

CONSENT AGENDA

FOR THE MEETING OF ST. LOUIS COUNTY BOARD OF COMMISSIONERS

November 4, 2014

County Board Room, Room No. 200, St. Louis County Courthouse, Duluth, 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:

Health & Human Services Committee – Commissioner Stauber, Chair

1. Accept the Public Health and Human Services Advisory Committee 2013 Annual Report and approve the revised Bylaws.

Public Works & Transportation Committee – Commissioner Raukar, Chair

2. Acquisition of necessary lands and temporary easements across state tax forfeited property for the construction of a sidewalk on the west side of County State Aid Highway 4/Rice Lake Road from Central Entrance north to Arrowhead Road in Duluth, MN (County Project 0004-136147).
3. Agreement authorized with Tri Mark Industrial Services of Virginia, MN, in the amount of \$172,442.59 for a one-year period, with the option to extend for two (2) additional one-year periods, for the purchase of lubricating oils, greases, coolants and fluids.

Finance & Budget Committee – Commissioner Nelson, Chair

4. Approval of the 2014 third quarter budget changes.
5. Public hearing established for 9:40 a.m., November 25, 2014, at the City Council Chambers, Hibbing, MN, to consider allegations of a liquor law violation by Belo Enterprises, Inc., d/b/a Crossroads Convenience and Liquor Store, Clinton Township.
6. Public hearing established for 9:45 a.m., November 25, 2014, at the City Council Chambers, Hibbing, MN, to consider imposing the remaining penalties from a liquor law violation adjudicated on November 5, 2013, by Belo Enterprises, Inc., d/b/a Crossroads Convenience and Liquor Store, Clinton Township.
7. Applications for license to sell tobacco products at retail, renewals.
8. Applications for license to sell tobacco products at retail, renewals with past violations.
9. Application to add a nine (9) hole golf course to the designated serving area of the on-sale 3.2 percent malt liquor license held by The Auto Club Group d/b/a AAA Minnesota/Iowa, Canosia Township.

ST. LOUIS COUNTY BOARD

Consent Agenda

November 4, 2014

Page 2

Central Management & Intergovernmental Committee – Commissioner Jewell, Chair

10. Contract awarded to National Insurance Services for basic life insurance coverage effective January 1, 2015, at an estimated annual cost of \$103,524; and further, authorize termination of the current agreement for basic life insurance coverage through US Able Life effective January 1, 2015.

**Acceptance of Public Health and Human Services Advisory Committee
2013 Annual Report and Approval of Revised Bylaws**

BY COMMISSIONER _____

WHEREAS, The Public Health and Human Services Advisory Committee (PHHSAC) was created in 2004 when the Public Health and Human Services Department was created by combining the previous advisory committees from the Public Health Department and the Social Services Department; and

WHEREAS, The Bylaws state that an annual report of committee activities and/or recommendations will be given to the County Board at the end of each calendar year; and

WHEREAS, The current Bylaws have been reviewed and revisions are being recommended; and

WHEREAS, Any revisions to the Bylaws must be ratified by the St. Louis County Board of Commissioners as the governing body for the PHHSAC;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board accepts the Public Health and Human Services Advisory Committee's 2013 Annual Report, as contained in County Board File No. _____;

RESOLVED FURTHER, That the County Board ratifies the Bylaws of the Public Health and Human Services Advisory Committee, as contained in County Board File No. _____.

Acquisition of Right of Way – CSAH 4 Sidewalk Project (Duluth)

BY COMMISSIONER _____

WHEREAS, The St. Louis County Public Works Department plans to build a sidewalk on the west side of County State Aid Highway 4/Rice Lake Road from Central Entrance north to Arrowhead Road in Duluth, MN; and

WHEREAS, The approximately 2.0 mile sidewalk is determined necessary to provide for the safety and convenience of pedestrians and the traveling public; and

WHEREAS, In addition to the existing highway right of way, certain permanent highway easements across tax forfeited lands together with temporary construction easements are required for the project;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Works Director to precede with the acquisition of the necessary lands and temporary easements;

RESOLVED FURTHER, That pursuant to Minn. Stat. § 282.04, Subd. 4, the St. Louis County Board authorizes the County Auditor to grant highway easements across tax forfeited lands for the necessary permanent highway easements across tax forfeited lands and temporary construction easements for the project.

Award of Bid – Lubricating Oils, Greases, Coolants and Fluids

BY COMMISSIONER _____

WHEREAS, The Public Works Department budgets for the purchase of lubricating oils, greases, coolants and fluids, and the Purchasing Division issued a Request for Bids for this purchase; and

WHEREAS, Tri Mark Industrial Services of Virginia, MN, submitted the low bid meeting specifications to supply these products in the amount of \$172,442.59;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to enter into an agreement for one (1) year with Tri Mark Industrial Services of Virginia, MN, for the purchase of lubricating oils, greases, coolants and fluids in the amount estimated at \$172,442.59 annually, with the option to extend for two (2) additional one-year periods upon mutual agreement of both parties, payable from Fund 200, Agency 207001, Object 653500.

2014 Third Quarter Budget Changes

BY COMMISSIONER _____

WHEREAS, All increases in original governmental funds revenue and expenditure budgets require County Board approval; and

WHEREAS, Departments anticipate being notified of additional revenues throughout the year and need approval to increase revenue and expenditure budgets; and

WHEREAS, Proposed budget adjustments are levy neutral;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the following budget changes:

1. Use of Recorder's Technology assigned fund balance for book binding (\$2,500.00).
2. Use of Property Management's assigned parking fund balance for a structural investigation of the GSC parking ramp due to water damage (\$23,200.00).
3. Increase Property Management revenue and expense budget for the North Rescue Squad building for the collection of three months estimated intra-county rent (\$3,125.61).
4. Increase Property Management revenue and expense budget in the amount of a payment received from Minnesota Sixth Judicial District Court for courthouse security projects (\$36,774.00).
5. Increase Sheriff's Office revenue and expense budget for Federal Boat & Water grant (\$22,000.00).
6. Increase revenue and expense budget to anticipated levels for Child in Need of Protective Services (CHIPS) court expenses (\$2,500.00).
7. Use of fund balance to cover higher than anticipated expenses in Sheriff's State Forfeitures fund (\$3,730.87).
8. Use of fund balance to cover higher than anticipated expenses in Attorney's Office Victim/Witness Trust Account (\$50.40).
9. Transfer funds within the Emergency Shelter Grant budget from personnel to operating to allow payment of a Homeless Conference Scholarship (\$1,328.00).
10. Increase Public Works revenue and expense budget due to overages in the Minnesota Department of Transportation and City of Hibbing shares of the Hibbing Joint Use Facility operating expense (\$13,250.00).
11. Increase Public Health & Human Services revenue and expense budget for cost effective health insurance pass-through dollars from the State of Minnesota (\$100,000.00).
12. Use of Public Health & Human Services Technology assigned fund balance to update old Windows XP computers (\$95,000.00).
13. Increase Capital Projects revenue and expense budget for rebates received from Minnesota Power (\$62,581.43).
14. Add budget in 2013A Capital Improvement Bond and 2013B Capital Equipment Note, to match actual amount of interest earned (\$58,704.75).

	Fund	Agency	Object	Grant	Year	Expense Budget	Transfer Out	Accumulation of Fund Balance	Revenue Budget	Transfers In	Use of Fund Balance
1	100	121002	623200			2,500.00					
	100	999999	311014								(2,500.00)
2	100	128010	660266			23,200.00					
	100	999999	311105								(23,200.00)
3	100	128024	553001						(3,125.61)		
	100	128024	637900			3,125.61					
4	100	128777	552506						(36,774.00)		
	100	128777	630902			36,774.00					
5	100	129999	610300	12919	2014	19,130.00					
	100	129999	615000	12919	2014	2,870.00					
	100	129999	540906	12919	2014				(22,000.00)		
6	149	149001	583100						(2,500.00)		
	149	149001	629900			2,500.00					
7	168	168001	629900			3,730.87					
	168	999999	311200								(3,730.87)
8	169	169001	624500			50.40					
	169	999999	311200								(50.40)
9	173	173999	610000	17304	2013	(1,328.00)					
	173	173999	629900	17304	2013	1,328.00					
10	200	202012	583103						(13,250.00)		
	200	202012	630900			13,250.00					
11	230	231019	600400			100,000.00					
	230	231019	530619						(50,000.00)		
	230	231019	526800						(50,000.00)		
12	230	230038	640400			95,000.00					
	230	999999	311401								(95,000.00)
13	400	400015	545137						(62,581.43)		
	400	400015	663100			62,581.43					
14	440	440002	571000						(55,481.15)		
	440	440002	629900			55,481.15					
	441	441003	571000						(3,223.60)		
	441	441003	629900			3,223.60					

**Establish Public Hearing to Consider Violation Allegations of Liquor Law –
Crossroads Convenience and Liquor Store (Clinton Township)**

BY COMMISSIONER _____

RESOLVED, That a public hearing will be held at 9:40 a.m., on Tuesday, November 25, 2014, in the City Council Chambers, 402 East 21st Street, Hibbing, MN, for the consideration of the allegations and, if proven, the suspension or revocation of the liquor license issued to Belo Enterprises, Inc., d/b/a Crossroads Convenience and Liquor Store, Clinton Township, and/or the imposition of civil penalties for the violation.

Establish Public Hearing to Consider Imposing the Remainder of Penalties from a Liquor Law Violation Adjudicated on November 5, 2013 – Crossroads Convenience and Liquor Store (Clinton Township)

BY COMMISSIONER _____

RESOLVED, That a public hearing will be held at 9:45 a.m., on Tuesday, November 25, 2014, in the City Council Chambers, 402 East 21st Street, Hibbing, MN, for the consideration of imposition of the remaining suspension and civil penalties for liquor law violation allegations, predicated on the violation of the no same or similar condition due to sale to a minor on August 26, 2014, and, if proven, the imposition of the remaining eight (8) day suspension and \$800.00 civil penalty previously ordered against Belo Enterprises, Inc., d/b/a Crossroads Convenience and Liquor Store, Clinton Township.

**Applications for License to Sell Tobacco Products at Retail
Renewals without Violations**

BY COMMISSIONER _____

RESOLVED, That pursuant to St. Louis County Ordinance No. 51, the applications for license to sell tobacco products at retail, on file in the office of the County Auditor, identified as County Board File No. 59866, are hereby approved and the County Auditor is authorized to issue the licenses as follows:

Family Dollar, Inc., d/b/a Family Dollar #7780, City of Aurora, Tobacco Products License No. T15270;

Holiday Stationstores, Inc., d/b/a Holiday Stationstore #85, City of Proctor, Tobacco Products License No. T1564;

Edwards Oil, Inc., d/b/a Hoyt Lakes Lucky Seven, City of Hoyt Lakes, Tobacco Products License No. T1569;

Sullivan's Mercantile, Inc., d/b/a Twig General, Township of Grand Lake, Tobacco Products License No. T15129;

Wayside Corner Store, Inc., d/b/a Wayside Corner Store, Township of New Independence, Tobacco Products License No. T15282;

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

**Applications for License to Sell Tobacco Products at Retail –
Renewals with Violations**

BY COMMISSIONER _____

RESOLVED, That pursuant to St. Louis County Ordinance No. 51, the applications for license to sell tobacco products at retail, on file in the office of the County Auditor, identified as County Board File No. 59866, are hereby approved and the County Auditor is authorized to issue the licenses as follows:

The following license holders were issued a tobacco violation citation on the dates as stated:

Edwards Oil, Inc., d/b/a Edwards Lucky 7, Ashawa, City of Cook, Tobacco Products License No. T1544, September 7, 1998, August 25, 2001, October 18, 2002, November 4, 2011;

Holiday Stationstores, Inc., d/b/a Holiday Stationstore #184, Township of White, Tobacco Products License No. T1565, December 14, 2011;

Holiday Stationstores, Inc., d/b/a Holiday Stationstore #409, Township of Canosia, Tobacco Products License No. T15245, October 5, 2013;

Edwards Oil, Inc., d/b/a Lucky Seven General Store, Aurora, City of Aurora, Tobacco Products License No. T1587, December 14, 2011;

CMK Management, Inc., d/b/a Powerhouse Bar, City of Proctor, Tobacco Products License No. T15141, October 5, 2013;

Proctor Milk House, Inc., d/b/a Proctor Milk House, Inc., City of Proctor, Tobacco Products License No. T15111, September 30, 1998, December 22, 2000, July 12, 2011, October 17, 2013;

DM Stokke, Inc., d/b/a Stokke's Lakewood Market, Township of Lakewood, Tobacco Products License No. T15268, November 14, 2012;

Curtis Convenience Stores, Inc., d/b/a SuperAmerica, Township of Cotton, Tobacco Products License No. T1550, November 6, 2012;

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

**Application to Add a Nine Hole Golf Course to the Designated Serving Area for
On-Sale 3.2 Percent Malt Liquor License (Canosia Township)**

BY COMMISSIONER _____

WHEREAS, The Auto Club Group d/b/a AAA Minnesota/Iowa, Canosia Township, is currently licensed for On-Sale 3.2 Percent Malt Liquor; and

WHEREAS, The license holder has made an application to add a nine (9) hole golf course to the designated serving area; and

WHEREAS, The provisions of Minn. Stat. § 340A.101, Subd. 15, defines a licensed premises to include the entire golf course, except for areas where motor vehicles are regularly parked or operated; and

WHEREAS, The St. Louis County Sheriff's Office and Liquor Licensing Committee have reviewed the application and recommend approval;

THEREFORE, BE IT RESOLVED, That said nine (9) hole golf course shall be added to the designated serving area of the on-sale 3.2 percent malt liquor license held by The Auto Club Group d/b/a AAA Minnesota/Iowa, Canosia Township.

Life Insurance Award of Proposal

BY COMMISSIONER _____

WHEREAS, Competitive proposals were requested from carriers interested in providing basic life insurance coverage to the county for the plan year beginning in January 2015; and

WHEREAS, Nine carriers responded and the top three were invited to interview; and

WHEREAS, It was concluded that National Insurance Services, underwritten by Madison National Life Insurance Company, offered the best alternative in terms of lowest cost for basic coverage at \$.11 per \$1,000 in coverage, supplemental employee-paid coverage, administrative services and overall value;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board awards the contract for basic life insurance services to National Insurance Services and authorizes the appropriate county officials to execute contracts with National Insurance Services effective January 1, 2015, payable from Fund 915, Agency 999999;

RESOLVED FURTHER, That the County Board authorizes the appropriate county officials to terminate the current agreement for basic life insurance coverage through USABLE Life effective January 1, 2015.