

CONSENT AGENDA
FOR THE MEETING
OF
ST. LOUIS COUNTY BOARD OF COMMISSIONERS

July 22, 2014

Virginia Courthouse Conference Room, 300 South Fifth Avenue, Virginia, MN

All matters listed under the consent agenda are considered routine and/or noncontroversial 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.

RESOLUTIONS FOR APPROVAL:

Minutes for July 8, 2014.

Environment & Natural Resources Committee – Commissioner Dahlberg, Chair

1. Utility easement across state tax forfeited land located in Sections 11, 14, 23, 26, and 27, Township 51 North, Range 20 West (Floodwood Township) to Great River Energy, upon total payment of \$32,439.50.
2. County Auditor authorized to lease state tax forfeited lands located in Section 19, Township 62 North, Range 14 West (Breitung Township) and Section 34, Township 57 North, Range 14 West (Unorganized), to the State of Minnesota for public safety Allied Radio Matrix for Emergency Response (ARMER) communication towers for ten (10) years at \$12,500 per lease.

Public Works & Transportation Committee – Commissioner Raukar, Chair

3. Quote accepted in the amount of \$68,733 from Cretex Concrete Products, Maple Grove, MN, for the purchase of concrete culverts for Bridge 170 located on County Road 220/Stoney Brook Road in Alborn Township (CP 0220-169713, BR 170).
4. Bid awarded to Hancock Concrete Products, Hancock, MN, in the amount of \$183,263.22 for the purchase of concrete culverts for Bridge 118 located on Unorganized Township Road 9111/South Townline Road in Unorganized Township 55-21 (SAP 69-599-034, BR 118, CP 9111-128459).
5. Public Works Department authorized to transfer ownership of three (3) all-terrain vehicles to Arrowhead Regional Corrections (ARC) for use at the Northeast Regional Corrections Center (NERCC) at a total reimbursement of \$1,750 with title transfer costs to be paid by ARC/NERCC.
6. Purchase of sodium chloride/road salt at the State of Minnesota contract price from North American Salt Company, Overland Park, KS, for a maximum delivered cost of \$1,359,619.20.

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Finance & Budget Committee – Commissioner Nelson, Chair

7. Planning and Community Development Director authorized to execute the U.S. Dept. of Housing and Urban Development (HUD) grant agreements necessary to implement the FY 2014 Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) programs.
8. Three-year contract, with two (2) optional two-year extensions, authorized with Office Depot/Office Max, Maple Grove, MN, for the purchase of office supplies in accordance with the specification of Bid No. 5157.
9. Workers' compensation report dated July 11, 2014.

Central Management & Intergovernmental Committee – Commissioner Jewell, Chair

10. Reallocation of a vacant 1.0 FTE Information Specialist II position and a vacant 1.0 FTE IT Support Technician position to the IT Support Specialist classification.

Official Proceedings of the County Board of Commissioners

BY COMMISSIONER _____

RESOLVED, That the official proceedings of the St. Louis County Board of Commissioners for the meeting of July 8, 2014, are hereby approved.

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.

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 (2) 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;
- and

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.

**Acceptance of Quote 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 Chair 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.

**Acceptance of Bid 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 Chair 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.

**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 (3) all-terrain vehicles (ATV) 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 (3) 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 4XACD32CX103552

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, KS, submitted the low delivered price to 17 locations in the amount of \$1,359,619.20;

THEREFORE, BE IT RESOLVED, That 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, KS, for a maximum delivered cost of \$1,359,619.20, payable from Fund 200, Agency 207014, Object 651700.

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, That 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
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

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

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 No. 5157, subject to the approval of the County Attorney.

Workers' Compensation Report

BY COMMISSIONER _____

RESOLVED, That the workers' compensation report of claims by employees for work-related injuries, dated July 11, 2014, on file in the office of the County Auditor, identified as County Board File No. 59787, is hereby received and ratified as payable from Fund 730, Agency 730001.

**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, That 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.