



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

July 8, 2014
Immediately following the Board Meeting, which begins at 9:30 A.M.
Lakewood Town Hall, 3110 Strand Road, Duluth, MN

Directions: Jean Duluth Road/CSAH 37 north to Strand Road/CR 286. Proceed East on Strand Road for about 3 miles, the Town Hall is on the right.

CONSENT AGENDA:

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

Minutes of July 1, 2014

Environment & Natural Resources Committee, Commissioner Dahlberg, Chair

1. Utility Easement across State Tax Forfeited Land to Great River Energy [14-269]
2. State Tax Forfeited Leases – State of Minnesota [14-270]

Public Works & Transportation Committee, Commissioner Raukar, Chair

3. Acceptance of Quotes for Culvert Purchase for Bridge 170 on CR 220 (Alborn Township) [14-271]
4. Acceptance of Bids for Culvert Purchase for Bridge 118 on UT 9111 (Unorganized Township 55-21) [14-272]
5. Transfer of Three All-Terrain Vehicles from Public Works to Arrowhead Regional Corrections for NERCC [14-273]

Finance & Budget Committee, Commissioner Nelson, Chair

6. Execute 2014 HUD Contracts – CDBG, HOME and ESG Entitlement Grants [14-274]
7. Office Supplies Contract [14-275]

Central Management & Inter-Governmental Committee, Commissioner Jewell, Chair

8. Reallocation of Information Specialist II and Information Technology Support Technician Positions to Information Technology Support Specialist [14-276]

REGULAR AGENDA:

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

Public Works & Transportation Committee, Commissioner Raukar, Chair

1. **Purchase of Sodium Chloride (Road Salt) [14-277]**
Resolution authorizing the purchase of sodium chloride/road salt from State of Minnesota Contract vendor North American Salt Co., Overland Park, Kansas.

COMMISSIONER DISCUSSION ITEMS AND REPORTS:

At this time, Commissioners may introduce items for discussion or report on past and future activities.

ADJOURNED:

NEXT COMMITTEE OF THE WHOLE MEETING DATES:

July 22, 2014 **St. Louis County Courthouse, 300 South Fifth Avenue, Virginia, MN**

August 5, 2014 **Commissioners' Conference Room, Duluth, MN**

August 12, 2014 **Floodwood Fair Building, 107 West 7th Avenue, Floodwood, MN**

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

COMMITTEE OF THE WHOLE ST. LOUIS COUNTY BOARD OF COMMISSIONERS

Tuesday, July 1, 2014

Location: St. Louis County Courthouse, Duluth, Minnesota

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

Absent: None

Convened: Chair Forsman called the meeting to order at 11:03 a.m.

CONSENT AGENDA

Raukar/Dahlberg moved to approve the consent agenda without Item #5, Cotton Volunteer Fire Dept. Dry Hydrant Lease Request on County Fee Owned Land [14-266]. The motion passed. (7-0)

- Minutes of June 24, 2014
- Agreement with LHB Corp. for Bridge Reconstruction Design Services for Eight Bridges Located in St. Louis County [14-262]
- Agreement with SRF Consulting Group, Inc. for Design Services - Bridge 854 on CSAH 116 (Unorganized Township 65-14) [14-263]
- Abatement List for Board Approval [14-264]
- Additional Cabling for Work Stations in the Government Services Center [14-265]

REGULAR AGENDA

Finance & Budget Committee

Nelson/Forsman moved to authorize the purchase of property and related insurance coverage on major structures and equipment, amended contents, and boiler and machinery from Chubb Group of Insurance Companies through Otis-Magie Insurance Agency of Duluth, MN, for the period July 24, 2014 to July 24, 2016, at the annual premium of \$219,250. The Purchasing Division is authorized to add or delete county properties to the policy, or increase the base amount on future determination of valuation of county structures during the policy period. Robert Heimbach, Agent for Otis-Magie Insurance Agency, discussed the policy and reasons for the decrease in cost. After further discussion, the motion passed. (7-0)

Nelson/Stauber moved that pursuant to the requirements and procedures of Minn. Stat. § 373.01 Subdivision 1(4), the Chair of the County Board and the County Auditor are authorized to execute a lease for Dry Hydrant construction and operation to the Cotton Volunteer Fire Department over the southwesterly 150 feet as measured at a right angle to the centerline of County State Aid Highway No. 52 (Comstock Lake Road) over the following described land: Part of Government Lot 8, Section 3, Township 54 North, Range 16 West, lying southeasterly of the centerline of County Road No. 223 (Water Hen Road) and lying northeasterly of the centerline of County State Aid Highway No. 52 (Comstock Lake Road), containing 10 acres, more or less. The motion was amended to waive the \$150 administrative fee. After further discussion, the motion passed without recommendation. (7-0)

COMMISSIONER DISCUSSION ITEMS

Commissioner Jewell discussed a recent tour of the area by National Geographic relating to the Heart of the Continent project.

Commissioner Nelson said that a dedication of the Alan Mitchell Law Library will take place on Tuesday, August 5, 2014 at 2:00 p.m. Commissioner Nelson requested that the dedication be placed on the Board agenda as a time-specific item. A reception in the Commissioners' Conference Room will be held after the dedication.

Commissioner Stauber wished everyone a happy and safe Fourth of July holiday.

Commissioner Forsman also wished everyone a happy and safe holiday.

Commissioner Raukar said that the Miracle Field dedication is being held on Wednesday, July 9, 2014, at 6:00 p.m. in Hibbing, MN.

At 11:31 a.m., Jewell/Boyle moved to adjourn the Committee of the Whole meeting. The motion passed. (7-0)

Mike Forsman, Chair of the County Board

Phil Chapman, Clerk of the County Board

BOARD LETTER NO. 14 – 269

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: July 8, 2014 **RE:** Utility Easement across State
Tax Forfeited Land to Great
River Energy

FROM: Kevin Z. Gray
County Administrator

Mark Weber, Director
Land and Minerals

Donald Dicklich
County Auditor

RELATED DEPARTMENTAL GOAL:
Performing public services.

ACTION REQUESTED:
The St. Louis County Board is requested to authorize a utility easement across state tax forfeited land in Floodwood Township.

BACKGROUND:
Great River Energy is requesting a utility easement across state tax forfeited land to construct a 115 kV overhead electric transmission line with underbuilt distribution line. The width of the easement varies from 58.8 feet to 109 feet with a typical width of 100 feet; the total land encumbered will be approximately 31 acres. Exercising the easement will not cause significant adverse environmental or natural resource management impacts, and will not conflict with public use of the land.

RECOMMENDATION:
It is recommended that the St. Louis County Board approve a utility easement across state tax forfeited land to Great River Energy for the amount of \$30,418 land use fee, \$1,225.50 timber damage fee, \$750 administration fee, and \$46 recording fee; for a total of \$32,439.50 to be deposited into Fund 240 (Forfeited Tax Fund).

Utility Easement across State Tax Forfeited Land to Great River Energy

BY COMMISSIONER _____

WHEREAS, Great River Energy has requested a utility easement across state tax forfeited land to install an electric transmission line; and

WHEREAS, Exercising the easement will not conflict with public use of the land; and

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

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the County Auditor to grant a utility easement to Great River Energy across state tax forfeited lands described in Attachment A, Utility Easement to Great River Energy.

RESOLVED FURTHER, That the granting of this easement is conditioned upon payment of \$30,418 land use fee, \$1,225.50 timber damage fee, \$750 administration fee, and \$46 recording fee; for a total of \$32,439.50 to be deposited into Fund 240 (Forfeited Tax Fund).

Attachment A
Utility Easement to Great River Energy

All that part of the Northwest Quarter (NW1/4) of Section 26, Township 51 North, Range 20 West, lying westerly of the following described line:

Commencing at the southwest corner of the Northwest Quarter of Section 26, Township 51 North, Range 20 West; thence South 89 degrees 18 minutes 49 seconds East, on an assumed bearing, along the south line of said Northwest Quarter a distance of 58.8 feet to the point of beginning of the line to be described; thence North 00 degrees 47 minutes 33 seconds West 22.4 feet; thence North 61 degrees 05 minutes 11 seconds East 39.0 feet; thence North 00 degrees 18 minutes 21 seconds East 2240.2 feet; thence North 35 degrees 07 minutes 20 seconds East 18.0 feet; thence North 00 degrees 03 minutes 53 seconds East a distance of 347.4 feet to a point of ending on the north line of said Northwest Quarter, 109.0 feet easterly of the northwest corner. The above described easement contains 5.90 acres, more or less.

AND

All that part of the Southwest Quarter (SW1/4) of Section 23, Township 51 North, Range 20 West, lying westerly of the following described line:

Commencing at the southwest corner of the Southwest Quarter of Section 23, Township 51 North, Range 20 West; thence South 89 degrees 14 minutes 56 seconds East, on an assumed bearing, along the south line of said Southwest Quarter a distance of 109.0 feet to the point of beginning of the line to be described; thence North 00 degrees 03 minutes 53 seconds East 552.6 feet; thence North 35 degrees 46 minutes 27 seconds West 17.6 feet; thence North 00 degrees 03 minutes 41 seconds East a distance of 2077.0 feet to a point of ending on the north line of said Southwest Quarter, 97.0 feet easterly of the northwest corner. The above described easement contains 6.06 acres, more or less.

AND

All that part of the Southwest Quarter of the Northwest Quarter (SW1/4 of NW1/4) of Section 23, Township 51 North, Range 20 West, lying within Fifty (50) feet on each side of the following described centerline:

Commencing at the southwest corner of the Southwest Quarter of the Northwest Quarter of Section 23, Township 51 North, Range 20 West; thence South 89 degrees 55 minutes 03 seconds East, on an assumed bearing, along the south line of said Southwest Quarter of the Northwest Quarter a distance of 47.0 feet to the point of beginning of the centerline to be described; thence North 00 degrees 04 minutes 19 seconds East a distance of 1321.6 feet to a point of ending on the north line of said Southwest Quarter of the Northwest Quarter, 46.3 feet easterly of the northwest corner.

The above described easement contains 2.93 acres, more or less.

AND

All that part of the Southwest Quarter of the Southwest Quarter (SW1/4 of SW1/4) of Section 14, Township 51 North, Range 20 West, lying within Fifty (50) feet on each side of the following described centerline:

Commencing at the southwest corner of the Southwest Quarter of the Southwest Quarter of Section 14, Township 51 North, Range 20 West; thence North 89 degrees 20 minutes 04 seconds East, on an assumed bearing, along the south line of said Southwest Quarter of the Southwest Quarter a distance of 45.7 feet to the point of beginning of the centerline to be described; thence North 00 degrees 08 minutes 33 seconds West a distance of 1318.6 feet to a point of ending on the north line of said Southwest Quarter of the Southwest Quarter, 45.8 feet easterly of the northwest corner. The above described easement contains 2.9 acres, more or less

AND

All that part of the Northwest Quarter (NW1/4) of Section 14, Township 51 North, Range 20 West, lying within Fifty (50) feet on each side of the following described centerline:

Commencing at the southwest corner of the Northwest Quarter of Section 14, Township 51 North, Range 20 West; thence North 89 degrees 25 minutes 25 seconds East, on an assumed bearing, along the south line of said Northwest Quarter a distance of 45.2 feet to the point of beginning of the centerline to be described; thence North 00 degrees 10 minutes 24 seconds West 1462.7 feet; thence North 00 degrees 34 minutes 44 seconds West a distance of 1174.4 feet to a point of ending on the north line of said Northwest Quarter, 35.5 feet easterly of the northwest corner. The above described easement contains 5.61 acres, more or less.

AND

All that part of the Southwest Quarter of the Southwest Quarter (SW1/4 of SW1/4) of Section 11, Township 51 North, Range 20 West, and beginning at the southwest corner of the Northwest Quarter of the Southwest Quarter (NW1/4 of SW1/4) running thence East 418 feet; thence north 209 feet; thence West 418 feet; thence South 209 feet to point of beginning, Section 11, Township 51 North, Range 20 West, lying within Fifty (50) feet on each side of the following described centerline:

Commencing at the northwest corner of the Southwest Quarter of Section 11, Township 51 North, Range 20 West; thence North 89 degrees 07 minutes 40 seconds East, on an assumed bearing, along the north line of said Southwest Quarter a distance of 35.6 feet to the point of beginning of the centerline to be described; thence South 00 degrees 34 minutes 44 seconds East a distance of 2638.1 feet to a point of ending on the south line of said Southwest Quarter, 35.5 feet easterly of the southwest corner. The above

described easement contains 3 acres, more or less.

AND

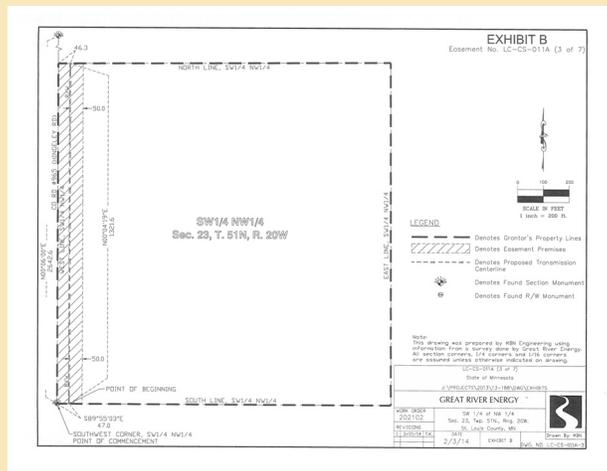
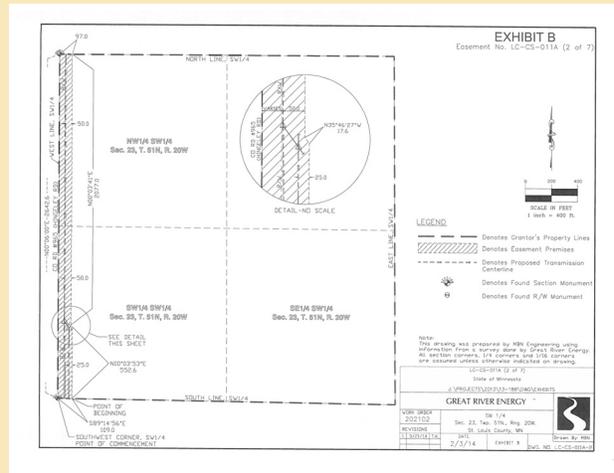
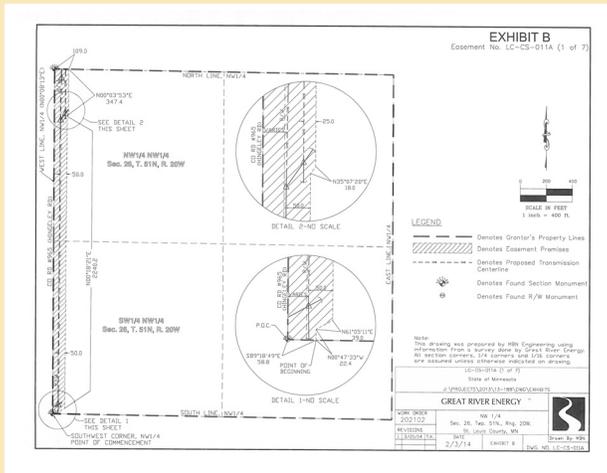
All that part of the Northwest Quarter of the Northwest Quarter (NW1/4 of NW1/4) of Section 11, Township 51 North, Range 20 West, lying within Fifty (50) feet on each side of the following described centerline:

Commencing at the northwest corner of the Northwest Quarter of the Northwest Quarter of Section 11, Township 51 North, Range 20 West; thence North 89 degrees 30 minutes 53 seconds East, on an assumed bearing, along the north line of said Northwest Quarter of the Northwest Quarter a distance of 35.8 feet to the point of beginning of the centerline to be described; thence South 00 degrees 34 minutes 43 seconds East a distance of 1318.6 feet to a point of ending on the south line of said Northwest Quarter of the Northwest Quarter, 35.7 feet easterly of the southwest corner. The above described easement contains 2.6 acres, more or less.

AND

All that part of Government Lot 6, Section 27, Township 51 North, Range 20 West, except railway right of way of West 6 18/100 acres and except that part lying South of right of way of West 4 acres more or less, lying within Fifty (50) feet on each side of the following described centerline:

Commencing at the southeast corner of Government Lot 6 of Section 27, Township 51 North, Range 20 West; thence North 89 degrees 33 minutes 21 seconds West, on an assumed bearing, along the south line of said Government Lot 6 a distance of 35.2 feet to the point of beginning of the centerline to be described; thence North 00 degrees 10 minutes 55 seconds East a distance of 1157 feet, more or less, to a point of ending on the north line of said Government Lot 6, 32.8 feet westerly of the east line of said Government Lot 6. The above described easement contains 2.23 acres, more or less.

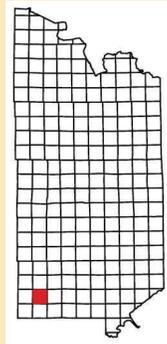


Sections 11, 14, 23, 26, 27, T51N R20W
Town of Floodwood

Affects Parcel Codes 360-0010-01930,
-01940, -02320, -02420, -03860, -03810,
-04290, & -04620

7th Commissioner District

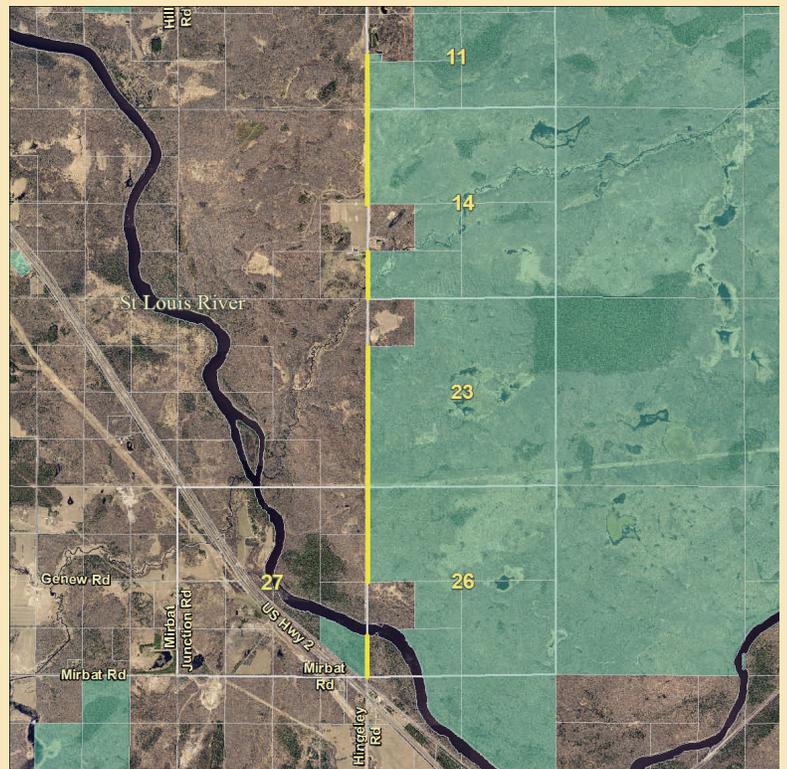
- State Tax Forfeited
- Easement
- Township-Range

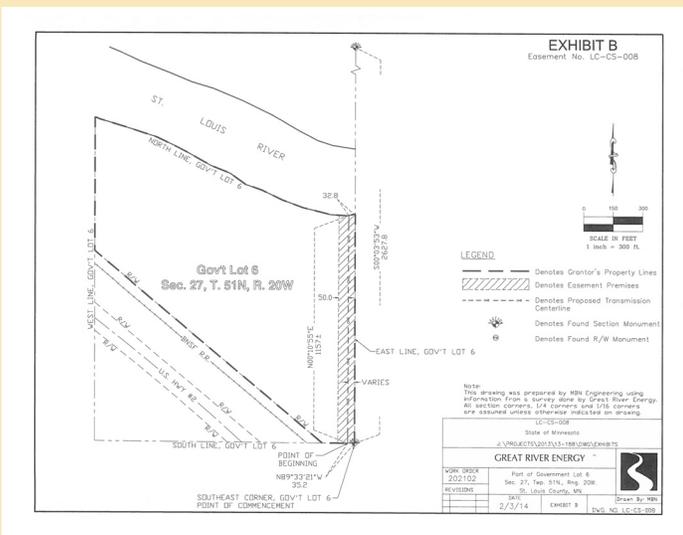
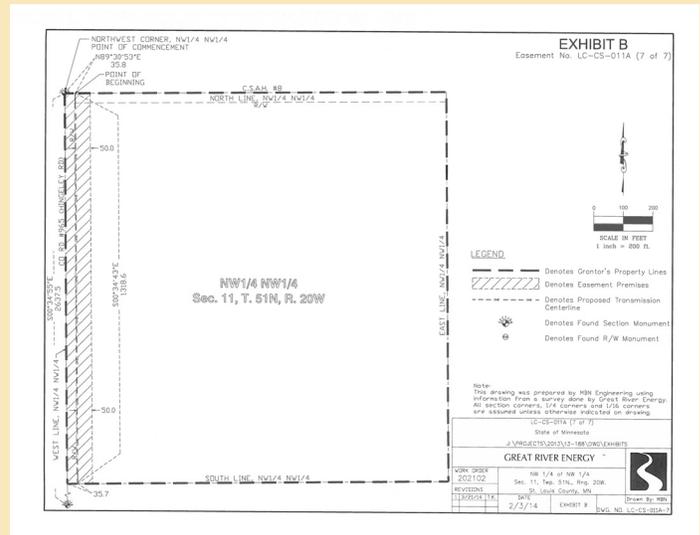
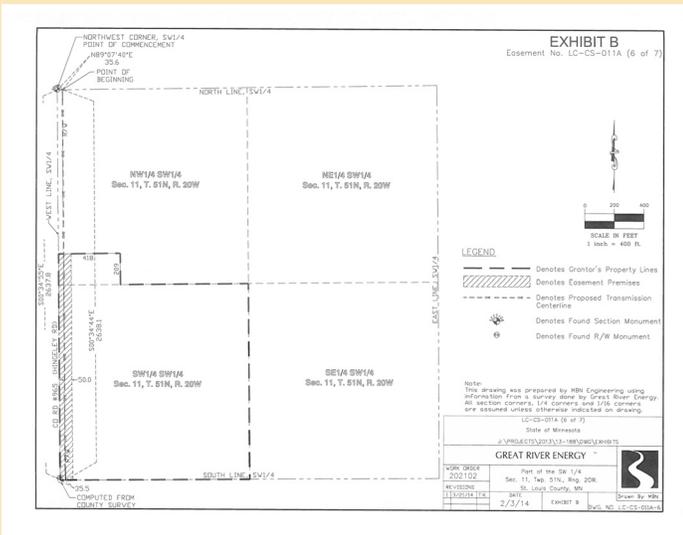
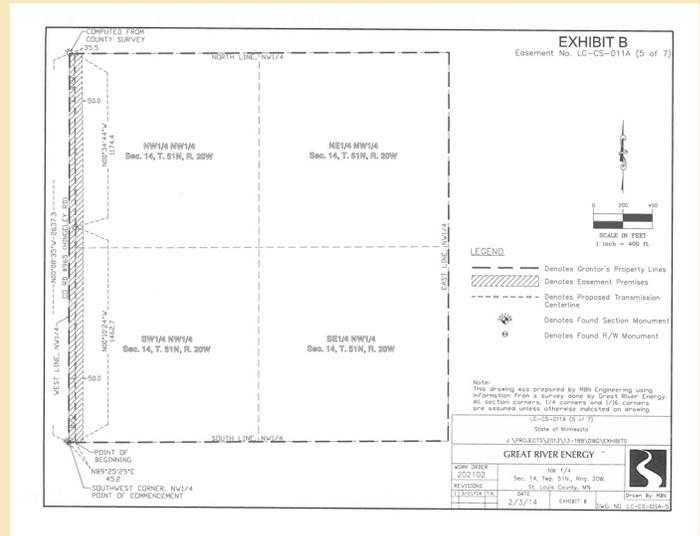
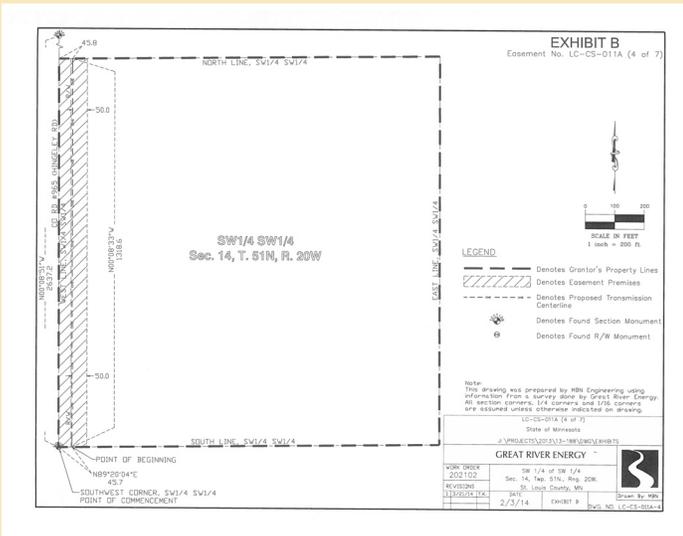


St. Louis County
Minnesota

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

St. Louis County
Land and Minerals
Department





State Tax Forfeited Land Leases – State of Minnesota

BY COMMISSIONER _____

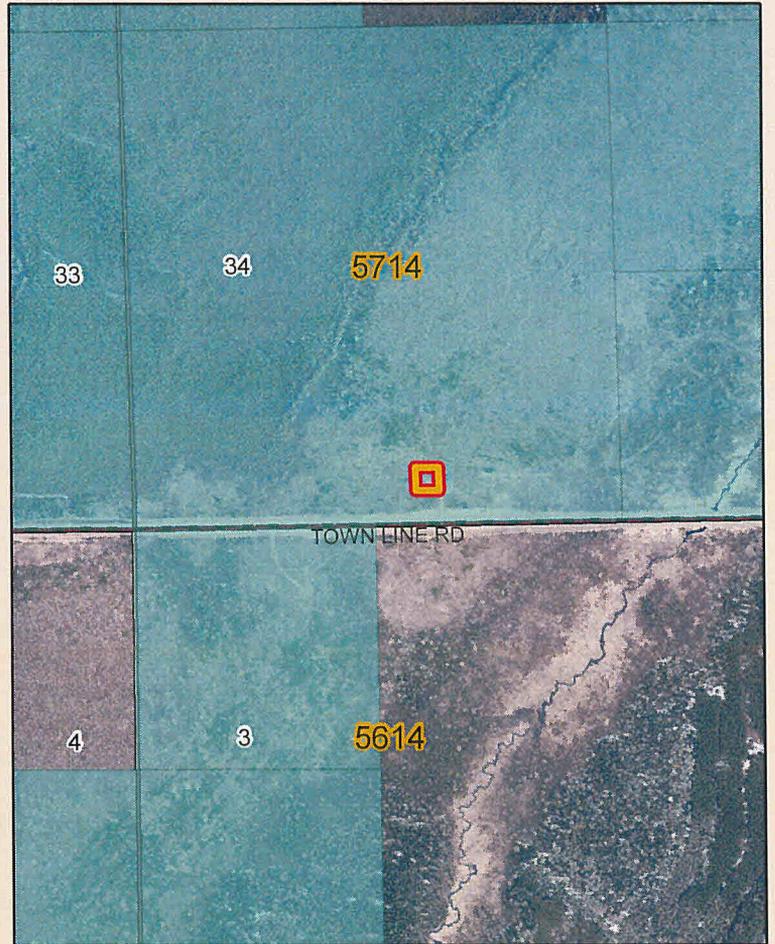
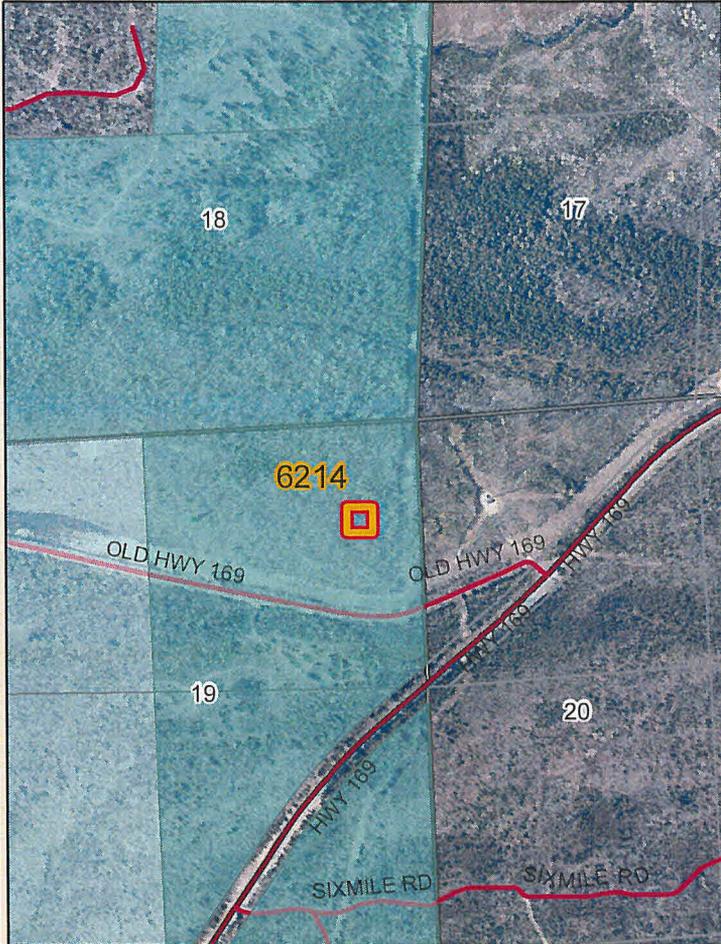
WHEREAS, Minn. Stat. § 282.04, Subd. 1(d) authorizes the County Auditor, as directed by the County Board, to lease state tax forfeited land to individuals, corporations or organized subdivisions of the state for temporary uses at such prices and under such terms as the County Board may prescribe; and

WHEREAS, The State of Minnesota has requested to lease two parcels of state tax forfeited land for the Allied Radio Matrix for Emergency Response (ARMER) Program described as follows:

1. A .36 acre site and a 33 foot wide strip of land for ingress and egress located within the NE1/4 of the NE1/4, Section 19, Township 62 North, Range 14 West
2. A .36 acre site and a 33 foot wide strip of land for ingress and egress located within the SE1/4 of the SW1/4, Section 34, Township 57 North, Range 14 West

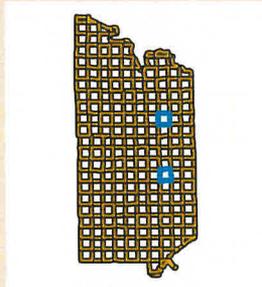
WHEREAS, The Land and Minerals Department has reviewed the request and recommends a fee of \$12,500 per lease for a ten year term;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the County Auditor to lease state tax forfeited land to the State of Minnesota for public safety ARMER communication towers, for a ten year term and a fee of \$12,500 per lease under terms and conditions to be set forth in lease agreements.



Legend

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



St. Louis County, Minnesota

A .36 acre site and a 33 foot wide strip of land for ingress and egress located within the NE1/4 of the NE1/4, Section 19, Township 62 North, Range 14 West

A .36 acre site and a 33 foot wide strip of land for ingress and egress located within the SE1/4 of the SW1/4, Section 34, Township 57 North, Range 14 West

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

St. Louis County Land and Minerals Department

BOARD LETTER NO. 14 - 271

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 3

BOARD AGENDA NO.

DATE: July 8, 2014 **RE:** Acceptance of Quotes for Culvert
Purchase for Bridge 170 on CR
220 (Alborn Township)

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

Provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Purchasing Division and Public Works Department to accept quotes for major project materials for Bridge 170 over the Artichoke River (CP 0220-169713) on County Road 220/Stoney Brook Road in Alborn Township.

BACKGROUND:

As authorized by the St. Louis County Board, quotes were received on April 25, for project materials for a bridge on CR 220. Quotes over \$50,000 require board approval per County Purchasing Rules & Regulations. This project, along with its financing, is shown below:

- Project:** CP 0220-169713, BR 170
Location: CR 220 over Artichoke River, length 0.1 miles
Traffic: 25
PQI: N.A.
Construction: Purchase of Concrete Culverts
Funding: Fund 200, Agency 203324, Object 651000 Culverts - Concrete
Anticipated Start Date: August 11, 2014
Anticipated Completion Date: September 26, 2014

Quotes Concrete:

Cretex Concrete Products, Maple Grove, MN	\$68,733.00
Hancock Concrete Products, Hancock, MN	\$79,458.60

In addition, county Public Works staff will perform additional work from the town bridge funding for seeding and other minor work on the project.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize acceptance of the quote from Cretex Concrete Products of Maple Grove, MN, in the amount of \$68,733 for concrete converts for CP 0220-169713, payable from Fund 200, Agency 203324, Object 651000 for Concrete Culverts.

**Acceptance of Quotes for Culvert Purchase for Bridge on CR 220
(Alborn Township)**

BY COMMISSIONER _____

WHEREAS, Quotes have been received by the County Public Works Department and the low qualifying quote was determined for the following project:

CP 0220-169713, BR 170, for project materials for a bridge on CR 220 in Alborn Township, length 0.1 miles;

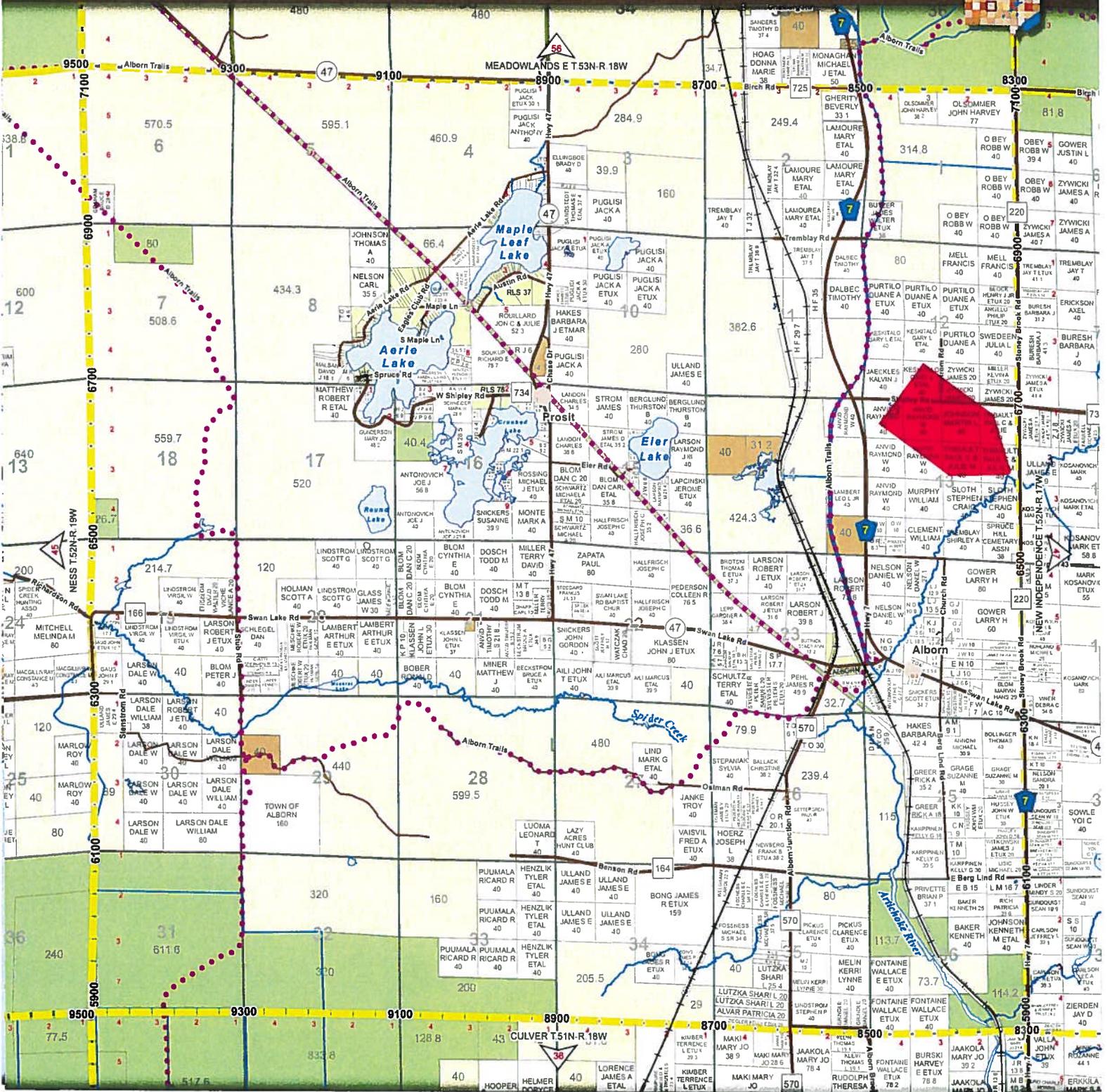
THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the quote for concrete culverts as follows:

<u>LOW QUOTE</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
Cretex Concrete Products Concrete Culverts	6655 Wedgwood Road Maple Grove, MN 55311	\$68,733.00

RESOLVED FURTHER, That the Chairman of the County Board, the County Auditor, and the Purchasing Division are authorized to approve the contractor's quote for the above listed project, payable from Fund 200, Agency 203324, Object 651000 for Concrete Culverts.

ALBORN

T.52N-R.18W



LEGEND

- CITY
- INTERSTATE HIGHWAY
- US HIGHWAY
- MINNESOTA HIGHWAY
- COUNTY ROADS
- LOCAL ROADS
- RAILROADS
- STATE TRAILS
- CARRY-IN
- BOAT LAUNCH
- USA
- STATE OF MINNESOTA
- STATE OF MN TAX FORFEIT
- ST. LOUIS COUNTY
- PRIVATE
- SUBDIVISION
- TOWNSHIP
- SECTION
- COUNTY
- MUNICIPALITY

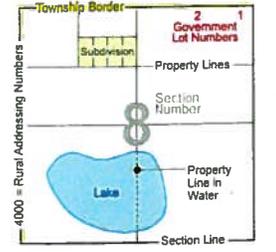
- LAKE
- PIT LAKE
- RIVER/STREAM
- VOYAGEURS NATIONAL PARK
- RESERVATION
- NATIONAL FOREST
- STATE FOREST
- STATE PARK
- BOUNDARY WATERS CANOE AREA WILDERNESS



0 0.5 1 MILES
ONE SECTION = ONE MILE (APPROXIMATE)

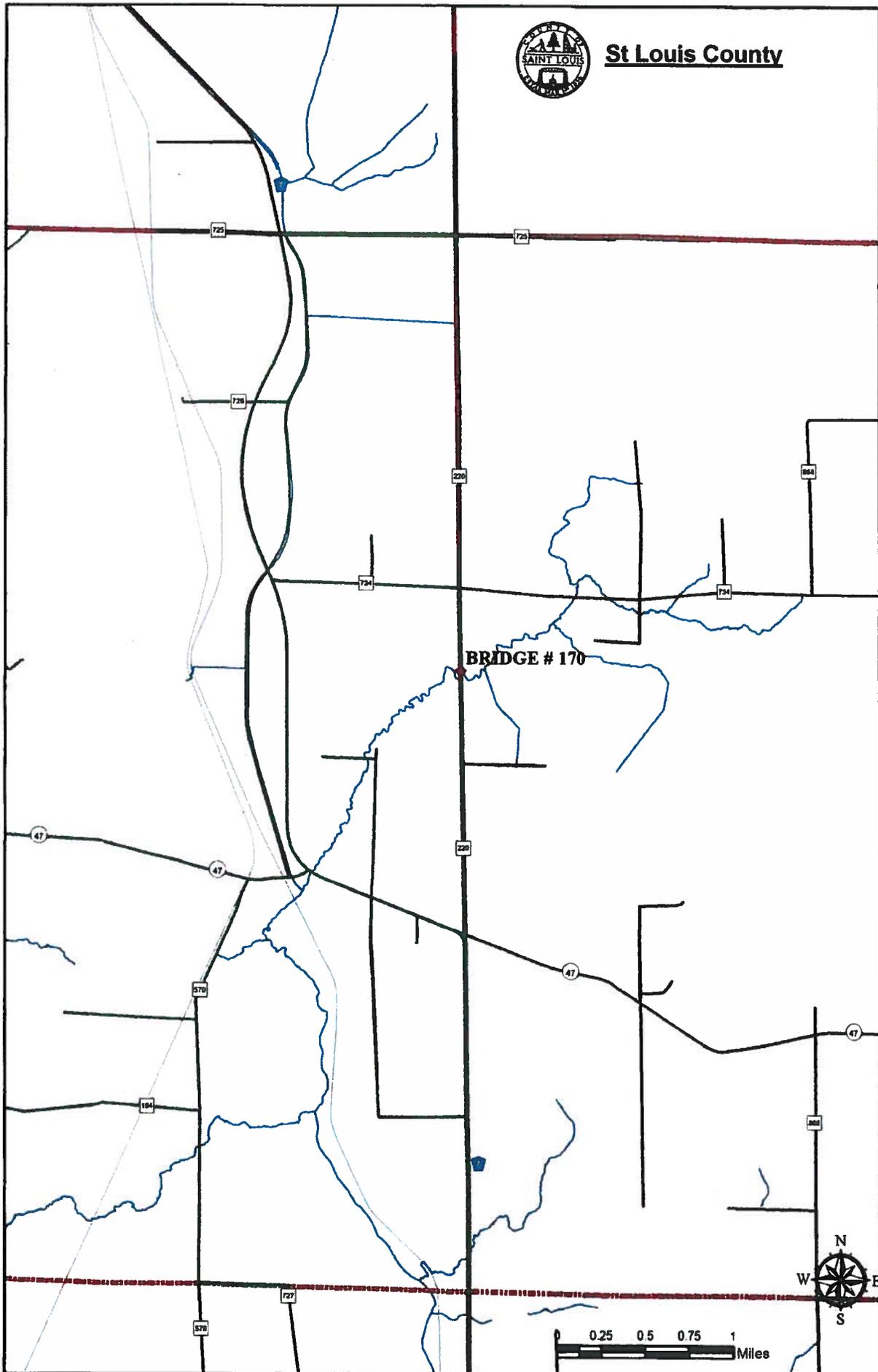
OWNERSHIP ABBREVIATIONS
 ETAL= AND OTHERS
 TRS= TRUSTEES
 TR= TRUST
 ETWR= AND WIFE
 LNE= LANE
 PRTH= PARTNERSHIP
 IRREV TR= IRREVOCABLE TRUST

ROAD NAME ABBREVIATIONS
 AVE= AVENUE
 BLVD= BOULEVARD
 CL= CIRCLE
 CT= COURT
 DR= DRIVE
 LP= LOOP
 EXP= EXPRESSWAY
 HWY= HIGHWAY
 LNE= LANE
 PKWY= PARKWAY
 PL= PLACE
 RD= ROAD
 ST= STREET
 TER= TERRACE
 TR= TRAIL
 WY= WAY





St Louis County



Date: 7/2/2014

BOARD LETTER NO. 14 - 272

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 4

BOARD AGENDA NO.

DATE: July 8, 2014 **RE:** Acceptance of Bids for Culvert
Purchase for Bridge 118 on UT 9111
(Unorganized Township 55-21)

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

Provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the Purchasing Division and Public Works Department to accept bids for major project materials for Bridge 118 over the West Swan River (SAP 69-599-034) on Unorganized Township (UT) Road 9111/South Townline Road in Unorganized Township 55-21.

BACKGROUND:

As authorized by the St. Louis County Board, bids were received on May 27, for project materials for a bridge on UT 9111/South Townline Road in Unorganized Township 55-21. Bids over \$50,000 require board approval per County Purchasing Rules & Regulations. This project, along with its financing, is shown below:

- Project:** SAP 69-599-034, BR 118 County Project CP 9111-128459
Location: UT 9111 over West Swan River length 0.1 miles
Traffic: 25
PQI: N.A.
Construction: Purchase of Concrete Culverts
Funding: Fund 220, Agency 220326, Object 651000 Culverts - Concrete
Anticipated Start Date: August 4, 2014
Anticipated Completion Date: September 19, 2014

Quotes Concrete:

Hancock Concrete Products, Hancock, MN	\$183,263.22
Cretex Concrete Products, Maple Grove, MN	\$228,478.00

In addition, county Public Works staff will perform additional work from the town bridge funding for seeding and other minor work on the project.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize acceptance of the bid from Hancock Concrete Products of Hancock, MN in the amount of \$183,263.22 for concrete culverts for CP 9111-128459/SAP 69-599-034, payable from Fund 220, Agency 220326, Object 651000 for concrete culverts.

**Acceptance of Bids for Culvert Purchase for Bridge 118 on UT 9111
(Unorganized Township 55-21)**

BY COMMISSIONER _____

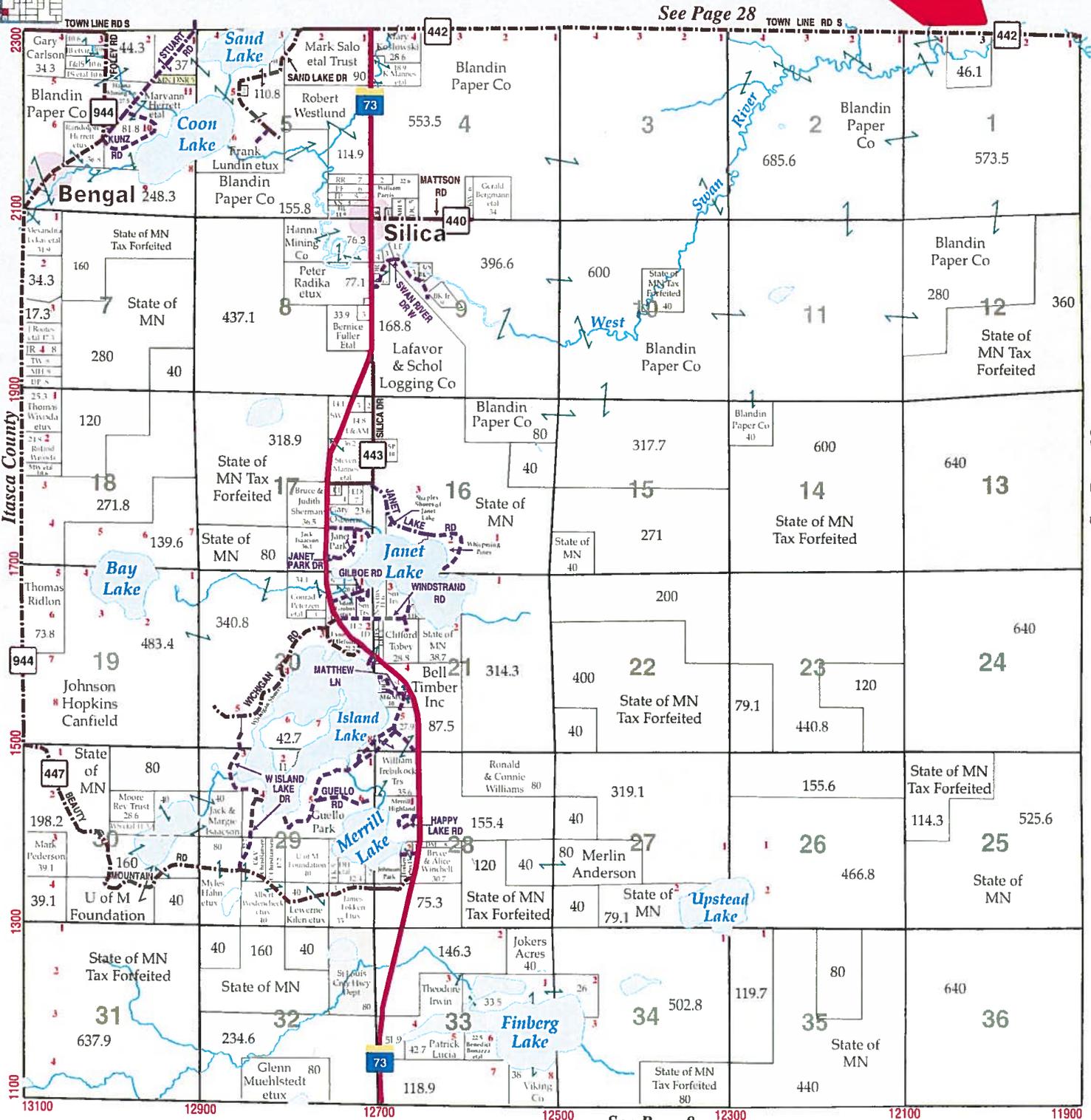
WHEREAS, Sealed bids have been received by the County Public Works Department and the low responsible bid determined for the following project:

CP 9111-128459/SAP 69-599-034, BR 118, for project materials for a bridge on Unorganized Township Road 9111 in Unorganized Township 55-21 near Hibbing, MN., length 0.1 miles;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the bid for concrete culverts.

<u>LOW BID</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
Hancock Concrete Products Concrete Culverts	17 Atlantic Ave. Hancock, MN 56244	\$183,263.22

RESOLVED FURTHER, That the Chairman of the County Board, the County Auditor, and the Purchasing Department are authorized to approve the contractor's bid for the above listed project, payable from Fund 220, Agency 220326, Object 651000 for concrete culverts.



See Page 28

See Page 19

See Page 8

Put some
spring
 in
 your step

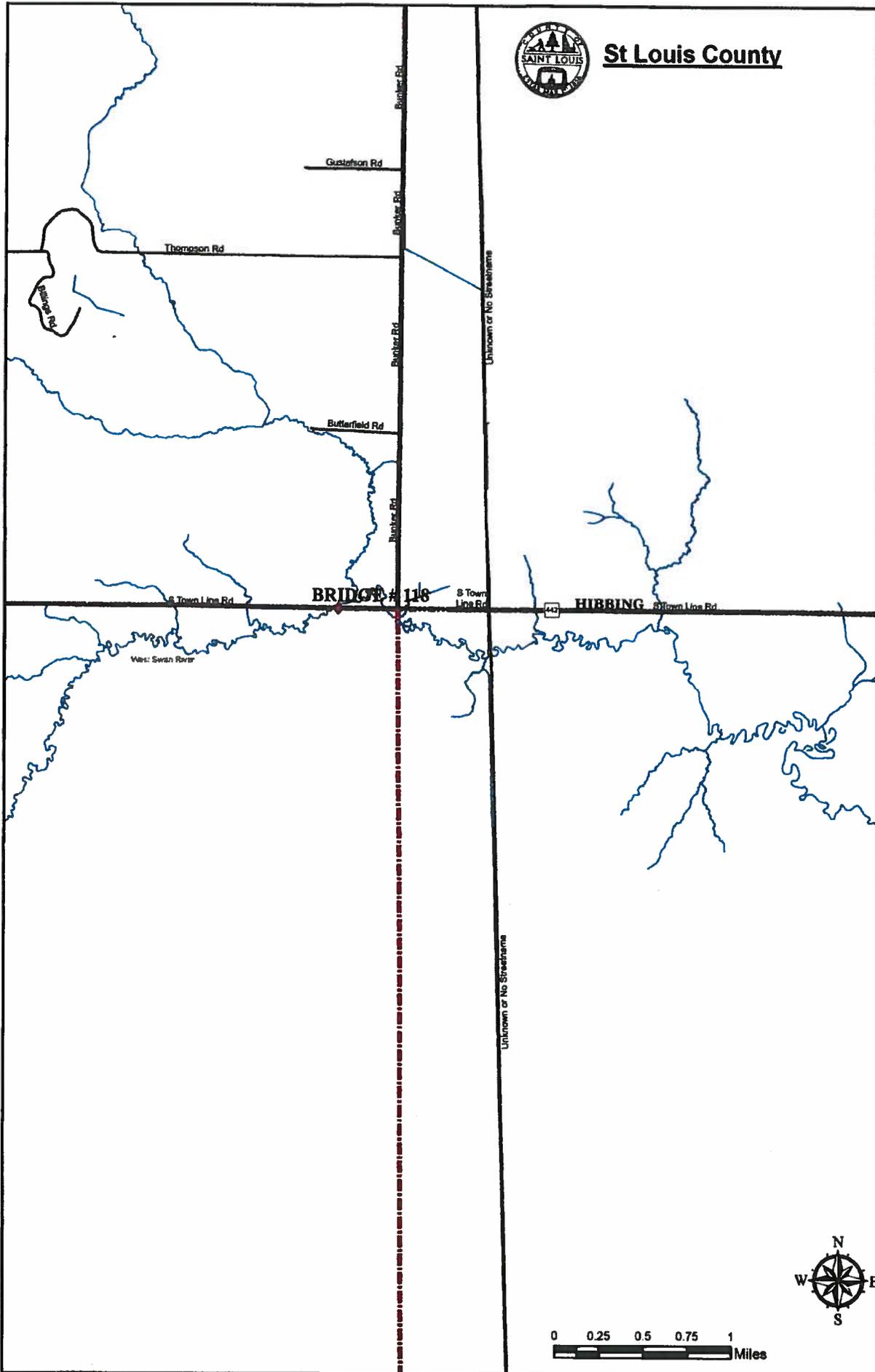
Stream fishing is excellent this time of year—clear, cold water cuts a path through grassy fields, tumbles over glacial boulders and winds its way among ancient tree stands. This is also the time of year when the steelhead are running in Lake

Superior and walleye are being raised at the Pike River Hatchery.

Rock-climbing is another favorite pastime of this season. Scale outcroppings formed by glaciers—you'll be rewarded



St Louis County



BOARD LETTER NO. 14 - 273

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 5

BOARD AGENDA NO.

DATE: July 8, 2014 **RE:** Transfer of Three All-Terrain
Vehicles from Public Works to
Arrowhead Regional Corrections
for NERCC

FROM: Kevin Z. Gray
County Administrator

James Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

To maintain vehicles and equipment at optimal levels for efficient and effective government.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the transfer of two 1995 Polaris 300 All-Terrain Vehicles (ATV) and one 2000 Polaris Magnum 325 All-Terrain Vehicle (ATV) from Public Works to Arrowhead Regional Corrections for the Northeast Regional Corrections Center (NERCC).

BACKGROUND:

The Public Works Land Survey Division has decommissioned three ATVs as a result of an equipment purchase and upgrade. These vehicles have been replaced with new units and are no longer needed. Arrowhead Regional Corrections has made an inquiry as to the availability of the ATVs to be used by its staff for transportation on and around the grounds of the NERCC facility. Land Survey Division staff has researched the cash value of the three ATVs and estimated it to be \$1,750 in total. In accordance with County Purchasing Rules & Regulations, County Board action is necessary for this transaction:

Section VII Surplus Property; "The County Board must approve the transfer or sale of surplus, obsolete, or unused personal property to another public corporation for public use" Minn. State Statute Section 471.85.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Public Works Department to transfer ownership of a 1995 Polaris 300 ATV, S/N 2543845, 1995 Polaris 300 ATV, S/N 2551862 and a 2000 Polaris Magnum 325 ATV, S/N 4XACD32CXYC103552, to Arrowhead Regional Corrections for the Northeast Regional Corrections Center at a total reimbursement of \$1,750, payable to Fund 200, Agency 205003, Object 583209.

**Transfer of Three All-Terrain Vehicles from Public Works to
Arrowhead Regional Corrections for NERCC**

BY COMMISSIONER _____

WHEREAS, The St. Louis County Public Works Department has decommissioned three All-Terrain Vehicles in the Land Survey Division as the vehicles have been replaced with new units; and

WHEREAS, Arrowhead Regional Corrections (ARC) is in need of All-Terrain Vehicles to provide transportation for ARC staff on and around the grounds of the Northeast Regional Corrections Center facility;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the St. Louis County Public Works Department to transfer ownership of three all-terrain vehicles to Arrowhead Regional Corrections for use at the Northeast Regional Corrections Center at the total reimbursement of \$1,750, payable to Fund 200, Agency 205003, Object 583209. Transfer of title costs will be paid by Arrowhead Regional Corrections/Northeast Regional Corrections Center:

1. 1995 Polaris 300 ATV, S/N 2543845
2. 1995 Polaris 300 ATV, S/N 2551862
3. 2000 Polaris Magnum 325 ATV, S/N 4XACD32CXCYC103552

BOARD LETTER NO. 14 - 274

FINANCE & BUDGET COMMITTEE CONSENT NO. 6

BOARD AGENDA NO.

DATE: July 8, 2014

RE: Execute 2014 HUD Contracts -
CDBG, HOME and ESG
Entitlement Grants

FROM: Kevin Z. Gray
County Administrator

Barbara Hayden, Director
Planning and Community Development

RELATED DEPARTMENT GOALS:

Assist communities in achieving housing, economic development and community development objectives. Secure and administer federal, state and other funding which implement county policies and maximize local resources.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize execution of the U.S. Department of Housing and Urban Development (HUD) grant agreements and all other necessary documents to accept the FY 2014 Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) programs; and further authorize agreements for all referenced 2014 CDBG and HOME projects.

BACKGROUND:

The U.S. Department of Housing and Urban Development has notified St. Louis County of the allocation of \$2,434,019 in FY 2014 HUD entitlement funds and the approval of the St. Louis County FY 2014 Action Plan of the 2010-2014 Consolidated Plan.

The 2014 Action Plan is the county's submission for HUD entitlement funding and was approved by County Board Resolution No. 14-141 following a public hearing on March 11, 2014. The Action Plan provides a vision for housing and community development, describes the financial resources the county will use to address community needs, and sets goals, objectives, and benchmarks for measuring progress. The HUD FY 2014 allocations are as follows:

<u>PROGRAM</u>	<u>AMOUNT</u>	<u>AREA COVERED</u>
Emergency Solutions Grant ESG - Fund 173	\$ 149,025 FY 2014	St. Louis County (excluding Duluth)
Home Investment Partnerships Program HOME – Fund 270	\$ 463,799 FY 2014	St. Louis County (excluding Duluth), and Cook, Lake, Itasca, and Koochiching Counties
Community Development Block Grant CDBG - Fund 260	\$1,821,195 FY 2014	St. Louis County (excluding Duluth)
TOTAL AWARDS:	\$2,434,019	

CDBG – Total Funding Available for 2014

HUD 2014 Allocation	\$1,821,195
Program Income	\$ 25,000
Reprogrammed Funds	<u>100,000</u>
	\$1,946,195

CDBG contracts have been prepared for the following specific FY 2014 projects and will be payable from Fund 260:

FY 2014 CDBG Program				
Project	Objective	Outcome	Indicator	Amount
Housing				
AEOA Single Family Housing Rehabilitation	Decent Housing	Sustainability	14 units	300,000
Avinity-LEE Center Rehabilitation	Decent Housing	Sustainability	95 units	25,000
Meadowlands Manor – Rental Rehabilitation	Decent Housing	Sustainability	12	20,000
North St. Louis County Habitat for Humanity	Decent Housing	Accessibility	2 units	30,000
One Roof Community Housing	Decent Housing	Accessibility	1 unit	25,000
Subtotal				400,000
Economic Development				
Entrepreneur Fund Micro-enterprise	Econ Opportunities	Accessibility	10 people	20,000
Subtotal				20,000
Physical Improvement				
Babbitt City Bryant Center Demolition	Suitable Living	Sustainability	1 public facility	56,000
Meadowlands Township Community Center Rehabilitation	Suitable Living	Sustainability	1 public facility	7,000
Virginia City Staver Building Demolition	Suitable Living	Sustainability	1 public facility	120,000
Biwabik City Infrastructure	Suitable Living	Sustainability	944 people	135,000
Breitung Township Infrastructure	Suitable Living	Sustainability	551 people	150,000
Buhl City Infrastructure	Suitable Living	Sustainability	890 people	135,000
Ely City Infrastructure	Suitable Living	Sustainability	1,496 people	135,000
Eveleth City Infrastructure	Suitable Living	Sustainability	2,157 people	90,000
Hibbing City Infrastructure	Suitable Living	Sustainability	550 people	100,000
St. Louis County Neighborhood Revitalization Program	Suitable Living	Sustainability		0
Subtotal				928,000
Public Service				
Advocates for Family Peace Children's Program	Suitable Living	Accessibility	150 people	23,500
AEOA Homeless Shelter Operations	Suitable Living	Accessibility	126 people	40,000
AEOA Homeless Youth Services	Suitable Living	Accessibility	50 people	24,000
Legal Aid Service of NE MN Housing Counseling	Suitable Living	Accessibility	250 people	33,000
Range Transitional Housing	Suitable Living	Accessibility	50 people	43,000
Salvation Army Hibbing Melting Pot Meals Program	Suitable Living	Accessibility	3,100 people	16,500
Salvation Army Virginia Virginia Supper Club Meals Program	Suitable Living	Accessibility	3,600 people	16,500
Sexual Assault Youth Outreach Services	Suitable Living	Accessibility	150 people	23,500
SOAR Career Solutions	Econ Opportunities	Accessibility	30 people	25,000
Subtotal				245,000
Administration	N/A	N/A	1 org	353,195
Total FY 2014 CDBG Program				
Housing				400,000
Economic Development				20,000
Physical Improvements				928,000
Public Service				245,000
Administration				353,195
Total				1,946,195

HOME – Total Funding Available for 2014

HUD 2014 Allocation	\$463,799
Program Income	\$ 50,000
	\$513,799

The advisory committee of the Northeast Minnesota HOME Consortium met on March 21, 2014, and recommended funding to address priority housing activities identified in the Consolidated Plan in the five-county region. Following are the HOME allocations for housing development activities, payable from Fund 270:

FY 2014 HOME Program Northeast Minnesota HOME Consortium	
Project	Amount
AEOA Home Ownership Assistance Program – down payment assistance	211,411
AEOA CHDO Operating	7,729
KOOTASCA Community Action Home Ownership Assistance Program: down payment assistance	141,411
KOOTASCA Community Action CHDO Operating	7,729
One Roof Community Housing CHDO Set-Aside	91,411
One Roof Community Housing CHDO Operating	7,729
St. Louis County Administration	46,379
Total	513,799

ESG – Total Funding Available for 2014

HUD 2014 Allocation	\$149,025
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The Planning and Community Development Department along with the Public Health and Human Services Department will conduct a process to allocate the 2014 ESG funding. The process will include county staff and the Heading Home Leadership Council of the St. Louis County Homeless Continuum of Care. A funding recommendation with specific agency projects and awards will be presented for County Board action at a future date. ESG funding supports essential services, homeless prevention activities, and emergency shelter and transitional housing operations, payable from Fund 173.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the Planning and Community Development Director to execute the HUD grant agreements and all other necessary documents to implement the FY 2014 CDBG, HOME, and ESG programs; and further authorize the Planning and Community Development Director and a representative of the County Attorney to execute the agreements for all of the referenced 2014 HOME and CDBG projects.

Execute 2014 HUD Contracts - CDBG, HOME and ESG Entitlement Grants

BY COMMISSIONER _____

WHEREAS, The FY 2014 Action Plan of the St. Louis County 2010-2014 Consolidated Plan was submitted on April 3, 2014 to the U.S. Department of Housing and Urban Development (HUD) for the FY 2014 Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) programs; and

WHEREAS, The U.S. Department of Housing and Urban Development has approved the FY 2014 Action Plan of the St. Louis County 2010-2014 Consolidated Plan and provided program allocations to St. Louis County of \$1,821,195 for the CDBG program, \$463,799 for the HOME program, and \$149,025 for the 2014 ESG program; and

WHEREAS, The St. Louis County Board approved the CDBG Citizen Advisory Committee recommendation for FY 2014 Community Development Block Grant program awards by Board Resolution No. 14-141 on March 11, 2014; and

WHEREAS, The advisory committee for the Northeast Minnesota HOME Consortium recommends the award of \$513,799 in HOME funding for housing activities identified in the Consolidated Plan in the five-county region; and

WHEREAS, The Planning and Community Development and Public Health and Human Services Departments will conduct a process to allocate the 2014 ESG funding. The process will include county staff and the Heading Home Leadership Council of the St. Louis County Homeless Continuum of Care. A funding recommendation with specific agency projects and awards will be presented for County Board action at a future date. ESG funding supports essential services, homeless prevention activities, and emergency shelter and transitional housing operations; and

THEREFORE, BE IT RESOLVED, That the St. Louis County Board accepts the FY 2014 HUD grants and authorizes the St. Louis County Planning and Community Development Director to execute the grant agreements on behalf of St. Louis County, along with all the necessary forms, attachments, addendums, certifications, and subsequent forms to implement the program and complete the agreements between St. Louis County and the U.S. Department of Housing and Urban Development; and

RESOLVED FURTHER, Grant funds will be allocated as follows:

\$ 1,821,195	CDBG Grant 2014 to Fund 260
\$ 463,799	HOME Grant 2014 to Fund 270
\$ 149,025	ESG Grant 2014 to Fund 173

RESOLVED FURTHER, The St. Louis County Board allocates FY 2014 projects from grants, program income and reprogrammed funds and authorizes the Planning and Community Development Director and a representative of the County Attorney to execute agreements for approved projects and that disbursements related to the CDBG subrecipient agreements be made from CDBG Fund 260, HOME agreements from HOME Fund 270, and ESG agreements from ESG Fund 173 according to the following schedule. Funding recommendations for the ESG Program will be presented to the County Board at a future date.

Agency – CDBG, Fund 260

FY 2014 CDBG Program				
Project	Objective	Outcome	Indicator	Amount
Housing				
AEOA Single Family Housing Rehabilitation	Decent Housing	Sustainability	14 units	300,000
Avinity-LEE Center Rehabilitation	Decent Housing	Sustainability	95 units	25,000
Meadowlands Manor – Rental Rehabilitation	Decent Housing	Sustainability	12	20,000
North St. Louis County Habitat for Humanity	Decent Housing	Accessibility	2 units	30,000
One Roof Community Housing	Decent Housing	Accessibility	1 unit	25,000
Subtotal				400,000
Economic Development				
Entrepreneur Fund Micro-enterprise	Econ Opportunities	Accessibility	10 people	20,000
Subtotal				20,000
Physical Improvement				
Babbitt City Bryant Center Demolition	Suitable Living	Sustainability	1 public facility	56,000
Meadowlands Township Community Center Rehabilitation	Suitable Living	Sustainability	1 public facility	7,000
Virginia City Staver Building Demolition	Suitable Living	Sustainability	1 public facility	120,000
Biwabik City Infrastructure	Suitable Living	Sustainability	944 people	135,000
Breitung Township Infrastructure	Suitable Living	Sustainability	551 people	150,000
Buhl City Infrastructure	Suitable Living	Sustainability	890 people	135,000
Ely City Infrastructure	Suitable Living	Sustainability	1,496 people	135,000
Eveleth City Infrastructure	Suitable Living	Sustainability	2,157 people	90,000
Hibbing City Infrastructure	Suitable Living	Sustainability	550 people	100,000
St. Louis County Neighborhood Revitalization Program	Suitable Living	Sustainability		0
Subtotal				928,000
Public Service				
Advocates for Family Peace Children's Program	Suitable Living	Accessibility	150 people	23,500
AEOA Homeless Shelter Operations	Suitable Living	Accessibility	126 people	40,000
AEOA Homeless Youth Services	Suitable Living	Accessibility	50 people	24,000
Legal Aid Service of NE MN Housing Counseling	Suitable Living	Accessibility	250 people	33,000
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Salvation Army Virginia Virginia Supper Club Meals Program	Suitable Living	Accessibility	3,600 people	16,500
Sexual Assault Youth Outreach Services	Suitable Living	Accessibility	150 people	23,500
SOAR Career Solutions	Econ Opportunities	Accessibility	30 people	25,000
Subtotal				245,000
Administration	N/A	N/A	1 org	353,195
Total FY 2014 CDBG Program				
Housing				400,000
Economic Development				20,000
Physical Improvements				928,000
Public Service				245,000
Administration				353,195
Total				1,946,195

Agency – HOME Fund 270

FY 2014 HOME Program Northeast Minnesota HOME Consortium	
Project	Amount
AEOA Home Ownership Assistance Program – down payment assistance	211,411
AEOA CHDO Operating	7,729
KOOTASCA Community Action Home Ownership Assistance Program: down payment assistance	141,411
KOOTASCA Community Action CHDO Operating	7,729
One Roof Community Housing CHDO Set-Aside	91,411
One Roof Community Housing CHDO Operating	7,729
St. Louis County Administration	46,379
Total	513,799

Agency-ESG Fund 173

ESG Funding recommendations will be brought to the Board at a future date.

FY 2014 ESG Program – St. Louis County				
Project	Objective	Outcome	Indicator	Amount
Street Outreach	Suitable Living	Accessibility		
Homeless Prevention/Rapid Re-housing	Decent Housing	Affordability		
Emergency Shelter	Suitable Living	Accessibility		
Data Collection - HMIS				
Administration				
Total				149,025

BOARD LETTER NO. 14 - 275

FINANCE & BUDGET COMMITTEE CONSENT NO. 7

BOARD AGENDA NO.

DATE: July 8, 2014 **RE:** Office Supplies Contract

FROM: Kevin Z. Gray
County Administrator

Donna Viskoe
Procurement Manager

RELATED DEPARTMENT GOAL:

Increase cost saving opportunities throughout St. Louis County.

ACTION REQUESTED:

The St. Louis County Board is requested to approve a three-year contract with Office Depot/OfficeMax with two optional, two-year extensions for St. Louis County's office supplies.

BACKGROUND:

Over the past 5 years, St. Louis County has experienced excellent service and quality of goods from OfficeMax. The contract with OfficeMax expired on May 31, 2014. The top 317 office supplies that had been purchased more than 10 times in 2013 went into the Request for Bid with an annual usage value of \$128,072.28.

Bids were solicited on May 9, 2014 and opened on June 11, 2014 with the following results: Three bids received and two bids non-responsive. Therefore, with three vendors meeting all requirements the bid will be awarded to the lowest responsive bidder.

Office Depot/OfficeMax, Maple Grove, MN	\$115,541.62
Northern Business, Duluth, MN	\$119,123.30
Staples Advantage, Arden Hills, MN	\$125,793.23
S&T Office Supply, St. Paul, MN	Non-responsive
Bertelson One Source, Minneapolis, MN	Non-responsive

Evaluation was based on the following criteria: core item pricing, discount on catalog, no price increase for three years on core items, cost plus on copy paper, next day delivery and web based ordering/return system. In addition to these criteria, the successful vendor must supply specific reports to St. Louis County Purchasing Division that help monitor spending and areas where cost saving can be implemented and waste can be eliminated.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a three-year contract with two (2) optional, two-year extensions beginning immediately with Office Depot/OfficeMax.

Office Supplies Contract

BY COMMISSIONER _____

WHEREAS, The current St. Louis County Office Supply contract expired on May 31, 2014; and

WHEREAS, St. Louis County Purchasing Division solicited bids through DemandStar on May 9, 2014, and opened the bids on June 11, 2014; and

WHEREAS, Three bids were received of which Office Depot/OfficeMax met all evaluation criteria and was the low responsive bidder;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorize the appropriate county officials to execute a three-year contract with two (2) optional, two-year extensions to purchase office supplies in accordance with the specifications of Bid 5157, subject to the approval of the County Attorney.

BOARD LETTER NO. 14 - 276

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE CONSENT NO. 8

BOARD AGENDA NO.

DATE: July 8, 2014

RE: Reallocation of Information
Specialist II and Information
Technology Support
Technician Positions to
Information Technology
Support Specialist

FROM: Kevin Z. Gray
County Administrator

James R. Gottschald, Director
Human Resources

Linnea Mirsch, Acting Director
Information Technology

RELATED DEPARTMENT GOAL:

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

ACTION REQUESTED:

The St. Louis County Board is requested to approve reallocation of a vacant 1.0 FTE Information Specialist II position and a vacant 1.0 FTE Information Technology (IT) Support Technician position in the IT Department to the IT Support Specialist classification.

BACKGROUND:

The IT Department has been working towards a customer service strategy of resolving customer issues at the first point of contact. The service desk, which receives 6000 calls per year, is the main point of contact for quick resolution of employee technology issues. The IT goal is to ensure the service desk is staffed with entry-level technically skilled and trained employees who will be able to resolve more issues upon initial call. The service desk is currently staffed with two Information Specialist II positions which does not allow IT to hire for technical skills or training. With the retirement of one of these staff members, IT is positioned to reallocate these positions to a more technical class and implement this strategy. The IT Department has requested that two vacant

positions be reallocated to the IT Support Specialist class to staff the IT service desk.

The reallocation of the Information Specialist II position will result in an initial budget decrease of \$2,613 annually based on its allocation of Grade B12, Step 7 (\$3,234) to Grade B16, Step 1 (\$3,016). The reallocation of an IT Support Technician position will result in an annual increase of \$5,402 based on its allocation from Grade B11, Step 1 (\$2,566) to Grade B16, Step 1 (\$3,016). The total annual budget impact for both positions is \$2,789. The IT budget has sufficient personnel savings to cover this increase.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the reallocation of a vacant 1.0 FTE Information Specialist II position (Civil Service Basic Unit Pay Plan B1, Pay Grade B12), and a vacant 1.0 FTE IT Support Technician position (Civil Service Basic Unit Pay Plan B1, Pay Grade B11) to the IT Support Specialist classification (Civil Service Basic Unit Pay Plan B1, Pay Grade B16). This will result in an annual increase of \$2,789. Funding for the positions is available in Fund 100, Agency 117001 with no budget adjustments necessary for 2014.

**Upgrade of Information Specialist II Position and
Information Technology Support Technician Position to
Information Technology Support Specialist**

BY COMMISSIONER _____

WHEREAS, The Information Technology Department provides services to county staff experiencing difficulties with county technology systems: and

WHEREAS, The Information Technology Department requires employees technically skilled and trained to provide these services; and

WHEREAS, Reallocation of a 1.0 FTE Information Specialist II position and a 1.0 FTE Information Technology Support Technician position to the Information Technology Specialist class is necessary to meet departmental goals; and

WHEREAS, These changes will result in an annual budget increase of \$2,789, which the Information Technology Department has available due to personnel savings;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the reallocation of a 1.0 FTE Information Specialist II position and a 1.0 FTE Information Technology Support Technician position to the Information Technology Support Specialist class. Funding for the positions is available in Fund 100, Agency 117001 with no budget adjustments necessary for 2014.

Purchase of Sodium Chloride (Road Salt)

BY COMMISSIONER _____

WHEREAS, The Public Works Department's 2014 budget includes the purchase of sodium chloride (road salt) for snow and ice control on roads in winter; and

WHEREAS, The Public Works Department requested State Contact Pricing for this purchase and North American Salt of Overland Park, Kansas, submitted the low delivered price to 17 locations in the amount of \$1,359,619.20;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the purchase of sodium chloride/road salt at the State of Minnesota Contract price from North American Salt Company of Overland Park, Kansas for a maximum delivered cost of \$1,359,619.20, payable from Fund 200, Agency 207014, Object 651700.