



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

February 25, 2014

Immediately following the Board Meeting, which begins at 9:30 A.M.
City Council Chambers, City Hall, 401 East 21st Street, Hibbing, MN

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 February 11, 2014

Environment & Natural Resources Committee, Commissioner Dahlberg, Chair

1. Final Plat Approval East Bay Shores First Addition (Unorganized 57-16) [14-72]
2. Utility Easement across State Tax Forfeited Land – MN Power [14-73]

Public Works & Transportation Committee, Commissioner Raukar, Chair

3. Acquisition of Right of Way – Replacement of County Bridge 851 (Hibbing) [14-74]
4. Designate Portions of Highway 53 Turnback as CSAH 106 and Rescind County Board Resolution No. 13-678 [14-75]
5. Agreement with Lake County for Seal Coating and Fog Sealing [14-76]
6. Agreement for Exchange of Federal Funds for State Aid Funds [14-77]
7. Cleaning Services – Public Works Facility, Jean Duluth Road [14-78]

Finance & Budget Committee, Commissioner Nelson, Chair

8. Uniform Rental, Mat Rental and Laundry Services [14-79]
9. Sale of Surplus Fee Land (Grand Lake Township) and Rescind County Board Resolution No. 13-684 [14-80]

ESTABLISHMENT OF PUBLIC HEARINGS:

Finance & Budget Committee, Commissioner Nelson Chair

10. Establish Public Hearing to Consider Off-Sale Intoxicating Liquor License – Kabetogama Township (Tuesday, March 25, 2014, 9:40 a.m., Joint Public Works Facility, Ely, MN) [14-81]
11. Establish Public Hearing to Consider Violation Allegations of Liquor Law – Ash-Ka-Nam Resort & Lodge – Unorganized Township 68-19 (Tuesday, March 25, 2014, 9:45 a.m., Joint Public Works Facility, Ely, MN) [14-82]

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.

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

1. **New Job Class – Procurement Manager [14-83]**
Resolution to create a new job classification – Procurement Manager
 2. **Deputy Sheriff Bargaining Unit Agreement: 2014 – 2016 [14-84]**
Resolution authorizing the 2014-2016 Deputy Sheriff bargaining agreement.
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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:

March 11, 2014 **Commissioners' Conference Room, Courthouse, Duluth, MN**

March 25, 2014 **Joint Public Works Facility, 2210 East Sheridan, Ely, MN**

April 1, 2014 **Commissioners' Conference Room, Courthouse, Duluth, 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, February 11, 2014

Location: Proctor City Hall, Proctor, Minnesota

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

Absent: None

Convened: Chair Forsman called the meeting to order at 10:39 a.m.

CONSENT AGENDA

Jewell/Raukar moved to approve the consent agenda without item #4, Purchase of Trackless MT-6 Municipal Tractor with Snow Blower Attachment. The motion passed. (7-0)

- Minutes of February 4, 2014
- CY 2014 Mental Health Contracts with Range Mental Health Center [14-58]
- CY 2014 Mental Health Contracts with Human Development Center [14-59]
- Withdrawal of State Tax Forfeited Land from Memorial Forest Status [14-60]
- Letter of Understanding for 2013 Audit by State Auditor's Office [14-62]
- Abatement List for Board Approval [14-63]

REGULAR AGENDA

Health & Human Services

Stauber/Nelson moved to authorize the reallocation of an Information Specialist II (Pay Grade 12) to a Child Support Officer I (Pay Grade 18) position in the Public Health and Human Services Department [14-64]. The motion passed. (7-0)

Stauber/Nelson moved that the St. Louis County Board of Commissioners provides its support for state bond funding for the predesign and site preparation for a regional health and wellness center located in South St. Louis County, MN. After further discussion, the motion was amended to include the following:

- Wording of the "NOW THEREFORE, BE IT RESOLVED" section was changed to: "that the St. Louis County Board of Commissioners provides its support for state bond funding for predevelopment and site analysis for a regional health and wellness center located in St. Louis County, MN."
- Replace all references to "South St. Louis County" with "St. Louis County."

Dahlberg/Forsman, offered a secondary amendment striking the reference to state bond funding. The secondary amendment failed. (Yeas: Commissioners Dahlberg, Forsman – 2, Nays: Commissioners Jewell, Boyle, Stauber, Nelson, Raukar – 5)

The primary amended motion passed. (6-1, Dahlberg).

A recess was taken from 11:35 a.m. to 11:42 a.m. (Commissioners Jewell and Dahlberg did not return after the recess.)

Public Works & Transportation

Raukar/Forsman moved to authorize the purchase of three CASE model 821F wheel loaders from Titan Machinery of Duluth, Minnesota, for \$490,476 [14-65]. The motion passed. (5-0, Dahlberg, Jewell absent)

Raukar/Stauber moved to authorize the appropriate county officials to execute a five-year contract (with two optional two-year extensions) with Roufs Property Maintenance of Hermantown, MN, in an amount of \$330,814.59, paid monthly in the amount of \$5,297.40 for the first year, with annual performance-based increases at the county's discretion, for cleaning services at the county's Public Works facility in Hibbing [14-66]. Chad Skelton, St. Louis County Fleet Manager, and Life Verlooy, St. Louis County Buyer, answered questions regarding the contract. The motion passed. (5-0, Dahlberg, Jewell absent)

Forsman/Nelson moved to authorize the appropriate county officials to execute a five-year contract (with two optional two-year extensions) with K&K Cleaning Inc. of Mountain Iron, MN, in an amount of \$75,282.60 paid monthly in the amount of \$1,254.71 for cleaning services at the Public Works facility in Linden Grove [14-67]. The motion passed. (5-0, Dahlberg, Jewell absent)

Forsman/Nelson moved to authorize the appropriate county officials to execute a five-year contract (with two optional two-year extensions) with K&K Cleaning Inc. of Mountain Iron, MN, in an amount of \$84,810 paid monthly in the amount of \$1,413.50 for cleaning services at the Public Works facility in Ely [14-68]. The motion passed. (5-0, Dahlberg, Jewell absent)

Raukar/Stauber moved to authorize the purchase of one Trackless MT-6 Municipal Tractor with snow blower attachment from MacQueen Equipment Inc. of St. Paul, MN, at the State of Minnesota contract price of \$118,039 [14-61]. Chad Skelton, St. Louis County Fleet Manager, discussed the need for the piece of equipment. The Board requested that further discussion take place during the Board Workshop scheduled for February 18, 2014. After further discussion, the motion passed without recommendation. (Yeas: Commissioners Boyle, Forsman, Stauber, Raukar – 4. Nays: Commissioner Nelson – 1. Absent: Commissioners Dahlberg, Jewell – 2)

Finance & Budget

Nelson/Forsman moved to authorize the purchase of audio visual equipment, systems, and associated installation from Parsons Technologies of Duluth, MN, in an amount of \$284,505.05 [14-69]. The motion passed. (5-0, Dahlberg, Jewell absent)

COMMISSIONER DISCUSSION ITEMS

Commissioner Forsman said that he would be attending the February 18th Board workshop; however, he is unable to attend the February 25th Board meeting because he will be attending a conference in Washington, D.C.

Commissioner Boyle discussed an article in the Duluth News Tribune about a sentencing diversion program started by Duluth Assistant City Attorney, Theresa Neo. Commissioner Boyle stated that he is supportive of the program.

Commissioner Stauber said he is unable to attend the February 25th Board meeting.

Commissioner Nelson discussed a recent Iron Range Youth in Action conference. Commissioner Nelson said he is writing an article about mining that will appear in Mesabi Daily News.

Commissioner Forsman discussed expansion of the Mesabi Trail and Duluth Lakewalk. Commissioner Forsman appointed Commissioner Raukar Chair for the February 25th Board meeting.

Commissioner Nelson discussed the abatement statement and valuation reductions.

At 12:50 p.m., Nelson/Raukar moved to adjourn the Committee of the Whole meeting. (5-0, Dahlberg, Jewell absent)

Mike Forsman, Chair of the County Board

Phil Chapman, Clerk of the County Board

BOARD LETTER NO. 14 - 72

ENVIRONMENT AND NATURAL RESOURCES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: February 25, 2014 **RE:** Final Plat Approval
East Bay Shores First Addition
(Unorganized 57-16)

FROM: Kevin Z. Gray
County Administrator

Barbara Hayden, Director
Planning and Community Development

RELATED DEPARTMENT GOAL:

Administer county ordinances and state regulations pertaining to land use in the most effective and efficient manner.

ACTION REQUESTED:

The St. Louis County Board is requested to grant final approval to the plat of East Bay Shores First Addition.

BACKGROUND:

The St. Louis County Planning Commission held a public hearing on November 14, 2013, regarding the preliminary plat of East Bay Shores First Addition, located in Section 10, Township 57N, Range, 16W. Following the hearing, the Planning Commission granted preliminary approval. A copy of the minutes from the November 14, 2013, Planning Commission meeting is attached.

The plat consists of two lots and is an addition to the west side of the East Bay Shores plat. One lot is 2.4 acres and the other is 2.2 acres. Both lots have frontage on Lost Lake. The property is located in an Unorganized Township. A copy of the official plat is enclosed. Access to the plat is from UT 9222, formerly CRD 388, both known as Conrad Road. The road joins CSAH 20 one half mile to the north. Conrad road is a private road at the point where it serves as direct access to the proposed lots and the ten lot plat of East Bay Shores.

The applicant has submitted the final prints complying with the requirements set forth by the Planning Commission. The County Surveyor and County Attorney have approved the plat.

RECOMMENDATION:

It is recommended that the St. Louis County Board grant final approval to the plat of East Bay Shores First Addition.

Final Plat Approval East Bay Shores First Addition (Unorganized 57-16)

BY COMMISSIONER _____

WHEREAS, The St. Louis County Planning Commission held a public hearing regarding the preliminary plat of East Bay Shores First Addition on November 14, 2013, and granted preliminary approval for the plat; and

WHEREAS, The final prints have been submitted and conform with the requirements set forth by the Planning Commission;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board grants final approval to the plat of East Bay Shores First Addition, located in Section 10, Township 57N, Range 16W.

MINUTES OF A PUBLIC HEARING CONDUCTED BY THE ST. LOUIS COUNTY PLANNING COMMISSION THURSDAY, NOVEMBER 14, 2013, NORTHLAND OFFICE BUILDING, THIRD FLOOR CONFERENCE ROOM

9:30 A.M. – 12:53 P.M.

Planning Commission members in attendance: Tom Coombe
Chris Dalhberg
Kurt Johnson
Sonya Merhar
Roger Skraba, Chair
Ray Svatos
Diana Werschay

Planning Commission members absent: Steve Kucera

Decision/Minutes for the following public hearing matters are attached:

NEW BUSINESS:

- A. East Bay Shores, preliminary minor subdivision plat consisting of two riparian lots. Part of GL3 S10, T57N, R16W (Unorganized).
- B. AT&T Mobility, a conditional use permit for a 199 foot self-supported lattice communications tower. WLY 330 FT OF SE1/4 OF NW1/4 EX THAT PART S OF COUNTY RD S17, T63N, R18W (Beatty).
- C. Cooperative Light and Power Association, a conditional use permit for a 100 foot self-supported light duty communications tower. LOT: 0003, BLOCK: 005, KINGS COURT PLAT, S32, T52N, R13W (Normanna).

OTHER BUSINESS:

Motion by Johnson/Svatos to approve the minutes of the October 10, 2013 meeting.

In Favor: Coombe, Johnson, Merhar, Skraba, Svatos – 5

Opposed: None – 0

Abstained: Dahlberg – 1 (not present at September meeting)

Motion carried 5-0-1

The Planning Commission received an update from *Ted Troolin*, Environmental Services Director, regarding Ordinance 61. He added there are two open house meetings scheduled. The Planning Commission requested that they receive public comments that have been submitted to the Environmental Services department, prior to the hearing date.

The Planning Commission discussed upcoming changes to Ordinance 46. *Mary Anderson*, Land Use Manager, and *Jenny Bourbonais*, St. Louis County Planner, went through proposed changes in Articles I, II and II without the definitions.

East Bay Shores First Addition

The first hearing item was for the East Bay Shores First Addition, a preliminary subdivision plat consisting of two riparian lots. Part of GL 3, S10, T57N, R16W (Unorganized). *Jenny Bourbonais*, St. Louis County Planner, presented the staff report as follows:

1. The request is for a two lot addition to the western side of the existing East Bay Shores plat.
2. There are potential septic and building sites that have been located on both lots.
3. Both lots will exceed minimum zoning requirements.
4. There is no bluff present, but there is a steeper slope near the lake on both lots.

Jenny Bourbonais noted three items of correspondence from Bill Boyce of the East Bay Shores Owner's Association, Luanne Petcoff and Paul Meyer, all addressing questions and concerns regarding this proposal.

STAFF RECOMMENDATION:

Staff recommends that the Planning Commission approve the proposed plat as designed and forward to the County Board for final plat approval.

The applicant was not present.

No audience members spoke regarding this proposal.

The *Planning Commission* discussed the following:

- A. Inquired if the Planning Commission had the ability to require anyone who purchased either platted lot to join the East Bay Shores Homeowners Association. *Jenny Bourbonais* stated that we are not able to enforce, because it is an agreement as part of the covenants of the original plat, between property owners and not between staff and the property owners.
- B. Inquired if the applicants own the land. *Jenny Bourbonais* stated that the applicants own a large piece of property. They will own both of the proposed lots as well as the larger lot that has not been platted.

MOTION

Motion by Dahlberg/Svatos to approve the proposed plat as designed and forward to the County Board for final plat approval.

DISCUSSION

Board member *Coombe* asked for a friendly amendment that the Planning Commission would highly recommend that the applicants would put in the purchase agreement that they would ask the buyers of either of the two lots to join the homeowner's association. This way, the Planning Commission is neither forcing nor mandating but is asking.

DECISION

The motion above with the included friendly amendment was approved as follows:

In Favor: Coombe, Dahlberg, Johnson, Merhar, Skraba, Svatos – 6

Opposed: None – 0

Motion carried 6-0

AT&T Mobility

The second hearing item was for AT&T Mobility, a conditional use permit for a 199 foot self-supported lattice communications tower. WLY 330 FT OF SE1/4 OF NW1/4 EX THAT PART S OF COUNTY RD and SE1/4 OF NW1/4 EX THAT PART S OF THE COUNTY RD AND EX ELY 100 FT N OF ROAD AND EX WLY 330 FT S17, T63N, R18W (Beatty). *Jenny Bourbonais*, St. Louis County Planner, presented the staff report as follows:

1. The proposed communications tower will be used to fill in a gap in cell tower coverage and provide better coverage in the Cook area.
2. There will be no advertising on site and no lighting unless mandated by the FAA. If lighting is proposed, dark sky standards are encouraged.
3. The tower will be located approximately 535 feet from Lake Vermilion. The nearest structure is approximately 390 feet away from the proposed tower.
4. The property is zoned Shoreland Mixed Use (SMU)-9.
5. The property proposed for the communications tower also contains a pre-existing gravel pit that was permitted in 1994. Besides the area where gravel has been extracted, the property is wooded.
6. There is substantial topography on the property. The proposed tower will be located in a lower, excavated area.

STAFF CONCLUSIONS:

1. The use is not addressed in the land use plan. However, communications towers are an allowed conditional use in the zone district.
2. The use is compatible with the existing neighborhood. The existing neighborhood is zoned for mixed uses, such as residences and utility facilities. The tower is proposed to fill a gap in cell tower coverage and the neighborhood will benefit directly from improved coverage.
3. The use will not impede the normal and orderly development or improvement to the surrounding area. The surrounding non-shoreland area is comprised mainly of large parcels, many under public ownership. The tower will not preclude the development of the surrounding property.
4. The location and character of the proposal is consistent with a desirable pattern of development because there is a need for cell tower coverage in the area. The new tower will provide enhanced cell phone coverage for personal use and emergency services.

Jenny Bourbonais noted one item of correspondence from Cynthia J. Nipp opposed to the proposal.

STAFF RECOMMENDATION:

Staff recommends approval of a conditional use permit for a communication tower. The following conditions shall apply:

1. Commercial communication tower minimum standards shall be followed.
2. The placement and design of the tower shall comply with applicable state and federal standards.
3. The applicant shall allow for emergency communications on the tower, if requested by St. Louis County.

The applicant was not present.

One audience member spoke in favor of the proposal.

Tom Woock, 2931 Chaps Road, stated that he lives on the lake and in a valley with poor AT&T reception. Having a cell tower within a half mile of his residence would provide better service and would be good for emergency response. Anything that can be done to improve emergency communications would be life-saving.

The *Planning Commission* discussed the one foot difference between when a communications tower would require lights and when it would not.

DECISION

Motion by Svatos/Johnson to approve a conditional use permit for a communication tower. The following conditions shall apply:

1. Commercial communication tower minimum standards shall be followed.
2. The placement and design of the tower shall comply with applicable state and federal standards.
3. The applicant shall allow for emergency communications on the tower, if requested by St. Louis County.

In Favor: Coombe, Dahlberg, Johnson, Merhar, Skraba, Svatos – 6

Opposed: None – 0

Motion carried 6-0

Cooperative Light and Power

The third hearing item was for Cooperative Light and Power, a conditional use permit for a 100 foot self-supported light duty communications tower for internet service. LOT 3, BLOCK 5, KINGS COURT PLAT, S32, T52N, R13W (Normanna). *Mark Lindhorst*, St. Louis County Planner, presented the staff report as follows:

1. The proposed tower will provide internet service to a residential subdivision.
2. The nearest resident from the property is 380 feet.
3. The proposed location is very well screened and the tower will not be easily seen.

STAFF CONCLUSIONS:

1. The use conforms to the land use plan because the height of the tower is only 100 feet and will be located in a heavily wooded subdivision. This is an internet tower and will not be lighted, minimizing the visual impact to the surrounding area.
2. The use is compatible with the existing neighborhood. The existing neighborhood is residential and allows for communication towers. The tower is only 100 feet tall and will supply internet coverage to customers in the area.
3. The use will not impede the normal and orderly development or improvement to the surrounding area. The tower is providing internet service which will be an improvement to the area.

4. The location and character of the proposal is consistent with a desirable pattern of development because there is a need for internet coverage to the surrounding residential area.

Mark Lindhorst noted no items of correspondence.

STAFF RECOMMENDATION:

Staff recommends approval of a conditional use permit for a communication tower. The following conditions shall apply:

1. Commercial communication tower minimum standards shall be followed.
2. The placement and design of the tower shall comply with applicable state and federal standards.

Kevin Olson, 1554 Highway 2, Two Harbors MN, stated that because of low wattage with their towers, there is a low area of coverage. The Kings Court development is strictly internet access for their development. In August, Cooperative Light and Power negotiated use of a licensed 700 MHz provider. The licensed coverage has gone from a two mile radius to a 20 mile radius. Because the tower is only 100 feet tall, the only part to be seen above the trees on the proposed property is the top part of the communications tower which is 12 to 14 inches in width.

No audience members spoke regarding this proposal.

DECISION

Motion by Coombe/Dahlberg to approve a conditional use permit for a communication tower. The following conditions shall apply:

1. Commercial communication tower minimum standards shall be followed.
2. The placement and design of the tower shall comply with applicable state and federal standards.

In Favor: Coombe, Dahlberg, Merhar, Skraba, Svatos – 5

Opposed: None – 0

Abstained: Johnson – 1

Motion carried 5-0-1

Motion to adjourn by Merhar. Meeting adjourned at 12:53 p.m.

BOARD LETTER NO. 14 -73

ENVIRONMENT & NATURAL RESOURCES COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

DATE: February 25, 2014 **RE:** Utility Easement across State
Tax Forfeited Land – MN Power

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 non-exclusive easement to Minnesota Power.

BACKGROUND:

Minnesota Power has requested a non-exclusive easement to use tax forfeited parcels in the Southeast Quarter of the Southeast Quarter, Section 11 and the Northeast Quarter of the Southwest Quarter, Section 12, of Township 49 North, Range 15 West (City of Duluth) for an existing overhead transmission line. Exercising this easement will not cause significant adverse environmental or natural resource management impacts and will not conflict with public use of the land.

RECOMMENDATION:

It is recommended that the St. Louis County Board grant a utility easement across state tax forfeited land to Minnesota Power for the amount of \$4,500 easement fee, \$50 administration fee, and \$46 recording fee; for a total of \$4,596, to be deposited into Fund 240 (Forfeited Tax Fund).

Utility Easement across State Tax Forfeited Land to MN Power

BY COMMISSIONER: _____

WHEREAS, Minnesota Power has requested a non-exclusive easement to use tax forfeited parcels for an existing overhead transmission line; and

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

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

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the County Auditor to grant a utility easement to Minnesota Power across state tax forfeited lands described as follows:

A 100.00-foot strip of land lying in that part of the Southeast Quarter of the Southeast Quarter of Section 11, Township 49 North, Range 15 West, Saint Louis County, Minnesota, the centerline is described as follows:

Commencing at the southeast corner of said Section 11; thence North 00 degrees 25 minutes 02 seconds West, along the east line of said Section 11 a distance of 387.37 feet to the point of beginning of the line to be described; thence South 44 degrees 48 minutes 50 seconds West to a distance of 544.84 feet to the south line of said Section 11, and there terminating.

The sidelines of said easement are prolonged or shortened to terminate on the east and south line of said Section 11.

And,

A 100.00-foot strip of land lying in that part of the Northeast Quarter of the Southwest Quarter of Section 12, Township 49 North, Range 15 West, Saint Louis County, Minnesota, the centerline is described as follows:

Commencing at a stone monument at the northeast corner of said NE1/4-SW1/4; thence South 00 degrees 13 minutes 30 seconds East, along the east line of said NE1/4-SW1/4 a distance of 642.57 feet to the point of beginning of the line to be described; thence South 61 degrees 04 minutes 12 seconds West a distance of 1428.82 feet to the south line of the NE1/4-SW1/4, and there terminating.

RESOLVED FURTHER, That the granting of this easement is conditioned upon payment of \$4,500 easement fee, \$50 administration fee, and \$46 recording fee; for a total of \$4,596, to be deposited into Fund 240 (Forfeited Tax Fund).

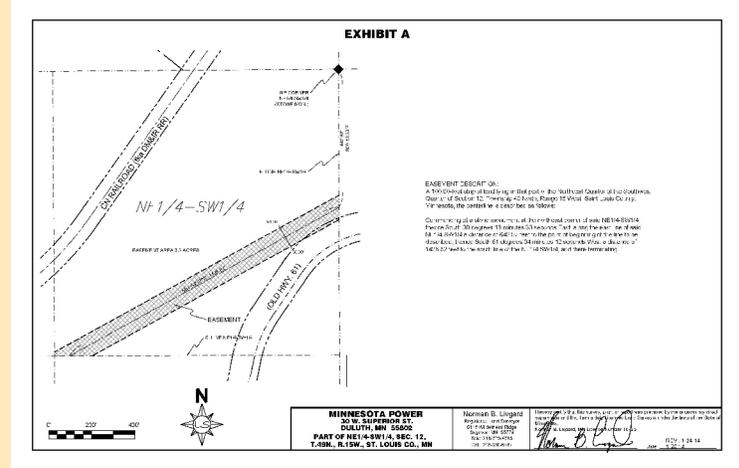
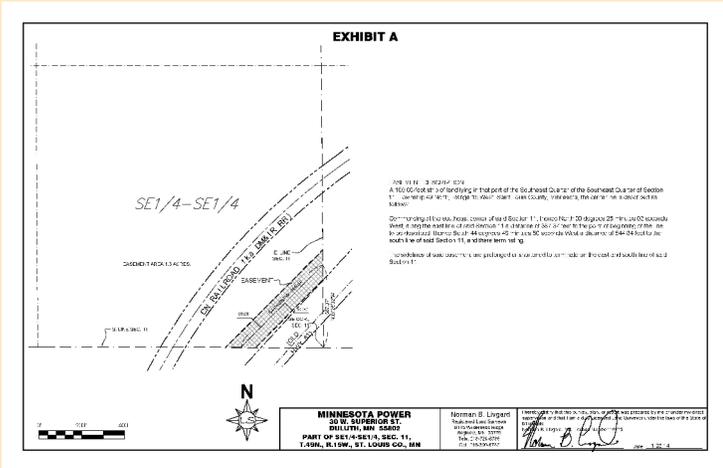
St. Louis County Land Department Request for Easement on State Tax Forfeited Land

A 100' foot wide Utility Easement across the SE 1/2 of the SE 1/2 of Section 11 and the NE 1/4 of the SW 1/4 of Section 12, Township 49 North, Range 15 West of the 4th Principal Meridian.

Section 11 Parcel #010-2742-0010; #010-2742-0020
 Section 12 Parcel #010-2742-0050

Section 11

Section 12



Fourth Commissioner District

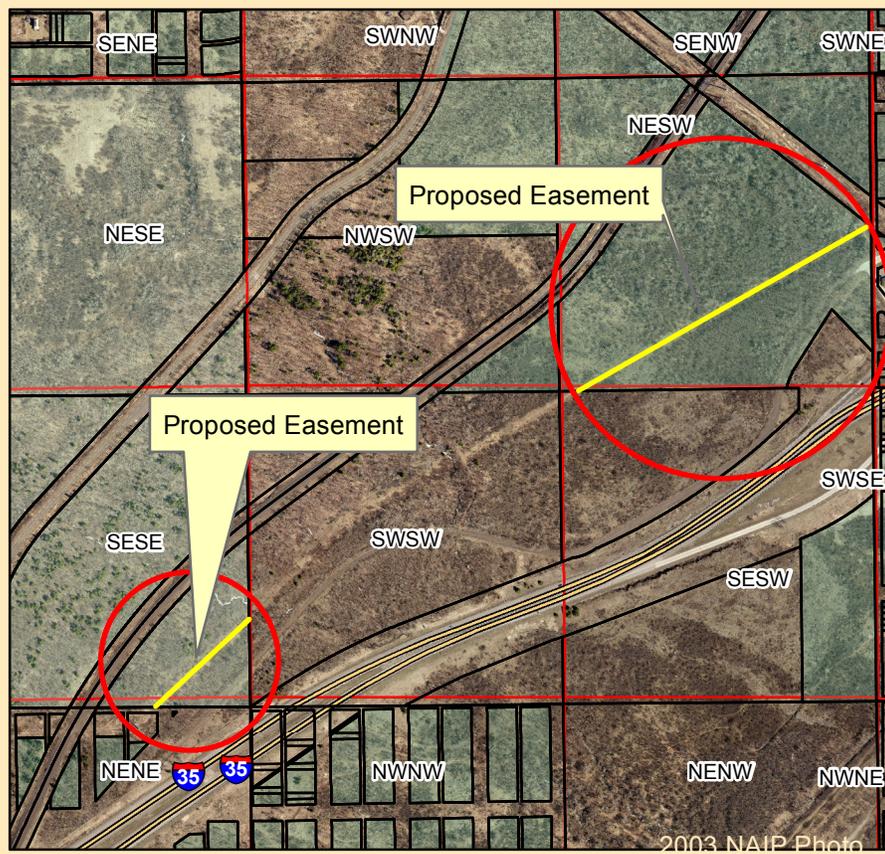
- State Tax Forfeited Land
- Water
- Road
- Area of Interest
- Tract

St. Louis County, Minnesota

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

St. Louis County Land Department

1/30/14



2003 NAIP Photo

BOARD LETTER NO. 14 - 74

PUBLIC WORKS & TRANSPORTATION COMMITTEE
CONSENT NO. 3

BOARD AGENDA NO.

DATE: February 25, 2014 **RE:** Acquisition of Right of Way –
Replacement of County Bridge
851 (Hibbing)

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 acquisition of right of way for County Project (CP) 0710-187006.

BACKGROUND:

The St. Louis County Public Works Department plans to reconstruct a short segment of the Kleffman Road (County Road 710) and to replace the existing bridge (County Bridge 851, State Bridge 7743) over Deer Creek in the city of Hibbing. Additional right of way will be needed from adjacent parcels of private land and from land owned by the State of Minnesota. The project will affect one parcel of land that is currently in State of Minnesota ownership:

Northwest Quarter of the Northwest Quarter (NW 1/4 of NW 1/4), Section 16,
Township 58 North, Range 21 West of the Fourth Principal Meridian.
(Parcel Identification Number 141-0060-02450)

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the acquisition of right of way necessary for the reconstruction of County Road 710 and the replacement of County Bridge 851. Right of Way acquisition is payable from Fund 200, Agency 203001.

Acquisition of Right of Way – Replacement of County Bridge 851 (Hibbing)

BY COMMISSIONER _____

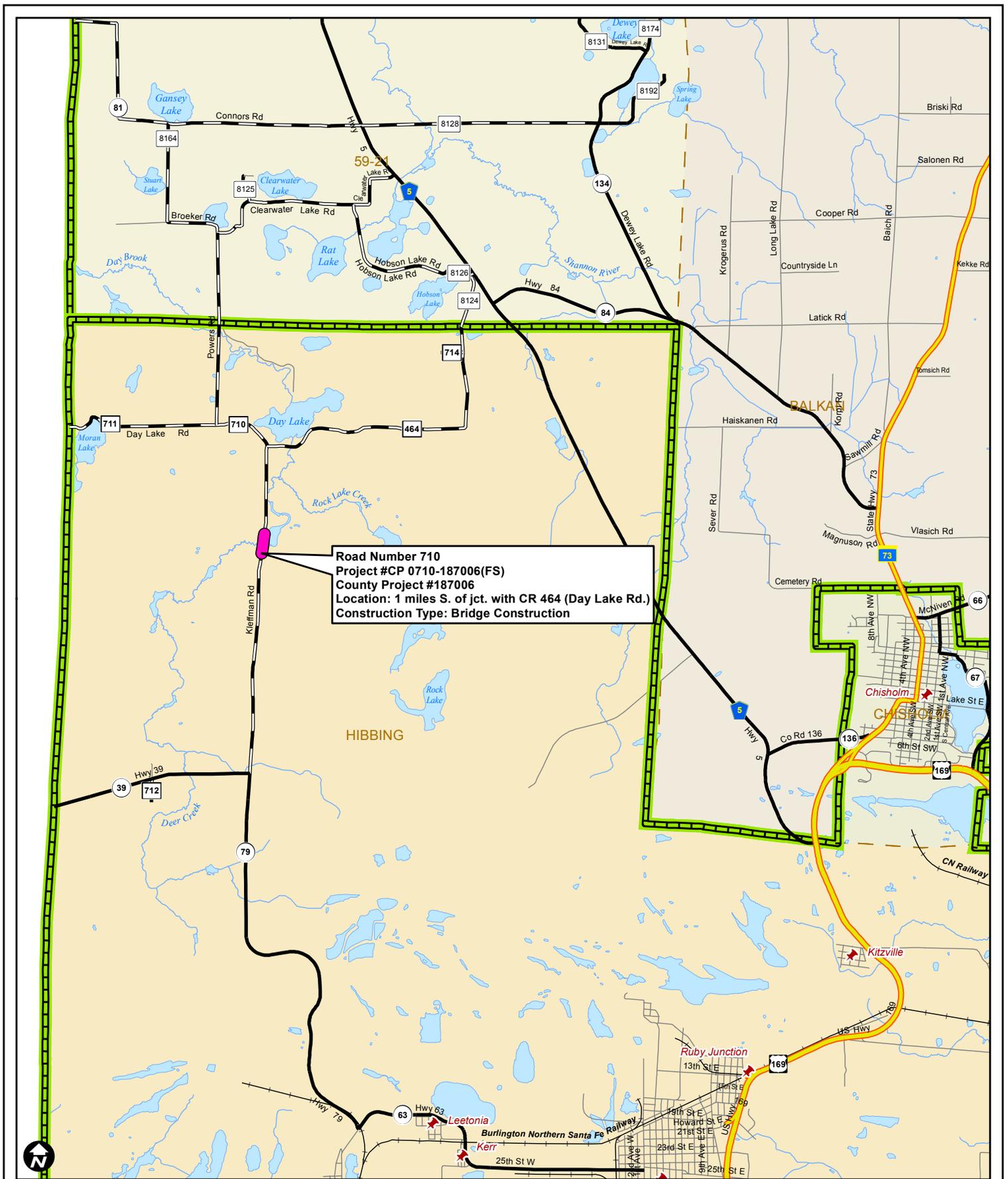
WHEREAS, The St. Louis County Public Works Department plans to reconstruct a small segment of the Kleffman Road (County Road 710) and to replace the existing bridge (County Bridge 851) over Deer Creek in the city of Hibbing, County Project 0710-187006; and

WHEREAS, These improvements consist of replacing the existing structure with a similar structure at the same location and reconstructing the roadway as determined necessary to provide for the safety and convenience of the public; and

WHEREAS, In addition to the existing highway right of way, certain lands are required for this construction, together with temporary construction easements;

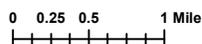
THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Works Director to proceed with the acquisition of the necessary lands and temporary easements for this project, payable from Fund 200, Agency 203001;

RESOLVED FURTHER, That the State of Minnesota Department of Natural Resources is requested to provide St. Louis County with easement across State of Minnesota Lands located in the Northwest Quarter of the Northwest Quarter (NW 1/4 of NW 1/4), Section 16, Township 58 North, Range 21 West of the Fourth Principal Meridian adjacent to the present course of County Road 710.



Road Number 710
Project #CP 0710-187006(FS)
County Project #187006
Location: 1 miles S. of jct. with CR 464 (Day Lake Rd.)
Construction Type: Bridge Construction

St. Louis County 2015 Road & Bridge Construction



Map Components

- 2015 Road & Bridge Construction**
- Bridge Construction
- Interstate Highway
- U.S./State Highway

- County/Unorg. Twp. Road - Paved
- County/Unorg. Twp. Road - Gravel
- Local Road/City Street
- Railroad
- Commissioner District

- Township Boundary
- City/Town
- Lake
- River/Stream

BOARD LETTER NO. 14 - 75

PUBLIC WORKS & TRANSPORTATION COMMITTEE
CONSENT NO. 4

BOARD AGENDA NO.

DATE: February 25, 2014 **RE:** Designate Portions of Highway 53
Turnback as CSAH 106 and
Rescind County Board Resolution
No. 13-678

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 approve a resolution correcting the legal description for the released portions of State Trunk Highway 53 designated as County State Aid Highway (CSAH) 106 in Britt, MN, and rescind Resolution No. 13-678.

BACKGROUND:

On November 12, 2013 the County Board adopted Resolution No. 13-678, designating a portion of Trunk Highway 53 as CSAH 106 in Britt, MN. Subsequent to its passage, the state noted a discrepancy in the legal description of the turnback contained in the resolution.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve a resolution designating a part of Trunk Highway 53 to be released by the state as County State Aid Highway 106 and rescind Resolution No. 13-678, dated November 12, 2013.

**Designate Portions of Highway 53 Turnback as CSAH 106
and Rescind County Board Resolution No. 13-678**

BY COMMISSIONER _____

WHEREAS, By agreement (#03773) between St. Louis County and the Minnesota Department of Transportation, the road described below will be released by the State of Minnesota to the jurisdiction of St. Louis County and should be designated as a County State Aid Highway under the provisions of Minnesota law;

To-wit:

Beginning at a point on the centerline between the southbound and northbound lanes of State Trunk Highway No. 53, said point located in the Southwest Quarter of the Southwest Quarter of Section 31, Township 60 North, Range 17 West, approximately 1350 feet northeast of the Southwest corner thereof; thence southwesterly along the centerline of the Britt Bypass Road approximately 420 feet; thence continuing on said centerline along a curve concave to the north for a distance of approximately 1,368 feet to a point on the centerline of that part of old Trunk Highway 53 to be released to St. Louis County; thence northwesterly along said highway centerline a distance of approximately 21,115 feet to the intersection with County State Aid Highway 65, said centerline of intersection being approximately 120 feet south and 120 feet west of the South Quarter section corner of Section 21, Township 60 North, Range 18 West, and there terminating.

The described road totals approximately 22,900 feet (4.33 miles) in length.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board hereby establishes, locates, and designates the road described above as a County State Aid Highway of said county, subject to approval of the Commissioner of Transportation of the State of Minnesota.

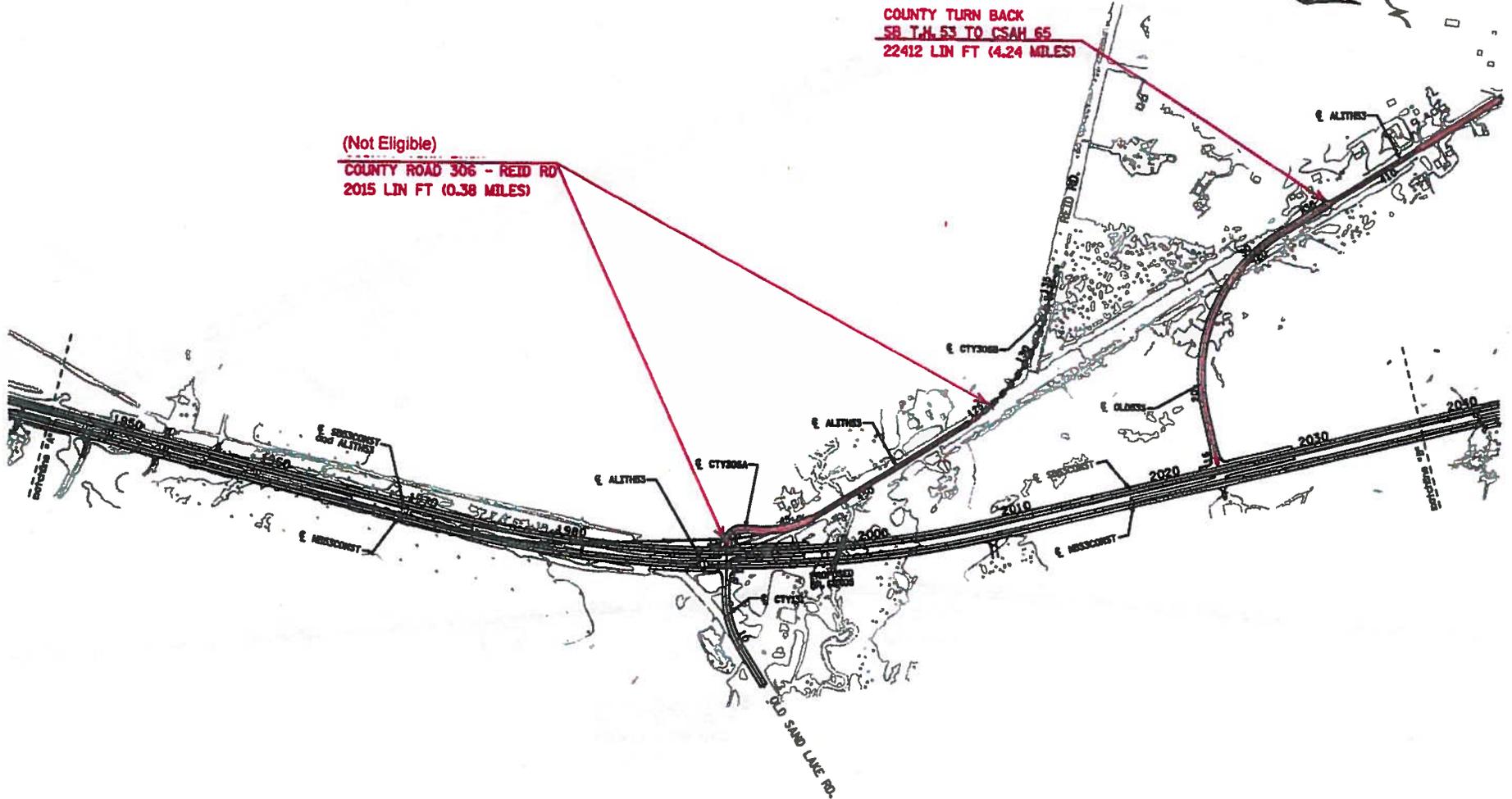
RESOLVED FURTHER, That the County Auditor is authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for consideration, and that upon his approval of the designation of said road or portion thereof, that same be constructed, improved and maintained as a County State Aid Highway of St. Louis County, to be numbered and known as County State Aid Highway 106.

RESOLVED FURTHER, That County Board Resolution No. 13-678, dated November 12, 2013, is hereby rescinded.

Agreement No. 03773

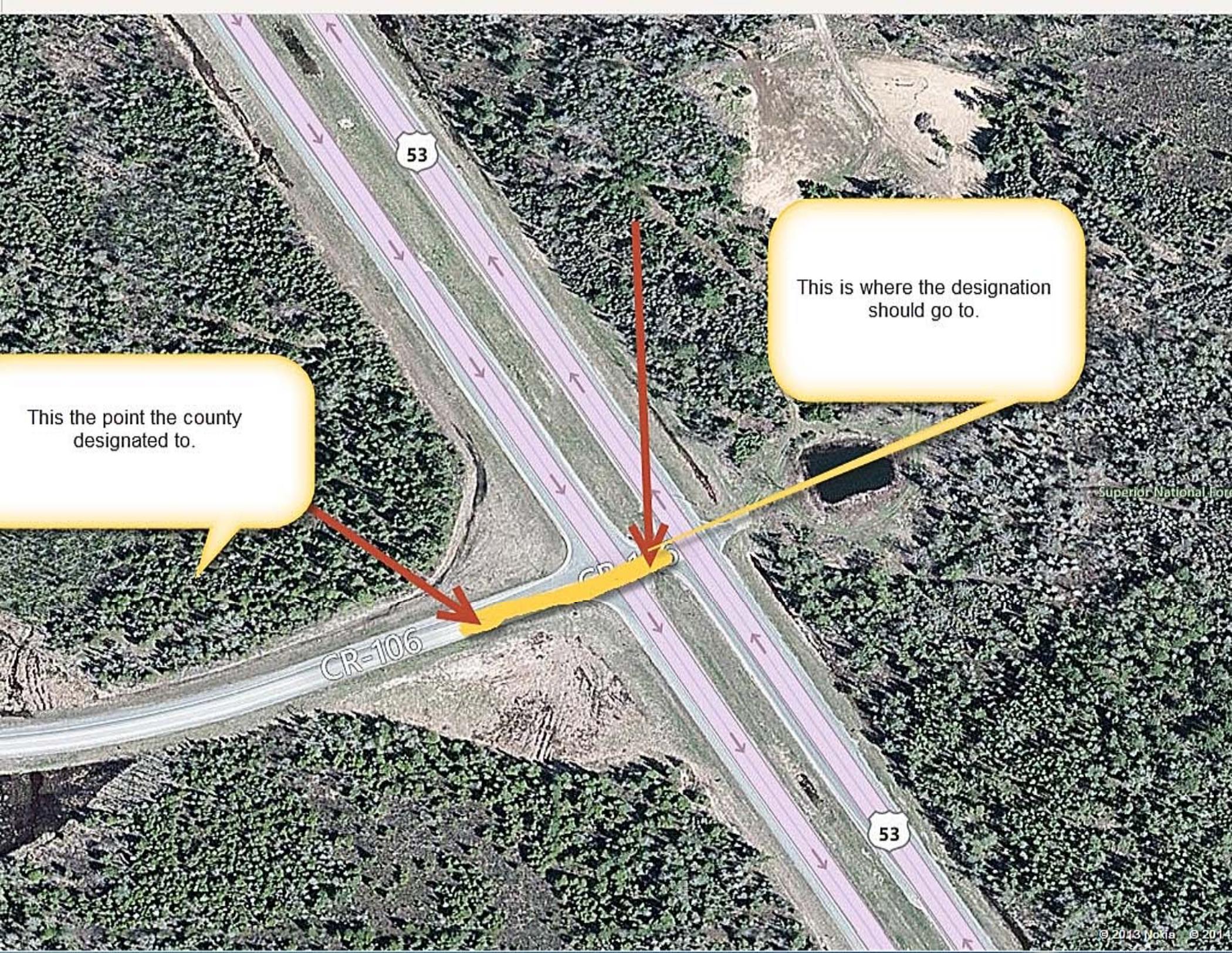
CSAH 106
COUNTY TURN BACK
SB T.H. 53 TO CSAH 65
22412 LIN FT (4.24 MILES)

(Not Eligible)
COUNTY ROAD 306 - REID RD
2015 LIN FT (0.38 MILES)



| | |
|----------------------------------|-------------------------|
| OLD T.H. 53 COUNTY TURNBACK | |
| GENERAL LAYOUT | |
| STATE PROJ. NO. 6920-45 (TH 53) | SHEET NO. 1 OF 4 SHEETS |

DISTRICT 9, District 1
PLOT NAME: 6920-45_TURNBACK1
PARTY & FILENAME: P:\PWP\6920-45_TURNBACK.dgn
PLOTTED/REVISED: 8/14/08



53

53

CR-106

This the point the county designated to.

This is where the designation should go to.

Superior National Forest



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

Adopted on: November 12, 2013 Resolution No. 13-678
Offered by Commissioner: Forsman

Designate Portions of State Trunk Highway 53 Turnback as CSAH 106 (Britt)

WHEREAS, By agreement (#03773) between St. Louis County and the Minnesota Department of Transportation, the road described below will be released by the State of Minnesota to the jurisdiction of St. Louis County and should be designated as a County State Aid Highway (CSAH) under the provisions of Minnesota law:

To-wit:

Beginning at a point on the westerly line of the right of way of southbound State Trunk Highway No. 53, said point located in the Southeast Quarter of the Southeast Quarter of Section 36, Township 60 North, Range 18 West, approximately 1,275 feet north of the Southeast corner thereof; thence southwesterly along the centerline of the Britt Bypass Road approximately 260 feet; thence continuing on said centerline along a curve concave to the north for a distance of approximately 1,368 feet to a point on the centerline of that part of old Trunk Highway 53 to be released to St. Louis County; thence northwesterly along said highway centerline a distance of approximately 21,115 feet to the intersection with County State Aid Highway 65, said intersection being approximately 120 feet south and 120 feet west of the South Quarter section corner of Section 21, Township 60 North, Range 18 West, and there terminating.

The described road totals approximately 22,740 feet (4.30 miles) in length;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board establishes, locates, and designates the road described above as a County State Aid Highway of said county, subject to approval of the Commissioner of Transportation of the State of Minnesota;

RESOLVED FURTHER, That the County Auditor is authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for consideration, and that upon approval of the designation of said road or portion thereof, that same be constructed, improved and maintained as a County State Aid Highway of St. Louis County, to be numbered and known as County State Aid Highway 106.

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

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

I, DONALD DICKLICH, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 12th day of November, A.D. 2013, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 12th day of November, A.D., 2013.

DONALD DICKLICH, COUNTY AUDITOR

By

Deputy Auditor/Clerk of the County Board

BOARD LETTER NO. 14 - 76

PUBLIC WORKS & TRANSPORTATION COMMITTEE
CONSENT NO. 5

BOARD AGENDA NO.

DATE: February 25, 2014 **RE:** Agreement with Lake County for
Seal Coating and Fog Sealing

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 an agreement with Lake County for seal coating and fog sealing in 2014.

BACKGROUND:

St. Louis County wishes to perform crack seal, seal coat and fog seal maintenance on various county roads and has prepared a plan for the project. Lake County also wishes to perform seal coating and fog sealing on various roads in Lake County and has provided details for the project. The project is described as CP 0000-205963(Low)/SAP 69-030-033, Crack Seal, Crack Repair Special, Seal Coat and Fog Seal 2014, St. Louis and Lake Counties. Lake County's plan is identified as SAP 38-610-006(Low), and is incorporated in the above plan.

St. Louis County will perform all necessary bidding/contract administration and will administer the terms of the contract from award to certification of final payment. Lake County will pay to St. Louis County the cost of its local share of seal coating and fog seal as referenced in the agreement.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an agreement with Lake County, where Lake County will pay its share for items listed in the agreement. The funds received from the Lake County will be receipted into Fund 220, Agency 220310.

Agreement with Lake County for Seal Coating and Fog Sealing

BY COMMISSIONER _____

RESOLVED, That the St. Louis County Board authorizes an agreement, and any amendments approved by the County Attorney, with Lake County where Lake County will pay its share for items listed in the Schedule of Prices in the Proposal/Plan Package and Plan described as CP 0000-205963(Low), Seal Coat and Fog Seal 2014, with the funds to be receipted into Fund 220, Agency 220310, Object 551508.

BOARD LETTER NO. 14 - 77

PUBLIC WORKS & TRANSPORTATION COMMITTEE
CONSENT NO. 6

BOARD AGENDA NO.

DATE: February 25, 2014 **RE:** Agreement for Exchange of
Federal Funds for State Aid Funds

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 transfer of State Aid Funds to Carlton County in the amount of \$1,617,357 in exchange for federal funds that Carlton County has available for federal funding in fiscal year 2014.

BACKGROUND:

The federal fund exchange program is a voluntary program which allows State Aid agencies which have been selected to receive federal funds to trade them with other State Aid agencies for State Aid funds. St. Louis and Carlton County wish to accomplish this to leverage the federal funds available and to deliver projects on time. St. Louis County will use the federal funds on SP 69-733-024, CP 0733-1263 (Meadowlands area), which Carlton County would make available from its federal funds.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize an agreement with the Minnesota Commissioner of Transportation for federal aid participation on project SP 69-733-024.

Agreement for Exchange of Federal Funds for State Aid Funds

BY COMMISSIONER _____

THEREFORE, BE IT RESOLVED, That pursuant to Minn. Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of St. Louis County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects;

RESOLVED FURTHER, That the County Board Chair and County Auditor are hereby authorized and directed for and on behalf of St. Louis County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 05369", a copy of which was before the County Board and is made a part hereof by reference.

STATE OF MINNESOTA AGENCY AGREEMENT
BETWEEN
DEPARTMENT OF TRANSPORTATION
AND
ST. LOUIS COUNTY
FOR EXCHANGE OF FEDERAL FUNDS FOR STATE AID FUNDS

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("MnDOT") and St. Louis County acting through its Board of Commissioners ("Recipient County"),

Minnesota Statutes § 471.59, subd. 10, §162.031, §162.091, and Title 23 USC 133 authorizes the parties to enter into this Agreement; and

The Federal fund exchange program is a voluntary program which allows State Aid agencies, who have been selected to receive federal funds to trade them with other State Aid agencies for state aid funds; and

St. Louis County is in need of Federal Funds for State Project No. 069-733-024 in Fiscal Year 2014 and St. Louis County is willing to transfer \$1,617,357 of State Aid Funds to Carlton County ("Donor County"). In exchange Carlton County under a separate agreement with MnDOT Agreement 05367: will make federal funds it received for State Project No. 009-090-004, 009-607-023 and 009-090-004 available to St. Louis County. The federal funds for 009-090-004, 009-607-023 and 009-090-004 are available in federal fiscal year 2014.

MnDOT is willing to facilitate these transactions.

THE PARTIES AGREE AS FOLLOWS:

I. TERM OF AGREEMENT.

- A. This agreement will be effective upon execution by recipient County and by appropriate State officials, pursuant to Minnesota Statutes Section 16C.05, and will remain in effect for five (5) years from the effective date or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first.
- B. All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: IX. Indemnification; X. State Audits; XI. Government Data Practices; XII. Governing Law; Jurisdiction; Venue; and XIV. Force Majeure.

II. DUTIES OF THE COUNTY.

- A. Prior to execution of this agreement, St. Louis County filled out a fund exchange application and submitted it to MnDOT.
- B. St. Louis County receiving federal funds will complete the federal process to receive federal funds for SP 069-733-024 in accordance with all federal rules and regulations as well as the Delegated Contract Process ("DCP") Process as outlined in agency DCP contract agreement no. 99969, payment provisions for federally eligible costs will be as stated herein.
- C. St. Louis County will pay any part of the cost or expense of the Project that is not paid by federal funds.

III. DUTIES OF MnDOT.

- A. MnDOT will approve fund exchange application and match donor and recipient projects.
- B. MnDOT will complete documentation in for State Transportation Improvement Program ("STIP") modification to facilitate the fund exchange.
- C. MnDOT will do all work necessary to request authorization of federal funds once all preconstruction requirements are completed per the DCP Process.
- D. MnDOT will act as an agent to transfer \$1,617,357 in federal funds from Carlton County to St. Louis County's project 069-733-024. MnDOT will act as an agent to transfer \$1,617,357 in State Aid Funds from St. Louis County to Carlton County for project 009-090-004, 009-607-023 and 009-090-004. These transfers will occur once both agreements are executed.
- E. MnDOT is executing a separate MnDOT agreement no. 05367 with Carlton County to complete the transfer of funds.

IV. AUTHORIZED REPRESENTATIVES. Each authorized representative will have responsibility to administer this agreement and to ensure that all payments due to the other party are paid pursuant to the terms of this agreement.

- A. The County authorized representative is Jim Foldesi, Public Works Engineering, Right of Way and Administration, Richard H. Hansen Public Works and Transportation Complex, 4787 Midway Road, Duluth, MN 55811 or his successor.
- B. MnDOT's authorized representative is Lynnette Roshell, Minnesota Department of Transportation, State Aid for Local Transportation, 395

John Ireland Boulevard, Mail Stop 500, St Paul, MN 55155, phone 651-366-3822, or her successor.

- V. **ASSIGNMENT.** Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- VI. **AMENDMENTS.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement or their successors in office.
- VII. **WAIVER.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- VIII. **CONTRACT COMPLETE.** This Agreement contains all prior negotiations and agreements between MnDOT and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.
- IX. **INDEMNIFICATION.** In the performance of this contract each party will be responsible for their own acts or omissions.
- X. **AUDITS.** Under Minnesota Statutes § 16C.05, subd. 5, the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by MnDOT and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.
- XI. **GOVERNMENT DATA PRACTICES.** The County and MnDOT must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MnDOT under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of data referred to in this clause by either the County or MnDOT.
- XII. **GOVERNING LAW; JURISDICTION; VENUE.** Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- XIII. **TERMINATION.** This Agreement may terminate only upon mutual written agreement of the parties.

- XIV. **FORCE MAJEURE.** Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

The remainder of this page has been intentionally left blank

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

County

County certifies that the appropriate person(s) have executed the contract on its behalf as required by applicable resolutions, ordinances, or charter provisions

By: _____

Date: _____

Title: _____

By: _____

Date: _____

Title: _____

DEPARTMENT OF TRANSPORTATION

By: _____

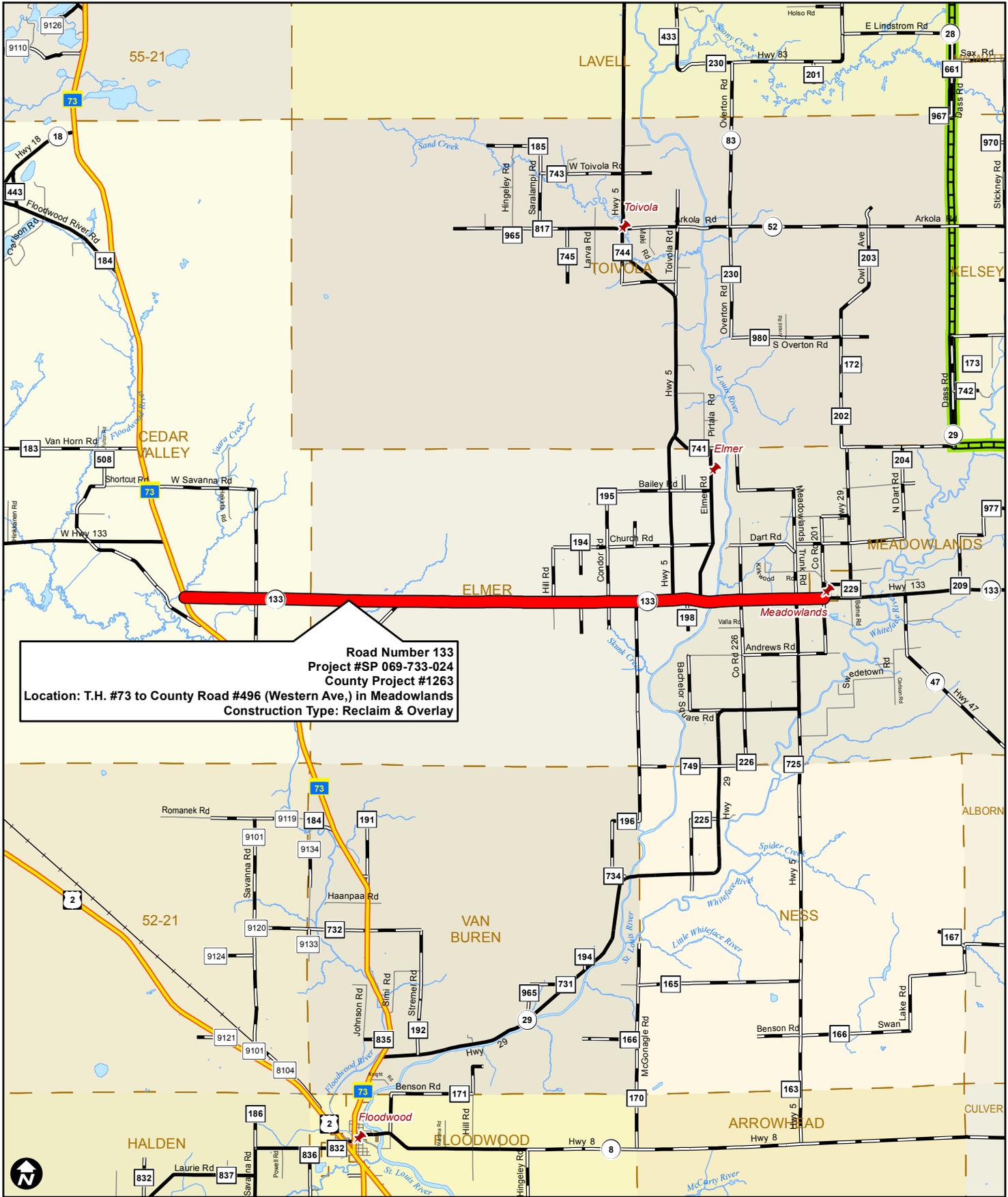
Title: Director, _____
State Aid for Local Transportation

Date: _____

COMMISSIONER OF ADMINISTRATION

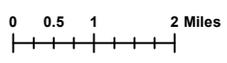
By: _____

Date: _____



Road Number 133
Project #SP 069-733-024
County Project #1263
Location: T.H. #73 to County Road #496 (Western Ave.) in Meadowlands
Construction Type: Reclaim & Overlay

St. Louis County 2014 Road & Bridge Construction



| Map Components | |
|---------------------------------|----------------------------------|
| 2014 Road & Bridge Construction | County/Unorg. Twp. Road - Paved |
| Reclaim & Overlay | County/Unorg. Twp. Road - Gravel |
| Interstate Highway | Railroad |
| U.S./State Highway | Commissioner District |
| Township Boundary | City/Town |
| | Lake |
| | River/Stream |

BOARD LETTER NO. 14 - 78

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 7

BOARD AGENDA NO.

DATE: February 25, 2014

RE: Cleaning Services – Public Works
Facility, Jean Duluth Road

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
County Engineer/Public Works Director

RELATED DEPARTMENT GOAL:

Provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize a five-year (with the option of two additional, two-year extensions) contract with Roufs Property Maintenance of Hermantown, MN for cleaning services at the Public Works facility, Jean Duluth Road, Duluth, MN.

BACKGROUND:

A Request for Quotes (RFQ) was developed for cleaning services at the Public Works facility on Jean Duluth Road based on a modified/expanded scope of services and input from building occupants. Five firms responded to the RFQ. Roufs Property Maintenance was selected based upon qualifications, competitive pricing, janitorial wage rates (\$11/hour janitor and \$14/hour for working supervisor), and willingness to provide the county with the scope and quality of services desired. The Roufs Property Maintenance proposal offered these services in an amount of \$59,487.80 (a monthly rate of \$952.59) for the five-year term, with annual review and incremental increases. The contract includes nine total cleaning hours per week provided by one custodian, one supervisor, and a contract manager.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a five-year contract (with two optional two-year extensions) with Roufs Property Maintenance of Hermantown, MN for cleaning services at the Public Works facility, Jean Duluth Road, in the amount of \$59,487.80, payable from Fund 202, Agency 202002, and Object 630900.

Cleaning Services – Public Works Facility, Jean Duluth Road

BY COMMISSIONER _____

WHEREAS, The St. Louis County Purchasing Division solicited quotes for the purchase of cleaning services at the Public Works facility on Jean Duluth Road; and

WHEREAS, Roufs Property Maintenance of Hermantown, MN has submitted a quote for a five-year contract, with two optional two-year extensions, in an amount of \$59,487.80 paid monthly in the amount of \$952.59;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to execute a five-year contract (with two optional two-year extensions) with Roufs Property Maintenance Hermantown, MN, in an amount of \$59,487.80 paid monthly in the amount of \$952.59 for the first year, with annual performance-based increases at the county's discretion, for cleaning services at the county's Public Works facility on Jean Duluth Road, payable from Fund 202, Agency 202002, and Object 630900.

BOARD LETTER NO. 14 - 79

FINANCE & BUDGET COMMITTEE CONSENT NO. 8

BOARD AGENDA NO.

DATE: February 25, 2014

RE: Uniform Rental, Mat Rental and
Laundry Services

FROM: Kevin Z. Gray
County Administrator

RELATED DEPARTMENTAL GOAL:

Increase cost saving opportunities throughout St. Louis County.

ACTION REQUESTED:

The St. Louis County Board is requested to award a one year contract with five one year extensions to Aramark Uniform Services for uniform rental, mat rental and shop supply services by multiple departments throughout St. Louis County.

BACKGROUND:

The county has been purchasing uniform rentals, mat rental and laundry services from AmeriPride and G&K Services. The current contracts end on March 31, 2014. The St. Louis County Purchasing Division solicited proposals for these services. Three firms replied to the Request for Proposals – Aramark Uniform Services LaCrosse, WI, AmeriPride Duluth, MN and G&K Services Minnetonka, MN. Firms were evaluated based upon pricing, services offered, qualifications and experience.

| VENDOR | Average Evaluation Score |
|---|-------------------------------------|
| Aramark Uniform Services, La Crosse, WI | 98.8 |
| AmeriPride, Duluth, MN | 93.8 |
| G&K Services, Minnetonka, MN | 82.2 |

The decision was made to recommend Aramark Uniform Services for these services with an estimated cost savings of \$147,236.58 over the six-year contract period. The amount of any increase is not to exceed 10% for any commodity/service over the life of the contract.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a one year contract, with five possible one year extensions, with Aramark Uniform Services, La Crosse, WI, for uniform rental, mat rental and shop supplies services at an annual cost of \$30,447.20.

Uniform Rental, Mat Rental and Shop Supplies

BY COMMISSIONER _____

WHEREAS, The current St. Louis County uniform rental, mat rental and shop supply contracts expire on March 31, 2014; and

WHEREAS, St. Louis County Purchasing Division solicited, received and evaluated three proposals from vendors for this service; and

WHEREAS, Aramark Uniform Services received the highest evaluation score based upon pricing, services offered, qualifications and experience;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to execute a one year contract (with five possible one year extensions) with Aramark Uniform Services of La Crosse, WI, at an annual cost of \$30,447.20.

BOARD LETTER NO. 14 - 80

FINANCE & BUDGET COMMITTEE CONSENT NO. 9

BOARD AGENDA NO.

DATE: February 25, 2014

RE: Sale of Surplus Fee Land (Grand Lake Township) and Rescind County Board Resolution No. 13-684

FROM: Kevin Z. Gray
County Administrator

Tony Mancuso, Director
Property Management

RELATED DEPARTMENT GOAL:

Facilitate county fee land purchase, sale and easement activities.

ACTION REQUESTED:

The St. Louis County Board is requested to rescind Resolution No. 13-684, dated November 12, 2013, which approved a sale of surplus county fee land to Brian J. and Shayna K. Johnson, and to consider a bid received for the sale of the same land from Alex J. Roufs and Kathryn D. Roufs.

BACKGROUND:

On November 12, 2013 the County Board adopted Resolution No. 13-684 authorizing the sale of a 6.1 acre parcel of surplus county fee land in Grand Lake Township to Brian J. Johnson and Shayna K. Johnson of Duluth, MN, in the amount of \$31,200. On January 10, 2014, the Johnson's rescinded the offer to purchase this property.

On February 11, 2014, another bid was received from Alex J. Roufs and Kathryn D. Roufs, Duluth MN, for the minimum bid amount of \$31,200.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the sale of surplus fee land to Alex J. Roufs and Kathryn D. Roufs, and authorize the appropriate county officials to execute and deliver a quit claim deed for the property for the bid amount of \$31,200. Buyers are also responsible for deed tax and recording fees. It is also recommended that County Board Resolution No. 13-684, dated November 12, 2013 be rescinded.

**Sale of Surplus County Fee Land Section 23, T51N, R16W (Grand Lake Township),
and Rescind Resolution No. 13-684**

BY COMMISSIONER _____

WHEREAS, The Property Management Team identified the following described property as surplus county fee owned land:

That part of the Southwest Quarter of the Northwest Quarter of Section 23, Township 51 North, Range 16 West, St. Louis County, MN, described as follows:

Commencing at the west quarter corner of said Section 23; thence North 01 degree 26 minutes 02 seconds West, along the west line of said SW1/4-NW1/4 a distance of 687.80 feet to the point of beginning; thence North 88 degrees 33 minutes 58 seconds East a distance of 89.11 feet; thence North 46 degrees 01 minute 23 seconds East a distance of 911.89 feet to a point on the north line of said SW1/4-NW1/4 distant 761.08 feet easterly of the northwest corner of said SW1/4-NW1/4; thence South 89 degrees 36 minutes 41 seconds West, along said north line a distance of 761.08 feet to the northwest corner of said SW1/4-NW1/4; thence South 01 degree 26 minutes 02 seconds East, along the west line of said SW1/4-NW1/4 a distance of 630.45 feet to the point of beginning.

WHEREAS, The County Board adopted Resolution No. 13-684, dated November 12, 2013, authorizing the sale of same fee owned county land to Brian J. Johnson and Shayna K. Johnson; and

WHEREAS, Brian J. Johnson and Shayna K. Johnson rescinded their offer to purchase this property on January 10, 2014; and

WHEREAS, Alex J. Roufs and Kathryn D. Roufs have submitted an offer to purchase the above described fee owned county property for the minimum bid amount of \$31,200;

THEREFORE, BE IT RESOLVED, That pursuant to the requirements and procedures of Minn. Stat. § 373.01, the appropriate county officials are authorized to execute a quit claim deed conveying the above listed property to Alex J. Roufs and Kathryn D. Roufs of Duluth, MN, for the bid amount of \$31,200, payable to Fund 100, Agency 128014, Object 583202. Buyers are also responsible for deed tax and recording fees;

RESOLVED, That County Board Resolution No. 13-684 authorizing the sale of fee owned county land to Brian J. Johnson and Shayna K. Johnson is hereby rescinded.

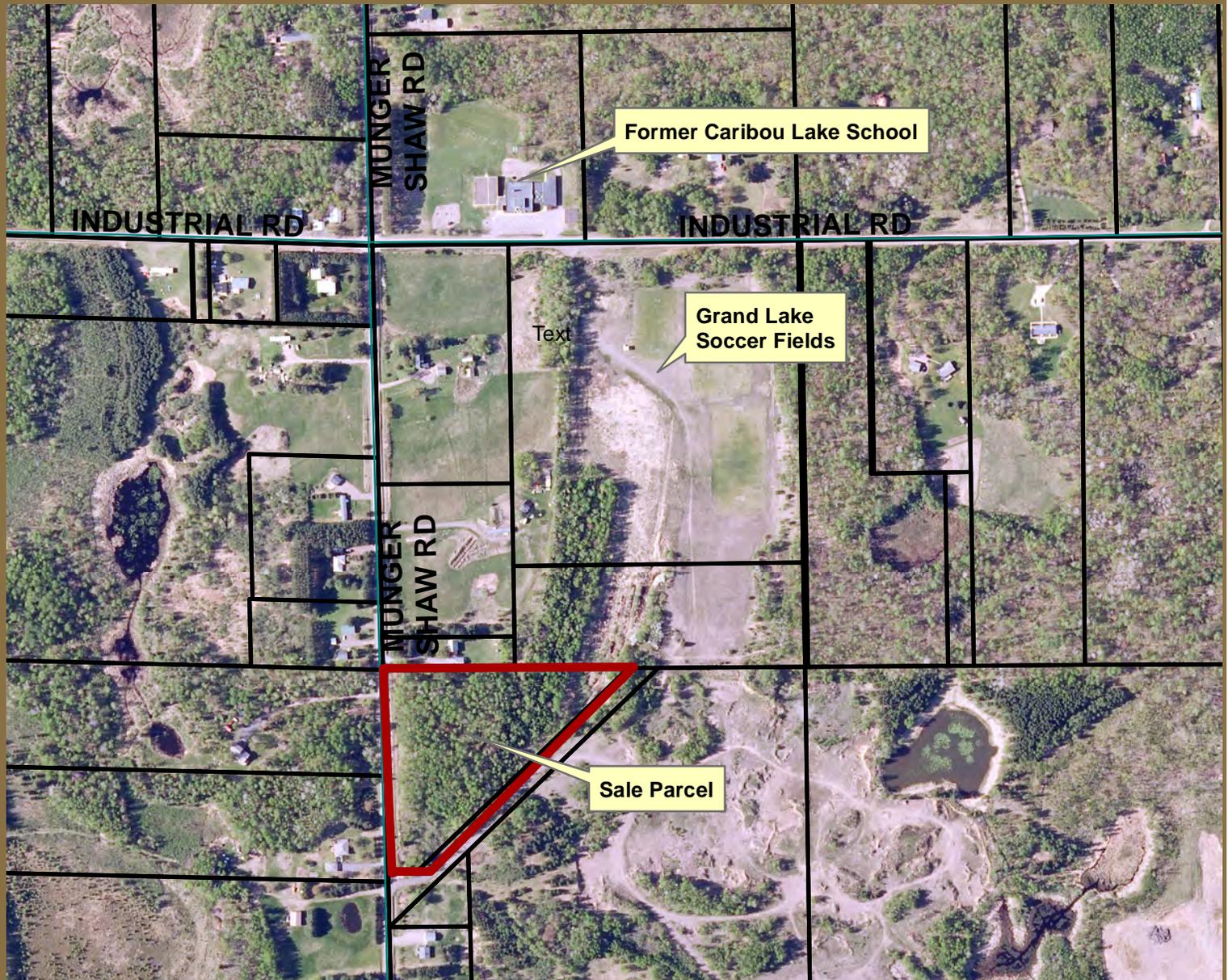


For Sale



Minimum Bid \$31,200, Bids Due August 2, 2013
For Information call 218-725-5085 or 218-343-3505

Parcel 380-0010-04730 5250 Munger Shaw Road
Part of the SW 1/4 of the NW 1/4 Section 23, T51N, R16W



Parcel is approximately 6.1 acres with approximately 630 feet of frontage on Munger Shaw Road.

Utilities: Overhead Power and Phone available.

Parcel is wooded and is predominately upland with the eastern area lying within past gravel excavation area. Parcel would make a nice building site.

For information visit www.stlouiscountymn.gov under Property Management Department / Fee Land Sale
Or Call 218-725-5085 or 218-343-3505



Prepared By: St. Louis County
Property Management

Source: St. Louis County, Minnesota

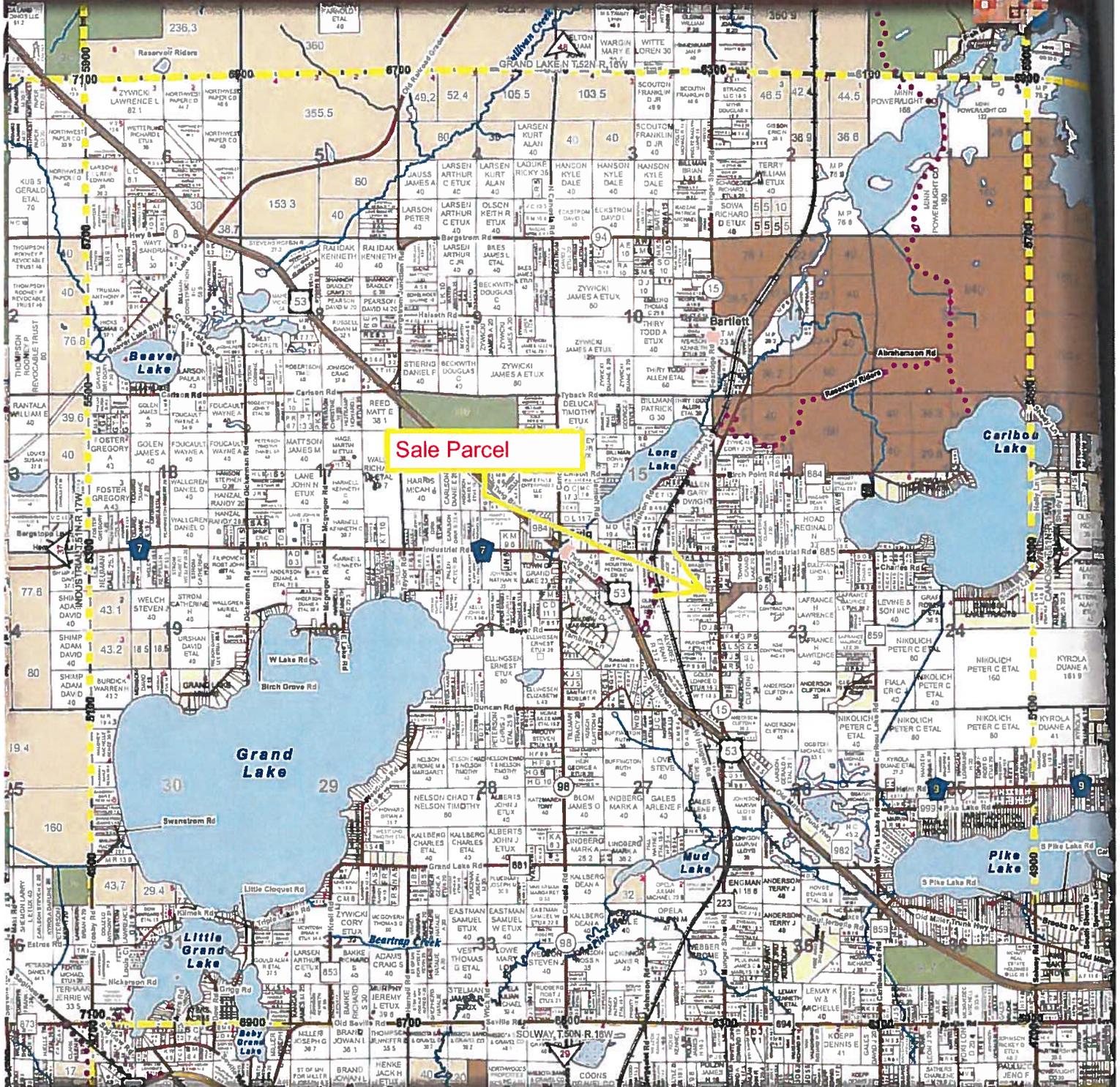
Map Created: 5/16/2013

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

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stlouiscountymn.gov

GRAND LAKE (S)

T.51N-R.16W



LEGEND

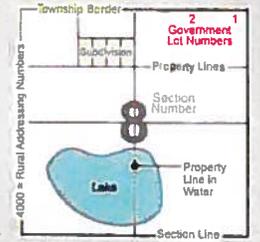
- CITY
- INTERSTATE HIGHWAY
- US HIGHWAY
- MINNESOTA HIGHWAY
- COUNTY ROADS
- LOCAL ROADS
- RAILROADS
- STATE TRAILS
- CARRY-IN
- BOAT LAUNCH
- USA
- STATE OF MINNESOTA
- STATE OF MN TAX FORFEIT
- ST. LOUIS COUNTY
- PRIVATE
- SUBDIVISION
- TOWNSHIP
- SECTION
- COUNTY
- MUNICIPALITY
- LAKE
- PIT LAKE
- DRY LAKE BED
- 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 = ET ALIORS
 TRS = TRUSTEES
 TR = TRUST
 ETUX = AND WIFE
 ETVR = AND HUSBAND
 PRTN = PARTNERSHIP

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





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

Adopted on: November 12, 2013 Resolution No. 13-684
Offered by Commissioner: Forsman

Sale of Surplus Fee Land Section 23, T51N, R16W (Grand Lake Township)

WHEREAS, The Property Management Team identified the following described property as surplus county fee owned land legally described as follows:

That part of the Southwest Quarter of the Northwest Quarter of Section 23, Township 51 North, Range 16 West, Saint Louis County, Minnesota, described as follows:

Commencing at the west quarter corner of said Section 23; thence North 01 degree 26 minutes 02 seconds West along the west line of said SW $\frac{1}{4}$ - NW $\frac{1}{4}$ a distance of 687.80 feet to the point of beginning; thence North 88 degrees 33 minutes 58 seconds East a distance of 89.11 feet; thence North 46 degrees 01 minute 23 seconds East a distance of 911.89 feet to a point on the north line of said SW $\frac{1}{4}$ - NW $\frac{1}{4}$ a distance of 761.08 feet easterly of the northwest corner of said SW $\frac{1}{4}$ - NW $\frac{1}{4}$; thence South 89 degrees 36 minutes 41 seconds West, along said north line a distance of 761.08 feet to the northwest corner of said SW $\frac{1}{4}$ - NW $\frac{1}{4}$; thence South 01 degree 26 minutes 02 seconds East along the west line of said SW $\frac{1}{4}$ - NW $\frac{1}{4}$ a distance of 630.45 feet to the point of beginning;
and

WHEREAS, The County has received the minimum bid for the property of \$31,200 from Brian J. Johnson and Shayna K. Johnson for said parcel;

THEREFORE, BE IT RESOLVED, That pursuant to the requirements and procedures of Minn. Stat. § 373.01, the appropriate county officials are authorized to execute a quit claim deed conveying the above listed property to Brian J. Johnson and Shayna K. Johnson of Duluth, MN, for the bid amount of \$31,200, payable to Fund 100, Agency 128014, Object 583100. Buyers are responsible for deed tax and recording fees.

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

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

I, DONALD DICKLICH, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 12th day of November, A.D. 2013, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 12th day of November, A.D., 2013.

DONALD DICKLICH, COUNTY AUDITOR

By

Deputy Auditor/Clerk of the County Board

BOARD LETTER NO. 14 - 81

FINANCE & BUDGET COMMITTEE CONSENT NO. 10

BOARD AGENDA NO.

DATE: February 25, 2014 **RE:** Establish Public Hearing to
Consider Off-Sale Intoxicating
Liquor License (Kabetogama
Township)

FROM: Kevin Z. Gray
County Administrator

Don Dicklich
County Auditor

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing to consider an off-sale intoxicating liquor license for an establishment in Kabetogama Township.

BACKGROUND:

H&H at The Rocky Ledge LLC, has made application for an Off-Sale Intoxicating Liquor License for the establishment known as The Rocky Ledge, Kabetogama Township.

Min. Stat. 340A.405, subd. 2d, relating to the issuance of off-sale intoxicating liquor licenses provides that "No license may be issued under this subdivision unless a public hearing is held on the issuance of the license. Notice must be given to all interested parties and to any city located within three miles of the premises to be licensed. At the hearing the county board shall consider testimony and exhibits presented by interested parties and may base its decision to issue or deny a license upon the nature of the business to be conducted and its impact upon any municipality, and the character and reputation of the applicant, and the propriety of the location."

The County Liquor Licensing Committee considered and approved the application and recommends Board approval. This establishment is located in Area 3 and the annual license fee is \$150.00.

RECOMMENDATION:

It is recommended that the St. Louis County Board establish a public hearing on the matter at 9:40 a.m., Tuesday, March 25, 2014, Joint Public Works Facility, Ely, MN.

**Establish Public Hearing to Consider Off-Sale Intoxicating Liquor License
(Kabetogama Township)**

BY COMMISSIONER _____

RESOLVED, That a public hearing will be held at 9:40 A.M., on March 25, 2014, in the Joint Public Works Facility, Ely, MN, for the purpose of considering the granting of an Off-Sale Intoxicating Liquor License to H&H at The Rocky Ledge LLC d/b/a The Rocky Ledge, Kabetogama Township.

BOARD LETTER NO. 14 - 82

FINANCE & BUDGET COMMITTEE CONSENT NO. 11

BOARD AGENDA NO.

DATE: February 25, 2014

RE: Establish Public Hearing to
Consider Violation Allegations of
Liquor Law – Ash-Ka-Nam Resort
& Lodge (Unorganized Township
68-19)

FROM: Kevin Z. Gray
County Administrator

Donald Dicklich
County Auditor

Mark Rubin
County Attorney

RELATED DEPARTMENT GOAL:

Provide mandated and discretionary licensing services in a timely manner.

ACTION REQUESTED:

The St. Louis County Board is requested to establish a public hearing to consider penalties and/or suspension of the liquor licenses issued to Ash-Ka-Nam Resort & Lodge, LLC d/b/a Ash-Ka-Nam, Unorganized Township 68-19, for an alleged violation of St. Louis County Ordinance No. 28.

BACKGROUND:

Pursuant to St. Louis County Ordinance No. 28, Section 13.01, Any liquor license issued pursuant to this Ordinance may be suspended or revoked for up to sixty (60) days, a civil penalty of up to \$2,000 imposed for each violation, or a combination of any of these sanctions may be imposed by the County Board upon cause shown after a hearing. A hearing shall be held pursuant to the provisions of these subdivisions and any other uniform rules for hearings promulgated by the County Board. Cause for revocation or suspension or civil penalty or any combination of these sanctions includes, but is not limited to, the filing of false information on a license application, violation of any liquor laws, regulations or provisions of the Ordinance, or failure to maintain any licenses issued by the Minnesota Department of Health as may be required.

RECOMMENDATION:

It is recommended that a public hearing on the matter be scheduled for March 25, 2014, at 9:45 a.m., in the Joint Public Works Facility, Ely, MN.

**Establish Public Hearing to Consider Violation Allegations of Liquor Law –
Ash-Ka-Nam Resort & Lodge (Unorganized Township 68-19)**

BY COMMISSIONER _____

RESOLVED, That a public hearing will be held at 9:45 a.m. on Tuesday, March 25, 2014, in the Joint Public Works Facility, Ely, MN, for the consideration of the allegations and, if proven, the suspension or revocation of the liquor licenses issued to Ash-Ka-Nam Resort & Lodge, LLC d/b/a Ash-Ka-Nam, Unorganized Township 68-19, and/or the imposition of civil penalties for the violation.

classification audits will reduce the need for the expanded FTE complement by the end of 2014.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the creation of the new Procurement Manager class in the Management Compensation Pay Plan Grade A20 (\$57,928-\$77,730, 2014 salary rate), and temporarily increase the staff complement of the Purchasing Division of the Administration Department by 1.0 FTE, to be accounted for in Fund 100, Agency 11900, Object 610100. Sufficient personnel budget exists to fund this position.

New Job Class – Procurement Manager

BY COMMISSIONER _____

WHEREAS, The Human Resources Department has created a new class for the Purchasing Division of the County Administration Department and has determined that it should be allocated to Grade A20 of the Management Compensation Pay Plan; and

WHEREAS, The temporary addition of 1.0 FTE to staff the position is being proposed;

THEREFORE BE IT RESOLVED, That the St. Louis County Board adopts the Procurement Manager class, allocated to the unclassified Management Compensation Pay Plan Grade A20 (\$57,928-\$77,730, 2014 salary rate);

RESOLVED FURTHER, That the County Board authorizes a temporary increase of 1.0 FTE in the Purchasing Division of the County Administration Department, effective March 11, 2014, to be accounted for in Fund 100, Agency 11900, Object 610100. Sufficient personnel budget exists to fund this position.

Attachment 1

PROCUREMENT MANAGER

KIND OF WORK: Highly responsible administrative work directing and managing the acquisition of goods and services for County departments.

DISTINGUISHING FEATURES OF WORK: An employee in this class is responsible for planning, organizing, directing and evaluating the County's procurement functions to maintain a coordinated system of purchasing. Duties include developing and implementing programs, policies and procedures to ensure that business needs are met in compliance with regulatory requirements, managing and coordinating the activities of the division including the use of assigned budgetary and staff resources, serving as a liaison to internal and external customers for questions related to contracts and purchasing, directing and monitoring vendor outreach and performance, training and mentoring staff to ensure the cost-effective procurement of quality goods and services in a timely manner. The work is performed independently under the general direction of assigned supervisory staff within the limits of County policy and applicable statutes and regulations.

ILLUSTRATIVE EXAMPLES OF WORK:(*) indicates tasks which have been identified as essential job functions.

- * 1. Develops, implements and evaluates a comprehensive set of policies, procedures and practices for the procurement of equipment, supplies, materials, contractual services and construction projects while ensuring compliance with federal, state and local laws and regulations.
- * 2. Develops long and short range plans and provides leadership in establishing and achieving a vision for the provision of division services.
- * 3. Recommends equipment, products and services to departments based on market research, need, performance, price, value and availability; reviews purchase requests and authorizes purchases.
- * 4. Assists departments with development, negotiation and administration of professional and miscellaneous contracts, consulting with County Attorney as needed; determines County response to contract disputes and authorizes contract cancellations when appropriate.
- * 5. Coordinates with County departments and other participants in the purchasing and contracting processes, including the County Auditor and County Attorney, as necessary and appropriate.
- * 6. Assigns, directs and coordinates the work of assigned staff; structures and schedules work activities and approves leaves and overtime; establishes performance standards and appraises work performance; prepares commendations and executes oral reprimands; effectively recommends disciplinary action, including suspension and dismissal, and upon approval of the appointing authority, prepares documentation and notification of such action; trains employees and provides guidance; uses discretion in recommending candidates to the appointing authority for selection; and represents management in Step 1 of the grievance procedure.
- * 7. Directs the preparation and maintenance of records and reports of division activities; prepares and administers division budget.
- * 8. Coordinates, directs and oversees the preparation of quotes, bids, and proposals and the administration of County purchasing programs including the procurement card program and the sale or disposal of surplus equipment, supplies and materials; provides guidance on cost-effective approaches for procurement of materials, supplies, equipment, space and services.

- * 9. Prepares cost analysis on existing products and services and cost/benefit analysis for proposed products and services; provides procurement advice to all levels of County government. Resolve problems with suppliers and expedites deliveries when needed.
- *10. Establishes and maintains effective working relationships with elected and appointed officials, client departments, coworkers, vendors, suppliers and the general public.
- *11. Demonstrates punctual and reliable attendance in accordance with designated work schedule.
- *12. Communicates, monitors and enforces compliance with safety rules, laws and practices; assures proper safety equipment and procedures are used in all operations under his/her supervision.
- 13. Performs related work as assigned.

REQUIREMENTS OF WORK:

Comprehensive knowledge of the principles and practices of governmental purchasing and accounts payable functions.

Thorough knowledge of federal, state and local laws and statutes affecting procurement and contracting.

Thorough knowledge of procurement methods, procedures, techniques and methods of negotiation.

Thorough knowledge of financial/business analysis techniques.

Knowledge of contract negotiations for purchase transactions.

Skill in using a variety of contemporary computerized applications.

Skill in analyzing project needs and in preparing long-range and strategic responses to meeting those needs.

Skill in evaluating and comparing product specifications, contract details and cost elements of a bid proposal.

Skill in researching product quality, performance and options, and comparing information with user department requirements.

Skill in organizing, directing and coordinating the activities of professional and administrative staff.

Ability to plan and manage multiple projects that have high levels of County and/or community impact and may have changing priorities.

Ability to negotiate and meet deadlines; ability to prioritize issues and take appropriate action.

Ability to communicate effectively in written and oral form.

Ability to establish and maintain effective working relationships with vendors, department officials, coworkers and the public.

MINIMUM QUALIFICATIONS FOR WORK:

Graduation from an accredited four-year college with a bachelor's degree in Business Administration, Public Administration, Marketing, Economics or a related field from an accredited college or university, **AND** five years paid professional purchasing experience; three of which must be in public sector purchasing. **OR** An equivalent combination of formal education and experience to total nine years as determined by the Human Resources Director.

Possession of a valid driver's license.

PREFERRED EDUCATION BEYOND MINIMUM QUALIFICATIONS:

- Certified Purchasing Manager (CPM)
- Certified Public Procurement Officer (CPPO)

maximum number of sick leave hours eligible for payout upon retirement is reduced from 1,900 to 1,150 hours.

The contract provides for Long-Term Disability benefits with a 70% employer paid premium contribution effective March 1, 2014 and the ability to transfer Deputy Sheriff Sergeants between locations within a Supervisory Duty Station at the discretion of the Sheriff.

RECOMMENDATION:

It is recommended that the St. Louis County Board ratify the 2014-2016 Deputy Sheriff Unit collective bargaining agreement and authorize the appropriate county officials to execute a written agreement consistent with negotiations.

Deputy Sheriff Bargaining Unit Agreement: 2014 - 2016

BY COMMISSIONER _____

RESOLVED, That the 2014-2016 Deputy Sheriff Unit contract is ratified and the appropriate county officials are authorized to execute the Collective Bargaining Unit Agreement, a copy of which is on file in County Board File No. _____.