

A G E N D A

COOK COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING COURT HOUSE, GRAND MARAIS, MN SEPTEMBER 20, 2016

Please note that all times are estimated and changes of times could occur during the meeting.

- | | |
|------------|---|
| 8:30 a.m. | HUMAN SERVICES BOARD |
| 10:00 a.m. | B R E A K |
| 10:15 a.m. | <ol style="list-style-type: none">1. Call meeting to order
Pledge of Allegiance
Make adjustment to agenda
2. PUBLIC COMMENT PERIOD: Opportunity for citizens to appear before the County Board.
3. Consent Agenda items: Action as a whole.
A. Claims
B. Cook County Board minutes for August 23, 2016 |
| 10:30 a.m. | <ol style="list-style-type: none">4. Pat Eliassen, Sheriff
A. Squad car cameras. Action |
| 10:45 a.m. | <ol style="list-style-type: none">5. Molly Hicken, County Attorney
A. Crime Victim Services Grant Approval. Action |
| 10:50 a.m. | <ol style="list-style-type: none">6. Rena Rogers, MIS Director
A. Approve Hosting Service Agreement. Action |
| 11:00 a.m. | <ol style="list-style-type: none">7. Steve Ortmann/Maple Hill Fire Dept.
A. Request to join Statewide Investment Plan. Action |
| 11:05 a.m. | <ol style="list-style-type: none">8. Braidy Powers, Auditor-Treasurer
A. Lease of postage machine. Action |
| 11:10 a.m. | <ol style="list-style-type: none">9. Jeff Cadwell, Administrator
A. Approve LELS MOU New Position. Action
B. Approval of Annual Health Insurance Renewal. Action
C. Approve YMCA Custodian new hire. Action
D. Approve Land Commissioner/Parks & Trails Director new hire. Action
E. Approve Termination/Advertise Waste Mgt Site Attendant. Action |

- 12:00 p.m. L U N C H
- 1:00 p.m. 9./10. F. Transportation sales tax. Discussion
G. 2017 Budget Discussion
- 2:20 p.m. 11. Employee Concerns
Commissioner Concerns
A. Commissioner Reports
B. Meetings to note
C. Meeting updates
D. WTIP interview on 9/21/2016: Commissioner Sivertson
- 2:35 p.m. 12. Correspondence – Memos:
A. Cook County Lodging Tax as of 7/31/2016. Information
B. Cook County/Grand Marais EDA meeting materials. Information
C. Arrowhead Regional Corrections meeting materials. Information
D. NACo news. Information
E. Governor’s Council Agenda 9/16/2016. Information

A D J O U R N

* * * *

MINUTES OF THE REGULAR MEETING OF THE COOK COUNTY BOARD OF COMMISSIONERS

Grand Marais, Minnesota
August 23, 2016

The Board met in regular session this 23rd day of August, 2016, at the Courthouse in Grand Marais, Minnesota.

County Board Chair Doo-Kirk led the Commissioners in reciting the Pledge of Allegiance at 10:30 am. Present: Commissioner Sivertson, Doo-Kirk, Gamble, Moe, and Storlie. Absent: Office Support Specialist Bev Wolke. Also present were Attorney Molly Hicken, Administrator Jeff Cadwell, and Auditor-Treasurer Powers.

Motion was made by Commissioner Gamble and seconded by Commissioner Storlie to approve the agenda as amended.

No citizens were present for the public comment portion of the meeting.

The Board considered the consent agenda consisting of numerous items that the Board may approve as a whole. County Board Chair Doo-Kirk asked if any Commissioner wanted to remove any items from the consent agenda. Commissioner Sivertson asked to pull item C.

Consent Agenda items: Action as a whole.

- A. Claims
- B. MNCCC Bylaws and Joint Powers Agreement.
- C. Special Event Permit, Rushaway Pictures LLC
- D. MCIS Data Access & Confidentiality Agreements

Motion was made by Moe, seconded by Gamble and approved to accept the remaining consent agenda items as presented, including the adoption of the following resolution:

RESOLUTION # 2016-63

BE IT RESOLVED, that the following claims totaling \$477,256.02 having been audited and found to be true and correct claims against Cook County, are approved and the Auditor-Treasurer is hereby authorized to draw warrants in payment of said claims:

	<u>Revenue Fund</u>
A-1 Disposal	217.79
AmeriPride Services	42.44
Arrowhead Pharmacy	39.50
Blue Water Cafe LLC	1,099.74
Bucks Hardware Hank	73.58
C D W Government	446.35
Centurylink	51.75
Chateau Leveaux Owners Assoc	19,095.29
City Auto Glass	419.85
Cook County Home Center	544.06
Cook County News Herald Inc	2,130.64
D J Smith Trucking	2,425.00
D S C Communications	230.00
Dalco	461.42
Ekstrom/Leah C	343.20
Eliassen/Donn Erik	220.00
Gamble/Garry	678.19
Grand Marais Auto Parts	9.69
Graybar Inc	104.36
Holiday Inn St Cloud	589.70
Jamar Company/The	1,949.00

Lake County Sheriff	5,100.00
LeSueur County Sheriff	1,000.00
M A C O - Kirk Peysar, Treasurer	300.00
Mille Lacs County Jail	1,499.57
MN Counties Intergov't Trust	300.00
MN Sheriff's Assn	275.00
Nelson Machine Products LLC	1,008.00
Newegg Inc	139.98
North Shore Superior Pest Management	175.00
P S T C	399.00
Peterson/Howard	5,500.00
Sawtooth Mountain Clinic	207.00
Sivertson/Judy	155.85
Superamerica	5.49
Tire And Auto Lodge	20.00
Viking Plumbing & Heating	428.67
Watkins/Rowan	16.74
Weitz/Timothy	75.00
Wireless Broadband Services	3,487.50
<u>Road & Bridge</u>	
Centurylink	39.26
<u>Airport</u>	
Bucks Hardware Hank	26.70
G & G Septic LLC	290.00
R S & H, Inc	55,000.00
<u>YMCA</u>	
Duluth Area Family YMCA	6,993.10
<u>Golf Course Fund 39</u>	
Superior National at Lutsen	4,836.36
<u>Soil & Water</u>	
Cook County Home Center	44.30
<u>Road & Bridge Bills</u>	
11774 Al's Metal Work, Inc.	354.25
14118 Braun Intertec Corporation	8,638.50
80230 Bucks Hardware Hank	76.82
13806 C C P Industries Inc	391.62
11552 Charlie Sawyer	12.00
13865 Cook County Home Center	225.85
80014 Cook County News Herald Inc	177.00
13823 Diamond Mowers Inc	6,331.26
11734 Envirotech Services, Inc.	140,045.26
11555 Erickson Engineering Co LLC	4,444.50
11733 Fastenal Company	518.33
127179 Firstlab	95.90
14835 G & K Services	124.11
13314 Grainger Inc	168.92
81458 Grand Marais Auto Parts	30.22
11740 Higgins, Westley	12.00
13037 Isak Hansen True Value	49.89
14030 Jamar Company/The	6,865.88
14817 K G M Contractors Inc	164,825.00
L H B Engineers & Architects Inc	2,316.75
Lawson Products Inc	196.57
M R Sign Co Inc	3,557.85

Midwest Division-PetroChoice	5,376.94
Mike Rose Excavating	180.00
Northern Engine & Supply Inc	127.79
Nuss Truck & Equipment	473.41
Pernat/Joe	12.00
RT Vision Inc	3,500.00
Snap On Tools	324.40
Sonju Two Harbors LLC	120.90
Steve's Sports & Auto	129.99
Swearingen/Shawn	24.00
Titan Machinery and Rentals	7,710.00
Tools Unlimited	619.60
Towmaster	254.44
Wallner/Jim	450.00

Commissioner Sivertson explained that she would like to have a policy for the consideration of business interests when streets are closed for special events such as the filming of scenes by Rushaway Pictures. Administrator Cadwell said he would bring a sample policy to a future meeting for consideration. Motion was made by Commissioner Moe, Seconded by Commissioner Storlie and carried to approve the special event permit for Rushaway Pictures, as presented.

Tim Kennedy, President, Superior Cycling Association, appeared before the board with a request that the county agree by Resolution to act as sponsor for a Greater Minnesota Parks and Trails Program grant request. Kennedy explained that the grant would allow construction of a multi-purpose mountain biking trail connecting Lutsen Mountains and Britton Peak trailhead. He further explained that the Cook County Mountain Bike Trail System was designated as a Regional Park Trail and Recreation Resource Park, by the Minnesota Trails Commission. Motion was made by Commissioner Moe, seconded by Commissioner Gamble to approve the following resolution, with County Attorney review, that Cook County act as sponsor for a comprehensive funding request through GMPTP:

RESOLUTION # 2016-64

Requesting Funding for the Cook County Mountain Bike Trail System Phase 1

BE IT RESOLVED that Cook County Board of Commissioners has the legal public authority to sponsor a grant funding request associated with Cook County Mountain Bike Trail System (PROJECT), which has been previously designated by the Greater Minnesota Regional Park and Trail Commission (COMMISSION) as a regional park or trail.

BE IT FURTHER RESOLVED that as we are fully aware of the information provided in the funding request, including any non-state match and other long-term commitments (as defined in the funding request), related master plan and any supporting information as submitted.

BE IT RESOLVED that, if selected for funding by the COMMISSION, the Cook County Board of Commissioners shall act as legal sponsor for the PROJECT contained in the Department of Natural Resources (DNR) Parks & Trails Legacy Grant Application (STATE'S GRANT APPLICATION) and that Jeff Cadwell, County Administrator, is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the applicant.

BE IT FURTHER RESOLVED that the APPLICANT has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the funding request and therefore, also in the STATE'S GRANT APPLICATION.

BE IT FURTHER RESOLVED that the APPLICANT has or will acquire fee title or permanent easement over the land described in the funding request and therefore, also in the STATE'S GRANT APPLICATION for regional parks and has or will acquire fee title, perpetual easement or a minimum of a 20 year lease over the land described in the funding request and therefore, also in the STATE'S GRANT APPLICATION for regional trails.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, the applicant may enter into an agreement with the State of Minnesota for the above-referenced project, and that the applicant certifies that it will comply with all applicable laws and regulations as stated in the grant contract including committing to maintain the trail for a period of no less than 20 years and providing a perpetual easement for recreational trail purposes on all lands acquired for trail use.

NOW, THEREFORE BE IT RESOLVED that The Cook County Administrator is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

Planning and Zoning Administrator Bill Lane appeared before the board with a request to add garages to the Tofte Housing Planned Unit Development. Lane explained that build out of the project would depend on further state legislative action regarding funding. He further explained that the Planning Commissioner voted unanimously to approve the request and recommended approval by the Board of Commissioners. Motion was made by Sivertson, seconded by Storlie, and carried to approve the following Resolution:

RESOLUTION # 2016-65

Town of Tofte: Request to Amend a Conditional Use Permit

BE IT RESOLVED, that upon recommendation of the Cook County Planning Commission, and after public hearing duly held on August 10, 2016, the following amendment of a Conditional Use Permit (Resolution 2015-15) is granted, subject to the noted conditions:

Town of Tofte: Request to amend a Conditional Use Permit to include garage construction within the Tofte Housing Planned Unit Development. Parcel ID: 25-029-1425. Property description: Part of the SE ¼ of the NE ¼, Section 29, Township 59 North, Range 4 West.

1. No land use permits shall be approved until all requirements of the PUD application are met.
2. Commercial uses of the property shall be prohibited.
3. No wetlands impacts may occur without approval from the Cook County wetland authority.
4. Landscape Preservation Standards (Section 5.06; Cook County Zoning Ordinance) shall be applied to the property.
5. If site or construction plans are modified, documents shall be amended by the applicants.
6. All zone district requirements including setbacks, shall be met during build-out.

Lane then presented a request from the Holiday Store in Tofte for a Conditional Use Permit to allow installation of signage using LED internal illumination. Lane explained that the Planning Commission voted unanimously to approve the request and forward a recommendation for approval to the Board of Commissioners. Motion was made by Commissioner Storlie, seconded by Commissioner Gamble, and carried to approve the following Resolution:

RESOLUTION # 2016-66

Holiday Store in Tofte Conditional Use Permit

BE IT RESOLVED, that upon recommendation of the Cook County Planning Commission, and after public hearing duly held on August 10, 2016, the following Conditional Use Permit is granted, subject to the noted conditions:

Mike Quaife, dba Holiday Store, Tofte: Request for a Conditional Use Permit to install internally illuminated light emitting diode (LED) displays at its Tofte store.

Legal Description: *See Attached Exhibit A.*

1. A Cook County sign permit shall be applied for and approved as part of store/sign enhancements.
2. No moving light LED displays may be integrated into Holiday signage.
3. All components of the display, including color and safety parameters must comply with the Cook County Sign Ordinance.
4. The TDRB is encouraged to review displays and provide feedback to Holiday Companies regarding illumination during non-business hours.
5. The OPZ shall review the new lighting configuration one month after its implementation.
6. This permit shall be reviewed by the Planning Commission one-year after its approval.

County Administrator Jeff Cadwell appeared before the board to announce the resignation of David Demmer. There was a motion by Commissioner Gamble, seconded by Commissioner Doo-Kirk and carried to accept the resignation of David Demmer with regret.

Emergency Manager Jim Wiinanen and County Attorney Molly Hicken appeared before the board with a proposed agreement for Lake and Cook County to provide emergency assistance to each other when requested. Motion was made by Gamble, seconded by Moe and carried to authorize the board Chair and the County Auditor to execute the Mutual Aid Agreement for Emergency Management between Lake County and Cook County.

County Administrator Jeff Cadwell and County Auditor Braidy Powers appeared before the board to review the 2017 preliminary budget requests. Powers reviewed the 2017 26% proposed levy increase, the lists of major reasons for the increase, the county fund balance and the historical

comparisons over the past 28 showing an average levy increase of 4.3%. Cadwell explained that the increases were the result of policies and decisions made by the board and requested that the board name a small group to identify a strategy regarding budget policy and service levels. Motion was made by Commissioner Doo-Kirk, seconded by Commissioner Moe and carried to create a budget committee, including Commissioner Gamble, Commissioner Sivertson, Administrator Cadwell and Auditor Powers, to work on identifying a budget policy and service level strategy as regards the 2017 budget.

County Administrator Jeff Cadwell and Highway Engineer David Betts appeared before the board to discuss the options for a transportation sales tax. Cadwell described the public concerns at the Public Hearing as centering on prioritization of the projects and the overall scale of the project list. There was much discussion of priority projects, buildings and the effect on the levy. Cadwell suggested a route for creation of a resolution, including discussion with Dave Betts, Lisa Sorlie and Braidy Powers for the designing of a legal resolution, then reviewing the resolution with the highway advisory committee and then bringing it forward to the County Board for consideration on September 13, 2016. There was a motion by Commissioner Moe, seconded by Commissioner Doo-Kirk, that a resolution for a ½% transportation sales tax be approved by the Highway Committee and these recommendations being brought to the County Board for approval. The motion failed with Sivertson, Storlie and Gamble voting nay. Consensus was that Administrator Cadwell will work follow the route he discussed for creation of a resolution and have it available for discussion on the 13th.

Commissioner Moe reported that the Security Committee is working on proposals for security of the commissioner's room.

Commissioner Gamble reported that the proposed ARC budget increase of \$40,000 is being reduced a few thousand dollars.

There being no further business, motion was made and carried that the meeting be adjourned at 12:06 pm.

HEIDI DOO-KIRK, Chair
Cook County Board of Commissioners

ATTEST: BRAIDY POWERS
Auditor-Treasurer

Request for Time

Before the Board of Commissioners

4.A.

1.	a. Topic or Issue: (As should be listed on agenda) Squad Car Cameras	b. Requested Date: Sept. 20, 2106	c. Amount of time with Board 15 mins	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Pat Eliassen	b. Phone: 218-387-3030	c. Email: pat.eliasen@co.cook.mn.us	
3.	a. Departments affected: Sheriff	b. Department Head: Pat Eliassen	c. Dept been contacted? Yes	
4.	a. Has the Board addressed this before? No	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? IT Dept. has been consulted			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Motion to approve the purchase of 10 new in-squad cameras & viewing software to replace the existing units.			
7.	<p>BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).</p> <p>Our current squad cameras and viewing software has become obsolete. If we experience malfunctions with the cameras we cannot purchase replacement parts and the entire unit will need to be decommissioned. This holds true for the viewing software as well. The software license was never kept up and the cost to bring the license up to date is approximately the same as the complete replacement costs for cameras and new software.</p> <p>The cost for the entire replacement is \$61,900.00 We have allocated \$39,000.00 to offset this cost in Stonegarden grant funds and the remainder was set aside in the 2016 budget under account 200-6600 for Capital Purchases. The amount set aside in this account is \$30,000.00 which will cover the cost of the new units as well as installation costs.</p>			
8.	How will this request affect the County Budget? Capital expense has already been allocated so no increase to the budget.			
9.	Have funds been budgeted/allocated for this request? Yes			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): Account 200-6600, capital expense.			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Request for Time

Before the Board of Commissioners

5.A.

1.	a. Topic or Issue: (As should be listed on agenda) Crime Victim Services Grant Approval	b. Requested Date: 9/20/2016	c. Amount of time with Board 5 Minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Molly Hicken	b. Phone: 387-3670	c. Email: molly.hicken@co.cook.mn.us	
3.	a. Departments affected: County Attorney's Office	b. Department Head: Molly Hicken	c. Dept been contacted? yes	
4.	a. Has the Board addressed this before? yes	b. If so, When? September 2015	c. What was the result? approved	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Resolution to enter into a cooperative grant agreement with the Office of Justice Programs in the Minnesota Department of Public Safety and delegate authority to execute the agreement and related documents to Molly Hicken.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). The Crime Victim Services Grant for fiscal year 2016/2017 funds crime victim services provided by the county attorney's office, including 25 hours/week of the paralegal/victim witness coordinator position.			
8.	How will this request affect the County Budget? Assists in covering cost of the Victim/Witness Coordinator position, \$48,000 grant award			
9.	Have funds been budgeted/allocated for this request? N/A			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): N/A			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

**RESOLUTION AUTHORIZING EXECUTION OF
AGREEMENT**

Be it resolved that Cook County Minnesota will enter into
(Name of your organization)
a cooperative agreement with the Office of Justice Programs in the
Minnesota Department of Public Safety.

Cook County Attorney's Office is hereby authorized to execute
(Title of authorized official)
such agreements and amendments, as are necessary to implement
the project on behalf of Cook County Minnesota.
(Name of your organization)

I certify that the above resolution was adopted by the

Board of Commissioners of Cook County Minnesota on
(Executive Body) (Name of your organization)
September 20, 2016.
(Date)

SIGNED:

(Signature)

(Title)

(Date)

WITNESSETH:

(Signature)

(Title)

(Date)



Minnesota Department of Public Safety ("State") Commissioner of Public Safety Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Crime Victim Services Prosecutorial 2017 Grant Agreement No.: A-CVSP-2017-COOKAO-00023
Grantee: Cook County Attorney's Office 411 West 2nd Street Grand Marais, Minnesota 55604	Grant Agreement Term: Effective Date: 10/1/2016 Expiration Date: 9/30/2017
Grantee's Authorized Representative: Leah Ekstrom, Crime Victim/Witness Coordinator Cook County Attorney's Office 411 West 2nd Street Grand Marais, Minnesota 55604 (218) 287-3669	Grant Agreement Amount: Original Agreement \$48,000.00 Matching Requirement \$8,961.00
State's Authorized Representative: Aida Tosca, Grants Program Specialist Crime Victim Services 445 Minnesota Street Suite 2300, Bremer Tower St. Paul, Minnesota 55101 (651) 201-7345	Federal Funding: CFDA 16.575 State Funding: Minnesota Laws of 2015, Chapter 65, Article 1, Section 11, Subdivision 6 Special Conditions: Attached and incorporated into this grant agreement. See page 3.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a State employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved Crime Victim Services Prosecutorial 2017 Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Crime Victim Services Prosecutorial 2017 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<http://app.dps.mn.gov/Egrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No. A-CVSP-2017-COOKAO-00023/3-43080

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative



Special Conditions

1. Special Duties:

\$48,000 for general crime services in Cook County.

Crime Victim Services Prosecutorial 2017
Budget Summary

Organization: Cook County Attorney's Office

Budget	VOCA-Eligible	Other	Match
Budget Category			
Personnel			
County Attorney and Assistant County Attorney	\$0.00	\$0.00	\$7,486.00
Victim Witness Coordinator	\$25,460.00	\$0.00	\$0.00
Total	\$25,460.00	\$0.00	\$7,486.00
Payroll Taxes & Fringe			
Payroll Taxes and Fringe	\$8,436.00	\$2,056.00	\$0.00
Total	\$8,436.00	\$2,056.00	\$0.00
Contract Services			
Contract Services	\$600.00	\$0.00	\$0.00
Total	\$600.00	\$0.00	\$0.00
Travel & Training			
Travel & Training	\$2,958.00	\$0.00	\$0.00
Total	\$2,958.00	\$0.00	\$0.00
Office & Program Expenses			
Office & Program Expenses	\$2,439.00	\$3,570.00	\$300.00
Total	\$2,439.00	\$3,570.00	\$300.00
Other Expenses			
Other Expenses	\$0.00	\$0.00	\$1,175.00
Total	\$0.00	\$0.00	\$1,175.00
Direct Client Assistance			
Direct Client Assistance	\$2,481.00	\$0.00	\$0.00
Total	\$2,481.00	\$0.00	\$0.00
Total	\$42,374.00	\$5,626.00	\$8,961.00

**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

6.A.

1.	a. Topic or Issue: (As should be listed on agenda) AS400 Hosting	b. Requested Date: 09/20/16	c. Amount of time with Board 10 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Rena Rogers	b. Phone: 387-3662	c. Email: rena.rogers@co.cook.mn.us	
3.	a. Departments affected: County Attorney	b. Department Head: Molly Hicken	c. Dept been contacted? yes	
4.	a. Has the Board addressed this before? yes	b. If so, When? 2016 budget process	c. What was the result? Funding was provided to move to hosted solution	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? Eventually all AS400 users, however, the impact to end users will be negligible			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Request to approve Hosting Service Agreement with Minnesota Counties Information Systems (MCIS), allowing them to move ahead with creating a hosting environment.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). Last year, during the budget process, we discussed the support issues related to this hardware and the resource issues related to Aimee Luick's retirement and future IT retirement. This agreement has been sent to 8 counties, which are all expected to sign it, allowing MCIS to move forward with the purchase of equipment and licensing. Earlier this year we began a relationship with MCIS to support our software remotely, and that has been going very well. The hosting solution that will be provided by MCIS coincides with our need to replace our AS400 next spring. We will now not need to do that, which is a cost avoidance of \$35,000-\$40,000.			
8.	How will this request affect the County Budget? One-time costs were budgeted this year. The annual cost of hosting will be mostly offset by not replacing AS400 every 4 yrs.			
9.	Have funds been budgeted/allocated for this request? Yes			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>



MINNESOTA COUNTIES INFORMATION SYSTEMS

HOSTING AGREEMENT

This Hosting Agreement is made by and between **Minnesota Counties Information Systems (MCIS)**, a Minnesota joint powers entity, and **Cook County**, a Minnesota political subdivision (the Hosted Entity).

Recitals

- A. The Hosted Entity is a Member or Associate Member of the MCIS joint powers entity, as defined by the MCIS Joint and Cooperative Agreement.
- B. The Hosted Entity owns and operates IBM iSeries (f/k/a AS/400) computer systems on which the Hosted Entity runs various software programs related to the Hosted Entity's statutory functions.
- C. The iSeries systems require support staff with sufficient expertise in both the software and the IBM hardware to properly support the systems.
- D. Due to personnel changes over time, it has become more difficult for political subdivisions to maintain adequate staff expertise for the IBM iSeries systems.
- E. As a solution to the personnel issues, MCIS offers a hosted environment whereby MCIS acquires and maintains the requisite IBM hardware in a suitable location and hosts the software and data needed by the political subdivisions.
- F. This Hosting Agreement sets forth the terms and conditions of the hosting relationship between MCIS and the Hosted Entity.

Terms

1. DEFINITIONS.

- a. **Budget Year.** The MCIS Budget Year is January 1st through December 31st. The budget process typically starts February; the budget approved by the MCIS Board in July; and final acceptance by the members on or before September 1st in the current year.
- b. **Planned Date.** The date the Hosted Entity plans to be implemented on the hosted environment. Upon signing, the Hosted Entity will provide to MCIS the year they plan to move to the hosted server.
- c. **Implementation or Implementation Date.** The month and year the Hosted Entity is cutover from their existing server to the hosted server for production purposes. The implementation schedule will be defined during the planned year's budget process.
- d. **Replacement Year.** The year the hardware is expected to be replaced or substantially upgraded. For this Agreement, the Replacement Year is 2022.

2. **EFFECTIVE DATE.** This Hosting Agreement is effective upon signing.

3. HOSTING SERVICES.

- a. MCIS will provide hosting servers and all necessary ancillary equipment, backup tapes, support and maintenance to host the Hosted Entity's iSeries applications and data ("the Services"). MCIS will provide the processor capacity, disk space and memory to run the Hosted Entity's iSeries applications.



The specifications of the hardware used for hosted services shall be determined by MCIS in its sole discretion.

- b. The host server(s) will be located in a data center with 24-hour security, redundant power, cooling and broadband connectivity.
- c. MCIS is responsible for applying PTF and microcode updates as needed.
- d. MCIS will perform daily backups to a disk-based backup system with replication of the daily backups to secondary site. Weekly, monthly and yearly backup tapes will be provided and stored in a secure, off-site location.
- e. The Hosted Entity is responsible for providing all equipment and/or software necessary at the Hosted Entity's place of business for the Hosted Entity to access the hardware and systems provided by MCIS and for maintaining applicable software licensing.

4. HOSTING FEES.

The Buy-in and Reserve fees are the Hosted Entity's commitment to MCIS of their desire to move to the hosted environment on the Planned Date. The Hosted Entity, through the signing of this agreement, commits to these fees as outlined below up to, but not including, the Replacement Year.

- a. **Buy-in Fee.** The Hosted Entity shall pay a one-time Buy-in Fee to offset the initial equipment purchase cost. This fee will be included on the invoice created to collect past due reserve fees. .
- b. **Reserve Fee.** This fee is used to build up a fund for the replacement of the hosting hardware/software. The Hosted Entity is responsible to pay this fee starting January 1, 2017, and ending the replacement year. This fee will be invoiced as follows:
 - i. Past due reserve fees will be invoiced at implementation, and includes the total amount from January 1, 2017 through the end of the last quarter billed in the current calendar.
 - ii. Thereafter, invoice are sent quarterly for the next three months of reserve fees due.
 - iii. In the Replacement Year, if the amount in the Reserve Fees fund does not cover the purchase price of the replacement equipment, MCIS reserves the right to charge an extra fee during the next budget cycle as approved by the MCIS Board.
 - iv. MCIS Board will set and approve a new Reserve Fee during the Replacement Year budget cycle.
- c. **Maintenance Fee.** The Hosted Entity shall pay a pro-rata share of the hardware and software maintenance costs, related supplies and facility charges for the iSeries equipment. The monthly fee is determined as part of the MCIS annual budget approval process. This fee starts January of the Planned Date year and is billed as follows:
 - i. If the Hosted Entity's implementation of hosted services occurs after January 1 of the Planned Date year, then fees for prior months of that calendar year through the end of the quarter in which implementation occurred will be billed.
 - ii. Thereafter, on a quarterly basis the hosted entity will be invoiced for the next three months of maintenance fees due.
- d. The Reserve and Maintenance fees can be discontinued during the Replacement Year's MCIS Budget approval process at MCIS's sole discretion.



- e. **Service Fee.** The Hosted Entity shall determine the Level of Service to be provided by MCIS during the yearly budgeting process (reference Exhibit 3 for Levels of Service), and each level's monthly fee is set by the MCIS Board during the annual budget process. The Hosted Entity can increase a service level, but cannot move to a lower service level once the MCIS Budget is approved. Fee is payable as follows:
 - i. All fees are based on a "calculation date" which is the earlier of the planned date or actual implementation date,
 - ii. The first invoice occurs upon implementation and consists of: a one-time start-up fee based on two months of the current year's Level 1 monthly fee; and the number of months from the calculation date through the ending month of the last quarter MCIS has invoiced for multiplied by the selected level monthly service fee.
 - iii. Thereafter, on a quarterly basis the hosted entity will be invoiced for the next three months multiplied by the selected level monthly service fee.
 - f. If amounts owed by the Hosted Entity become past due, the Hosted Entity is subject to the penalties and restrictions set forth in the Joint Powers Agreement.
 - g. *Refer to Exhibit 1 for amounts associated with each fee and Exhibit 2 for an invoicing example.*
5. **SECURITY REQUIREMENTS.** It is of paramount importance that the Hosted Entity's data on the MCIS iSeries equipment is secure. It is **strongly recommended** that the Hosted Entity's security on its own iSeries equipment be at "Security Level 30 or 40" at minimum prior to MCIS providing hosting services under this Agreement. Details on achieving Level 30 or 40 security are found in the MCIS AS/400 Security Manual and in Exhibit 4 (MCIS Security Level 30 or 40 Defined).

Notwithstanding any other term or agreement to the contrary, in the event the Hosted Entity's iSeries equipment security level is not at Security Level 30 or above prior to transferring data and programs into the hosted environment, then to the extent such data and programs remain below Security Level 30, the Hosted Entity is solely liable for any and all data breaches that occur within the hosted environment and agrees to defend and indemnify MCIS from any claims arising from such data breaches.

6. **TERM.**

- a. This Agreement commences on the Effective Date and extends through the Replacement Year. The Termination Date can be revised by the MCIS Board as it deems necessary.
- b. Any party may terminate this Agreement without cause upon 180 days written notice to the other parties. In addition, this Agreement may be terminated if a party provides written notice of a breach of this Agreement and the breaching party fails to cure the breach within 60 days after receipt of the notice. If the Hosted Entity is the breaching party, it remains responsible for the Service Fee for the remainder of the budget year, and for the Reserve and Maintenance Fees through the Termination Date.
- c. If the Hosted Entity terminates this Agreement without cause within 30 days after MCIS approves its annual budget in July, the Hosted Entity is not responsible for the Service Fee for that budget year. If the Agreement is not terminated within that 30 day period, the Hosted Entity remains responsible for the Service Fees for the entire budget year regardless of the termination date. If the Hosted Entity



terminates this Agreement without cause prior to the Termination Date, the Hosted Entity remains responsible for payment of the Reserve and Maintenance Fees through the Termination Date. The Hosted Entity acknowledges that the financial structure of the MCIS hosting service depends on guaranteed receipt of Reserve and Maintenance Fees from hosted entities during the entire term of the hosted agreements. This clause shall survive termination of this Agreement.

7. INDEMNIFICATION AND LIMITATION OF LIABILITY.

- a. MCIS and the Hosted Entity shall fully defend and indemnify and hold harmless the other party against all claims, losses, liability, suits, judgments, costs and expenses by reason of action or inaction of the employees or agents of the indemnifying party arising in whole or in part from any act or omission of the indemnifying party, its subcontractors, and their agents, servants, or employees, incidental to the performance of this Agreement. This agreement to indemnify and hold harmless does not constitute a waiver by any party of limitations on liability under Minnesota Statutes Section 466.04 and other applicable law or rule.
- b. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59 subdivision 1a(a); provided further that for the purposes of this statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.
- c. The parties to this Agreement are not liable for the acts or omissions of the other Party to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Party.

8. REPRESENTATIONS AND WARRANTIES. Each party represents and warrants that the execution and performance of this Agreement has been duly authorized and the signatory to this Agreement possesses all necessary authority to enter into the Agreement.

9. DATA PRACTICES.

- a. All data created, collected, received, stored, used or maintained on the MCIS equipment and on or through the associated Hosted Entity network equipment is subject to the requirements of the Minnesota Government Data Practices Act (MGDPA). All parties shall abide by the provisions of the MGDPA, the Health Insurance Portability and Accountability Act and implementing regulations, and all other applicable state and federal laws relating to data privacy.
- b. The parties hereto acknowledge that MCIS is only providing a hosting environment for the Hosted Entity's data. Data content is the sole responsibility of the Hosted Entity. All data requests under the MGDPA are to be responded to by the Hosted Entity as the responsible authority for the data. Any requests for data, or for changes, additions or deletions to data, received by MCIS from a third party shall be forwarded to the Hosted Entity for response.
- c. The Hosted Entity shall annually provide MCIS with an authorization to access the data for the sole purpose of carrying out its hosting obligations under this Agreement.

10. RELATIONSHIP. This Agreement does not create a partnership, joint venture or other business combination between the parties. Each party is responsible for its own insurance.



Minnesota Counties Information Systems

413 SE 7th Avenue, Grand Rapids, MN 55744

Phone 218-326-0381

11. **FORCE MAJEURE.** No party shall be in breach of this Agreement in the event they are unable to perform their obligations as a result of natural disaster, war, emergency conditions, labor strife, the substantial inoperability of the Internet, the substantial inoperability of the State's WAN, or other reasons beyond their reasonable control, provided, however, that if such reasons or conditions remain in effect for a period of more than 30 days, any party may terminate this Agreement without further liability to that party.

12. **NOTICE.** Any notices required or permitted to be given under this Agreement shall be in writing, signed on behalf of the party providing notice, and deemed received (1) upon receipt if personally delivered; (2) on third day after mailing if sent by certified mail, return receipt requested; or (3) the next business day if sent by messenger or reputable overnight courier. Notices shall be sent to the following addresses:

Executive Director
Minnesota Counties Information Systems
413 S.E. 7th Ave.
Grand Rapids, MN 55744

IT Director
Cook County
411 W. 2nd Street
Grand Marais, MN 55604

13. **ASSIGNMENT.** No party shall assign its rights or delegate its duties under this Agreement without receiving prior written consent of the other parties.

14. **WAIVER.** The waiver of any provision or the breach of any provision of this Agreement shall not be effective unless made in writing. Any waiver by either party of any provision or the breach of any provision of this Agreement shall not operate as, or be construed to be, a continuing waiver of the provision or the breach of the provision.

15. **EXECUTION.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and to constitute one and the same instrument. Electronic copies shall be considered originals.

16. **MISCELLANEOUS.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, documents and proposals. Any amendment or modification to this Agreement shall not be valid unless such amendment or modification is in writing, signed by authorized representatives, and references this Agreement. Any and all causes of action between any party arising out of or related to this Agreement shall be venued in Itasca County District Court.



Minnesota Counties Information Systems
413 SE 7th Avenue, Grand Rapids, MN 55744
Phone 218-326-0381

Minnesota Counties Information Systems

By: _____

Printed Name: Lyle Eidelbes

Its: MCIS Executive Director

Dated: _____

County of Cook

By: _____

Print Name

Its: _____

Dated: _____



EXHIBIT 1 – HOSTING FEES

	Yearly Amount	Invoice Amount	Frequency
Buy-in ^{1, 2}	\$21,400	\$21,400	One-Time
Reserve ¹	\$4,640	\$1,160	Quarterly

1. Buy-in and Reserve fees were set with the assumption that a specific number of Counties would be moving to hosting anytime between 9/1/2016 and 12/31/2021. Based on the total signed contracts received during initial sign-up a one-time increase or decrease adjustment of these amounts may be required.
2. The Buy-in Fee is anticipated to range from \$18,500 - \$24,000, and is dependent on number of counties, IBM holding on the 18% discount, and IBM allowing MCIS to transfer licenses and processors from other members' machines.

The following chart is an ESTIMATE of Maintenance and Service fees by year through 2021. These amounts are subject to change on yearly basis based on number of participants and increases/decreases in maintenance and service expenses. The MCIS Board will approve these fees as the part of the yearly budgeting process

	2017	2018	2019	2020	2021
Maintenance	\$1,730	\$1,830	\$4,060	\$4,210	\$4,360
Level 1	\$4,440	\$4,560	\$4,680	\$4,920	\$4,920
Level 2	\$7,680	\$7,800	\$8,040	\$8,400	\$8,520
Level 3	\$9,000	\$9,120	\$9,480	\$9,840	\$9,960



EXHIBIT 2 – HOSTING INVOICE EXAMPLE

An example of the first and subsequent invoice would be based on the following assumptions:

Assumptions:

- Planned Date set at June 2018
- Actual Live Date was May 1st, 2018
- Buy-in Fee - \$21,300
- Reserve Fees – \$1,160/quarter
- Maintenance Fees – \$432.50/quarter
- Selected Level 2 Support Fees - \$1,920/quarter (\$640/month or \$7,680/year)
- Level 1 Support – \$1,110/quarter (approx. \$370/month)

- First Invoice – deals with getting prior quarters through 6/30/2018 up to date.
 - Invoice created 6/1/2018
 - Buy-in Fee \$21,400
 - Reserve Fee \$ 6,960
 - Total number of quarters to bill is six (6) @ \$1,160/quarter
 - Maintenance Fee \$ 865
 - Total number of quarter to bill is two (2) @ \$432.50/quarter
 - Support Level 2 Fee \$ 2,060
 - 2 months at Level 1 – Total \$740 (2 @ \$370, which is set up fee)
 - 1 month at Level 2 – Total \$1,280 (2 @ \$640)
 - Total Invoice \$33,305

- Next Invoice being sent 6/15/2018 for 3rd quarter 2018
 - Reserve Fees \$1,160.00
 - Maintenance Fee \$ 432.50
 - Support Level Fee \$1,920.00
 - Total Invoice \$3,512.50



EXHIBIT 3 – LEVELS OF SERVICE

1. Level 1 – Basic Support (Required)

Focus is on the hosting environment, such as hardware, Power I (i-Series) operating system and IBM stand applications, backups, recover, and equipment/software associated with the backup, monitoring, and recovery. Following are the activities:

Start-up

- Perform due diligence with County to determine specific roles/responsibilities
- Coordinate set up of LPARs, network connectivity
- Coordinate test cycle and user performance measurements
- Provide a checklist of startup events.

Disaster / Recovery

Daily Tasks

- Review Backup Logs / Resolve issues as needed Daily
- Monitor Cybernetics backup and replication to Carlton of Daily and two week rotations Daily

Periodic Tasks

- Setup / Refine Backup schedules
- Weekly backups to tape (5 week rotation) Monday or first business day of week
- Monthly (15 month rotation) After month end backups
- Yearly (10 years minimum) After year-end backups
- Move media (tapes) to off-site location
- Restore Specific Objects As needed and per request through Help Desk

Disaster / Recovery Test

- Maintain DRS plan for i-Series
- Incorporate hosting plan to county specific plan Yearly Review
- Testing to recover hosted i-Series - Hosting Env Perspective Not concern with connectivity back to County. Concerned with backups can recover partitions and host controller Est doing every 2 years

Hosting Equipment / Software - Monitoring, Planning & Upgrading

- Power-I Hardware
- Cybernetics Hardware
- Tape Drive Hardware
- Hardware Mgmt. Console
- Coordinate connectivity issues with Itasca County



**Power-I Operating System & IBM Licensed Code -
PTF, Tech Refresh, Releases**

Operational Related Tools - backups, alert, anti-virus
Coordinate network issues resolution with Itasca
Monitor hardware/software alert global to all partitions

Application Software

For MCIS Software, copy executable to i-Series IFS
folder in order for County to install

2. **Level 2 – includes Level 1 plus MCIS Software**

Focus on controlling software and utilities utilized with MCIS developed software.

Application Software

Apply Property Tax and Payroll Updates/Releases
Apply MCIS Utility software updates/patches

FormSprint (base, PDF/Email), Presto,
Zend, DBU, MQGPL, Apache

Run MIS tasks for Property Tax & Payroll jobs

Jobs that can be scheduled will be, all
other will be done on action requested
by product owner.

Monitor i-Series IFS folders as it relates to MCIS Software

User Provisioning

Set up, change, terminate user profile, clean up objects
owned

Monitors/Manages i-Series to maintain "true" level 30/40
security

Set up user to get to main menu upon sign-on and direct to
application authorized to.

Assumes County at "True" Level 30/40
prior to hosting.

Assumes County handling specific
application authority and setup within
applications, except as noted. Need
County using MCIS menu system for
users initial sign on menu.

Provide user security setup within Property Tax / Payroll

If product owner relinquish duties, then
MCIS will still seek approval from
product owners before making
additions/changes

Provide assistance on basic audit information requests

Examples of basics: list of users on
system, setting of system values,
setting up access for the auditor to
review system.



Minnesota Counties Information Systems

413 SE 7th Avenue, Grand Rapids, MN 55744
Phone 218-326-0381

System management

Monitor/Manage message queues (QSYSOPR), logs, and/or Journals which are part of MCIS software and/or IBM Licensed programs

Coordinate Payroll/ Tax Software issues directly with MCIS. Alert Member County on other software.

Monitor/Manage print queues, virtual queues, printers, job queues, disabled sessions/profiles,

Coordinate Payroll/ Tax Software issues directly with MCIS. Alert Member County on other software.

Monitor/Manage subsystems, job queues, performance (pools, memory, processors, disk utilization)

For non-MCIS related software we will need to alert the appropriate MIS person.

Monitor/Manage i-Series communications with non IBM Power I servers that are directly related to the MCIS Tax/Payroll software

Examples: retrieving tax statements print outs from web site; assessor mobile solution (future)

Monitor/Manage Robo-Copy operations directly related to MCIS Tax Software

Coordinate cleanup activities to keep system running efficiently

Configure Hosting Entity's devices on the iSeries equipment (Hosted Entity is responsible for physical setup).

3. Level 3 – includes Level 1 and 2 plus these additional duties:

Focus on updating and patching “non MCIS applications and utilities” plus insuring compliance remains with level 30 and above as outlined in MCIS Security Guide.

Application Software

Training and Documentation is needed to transition this effort, and procedures of authorizing through product owners.

Apply Updates/Releases of non-MCIS software

Apply Patches/Updates/Releases of non-MCIS utility software

Security

Ensure data libraries properly secured

Advise Management on risks

Remote access to i-Series databases properly secured

Advise management on ODBC or other connectivity mechanism risks

- **Services not listed in Level one through three will be priced during contract creation and/or invoiced on time and material basis. Examples of this may be: County audit request for security information; performing functions a user could perform on the system; comprehensive DR test versus what is provided in level one.**
- Prior to initiating Level 3 support, the Hosted Entity will document procedures to be followed on non-MCIS software and utilities (e.g., vendor contact information, installing patches, releases, special configuration of iSeries components, connectivity setups between applications and to other non-iSeries servers, instructions on special downloads and uploads, etc.).



EXHIBIT 4 – MCIS SECURITY LEVEL 30/40 DEFINED

Your security level is set as system value (QSECURITY). But, just setting this value does not insure that you meet the standard as defined in the current IBM Power I OS Version Security Guide. What is discussed below are excerpt from the security guide to help define the expectations for a minimum security level being established for the hosted environment. Before changing a production system, read appropriate material in the IBM Power I security guide for migrating from one level to another, and the MCIS Security Guide.

Security level

MCIS recommend that you have a security level of 30 or 40 on your system. The following requirements would meet security level 30 or 40:

- Both the user ID and password are required to sign on.
- Only someone with *SECADM special authority can create user profiles.
- The limit capabilities value specified in the user profile is enforced.
- Users must be given specific authority to use resources on the system, which implies the users must be given specific authority to resources instead of users having all authority.
- Only user profiles created with the *SECOFR user class are given *ALLOBJ special authority automatically (see below "setting of default Special Authority")
- MCIS recommends that group profiles are setup and these groups are given *USE authority to specific resources. Specific users are attached to these group profiles.
- Users are provide no special authority as defined below.
- No default sign-on - The i-Series stops any attempt to sign on without a user ID and password that can be done on lower security levels.

Default special authorities associated with security level 30 or 40

The system security level determines what the default special authorities are for each user class. When you create a user profile, you can select special authorities based on the user class. Special authorities are also added and removed from user profiles when you change security levels.

These special authorities can be specified for a user:

*ALLOBJ - All-object special authority gives a user authority to perform all operations on objects.

*AUDIT - Audit special authority allows a user to define the auditing characteristics of the system, objects, and system users.

*IOSYSCFG - System configuration special authority allows a user to configure input and output devices on the system.

*JOBCTL - Job control authority allows a user to control batch jobs and printing on the system.

*SAVSYS - Save system authority allows a user to save and restore objects.

*SECADM - Security administrator authority allows a user to work with user profiles on the system.

*SERVICE - Service authority allows a user to perform software service functions on the system.

*SPLCTL - Spool control authority allows unrestricted control of batch jobs and output queues on the system.

You can also restrict users with *SECADM and *ALLOBJ authorities from changing this security related system value with the CHGSYSVAL command. You can specify this restriction in the System Service Tools (SST) with the "Work with system security" option.



Table 2 shows a preferred approach to granting special authorities by each user class. The entries indicate that the authority is given at all security levels, limited/controlled to a few, or not at all.

Special authority	Recommended Granting Special Authority based on Types of Work				
	*SECOFR	*SECADM	*PGMR	*SYSOPR	*USER
*ALLOBJ	All		Limited		
*AUDIT	All				
*IOSYSCFG	All				
*JOBCTL	All		Limited	All	
*SAVSYS	All			All	
*SECADM	All	All			
*SERVICE	All				
*SPLCTL	All		Limited		

**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

7.A.

1.	a. Topic or Issue: (As should be listed on agenda) Request by Relief Association to Join Statewide Plan	b. Requested Date: 9/20/16	c. Amount of time with Board 5 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Steve Ortmann/ Maple Hill Fire Dept.	b. Phone:	c. Email:	
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Approve by motion the request by Maple Hill Fire Department Relief Association to join the Statewide Investment Plan administered by the Public Employees Retirement Association.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). See attached letter from Brian Olsen, Secretary of the Relief Association.			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>



September 9, 2016

Braidy Powers
Cook County Court House
Grand Marais, MN 55604

Dear Braidy,

Our Relief Association would like to join the Statewide Plan administered by the Public Employees Retirement Association (PERA).

Our association's board has approved a request for a cost analysis from PERA.

Now, we are seeking approval from the county commissioners (governing body) that we may join PERA so a cost analysis may begin.

Sincerely,

A handwritten signature in blue ink that reads "Brian Olsen".

Brian Olsen
Secretary
Maple Hill Community Fire Department Relief Association

**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

8.A.

1.	a. Topic or Issue: (As should be listed on agenda) Lease of Postage Machine	b. Requested Date: 9/20/16	c. Amount of time with Board 5 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Braidy Powers	b. Phone:	c. Email:	
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Approve the DM475 mail system proposal at \$265.02 per month.			
7.	<p>BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). See attached proposal.</p> <p>The current machine has failed several times in the last few months and the reliability is questionable. I've put a new the new machine in the 2017 budget but the failures are increasing. We've had to purchase stamps while waiting for service. That works for short periods with normal mail flow. But with mail ballots set to go out in a few weeks and TNT notices shortly after we can't afford delays in service. The monthly lease price was almost identical in 2008/2009 and earlier. The price then gradually came down over the years to the current rate. This newer model has improved capabilities and Kevin's research could not locate a model with current capabilities at the current price available.</p>			
8.	How will this request affect the County Budget? \$530 from fund balance for 2016			
9.	Have funds been budgeted/allocated for this request? No			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

POWERS

9/8/16 11:56AM

Fund 01 - Revenue Fund

Cook County



ACCOUNT ACTIVITY REPORT

From: 01/2008 Thru: 12/2016
Report Basis: 1

Tran SC Typ	Vendor	G/L Month	Receipt/Warrant NUMBER	DATE	Seq #	AMOUNT	DESCRIPTION	Invoice Number	Accr Cd	RTR2 Basis
DEPT 818 - Postage And Incidental										
PROGRAM 000										
01 - 818-000-0000-6300 - Repairs & Maintenance										
DI	60062- Mn Comm Of Revenue	01/2008	9991207	01/17/2008	333	48.85	0055145 12/31/2007 000014887			
DI	14887- Pitney Bowes	03/2008	55847	03/28/2008	333	800.35	ACCT #6460753 Q1 08 LEASE	6460753MR		1
DI	14887- Pitney Bowes	06/2008	56545	06/27/2008	333	800.35	ACCT #6460753 Q2 08 LEASE	6460753-JN		1
DI	14887- Pitney Bowes	09/2008	57271	09/26/2008	333	800.35	#6460753- SP08 Q3 08 LEASE	6460753		1
DI	14887- Pitney Bowes	12/2008	58197	12/31/2008	333	800.35	ACCT #6460753 Q4 08 LEASE	6460753-DC		1
DI	14887- Pitney Bowes	03/2009	58806	03/20/2009	333	800.35	ACCT #6460753 Q1 09 LEASE	6460753-MI		1
DI	14887- Pitney Bowes	06/2009	59718	06/26/2009	333	800.35	ACCT #6460753 Q2 09 LEASE	6460753-JN		1
DI	14887- Pitney Bowes	09/2009	60542	09/25/2009	333	800.35	ACCT #6460753 Q3 09 LEASE	6460753-SF		1
DI	14887- Pitney Bowes	12/2009	61441	12/25/2009	333	587.60	ACCT #6460753 Q4 09 LEASE	6460753DCI		1
DI	14887- Pitney Bowes	03/2010	62192	03/26/2010	333	586.80	ACCT #6460753 Q1 10 LEASE	6460753-MI		1
DI	14887- Pitney Bowes	06/2010	62952	06/25/2010	333	586.80	ACCT #6460753 Q2 10 LEASE	6460753-JN		1
DI	14887- Pitney Bowes	09/2010	63605	09/23/2010	333	586.80	ACCT #6460753 Q3 10 LEASE	6460753-SF		1
DI	14887- Pitney Bowes	12/2010	64415	12/23/2010	333	586.80	ACCT #6460753 Q4 10 MTR LEASE	6460753-DC		1
DI	14887- Pitney Bowes	03/2011	65293	03/24/2011	333	586.80	ACCT #6460753 Q1 11 LEASE	6460753-MI		1
DI	14887- Pitney Bowes	06/2011	66012	06/23/2011	333	586.80	QTRLY RENTAL PYMT ON POST MACH	6460753		1
DI	14887- Pitney Bowes	09/2011	66822	09/22/2011	333	586.80	QTRLY RENTAL CONTRACT FOR POSTAGE MAC	6460753SP1		1
DI	14887- Pitney Bowes	12/2011	67851	12/22/2011	333	586.80	QTRLY RENTAL CONTRACT FOR POSTAGE MAC	6460753DC		1
DI	14887- Pitney Bowes	03/2012	68692	03/22/2012	333	586.80	1ST QTR CONTRACT FOR POSTAGE	6460753MR		1
DI	14887- Pitney Bowes	06/2012	69446	06/22/2012	333	586.80	POSTAGE MACHINE RENTAL CONTRAC	6460753JN1		1
DI	14887- Pitney Bowes	09/2012	70229	09/20/2012	333	586.80	3RD QTR CONTRACT POSTAGE	6460753-SF		1
DI	14887- Pitney Bowes	12/2012	71267	12/27/2012	333	586.80	4TH QTR CONTRACT POSTAGE MACH	6460753-DC		1
DI	14887- Pitney Bowes	03/2013	71966	03/21/2013	333	586.80	1ST QTR 2013 TERM RENTAL CONTR	6460753-MI		1
DI	14887- Pitney Bowes	06/2013	72805	06/20/2013	333	586.80	2ND QTR POSTAGE MACHINE RENTAL	6460753-JN		1
DI	14887- Pitney Bowes	09/2013	73629	09/19/2013	333	586.80	3RD QTR 2013 RENTAL CONTRACT	6460753-SF		1
DI	14887- Pitney Bowes	12/2013	74587	12/19/2013	333	586.80	4TH QTR CONTRACT POSTAGE MACH	6460753-DC		1
DI	14887- Pitney Bowes	03/2014	75636	03/28/2014	333	586.80	Q1 2014 TERM RENTAL CONTRACT	6460753-MI		1
DI	14887- Pitney Bowes	06/2014	76362	06/27/2014	333	586.80	Q2 2014 RENTAL CONTRACT	6460753-JN		1
DI	14887- Pitney Bowes	09/2014	77008	09/18/2014	333	248.40	Q3 2014 SERVICE CONTRACT	6460753-JN		1
DI	14887- Pitney Bowes	12/2014	78165	01/08/2015	333	271.00	Q4 2014 RENTAL CONTRACT	664273		1
DI	13130- Pitney Bowes	01/2015	78913	04/16/2015	333	271.00	Q1 - 2015 rent	982818		1
DI	13130- Pitney Bowes	04/2015	79595	07/02/2015	333	271.00	Q2 RLY RENTAL CONTRACT	387347		1
DI	13130- Pitney Bowes	07/2015	80481	10/08/2015	333	271.00	Q4 2015 CONTRACT POSTAGE MACH	402129		1
DI	13130- Pitney Bowes	10/2015	91416	01/07/2016	333	280.50	2016 Q1 CONTRACT FOR POSTAGE	640348		1
DI	13130- Pitney Bowes	01/2016	92133	04/07/2016	333	280.50	Q1 2016 POSTAGE RENTAL CONTRAC	617390		1
DI	13130- Pitney Bowes	04/2016	92950	07/07/2016	333	252.00	2ND QTR 2016 RENTAL CONTRACT	100089302:		1
DI	01 - 818-000-0000-6300 - Repairs & Maintenance					Total	18,732.35			

COOK COUNTY KEVIN TWIEST

DM475 MAIL SYSTEM PROPOSAL MAILING SYSTEMS SPECIAL WSCA PROPOSAL CONTRACT 48227 M-499(5)

PREPARED BY SHANNON KERN

MAJOR ACCOUNT MANAGER

AUGUST 24, 2016

Shannon.Kern@pb.com

Shannon Kern

Major Account Manager

Tel. 952-452-2280

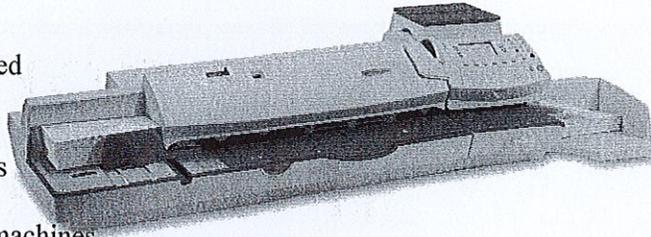
Shannon.kern@pb.com

www.pb.com

COOK COUNTY / KEVIN

DM 475 WEIGH-ON-THE-WAY (WOW) AUTOMATIC MAILING SYSTEM
INTEGRATED SCALE WITH USPS RATES AND UPDATES
INTELLILINK CONTROL CENTER.
WITH WEIGH-ON-THE-WAY!

- **Departmental Accounting – 50 accounts.**
Accounting information can be easily printed
 - ✓ Track & Display accounts.
- **Fully Integrated Scale -**
 - ✓ Integrated scale with all USPS rates
- **Whisper Quiet Operation**
 - ✓ Ink jet printing is quieter than old machines
- **Anti Skew Feed Deck**
 - ✓ Eight rollers and a jogger ensures precise imprinting and easy feeding
- **No RATE Chips**
 - ✓ Fully updates through LAN connection with IntelliLink Control Center
- **Weigh On The Way In Line Weighing Technology (WOW) –our smallest WOW mail system**
 - ✓ Process mail with mixed weights and mixed thicknesses at the same time.
 - ✓ **Each piece is weighed, the proper rate calculated, and postage imprinted as it runs through the meter and mailing system, which is very efficient and accurate.**
 - ✓ New upgraded WOW works in accordance with Shape-Based Postal Regulations!
- **Tip to Tip Sealing**
 - ✓ Provides consistent and positive sealing-guarantees security of documents.
- **Auto Dating**
 - ✓ Internal clock automatically advances the date and operators can even advance the date when they want to get a jump on processing tomorrow's mail.
- **Tape Strips Feature for Flats/Packages**
 - ✓ Makes things very user friendly.
- **Automatic Postage Refills**
 - ✓ Refill meter automatically with no service charge
- **120 Letters Per Minute (80 Letters Per Minute in WOW mode).**



New DM475 WEIGH ON THE WAY AUTOMATIC MACHINE

WSCA LEASE OPTION: \$ 229.05 per month / invoiced quarterly. Standard Accounting.

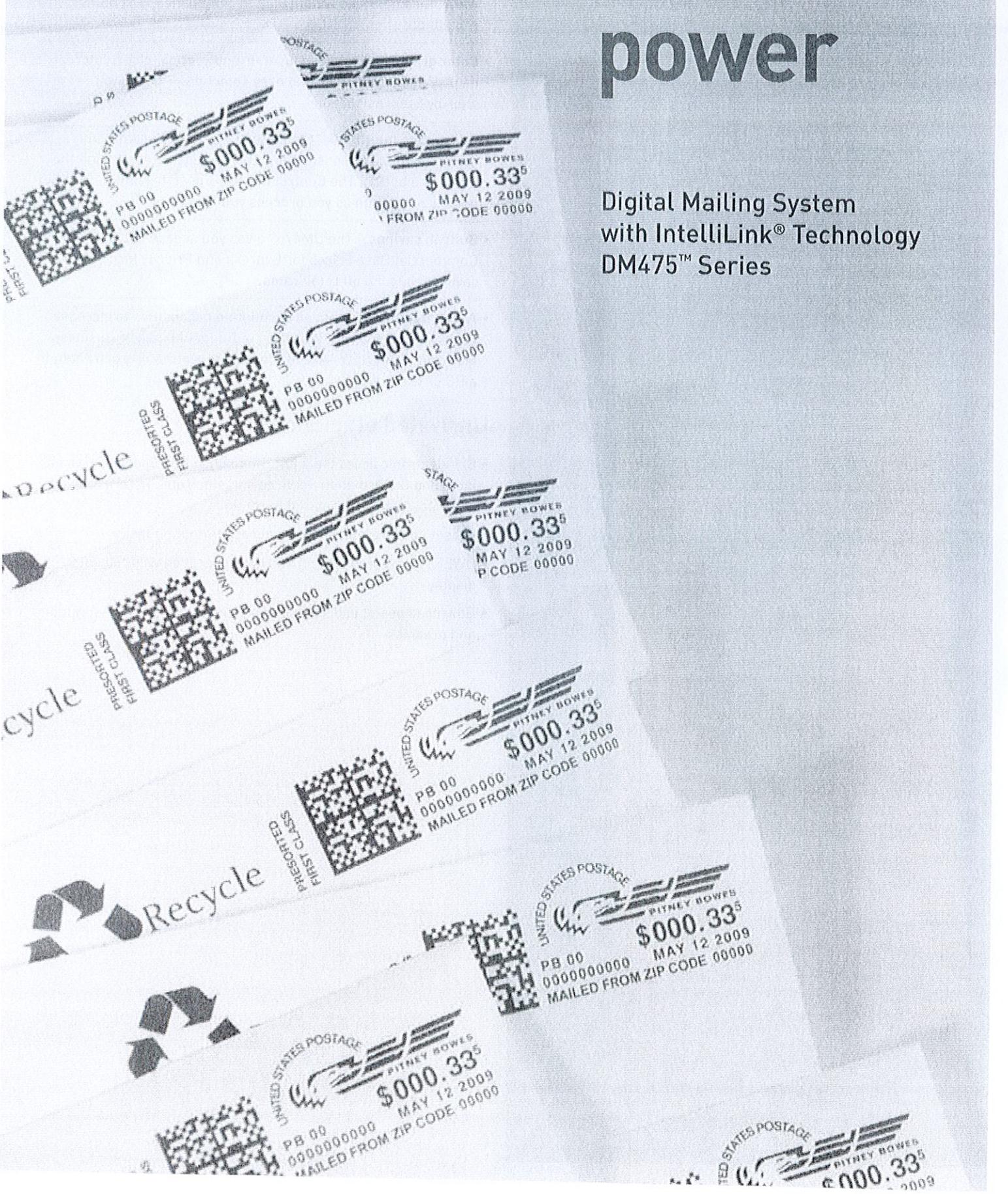
WSCA LEASE OPTION: \$ 265.02 per month / invoiced quarterly. Web Inview Accounting.

***Leasing price includes everything:** Shipping, training, installation, full maintenance agreement, the entire lease payment, meter rental, software updates, USPS postal rate updates and free meter resets. Supply pack included – ink cartridge, tapes and EZ Seal solution. LAN connection. WSCA 48227 M-499(5)
CONTRACT NUMBER. AMERICAN MADE FROM AN AMERICAN COMPANY.

Shannon Kern
Major Account Manager
Tel. 952-452-2280
Shannon.kern@pb.com
www.pb.com

Advanced power

Digital Mailing System
with IntelliLink® Technology
DM475™ Series



Office brilliance

Time is of the essence. And there never seems to be enough of it in a day. Getting your mail out the door and to its destination shouldn't be a chore. It should be an effortless process that can be integrated into your business operation, keeping noise levels low, taking up little space, and creating no disruptions. It should have an advanced level of technology that is easy for everyone to use, with capabilities you can count on.

Enter the DM475™ Digital Mailing System. The system collaborates with you to help you communicate effectively with your customers and meet your mailing deadlines. It has loads of cost-saving capabilities like Shape Based Rating, Weigh-On-The-Way® (WOW) and access to a full range of USPS® Special Services, powered by Pitney Bowes IntelliLink® technology.

What's NOW!

- **Weigh-On-The-Way® (WOW)** – Eliminate sorting mailpieces by weight and size with in-line weighing. Process up to 80 letters per minute in WOW mode. Shape Based Rating accurately determines the rate for each piece of mail based on its length, width, thickness and weight – all in compliance with USPS® regulations.
- **Color graphics display** – A user-friendly, crisp, clear, color display makes for quick and easy selections – giving you step-by-step instructions.
- **Our unique IntelliLink™ technology** – Lets you update your system with the latest software and postage rates through the touch of a button. The Control Center is user-friendly, and helps guide you through as you process your mail.
- **Built-in savings** – The DM475™ gives you access to USPS® Commercial Base Prices for Express and Priority Mail® for savings up to 5% off retail rates.
- **Accountability** – Expanded accounting capabilities to increase your productivity with the option of Budget Manager, Business Manager, or INVIEW™ Accounting. Print reports or export data to a PC or to the Web.

Unrivaled efficiency

- Get electronic access to a full range of USPS™ Special Services, including Confirmation Services and electronic Return Receipt at reduced rates (compared to retail)
- Preset up to 10 jobs for quick access to routine tasks
- QWERTY keyboard for fast and easy operation with full color display
- Download postal updates, software upgrades, postal inscriptions and graphics

My Account

Through Pitney Bowes online, get access to your account info when you need it.

- Choose how to pay for postage, get a postage advance, or earn interest on the balance in your Reserve Account
- Get online access to your account information at My Account and track payment history, monitor meter activity, pay bills, order supplies and request service

Constant connection

To access postage and software downloads, there's no need to move the mailing system or to install a phone line. Simply connect to a local LAN connection and you'll get:

- 24/7 access to download software upgrades and postage
- The ability to upload Confirmation Services™ transactions for convenient mailpiece tracking
- Painless access to USPS® rate updates

Promoting business

Use your mail to advertise. The DM475™ Digital Mailing System comes with 10 standard envelope ads and 12 postal inscriptions. You can download additional ads and inscriptions directly into the IntelliLink® Control Center.

Big results

Increase productivity in your office with the capabilities you would expect from a bigger mailing system.

Integrated weighing – Easily process individual, oversized pieces by determining the precise postage with an integrated scale.

Automatic processing – Automatic feeding, sealing and imprinting postage at speeds up to 120 letters per minute helps to effectively manage large mailings.

Flexible feeding – Handles material up to 5/16" thick and sizes ranging from postcards up to 13" x 15" flats.

Convenient updates – Obtain postage 24/7 and handle rate changes more easily with automatic updates.

Online service access – USPS® Special Services, including Delivery Confirmation™, Signature Confirmation™ and Electronic Return Receipt for Mail™.

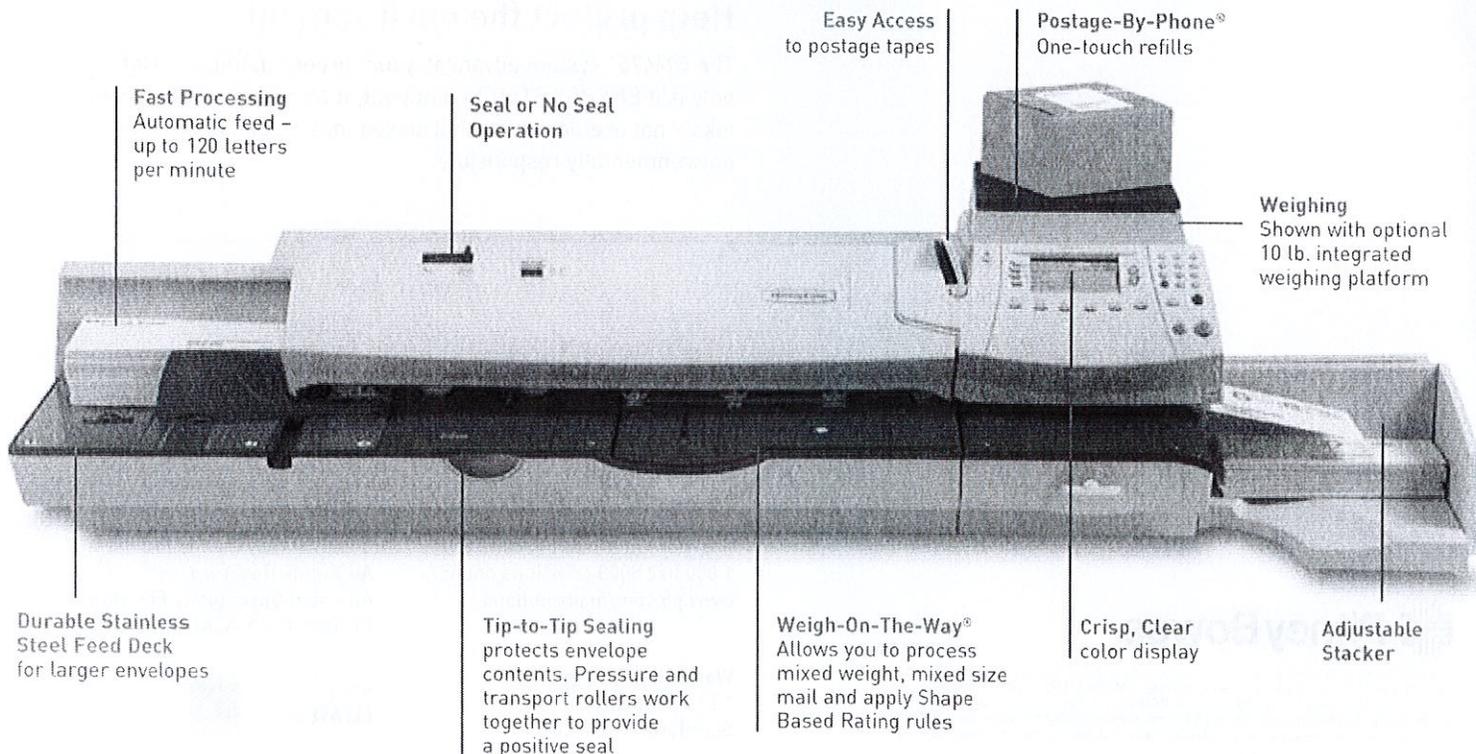
Rate selection – Select the most effective and economical USPS® domestic and international postage rates.

Reduce return mail – Operators can advance the date to get a jump on processing the next day's mail. Mail is not returned due to misdating.

Track incoming mail – Mail date stamp provides dual functionality to track incoming mail efficiently.

Postage accounting – Tracks up to 50 accounts; data can also be printed or exported to a PC.

Expanded accounting options – increase your tracking and reporting capabilities up to 1,500 accounts with the Pitney Bowes Budget Manager.



Digital Mailing System

DM475™ Series

Size:	W 51.3" x D 22.5" x H 12.3" (dimensions exclude stacking tray)
Weight:	64 lbs.
Electrical:	100-240 VAC, 50/60 Hz, .65-3A
Maximum Speed:	Up to 120 letters per minute Up to 80 letters per minute – WOW® speed
Media Sizes:	Min.: 3.5" x 5" Max: 13" x 15" 13" x 14" (in WOW® mode)
Media Thickness:	Min.: .007" Max.: 5/16"
Tape:	Auto-strip up to 50 tapes
Job Presets:	10
Optional Weighing:	2 lb., 5 lb., 10 lb., 15 lb., 30 lb. or 70 lb.
Approvals:	UL-approved, FCC-compliant, ENERGY STAR®-compliant
Connectivity Requirements:	Constant Connection – High-speed Internet connection Supplied Installation kit includes 14' LAN cable PC meter connect Optional analog modem connectivity available
Postal Compliance:	Digital IBIP

Standard Operating Features

Auto-Dating
Multiple Tapes (1-50)
Low Postage Alert
High Value Protection
Original Value Resetting
Sealant Level Indicator
Seal Only And No Seal Modes
Low Ink Alert
Password Security
Standard Envelope Advertisements (10)
Standard Postal Inscriptions (12)
Dual Language Support – English/Spanish
Time/Date Stamp
Custom Text Messaging
Weigh-On-The-Way® (WOW)
Shape Based Rating

Options

Enhanced Accounting
PC Interface
Report Printer
Differential Weighing
Barcode Scanner
Weighing Platforms
(2 lb., 5 lb., 10 lb., 15 lb., 30 lb., 70 lb.)

Help protect the environment

The DM475™ system advances your "green" initiatives. Not only is it ENERGY STAR®-compliant, it also uses water-based inks – not acetone or alcohol-based inks – and is therefore environmentally responsible.



Pitney Bowes, the Corporate Design, the Eagle Design, DM Series, DM475, DM475, Intelli-Link, Weigh-on-the-Way, WOW, Postage By Phone and INVIEW are trademarks owned by Pitney Bowes Inc. USPS, Certified Mail, Confirm, Delivery Confirmation, Signature Confirmation, Express Mail and Priority Mail are trademarks owned by the United States Postal Service. All other trademarks are the property of the respective owners.

For more information, call
1 800 322 8000 or visit us online:
www.pb.com/mailsolutions

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Printed in U.S.A. AD11985 0909

World Headquarters
1 Elmcroft Road
Stamford, CT 06926-0700



**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

9.A.

1.	a. Topic or Issue: (As should be listed on agenda) LELS MOU New position	b. Requested Date: 9/20/2016	c. Amount of time with Board 10 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: Sheriff	b. Department Head: Pat Eliassen	c. Dept been contacted? yes	
4.	a. Has the Board addressed this before? Yes	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Recommend that the board approve the MOU that will serve as an amendment to the current LELS contract. MOU establishes the position of Lead Dispatch/Public Safety Systems Specialist as a new position within the bargaining unit and sets the classification for the position at C 41-2. Authorize board chair to sign the agreement on behalf of the county.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). LELS contract 2016-2017 called for a re-opener to address the possibility of creating this new position. This MOU serves as an amendment to the current contract indicating agreement of both parties on creation of the position, the job description and the classification of the position. This MOU has been reviewed by Attorney Hicken and LELS representatives. They have already signed in approval.			
8.	How will this request affect the County Budget? N/A			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Jeff Cadwell

From: Jessica Mabin <jmabin@lels.org>
Sent: Friday, September 9, 2016 1:11 PM
To: Jeff Cadwell
Cc: Darcy Ziller; Christopher Schrupp
Subject: RE: Draft MOU
Attachments: MOU Lead Disp..pdf

Hi Jeff,

Attached please find the MOU for the Lead Dispatch position, which I have signed. Please forward me a fully executed copy.

Thank you and have a nice weekend.

~ Jessica

Jessica L. Mabin
Law Enforcement Labor Services, Inc.
jmabin@lels.org

327 York Avenue
St. Paul, MN 55130
651-793-2331 Desk
651-425-1135 Cell
www.lels.org



From: Jeff Cadwell [mailto:jeff.cadwell@co.cook.mn.us]
Sent: Wednesday, August 31, 2016 10:01 AM
To: Jessica Mabin <jmabin@lels.org>
Subject: Draft MOU

Please review

Jeff Cadwell
Cook County Administrator
411 West Second Street
Grand Marais, MN 55604
218-387-3687

MEMORANDUM OF UNDERSTANDING

This document serves as a Memorandum of Understanding (MOU) as it pertains to the Labor Agreement currently in force between Cook County, Minnesota and Cook County Sheriff's Unit L.E.L.S. (LOCAL #348), dated January 1, 2016 through December 31, 2017.

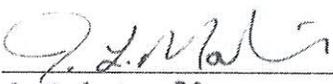
This MOU authorizes a new position within the bargaining unit, Lead Dispatch/Public Safety Systems Specialist. This position will be classified according to the current county classification system as a C 41-2. This position will be subject to all the terms and benefits of all other positions within the bargaining unit. The Job Description for Lead Dispatch/Public Safety Systems Specialists is attached to this MOU for reference.

This position was initially filled from within the bargaining unit after posting the opportunity as required by the agreement.

IN WITNESS WHEREOF, the parties execute this Memorandum of Understanding on the date(s) noted below.

L.E.L.S. (LOCAL #348)

COUNTY OF COOK

BY: 
L.E.L.S., BA

BY: _____
Heidi Doo-Kirk
Chair, Board of Commissioners

DATE: _____

DATE: _____

**Cook County
Request for Time**

e-mail form

9.B.

Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) Annual Health Insurance Renewal	b. Requested Date: 9/20/2016	c. Amount of time with Board 10 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: all	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Recommend the board approve the annual renewal of the CDHP 831 Health Plan with the Northeast Service Cooperative Pool.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). This is a renewal of the current health plan VEBA 100, specified in the recently negotiated contracts. Our group usage calculated to a 23.7% increase. Membership in the Northeast Service Cooperative has brought the increase down to 19.1%.			
8.	How will this request affect the County Budget? 19.1% increase of premiums for 2017			
9.	Have funds been budgeted/allocated for this request? 2017 budget has not been finalized			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	County Attorney Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>



For the health of all.

As a State and the largest of Americans, we have the largest and most diverse population in the world. We are proud to be a part of the State of Illinois.

Cook County

Coverage Effective Date: 01/01/2017

**Northeast Service Cooperative Pool
Group Renewal Rate Exhibit and Acceptance Form**

Renewal Months	12								
Min Value	82%	PLAN 1	CDHP 831	Contracts	Current	Rates	Renewal	Change in Rates	Renewing Plan Design?
			Single	26	\$554.50		\$660.50		<input type="checkbox"/> Yes
			Family	84	\$1,385.50		\$1,650.00		<input type="checkbox"/> No
			Annual Total Premium		\$1,569,588		\$1,869,276		
			Group Total	110	\$1,569,588		\$1,869,276		19.1%

- No agent commission included in rates

- Minimum Value percentage is based on plan value only

Request for Time

Before the Board of Commissioners

9.C.

1.	a. Topic or Issue: (As should be listed on agenda) Approve hiring Tanner Hoskins YMCA custodian	b. Requested Date: 9/20/2016	c. Amount of time with Board 10 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: Maintenance	b. Department Head: Brian Silence	c. Dept been contacted? yes	
4.	a. Has the Board addressed this before? Yes	b. If so, When?	c. What was the result? posting was authorized	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Recommend that the board approve the hiring of Tanner Hoskins for the YMCA custodian position at A11-2 Step 1. Anticipated start date is 9/26/2016			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:		Agenda Item Number:	
Auditor-Treasurer Contacted:		County Attorney Contacted:	
YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	
YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	

**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

9.D.

1.	a. Topic or Issue: (As should be listed on agenda) Hire Land Commissioner/Prks & Trls Director	b. Requested Date: 9/20/2016	c. Amount of time with Board 5 min	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 218-387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: Land Services	b. Department Head: Tim Nelson	c. Dept been contacted? Yes	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? Assessor/Yes			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Approve hire of Lisa Kerr to the Land Commissioner/Parks & Trails Director at the C42-2 Step 2.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). The Land Commissioner position was with the Assessor job but now has moved into Land Services Department and was created to be Land Commissioner/Parks & Trails Director.			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	County Attorney Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Cook County

Request for Time

Before the Board of Commissioners

e-mail form

9.E.

1.	a. Topic or Issue: (As should be listed on agenda) Termination/Approval to Advertise	b. Requested Date: 9/20/2016	c. Amount of time with Board 5 min	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 218-387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: Land Services	b. Department Head: Tim Nelson	c. Dept been contacted? yes	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? No			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Approval to advertise due to vacancy of the Waste Management Site Attendant at the Tofte site			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).			
8.	How will this request affect the County Budget? N/A			
9.	Have funds been budgeted/allocated for this request? Yes			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

**Cook County
Request for Time**

e-mail form

9/10 F.

Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) Transportation sales tax	b. Requested Date: 9/20/2016	c. Amount of time with Board 20 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: Highway	b. Department Head: David Betts	c. Dept been contacted? yes	
4.	a. Has the Board addressed this before? yes	b. If so, When? 9/13/2016	c. What was the result? board wanted more discussion	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Discussion of the proposed resolution and project list to authorize a county wide 1/2% transportation sales tax.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).			
8.	How will this request affect the County Budget? Authorizing this tax will provide an additional \$750,000 annually for transportation funding			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	County Attorney Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

**Cook County
Request for Time**

e-mail form

9/10/16

Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) 2017 Budget Discussion	b. Requested Date: 9/20/2016	c. Amount of time with Board 60 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: all	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before? YES	b. If so, When? 9/13/2016	c. What was the result? board wanted more discussion	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Discussion of the proposed 2017 budget. Will have additional comments from the budget committee meeting scheduled for 9/19/2016			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	County Attorney Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

COOK COUNTY LODGING TAX AS OF 7/31/16

12.A.

<u>FULL YEAR</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
COUNTY- WIDE	\$ 751,435.82	\$ 815,897.68	\$ 871,918.20	\$ 921,001.10	\$ 971,360.28	\$ 983,160.32	\$ 1,069,719.65	\$ 570,834.37
CHANGE	-3.3%	8.6%	6.9%	5.6%	5.5%	1.2%	8.8%	-46.6%
LODGING SALES:	25,047,854	27,196,589	29,063,940	30,700,037	32,378,676	32,772,011	35,657,322	19,027,812
			6.9%	4.9%	5.2%	1.2%	8.8%	-46.6%

Y-T-D- 7/31

<u>COUNTY- WIDE</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
COUNTY- WIDE	\$ 382,718.36	\$ 405,637.43	\$ 440,647.09	\$ 458,584.22	\$ 495,238.24	\$ 498,235.43	\$ 539,696.38	\$ 570,834.37
CHANGE		6.0%	8.6%	4.1%	8.0%	0.6%	8.3%	5.8%
YEAR-TO-DATE APPLIES TO APPLES COMPARISON - County Wide							9.2%	10.0%

Lutsen-Tofte Tourism Association

<u>MONTH</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
JANUARY	41,174.88	37,117.75	40,194.59	36,623.49	41,959.28	41,925.92	46,203.00	44,358.43
FEBRUARY	36,419.09	36,275.46	40,322.78	37,424.71	44,597.15	39,212.64	41,742.29	47,567.15
MARCH	33,786.62	36,229.02	43,098.83	40,341.39	52,625.69	52,317.18	46,567.70	49,082.41
APRIL	13,424.39	13,486.25	15,122.63	15,898.48	17,453.62	20,661.33	18,461.16	20,351.90
MAY	20,718.47	23,123.74	24,668.31	27,644.14	29,047.71	28,497.81	33,412.90	34,490.53
JUNE	36,659.35	38,342.94	43,649.82	50,655.08	52,544.88	53,741.88	59,074.37	66,010.21
JULY	61,857.99	76,532.97	85,215.76	87,790.96	87,821.16	93,881.13	103,873.31	103,852.65
AUGUST	78,930.61	88,831.81	92,204.51	97,516.67	102,487.98	108,375.73	111,173.28	
SEPTEMBER	57,343.84	62,675.00	72,081.04	73,676.22	72,393.02	75,238.63	85,243.99	
OCTOBER	45,195.49	53,718.52	54,326.13	53,541.80	58,702.72	62,284.15	69,532.18	
NOVEMBER	15,663.15	17,906.29	20,252.72	22,494.97	22,615.96	22,259.26	23,178.46	
DECEMBER	34,185.29	40,966.43	41,222.08	46,240.48	44,452.04	43,064.41	42,448.26	
TOTAL	\$ 475,359.17	\$ 525,206.18	\$ 572,359.20	\$ 589,848.39	\$ 626,701.21	\$ 641,460.07	\$ 680,910.90	\$ 365,713.28
Jan - July Comp	-13.8%	7.0%	11.9%	1.4%	10.0%	1.3%	5.8%	4.7%
YEAR-TO-DATE APPLIES TO APPLES COMPARISON							7.9%	7.7%

Grand Marais Area Tourism Assn.

<u>MONTH</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
JANUARY	6,226.16	5,506.23	5,502.35	5,293.54	6,226.19	5,836.32	7,396.36	8,952.71
FEBRUARY	6,475.30	6,576.12	6,881.67	7,317.32	7,796.38	6,256.26	8,453.95	10,656.64
MARCH	6,383.77	6,186.76	6,251.59	7,416.76	7,585.73	6,786.36	8,148.52	9,901.64
APRIL	3,979.32	4,683.75	4,420.96	5,339.86	5,065.87	4,876.63	6,456.72	8,172.08
MAY	11,041.90	10,973.92	10,141.22	12,015.75	11,752.69	12,285.32	16,120.49	18,864.82
JUNE	21,524.03	20,848.91	20,807.22	24,229.61	26,548.19	26,387.14	30,682.04	32,821.84
JULY	35,753.78	37,834.25	38,064.67	42,534.81	42,619.40	44,440.60	48,860.17	48,233.31
AUGUST	37,434.44	41,462.37	40,898.60	45,685.01	46,367.22	47,342.35	50,536.97	
SEPTEMBER	30,707.26	32,280.22	33,650.66	36,708.86	36,756.28	36,649.96	43,548.83	
OCTOBER	16,885.65	20,764.87	20,283.64	21,841.62	23,923.75	23,182.52	27,837.64	
NOVEMBER	4,749.16	4,918.61	5,075.92	5,866.94	7,350.91	5,751.24	7,732.51	
DECEMBER	4,057.00	4,082.19	5,174.84	5,859.19	5,430.78	4,657.46	7,376.30	
TOTAL	\$ 185,217.77	\$ 198,118.20	\$ 197,153.34	\$ 220,109.27	\$ 227,423.39	\$ 224,452.16	\$ 263,150.50	\$ 137,403.04
Jan - July Comp	0.5%	1.3%	-0.6%	13.1%	3.3%	-0.7%	18.0%	8.9%
YEAR-TO-DATE APPLIES TO APPLES COMPARISON							16.6%	13.7%

Gunflint Trail Tourism Association

<u>MONTH</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
JANUARY	5,148.42	4,921.27	5,578.62	5,477.42	6,003.47	5,898.72	5,727.29	6,300.51
FEBRUARY	5,013.71	5,799.06	6,633.81	6,639.17	5,941.21	6,379.58	6,635.60	7,748.26
MARCH	3,581.79	3,414.58	4,664.93	4,116.77	4,513.83	4,182.35	4,529.51	3,861.29
APRIL	918.65	830.90	1,041.66	1,268.17	1,439.78	907.16	902.68	1,088.74
MAY	4,252.45	4,441.83	4,900.56	5,455.85	4,478.00	4,621.84	4,844.08	5,916.50
JUNE	9,643.43	10,994.16	11,687.84	13,243.17	13,845.21	14,314.46	14,768.44	15,946.34
JULY	18,734.86	21,517.56	21,797.27	21,857.77	25,372.80	24,824.80	26,835.80	26,856.41
AUGUST	22,543.87	20,973.15	21,644.76	24,813.15	27,725.95	28,873.92	30,048.56	
SEPTEMBER	10,317.77	10,788.26	12,109.18	15,478.77	13,918.35	13,812.03	16,102.20	
OCTOBER	6,117.83	5,670.66	6,988.64	6,852.61	7,998.10	7,819.43	9,507.32	
NOVEMBER	1,279.16	1,549.99	1,900.25	1,891.71	2,140.05	1,650.73	1,626.57	
DECEMBER	3,306.74	3,671.88	3,458.14	3,948.88	3,858.93	3,963.07	4,130.20	
TOTAL	\$ 90,858.68	\$ 94,573.30	\$ 102,405.66	\$ 111,043.44	\$ 117,235.68	\$ 117,248.09	\$ 125,658.25	\$ 67,718.05
Jan - July Comp	-19.9%	6.5%	13.5%	4.9%	0.1%	0.2%	3.0%	5.4%
YEAR-TO-DATE APPLIES TO APPLES COMPARISON							4.1%	15.7%

**COOK COUNTY/GRAND MARAIS JOINT EDA
MEETING AGENDA
SEPTEMBER 13, 2016, 4:00 PM
GRAND MARAIS CITY HALL**

4:00 PM

Call to Order

- A. Public Comments
- B. Adjustments to and Approval of Agenda
- C. Approval of Minutes August 9 and 30, 2016 (*motion*)

4:05 PM

New Business

- A. Welcome Bev Green, New Board Member
- B. Superior National Construction Update
 - Jeffrey Brauer to Present
- C. Arts & Culture Economy Staff Support (*motion to approve*)
 - Amy Demmer and Others to Present
- D. Community Connect Request for Funding (*motion*)
 - Pat Campanaro to Present
- E. Assisted Living Proposal Received from Spectrum Health
 - Comments from Committee Review on September 12
- F. Housing Committee Update - Scott
 - Development Agreement, Survey, Wetland, Septic,
Administrative Subdivision, Engineering, Tax Abatement,
Tax Forfeit Property in Grand Marais
- G. IRRRB Grant Applications
 - Four pre-apps approved, full applications due 9/16/16
 - Resolution for Airport Building (*motion*)
 - Resolution for Superior National (*motion*)
- H. Website Development - Board Input Before 9/23/16
- I. Good Measure Media - Video Stream Meetings (*motion*)
- J. HOME Consortium Advisory Committee
- K. North Shore Housing and Community Dialogue, 9/19/16

4:50 PM

Financials

- A. Golf Course Financials (*motion to accept*)
- B. EDA Financials (*motion to accept*)

5:00 PM

Old Business

- A. Cedar Grove Business Park Update
-GPS/Wetlands Mapping
- B. CCLEP/REEP Balance Sheets Requested at August Meeting
- C. Grand Marais Workforce Housing Talking Points
- D. Visit Cook County Directory Ad – Cook County Chamber

5:45 PM

Other

- A. SBDC Director's Report
- B. Other Business
- C. Adjourn

Cook County-Grand Marais Economic Development Authority

August 9, 2016

Grand Marais City Hall

Present: Board members Scott Harrison, Heidi Doo-Kirk, Anton Moody, Carol Mork, Howard Hedstrom, Hal Greenwood; EDA Director Mary Somnis; Staci Drouillard; Anita Jeziah; Rhonda Silence

Absent:

Meeting called to order by EDA President Howard Hedstrom at 4 p.m.

Public Comment – None

Agenda reviewed. *Motion to approve agenda by Heidi Doo-Kirk, second by Carol Mork. Motion carried, all ayes.*

Minutes of July 12 and July 26, 2016 meetings reviewed. It was noted that EDA bookkeeper Paul Goettl was present at the July 12 meeting.

Motion by Carol Mork, second by Heidi Doo-Kirk to approve the minutes with the correction to add Paul Goettl to those in attendance. Motion carried, all ayes.

New Business

CCLEP budget request 2017

Cook County Local Energy Project (CCLEP) coordinator Staci Drouillard gave an update on CCLEP activities, such as the residential energy efficiency program (REEP). She said since CCLEP was last at the EDA, they have trained a new energy auditor, Mike Senty of Grand Marais. The target for energy audits was 10 and he has already completed six. Senty completed training in thermography in Toronto. He has all the equipment needed to conduct audits (infrared camera and blower door). Drouillard said his expertise is invaluable to REEP.

EDA Director Mary Somnis asked if audits could be done on residential and commercial properties. Drouillard said yes, an audit had been done for North House Folk School on the Mayhew Building. Work had been done to make that building more energy efficient and a follow-up audit will be completed. Drouillard said CCLEP expects to see significant improvements.

Drouillard asked if the EDA could once again provide funding for the program. Director Somnis said a placeholder of \$8,000 had been listed in the budget. Howard Hedstrom said the EDA ran into a “buzz saw” when it presented its levy to the Cook County Commissioners last year. Heidi Doo-Kirk said last year the county board approved the EDA’s levy, minus the funding for CCLEP and REEP. Hedstrom said the EDA was still able to partially fulfill its promise of funding, but it came out of the EDA funds for other things. The EDA board recommended that Drouillard and other CCLEP personnel talk to county commissioners to seek support for funding CCLEP in the EDA’s levy. Doo-Kirk told Drouillard to contact County Administrator Jeff Cadwell to get on the agenda.

Board Member Anton Moody, a building contractor, said the PACE training that CCLEP coordinated was invaluable. He said about 40 contractors attended the training, a huge benefit to the county as it saved these contractors the time and money it would take to travel for training.

Meeting with Steve Peterson, IRRRB

Somnis provided the EDA board with information about an upcoming visit from Steve Peterson, Iron Range Resources and Rehabilitation Board (IRRRB) director of development on August 17-18. The EDA will meet to tour and discuss the Poplar River pipeline project, Lutsen workforce housing site, Superior National at Lutsen golf course, Hedstrom Lumber, the Cook County Airport, and the North House Folk School. They will also

meet with business owners, the mountain biking group and the Cook County Chamber of Commerce to discuss these projects and IRRRB business development programs.

EDA website development estimate

Director Somnis presented a proposal from Two Dogs in the Web for creating a new website for the EDA. She recommended going with Option #2 for an estimated cost of \$1,615 - \$2,323. She said the new website would be mobile-friendly and easier to update in house. She said it is very important to have an effective website as that is the first impression of the EDA to many people.

Motion by Scott Harrison, second by Hal Greenwood, to authorize EDA Director Mary Somnis to work with Two Dogs in the Web to create a new website at a cost of up to \$2323. Motion carried, all ayes.

Financials

Treasurer Scott Harrison presented invoices to be paid for August. *Motion by Carol Mork, second by Hal Greenwood to make those payments. Motion carried, all ayes.*

EDA and Superior National at Lutsen financials for July 2016 were reviewed.

Motion by Carol Mork, second by Hal Greenwood to accept the EDA and Superior National at Lutsen financial reports for July 2016. Motion carried, all ayes.

Old Business

Cedar Grove Business Park (CGBP) update

Somnis said designs had been received for the veterinary clinic to be built by Nadder and Lee Samari, on CGBP lot 3, block 5. She has talked to them about having a groundbreaking ceremony.

Anton Moody said he had reviewed the 2014 wetland delineation study. He said large portions of wetlands have been mitigated and some lots that were thought to not be feasible to build on may now be useable. The EDA asked Somnis to speak with Kyle Oberg, the Cook County GIS specialist to see if he could put the wetland information on an updated map.

Somnis said the Nadder and Lee Samari, who purchased CGBP lot 3, block 5 in September 2015 to build a 970-square foot veterinary clinic with an 800-foot residence attached, have agreed to participate in a groundbreaking ceremony with the EDA. She said they are making progress with their stormwater and design plans.

Howard Hedstrom commended Director Somnis for being creative regarding the CGBP sign. He asked her to research the cost of having a new sign made and she got quotes of \$500. Hedstrom said there wasn't money for that in the EDA budget, so Somnis got lettering at Buck's Hardware and updated the information. She said it cost \$8.

Housing Committee Update

There was discussion on the two proposed housing projects (Grand Marais and Lutsen). EDA board members said they felt the July 26 meeting with the Grand Marais City Council and Cook County commissioners went really well. All parties agreed to work to meet the challenge of developing workforce housing and committed to providing up to \$175,000 in local matching funds to a workforce housing project in Grand Marais. Somnis presented a letter to Cliff Knettel of One Roof Community Housing outlining that commitment, which was to be signed by the county board, the city council and the EDA.

Motion by Carol Mork, second by Anton Moody, to sign the letter to be sent to One Roof Community Housing. Motion carried, all ayes.

Somnis said she is putting together a list of talking points about the housing programs. She said she knows EDA board members get a lot of questions about what is happening and it would be good if everyone were on the same page. The board agreed and gave recommendations on what to include.

Somnis is planning a community meeting with AEOA, the Small Business Development Center, Minnesota Housing Finance, and others to let the public know what the EDA is working on.

Assisted Living Market Study update

The EDA sent out request for proposals (RFP) for construction of an assisted living facility to 15 interested parties and asked for replies by August 31. Somnis said so far the EDA had received one letter of intent to bid from Spectrum Health. She said after the closing date the committee will convene to consider proposals and will bring information to the September EDA meeting.

2017 Budget Planning & Request to County

Somnis reminded the board that Auditor Braidy Powers asked that the EDA budget request be to the county by July 22 or as soon as possible. She said she had talked to him and he agreed to a delay, but she said it should be submitted as soon as possible. She asked how the EDA wanted to address its workforce housing commitment of \$175,000. The EDA agreed that should be included in the levy request, but a letter explaining that budget item should accompany it.

Motion by Carol Mork, second by Hal Greenwood to forward the 2017 Budget Proposal to the Cook County Auditor with a letter referring to the \$175,000 commitment to workforce housing. Motion carried, all ayes.

Board vacancy

The EDA still needs someone to fill the EDA board seat vacated by Mark Sandbo. This position is selected by the city of Grand Marais. Somnis said Bev Green had expressed interest.

Superior National at Lutsen

Scott Harrison gave a report on activities at Superior National at Lutsen (SNL). He said MidAmerica believes it will be done with its work by late August. He said seven holes are fully seeded and Grounds Superintendent Mike Davies has been mowing the first three holes on Canyon.

Lake Superior/Poplar River Water District update

Harrison said RFPs have gone out for the final part of the Lake Superior/Poplar River Water District. He said Lutsen Mountains co-owner Tom Rider is hopeful that it will all be completed by October, when his DNR permit to draw water from the Poplar River expires. Harrison said it is likely Lutsen Mountains would get an extension if needed as they have done everything they could to get it done.

Small Business Development Center report

Small Business Development Center Representative Pat Campanaro gave a written report on her activities for July. She reported that she conducted 59 individual counseling sessions with 21 clients for a total of 77 hours. She met with eight first-time clients interested in starting a business or buying or selling an existing business. She also worked on a workshop with the Grand Marais Public Library with the theme of Pokémon Go. She presented marketing ideas to help the library capitalize on the Pokémon phenomenon.

Other

Doo-Kirk said the EDA does not have the best reputation regarding transparency. She said that could possibly be helped by having EDA meetings recorded and broadcasted as the county board and city council do. The board agreed that this is something they could consider.

Respectfully submitted by

Rhonda Silence

Minutes & More

*****To be approved at September 13, 2016 EDA meeting *****

Cook County-Grand Marais Economic Development Authority

August 30, 2016

Grand Marais City Hall

Present: Board members Scott Harrison, Carol Mork, Howard Hedstrom, Hal Greenwood, Bev Green; EDA Director Mary Somnis; Rhonda Silence

Absent: Heidi Doo-Kirk

Meeting called to order by EDA President Howard Hedstrom at 10 a.m.

Public Comment – None

Agenda reviewed. Howard Hedstrom said he would like to add an item, prioritizing Cook County projects for IRRRB.

Bev Green was welcomed to the EDA board as the city representative.

The board considered a resolution to apply for an Iron Range Resources and Rehabilitation Board (IRRRB) grant for a workforce housing project in Lutsen. The estimated cost of the project is \$400,00.

Motion by Scott Harrison, second by Hal Greenwood to pass the resolution as read by Director Mary Somnis. Motion carried, all ayes.

The board considered a resolution to apply for an Iron Range Resources and Rehabilitation Board (IRRRB) grant for a workforce housing project in Grand Marais. The estimated cost of the project is \$112,000.

Motion by Hal Greenwood, second by Carol Mork to pass the resolution as read by Director Mary Somnis. Motion carried, all ayes.

EDA Board Chair Howard Hedstrom said that Steve Peterson, director of development at IRRRB had asked Cook County to develop a list of priorities for the projects seeking funding from IRRRB. Hedstrom said the total of the Cook County projects is \$1.437 million. The IRRRB development account has about \$5 million to distribute.

There are five Cook County projects currently in the line up for funding. Hedstrom said they are all worthy projects, but not all will be funded. Projects are: Cook County Airport - \$250,000 to complete the work on its arrival and departure building; the Poplar River Water District - \$350,000 to complete the potable water portion of that project; Superior National at Lutsen golf course - \$325,000 to complete phase 2 of the renovation of the golf course and the EDA's two housing projects - \$400,000 for a rental housing facility in Lutsen and \$112,000 for a workforce housing project in Grand Marais.

A subcommittee of the EDA had discussed the various projects with representatives of the airport board, Superior National at Lutsen and the Cook County Chamber. After discussion, the EDA board agreed to prioritize the projects as follows: 1.) Phase 2 of Superior National at Lutsen; 2.) Workforce housing project in Lutsen; 3.) Workforce housing project in Grand Marais; 4.) Cook County Airport arrival and departure building; 5.) Poplar River Water District potable water.

Motion by Scott Harrison, second by Carol Mork to endorse the priority list as above to submit it to Steve Peterson of the IRRRB. Motion carried, all ayes.

Meeting adjourned at 10:10 a.m.

Respectfully submitted by
Rhonda Silence
Minutes & More

******To be approved at September 13, 2016 EDA meeting******

**COOK COUNTY/GRAND MARAIS EDA
DIRECTOR'S REPORT
SEPTEMBER 13, 2016**

MEETING WITH COMMISSIONER FRANK MOE

On July 28, Howard, Carol and I met with Commissioner Moe in response to his concerns about needs in the east end of the county. He stated that, while there has historically been a feeling in that area that things are just fine the way they are, now there are residents who are wondering how to sustain their communities and livelihoods. We agreed to discuss the possibility of a listening session, possibly in Hovland, in September.

ARTS AND CULTURE ECONOMY

I attended part of the planning retreat on August 17. The team from Arts Lab/Arts Midwest is working with the local planning team to produce *LEVERAGING CREATIVITY the Cook County Cultural Plan*. This group will meet once again on October 25 to complete this phase of their work and adopt the plan. The plan is to be announced at the Fall Gala later that day.

ASSISTED LIVING PROPOSAL

It is stated in the Request for Proposals that we will make a selection by October 28, 2016.

IRRRB GRANT APPLICATIONS

Applications will be submitted for Workforce Housing in Grand Marais and Lutsen, Superior National and the Cook County Airport Arrival/Departure Building.

WEBSITE DEVELOPMENT

I am meeting with *Two Dogs in the Web* on September 23. Please look at the website before then and let me know if there are things you want to be sure are included in the new one.

HOME Consortium Advisory Committee

This group is made up of representatives from Cook, Lake, St. Louis (not including Duluth), Koochiching and Itasca counties. It has oversight of \$440,000 in housing funds from HUD. The group meets twice a year. Our representatives are Commissioner Sivertson, with Commissioner Storlie as alternate and me. Pat Campanaro was attending these meetings. The funds provide \$5000 in Down Payment Assistance for first-time buyers. In Cook County the amount is \$10,000. The agenda includes discussion of agency progress reports, regional housing needs, and future use of HOME funding to meet those needs.

NORTHLAND CONNECTION

I worked with Lisa Bonow at Northspan to fix the listings for the EDA and Cedar Grove on the Northland Connection. This is a database of EDAs and business parts in the region.

MINNESOTA HOUSING PARTNERSHIP

I had a conference call with Bill Vanderwall and Jeremy Schroeder with MN Housing Partnership. This agency is legislative champions for housing. They will keep us posted as to when their programs are open so we can apply. They provide technical assistance, capacity building and pre-development costs. Representatives of this agency will attend the Housing and Community Dialogue on September 19.



City of Grand Marais

Application for Board or Commission

Name of Applicant:	Bev Green
Mailing Address:	PO Box 1064 Grand Marais MN 55604 Home: 218-387-2856, Work: 218-387-2660
Residency Address (if different):	<i>seniors@boreal.org</i>
Board Applying For:	Economic Development Authority - EDA
<p>An information packet is available with a description of the board, member responsibilities and meeting requirements. Please answer the following questions in order to provide the City Council with your qualifications and interests.</p>	
<p>1. Explain why you are interested in this board and what you hope to accomplish through your service:</p> <p>I started coming to Grand Marais since I was about 6 years old. Spending the summers here, I always said someday I am going to live here. I have watched Grand Marais through many changes. Never has there been a more exciting time as right now with the growth of the EDA from the past skeletons it once held.</p> <p>Since finally moving here in 1991, I have worked with families with young children, the elderly and others in-between. The struggles they all have in common are housing and decent paying jobs. Housing and economic development has always been a common need in this County through the last 40 years.</p> <p>The current EDA Board has made great progress in should I say fixing projects and building on new ones. I have a great interest in these projects and the fact that they are finally getting somewhere near an actual project being started.</p>	
<p>2. What skills, expertise or knowledge will you bring to the board:</p> <p>I think the fact that I have a history here for many years; I have seen programs and projects that have worked and haven't worked. I have been involved in starting the First & Second Thrift Store business nine years ago and manage the overall operation of this all volunteer business which helps financially support many other non-profits in Cook County. This project has been a think outside the box venture and has turned out very successful.</p> <p>I have many years of business background, having run my own businesses and working as the Director of the Cook County Senior Center. Prior to my being hired, Cook County employed the Director and Assistant Director and paid for overhead cost to operate the Senior Center. During my tenure, I was able to work with the Board of Directors and become fully independent from Cook County. This took great knowledge of policies and governances to move the organization from a social club to a successful non-profit.</p> <p>I have applied for and received grants for programs and projects both in doing daycare and for the Senior Center.</p>	

3. How have you been involved in the community:

2008 - Present

As the Director of the Senior Center, I help and support our residents and visitors with and find programs and services that they need or are interested in. Might be everyday living needs or social and recreation wants.

2011 - Present

I am co-founder and Board of Director Treasurer for the Arrowhead Animal Rescue since April 2011. We help lost, found, abandoned and families who need to give up their pets find them new homes. This group is all volunteers including myself

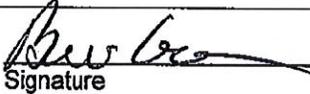
2001 - 2010

For 9 years I was a member of the, Cook County Public Health and Human Services Advisory Council. A group that meets to discuss the health and human services needs in our County. As a member of this Board I was appointed from 2003 - 2010 to represent Cook County on the, Carlton, Lake, Cook and St. Louis Community Health in Duluth. I also sat on the Cook County Human Services Board during these years.

Late 1990's

Was volunteered and was hired from grant we received to set up and lead a Daycare Advisory Group.

During the years when my children were growing up, I volunteered for school activities, fundraisers around town, clubs they were involved in. Usually service in some capacity as a leader.


Signature


Date

DRAFT SUMMARY OF THE MISSION
ARTS AND CULTURE ECONOMY
LEVERAGING CREATIVITY, the Cook County Cultural Plan

The mission of the Arts and Culture Economy (NAME TBD: Steering Committee/Leadership Team/other?) is to lead and guide implementation of *LEVERAGING CREATIVITY, the Cook County Cultural Plan*. The plan is scheduled to be approved and adopted by the Arts and Culture Planning Team at their next planning retreat on October 25, 2016.

The Arts and Culture Economy committee/team is charged with oversight and plan implementation of four core priorities:

1. Telling Our Story – internal and external audiences
2. Working Together – public/private partnerships
3. The Spaces Around Us – brick and mortar projects
4. Guiding Implementation – providing leadership to reach goals

TELLING OUR STORY

- Goal 1: An authentic, unified brand that invites community leadership
- Goal 2: Marketing and communications strategy
- Goal 3: Regional, national, global arts and culture destination

WORKING TOGETHER

- Goal 1: Public/private commitment to grow arts and culture
- Goal 2: Vibrant and sustainable organizations and businesses
- Goal 3: Economic and professional development of artists

THE SPACES AROUND US

- Goal 1: Affordable housing options for low-to-mid-income residents, including artists
- Goal 2: Affordable short-term housing for artists in residence, interns, instructors, Students
- Goal 3: Facilities Master Plan to position the county as an arts destination
- Goal 4: Improve signage, arts and culture walking/driving tour, public art, aesthetics

GUIDING IMPLEMENTATION

Arts and Culture Economy committee/team leads and guides all of the above

memo

Community Connect

To: Cook County Grand Marais ED
From: Patricia Campanaro
Date: 9/7/2016
Re: Participation / Donation

Community Connect is a concept created for rural areas to help households that are struggling in any way to make ends meet, as well as those that are unstably housed.

For the past five months, a local committee from various service organizations has been involved in planning the first ever Cook County Community Connect event, scheduled for Saturday, October 29th. Committee members includes Mayor Jay Arrowsmith-DeCoux, Senior Center Director Bev Green, Anita Jeziah, AEOA, Tina Kraus with the Salvation Army, Cook County Financial Assistance Supervisor Alison McIntrye and Jes Rodne Senior Center Assistant Director.

The committee has connected with a variety of local service providers who all have agreed to be present on October 29 with information about their services and how individuals can connect with their organizations for a variety of support. I will be there representing the SBDC, discussing how someone can create their own business opportunity.

The event is being held at ISD 166 and will run from 9 AM – Noon. It's our hope that we can reach all of our community members that can benefit from these services, but to do this we need the EDA's financial support.

We are asking for a donation of \$400 to cover the costs of promoting the event, purchasing the supplies for the nutritious snack we will provide the participants and purchasing some gift cards that can be used as door prizes.

AEOA is our fiscal agent and your donation can be addressed to Jeannine Carlson, AEOA, 702 S 3rd Ave, Virginia, MN 55792.

Master Planning Approach

Spectrum Health, Carefree Living – Grand Marais, MN Assisted Living - Memory Care – Enhanced Care - +/- 38 Units (TBD)

The proposed development in Grand Marais, MN will be designed to create a senior facility where residents can truly stay “at home” in Grand Marais. The City of Grand Marais and Cook County, with its hospital, clinic and nursing home other quality healthcare options is a regional hub for healthcare services in the area.

This new development will improve accessibility; increase partnerships while providing additional quality housing options for an aging population and help solidify the City and County’s position as a leader in the healthcare arena.

Both the **Cook County North Shore Hospital & Care Center Market Study and Care Center Bed Need Assessment**, completed in 2010, and more recently the **Cook County Grand Marais Economic Development Authority Assisted Living and Elder Services Market Study Report**, completed in 2016, indicate an unmet demand for assisted living and memory care services in the community of Grand Marais.

The recent comprehensive study put the unmet demand for market rate assisted living at 16-20 beds with another 6-8 waiver for a total unmet demand of 24-28 assisted living beds with an additional demand for 8-12 memory care units. This total 32-40 bed unmet demand coincides with our knowledge of the market area.

Our Carefree Living Community in Silver Bay has and is serving many former Grand Marais residents and currently has several more on its waiting list. Nationally, 10,000 baby boomers currently reach the age of 65 every day and this number is predicted to grow. Residents are exiting the community of Grand Marais in search of needed services. These residents then no longer utilize the services of the clinic, nursing home or hospital and are typically heavy users of each.

According to DEED demand figures, prior to 2030, without the presence of additional options, more residents will be forced to leave the community for lack of services. This new facility will allow choices for seniors and others in need of such services by serving those with means and also those lacking sufficient resources while helping fill both current and future demand models. The proposed facility will also compliment services already in the area; more specifically, the clinic, hospital and nursing home as residents utilize these additional health care services and the dollars spent remain in the community.

Alternatively, the lack of same could have a negative impact on the City of Grand Marais and the surrounding area. Residents that were born and raised in Grand Marais or decided to retire in this beautiful location want to stay and enjoy their days in the same community where they grew up and/or call home and which in many cases their loved ones still remain. This development improves both the quality of life for the residents and their loved ones alike as it diminishes the likelihood of the need to travel to make these all important visits to maintain family connections.

The final "right sizing" of the property will be done through the existing information mentioned in the market studies, our knowledge of the market area and additional due diligence to be performed upon entering into a development agreement. Of importance to our mission of being both the provider and employer of choice in all markets we enter is the need for employees with a strong work ethic. Spectrum understands that certain housing needs are being addressed by the City and EDA with projects in the development stages. This is a key factor to getting employees as we realize the work ethic is already there. We also hope to draw people back to the community who may have left as we have in nearly all the other areas we serve.

Our management and staffing structure typically consist of two RN's, one LPN, one dietary manager and staff, a life enrichment coordinator, administrative assistant and resident assistants of which the number of is determined by the number of residents plus acuity. A facility such as this (if we were to build to the maximum size as indicated in the report) when full, would employ approximately 30 FTE's.

The assisted living and memory care development will have a construction budget of approximately \$5.5 million. The annual operating budget of approximately \$1,000,000 will provide a steady stream of new money into the community and the facility will provide another source of property taxes to the County/City.

Our planning and development process has been somewhat underway since we first met with key stakeholders in 2011. Our normal planning and development process consists of entering into a development agreement, site selection, due diligence on right-sizing the size of the building, design work, selection of a general contractor, finalizing building pricing, followed by construction.

Our normal timeframes from the execution of a development agreement to finalizing building pricing is approximately 90 days. The construction timeframe from groundbreaking to opening is seven months. We prefer to break ground after road restrictions are lifted in the spring to avoid winter conditions to the extent possible.

Past practice has been to break ground in early June and open in January. While we will hire a general contractor manage the overall construction, we insist that the general contractor utilize local subcontractors to the extent possible while paying prevailing wage. We have utilized both Krause Anderson and Ryan Construction on our last seven projects. Both Minnesota companies, they are recognized throughout the industry as being among the top five builders in the State.

Our expectations of the EDA, Cook County and the City of Grand Marais are pretty simple. For this project to be viable, we are requesting 3-5 acres of land to place our building while allowing enough room for a horizontal geothermal field and parking. We also ask that the City and/or EDA cooperate with Spectrum on securing an infrastructure grant through the IRRRB to help cover costs for utility extensions and earthwork. The process is very simple and straightforward and we have been successful in receiving infrastructure grants in seven out of our last seven projects. That is the extent of our request from the stakeholders.

Spectrum accepts medical assistance in all its facilities in order to serve low income residents and will do so in Grand Marais as well.

As part of its business plan, the facility will make use of all available technologies to make this a residence truly state of the art. In addition, renewable energy in the way of a geothermal heating and cooling system is planned to be used as we have done with our Babbitt, Orr, Aurora and Virginia projects.

Spectrum Health has demonstrated with the Carefree Living Ely, Carefree Living Cook, Carefree Living Silver Bay, Carefree Living Babbitt, Carefree Living Orr, Carefree Living Aurora and Carefree Living Virginia projects that we have the ability to move quickly from development to construction stage.

With the timeframe outlined in the RFP, should Spectrum be selected as the developer, we would begin our due diligence immediately after the signing of a development agreement. This includes site selection, cost estimates for dirt work, soil testing, surveys (both environmental and site) and a draft building site layout. Once we have a site and building design, we can then go out for bids. Should the award be made by the end of October and we promptly (within 45 days) execute a simple development agreement, this work would take us to the end of March. During that time, financing would be put in place, the plans fine-tuned; building permits obtained and construction would begin after road restrictions are off in 2017.

Good Measure Media!

County/Grand Marais EDA Meetings: Live Video Proposed Service Agreement

Good Measure Media shall live video stream and manage a public internet video archive, of the Cook County/Grand Marais EDA regular meetings during the term of an annual agreement. For this service Good Measure Media will be paid \$50.00 per hour, with a minimum of 5 hours per month.

Notes:

- Live streamed video is accessible anywhere in the united states and many places globally that have broadband internet access.
- Live stream video archives are publicly available immediately at the end of the event.
- In the event of connectivity issues during a meeting, the meetings recorded video will be made accessible within 3 business days of reconnection.

$$\$250/\text{month} \times 12 = \$3000/\text{yr}$$

You're Invited: North Shore Housing & Community Dialogue

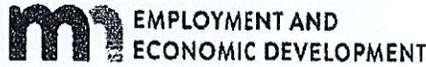
1 message

Minnesota Housing <mn.housing@state.mn.us>
To: sonnismary@gmail.com

Thu, Aug 25, 2016 at 2:01 PM

If you're having trouble viewing this email, you may [see it online](#).

Share this:   



You're Invited!
North Shore
Housing & Community Dialogue

Join USDA Rural Development, Greater Minnesota Housing Fund, MN Department of Employment and Economic Development and Minnesota Housing along with local and statewide stakeholders for an affordable housing discussion.

Monday, September 19 | 10:00 a.m.-3:00 p.m.
North House Folk School - The Red Building
500 West Highway 61, Grand Marais, MN 55604

Purpose

The North Shore has a wide variety of housing challenges and community needs. This Housing & Community Dialogue is designed to engage a broad network of stakeholders for tactical discussions about specific affordable housing needs in communities in Cook and Lake Counties.

Agenda

- 10:00 a.m. - Welcome, Housing Trends, Introductions
- 11:00 a.m. - Local Perspectives Panel
- 12:00 p.m. - Lunch and Agency Overviews
- 1:00 p.m. - Afternoon Working Sessions
- 2:15 p.m. - Next Steps



Mary Somnis <somnismary@gmail.com>

Re: REEP 2016 Budget/Balance Sheet

1 message

Cook County Local Energy Project <localenergy@boreal.org>
To: Mary Somnis <somnismary@gmail.com>
Cc: gwilkes@boreal.org

Mon, Aug 29, 2016 at 1:59 PM

Hi Mary,

Here is the current REEP budget & balance sheet for mid-year 2016. As you can see, an \$8,000.00 request is right in line with actual expenses.

I previously sent the overall CCLEP balance sheet that includes general and grant funding for other projects.

It should be noted that CCLEP does reserve 70% of our annual operating budget, which is \$12,600 for 2016.

This amount should be considered when the Board reviews the balance sheet figures.

I've been in touch with Jeff Cadwell about presenting REEP outcomes to the County Board. He is working on the right timing for the presentation, based on the budget talks which are currently underway.

Let me know if you have any questions.

Staci

REEP Budget 2016 Mid-Year.xlsx
11K

CCLEP 2016 Budget	Operating Budget	2016 Jan-August	
REEP (Detail)			
Residential Component			
Based on Goal of 10 Audits/Year			
10 Rebates @ \$300	\$3,000	\$1,500.00	5-rebates (6 completed minus 1 promotional)
Audit staff time (5 hr/audit @ 10 audits)	\$1,000	\$700.00	1- post; 6 new
Auditor's fee 10@ \$400	\$4,000	\$950	(2 Invoiced plus 1 post audit, four invoices pending)
Program promotion			
Ads	\$220	\$0.00	
Printing:	\$100	46.43	
Boreal Ad	\$50	\$0.00	
Staff time & auditor training	\$1,994	\$995.50	Staff transition/training
Program Administration	\$1,500	\$494.00	
Total REEP	\$11,864	\$4,685.93	
EDA 2016 payment for REEP	\$5,000		
Net Income		\$314.07	
Budget v. Actual	\$6,864	\$314.07	

08/14/16

Cook County Local Energy Project
Balance Sheet
As of July 31, 2016

	Jul 31, 16	Jul 31, 15
ASSETS		
Current Assets		
Checking/Savings		
10000 · NSFCU All		
10040 · NSFCU S-9999 Patronage Re...	63.85	46.26
10030 · NSFCU S-0 Share Savings	10.00	10.00
10020 · NSFCU S-87 Money Market	17,184.14	20,142.39
10010 · NSFCU S-93 Community Adv	14,620.99	13,072.29
Total 10000 · NSFCU All	<u>31,878.98</u>	<u>33,270.94</u>
Total Checking/Savings	31,878.98	33,270.94
Other Current Assets		
11100 · Wind Grant Held at CC	1,611.00	1,611.00
Total Other Current Assets	<u>1,611.00</u>	<u>1,611.00</u>
Total Current Assets	<u>33,489.98</u>	<u>34,881.94</u>
TOTAL ASSETS	<u><u>33,489.98</u></u>	<u><u>34,881.94</u></u>
LIABILITIES & EQUITY		
Equity		
3900 · Retained Earnings	36,885.77	26,570.69
Net Income	-3,395.79	8,311.25
Total Equity	<u>33,489.98</u>	<u>34,881.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>33,489.98</u></u>	<u><u>34,881.94</u></u>

**COOK COUNTY/GRAND MARAIS EDA
GRAND MARAIS WORKFORCE HOUSING PROJECT
TALKING POINTS
2016/2017**

Available workforce housing has been identified as the number one challenge to economic development in Cook County and Grand Marais.

Two years of research, study and work were done by Cook County's *Go Team* to understand the primary economic needs of the county. The *Go Team* was made up of 22 private, public and non-profit community stewards from all parts of the county. They developed an in-depth situation analysis of the county that included face-to-face interviews with 90 private, public and non-profit leaders and officials, an open online community perceptions survey that received 400 responses and a detailed economic analysis of the county's economy.

This was followed by another year of housing study, funded by grants and led by the Northspan Group. This work included the collection and analysis of data, determination of gaps or unmet workforce housing needs, identification of specific locations available for development and style of workforce housing desired. The *Go Team* also learned from other communities who had faced similar circumstances, for example Summit County, Colorado which includes the city of Breckenridge and Blaine County, Idaho which includes Sun Valley.

The shortage of workforce housing has been created by a combination of things: the popularity of Cook County as a tourism, second home and retirement destination, and its limited supply of developable land.

The County's median inflation adjusted home price increased 78 percent, from \$107,000 to \$240,000, between 2000 and 2010. There was no investment in new housing stock for residents; it was all coming from second homes. At the same time, population and economic growth stagnated. New employees coming into the County – even well qualified professionals – are finding it difficult to find a place to live. People who accept professional level jobs are living in substandard housing, and are not happy. Others are not able to accept jobs because they cannot find a place to live.

The project that is proposed by One Roof Community Housing utilizes existing infrastructure, down payment assistance and the community land trust model to significantly bring down the cost of housing and make it affordable by leveraging private interest and investment.

One Roof's Community Land Trust program allows lower income home-buyers to purchase Land Trust homes for a significantly reduced price. In exchange for this assistance, One Roof maintains ownership of the land, which homeowners lease for a small fee. When homeowners

move, they agree to pass on the benefits they received by selling their home below market price to another income-qualified buyer. The homes will remain in restricted use by local residents working in Cook County.

WHAT IS THE SAME ABOUT LAND TRUST HOME AND CONVENTIONAL HOME OWNERSHIP

- The homeowner obtains a mortgage with a bank.
- The homeowner accumulates equity.
- The home can be inherited by the homeowner's spouse or children.
- The homeowner pays property taxes.
- The homeowner can make alterations and improvements to the home and land.

WHAT IS DIFFERENT ABOUT LAND TRUST HOME AND CONVENTIONAL HOME OWNERSHIP

- The purchase price is lower -- about 20-30% below market rate.
- One Roof Community Housing owns the land and the homeowners leases the land for a nominal fee.
- The Resale Formula ensures that the home will remain affordable when it is sold in the future. When a Land Trust house is sold, the homeowner receives 100% of what they have paid off on their mortgage plus a portion of the increased value of the property. Homeowners also receive the full value of any qualified capital improvements that have been documented during the time of ownership.

The budget proforma estimates the project costs to be \$2,124,436. A local match of \$175,000 is required to leverage the funds that are projected to come from other sources. Providing a local match will give higher priority to applications with grantors. Without local match there will be no grants and there will be no project.

Quote from the 2015 Cook County Housing Study: "Using the commonly accepted standard that up to 30% of gross income can be applied to housing expenses without experiencing a cost burden, a median income household in Cook County could afford approximately \$1,305 per month and a median income family household could afford \$1,490 per month for ownership or rental housing in 2013." This is based on 2013 household median income of \$52,215 and family median income of \$59,643.

This project is Phase I of a plan to continue building workforce housing to address the needs of Cook County.

Heaven Beckons

You love your work, and you are good at it. But where you live drains you. That's not good. You need an environment that refreshes your spirit, stimulates your creativity and offers the things you love.

Cook County: The Lifestyle You Love, The Opportunity You Want

Live here:

- Live and play by Lake Superior, the Boundary Waters and the Sawtooth Mountains – never run out of trails, lakes or adventures
- Enjoy live music, cool events, and plenty of places to eat out
- Make your home in a friendly community that truly cares about its people and environment

Thrive here:

- Broadband internet up to 1 GB/second
- Entrepreneurial culture and support, including mentoring and financing
- Business infrastructure in place, including daily shipping services and a business park with competitive terms available



COOK COUNTY GRAND MARAIS
ECONOMIC DEVELOPMENT AUTHORITY

PROSPERITY



MINNESOTA

NORTH

Get More Information by contacting:

Jim Boyd of the Cook County Chamber

at ccchamber@boreal.org or 218-387-2079 (office), 218-370-9665 (cell).

Mary Somnis of the Cook County/Grand Marais Economic Development Authority

at somnismary@gmail.com or 218-387-3112.



September 1, 2016

Cook County Grand Marais EDA
August 2016 Activity Report

Dear Board Members:

- In August I conducted 51 individual counseling sessions with 23 clients for a total of 70 hours.
- Of those 51 sessions 29 were with 5 first time clients with needs ranging from starting a business to buying or selling an existing business.
- The Cook County News Herald published an article highlighting the businesses that have been created with the help of Steve Surbaugh from the Entrepreneur Fund and me. I was disappointed that the EDA and the SBDC didn't receive a higher profile in the article since most of the businesses were incubated by the SBDC, however all press is good. Interested? Here is the link: http://m.cookcountynews-herald.com/news/2016-08-06/Community_News/Entrepreneur_Fund_helps_new_businesses_prosper.html

I will be attending the ASBDC National Conference the week of September 19-23.

Questions, or comments always welcome.

Sincerely,

Pat

PHONE
651-336-2964

EMAIL
pcampanaro@gmail.com

WEB
www.umdced.com

25



12.C.

NOTIFICATION

ARROWHEAD REGIONAL CORRECTIONS

BOARD MEETING

September 9, 2016

TO: Commissioners Bodie, Brenner, Jewell, Gamble, Goutermont,
Nelson, Pavleck, and Stauber

The Board of Arrowhead Regional Corrections will convene:

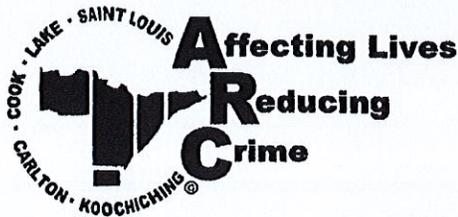
Location: NORTHEAST REGIONAL CORRECTIONS CENTER
IN SAGINAW, MINNESOTA

Date: Friday, the 16th day of September 2016, at 10:00 a.m.

Respectfully,

KAY AROLA
Executive Director

By: Julie Peters
Administrative Assistant



Arrowhead Regional Corrections

Date: September 9, 2016
To: A.R.C. Board Members
Media
From: Kay Arola
Executive Director
Re: Arrowhead Regional Corrections Board Meeting

The next Arrowhead Regional Corrections Board meeting will be held on Friday, September 16, 2016 at 10:00 a.m. at the Northeast Regional Corrections Center in Saginaw, Minnesota.

Thank you.

KA:jp

-
- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Kay Arola
Executive Director
100 N. 5 th Ave. W., Rm 319
Duluth, MN 55802-1202
(218) 726-2640
arolak@stlouiscountymn.gov | <input type="checkbox"/> Wally Kostich
Chief Probation Officer
320 W. 2 nd Street, Rm 303
Duluth, MN 55802-1407
(218) 742-9572
kostichw@stlouiscountymn.gov | <input type="checkbox"/> Becky Pogatchnik
Superintendent
Arrowhead Juvenile Center
1918 Arlington Ave. N
Duluth, MN 55811-2034
(218) 625-8700
pogatchnikb@stlouiscountymn.gov | <input type="checkbox"/> Phill Greer
Superintendent
Northeast Regional Corrections Center
6102 Abrahamson Road
Saginaw, MN 55779
(218) 729-8673
greerp@stlouiscountymn.gov |
| Julle Peters
Administrative Assistant
(218) 726-2657
petersj@stlouiscountymn.gov | <input type="checkbox"/> Probation Office
100 N. 5 th Ave. W., Rm 319
Duluth, MN 55802-1202
(218) 726-2633 | | |



ARROWHEAD REGIONAL CORRECTIONS BOARD AGENDA

September 16, 2016 at 10:00 a.m. at the Northeast Regional Corrections Center

School Building

1. Call to Order
2. • Approval of Agenda
3. Open Commentary

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 it, or a citizen wishes to speak on an item on the consent agenda, it will be moved and handled separately.

- | | | |
|----|--|-----------------|
| | | <u>Page #'s</u> |
| 4. | • Minutes of August 19, 2016 | 1-7 |
| 5. | • Financial Statement, Payroll & Bills | 8-9 |

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.

- | | | |
|----|---|-------|
| 1. | Court & Field Service
~Monthly Report
~Statistics | 10-16 |
| 2. | Northeast Regional Corrections Center
~Monthly Report
~Statistics | 17-18 |
| 3. | Arrowhead Juvenile Center
~Monthly Report
~Statistics | 19-21 |
| 4. | Arrowhead Regional Corrections
•AJC Parking Lot Bid Award
~Rev-It-Up Grant Update | 22-23 |
| 5. | Other Business | |
| 6. | Adjourn | |

ARROWHEAD REGIONAL CORRECTIONS
EXECUTIVE BOARD MINUTES

August 19, 2016

Board members present: Commissioners Bodie, Brenner, Gamble, Goutermont, Jewell, Nelson, and Stauber.

Board members absent: Commissioner Pavleck.

Others present: Kay Arola, Phill Greer, Kelly Hartlieb, Marcus Karki, Wally Kostich, Jim Nephew, Julie Peters, and Becky Pogatchnik.

I. CALL TO ORDER

Board Chair Commissioner Dick Brenner called the meeting of the Arrowhead Regional Corrections Board to order on August 19, 2016 at 10:00 a.m. at the Northeast Regional Corrections Center in Saginaw, Minnesota.

II. APPROVAL OF AGENDA

MOTION: By Commissioner Goutermont to approve the agenda as presented. The motion was seconded by Commissioner Bodie and unanimously approved.

III. OPEN COMMENTARY

No citizens appeared for the public comment portion of the meeting.

IV. CONSENT AGENDA

MOTION: By Commissioner Nelson to approve the consent agenda with the Arrowhead Center Contract pulled for further discussion. The motion was seconded by Commissioner Bodie and unanimously approved.

Minutes of July 15, 2016
Financial Statement, Payroll & Bills

V. REGULAR AGENDA

2016-2017 Arrowhead Center, Inc. Contract

Kay Arola reported several years ago Kathy Trihey started an inpatient chemical dependency program at AJC. An RFP was put out and the Arrowhead Center was awarded the contract with initial funding for two years to assist in getting the program up and running. This program is now funded entirely through third party reimbursement. There are occasions where a Rule 25 is required to determine

eligibility for the treatment program. The Team 25 project staff are also able to complete a Rule 25 as needed.

MOTION: By Commissioner Nelson that WHEREAS, The Arrowhead Regional Corrections Board authorized payment for two years of initial funding in 2010 and 2012 In the amount of \$60,000.00 for the first year and \$60,000.00 for the second year to assist in getting the program up and running. The goal was for the dollar to follow the client in treatment programming and to be self-sufficient in program funding by the end of 2012. This system is now in place and the Arrowhead Center is providing services that are funded entirely through third party reimbursement at no cost to Arrowhead Regional Corrections.

WHEREAS, What remains uncovered for 2016 and 2017 are isolated situations where an emergency Rule 25 assessment is required to determine if a client is eligible for treatment funding at AJC. The county must provide this assessment, but when time constraints are an issue, the Arrowhead Center, Inc. can complete the Rule 25 for a fee of \$200.00. We were billed \$200.00 in 2014 and \$200.00 in 2015. Thus far in 2016, we have incurred no expense as all assessments have been covered by the county or private insurance.

WHEREAS, The Arrowhead Center Inc. has provided chemical dependency treatment and chemical dependency education since its inception in November of 2010. The chemical dependency program has become self-sufficient. Limited funding is still needed for court-ordered Rule 25 assessments. We recommend we continue our contract with the Arrowhead Center, Inc.

WHEREAS, The Arrowhead Juvenile Center is licensed by the Department of Human Services and the Department of Corrections 2004 Umbrella Rule 2960.0160 Subpart 2 E. "If the resident requires a chemical use assessment, the chemical use assessment must be conducted by an alcohol and drug counselor licensed according to Minnesota Statutes, chapter 148C, or an assessor, as defined in part 9530.6605, subpart 4."

WHEREAS, The Arrowhead Center Inc. will bill for services through individual county Chemical Dependency Treatment Fund dollars and private insurance. Limited funding is still needed for court-ordered Rule 25 assessments. These assessments will be paid out of 925-945001-629900.

NOW THEREFORE BE IT RESOLVED, The Executive Board authorizes the Board Chair to sign a contract with the Arrowhead Center, Inc., to provide in-house residential and out-patient residential chemical dependency services at the Arrowhead Juvenile Center for the years 2016 and 2017. The motion was seconded by Commissioner Bodie and unanimously approved.

Northeast Regional Corrections Center

1. Statistics

Phill Greer reported their population on this day is 114 with one being released and three coming in. In the month of July they had 59 intakes and 53 releases with 44 (75%) being admitted with felonies. The average daily population was 101 and they were at 70% of capacity.

2. Monthly Report

Since the last meeting they have had the July 21st storm where they lost a lot of trees and were without power for a couple days. Generators can take care of some but not all of NERCC's needs. The biggest concern was all of the food in the meat processing facility. They were able to get a freezer truck from Eau Claire, Wisconsin. Phill was able to do a review of the incident afterward and talk about the process and how to deal with it in the future. They learned a lot from the experience. The well is on generator power but the sewer is not and they are looking at making revisions to that. The new processing facility will have a generator added. They have a few things in the kitchen to look into also. Kudos to the staff who were moving trees so staff could get into work the next morning.

On August 8th a fire was reported on the property which was contained to four acres. It occurred behind the lake which is behind the main building. Fire crew were on the scene for five hours. A dozen NERCC residents came to help with pulling hoses. DNR staff came back later with equipment and moved things into a pile.

Kay stated the area where the fire was had been logged off. The DNR investigators stated when the logging was done it wasn't done properly. Everything that was cut was left to lay and not piled up for a controlled burn. Discussions will be had with the Land Department who we have a contract with for the forest management at NERCC.

On August 10th a pre-bid tour was given to contractors interested in bidding on the new meat processing facility. The bids are expected to be opened on August 23rd with an estimate of \$960,000. Phill inquired on whether the Board would prefer a special meeting or a phone conference call to award the bids. Commissioner Nelson stated if the bids come in under budget and meet all of the criteria to have the Board Chair and Executive Director move the project forward. Commissioners discussed this at length.

Kay stated Phill's calm approach and leadership in these two incidents is being understated. He did an outstanding job with these two. The comments from the fire crew on the residents helping with the hoses was very outstanding as well.

MOTION: By Commissioner Nelson that if the bids are under the estimates identified, and meet all of the criteria as specified and no alternatives listed, to allow the Board Chair and Executive Director to enter into a contract for

construction with the company submitting the lowest bid. The motion was seconded by Commissioner Gamble and unanimously approved.

Phill stated he wasn't able to be at the last Board meeting where the bed capacity at NERCC was discussed. He provided a document identifying that the Minnesota Department of Corrections approved capacity at NERCC as 144. They currently have 126 general population beds, including orientation beds, are augmented by 14 beds in the secure unit, equaling 140 general population beds. Over and above these 140 beds NERCC maintains 6 discipline beds and 8 segregation beds, for a total bed count of 154 beds. MN Statute 2911.0300, Subp. 2. defines approved bed capacity as, "excluding holding areas and beds designed for disciplinary or administrative segregation purposes."

Commissioners discussed this at length and reviewed the 150 to 146 to 144 bed capacity. Kay stated the Department of Corrections reduced it by that number before capacity was approved. It was challenged at that time by the architect and the superintendent at that time and the DOC didn't budge. We can again ask those questions. Phill stated in order to continue to work with behaviors with residents that is why we have our beds laid out the way we do.

Arrowhead Juvenile Center

1. Monthly Report

Becky Pogatchnik reported the Summerfest event was yesterday and they had a great turn out. They have a couple of projects at different stages of completion. The feasibility study of AJC's beds included the architect and AJC staff going on a tour of the Itasca Juvenile Center which provides many different services in the same building. The parking bids will close on 9/6 and will hopefully be ready for the September Board meeting to be awarded. The control panels project is currently underway and a completion date is not yet known.

The July 21st storm did take out their power for roughly seven hours with their generator kicking in right away.

2. Statistics

Becky stated their population in July had detention at 49% of capacity and treatment at 80% of capacity. She provided a hand out on the average length of stay for 2011 through 2016 thus far.

Court & Field Services

Wally Kostich reported the statistics as of August 1st were in the Board packet showing the demographics of the clients we serve in each of our probation offices. He stated his report to the Board during the Board Retreat will have a lot of information at that

time. Wally reported on a recent incident in the Duluth Courthouse office where a client was going to be placed in handcuffs and taken to Jail. The client stated she would kill herself and also stated she had taken over 40 unknown pills and drank perfume. While staff were talking to her she started to lose unconsciousness and was unresponsive. 911 was called and she was transported by ambulance to a local hospital. The client has since left the hospital and is in Jail awaiting a Rule 25 and inpatient chemical dependency treatment.

Wally stated at our Spring Conference we had a food drive with food and cash donations, and a group of our employees made truffles and sold them with the money raised going to the food drive. A total of \$350 cash was raised and 300 pounds of food was all donated with the Cook County Food Shelf.

Commissioner Stauber stated one township, Gnesen, is interested in the help of the Sentence to Service Crew and he will get that information to Wally.

Wally also mentioned our Duluth Courthouse office is still in need to a sterile interview room and a sterile urinalysis bathroom.

Arrowhead Regional Corrections

1. 2017 Budget

Kay reported the Finance Subcommittee has met twice and reviewed the proposed revenue and expenditures. She has also met with St. Louis County Administration and the provided a presentation for the Carlton County Board. Additional line item reductions have been made. She handed out a Board letter detailing the county shares and recommended the Board approve the 2017 budget as presented.

MOTION: By Commissioner Nelson that WHEREAS, The Arrowhead Regional Corrections Finance Subcommittee has reviewed the proposed 2017 expenditures and revenue. Board members have brought back to their individual counties a preliminary budget for review and input.

WHEREAS, Mandated staffing levels at the Arrowhead Juvenile Center and the Northeast Regional Corrections Center, as well as a caseload analysis for probation officers with juvenile and adult caseloads, have been reviewed and included in the 2017 budget.

WHEREAS, The proposed final 2017 budget of \$26,387,205.00 includes: CCA State Subsidy \$5,853,740.00; Grants \$1,179,206.00; Other Income and Fees \$1,345,273.00; and Use of Fund Balance \$800,000.00.

WHEREAS, As a result of applying these revenues, and the inclusion of an annual \$400,000.00 contribution to a Capital Improvement Projects Fund, the county shares are: Carlton County \$1,792,924.00; Cook County \$324,153.00;

Koochiching County \$482,601.00; Lake County \$477,406.00; and St. Louis County \$14,531,903.00.

RESOLVED FURTHER, that the Arrowhead Regional Corrections Board hereby authorizes spending within departmental budgets on any line item within a department so long as the total budget is not overspent. However, no personnel services budget authority may be used for any other purpose without prior Board approval.

RESOLVED FURTHER, that at year's end any unpaid 2016 encumbrances will be carried forward into the 2017 expenditure budget.

RESOLVED FURTHER, that the 2016 unspent balances of grants which extend into 2017 will be carried forward into 2017 as increases to that revenue and expenditure budget.

RESOLVED FURTHER, that the Board authorizes the St. Louis County Auditor to use the committed compensated absences (Retiree Obligations) portion of the fund balance to pay for any retiree obligations that are not budgeted.

RESOLVED FURTHER, that increases to the original revenue and expenditure budgets cannot be made without Executive Director approval and any changes shall be reported to the Board quarterly.

RESOLVED FURTHER, as required by GASB Statement 54, the priorities for the General Fund, Fund Balance for year end 2016 will be as follows:

Committed – the committed fund balance classification includes amounts that can be used only for the specific purposes determined by formal action of the Board. Formal Board action to commit fund balance must occur prior to year-end, although the amount need not be determined at that time.

1. Retiree obligations (vested) (eligible individuals at hourly rate times sick leave hours).
2. Vesting sick leave (eligible individuals at hourly rate times sick leave hours).

Assigned –the assigned fund balance classification includes amounts that are intended to be used by Arrowhead Regional Corrections for specific purposes but do not meet the criteria to be classified as restricted or committed.

RESOLVED FURTHER, an annual \$400,000.00 contribution by the counties for future Capital Improvements projects be established in 2017 and will continue in force until the purpose for which it was made has been accomplished or abandoned. Each county's share will be determined by their population percentage using the most current U.S. Census data. The purpose of a capital

expenditure appropriation is abandoned if three years pass without a disbursement from or encumbrance of the appropriation, or earlier, at the discretion of the Board.

RESOLVED FURTHER, that future budgets will come before the Executive Board for approval in the month of August.

NOW THEREFORE BE IT RESOLVED, The Arrowhead Regional Corrections Executive Board sets the budget for 2017 at \$26,387,205.00. The motion was seconded by Commissioner Goutermont and unanimously approved.

2. Other

Kay stated the annual Board Retreat needs to be scheduled with possible dates in October. The agenda will include Department Heads providing division reports and assessments. Julie will coordinate and find a couple of dates and a location.

VII. ADJOURN

There being no further business to come before the Executive Board the meeting was adjourned at 11:32 a.m.

MOTION: By Commissioner Jewell to adjourn the meeting. The motion was seconded by Commissioner Nelson and unanimously approved.

Board Chair Signature

Date

Board Clerk Signature

Date

**ARROWHEAD REGIONAL CORRECTIONS
MONTHLY REVENUE REPORT
YEAR-TO-DATE COMPARED TO BUDGET
AUGUST 2016**

	<u>CURRENT BUDGET</u>	<u>YTD ACTUAL</u>	<u>BALANCE</u>	<u>YTD PERCENTAGE</u>
925 Arrowhead Regional Corrections				
Admin Misc	\$ 226,285.61	\$ 156,090.92	\$ 70,194.69	68.98
AJC Child Nutrition	\$ 51,272.00	\$ 30,228.88	\$ 21,043.12	58.96
AJC Misc	\$ 129,641.00	\$ 131,172.78	\$ (1,531.78)	101.18
AJC Per Diem	\$ 20,000.00	\$ 26,788.00	\$ (6,788.00)	133.94
Carlton County	\$ 1,555,989.00	\$ 1,166,991.75	\$ 388,997.25	75.00
Cook County	\$ 288,092.00	\$ 192,061.36	\$ 96,030.64	66.67
Court & Field Probation Fees	\$ 600,000.00	\$ 439,971.99	\$ 160,028.01	73.33
Education Funds	\$ 282,976.57	\$ 144,043.69	\$ 138,932.88	50.90
Grants	\$ 2,908,253.32	\$ 980,083.77	\$ 1,928,169.55	33.70
Koochiching County	\$ 435,863.00	\$ 290,575.36	\$ 145,287.64	66.67
Lake County	\$ 445,240.00	\$ 296,826.64	\$ 148,413.36	66.67
Miscellaneous	\$ 19,000.00	\$ 35,946.36	\$ (16,946.36)	189.19
NERCC Farm	\$ 70,000.00	\$ 46,374.70	\$ 23,625.30	66.25
NERCC Misc	\$ 84,000.00	\$ 44,427.09	\$ 39,572.91	52.89
NERCC Timber	\$ 10,000.00	\$ 4,859.50	\$ 5,140.50	48.60
PERA Aid	\$ 50,000.00	\$ 24,874.90	\$ 25,125.10	49.75
St. Louis County	\$ 13,023,234.00	\$ 8,682,156.00	\$ 4,341,078.00	66.67
State of Minnesota	\$ 5,853,740.00	\$ 3,414,680.83	\$ 2,439,059.17	58.33
	<u>\$ 26,053,586.50</u>	<u>\$ 16,108,154.52</u>	<u>\$ 9,945,431.98</u>	
927 ARC Capital Imp Fund				
Miscellaneous	\$ 1,188,317.50	\$ 16,331.99	\$ 1,171,985.51	1.37
	<u>\$ 1,188,317.50</u>	<u>\$ 16,331.99</u>	<u>\$ 1,171,985.51</u>	
Grand Total:	<u>\$ 27,241,904.00</u>	<u>\$ 16,124,486.51</u>	<u>\$ 11,117,417.49</u>	

Total Obligations for Month \$ 1,852,618.36

Total Obligations YTD \$ 15,751,624.44

Cash Balance YTD \$ 3,068,645.75

**ARROWHEAD REGIONAL CORRECTIONS
MONTHLY EXPENSE REPORT
YEAR-TO-DATE COMPARED TO BUDGET
AUGUST 2016**

		<u>CURRENT BUDGET</u>	<u>YTD ACTUAL</u>	<u>BALANCE</u>	<u>YTD PERCENTAGE</u>
925	Arrowhead Regional Corrections				
925001	Admin Support Services	1,452,327.39	1,131,342.24	320,985.15	77.90
925999	Grants	232,505.00	113,802.03	118,702.97	48.95
926001	Research/Evaluation	287,767.36	148,626.86	139,140.50	51.65
927001	Staff Development	143,235.00	87,359.44	55,875.56	60.99
929001	Chaplaincy Services	27,000.00	26,469.00	531.00	98.03
930001	Women Offenders Program	209,700.00	116,248.51	93,451.49	55.44
932001	Court & Field Administration	8,762,327.08	5,490,732.53	3,271,594.55	62.66
932999	Court & Field Grants	2,715,111.42	1,077,045.87	1,638,065.55	39.67
934001	SLC Data Processing Charges	424,255.21	282,836.80	141,418.41	66.67
936001	Short-term Consequences	189,953.79	135,548.60	54,405.19	71.36
937001	Sentence to Service	181,000.00	121,218.21	59,781.79	66.97
939001	ARC Probation Fees Pd by Users	171,191.81	72,918.14	98,273.67	42.59
940001	Admin N.R.C. Center	6,061,620.56	3,615,164.67	2,446,455.89	59.64
940002	Resident Canteen Fund NERCC	8,000.00	5,378.73	2,621.27	67.23
940999	NERCC Grants	74,999.98	29,166.69	45,833.29	38.89
942001	Special Education	235,288.56	157,251.35	78,037.21	66.83
943001	Basic Education	171,202.73	88,070.92	83,131.81	51.44
944001	Vocational Education	53,774.91	41,988.31	11,786.60	78.08
945001	Arrowhead Juvenile Center	4,098,684.11	2,681,411.23	1,417,272.88	65.42
945002	Resident Canteen Fd AJC	2,000.00	887.80	1,112.20	44.39
945999	AJC Grants	103,925.02	46,395.81	57,529.21	44.64
		\$ 25,605,869.93	\$ 15,469,863.74	\$ 10,136,006.19	
927	ARC Capital Imp Fund				
927201	Administration - Cap Imp	177,164.21	-	177,164.21	-
927301	AJC - Cap Imp	50,000.00	-	50,000.00	-
927401	C&F - Cap Imp	10,000.00	-	10,000.00	-
927504	NERCC - Cap Imp	100,000.00	6,950.00	93,050.00	6.95
927599	NERCC - Cap Imp Grants	1,188,317.50	78,074.04	1,110,243.46	6.57
927701	AJC - Cap Equip	283,500.00	-	283,500.00	-
927801	C&F - Cap Equip	82,459.00	78,718.59	3,740.41	95.46
927901	NERCC - Cap Equip	207,000.00	118,018.07	88,981.93	57.01
		\$ 2,098,440.71	\$ 281,760.70	\$ 1,816,680.01	
	Grand Total:	\$ 27,704,310.64	\$ 15,751,624.44	\$ 11,952,686.20	

Use of Fund Balance YTD \$ 462,406.64

**Probation and Supervised Release Summary
ARC - Carlton County Probation**

09/01/2016

Active Client Breakdown by Age*

Adult	657
Juvenile	22
Total	679

Active Client Breakdown by Gender*

Female	166
Male	513
Total	679

Active Client Breakdown by Offense*

Felony	519
Misdemeanor	64
Gross Misdemeanor	95
Unknown	1
Total	679

Active Client Breakdown by Race*

American Indian or Alaskan Native	215
Asian or Pacific Islander	4
Black	23
Unknown	2
White	435
Total	679

**Note: This report includes active probation and supervised release clients.
This report does not include pre-trial or pre-sentence clients.*

**Probation and Supervised Release Summary
ARC - Cook County Probation**

09/01/2016

Active Client Breakdown by Age*

Adult	104
Juvenile	8
Total	112

Active Client Breakdown by Gender*

Female	23
Male	89
Total	112

Active Client Breakdown by Offense*

Felony	59
Gross Misdemeanor	37
Misdemeanor	16
Total	112

Active Client Breakdown by Race*

American Indian or Alaskan Native	28
White	84
Total	112

**Note: This report includes active probation and supervised release clients.
This report does not include pre-trial or pre-sentence clients.*

**Probation and Supervised Release Summary
ARC - Koochiching Probation**

09/01/2016

Active Client Breakdown by Age*

Adult	357
Juvenile	51
Total	408

Active Client Breakdown by Gender*

Female	83
Male	325
Total	408

Active Client Breakdown by Offense*

Misdemeanor	41
Petty Misdemeanor	4
Unknown	8
Gross Misdemeanor	114
Felony	241
Total	408

Active Client Breakdown by Race*

American Indian or Alaskan Native	52
Asian or Pacific Islander	2
Black	12
Unknown	2
White	340
Total	408

**Note: This report includes active probation and supervised release clients.
This report does not include pre-trial or pre-sentence clients.*

**Probation and Supervised Release Summary
ARC - Lake County Probation**

09/01/2016

Active Client Breakdown by Age*

Adult	169
Juvenile	6
Total	175

Active Client Breakdown by Gender*

Female	39
Male	136
Total	175

Active Client Breakdown by Offense*

Petty Misdemeanor	2
Felony	101
Misdemeanor	14
Gross Misdemeanor	58
Total	175

Active Client Breakdown by Race*

American Indian or Alaskan Native	5
Black	4
Unknown	2
White	164
Total	175

**Note: This report includes active probation and supervised release clients.
This report does not include pre-trial or pre-sentence clients.*

Probation and Supervised Release Summary
ARC - St. Louis County-Duluth - Probation

09/01/2016

Active Client Breakdown by Age*

Adult	2299
Juvenile	87
Total	2386

Active Client Breakdown by Gender*

Female	554
Male	1832
Total	2386

Active Client Breakdown by Offense*

Gross Misdemeanor	468
Unknown	8
Misdemeanor	203
Petty Misdemeanor	5
Felony	1702
Total	2386

Active Client Breakdown by Race*

American Indian or Alaskan Native	296
Asian or Pacific Islander	11
Black	394
Unknown	2
White	1683
Total	2386

**Note: This report includes active probation and supervised release clients.
This report does not include pre-trial or pre-sentence clients.*

**Probation and Supervised Release Summary
ARC - St. Louis County-Hibbing - Probation**

09/01/2016

Active Client Breakdown by Age*

Adult	683
Juvenile	39
Total	722

Active Client Breakdown by Gender*

Female	182
Male	540
Total	722

Active Client Breakdown by Offense*

Felony	507
Gross Misdemeanor	125
Petty Misdemeanor	2
Unknown	2
Misdemeanor	86
Total	722

Active Client Breakdown by Race*

American Indian or Alaskan Native	35
Asian or Pacific Islander	4
Black	49
White	634
Total	722

**Note: This report includes active probation and supervised release clients.
This report does not include pre-trial or pre-sentence clients.*

**Probation and Supervised Release Summary
ARC - St. Louis County-Virginia - Probation**

09/01/2016

Active Client Breakdown by Age*

Adult	987
Juvenile	51
Total	1038

Active Client Breakdown by Gender*

Female	253
Male	785
Total	1038

Active Client Breakdown by Offense*

Misdemeanor	196
Petty Misdemeanor	1
Unknown	1
Gross Misdemeanor	204
Felony	636
Total	1038

Active Client Breakdown by Race*

American Indian or Alaskan Native	111
Asian or Pacific Islander	1
Black	46
Unknown	1
White	879
Total	1038

**Note: This report includes active probation and supervised release clients.
This report does not include pre-trial or pre-sentence clients.*

Northeast Regional Corrections Center - 2016 Statistics

INTAKES

COUNTY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD %
Carlton	2	5	8	8	8	4	3	8					46	9.77%
Cook	0	0	0	0	0	1	0	1					2	0.42%
Duluth	31	32	29	22	23	33	36	32					238	50.53%
Hibbing	5	8	16	9	8	2	10	5					63	13.38%
Koochiching	0	0	0	0	0	0	0	3					3	0.64%
Lake	2	1	2	2	2	1	2	0					12	2.55%
Virginia	15	12	18	13	9	16	8	16					107	22.72%
TOTALS	55	58	73	54	51	56	59	65	0	0	0	0	471	100.00%

RACE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD	YTD %
American Indian	8	9	8	13	9	8	12	16					83	17.62%
Asian	0	0	1	0	0	0	0	0					2	0.42%
Other	2	0	1	0	0	1	0	0					4	0.85%
Black	4	5	7	2	3	8	8	8					45	9.55%
Caucasian	41	44	56	39	39	39	38	41					337	71.55%
TOTALS	55	58	73	54	51	56	59	65	0	0	0	0	471	100.00%

CHARGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD	YTD %
Felony	39	45	59	41	44	45	44	51					368	78.30%
Gross Misd	12	7	7	11	5	8	10	11					71	15.11%
Misd	4	6	7	2	2	2	5	3					31	6.60%
TOTALS	55	58	73	54	51	56	59	65	0	0	0	0	470	100.00%

AGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD	YTD %
18 Yrs & Older	55	58	72	54	51	56	59	65					470	99.79%
17 Yrs & Younger	0	0	1	0	0	0	0	0					1	0.21%
TOTALS	55	58	73	54	51	56	59	65	0	0	0	0	471	100.00%

RELEASE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD	YTD %
Alternative Sanctions	0	1	0	0	0	0	0	0					1	0.22%
Early Rel by Court	8	14	14	16	17	17	17	18					121	27.13%
Escape	0	0	0	0	0	0	0	0					0	0.00%
Rel to Another Auth/Jail	1	0	2	0	0	3	1	1					8	1.79%
Rel to Non-Jail Auth	3	6	2	3	3	3	3	2					23	5.16%
Sentence Completed	38	38	43	34	42	39	33	26					293	65.70%
TOTALS	50	59	61	53	62	62	62	46	0	0	0	0	446	100.00%

AVERAGE DAILY POPULATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
	98	103	109	111	110	95	101	109					105
% CAPACITY	68.06%	71.53%	75.69%	77.08%	76.39%	65.97%	70.14%	75.69%	0.00%	0.00%	0.00%	0.00%	72.57%

The percentage is based on a 144 person capacity.

**NORTHEAST REGIONAL CORRECTIONS CENTER
2016 OFFENSE STATISTICS**

2016 INTAKES

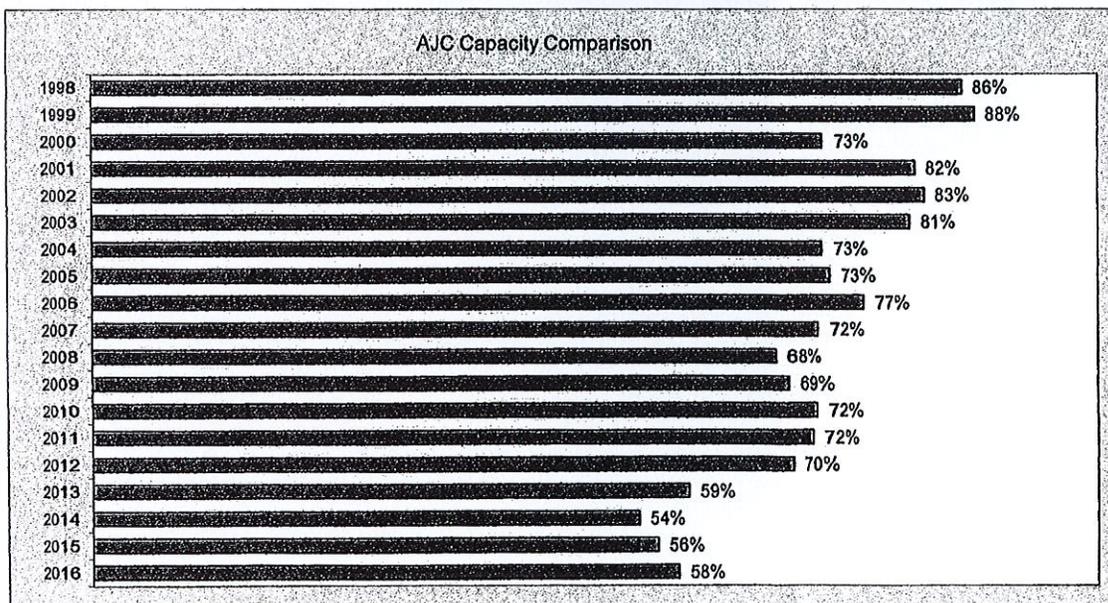
OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD	YTD %
Assault	1	6	9	5	5	1	5	1					33	5.46%
Burglary/Robbery	2	0	2	0	2	0	1	0					7	1.16%
Crim Sex Conduct or Related Crimes	1	0	3	1	2	0	1	1					9	1.49%
Drugs/Drug Related	6	3	6	5	2	3	2	4					31	5.13%
DWI/Alcohol Related	3	5	2	1	3	4	0	2					20	3.31%
Viol OFF	5	6	10	5	3	3	1	3					36	5.96%
Other	6	8	16	2	2	2	2	4					42	6.95%
VOP/Alcohol Related	6	0	3	4	3	6	9	7					38	6.29%
VOP/Assault	9	8	19	14	10	9	17	17					103	17.05%
VOP/Burglary	4	2	6	4	7	7	5	12					47	7.78%
VOP/Crim Sex Cond or Related Crimes	2	1	1	3	3	0	4	1					15	2.48%
VOP/Drug Related	13	15	15	11	12	16	10	14					106	17.55%
VOP/Other	12	21	18	9	11	10	15	14					110	18.21%
VOP/Weapons	0	1	0	0	1	0	0	0					2	0.33%
Weapons	1	1	1	0	1	0	1	0					5	0.83%
TOTALS	71	77	111	64	67	61	73	80	0	0	0	0	604	100.00%

Arrowhead Juvenile Center August 2016 Statistics

Residents Served	
Detention	41
Treatment	27
Kenwood	14
Lakeside	3
Hillside	5
Short Term - Kitchen	5
Total	68
Days of Care	
Detention	413
Treatment	476
Kenwood	319
Lakeside	87
Hillside	37
Short Term – Kitchen	33
Total	889
Average Length of Stay	
Detention	6.07 Days
Treatment	
Kenwood	22.79 Days
Lakeside	29 Days
Hillside	7.40 Days
Short Term – Kitchen	6.60 Days

AJC Capacity Comparison
Data collected from 1998 to 2016

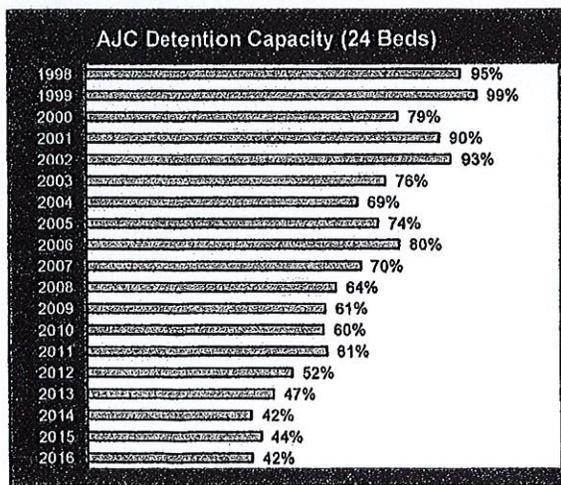
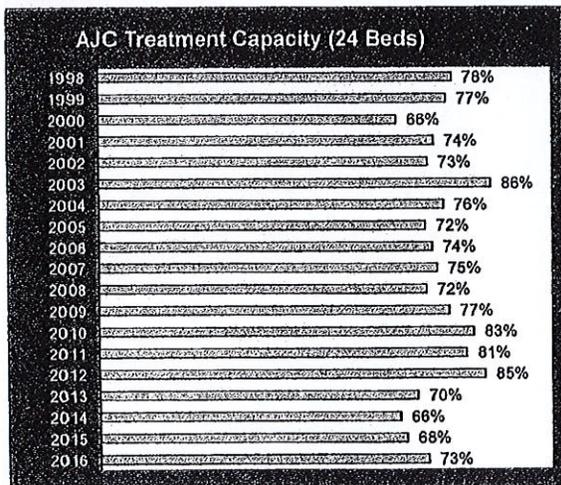
AJC Capacity Comparison																			
% per Month/Year	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	90%	65%	72%	54%	87%	79%	82%	66%	85%	65%	57%	77%	58%	78%	56%	63%	64%	56%	49%
February	86%	87%	74%	69%	86%	78%	86%	72%	86%	63%	63%	67%	72%	88%	56%	67%	47%	48%	44%
March	91%	89%	74%	78%	92%	85%	83%	77%	79%	81%	76%	78%	57%	80%	63%	67%	55%	54%	49%
April	79%	90%	67%	84%	90%	89%	83%	77%	78%	83%	71%	88%	56%	73%	67%	62%	60%	44%	70%
May	89%	96%	80%	92%	82%	94%	76%	78%	83%	82%	63%	72%	69%	79%	68%	62%	66%	48%	69%
June	86%	98%	72%	84%	75%	85%	73%	76%	85%	75%	65%	61%	92%	80%	76%	49%	53%	58%	59%
July	81%	90%	81%	86%	77%	81%	62%	71%	76%	83%	68%	74%	87%	65%	85%	43%	53%	69%	65%
August	95%	90%	68%	80%	86%	70%	60%	75%	70%	79%	68%	72%	88%	77%	74%	51%	43%	70%	58%
September	93%	87%	70%	90%	79%	73%	70%	64%	66%	68%	61%	70%	81%	76%	61%	45%	47%	65%	0%
October	97%	86%	75%	93%	88%	80%	70%	67%	78%	73%	70%	62%	70%	57%	81%	53%	59%	62%	0%
November	88%	88%	76%	87%	84%	87%	61%	78%	74%	54%	82%	57%	73%	58%	77%	70%	49%	46%	0%
December	64%	85%	63%	84%	64%	73%	64%	80%	61%	60%	71%	52%	62%	49%	70%	74%	51%	50%	0%
Yearly Average	86%	88%	73%	82%	83%	81%	73%	73%	77%	72%	68%	69%	72%	72%	70%	59%	54%	56%	58%



AJC Capacity Comparison
Data collected from 1998 to 2016

AJC Treatment Capacity Comparison (Male 20 Beds - Female 4 Beds)																			
Percentage per Month/Year	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	74%	53%	73%	42%	64%	74%	69%	67%	82%	71%	52%	87%	67%	90%	66%	74%	79%	63%	61%
February	78%	72%	76%	62%	64%	87%	75%	72%	91%	66%	63%	80%	74%	96%	71%	79%	60%	46%	65%
March	94%	77%	69%	75%	74%	86%	85%	83%	81%	84%	72%	87%	71%	91%	81%	78%	67%	59%	63%
April	91%	70%	68%	80%	81%	85%	95%	65%	68%	80%	67%	90%	63%	87%	89%	69%	72%	54%	93%
May	88%	85%	59%	87%	83%	91%	85%	81%	69%	79%	68%	89%	78%	77%	87%	75%	92%	66%	89%
June	86%	87%	52%	85%	70%	98%	76%	78%	70%	71%	74%	78%	92%	85%	95%	55%	73%	77%	68%
July	68%	84%	66%	78%	74%	81%	61%	78%	68%	78%	79%	82%	101%	78%	117%	41%	70%	80%	80%
August	75%	80%	76%	77%	87%	86%	68%	80%	67%	76%	68%	80%	110%	85%	99%	56%	52%	94%	62%
September	72%	72%	68%	79%	67%	94%	72%	66%	71%	73%	67%	73%	93%	81%	72%	50%	62%	81%	0%
October	82%	81%	68%	79%	74%	91%	69%	58%	69%	78%	82%	64%	87%	73%	87%	77%	59%	77%	0%
November	74%	82%	63%	73%	71%	91%	82%	67%	71%	63%	92%	62%	75%	68%	84%	89%	54%	59%	0%
December	53%	77%	51%	70%	62%	72%	75%	70%	76%	76%	83%	55%	80%	62%	73%	101%	57%	59%	0%
M/F Average	78%	77%	66%	74%	73%	86%	76%	72%	74%	75%	72%	77%	83%	81%	85%	70%	66%	68%	73%

AJC Detention Capacity Comparison (Male 20 Beds - Female 4 Beds)																			
Percentage per Month/Year	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	106%	77%	71%	66%	110%	84%	95%	64%	87%	59%	61%	67%	48%	65%	46%	52%	49%	49%	33%
February	93%	102%	70%	76%	108%	70%	98%	71%	82%	60%	63%	53%	69%	79%	41%	55%	35%	50%	22%
March	89%	101%	78%	81%	110%	83%	82%	70%	76%	79%	81%	68%	44%	59%	46%	56%	43%	50%	33%
April	67%	109%	67%	88%	99%	94%	71%	89%	88%	87%	75%	85%	49%	58%	45%	55%	46%	35%	46%
May	89%	108%	100%	97%	82%	98%	66%	75%	97%	85%	58%	56%	60%	80%	49%	50%	40%	31%	48%
June	86%	109%	92%	84%	80%	72%	70%	74%	100%	78%	56%	44%	92%	76%	57%	43%	34%	40%	50%
July	94%	97%	96%	94%	80%	82%	63%	64%	83%	87%	58%	65%	73%	52%	53%	45%	37%	59%	49%
August	114%	100%	60%	83%	86%	53%	52%	69%	74%	82%	67%	64%	65%	68%	49%	46%	35%	47%	54%
September	113%	103%	73%	101%	92%	52%	69%	62%	60%	63%	55%	67%	69%	70%	51%	41%	34%	49%	0%
October	112%	92%	82%	108%	102%	68%	70%	76%	86%	69%	57%	60%	51%	41%	75%	29%	59%	47%	0%
November	102%	95%	89%	101%	96%	84%	40%	89%	76%	45%	72%	52%	60%	49%	71%	50%	44%	33%	0%
December	75%	94%	74%	97%	67%	74%	52%	89%	46%	44%	59%	48%	44%	37%	43%	47%	45%	40%	0%
M/F Average	95%	99%	79%	90%	93%	76%	69%	70%	80%	70%	64%	61%	60%	61%	52%	47%	42%	44%	42%





BOARD LETTER

Prepared on: 09-09-16
Department Name: Administration
Agenda Date: 09/16/16
Placement: Administration
Continued Item: No
If Yes, date from:
Number: 2016-24

Arrowhead Regional Corrections

TO: Executive Board Members

FROM: Kay Arola, Executive Director
Becky Pogatchnik, Superintendent at AJC

SUBJECT: Bid Award for the Arrowhead Juvenile Center Parking Lot Improvements

Recommendation(s):

The Executive Board award bid number 5336B to KTM Paving of Hermantown, Minnesota, and authorize the Board Chair to sign a contract with KTM Paving to provide parking lot improvements at the Arrowhead Juvenile Center.

Alignment with Board Strategic Plan:

Community safety and monitoring public-private partnerships and contracts to provide services consistent with evidence based practices.

Executive Summary and Discussion:

In 1996 the parking lot at the Arrowhead Juvenile Center underwent significant changes as a result of the facility adding 24 beds and the residential treatment component to the facility. During the last twenty years the parking lot has experienced deterioration and is in need of renovations and resurfacing.

Northland Consulting Engineers has provided the engineering services for this project and the specifications for the bids through the St. Louis County Purchasing Department.

The St. Louis County Purchasing Department has sought bids for the parking lot project and received responses from six companies with the lowest bid of \$99,118.14 being received from KTM Paving of Hermantown, Minnesota. This project requires a project labor agreement.

Mandates and Service Levels:

The Arrowhead Juvenile Center is licensed by the Department of Corrections under Minnesota Administrative Rule 2960.0200 PHYSICAL PLANT AND ENVIRONMENT which requires that "Buildings, structures, or enclosures used by the facility, including walls, floors, ceilings, registers, fixtures, equipment, and furnishings, must be kept in good repair."

Fiscal and Facilities Impacts:

Funding for this project is in Fund 927 Agency 927201 Line Item 660600.

BY COMMISSIONER:

WHEREAS, In 1996 the parking lot at the Arrowhead Juvenile Center underwent significant changes as a result of the facility adding 24 beds and the residential treatment component to the facility. During the last twenty years the parking lot has experienced deterioration and is in need of renovations and resurfacing.

WHEREAS, Northland Consulting Engineers has provided the engineering services for this project and the specifications for the bids through the St. Louis County Purchasing Department.

WHEREAS, The St. Louis County Purchasing Department has sought bids for the parking lot project and received responses from six companies with the lowest bid of \$99,118.14 being received from KTM Paving of Hermantown, Minnesota. This project requires a project labor agreement.

NOW THEREFORE BE IT RESOLVED, The Executive Board awards bid number 5336B to KTM Paving of Hermantown, Minnesota, and authorizes the Board Chair to sign a contract with KTM Paving to provide parking lot improvements at the Arrowhead Juvenile Center.

From: NACo <naco@naco.org>
Sent: Friday, September 09, 2016 1:51 PM
To:
Subject: Small Counties still feeling effects of Great Recession

Having trouble viewing this email? [Click Here](#)



SMALL COUNTIES STILL FEELING EFFECTS OF GREAT RECESSION

Robert Boyd, commissioner of Riley County, Kan., testified Thursday before the U.S. House Subcommittee on Small Business on the economic challenges facing rural counties. Boyd noted that national and statewide statistics often mask on-the-ground realities.

Citing indicators measured in NACo's County Economies report, Boyd said, "Only 7 percent of county economies have fully recovered to pre-recession levels."

Boyd also emphasized the need for improved collaboration and flexibility from our intergovernmental partners at the federal and state levels.

If we can achieve that, he said, "We can continue to provide the public services and basic infrastructure needed for economic growth and prosperity."

RESOURCES



Hon. Robert Boyd Testifies on Small Business



County Economies: Opportunities & Challenges



2017 NACo **LEGISLATIVE CONFERENCE**
Washington, D.C. • February 25–March 1, 2017

2017 NACo **ANNUAL CONFERENCE**
Franklin County / Columbus, Ohio • July 21–24, 2017



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MINNESOTA DEPARTMENT OF NATURAL RESOURCES

Governor's Council on Minnesota's Lake Superior Coastal Program

Draft Agenda for September 16, 2016 Annual Meeting

Duluth Town Hall, 6092 Homestead Road, Duluth MN

9:00 AM Call to Order, Adoption of the Agenda, Approval of Minutes, Public Comment

Introductions

Housekeeping Items

- Membership Update
- Executive Committee Nominations and Vote
- Finance Committee Appointments for 2016-2017
- 2016-2017 Meeting Dates
- Coastal Conference

10:30 AM Break

Program Update

Setting Grant Priorities for 2017

12:00 PM Lunch (provided)

12:30 PM STAR Grant Review

1. Sugarloaf: The North Shore Stewardship Association, 6008 London Road, Duluth MN 55804, \$5,000.00
2. St. Louis River Quest, 1200 Port Terminal Drive, Duluth MN 55082 \$3,500.00
3. City of Hermantown, 5105 Maple Grove Road, Hermantown MN 55811, \$7,500.00
4. Minnesota Department of Natural Resources, 500 Lafayette Road, St. Paul MN 55155, \$3,000.00
5. City of Two Harbors, 522 First Avenue, Two Harbors MN 55616, \$6,000.00

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

6. Minnesota Department of Natural Resources, 1201 E Hwy 2, Grand Rapids MN 55744, \$7,500.00
7. Duluth North Shore Sanitary District, 5123 McQuade Road, Duluth MN 55804, \$7,500.00
8. Knife River Larsmont Sanitary District, PO BOX 136, Knife River MN 55609, 7,500.00
9. Pike Lake Area Wastewater Collection System, 5690 Miller Trunk Hwy, Duluth MN 55811, \$7,500.00
10. Town of Thomson, 25 E Harney Road, Esko MN 55733, \$7,500.00
11. Town of Thomson, 25 E Harney Road, Esko MN 55733, \$7,500.00

STAR Grant Scoring

January 1, 2017 STAR Grant Recommendations

Wrap-up and Closing Thoughts

3:00 PM

Adjourn