

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

July 26, 2011

Floodwood City Hall, 111 W. 8th Avenue, Floodwood, Minnesota

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 from July 5, 2011.

Health & Human Services Committee – Commissioner Dahlberg, Chair

1. Authorize professional services and software maintenance agreements with EDocument Resources and Ron Michaels Consulting to implement Public Health and Human Services Department's Compass Appointments in the Income Maintenance Program Area at a cost of \$228,512 for the next phase of the Electronic Document Management System (EDMS).

Environment & Natural Resources Committee – Commissioner Jewell, Chair

2. Authorize the sale of a surplus 2003 Ford F150 Land Department vehicle to the St. Louis and Lake County Regional Railroad Authority for the amount of \$7,200.
3. Establish a public meeting on October 4, 2011, at 9:35 a.m. at the St. Louis County Courthouse, Duluth, MN, for the classification and reclassification of state tax forfeited land.
4. Appraisal reports for the sale of timber to be offered at sealed bid timber auction on August 18, 2011, as submitted by the Land Commissioner.

Public Works & Transportation Committee – Commissioner Forsman, Chair

5. Authorize a contract with Nelson Roofing, Hibbing, MN, in the amount of \$57,365 for roof repair at the Central Range Public Works Facility in Hibbing, MN.
6. Bids awarded for Public Works projects:
 - a. SAP 69-604-068, CP 72709 - Heater Scarifying, Mill Bituminous Surface, Plant Mixed Bituminous Surface and Aggregate Shouldering on County State Aid Highway (CSAH) 4 (Rice Lake Rd.) from CSAH 9 (Martin Rd.) to County Road 274 (Thompson Lake Rd.) north of Duluth, MN, awarded to **Northland Constructors of Duluth, LLC**, on their low bid of **\$3,006,600.22**.

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- b. SAP 69-637-019, CP 8301 - Grading, Centerline Culvers, Reclamation, Aggregate Base, Plant Mixed Bituminous Surface & Shoulders, Aggregate Shoulders on CSAH 37 (Jean Duluth Rd.) between CSAH 43 (Zimmerman Rd.) and CSAH 44 (Normanna Rd.) north of Duluth, MN, awarded to **Northland Constructors of Duluth, LLC**, on their low bid of **\$1,521,617.84**.

Finance & Budget Committee – Commissioner Nelson, Chair

7. Abatement list for Board approval.
8. Authorize the sale of surplus county fee land described as part of the SE ¼ of NW ¼, Section 26, Township 58 North, Range 16 West and Lots 17 and 18, TRANAAS ACRES (Biwabik Township) and to establish the time for bid consideration at 9:40 a.m., November 1, 2011, at the St. Louis County Courthouse, Duluth, MN.
9. Authorize the sale of surplus county fee land described as Lot 15, Crescent Beach Plat, located in Section 14, Township 60 North, Range 19 West (Unorganized Township 60-19) and establish the time for bid consideration at 9:45 a.m., November 1, 2011, at the St. Louis County Courthouse, Duluth, MN.
10. Approval of claims and accounts for June, 2011.
11. Application for license to sell tobacco products at retail approved for Kristina Carl d/b/a Saginaw Grand Lake Station, Solway Township, transfer.

Central Management & Intergovernmental Committee – Commissioner Raukar, Chair

12. Workers' Compensation report dated July 15, 2011.

**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 5, 2011, are hereby approved.

Electronic Document Management System Compass Appointments

BY COMMISSIONER _____

WHEREAS, an enhanced Electronic Document Management System (EDMS) is needed as the Public Health and Human Services Department (PHHS) realizes increasing client service demands; and

WHEREAS, PHHS has successfully completed its EDMS implementation in Ely, Hibbing, Virginia and Duluth offices for the Income Maintenance program; and

WHEREAS, PHHS now has the capacity and desire to begin the next phase of the project which is Compass Appointments; and

WHEREAS, the purchase of the Compass Appointments software was authorized by County Board Resolution No. 09-594, dated December 22, 2009; and

WHEREAS, the American Recovery and Reinvestment Act increased the amount of the Federal Medical Assistance Percentages, which has been reserved within the PHHS budget for investments in technology that create efficiencies in service delivery.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes professional service and software maintenance contracts with EDocument Resources, and a professional service contract with Ron Michaels Consulting to implement the next phase of the Electronic Document Management System (EDMS) which is Compass Appointments in the Income Maintenance Program Area in the Virginia, Hibbing, Ely, and Duluth office locations. Cost of the implementation will be \$228,512, to be funded through increased Federal Medical Assistance Percentages reimbursement through the American Recovery and Reinvestment Act.

RESOLVED FURTHER, that the County Board authorizes the transfer of \$228,512 from the Public Health and Human Services reserve account into the PHHS 2011 budget and increases revenues and expenditures as follows: Debit Technology reserve account Fund 230, Agency 311401, Object 629900, and Credit Other Professional Fund 230, Agency 231014, Object 629900.

Sale of Land Department Vehicle to Regional Railroad Authority

BY COMMISSIONER _____

WHEREAS, the St. Louis and Lake County Regional Railroad Authority would like to purchase a surplus 2003 Ford F150, Vehicle Number 557, from the St. Louis County Land Department.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the sale of a 2003 Ford F150, Vehicle Number 557, VIN# 1FTRX18W23NB77013, to the St. Louis and Lake County Regional Railroad Authority for the amount of \$7,200, with funds to be deposited into Fund 240, Agency 241001, Revenue 583208.

**Establish Public Meeting for the
Classification and Reclassification of State Tax Forfeited Land**

COMMISSIONER _____

WHEREAS, St. Louis County Board Resolution No. 11-175, adopted on April 12, 2011, classified the following state tax forfeited parcel as 'non-conservation':

THAT PART OF NW 1/4 OF SW 1/4 LYING SWLY OF HWY NO 53 EX SW 1/4 OF SW 1/4 & EX HWY R/W AND EX PART NLY OF CENTERLINE OF TARGET SERVICE RD AND EX THAT PART COMM AT NW CORNER OF SAID FORTY THENCE S ALONG W LINE 991.06 FT TO NW CORNER OF SW1/4 OF SW1/4 OF NW1/4 OF SW1/4 THENCE S 89 DEG 43 MIN 46 SEC E 33 FT TO PT OF BEG THENCE CONTINUE SAME BEARING 378 FT THENCE N 275 FT THENCE N 89 DEG 43 MIN 46 SEC W 378 FT THENCE S TO PT OF BEG, SECTION 18, TOWNSHIP 50 NORTH, RANGE 14 WEST

WHEREAS, Duluth City Council Resolution No. 11-0260, adopted on May 23, 2011, requested the St. Louis County Board to withhold from sale and classify this parcel as 'conservation'; and

WHEREAS, St. Louis County Board Resolution No. 10-616, adopted on December 21, 2010, reclassified the following state tax forfeited parcel as 'non-conservation':

LOTS 9 THRU 13, BLOCK 1, MINERAL ADDITION TO WEST DULUTH SECTION 1, TOWNSHIP 49 NORTH, RANGE 15 WEST

WHEREAS, Duluth City Council Resolution No. 11-0260, adopted on May 23, 2011, objected to the reclassification to 'non-conservation' and the sale of the parcel; and

WHEREAS, pursuant to Minn. Stat. § 282.01, Subd. 1, the St. Louis County Board must hold a meeting if a town board or governing body disapproves of the classification or reclassification of state tax forfeited land, and must cause to be published a notice of the date, time, location and purpose of the required meeting; and

WHEREAS, the St. Louis County Board may classify, reclassify, or delay taking action on any parcel or parcels after allowing testimony from any person or agency possessing pertinent information.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Minn. Stat. § 282.01, Subd. 1, a public meeting shall be scheduled on Tuesday, October 4, 2011, 9:35 a.m., at the St. Louis County Courthouse, Duluth, Minnesota, to allow testimony in regard to the classification and reclassification of the state tax forfeited parcels described above.

RESOLVED FURTHER, that the County Auditor shall give notice of the County Board's intent to meet, and shall cause a copy of the notice to be published in the official newspaper in accordance with Minn. Stat. § 282.01, Subd. 1.

Appraisal Reports for Sealed Bid Timber Auction

BY COMMISSIONER _____

RESOLVED, that the appraisal reports for the sale of timber to be offered at SEALED BID TIMBER AUCTION, Tracts 1 through 36 (totaling \$836,995.81), as submitted by the Land Commissioner, on file in the Office of the County Auditor, identified as County Board File No. 59196, are approved and the County Auditor is authorized to carry out the recommendation as listed in said appraisal reports.

**Award of Contract – Roof Repair of Public Works
Joint Facility at Hibbing**

BY COMMISSIONER _____

WHEREAS, the Public Works Department received quotes from three area vendors for the replacement of the roof over the welding and repair shops at the Central Range Public Works Facility at 1425 E. 23rd St., Hibbing, Minnesota; and

WHEREAS, the Public Works Department has determined the lowest quote received for the project was from Nelson Roofing, Hibbing, Minnesota.

NOW, THEREFORE, BE IT RESOLVED, the St. Louis County Board authorizes the appropriate county officials to execute a contract with Nelson Roofing, Hibbing, Minnesota, in the amount of \$57,365 for work on the above project, payable from Fund 405, Agency 405034, Object 660900.

Award of Bids – CSAH 4 Resurfacing

BY COMMISSIONER _____

WHEREAS, bids have been received by the County Auditor for the following project:

SAP 69-604-068, CP 72709 located on CSAH 4 (Rice Lake Rd.) from CSAH 9 (Martin Rd.) to CR 274 (Thompson Lake Rd.) north of Duluth, MN.

WHEREAS, bids were opened in the County Board Room at 10:00 a.m., July 11, 2011, and the low responsible bidder determined.

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

<u>LOW BIDDER</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
Northland Constructors of Duluth, LLC	4843 Rice Lake Rd. Duluth, MN 55803	\$3,006,600.22

RESOLVED FURTHER, that the Chairman of the County Board, the County Auditor, and the County Attorney are authorized to approve the Contractor's Performance Bonds and to execute the bonds and contract for the above listed project payable from Fund 220, Agency 220268, Object 652700.

Award of Bids – CSAH 37 Reconstruction

BY COMMISSIONER _____

WHEREAS, bids have been received by the County Auditor for the following project:

SAP 69-637-019, CP 8301, located on CSAH 37 (Jean Duluth Rd.) between CSAH 43 (Zimmerman Rd) and CSAH 44 (Normanna Rd.) north of Duluth, MN.

WHEREAS, bids were opened in the County Board Room at 10:00 a.m., July 11, 2011, and the low responsible bidder determined.

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

<u>LOW BIDDER</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
Northland Constructors of Duluth, LLC	4843 Rice Lake Rd. Duluth, MN 55803	\$1,521,617.84

RESOLVED FURTHER, that the Chairman of the County Board, the County Auditor, and the County Attorney are authorized to approve the Contractor's Performance Bonds and to execute the bonds and contract for the above listed project payable from Fund 220, Agency 220264, Object 652700.

Abatement List for Board Approval

BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board approves the applications for abatements, correction of assessed valuations and taxes plus penalty and interest, and any additional accrual, identified in County Board File No. 59185.

**Sale of Surplus Fee Land – T58N, R16W, Section 26
(Biwabik Township)**

BY COMMISSIONER _____

WHEREAS, the Property Management Team has approved the public sale of the following property, legally described as follows:

All that part of the Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 26, Township 58 North of Range 16 West of the Fourth Principal Meridian lying westerly of the center line of County Highway No. 4 and Southerly of the following described line: Commencing at the Southeast corner of said SE $\frac{1}{4}$ of NW $\frac{1}{4}$; thence Northerly along the East line thereof 165 feet to the point of beginning of the line to be described; thence Westerly parallel with the South line of said SE $\frac{1}{4}$ of NW $\frac{1}{4}$ to intersect with the West line of said SE $\frac{1}{4}$ of NW $\frac{1}{4}$ and there ending.

And

Lots 17 and 18, TRANAAS ACRES

WHEREAS, a review of assessed values and sales has determined a minimum bid amount for this property at \$6,400.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the Property Management Director to advertise for written bids for the above described property, a parcel of land approximately 1.15 acres in size, pursuant to the requirements and procedures of Minn. Stat. § 373.01.

RESOLVED FURTHER, the County Board establishes the time for bid proposal consideration to be at 9:40 A.M. on Tuesday November 1, 2011, St. Louis County Courthouse, Duluth, MN.

**Sale of Surplus Fee Land – Lot 15 Plat of Crescent Beach
Section 14, T60N, R19W**

BY COMMISSIONER _____

WHEREAS, the Property Management Team has approved the public sale of the following property in Section 14, T60N, R19W, described as follows:

Lot Fifteen (15), Crescent Beach Plat

WHEREAS, a review of assessed values and sales has determined a minimum bid amount for this property at \$78,750.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the Property Management Director to advertise for written bids for the above described property, a parcel of land approximately 0.73 acre in size, pursuant to the requirements and procedures of Minn. Stat. § 373.01.

RESOLVED FURTHER, the County Board establishes the time for bid proposal consideration to be at 9:45 A.M. on Tuesday, November 1, 2011, at the St. Louis County Courthouse, Duluth, MN.

BY COMMISSIONER _____

RESOLVED, that the recommendations of the Finance Committee for payment of claims and bills against the County of St. Louis, on file in the office of the County Auditor, identified as County Board File No. 59197, are hereby approved and the County Auditor shall issue checks in the following amounts:

JUNE 2011

100	General Fund	\$5,906,739.01
147	Namakan Basin Sewer System	29,000.00
148	Volunteer Fire Departments	190,933.38
149	Personnel Service Fund	367.19
150	Sheriff's Nemesis Fund Group	95,216.75
160	MN Trail Assistance	13,085.36
167	Attorney's Forfeitures	79.71
168	Sheriff's State Forfeitures	1,078.98
169	Attorney Trust Accounts-VW	130.00
172	Sheriff Federal Forfeitures	5,662.24
173	Emergency Shelter Grant	21,737.27
179	Enhanced 9-1-1	30,782.02
180	Law Library	16,559.90
183	City/County Communications	324.45
184	Extension Service	26,175.32
200	Public Works	2,470,647.03
210	Road Maint – Unorg Townships	113.86
220	State Road Aid	1,869,179.23
230	Public Health & Human Services	6,761,422.28
240	Forfeited Tax	390,776.91
260	CDBG Grant	86,266.78
261	CDBG Program Income	60,158.17
270	Home Grant	14,070.58
290	Forest Resources	225,588.34
302	Hibbing PW Facility 1997	660.00
309	Capital Improve Bonds 2004A	172,256.25
311	Capital Improve Bonds 2005A	83,810.00
312	Law Enforce Refund Bonds 2005B	23,000.00
313	Cap Imp Cross Ref Bonds 2006A	128,250.00
314	Capital Equipment Notes 2007	26,900.00
315	Capital Equipment Notes 2008A	39,025.00
316	Capital Improve Bonds 2008B	220,717.50
400	County Facility	417,729.91
405	Public Works Building Const	6,045.00
437	2008A Capital Equipment Note	4,930.58
438	2008B Capital Improvement Bond	14,270.15
439	2010A Capital Improvement Bond	3,682.40

600	Environmental Services	447,875.31
616	On-Site Waste Water Division	33,449.15
626	Cap Exp/Operations Account	9,020.81
705	Postage Office Supplies	2,890.99
715	County Garage	94,460.16
720	Property Casualty Liability	10,027.51
730	Workers Compensation	266,208.78
770	Retired Employees Health Ins	2,901.78
900	State of Minnesota	1,596,622.13
902	Courts	256,281.92
908	Cities and Towns Taxes	16,940,670.72
909	Tax Refunds	78,024.37
910	School Districts Taxes	13,516,298.36
911	Taxes and Penalties	6,033,857.96
925	Arrowhead Regional Corrections	1,563,619.58
955	Community Health Board	402,923.80
985	Collective Local Collaborative	192,761.50
989	Regional Railroad Authority	124,971.47
990	Northern Cities Land Use	1,255.99
994	Sheriff Forfeits/Evidence	117.89
998	MPL-DUL Train Alliance	<u>115,424.62</u>
		\$61,047,036.35

**Application to Sell Tobacco Products
(Solway Township)**

BY COMMISSIONER _____

RESOLVED, that pursuant to St. Louis County Ordinance No. 51, the application for license to sell tobacco products, at retail, on file in the office of the County Auditor, identified as County Board File No. 59239, is hereby approved and the County Auditor is authorized to issue the license as follows;

RESOLVED FURTHER, that if named license holder sells their licensed business, the County Board, at its discretion, may, after an investigation, transfer the license to a new owner, but without pro-rated refund to the license holder:

Kristina Carl d/b/a Saginaw Grand Lake Station, Solway Township, Tobacco Products License No. T11263, transfer.

Workers' Compensation Report

BY COMMISSIONER _____

RESOLVED, that the workers' compensation report of claims by employees for work-related injuries, dated July 15, 2011, on file in the office of the County Auditor, identified as County Board File No. 59188, is hereby received and ratified as payable from Fund 730, Agency 730001.