CP 0038-283104 TST (Low) on CSAH 44 from 390' north of UT 9203/West Branch Road to a point 0.85 mile north. This additional work includes reclaim and overlay to improve the roadway at a reasonable cost. By doing a reclaim and overlay on this roadway, the road will have a new bituminous surface and be improved substantially.

Ulland Brothers Inc., of Cloquet, MN, the contractor on the project, has provided a favorable priced bid this year and is willing to provide reclaim and overlay on this additional road for a reasonable cost. The Supplemental Agreement will be funded with St. Louis County TST funds.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize Supplemental Agreement No. 1, CP 0038-283104(Low) TST in the total amount of \$192,867.05 payable from Fund 204, Agency 204043, Object 652806.

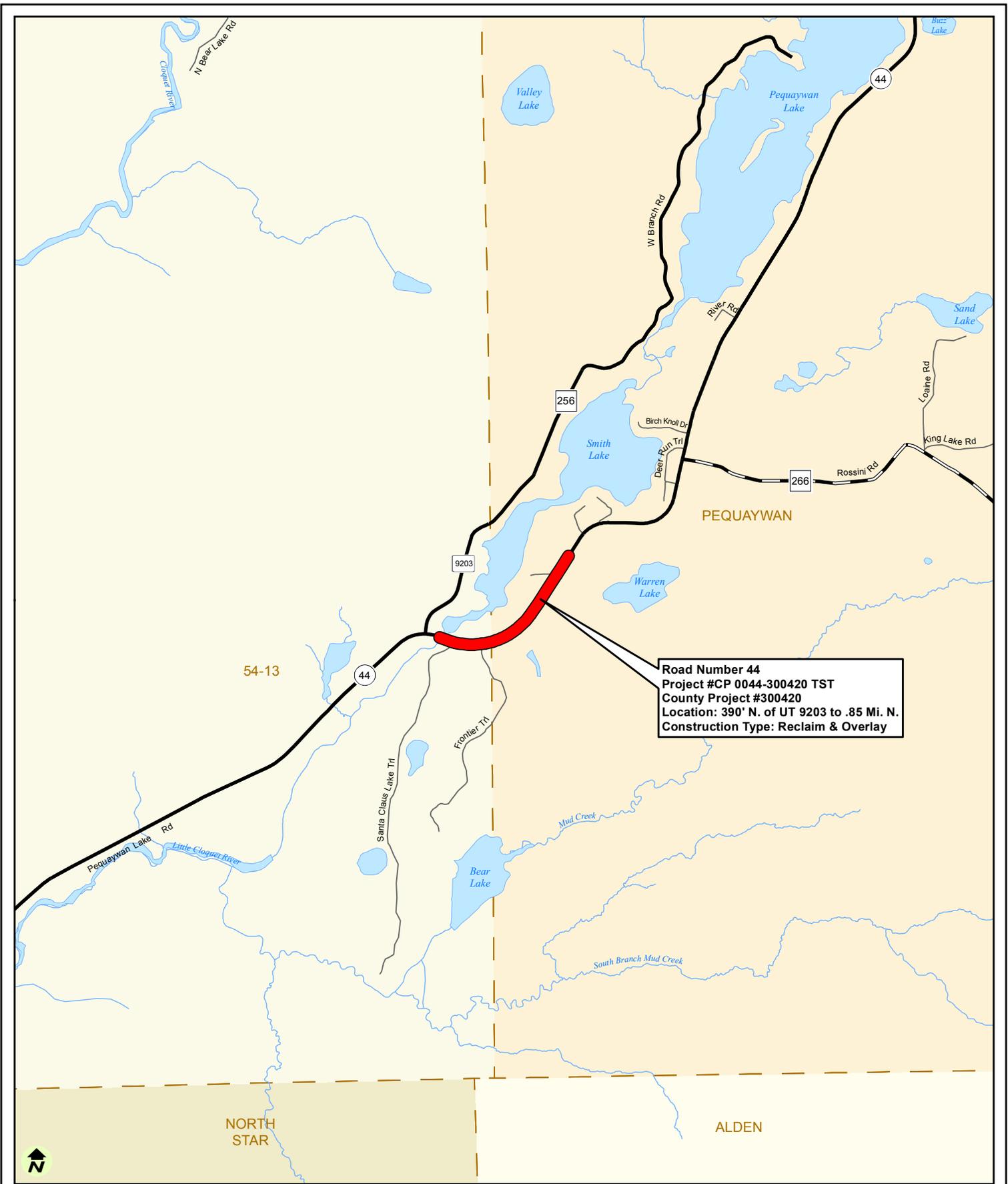
**Authorize a Supplemental Agreement for a Reclaim and Overlay on CSAH 44  
(Unorganized Township 54-13 and Pequaywan Township)**

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

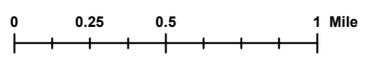
WHEREAS, A Supplemental Agreement is proposed in the amount of \$192,867.05 on Project CP 0044-300420, under project CP 0038-283104(Low) TST, for an additional reclaim and overlay on County State Aid Highway (CSAH) 44 in Unorganized Township 54-13 and Pequaywan Township by Ulland Brothers, Inc. of Cloquet, MN; and

WHEREAS, The Supplemental Agreement will be funded with St. Louis County TST funds;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes a Supplemental Agreement on Project CP 0038-283104(Low) TST in the amount of \$192,867.05 for a reclaim and overlay on CSAH 44 (County Project CP 0044-300420), payable from Fund 204, Agency 204043, Object 652806.



St. Louis County 2016 Road & Bridge Construction



Map Components	
<b>2016 Road &amp; Bridge Construction</b>	
Reclaim & Overlay	County Road - Paved
Interstate Highway	County Road - Gravel
U.S./State Highway	Local Road/City Street
	Railroad
	Commissioner District
	Township Boundary
	City/Town
	Lake
	River/Stream

# BOARD LETTER NO. 16 - 248

FINANCE & BUDGET COMMITTEE CONSENT NO. 13

BOARD AGENDA NO.

**DATE:** June 7, 2016                      **RE:** Abatement List for Board Approval

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

Mark Monacelli, Director  
Public Records & Property Valuation

David L. Sipila  
County Assessor

**RELATED DEPARTMENT GOAL:**

The County Assessor will meet all state mandates for classifying and valuing taxable parcels for property tax purposes as outlined in Minn. Stat. § 270 through 273.

**ACTION REQUESTED:**

The St. Louis County Board is requested to approve the attached abatements.

**BACKGROUND:**

The intent of abatements is to provide equitable treatment to individual taxpayers while at the same time exercising prudence with the tax monies due to the taxing authorities within St Louis County. Abatements are processed in conformance with St. Louis County Board Resolution No. 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 abatements.

## **Abatement List for Board Approval**

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

RESOLVED, That the St. Louis County Board approves the applications for abatements, correction of assessed valuations and taxes plus penalty and interest, and any additional accrual, identified in County Board File No. 60288.

Abatements Submitted for Approval by the St. Louis County Board  
on 6/14/2016

<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>	
395	10	8956	0	15853	CARLSON, ADAM	R	Hermantown	Lana Anderson	HOMESTEAD	2016	278.00
370	57	210	0	15847	CHAMBLESS, LINDA	R	French	Shannon Cairns	VALUATION	2016	48.00
105	50	800	0	15855	DEMARIS, JOEL	R	Babbitt	David Hillstrom	HOMESTEAD	2016	724.00
235	10	826	0	15856	DUBBE, JESSICA	R	Balkan	Chris Link	HOMESTEAD	2016	436.00
90	5700	50	0	15842	DULUTH MSA, LP	P	Virginia	Patrick Orent	DOUBLE ASSESSMENT	2016	1,544.00
713	15	1920	0	15840	ERICKSON, KEITH	R	60-18	County Auditor	PENALTY & INTEREST	2015	325.44
60	20	1680	0	15843	GRIVNA, NICHOLAS	R	Gilbert	Mason Couvier	HOMESTEAD	2016	806.00
10	2550	1020	0	15858	HABITAT FOR HUMANITY	R	City of Duluth	Dave Sipila	EXEMPT	2016	378.00
140	103	40	0	15848	HANEGMON, WILLIAM	R	Hibbing	Rodella LaFreniere	DISABILITY	2016	2,044.00
10	2118	290	0	15854	HRA OF DULUTH	R	City of Duluth	Benjamin Hansen	EXEMPT	2016	754.00
20	160	1480	0	15859	HURLBERT, COURTNEY	R	Chisholm	Chris Link	HOMESTEAD	2016	744.00
465	310	90	0	15846	JOHNSON, JOHN A	R	Morse	Andrew Olson	HOMESTEAD	2016	468.00
140	110	314	0	15860	KEPLER, MARGARET	R	Hibbing	Shannon Cairns	HOMESTEAD	2016	582.00
402	40	40	0	15845	KRUEGER, JEFFREY	R	KABETOGAMA	Patrick Orent	HOMESTEAD	2016	478.00
10	3903	160	0	15851	KUETTEL, ADAM	R	City of Duluth	Christina Johnson	CODE CHANGE	2016	1,148.00
295	17	440	0	15844	MAICKELSON, DONALD	R	Clinton	Mason Couvier	HOMESTEAD	2016	558.00
30	70	350	0	15857	NELSON, SETH	R	Ely	Andrew Olson	HOMESTEAD	2016	792.00
60	10	3810	0	15850	OMERSA, CASEY	R	Gilbert	Mason Couvier	HOMESTEAD	2016	696.00
10	1390	1240	0	15852	PETERSON ELENA	R	City of Duluth	Christina Johnson	VALUATION	2016	886.00
175	130	290	0	15841	PHANEUF, MARK J.	R	Mt. Iron	Patrick Orent	HOMESTEAD	2016	1,192.00
160	10	340	0	15849	PLESHA, PAUL	R	McKinley	Sean Hailey	HOMESTEAD	2016	624.00

# BOARD LETTER NO. 16 - 249

## CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 14

BOARD AGENDA NO.

**DATE:** May 24, 2016

**RE:** Transfer and Reallocation of an  
Information Technology  
Service Worker Position to a  
PHHS Information Specialist I

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

Dave Lee, Director  
Public Health & Human Services

Jeremy Craker, Director  
Information Technology

**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 authorize the transfer and reallocation of 1.0 current FTE Service Worker position from the Information Technology (IT) Department to a 1.0 FTE Information Specialist in the Public Health and Human Services (PHHS) Department.

**BACKGROUND:**

IT is currently working on a plan to migrate mail sorting and routing duties to the various county departments within the Government Services Center-Duluth (GSC-Duluth). IT and PHHS have agreed on a plan to transfer a 1.0 IT Service Worker position (position code 0939-001) to the PHHS Department to perform mail sorting and delivery for the PHHS department. The transfer of this position into PHHS was determined to be the best decision based on the large percentage of the mail sorting and routing required for this department within the GSC-Duluth. As part of this transfer Human Resources reallocated these duties to an Information Specialist I. These positions are within three grades.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize the transfer and reallocation of a 1.0 Service Worker position (Civil Service Basic, Pay Grade B01) from the Information Technology Department to a 1.0 Information Specialist I position in the Public Health and Human Services Department (Merit System, Pay Grade B04). Funding for the position in Public Health Human Services is available in Fund 230, Agency 230014.

**Transfer and Reallocation of an Information Technology Service Worker Position  
to a PHHS Information Specialist I**

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

WHEREAS, The Information Technology (IT) Department is currently working on a plan to migrate mail sorting and routing duties to the various county departments within the Government Services Center; and

WHEREAS, IT and PHHS have agreed on a plan to transfer one IT Service Worker position (position code 0939-001) from the IT department to the PHHS department to perform mail sorting and delivery for the PHHS department; and

WHEREAS, The transfer of this position into PHHS was determined to be the best decision based on the large percentage of the mailing sorting and routing required for PHHS within the Government Services Center-Duluth; and

WHEREAS, Human Resources has reviewed the duties and has agreed to reallocate this position to an Information Specialist I;

THEREFORE, BE IT RESOLVED, St. Louis County Board authorizes the transfer of one Service Worker position (Civil Service Basic, Pay Grade B01) from the Information Technology Department to the Public Health and Human Services Department and re-allocate the position to Information Specialist I (Merit System, Pay Grade B04). Funding for the position is available in Public Health and Human Services budget (Fund 230 Agency 230014).

# BOARD LETTER NO. 16 - 250

## CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 15

BOARD AGENDA NO.

**DATE:** June 7, 2016

**RE:** Minnesota State Auditor's  
Performance Measurement  
Program, 2016 Report

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

Donald Dicklich  
County Auditor/Treasurer

### **RELATED DEPARTMENT GOAL:**

To exercise responsible stewardship of county resources, to manage the overall county budget; and make budget recommendations to the County Board.

### **ACTION REQUESTED:**

The St. Louis County Board is requested to certify that it has adopted and implemented ten performance measures developed by the Council on Local Results and Innovation and that the county is implementing a local performance measurement system that will meet the requirements developed by the Council. In addition, the County Board is requested to certify specific performance measurement-related actions, including the reporting of ten adopted measures to its residents.

### **BACKGROUND:**

In 2010, the Legislature created the Council on Local Results and Innovation. St. Louis County has participated in this program since its inception. Cities and counties that choose to participate in the program may be eligible for a reimbursement in Local Government Aid, and exemption from levy limits (if applicable). Participation in the Minnesota State Auditor's Performance Measurement Program is voluntary. However, St. Louis County is well positioned to participate by virtue of its continued efforts in performance measurement and citizen surveys. Counties that choose to participate must file a report with the Office of the State Auditor by July 1, 2016.

St. Louis County receives an annual payment of \$25,000 from the Performance Measurement State Aid category for participation in this program. To be eligible to

continue in this voluntary program and receive the State Aid, the County Board must certify the following requirements have been met:

- The county has adopted and implemented a minimum of ten of the performance measures covering each applicable service category, as developed by the Council on Local Results and Innovation;
- The county has developed a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and
- The county is committed to reporting these measures to its residents.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board continue to participate in the “Model Performance Measures for Counties” and program requirements, as identified in the Minnesota State Auditor’s Performance Measurement Program and submit the 2016 St. Louis County Performance Measures Report.

## Minnesota State Auditor's Performance Measurement Program, 2016 Report

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

WHEREAS, Benefits to St. Louis County for participation in the Minnesota Council on Local Results and Innovation comprehensive performance measurement program are outlined in Minn. Stat. § 6.91 and include eligibility for a reimbursement as set by state statute; and

WHEREAS, Any city/county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The St. Louis County Board has adopted and implemented ten of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board supports continued participation in the Minnesota State Auditor's Performance Measurement Program.

RESOLVED FURTHER, That St. Louis County will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the city's/county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

RESOLVED FURTHER, That the St. Louis County Board approves submission of the 2016 St. Louis County Performance Measures Report found in County Board File No. \_\_\_\_\_.

# Measures for Counties

## St. Louis County Departmental Key Performance Indicators:

### 2016 Submission (2015 data, *unless noted*)

St. Louis County utilizes best practices in performance management and measurement. Annually, the County Board adopts the standard set of county performance measures proposed by the Minnesota State Auditor's Performance Measurement Program. Created by the Minnesota State Legislature's Council on Local Results, this is a standard set of ten performance measures for counties and ten performance measures for cities that will aid residents, taxpayers, and state and local officials in determining the efficacy of counties and cities in providing services, and measure residents' opinions of those services. Cities and counties that choose to participate in the new standards measure program may be eligible for a reimbursement in Local Government Aid, and exemption from levy limits.

Participation in the Minnesota State Auditor's Performance Measures Program is voluntary; however, St. Louis County is well positioned to participate by virtue of its continued efforts in performance measurement and citizen surveys. Counties that choose to participate must officially adopt the corresponding 10 performance benchmarks developed by the Council, and report on them in order to receive a new local government performance aid, reimbursed at \$0.14 per capital, not to exceed \$25,000.

St. Louis County incorporates performance data in budget and business planning discussions and efforts. Each department has a business plan that guides them for the next three to five years. These plans are updated and reviewed as changes occur and considered as part of the budget process. The Business Plans include the following sections:

- **Who Are We?** This includes mission statement, primary lines of business (programs), organizational chart and significant trends and changes impacting the department.
- **What Do We Want To Achieve?** This includes a vision for the department and key initiatives aligned with the St. Louis County Commissioners' Goals.
- **What Resources Are We Going To Use?** Resource plans such as Finance Plan, Workforce Plan, Technology Plan, Purchasing Plan, and Space Plan.

The broader county-wide goals for a sustained business planning focus by departments' center on consolidating core organizational efforts and services in support of the following goals as defined by the St. Louis County Board of Commissioners:

1. Public Health and Safety
2. Strong Country Infrastructure
3. Community Growth and Prosperity
4. Viable Natural Resources and Ecosystem
5. Effective and Efficient Government

As the county strives for organizational excellence it is of paramount importance to continue to progress in linking departmental program and service initiatives to key organizational priorities and strategies.

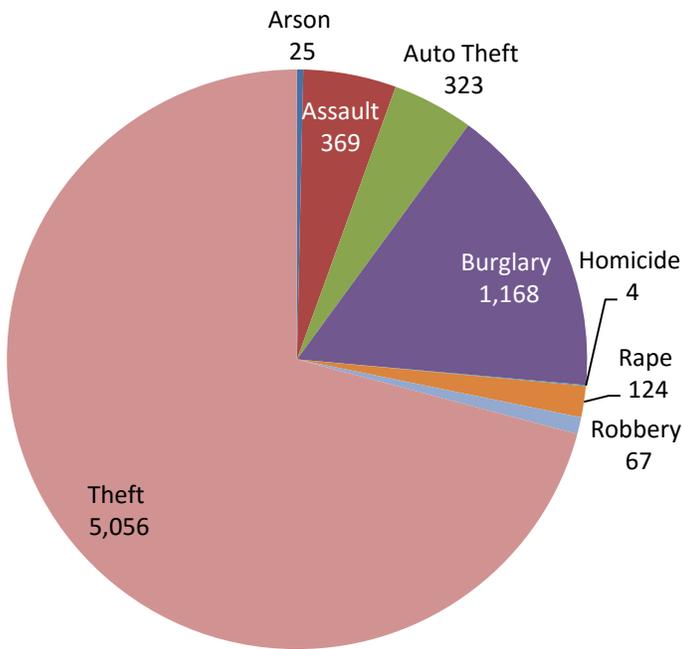
## Public Safety – County Sheriff

<b>Department Goal:</b>	To protect and serve the citizens of the county and region with professionalism and pride.
<b>Commissioner</b>	Public Health and Safety
<b>Priority Area:</b>	

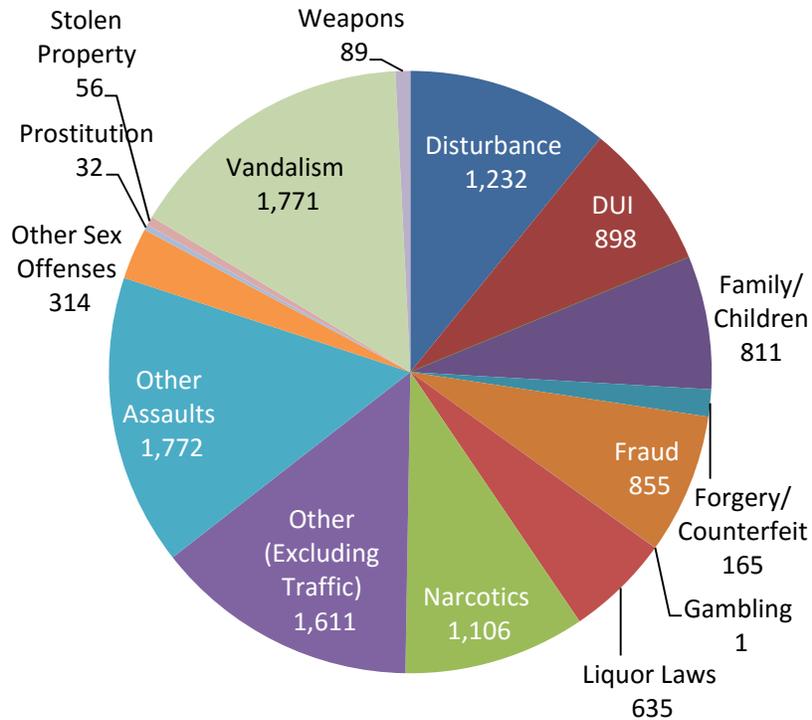
### Measure 1. Public Safety – Crime Rates/Citizen Survey

**Current Performance:** In 2015, St. Louis County (population 200,949, US Census Bureau 2014 population estimate) had the following Part I & II offenses and crime rates:

#### Part 1 Crimes: 7,136 Total



#### Part II Crimes: 11,348 Total



#### Part I and II Crime



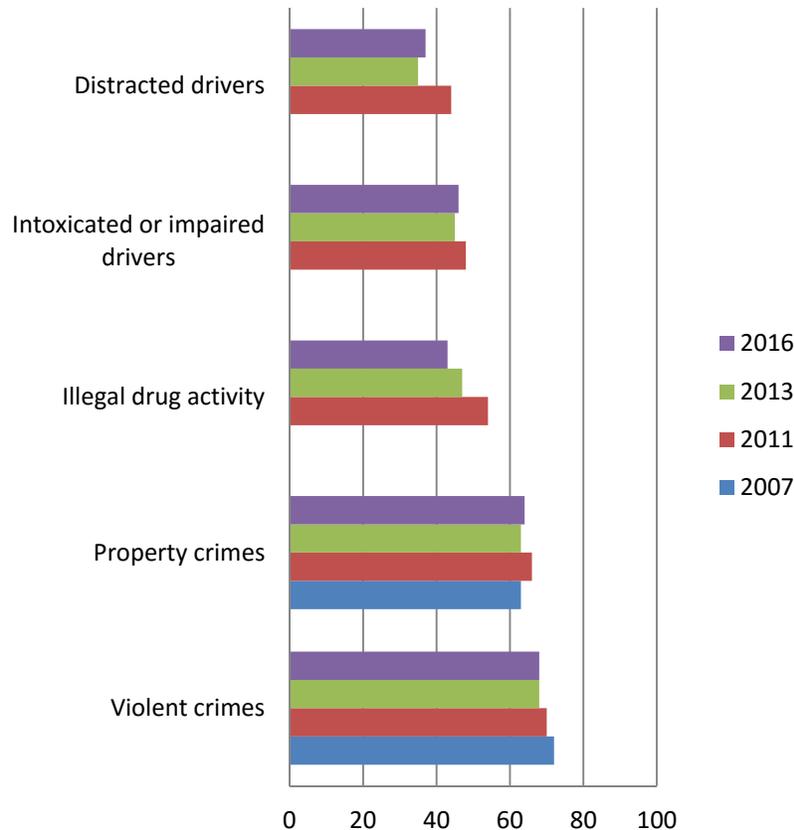
**Data Source:** MN BCA Uniform Crime Reports

Note: BCA stats are not final until July 1, 2016

## Measure 2. Public Safety –Citizen Survey

**Current Performance:** Residents felt the safest from violent (68 points) and property crimes (63). As shown below, ratings were similar to those given in past survey responses.

**Please rate how safe or unsafe you feel from the following in St. Louis County:**



### More about our survey:

St. Louis County partners with other Minnesota counties to work with the National Research Center on a statistically valid and representative residential survey which is conducted every 2-3 years. This survey was conducted in 2007, 2011, 2013 and 2016. The data is summarized here. The 2016 survey response rate was 33% (1,966 households received a survey; 658 surveys were completed).

Please note: responses have been converted to a 100 point scale for ease of graphical comparison.

## Measure 3. Public Safety – Deputy Response Time

**Current Performance:** The St. Louis County Sheriff's Office responded to 2,111 Priority One Level Incidents throughout St. Louis County between 1/1/15 and 12/31/15. The average response time from time of dispatch to first unit on scene computes to **14.29 minutes**, the number of calls is up slightly and the average time to respond is down from last year. St. Louis County is very unique compared to other Minnesota counties in that it is over 7,000 square miles in size, the type and quality of our roadways varies significantly throughout the county, and great distances between calls often requires extra time to respond thus impacting the efficacy of this measure as a standard in St. Louis County as compared to other counties in the State.

## Public Safety – Arrowhead Regional Corrections (ARC)

<b>Department Goal:</b>	To use evidence-based practices to provide community corrections services in a five county area of Northeastern Minnesota (St. Louis, Carlton, Cook, Koochiching and Lake Counties). ARC operates the (1) Northeast Regional Corrections Center (NERCC), an institution for adult males, (2) Arrowhead Juvenile Center, a secure detention and treatment facility for juveniles, (3) Court and Field (probation and parole) services and (4) contracted services for adult female offenders.
<b>Commissioner Priority Area:</b>	Public Health and Safety

### Measure 4. Public Safety – Recidivism

**Current Performance:** Arrowhead Regional Corrections’ goal is to maintain its client recidivism rate at 30% or lower, as defined by the Minnesota Department of Corrections. The MN DOC defines recidivism as “a felony conviction within three years of discharge.” In 2015, ARC’s adult probation recidivism rate was **16%**.

**Data Source:** 2015 Minnesota Statewide Probation & Supervised Release Outcomes Report (MN DOC)

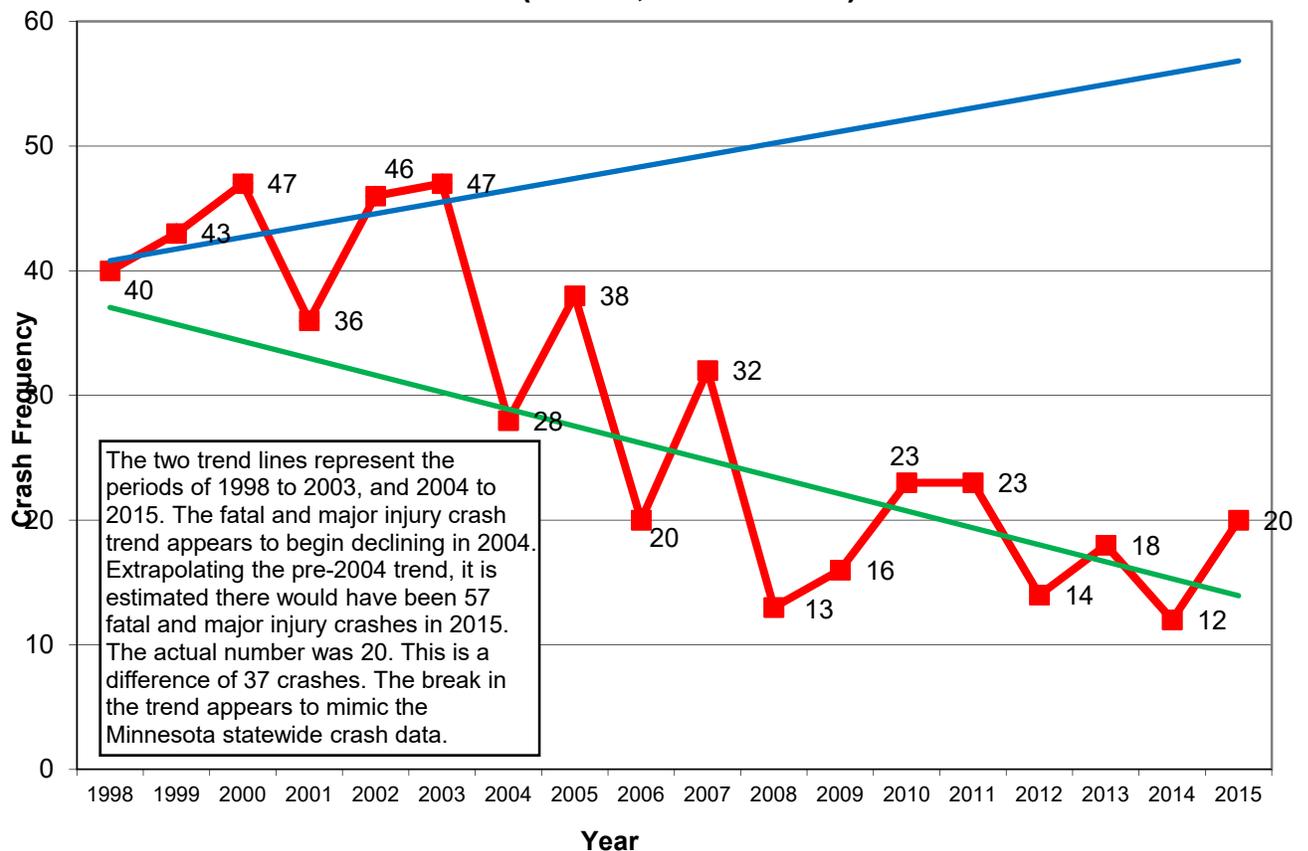
Public Works	
Department Goal:	To provide a safe, well-maintained road and bridge system.
Commissioner	Strong County Infrastructure
Priority Area:	

### Measure 5. Public Works - Total number of fatal/injury accidents

**Current Performance:** In 2015 St. Louis County experienced **8** fatal and **12** major injury crashes on County State Aid Highways (CSAH), County Roads or Unorganized Township roads.

The trend is moving in the right direction due to significant coordination through the Towards Zero Death initiative.

**St. Louis County  
Fatal and Major Injury Crashes on County Roads  
(CSAH, CR and UT)**



## Measure 6. Public Works –Snow Plowing Time

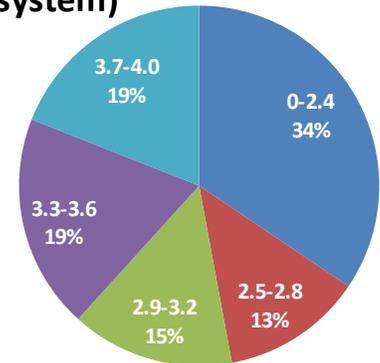
**Current Performance:** It takes the St. Louis County Public Works Department an average of **12 hours** to plow county roadways during an average snowfall event.

**Data Source:** Public Works. By using GPS/AVL software, we are able to track our truck fleet, and gather tabular data as to location, travel time (overall, and while plowing), travel distance (overall, and while plowing), and material application amounts. In addition, we are able to generate mapping showing the locations of our fleet and their movements at any given time.

## Measure 7. Public Works –County Pavement Condition Rating (PCI/PQI)

**Current Performance:** To improve the overall pavement quality of the roads of St. Louis County jurisdiction (unorganized townships, county roads, and county state aid highways) to a level acceptable to the public, Public Works strives to maintain 75% of roadway miles with a Pavement Quality Index (PQI) of 2.900 or higher and the weighted average PQI for all mileage at 3.100 or higher. Pavements having a PQI of 2.900 to 3.200 are defined as being in "fair" condition. PQI's range from 0.000 (worst) to 4.200 (best).

**Pavement Quality Index (PQI) (% of paved system)**

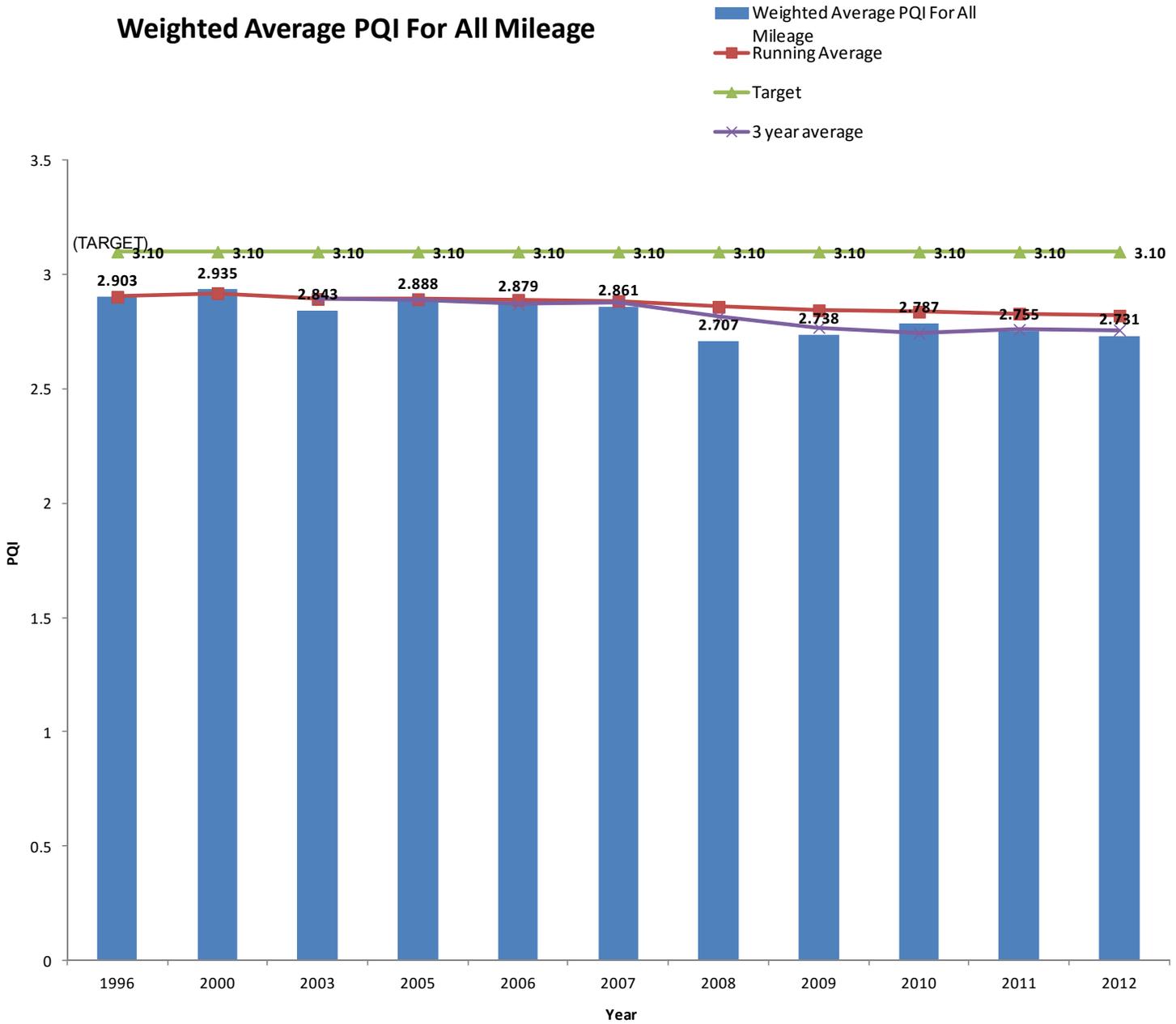


Please note, this data is from 2012 as the Minnesota Department of Transportation (MnDOT) was not able to rate St. Louis County's roads in 2013 or 2014 due to workload challenges. They are scheduled to rate St. Louis County roads in 2016.

Using PQI data from 2012, the percentage of roadway miles rated with a PQI of 2.900 or higher is 52.9%, which is under the 75% target. The weighted average PQI for all mileage, using the same data, is 2.731, which is under the target of 3.100.

System	2.731 PQI		Slightly down from 2011 (2.755)
County State Aid Highway (CSAH)	2.86 PQI		Slightly down from 2011 (2.87)
County & Unorganized Township Roads	2.31 PQI		Slightly down from 2011 (2.39)

## Weighted Average PQI For All Mileage



**What will be changed to meet this goal:** The Department knew that it would not be able to achieve this goal, but felt it was important to set targets that would reflect where the county’s system should be. A review of the current data indicates that the overall condition of the paved highway system is stable for now.

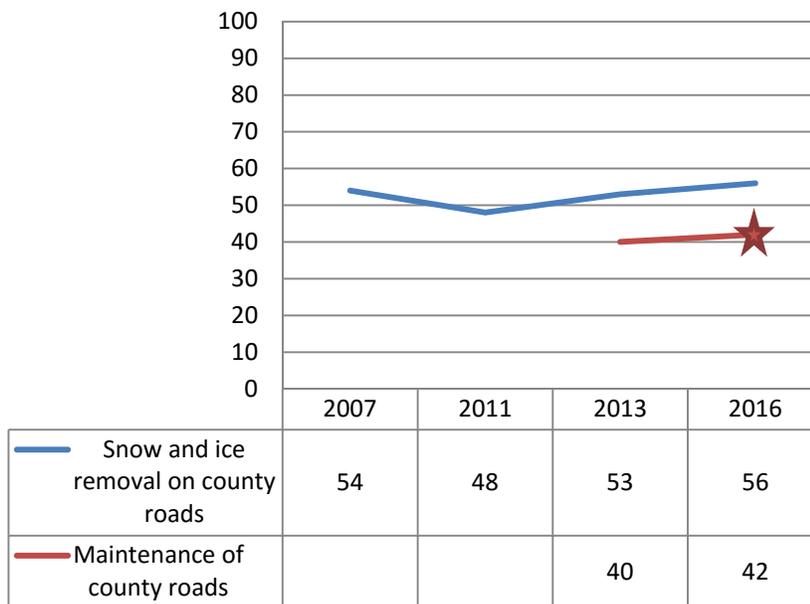
A shift towards doing more preservation projects such as mill and overlays, reclaim and overlays and bituminous overlays, along with more preventative maintenance such as crack sealing, chip seals and micro-surfacing will begin to push the numbers in the right direction.

St. Louis County Public Works continues to implement a pavement management system and will further refine its use as well as continue to evaluate all potential sources of revenue.

## Measure 8. Public Works –Citizen Survey Ratings

**Current Performance:** Continuing the trend in citizen survey ratings since 2007, residents again found road conditions to be a major problem in 2016. 11% of residents selected infrastructure (including sewer, water, roads, bridges, etc.) as the most serious issue facing St. Louis County (up from 10% in 2013). The 2013 survey continued to separate snow and ice removal from general maintenance, which is reflected in the following chart. While low, these scores are in line with national trends done by the National Research Center, and slightly improving over results from the last survey.

### Please rate each of the following services provided by St. Louis County:



### More about our survey:

St. Louis County partners with other Minnesota counties to work with the National Research Center on a statistically valid and representative residential survey which is conducted every 2-3 years. This survey was conducted in 2007, 2011, 2013 and 2016. The data is summarized here. The 2016 survey response rate was 33% (1,966 households received a survey; 658 surveys were completed).

Responses have been converted to a 100 point scale for ease of graphical comparison.

Please note: the “maintenance of county roads” was a new question in 2013.

## Measure 9. Public Works –Average Bridge Sufficiency Rating

**Current Performance:** St. Louis County's average bridge sufficiency rating is **86.1**, up slightly from 84.8 in 2014 and 79.5 in 2013. As this is a newer measure we are still establishing a baseline.

There are several factors to consider when it comes to using the Sufficiency Rating (SR) and setting an annual goal as Sufficiency Rating is a risk based number (not a condition based number) and has many factors. It may take some serious thought to determine the best metric to measure our success.

Considerations include:

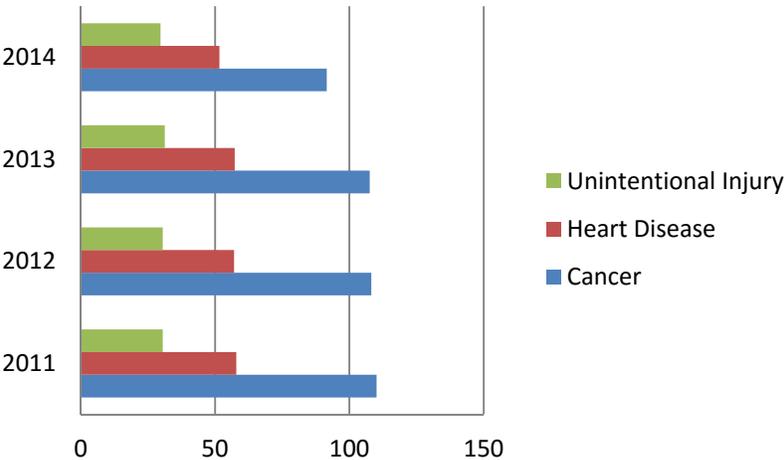
- Establish a clear definition of the Sufficiency Rating (SR).
- Consider using ratings. NBI ratings are the federal portion of the condition ratings of various parts of the bridge (superstructure, substructure, deck, etc.) and are determined by our safety inspectors in the field.
- St. Louis County is responsible for approximately 600 bridges with ever changing condition values. It can be difficult to track and calculate any meaningful information without significant effort. The SR data from the State's SIMS database is the only source for the current SR's and condition information that changes annually.

Public Health, Social Services	
<b>Department Goal:</b>	Children will be born healthy, live a life free from abuse and neglect, and will have a permanent living arrangement. Parents will be emotionally and financially able to provide for their children. Our community will make healthy life choices; have safe food, water, and air.
<b>Commissioner</b> <b>Priority Area:</b>	Public Health and Safety

### Measure 10. Public Health & Human Services -General Life Expectancy

**Current Performance:** Potential life lost: the premature death rate (PDR) for those under age 75 is the number of deaths to residents under age 75 per 100,000 persons age-adjusted to the 2000 U.S. standard population. The rate is per the top three leading causes of premature death.

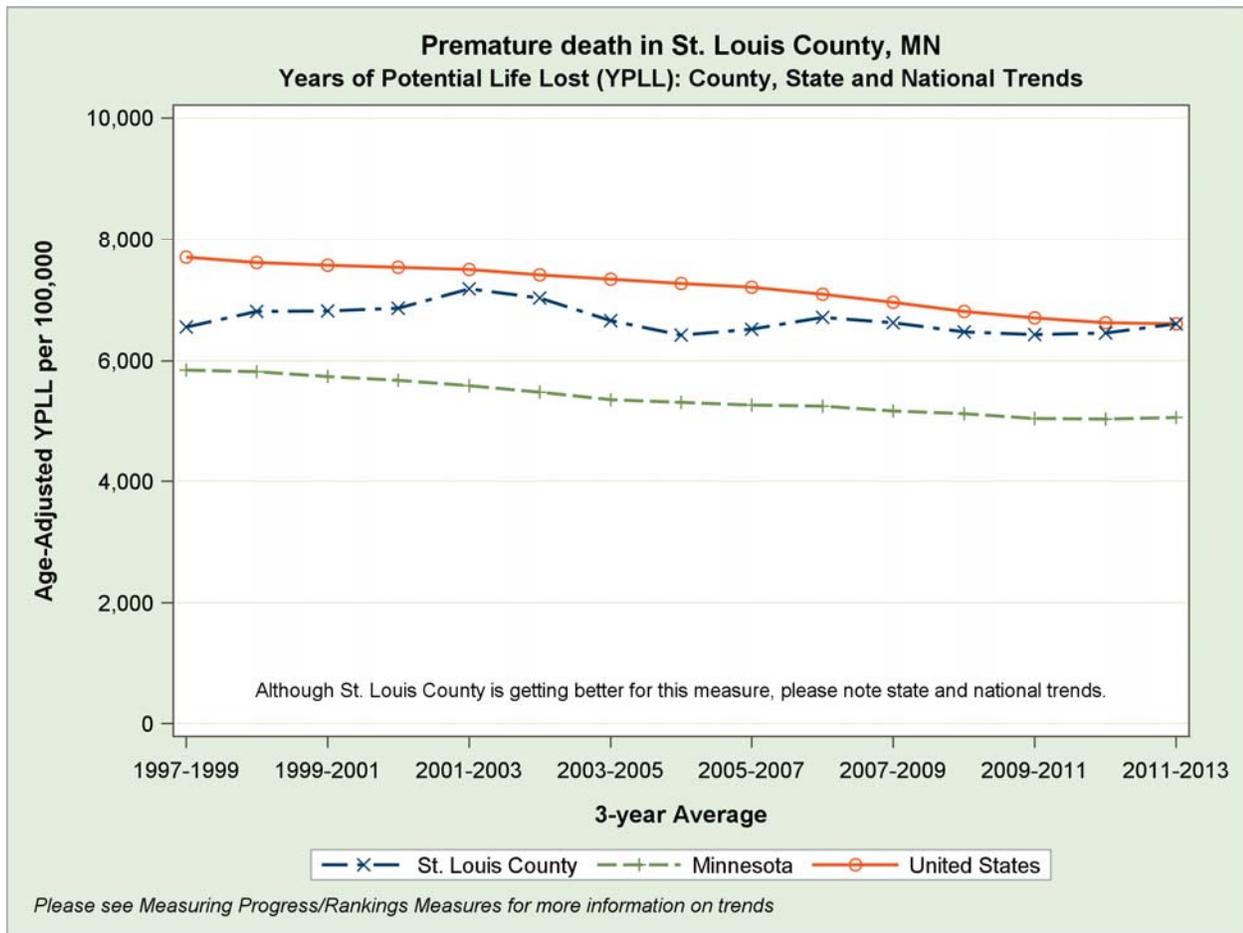
#### Potential Life Lost Rate per leading causes of premature death (deaths under 75 yrs of age per 100,000):



**Data source:** <http://www.health.state.mn.us/divs/chs/countytables/>; \*Most recent data – 12 month look back

According to the County Health Rankings, St. Louis County ranks 67 of 87 counties in terms of length of life – premature death for 2016 (2015 data); this is compared to 72 of 87 for 2015(2014 data).

Another look at this data is provided from the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute, which have information on premature death based on a calculated years of potential life lost.



**Data source:** <http://www.countyhealthrankings.org/app/minnesota/2016/rankings/st-louis/county/outcomes/overall/snapshot>

## Measure 11. Public Health & Human Services –Tobacco & Alcohol Use

### Current Performance:

2012	Health Outcomes	72 (Rank out of 87 Counties)
2012	Health Factors	64 (Rank out of 87 Counties)
2013	Health Outcomes	72 (Rank out of 87 Counties)
2013	Health Factors	59 (Rank out of 87 Counties)
2014	Health Outcomes	75 (Rank out of 87 Counties)
2014	Health Factors	53 (Rank out of 87 Counties)
2015	Health Outcomes	74 (Rank out of 87 Counties)
2015	Health Factors	59 (Rank out of 87 Counties)
2016	Health Outcomes	76 (Rank out of 87 counties)
2016	Health Factors	64 (Rank out of 87 counties)

### Specifically in regards to tobacco and alcohol use:

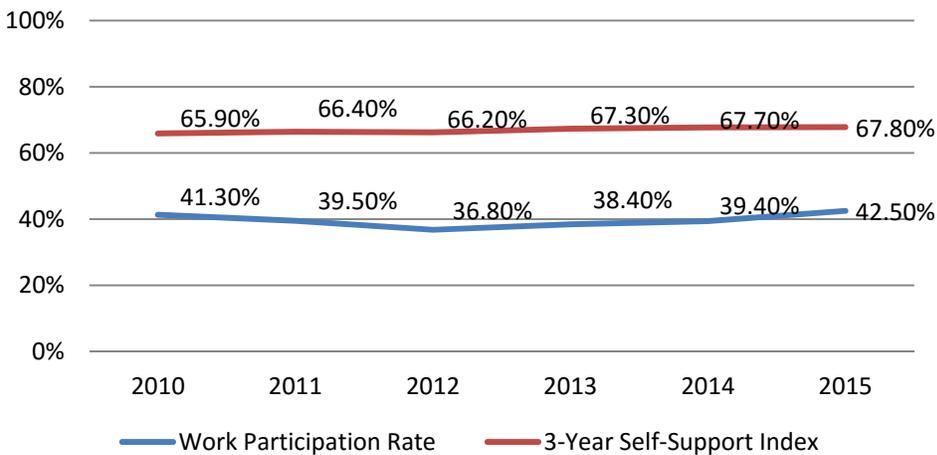
2016	Health Behaviors	78 (Rank out of 87 Counties)
2016	Adult Smoking	19% (Compared to MN at 16% and the National Benchmark at 14%)
2016	“Excessive Drinking”	23% (Compared to MN at 21% and the National Benchmark at 12%)

**Data source:** <http://www.countyhealthrankings.org/app/minnesota/2016/rankings/st-louis/county/outcomes/overall/snapshot>

## Measure 12. Public Health & Human Services -Work Participation Rate

**Current Performance:** The department's work participation rate measures how effectively people are able to enter the workforce and gain economic self-sufficiency. PHHS' goal is that MFIP and DWP participants will meet or exceed the state's expectation of a work participation rate of 38.9%. The 3 year Self-Support Index measures whether eligible adults are working an average of 30 or more hours per week or no longer receiving MFIP or DWP cash assistance during the quarter three years from a baseline quarter. The required performance range for St. Louis County is 65% - 69.5%.

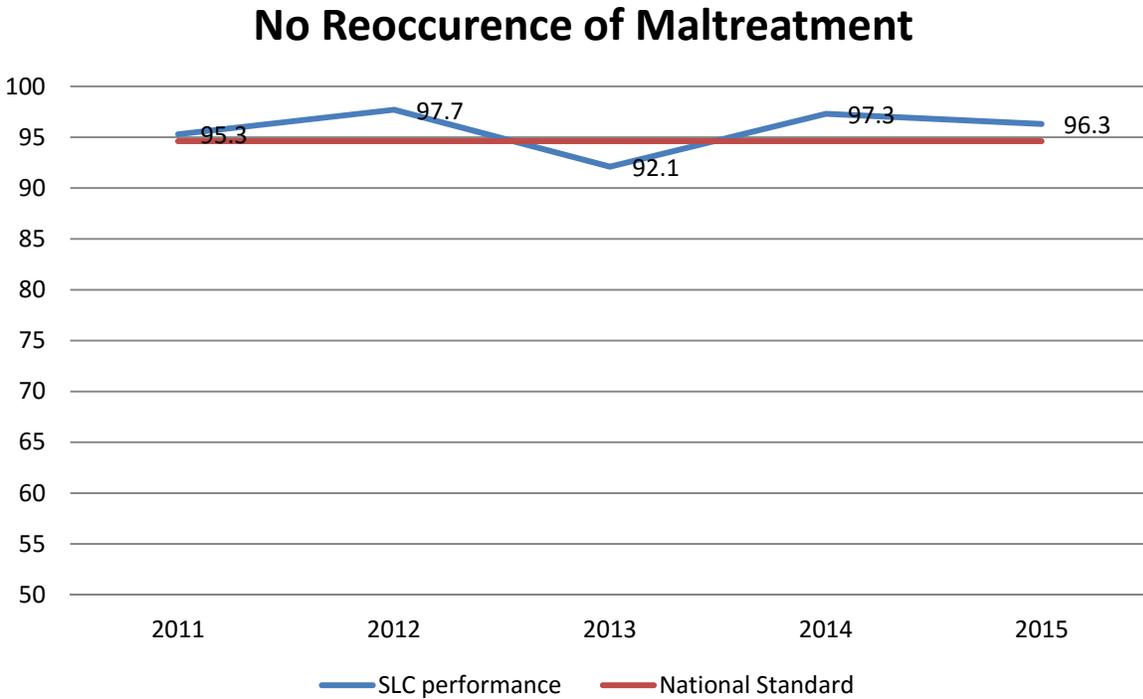
### Work Participation Rate



**Data source:** Minnesota Family Investment Program Annualized Self-support index and Work Participation Report for 2015

## Measure 13. Public Health & Human Services –Maltreatment

**Current Performance:** A key federal indicator of child safety by which states and counties are measured is the absence of child maltreatment recurrence. The measure is “of all children who were victims of determined maltreatment during the first six months of the reporting period, the percent of children who were not victims of another determined maltreatment allegation within a 6-month period,” which is found as a county-specific report in SSIS Analysis & Charting. County performance (96.3%) is measured against the national standard, which is currently 94.6% or higher.



**Data source:** SSIS Analysis & Charting – Federal Indicators

**Measure 14. Public Health & Human Services –Child Support Program**  
**Cost Effectiveness**

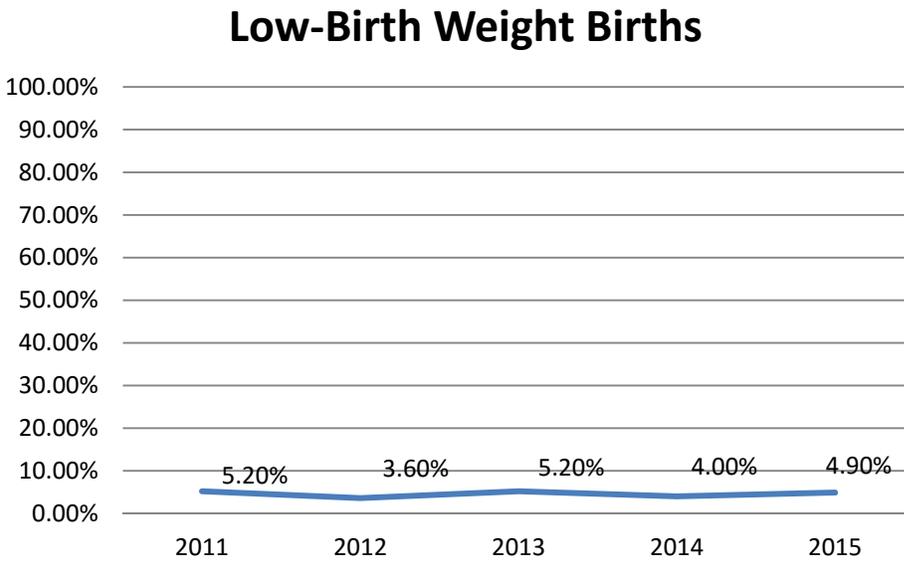
**Current Performance:** Child support is money a parent is court-ordered to pay to their child’s other parent or caregiver for the support of the child. The support may be part of an interim, temporary, permanent, or modified court order. Cost effectiveness is the Return on Investment realized as a result of this activity in our County; it is the total dollars collected during the federal fiscal year divided by the total dollars spent for providing child support services during the same year. It is also called the “CSPIA collections/expense ratio.”

St. Louis County CSPIA Collects/Expense Ratio	
2010	\$5.55
2011	\$4.84
2012	\$5.25
2013	\$5.19
2014	\$5.17
2015	\$4.86
<b>Data source:</b> 2015 Minnesota Child Support Performance Report	

## Measure 15. Public Health & Human Services –Low Birth Weight Children

**Current Performance:** The Council on Local Results and Innovation recommended, as one measure of life expectancy, babies born with a low birth weight, as these children have an increased risk of dying. Approximately half of the St. Louis County public health nurses provide home visits to high risk maternal populations, seeing clients prenatally and post-partum, to provide support and education to prevent complications, including low birth weight.

Please note these numbers have been updated to reflect the new measurement standard with MN Department of Health, noted below.



**Data Source:** <http://www.health.state.mn.us/divs/chs/countyttables/profiles2015/index.html>

Property Records, Valuation, Assessment	
<b>Department Goal:</b>	Inspect, value, and classify - for property tax purposes – all taxable parcels with new construction on an annual basis. Assessments meet Department of Revenue standards for level and consistency.
<b>Commissioner Priority Area:</b>	Effective and Efficient Government

## Measure 16. County Assessor–Assessment Ratio

**Current Performance:** The median assessment level for all classes of property based on sales adjusted for local effort falls within the Department of Revenue’s acceptable range of 90% to 105% with a coefficient of dispersion less than 20 percent. This means that assessments should consistently fall within 90 to 105 percent of sales prices.

The following are statistics from the 2015 sales ratio report used for taxes payable in 2016 for St. Louis County provided by the Minnesota Department of Revenue. The current St. Louis County level of assessment ratio, median ratio, falls between 90-105% for 2015.

2015 St. Louis County Sales Ratio Report for Taxes Payable 2016		
PROPERTY TYPE	MEDIAN RATIO	DOR Acceptable Range of 90-105%
RESIDENTIAL	93.8%	acceptable
COMMERCIAL/INDUSTRIAL	97.8%	acceptable

**Data Source:** 2015 Assessment Sales Ratio Study Final Sales Analysis for the State Board of Equalization

## Measure 17. County Recorder–Turn-around Time

**Current Performance:** MN Statutes 357.182, Subd. 6 require a 10 day turn-around time by the year 2011, 90% of the time. 2015 performance documented a turn-around time of **6.80 days**, surpassing the requirement and continuing to improve over the prior year.

Elections	
<b>Department Goal:</b>	Maintain high election standards and public confidence in the election process in compliance with state and federal election laws (including the Help America Vote Act, HAVA).
<b>Commissioner Priority Area:</b>	Effective and Efficient Government

### Measure 18. County Auditor - Accuracy

**Current Performance:** During the 2015 general election, according to the post-election audit, **100%** of ballots were counted accurately.

Veterans Services	
<b>Department Goal:</b>	To annually increase the number of veterans we work with and to serve them in a timely and customer-oriented manner.
<b>Commissioner Priority Area:</b>	Public Health and Safety; Effective and Efficient Government

### Measure 19. Veterans Service Office – Customer Service

**Current Performance:** Customer satisfaction surveys are used by this office to assure customer satisfaction. There were a total of 82 customer comment cards collected, **100% were rated excellent.** All questions were answered. This is significant, as the St. Louis County Veterans Service Office continues to see an increased number of veterans each year.

### Measure 20. Veterans Service Office – Dollars for Veterans’ Benefits

**Current Performance:** For 2014, Federal benefits totaled \$106,493,000 (up \$12.4 million over the previous year) and State benefits totaled \$219,465.75 (down from the previous year), for a grand total of **\$106,712,465.75** of Veterans’ benefits brought into St. Louis County (up \$12,411,368 from 2012).

**Please note:** 2015 data will be available sometime in later June and will be updated in this report at that time.

### Measure 21. Veterans Service Office – Percentage of Veterans Receiving Benefits

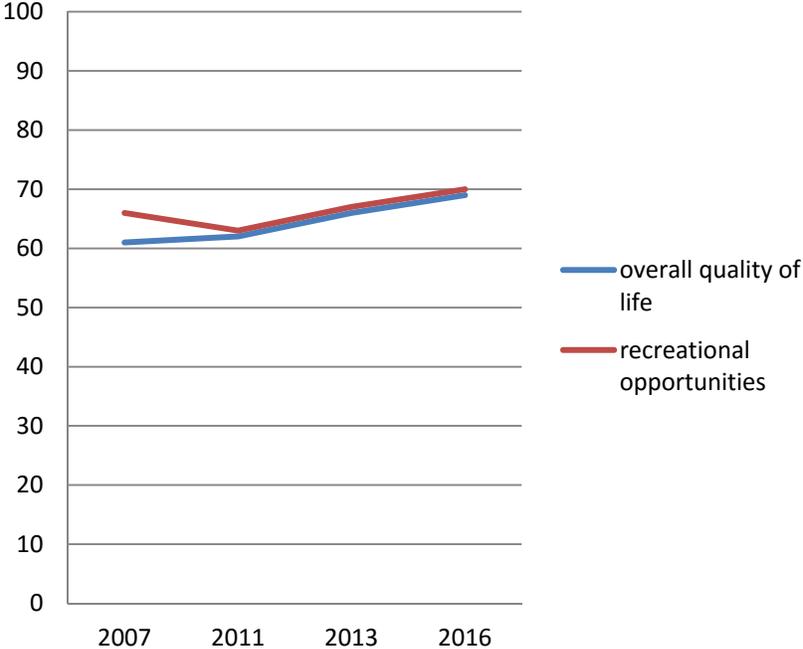
This measure was recommended by 2008 OLA report. There is currently no reliable data source for this measure.

Parks, Libraries	
<b>Department Goal:</b>	N/A – St. Louis County does not provide parks or libraries.
<b>Commissioner</b>	Public Health and Safety; Community Growth and Prosperity
<b>Priority Area:</b>	

**Measure 22. Parks/Libraries – (N/A No County Parks, Recreational Programs or County Facilities)**

**Current Performance:** Although St. Louis County does not operate county parks some of the 2016 Residential Survey Data speaks to general ratings in this area. The overall quality of life in St. Louis County is high, with 86% of residents rating overall quality of life “good” or “excellent.” Quality of life was further analyzed by various contributing factors. St. Louis County residents’ ratings of recreational opportunities are *much higher* than national averages.

**Overall quality of life ratings**



**More about our survey:**

St. Louis County partners with other Minnesota counties to work with the National Research Center on a statistically valid and representative residential survey which is conducted every 2-3 years. This survey was conducted in 2007, 2011, 2013 and 2016. The data is summarized here. The 2016 survey response rate was 33% (1,966 households received a survey; 658 surveys were completed).

Please note: responses have been converted to a 100 point scale for ease of graphical comparison.

## Measure 23. Arrowhead Library System (of which St. Louis County is a member) – Annual Visits

**Current Performance:** St. Louis County is a member of the Arrowhead Library System. As such, we do not have direct authority for their services, nor do we know their goals. However, the Arrowhead Library System provided the following statistics for consideration:

Public Library	2010 Population	2015 Library Visits	Visits Per Thousand
Aurora	1,709	17,030	9.96
Babbitt	1,475	16,094	10.91
Buhl	1,000	6,337	6.34
Chisholm	4,976	21,872	4.40
Cook	574	11,845	20.64
Duluth	86,265	474,982	5.51
Ely	3,460	76,168	22.01
Eveleth	3,718	14,028	3.77
Gilbert	1,799	11,570	6.43
Hibbing	16,361	83,660	5.11
Hoyt Lakes	2,017	16,757	8.31
Kinney	169	1,295	7.66
McKinley	128	0	0.00
Mountain Iron	2,869	19,665	6.85
Virginia	8,712	97,968	11.25
ALS Bookmobile	64,994	4,917	0.08
<b>TOTAL</b>	<b>200,226</b>	<b>874,188</b>	<b>4.37</b>

## Budget, Financial Performance

<b>Department Goal:</b>	Provide professional finance and accounting services in keeping with best practices, ensuring that public dollars are used exclusively for authorized public purposes.
<b>Commissioner</b> <b>Priority Area:</b>	Effective and Efficient Government

### Measure 24. County Auditor – Bond Rating

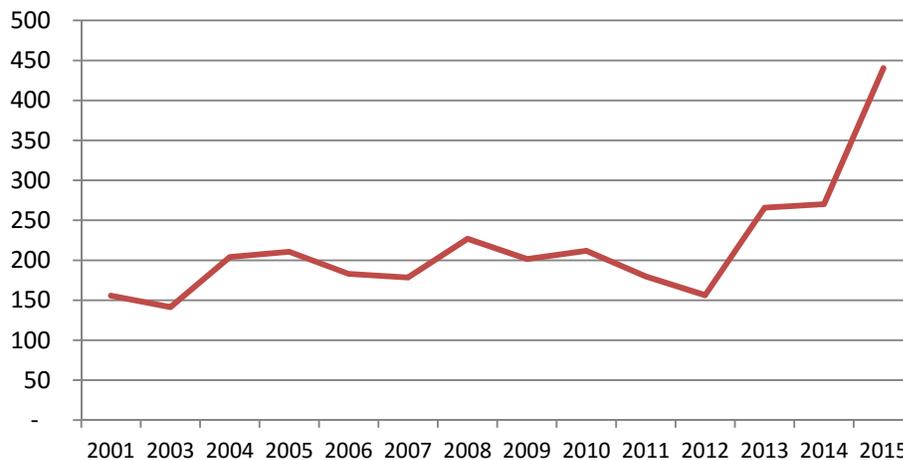
**Current Performance: AA+ rating** achieved in rating review as part of 2013 bond issuances and retained for 2014 refinancing issuance and 2015 Capital Improvement bond sale. In its report, S&P listed multiple favorable conditions in the County that factored in its assessment including a strong economy, very strong budgetary flexibility, strong budgetary performance, very strong liquidity providing very strong cash levels to cover both debt service and expenditures, strong management conditions with good financial policies and practices; and very strong debt and contingent liability position, with low overall debt burden. Analysts also listed as strong the County’s management with good financial policies, and the broad and diverse local economy. The AA+ rating makes the County’s debt offering more attractive to investors and lowers the cost of borrowing.

**Data source:** Standard & Poor's Ratings Services

### Measure 25. County Auditor – Debt Service per capita

**Current Performance:** \$440 per capita; St. Louis County’s debt levels are well below all established limits. Please note: the bond sale in 2015 is to accelerate the county’s Transportation Improvement Plan and debt service payments are paid by the dedicated Transportation Sales Tax.

#### Debt Service Per Capita



**Data source:** St. Louis County 2015 Comprehensive Annual Financial Report

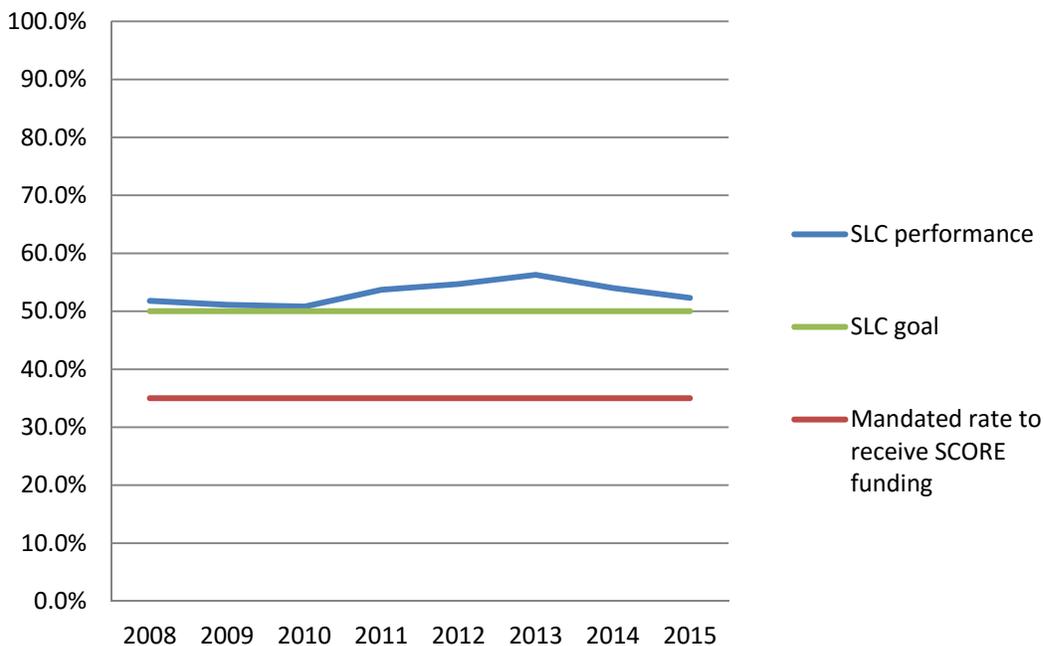
Environment	
<b>Department Goal:</b>	To act in a leadership capacity to ensure a sustainable integrated waste system. Further, to lead by developing public and private partnerships to focus resources on areas of greatest impact to the environment and economy of the County.
<b>Commissioner</b> <b>Priority Area:</b>	Public Health and Safety; Viable Natural Resources and Ecosystem

## Measure 26. Environmental Services – Recycling Percentage

St. Louis County Environmental Services works to maintain State of Minnesota Select Committee on Recycling and the Environment (SCORE) recycling levels at or above 50% of the total waste stream. The Environmental Services Department has received funding from the State of Minnesota for recycling programs through this fund. SCORE funds are generated through the State Solid Waste Management tax on garbage disposal. SCORE recycling tonnages are calculated annually. The mandated rate to receive SCORE funding for non-metro counties is 35%; the Department goal is 50% or higher.

**Current Performance: 52.3%**

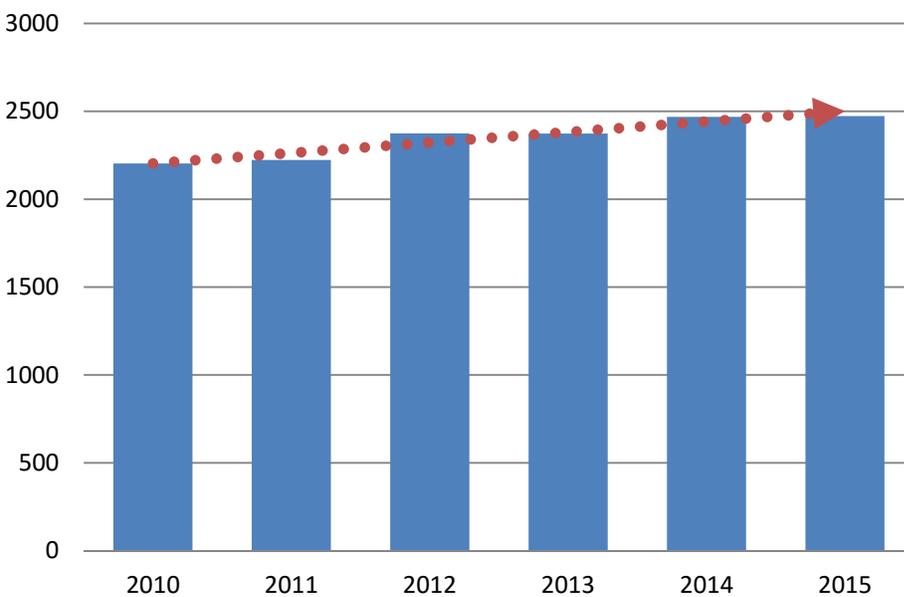
### SCORE Recycling Percentages



## Measure 27. Environmental Services – HHW

**Current Performance:** 80.47 tons of Household Hazardous Waste were recycled in 2015. This includes nickel-cadmium batteries, sealed lead acid batteries, fluorescent tubes, and Product Exchange materials collected at the St. Louis County HHW facilities and remote collection sites. The St. Louis County Environmental Services Department (ESD) provides a comprehensive solid waste management system for that part of St. Louis County outside of the Western Lake Superior Sanitary District. The Environmental Services Department works to increase the number of customers utilizing free disposal at the twelve HHW mobile collections and two year-round HHW collection facilities.

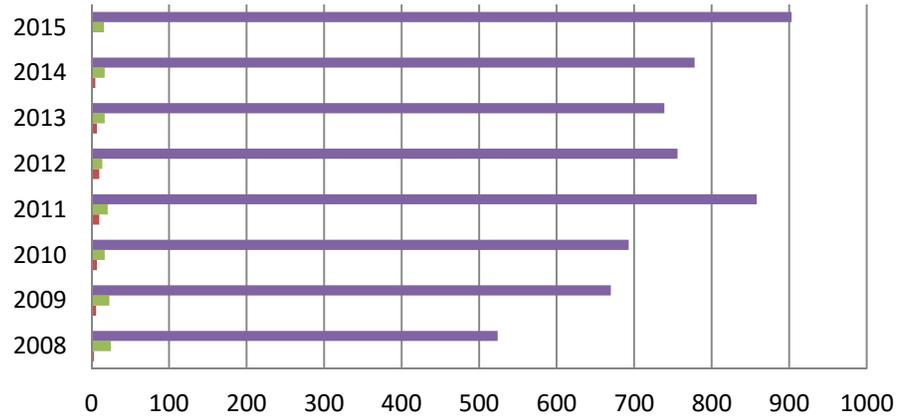
### Households utilizing St. Louis County's HHW collection network



**Strategies:** Advertising for the 2015 VSQG and HHW collections remained consistent with past efforts and will remain the same for the upcoming 2016 season. The department uses Facebook in addition to print and radio advertising to promote its hazardous waste programs. In January of 2016, the department received its first PaintCare reimbursement check in the amount of \$8,144.23 to help offset collection, haulage and disposal costs associated with the department's participation in the program. The department anticipates continued program participation on the part of the public to properly dispose of household hazardous wastes.

Additionally, the department is expanding its program to allow for the acceptance of commercially-generated hazardous waste from any business identified as a Very Small Quantity Generator (VSQG), generating up to two hundred twenty pounds of hazardous waste per month. The Department will conduct three summer VSQG remote collections in addition to year round scheduled appointments at the HHW facility located at the Regional Landfill. The department anticipates providing this service starting June 1, 2016.

## HHW Collection Network Statistics



	2008	2009	2010	2011	2012	2013	2014	2015
■ Number of Users of Product Exchange	524	670	693	858	756	739	778	903
■ Number of Very Small Quantity Generators (VSVG)	25	23	17	21	14	17	17	16
■ Number of Minimum Quantity Generators (MQ)	3	6	7	10	10	7	5	1

# BOARD LETTER NO. 16 – 251

## ESTABLISHMENT OF PUBLIC HEARINGS FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

**DATE:** June 7, 2016

**RE:** Establish a Public Hearing to  
Consider Tax Abatement for  
the City of Duluth – the District  
at Miller Hill

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

Barbara Hayden, Director  
Planning and Community Development

### **RELATED DEPARTMENT GOAL:**

Assist communities in achieving housing, economic development, and community development objectives.

### **ACTION REQUESTED:**

The St. Louis County Board is requested to establish a public hearing for input on proposed tax abatement financing for the City of Duluth – the District at the Miller Hill project.

### **BACKGROUND:**

The City of Duluth intends to enter into a development agreement with MH II Apartments, Inc., Ryan Boman, President, to complete the Miller Hill Manor phase II project. The project is new construction of 72 market rate apartment units next to an existing 90-unit property (Miller Hill Manor – built in 1974) and located near the Miller Hill Mall and Highway 53 commercial corridor. The investment in workforce housing will be in excess of \$13 million.

The current rental market in Duluth has a vacancy rate of approximately three percent. This investment will make available 19 units of one bedroom, 16 units of one bedroom plus den, and 37 units of two bedroom apartments. The targeted annual income bracket ranges from \$27,000 to \$66,000 and therefore meeting the workforce housing needs of people making \$13.50 to \$33.00 per hour. The proposed rent range for these units is \$900 to \$1,640 per month.

The city has received letters of support from six major Duluth employers highlighting their struggles in recruitment due to a limited supply of workforce housing. Due to the high cost of construction and the need for rental housing, as demonstrated by the 2014 City of Duluth Housing Study completed by Maxfield Research, the City of Duluth applied for and was awarded a \$1 million Workforce Housing Development Grant from the Minnesota Department of Employment and Economic Development (DEED) on behalf of Ryan Boman. The grant requires at least \$1 match for every \$2 provided in grant funds. The City of Duluth is committing \$250,000 in tax abatement financing and requesting an additional \$250,000 from St. Louis County.

It is anticipated that St. Louis County's tax abatement financing of \$250,000 would be paid over 10-15 years. Construction is expected to begin in the fall of 2016. A project site map is attached.

**Sources and Uses**

<b>Project Costs</b>	<b>\$ Amount</b>		<b>Sources</b>	<b>\$ Amount</b>
Land Acquisition	720,000		Conventional Loan	9,730,122
Site Development	210,296		Equity	2,537,013
Construction	12,031,131		SBA Loan	-
Machinery & Equipment	-		Revenue Bond	-
Legal Fees	95,000		Grant(s)	1,000,000
Interest during Construction	313,508		Other	500,000
Debt Service Reserve	-			
Contingencies	397,200			
<b>TOTAL</b>	<b>13,767,135</b>		<b>TOTAL</b>	<b>13,767,135</b>

County Board Resolution No. 02-187, adopted March 1, 2002, approved a tax abatement financing policy (TAF) as authorized under Minn. Stat. § 469.1812 through 469.1815 (2000) and any amendment thereto. The project will require the county to waive certain policy requirements including the current limitation on only income restricted affordable housing and application fees.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board establish a public hearing on the City of Duluth - the District at Miller Hill tax abatement financing request on Tuesday, July 12, 2016 at 9:40 a.m. at the Proctor City Hall in Proctor, MN.

**Establish a Public Hearing to Consider Tax Abatement for  
City of Duluth – the District at Miller Hill**

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

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

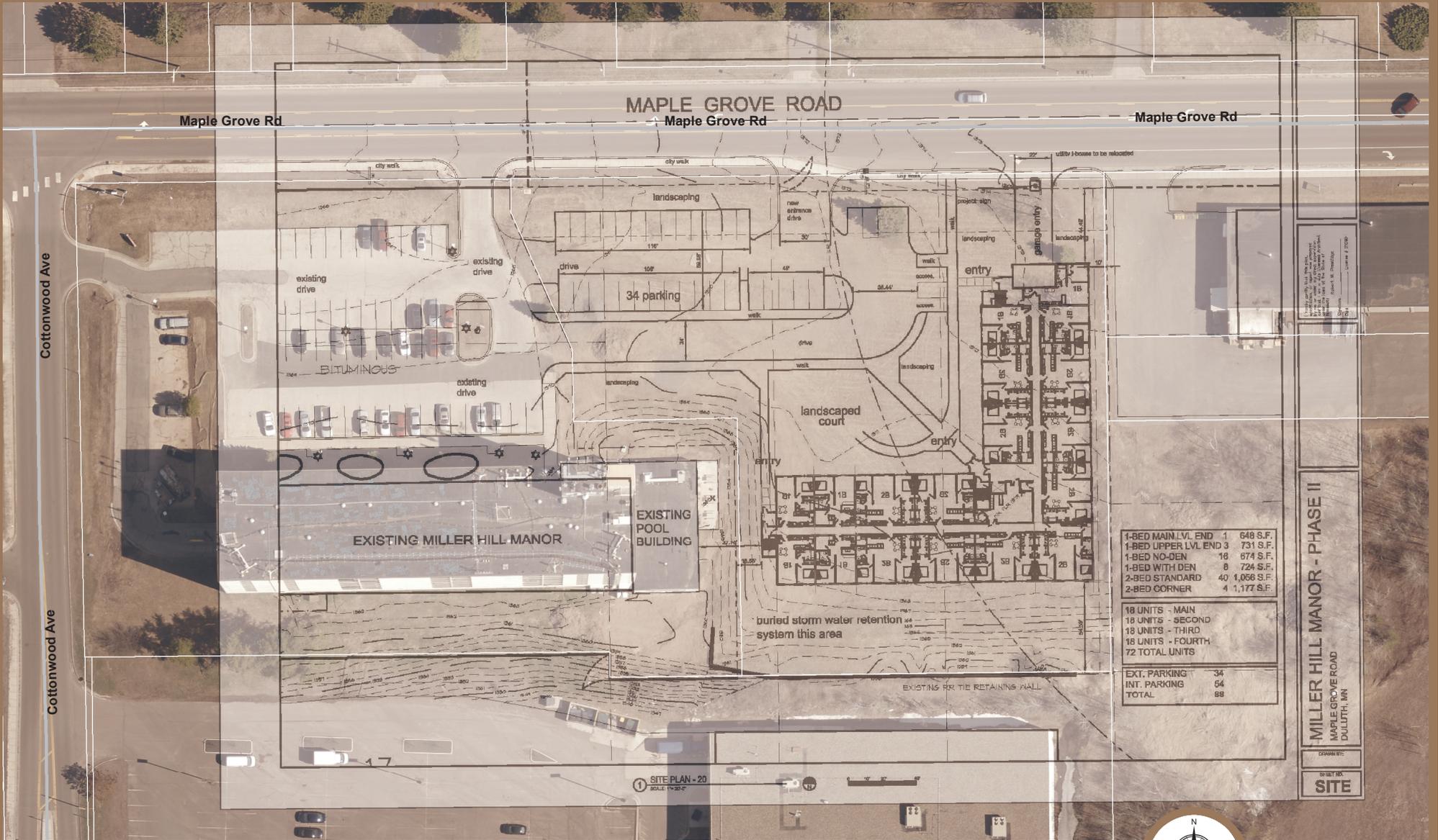
WHEREAS, The City of Duluth, MN, has requested St. Louis County to consider up to \$250,000 in tax abatement to construct the District at Miller Hill project;

THEREFORE, BE IT RESOLVED, The St. Louis County Board of Commissioners will hold a public hearing on Tuesday, July 12, 2016, at 9:40 a.m., at Proctor City Hall in Proctor, MN, to solicit public input prior to considering the proposed tax abatement.



St. Louis County MN

# The District at Miller Hill



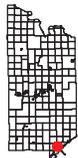
Prepared By: **Planning & Community Development**  
(218) 725-5000  
www.stlouiscountymn.gov

Team Credits: Planning, Land, Public Works, 911

Source: St. Louis County, DNR

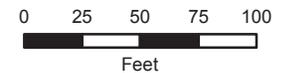
Map Created: 5/25/2016

Disclaimer: This is a compilation of records as they appear in the St. Louis County Offices affecting the area shown. This drawing is to be used only for reference purposes and the County is not responsible for any inaccuracies herein contained.



City of Duluth

Proposed St. Louis County Tax Abatement Project



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**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF  
ST. LOUIS COUNTY, MINNESOTA, CALLING FOR A PUBLIC  
HEARING ON AN AMENDMENT TO THE TRANSPORTATION SALES  
AND USE TAX TRANSPORTATION IMPROVEMENT PLAN**

BE IT RESOLVED, by the Board of County Commissioners (the “Board”) of St. Louis County, Minnesota (the “County”), as follows:

Section 1. Under and pursuant to Minnesota Statutes, Section 297A.993 (the “Act”), the Board has previously approved Resolution No. 14-665 on December 2, 2014, implementing the Greater Minnesota Transportation Sales and Use Tax and approving the projects to be funded with such sales and use tax as set forth in the transportation improvement plan identified as the “St. Louis County Greater MN Transportation Sales and Use Tax Transportation Plan” dated November 25, 2014, and approved on December 2, 2014 (the “Transportation Improvement Plan”).

Section 2. The Board has proposed an amendment to the Transportation Improvement Plan (the “Amendment”). Included within the Amendment are the additional projects to be funded from such sales and use tax and an increase in the estimated cost of the projects to be financed under the Transportation Improvement Plan from \$642,000,000 to \$853,793,448.

Section 3. Pursuant to the Act and Resolution No. 14-665, the County Board must hold a public hearing before modifying the projects listed in the Transportation Improvement Plan and their estimated costs.

Section 4. The Board shall hold a public hearing at 9:45 a.m. on Tuesday, July 5, 2016, in the County Board Room of the St. Louis County Courthouse, 100 North Fifth Avenue West in Duluth, Minnesota, to provide an opportunity for residents to express their views on the Amendment.

Section 5. The County Auditor shall publish a notice of public hearing on the amendment to the Transportation Improvement Plan in substantially the form attached hereto as Exhibit A on a date which is not less than 10 days before the hearing in the official newspaper of the County.

Adopted: June 14, 2016.

**EXHIBIT A**

**NOTICE OF PUBLIC HEARING ON AN AMENDMENT TO THE  
TRANSPORTATION SALES AND USE TAX TRANSPORTATION  
IMPROVEMENT PLAN OF ST. LOUIS COUNTY, MINNESOTA**

Notice is hereby given that the Board of County Commissioners of St. Louis County, Minnesota, will conduct a public hearing on Tuesday, July 5, 2016, at 9:45 a.m. in the County Board Room of the St. Louis County Courthouse, 100 North Fifth Avenue West in Duluth, Minnesota, to provide an opportunity for the public to express their views concerning an amendment to the St. Louis County Transportation Sales and Use Tax Transportation Improvement Plan dated November 25, 2014, and approved on December 2, 2014.

All persons interested may appear and be heard at the time and place set forth above.

**BY ORDER OF THE BOARD OF  
COMMISSIONERS OF ST. LOUIS  
COUNTY, MINNESOTA**

Donald Dicklich, County Auditor

# BOARD LETTER NO. 16 - 253

FINANCE & BUDGET COMMITTEE  
11:00 A.M. TIME SPECIFIC PRESENTATION

BOARD AGENDA NO.

**DATE:** June 7, 2016

**RE:** Establish Public Hearings on an Amendment to the Capital Improvement Plan and on the Intent to Issue Capital Improvement Bonds to Incorporate the Amended Transportation Improvement Plan

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

Donald Dicklich  
County Auditor/Treasurer

**RELATED DEPARTMENT GOAL:**

To provide for effective, efficient government.

**ACTION REQUESTED:**

The St. Louis County Board is requested to establish public hearings on an Amendment to the Capital Improvement Plan and Intent to Issue Capital Improvement Bonds and incorporate the Amended Transportation Improvement Plan.

**BACKGROUND:**

The St. Louis County Board is authorized under Minn. Stat. § 373.40, Subd. 3, to adopt a five year capital improvement plan and prepare annual amendments. The plan must set forth the estimated schedule, timing, and details of specific capital improvements by year, together with the estimated cost, the need for the improvement, and sources of revenues to pay for the improvement. The process, as outlined in the statute, is as follows:

1. A public hearing is held to allow public input into the capital improvement plan.
2. The Board of Commissioners considers approval of the capital improvement plan after the public hearing.

The county has amended its Capital Improvement Plan to include updates on the improvements to roads and bridges throughout the county as set forth in the Amended St. Louis County Greater MN Transportation Sales and Use Tax Transportation Improvement Plan.

The proposed 2016-2020 Capital Improvement Plan will be provided to commissioners in electronic format for review. Further, the County Board is considering the issuance of capital improvement bonds in an amount not to exceed \$25,000,000 for the purpose of implementing the Amended Transportation Improvement Plan.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board establish public hearings on Tuesday, July 5, 2016 at 9:50 a.m. at the St. Louis County Courthouse, Duluth, MN, for the purposes of obtaining input from the general public on the 2016–2020 Amendment to the Capital Improvement Plan, and on the Intent to Issue Capital Improvement Bonds.

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF  
ST. LOUIS COUNTY, MINNESOTA, CALLING FOR PUBLIC HEARINGS  
ON AN AMENDMENT TO THE CAPITAL IMPROVEMENT PLAN  
AND ON THE INTENT TO ISSUE CAPITAL IMPROVEMENT BONDS  
UNDER MINNESOTA STATUTES, SECTION 373.40**

BE IT RESOLVED, by the Board of County Commissioners (the “Board”) of St. Louis County, Minnesota (the “County”), as follows:

Section 1. Under and pursuant to Minnesota Statutes, Section 373.40, the Board has previously approved a Capital Improvement Plan with annual amendments, including the years 2016 through 2020 (the “Plan”).

Section 2. The Board has proposed an additional amendment to the Plan for the years 2016 through 2020 (the “Amendment”). Included within the Amendment are the proposed improvements to roads and bridges throughout the County as set forth in the St. Louis County Greater MN Transportation Sales and Use Tax Transportation Improvement Plan dated November 25, 2014, and approved on December 2, 2014, as amended, with estimated costs of \$853,796,448.

Section 3. Further, the Board is considering the issuance of capital improvement bonds under Minnesota Statutes, Section 373.40 and Chapter 475 in an amount not to exceed \$25,000,000 (the “Bonds”) for the purpose of providing funds for the following capital improvements under the Plan, as amended by the Amendment:

Road and Bridge Improvements – a portion of the road and bridge improvements identified in the “St. Louis County Greater MN Transportation Sales and Use Tax Transportation Improvement Plan” dated November 25, 2014, and approved on December 2, 2014, as amended, which is a part of the County’s Capital Improvement Plan, as amended (the “Project”).

Section 4. The Board shall hold public hearings at 9:50 a.m. on Tuesday, July 5, 2016, in the County Board Room of the St. Louis County Courthouse, 100 North Fifth Avenue West in Duluth, Minnesota, to provide an opportunity for residents to express their views on the Amendment and on the issuance of the Bonds for the Project.

Section 5. The County Auditor shall publish a notice of public hearings on the capital improvement plan and on the intent to issue the Bonds in substantially the form attached hereto as Exhibit A on a date which is not less than 14 days nor more than 28 days before the hearing in the official newspaper of the County.

Adopted: June 14, 2016.

## **EXHIBIT A**

### **NOTICE OF PUBLIC HEARINGS ON THE ANNUAL AMENDMENT TO THE CAPITAL IMPROVEMENT PLAN AND ON THE INTENT TO ISSUE CAPITAL IMPROVEMENT BONDS BY ST. LOUIS COUNTY, MINNESOTA, UNDER MINNESOTA STATUTES, SECTION 373.40**

Notice is hereby given that the Board of County Commissioners of St. Louis County, Minnesota, will conduct public hearings on Tuesday, July 5, 2016, at 9:50 a.m. in the County Board Room of the St. Louis County Courthouse, 100 North Fifth Avenue West in Duluth, Minnesota, to provide an opportunity for the public to express their views concerning (i) an amendment to the County's Capital Improvement Plan for the years 2016 through 2020; and (ii) the County's intent to issue general obligation bonds in an amount not to exceed \$25,000,000 (the "Bonds"), pursuant to the Capital Improvement Plan as amended and approved by the Board of County Commissioners.

The proceeds of the Bonds shall be used by the County to construct the following improvements, and to pay costs of issuance of and capitalized interest, if any, on the Bonds:

Road and Bridge Improvements – a portion of the road and bridge improvements identified in the "St. Louis County Greater MN Transportation Sales and Use Tax Transportation Improvement Plan" dated November 25, 2014, and approved on December 2, 2014, as amended, which is a part of the County's Capital Improvement Plan, as amended.

The Bonds and the interest thereon shall constitute general obligations of the County secured by the full faith and credit of the County. All persons interested may appear and be heard at the time and place set forth above.

**BY ORDER OF THE BOARD OF  
COMMISSIONERS OF ST. LOUIS  
COUNTY, MINNESOTA**

Donald Dicklich, County Auditor

# BOARD LETTER NO. 16 – 254

PUBLIC WORKS & TRANSPORTATION COMMITTEE NO. 1

BOARD AGENDA NO.

**DATE:** June 7, 2016

**RE:** Award of Bids: Intersection Improvements on CSAH 4 and Norton Road (Duluth); Reclaim Overlays on CSAH 16 (Hibbing), CSAH 18 (Cedar Valley), CR 837 (Halden); Culvert Replacements on CSAH 5 (Lavell and Toivola Townships) and CSAH 133 (Cedar Valley)

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

James T. Foldesi  
Public Works Director/Highway Engineer

**RELATED DEPARTMENT GOAL:**

To provide a safe, well maintained road and bridge system.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize the award of projects in the 2016 construction program.

**BACKGROUND:**

County staff is authorized under Resolution No. 88-381, dated May 24, 1988, to call for bids on projects which are already included in the budget document. Bids were requested for the following projects:

1. Tied Intersection Improvement, Bituminous Pavement, Traffic Signals, Bypass Lane and Left Turn Lane project funded with State Local Road Improvement Program (LRIP) funds and St. Louis County Transportation Sales Tax funds;
2. Tied Full Depth Reclamation, Bituminous Surface, Aggregate Shoulders, Bituminous Seal Coat, Culvert Treatment Rehabilitation, Culvert Replacement, Aggregate Base Stabilization, and Aggregate Surfacing project in Hibbing, Lavell, Toivola, Halden and Cedar Valley Townships, funded with St. Louis County Transportation Sales Tax funds and St. Louis County Local funds.

A call for bids was received by the St. Louis County Public Works Department on June 2, 2016, for the projects in accordance with the plans and specifications on file in the office of the County Highway Engineer:

1. **Project:** CP 0004-226569 TST /SAP 69-604-075(Low), CP 0004-252401 TST

**Location:** Combined Project

**A.) CP 0004-226569 TST /SAP 69-604-075(Low), CSAH 4** (Rice Lake Road) between 386' South of Airpark Boulevard and 89' South of Norton Road, Length 0.49 Mile

**Traffic:** 11,959

**PQI:** 4.0

**Construction:** Intersection Improvement, Bituminous Pavement, Traffic Signals, Left Turn Lane

**Funding:** Fund 220, Agency 220404, Object 652700  
Fund 204, Agency 204046, Object 652806

**B.) CP 0004-252401 TST (Tied), CSAH 4** (Rice Lake Road) between 386' South of Airpark Boulevard and 89' South of Norton Road, Length 0.12 Mile

**Traffic:** 11,959

**PQI:** 4.0

**Construction:** Bypass Lane

**Funding:** Fund 204, Agency 204040, Object 652806

**Anticipated Start Date:** July 18, 2016

**Anticipated Completion Date:** October 7, 2016

**Engineer's Estimate:** \$999,975.27

**BIDS:**

**Ulland Brothers, Inc., Cloquet, MN** \$ 926,426.55 (-\$73,548.72, -7.36%)

**KGM Contractors, Inc., Angora, MN** \$ 947,087.34

**Northland Constructors of Duluth, MN** \$1,013,222.64

2. **Project:** CP 0016-289398 TST (Low), CP 0005-289397, CP 0018-289399 TST, CP 0133-289400 TST, CP 0837-299737 TST

**Location:** Combined Project

**A.) CP 0016-289398 TST (Low), CSAH 16** between Itasca County Line and TH 73, Length 2.06 Miles

**Traffic:** 641

**PQI:** 2.0

**Construction:** Full Depth Reclamation, Bituminous Surface, Aggregate Shoulders, Bituminous Seal Coat  
**Funding:** Fund 204, Agency 204035, Object 652806

**B.) CP 0005-289397 (Tied),** CSAH 5 between CR 743 (West Toivola Road) and CR 750 (Oja Road), Length 3.8 Miles  
**Traffic:** 577  
**PQI:** N.A.  
**Construction:** Culvert Treatment Rehabilitation and Bituminous Surface  
**Funding:** Fund 200, Agency 203443, Object 652800,

**C.) CP 0018-289399 TST (Tied)** CSAH 18 between Itasca County Road 572 and TH 73, Length 2.65 Miles  
**Traffic:** 235  
**PQI:** 1.8 – 2.3  
**Construction:** Reclamation, Culvert Replacement, Aggregate Base Stabilization, Bituminous Surface and Aggregate Surfacing, and Bituminous Seal Coat  
**Funding:** Fund 204, Agency 204036, Object 652806

**D.) CP 0133-289400 TST (Tied),** CSAH 133 between Itasca County Line and TH 73, Length 3.24 Miles  
**Traffic:** 112  
**PQI:** 1.7  
**Construction:** Culvert Replacement, Full Depth Reclamation, Bituminous Surface, Aggregate Shoulders, and Bituminous Seal Coat  
**Funding:** Fund 204, Agency 204037, Object 652806

**E.) CP 0837-299737 TST (Tied),** CR 837 (Laurie Road) between CR 832 (Floodwood Road) and CR 186 (Savanna Road)  
**Traffic:** 130  
**PQI:** 1.2  
**Construction:** Reclamation, Aggregate Base, Aggregate Base Stabilization, Bituminous Surface, Aggregate Surfacing, and Bituminous Seal Coat  
**Funding:** Fund 204, Agency 204044, Object 652806  
**Anticipated Start Date:** August 1, 2016  
**Anticipated Completion Date:** August 11, 2017  
**Engineer's Estimate:** \$3,065,051.25

**BIDS:**  
**Northland Constructors of Duluth, MN** \$2,927,946.11 (-\$137,105.14, -4.47%)  
Hawkinson Construction Co, Inc. \$3,017,532.49  
Grand Rapids, MN  
KGM Contractors, Inc., Angora, MN \$3,066,672.35

**RECOMMENDATION:**

It is recommended that the St. Louis County Board award the projects as follows:

CP 0004-226569 TST/SAP 69-604-075(Low), CP 0004-252401 TST (Tied) to Ulland Brothers, Inc. of Cloquet, MN, in the amount of \$926,426.55, payable as follows:

Fund 220, Agency 220404, Object 652700 \$750,000.00

Fund 204, Agency 204046, Object 652806 \$39,987.85

Fund 204, Agency 204040, Object 652806 \$136,438.70

CP 0016-289398 TST (Low), CP 0005-289397 (Tied), CP 0018-289399 TST (Tied), CP 0133-289400 TST (Tied), CP 0837-299737 TST (Tied) to Northland Constructors of Duluth, MN, in the amount of \$2,927,946.11, payable as follows:

Fund 204, Agency 204035, Object 652806 \$553,609.57

Fund 200, Agency 203443, Object 652800 \$293,113.50

Fund 204, Agency 204036, Object 652806 \$652,609.76

Fund 204, Agency 204037, Object 652806 \$796,176.03

Fund 204, Agency 204044, Object 652806 \$632,437.25

**Award of Bids: Intersection Improvements on CSAH 4 and Norton Road (Duluth)**

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

WHEREAS, Bids have been received electronically by St. Louis County Public Works Department for the following tied project:

CP 0004-226569 TST /SAP 69-604-075(Low), CSAH 4 (Rice Lake Road) between 386' South of Airpark Boulevard and 89' South of Norton Road;

CP 0004-252401 TST (Tied), CSAH 4 (Rice Lake Road) between 386' South of Airpark Boulevard and 89' South of Norton Road; and

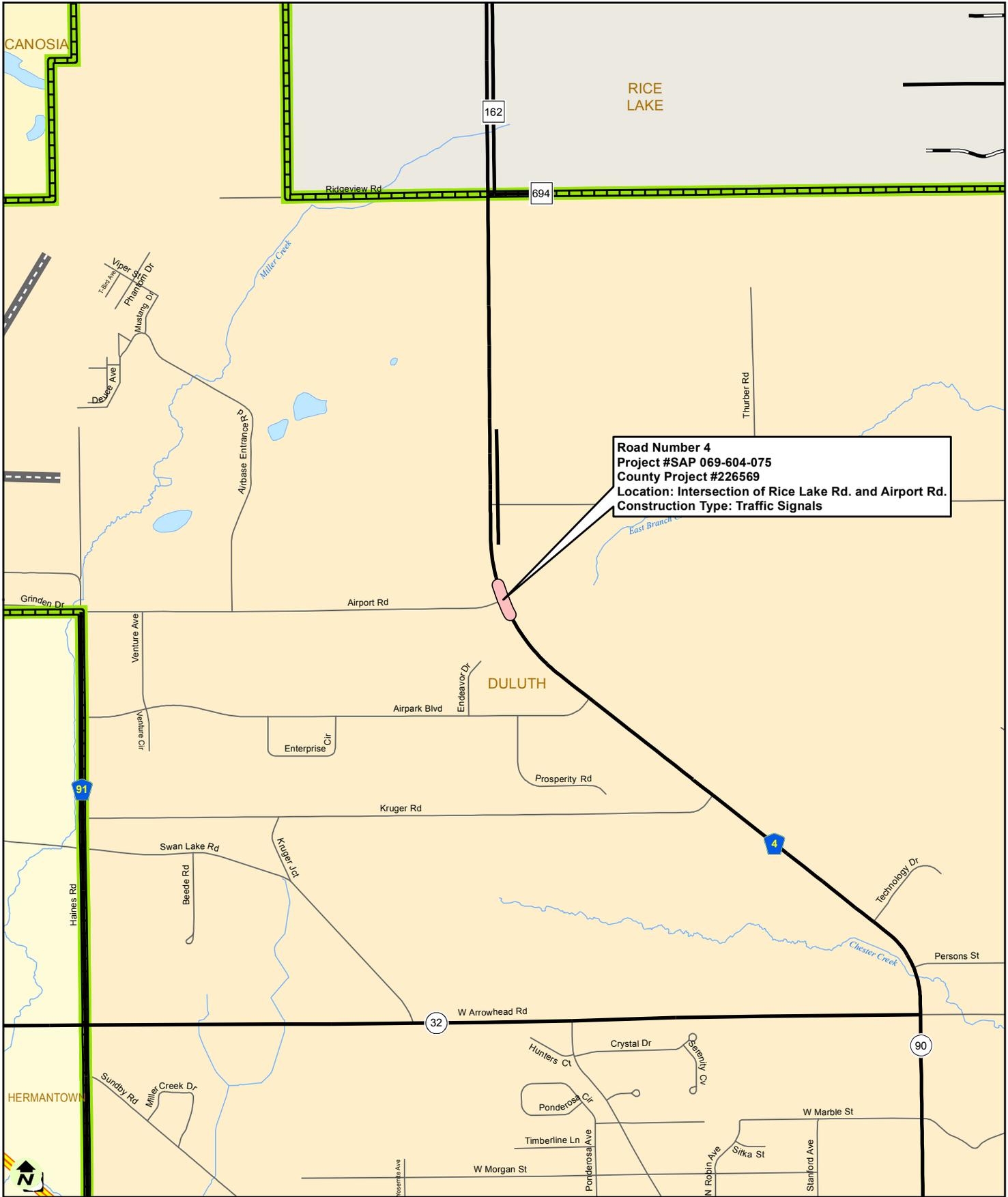
WHEREAS, Bids were opened in the Richard H. Hansen Transportation & Public Works Complex, Duluth, MN, on June 2, 2016, and the low responsible bid determined.

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>
Ulland Brothers, Inc.	PO Box 340 Cloquet, MN 55720	\$926,426.55

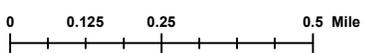
RESOLVED FURTHER, That the appropriate county officials are authorized to approve the Contractor's Performance Bonds and to execute the bonds and contract for the above listed project, payable from:

SAP 69-604-075(Low)	Fund 220, Agency 220404, Object 652700 \$750,000.00 Fund 204, Agency 204046, Object 652806 \$ 39,987.85
CP 0004-252401 TST (Tied),	Fund 204, Agency 204040, Object 652806 \$136,438.70

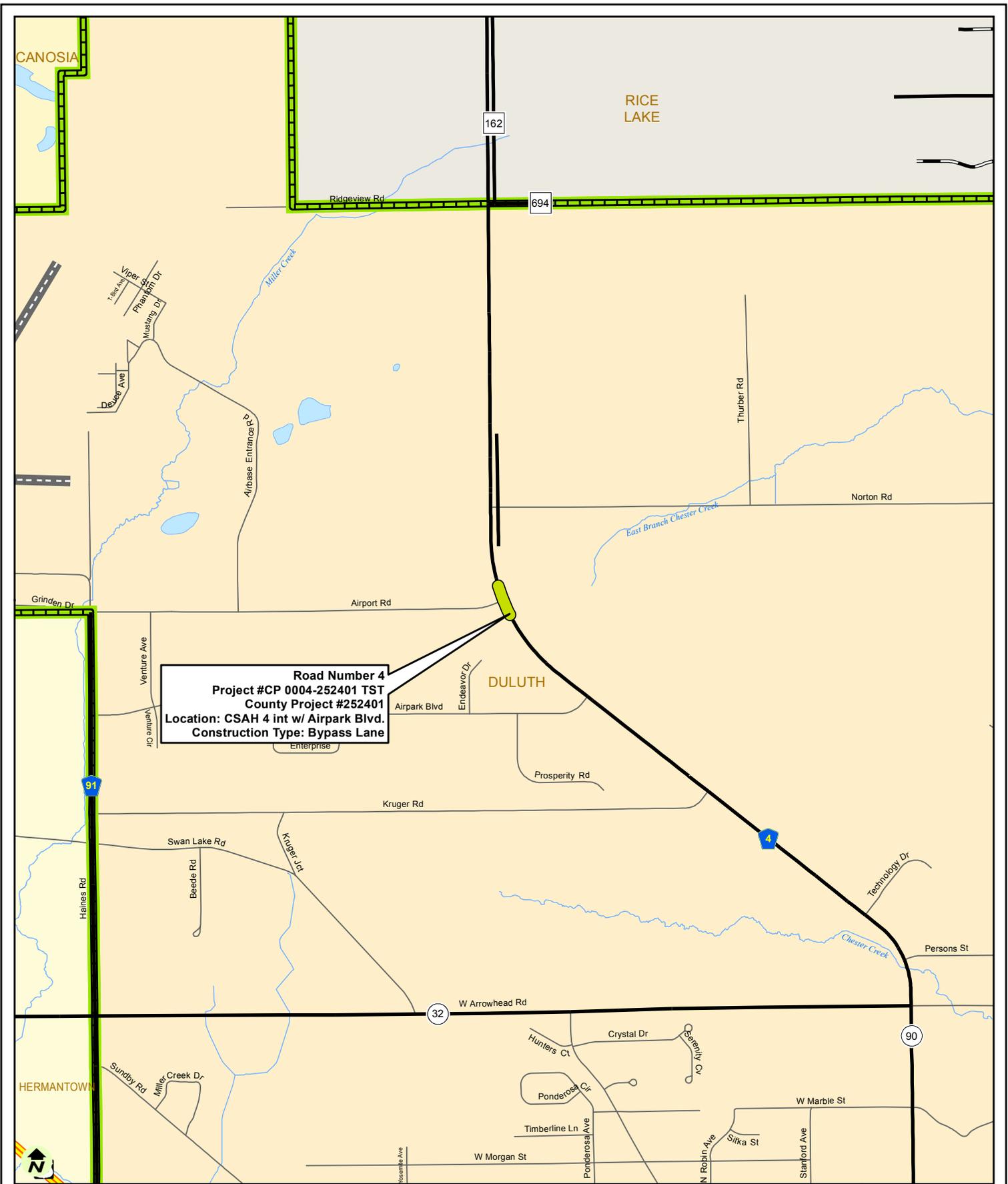


**Road Number 4**  
**Project #SAP 069-604-075**  
**County Project #226569**  
**Location: Intersection of Rice Lake Rd. and Airport Rd.**  
**Construction Type: Traffic Signals**

St. Louis County 2016 Road & Bridge Construction

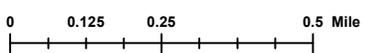


Map Components	
2016 Road & Bridge Construction	County Road - Paved
Traffic Signals	County Road - Gravel
Interstate Highway	Local Road/City Street
U.S./State Highway	Railroad
	Commissioner District
	Township Boundary
	City/Town
	Lake
	River/Stream



**Road Number 4**  
**Project #CP 0004-252401 TST**  
**County Project #252401**  
**Location: CSAH 4 int w/ Airpark Blvd.**  
**Construction Type: Bypass Lane**

St. Louis County 2016 Road & Bridge Construction



Map Components	
2016 Road & Bridge Construction	County Road - Paved
Bypass Lane	County Road - Gravel
Interstate Highway	Local Road/City Street
U.S./State Highway	Railroad
Commissioner District	City/Town
Township Boundary	Lake
	River/Stream

**Award of Bids: Reclaim Overlays and Culvert Replacements  
(Hibbing, Cedar Valley, Halden, Lavell and Toivola Townships)**

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

WHEREAS, Bids have been received electronically by St. Louis County Public Works Department for the following tied project:

CP 0016-289398 TST (Low), CSAH 16 between Itasca County Line and TH 73;  
CP 0005-289397 TST (Tied), CSAH 5 between CR 743 (West Toivola Road) and CR 750 (Oja Road);  
CP 0018-289399 TST (Tied), CSAH 18 between Itasca County Road 572 and TH 73;  
CP 0133-289400 TST (Tied), CSAH 133 between Itasca County Line and TH 73;  
CP 0837-299737 TST (Tied), CR 837 (Laurie Road) between CR 832 (Floodwood Road) and CR 186 (Savanna Road); and

WHEREAS, Bids were opened in the Richard H. Hansen Transportation & Public Works Complex, Duluth, MN, on June 2, 2016, and the low responsible bid determined;

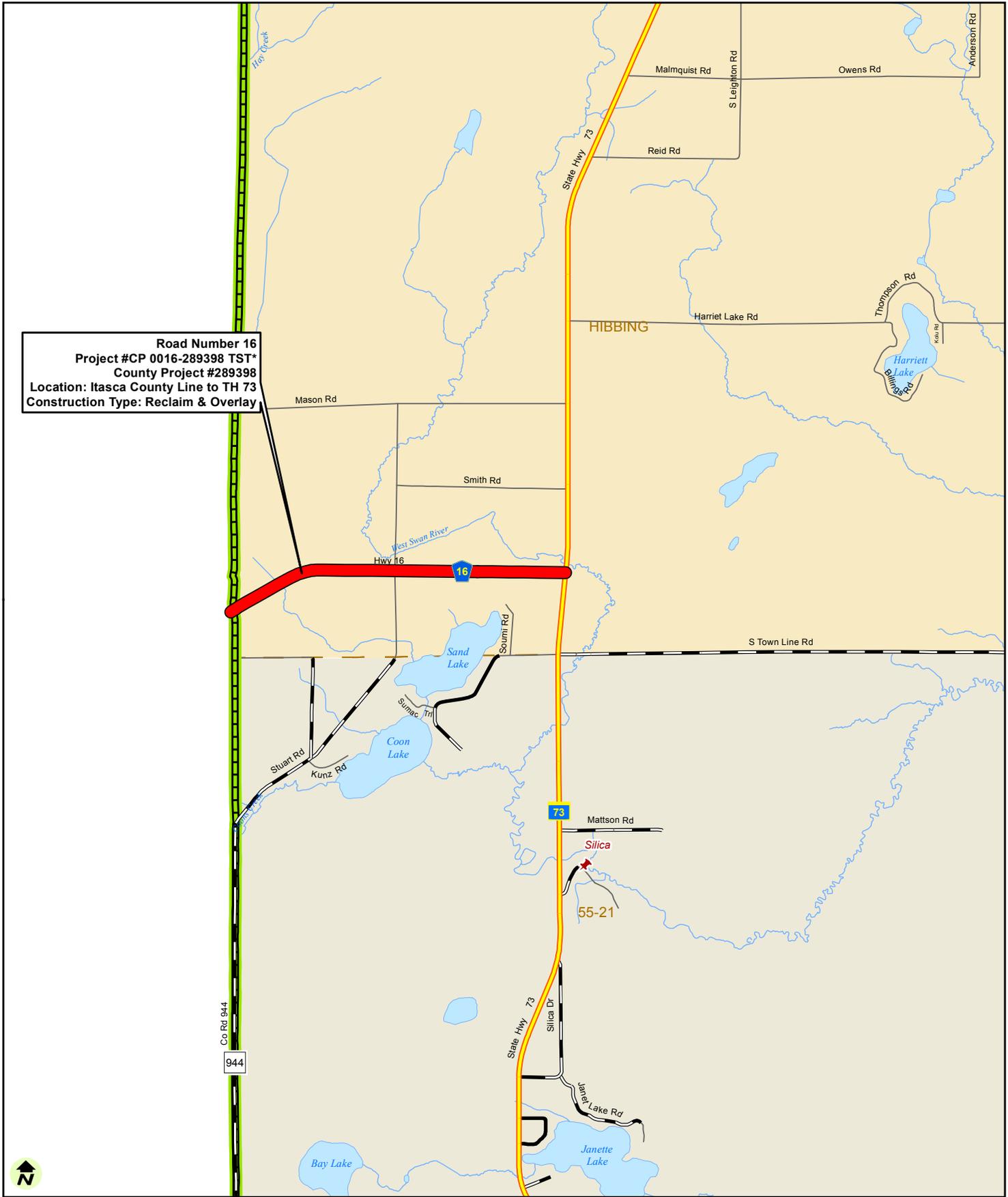
THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the award on the above project to the low bidder:

<u>LOW BIDDER</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
Northland Constructors	4843 Rice Lake Road Duluth, MN 55803	\$2,927,946.11

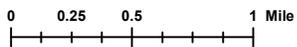
RESOLVED FURTHER, That the appropriate county officials are authorized to approve the Contractor's Performance Bonds and to execute the bonds and contract for the above listed project payable from:

CP 0016-289398 TST (Low)	Fund 204, Agency 204035, Object 652806	\$553,609.57
CP 0005-289397 TST (Tied)	Fund 200, Agency 203443, Object 652800	\$293,113.50
CP 0018-289399 TST (Tied)	Fund 204, Agency 204036, Object 652806	\$652,609.76
CP 0133-289400 TST (Tied)	Fund 204, Agency 204037, Object 652806	\$796,176.03
CP 0837-299737 TST (Tied)	Fund 204, Agency 204044, Object 652806	\$632,437.25

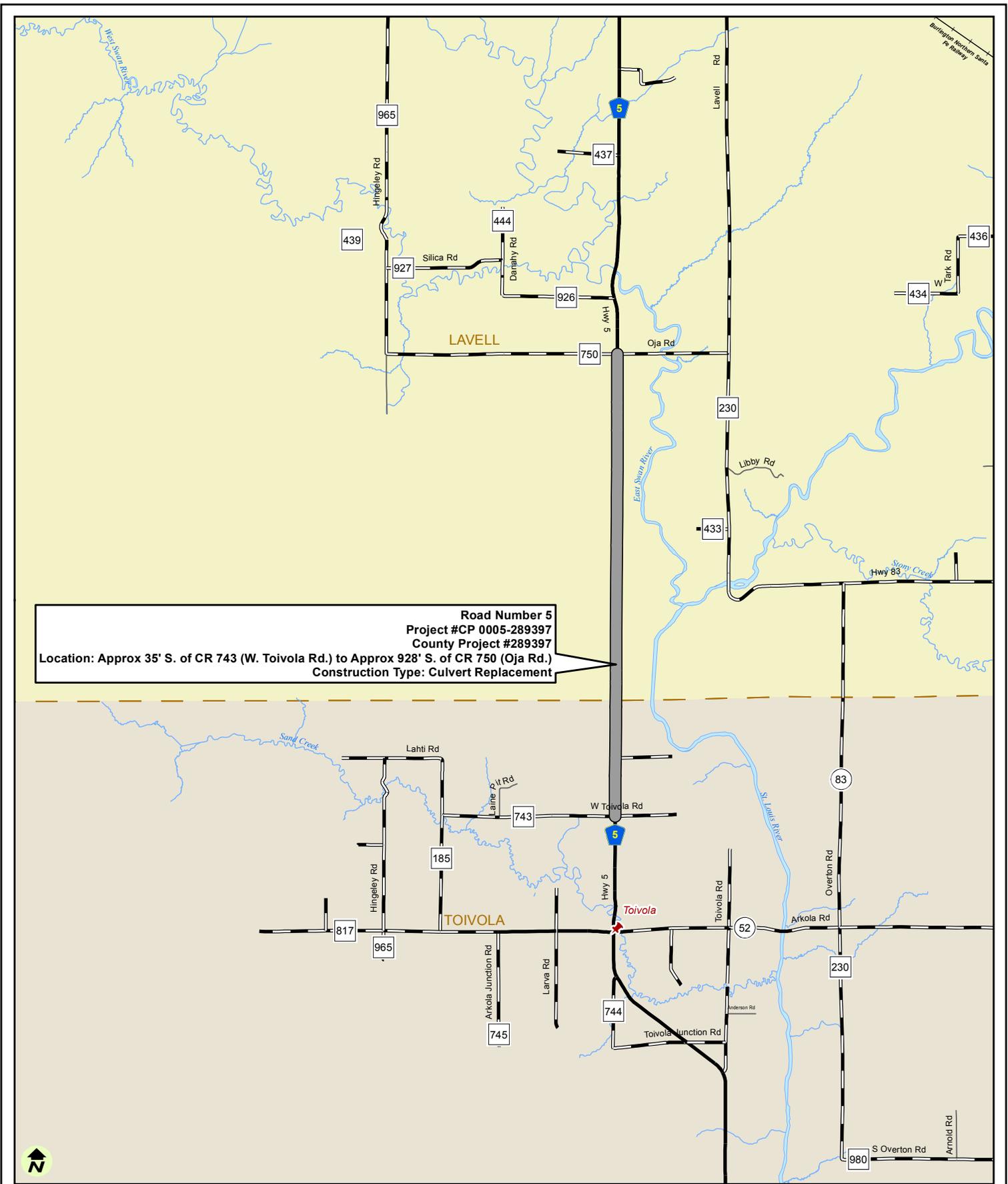
**Road Number 16**  
**Project #CP 0016-289398 TST\***  
**County Project #289398**  
**Location: Itasca County Line to TH 73**  
**Construction Type: Reclaim & Overlay**



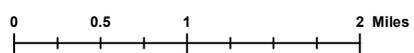
St. Louis County 2016 Road & Bridge Construction



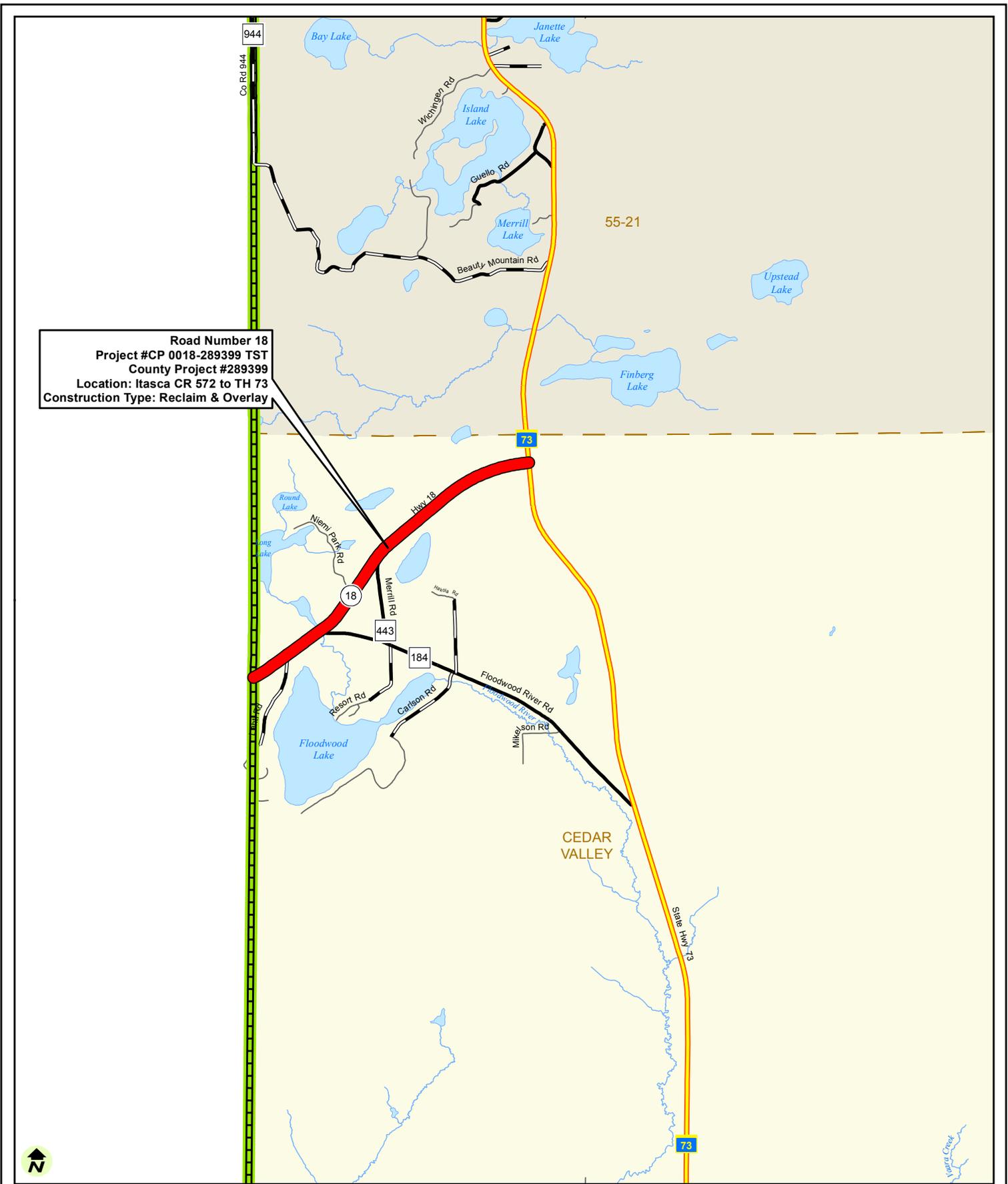
Map Components	
<b>2016 Road &amp; Bridge Construction</b>	
Reclaim & Overlay	County Road - Paved
Interstate Highway	County Road - Gravel
U.S./State Highway	Local Road/City Street
	Railroad
	Commissioner District
	Township Boundary
	City/Town
	Lake
	River/Stream



St. Louis County 2016 Road & Bridge Construction



Map Components	
2016 Road & Bridge Construction	County Road - Paved
Culvert Replacement	County Road - Gravel
Interstate Highway	Local Road/City Street
U.S./State Highway	Railroad
Commissioner District	Township Boundary
	City/Town
	Lake
	River/Stream

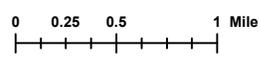


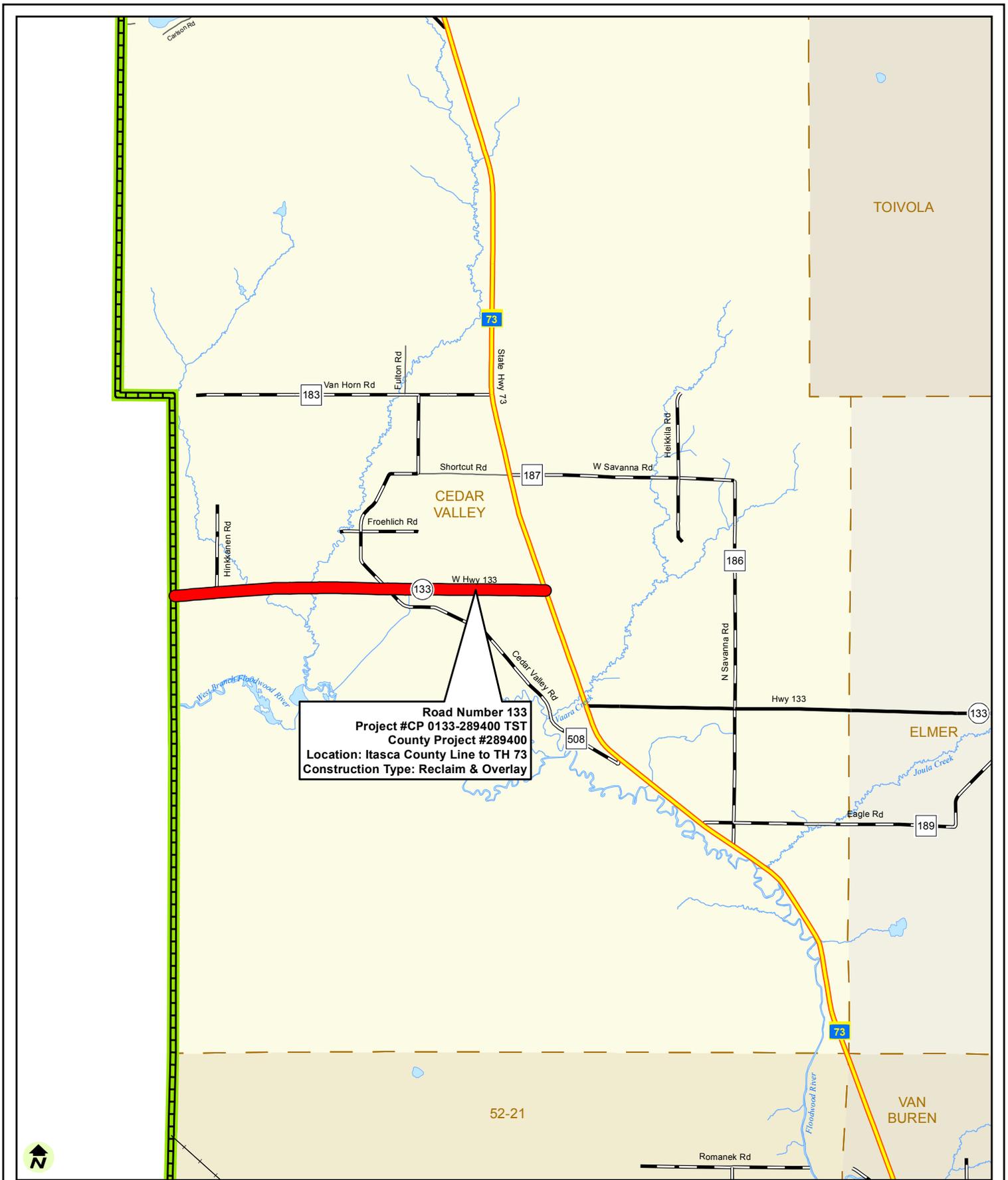
**Road Number 18**  
**Project #CP 0018-289399 TST**  
**County Project #289399**  
**Location: Itasca CR 572 to TH 73**  
**Construction Type: Reclaim & Overlay**

St. Louis County 2016 Road & Bridge Construction

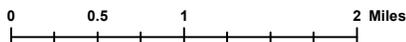
**Map Components**

2016 Road & Bridge Construction Reclaim & Overlay	County Road - Paved	Township Boundary
Interstate Highway	County Road - Gravel	City/Town
U.S./State Highway	Local Road/City Street	Lake
Commissioner District	Railroad	River/Stream

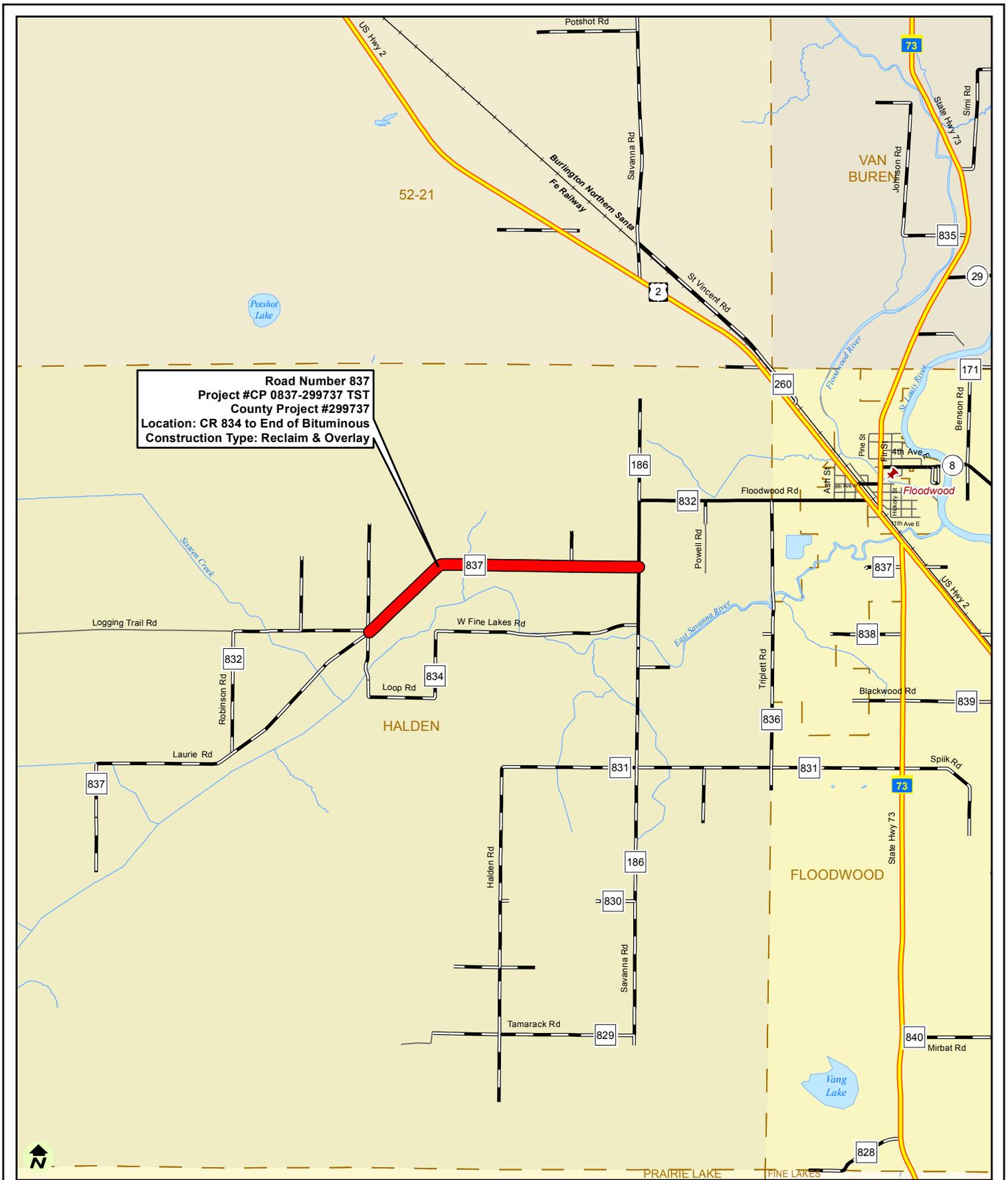




St. Louis County 2016 Road & Bridge Construction

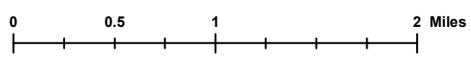


Map Components	
<b>2016 Road &amp; Bridge Construction</b>	
Reclaim & Overlay	County Road - Paved
Interstate Highway	County Road - Gravel
U.S./State Highway	Local Road/City Street
	Railroad
	Commissioner District
	Township Boundary
	City/Town
	Lake
	River/Stream



**Road Number 837**  
**Project #CP 0837-299737 TST**  
**County Project #299737**  
**Location: CR 834 to End of Bituminous**  
**Construction Type: Reclaim & Overlay**

St. Louis County 2016 Road & Bridge Construction



Map Components	
<b>2016 Road &amp; Bridge Construction</b>	
Reclaim & Overlay	County Road - Paved
Interstate Highway	County Road - Gravel
U.S./State Highway	Local Road/City Street
	Railroad
	Commissioner District
	Township Boundary
	City/Town
	Lake
	River/Stream

# BOARD LETTER NO. 16 – 255

FINANCE & BUDGET COMMITTEE NO. 1

BOARD AGENDA NO.

**DATE:** June 7, 2016

**RE:** Architectural, Engineering and Design Services Agreement – Government Services Center-Virginia

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

Tony Mancuso, Director  
Property Management

**RELATED DEPARTMENT GOAL:**

To provide safe, secure, efficient, and code compliant facilities and facility operations.

**ACTION REQUESTED:**

The St. Louis County Board is requested to authorize a professional services agreement with DSGW Architects Incorporated of Virginia and Duluth, MN, for the planning, design, construction and bid documents, project administration, and project close out for the new Government Services Center-Virginia.

**BACKGROUND:**

The Virginia area is the final phase of the county's office building master plan which began in 1998. This plan provided for consolidated public services, security/safety upgrades, renewal of life cycles for facilities, maintenance/repair reduction, and high efficiency operations for all county buildings.

The county's asset management program rates the Northland Office Center to be in very poor condition, with a Facility Condition Index (an industry standard metric), at the level where the cost of building system repairs and replacements are very high relative to the replacement value of the building. In addition, St. Louis County performed a complete facility condition analysis of the Northland Office Center which included structural, civil, electrical, and mechanical engineers, HVAC and space planning consultants, and architects. The findings confirmed that the building is not in restorable condition to meet current/future building codes, standards, mandates, and is approximately 40% too large for the county's current and projected future space needs.

The proposed location of this new facility and plaza is in the parking lot property presently owned by the county adjacent to the Northland Office Center. This location

creates a Civic Center model for downtown Virginia in that the U.S. Post Office, Virginia City Hall, the new Government Services Center and County Courthouse are all within a two city block area.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize a professional services agreement with DSGW Architects Incorporated of Virginia and Duluth, MN, for the planning, design, construction and bid documents, project administration, and project close out for the Government Services Center-Virginia construction project in an amount of \$854,515, payable from capital funding identified for the pre-design services of the project in the Capital Project Fund, Fund 400, Agency 400023.

**Architectural, Engineering and Design Services –  
Government Services Center-Virginia**

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

WHEREAS, The Virginia area is the final phase of the county's office building master plan which began in 1998 and provides for consolidated public services, security/safety upgrades, renewal of life cycles for facilities, maintenance/repair reduction, and high efficiency operations the buildings; and

WHEREAS, The county's asset management program rates the Northland Office Center building to be in very poor condition and the cost of building system repairs and replacements are very high relative to the replacement value of the building; and

WHEREAS, Based on a complete facility condition analysis of the Northland Office Center, the building is not restorable to meet current/future building codes, standards and mandates, and is approximately 40% too large for the county's current and projected future space needs; and

WHEREAS, The location of this new facility and plaza will be in the parking lot property presently owned by the county adjacent to the Northland Office Center building, creating a Civic Center model for downtown Virginia in that the U.S. Post Office, Virginia City Hall, the new Government Services Center, and County Courthouse are all within a two city block area; and

WHEREAS, The County Purchasing Division solicited proposals for qualified architectural and engineering services, with DSGW Architects Incorporated of Virginia and Duluth, MN, providing the best overall proposal, presentation and price;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the appropriate county officials to enter into a professional services contract with DSGW Architects Incorporated of Virginia and Duluth, MN, and any amendments approved by the County Attorney's Office, for the planning, design, construction and bid documents, project administration, and project close out for the Government Services Center-Virginia construction project in an amount of \$854,515, payable from Capital Project Fund, Fund 400, Agency 400023.

# BOARD LETTER NO. 16 – 256

CENTRAL MANAGEMENT & INTERGOVERNMENTAL  
COMMITTEE NO. 1

BOARD AGENDA NO.

**DATE:** June 7, 2016                      **RE:** Appointment of Commissioners to  
the Executive ATV Permit  
Committee as Created by St.  
Louis County Ordinance No. 64

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

**RELATED DEPARTMENT GOAL:**

To implement the policy initiatives of the County Board consistent with state statutes.

**ACTION REQUESTED:**

The St. Louis County Board is requested to appoint two Commissioners and one alternate to the “Executive ATV Permit Committee” created as part of St. Louis County Ordinance No. 64, as approved by the County Board on May 24, 2016.

**BACKGROUND:**

The new ATV Ordinance Number 64 THE MANAGEMENT AND PERMITTING OF ALL-TERRAIN VEHICLES WITHIN THE PUBLIC RIGHT-OF-WAY OF ROADS UNDER THE COUNTY’S JURISDICTION calls for the creation of an “Executive ATV Permit Committee” that will develop policies and procedures for the acceptance, review, approval and issuance of the permits and will handle appeals of permit decisions.

The “Executive ATV Permit Committee” is to be composed of the St. Louis County Public Works Director (or designee), the St. Louis County Land Commissioner (or designee), the St. Louis County Sheriff (or designee) and two (2) members of the St. Louis County Board of Commissioners. It has been suggested that one of these appointees should be the Chair of the Public Works and Transportation Committee, and that an alternate should also be appointed to ensure that two Commissioners will always be available for the important work anticipated for this committee.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board appoint two (2) Commissioners and one (1) alternate to the “Executive ATV Permit Committee” as created by St. Louis County Ordinance Number 64 THE MANAGEMENT AND PERMITTING OF ALL-TERRAIN VEHICLES WITHIN THE PUBLIC RIGHT-OF-WAY OF ROADS UNDER THE COUNTY’S JURISDICTION.

**Appointment of Commissioners to the Executive ATV Permit Committee  
as Created by St. Louis County Ordinance Number 64**

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

WHEREAS, The new ATV Ordinance Number 64 THE MANAGEMENT AND PERMITTING OF ALL-TERRAIN VEHICLES WITHIN THE PUBLIC RIGHT-OF-WAY OF ROADS UNDER THE COUNTY'S JURISDICTION calls for the creation of an "Executive ATV Permit Committee" that will develop policies and procedures for the acceptance, review, approval and issuance of the permits and will handle appeals of permit decisions; and

WHEREAS, The "Executive ATV Permit Committee" is to be composed of the St. Louis County Public Works Director (or designee), the St. Louis County Land Commissioner (or designee), the St. Louis County Sheriff (or designee) and two (2) members of the St. Louis County Board of Commissioners: and

WHEREAS, One of these appointees should be the chair of the County Board's Public Works and Transportation Committee: and

WHEREAS, The County Board believes that an alternate Commissioner should also be appointed to ensure that two Commissioners will always be available for the important work anticipated for this committee,

THEREFORE, BE IT RESOLVED, That the St. Louis County Board hereby appoints the following two (2) County Commissioners to serve as members of the "Executive ATV Permit Committee," created under Ordinance Number 64 THE MANAGEMENT AND PERMITTING OF ALL-TERRAIN VEHICLES WITHIN THE PUBLIC RIGHT-OF-WAY OF ROADS UNDER THE COUNTY'S JURISDICTION, through December 31, 2016, with subsequent appointments made annually at the organizational meeting of the County Board:

Commissioner \_\_\_\_\_, Public Works and Transportation Chair

Commissioner \_\_\_\_\_, Member

Commissioner \_\_\_\_\_, Alternate