

CONSENT AGENDA

FOR THE MEETING OF ST. LOUIS COUNTY BOARD OF COMMISSIONERS

February 17, 2015

Chisholm City Hall, 316 W. Lake Street, Chisholm, Minnesota

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

RESOLUTIONS FOR APPROVAL:

Minutes for February 10, 2015.

Health & Human Services Committee – Commissioner Boyle, Chair

1. Submission of a grant application authorized in an amount up to \$900,000 to the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program for the 2015-2017 biennium; and further, St. Louis County will serve as fiscal agent for the grant. *[15-44]*

Environment & Natural Resources Committee – Commissioner Rukavina, Chair

2. County Auditor authorized to grant a non-exclusive access easement over state tax forfeited land located in Section 11, Township 61 North, Range 16 West (Vermilion Lake Township) to Jeff Coombe upon total payment of \$1,300 for land use fee, administration fee, and recording fee. *[15-45]*
3. County Auditor authorized to impose access easements across state tax forfeited land to access lots in the plat of Linwood located in Unorganized Township 56-14. *[15-46]*
4. Authorize withdrawal of certain state tax forfeited parcels from Memorial Forest status. *[15-47]*
5. Authorize reclassification of certain state tax forfeited land as non-conservation and be offered for sale, and the request for approval shall be transmitted to the clerk of the municipality or town in which the parcels are located. *[15-48]*

Public Works & Transportation Committee – Commissioner Raukar, Chair

6. Acquisition of necessary lands and temporary easements authorized for the reconstruction of a small segment of County Road (CR) 180 and replacement of County Bridge 867 over an unnamed tributary to the Pelican River in Leiding Township, County Project (CP) 0180-213069/State Aid Project (SAP) 069-598-057; and further, an easement across State of Minnesota lands located in the S ½ of SW ¼, Section 2, Township 65 North, Range 19 West (Leiding Township) is requested from the State of Minnesota Department of Natural Resources (Parcel Code 425-0020-00280). *[15-49]*

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7. Agreement authorized with SRF Consulting Group, Inc., Minneapolis, MN, in the amount of \$39,950 for design services for the reconstruction of County Bridge 286 located along County State Aid Highway (CSAH) 21 over the Birch River in Unorganized Township 61-13, CP 0021-215-30/SAP 69-621-034. *[15-50]*
8. Agreement authorized with SRF Consulting Group, Inc., Minneapolis, MN, in the amount of \$41,986 for design services for the reconstruction of County Bridge 883 located along CR 442 over the East Swan River in Lavell Township, CP 0442-215028. *[15-51]*

Finance & Budget Committee – Commissioner Nelson, Chair

9. Purchase agreements and professional services contracts authorized to purchase and implement the Cherwell IT Service Management system from Cherwell Software, LLC, of Colorado Springs, CO, and vendor partner MNCL of Irving, TX, in the amount of \$136,130 for the county's IT Service Desk; and further, the ongoing annual software maintenance in the amount of \$15,400 is to be included in future IT Department budgets. *[15-52]*
10. Public hearing established for 9:35 a.m., March 10, 2015, in the St. Louis County Courthouse, Duluth, MN, to solicit public input for consideration of a tax abatement of up to \$400,000 for the City of Hermantown for the Hermantown Marketplace Project. *[15-53]*
11. Public hearing established for 9:40 a.m., March 3, 2015, at the St. Louis County Courthouse, Duluth, MN, to obtain public comment on and adopt an amended 2015 Fee Schedule. *[15-58]*
12. Workers' compensation report dated February 6, 2015, as submitted by Safety & Risk Management.

Central Management & Intergovernmental Committee – Commissioner Jewell, Chair

13. Ratify the 2015-2016 Civil Service Basic contract and authorize execution of the Collective Bargaining Unit Agreement. *[15-54]*
14. Ratify the 2015-2016 Merit System Basic contract and authorize execution of the Collection Bargaining Unit Agreement. *[15-55]*
15. Amendment No. 2 to the Memorandum of Understanding between the State of Minnesota Judicial Branch and St. Louis County for the lease of office space at the St. Louis County Courthouse in Duluth, MN, authorized; and further, authorize the lease agreement for 1,787 square feet of office space at the 2015 rate of \$15.11 per square foot for the term January 1, 2015 through December 31, 2015, with an option for one (1) additional term in 2016 at a rate to be determined. *[15-56]*

Official Proceedings of the County Board of Commissioners

BY COMMISSIONER _____

RESOLVED That the official proceedings of the St. Louis County Board of Commissioners for the meeting of February 10, 2015, are hereby approved.

Family Homeless Prevention and Assistance Program Grant Application

BY COMMISSIONER _____

WHEREAS, The Minnesota Housing Finance Agency awards grant funds to counties to fund services for the homeless and those at risk of homelessness; and

WHEREAS, St. Louis County has received funding from the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program since the 1995-1997 biennium to fund services for the homeless and those at risk of homelessness;

THEREFORE, BE IT RESOLVED That the St. Louis County Board authorizes submission of a grant application in an amount up to \$900,000 to the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program for the 2015-2017 biennium;

RESOLVED FURTHER That St. Louis County shall serve as fiscal agent for the grant.

REPLACEMENT RESOLUTION

**Access Easement across State Tax Forfeited Land to Jeff Coombe
(Vermilion Lake Township)**

BY COMMISSIONER _____

WHEREAS, Jeff Coombe has requested an access easement across state tax forfeited land; and

WHEREAS, There are no reasonable alternatives to obtain access to the property he owns; and

WHEREAS, Exercising the easement will not cause significant adverse environmental or natural resource management impacts and will not conflict with public use of land; and

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

THEREFORE, BE IT RESOLVED That the St. Louis County Board authorizes the County Auditor to grant a non-exclusive access easement to Jeff Coombe across state tax forfeited lands in Vermilion Lake Township described in County Board File _____;

RESOLVED FURTHER That granting of this easement is conditioned upon payment of \$1,204 land use fee, \$50 administration fee and \$46 recording fee, for a total of \$1,300 to be deposited into Fund 240 (Forfeited Tax Fund).

REPLACEMENT RESOLUTION

**Access Easement across State Tax Forfeited Land in the Plat of Linwood
(Unorganized Township 56-14)**

BY COMMISSIONER _____

WHEREAS, Buyers of lots in the plat of Linwood must cross state tax forfeited land; and

WHEREAS, There are no reasonable alternatives to obtain access to the property; and

WHEREAS, Exercising the easement will not cause significant adverse environmental or natural resource management impacts and will not conflict with public use of the land; and

WHEREAS, Minn. Stat. § 282.04, Subd. 4 and Minn. Stat. § 507.47 authorize the County Auditor to impose easements across state tax forfeited land for such purposes;

THEREFORE, BE IT RESOLVED That the St. Louis County Board authorizes the County Auditor to impose access easements to access lots in the plat of Linwood across state tax forfeited lands in Unorganized Township 56-14 described in County Board File _____.

Withdrawal of State Tax Forfeited Land from Memorial Forest Status

BY COMMISSIONER _____

WHEREAS, The state tax forfeited parcels described in County Board File No. _____ are currently included in an established memorial forest; and

WHEREAS, Pursuant to Minn. Stat. § 459.06, Subd. 3, state tax forfeited land which has been included in an established memorial forest and found more suitable for other purposes may, by resolution of the County Board, be withdrawn from the forest for disposal if the Commissioner of Natural Resources approves the sale of such land; and

WHEREAS, The state tax forfeited parcels have been determined to be more suitable for purposes other than forest management;

THEREFORE, BE IT RESOLVED That the state tax forfeited parcels described in County Board File No. _____ shall be withdrawn from Central Lakes, Lake Upham, Pelican Lake, and Whiteface Memorial Forests.

Reclassification of State Tax Forfeited Lands to Non-Conservation

BY COMMISSIONER _____

WHEREAS, All parcels of land becoming the property of the State of Minnesota in Trust through forfeiture for nonpayment of real estate taxes shall be classified or reclassified as conservation or non-conservation as required by Minn. Stat. § 282.01, Subd. 1; and

WHEREAS, The parcels described in the attached County Board File forfeited to the State of Minnesota for nonpayment of real estate taxes and were previously classified as conservation; and

WHEREAS, The St. Louis County Land and Minerals Department has recommended that the parcels be reclassified as non-conservation and approved for sale after considering, among other things, the present use of adjacent land, the productivity of the soil, the character of forest or other growth, the accessibility of lands to established roads, schools, and other public services, and their peculiar suitability or desirability for particular uses; and

WHEREAS, These parcels of land may be located inside the boundaries of a municipality or town and Minn. Stat. § 282.01 provides that classification or reclassification and sale of lands situated within a municipality or town must be approved by the governing body of the municipality or town; and

WHEREAS, The reclassification and sale of the parcels will be deemed approved if the county board does not receive notice of the municipality's or town's disapproval of the reclassification and sale of any parcel within 60 days of the date on which this resolution is delivered to the clerk of the municipality or town in which the parcels are located;

THEREFORE, BE IT RESOLVED That the state tax forfeited parcels described in County Board File No. _____ shall be reclassified as non-conservation and offered for sale, and the request for approval of the reclassification shall be transmitted by the St. Louis County Land and Minerals Department to the clerk of the municipality or town in which the parcels are located.

**Acquisition of Right of Way – Replacement of County Bridge 867
(Leiding Township)**

BY COMMISSIONER _____

WHEREAS, The St. Louis County Public Works Department plans to reconstruct a small segment of County Road 180 and to replace the existing bridge (County Bridge 867, State Bridge L6106) over an unnamed tributary to the Pelican River in Leiding Township, County Project 0180-213069/State Aid Project 069-598-057; 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 South One-half of the Southwest Quarter (S ½ of SW 1/4), Section 2, Township 65 North, Range 19 West of the Fourth Principal Meridian adjacent to the present course of County Road 180 (Parcel Identification Number 425-0020-00280).

**Agreement with SRF Consulting Group for Design Services –
Bridge 286 on CSAH 21 (Unorganized Township 61-13)**

BY COMMISSIONER _____

RESOLVED That the St. Louis County Board authorizes an agreement, and any amendments authorized by the County Attorney, with SRF Consulting Group, Inc., of Minneapolis, MN, for design services for the reconstruction of County Bridge 286 along County State Aid Highway 21 over the Birch River in Unorganized Township 61-13, CP0021-215030/SAP 69-621-034. The total cost of these services is \$39,950.00, payable from Fund 220, Agency 220343, Object 626600.

**Agreement with SRF Consulting Group for Design Services –
Bridge 883 on CR 442 (Lavell Township)**

BY COMMISSIONER _____

RESOLVED That the St. Louis County Board authorizes an agreement, and any amendments authorized by the County Attorney, with SRF Consulting Group, Inc., of Minneapolis, MN, for design services for the reconstruction of County Bridge 883 along County Road 442 over the East Swan River in Lavell Township, CP0442-215028. The total cost of these services is \$41,986.00, payable from Fund 200, Agency 203347, Object 626600.

Purchase of Cherwell IT Service Management Software

BY COMMISSIONER _____

WHEREAS, The Information Technology (IT) department initiated a continuous improvement project to define improved IT Service Desk processes; and

WHEREAS, The results of the project identified the need for a new IT Service Management software package; and

WHEREAS, A selection committee reviewed five (5) software packages and rated them based on four (4) distinct criteria categories including relevant qualifications and experience, vendor consulting capacity, proposed work plan and schedule, and total cost; and

WHEREAS, The selection process identified Cherwell Service Management as the preferred IT Service Management software package available from Cherwell Software, LLC, of Colorado Springs, CO, and vendor partner MNCL of Irving, TX, as the implementation partner, with total one-time project costs totaling \$136,130 broken down as follows:

1st Year Cost		
Vendor	Purchase	Cost
Cherwell	Licenses - 22 Concurrent	\$ 72,380
MNCL	Consulting (30 Days @ \$1,400 per day)	\$ 42,000
Cherwell	Training	\$ 2,850
Cherwell	Maintenance	\$ 15,400
MNCL	Travel Expenses	\$ 3,500
	Total	\$136,130

and

WHEREAS, Ongoing annual software maintenance costs starting in year 2 in the amount of \$15,400 will be built into future IT budgets;

THEREFORE, BE IT RESOLVED That the St. Louis County Board authorizes the appropriate county officials to execute purchase agreements and professional service contracts to purchase and implement the Cherwell IT Service Management system from Cherwell Software, LLC, of Colorado Springs, CO, and vendor partner MNCL of Irving, TX, in the amount of \$136,130, payable from Fund 100, Agency 117001, Object 634800;

RESOLVED FURTHER That the County Board authorizes the ongoing annual software maintenance in the amount of \$15,400 to be included in future IT Department budgets.

**Establish a Public Hearing to Consider Tax Abatement for
Hermantown Marketplace Project (Hermantown)**

BY COMMISSIONER _____

WHEREAS, Minn. Stat. §§ 469.1812 through 469.1815, Abatement Authority, require that a public hearing be conducted prior to approving a tax abatement; and

WHEREAS, The City of Hermantown, MN, has requested St. Louis County to consider an up to \$400,000 tax abatement for public infrastructure in the Hermantown Marketplace Project;

THEREFORE, BE IT RESOLVED That the St. Louis County Board will hold a public hearing on Tuesday, March 10, 2015, at 9:40 a.m., at the St. Louis County Courthouse in Duluth, MN, to solicit public input prior to considering the proposed tax abatement.

Establish Public Hearing to Consider Amending the 2015 Fee Schedule

BY COMMISSIONER _____

RESOLVED That the St. Louis County Board will convene a public hearing at 9:40 a.m. on Tuesday, March 3, 2015, at the St. Louis County Courthouse, Duluth, MN, to consider the adoption of an amended fee schedule for various county services for the year 2015.

Workers' Compensation Report

BY COMMISSIONER _____

RESOLVED That the workers' compensation report of claims by employees for work-related injuries, dated February 6, 2015, on file in the office of the County Auditor, identified as County Board File No. 60026, is hereby received and ratified as payable from Fund 730, Agency 730001.

Civil Service Basic Agreement: 2015 - 2016

BY COMMISSIONER _____

RESOLVED That the 2015-2016 Civil Service Basic 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. _____.

Merit System Basic Agreement: 2015 - 2016

BY COMMISSIONER _____

RESOLVED That the 2015-2016 Merit System Basic 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. _____.

**Amendment No. 2 to the MOU Between the
State of Minnesota Judicial Branch and St. Louis County**

BY COMMISSIONER _____

WHEREAS, Pursuant to Minn. Stat. §484.77, St. Louis County is required to provide suitable facilities for court purposes to the state and other optional services, as agreed upon; and

WHEREAS, A Memorandum of Understanding was negotiated and approved that included the optional purchase of miscellaneous county services by the state; and

WHEREAS, The State of Minnesota Judicial Branch, Property Management, and the County Attorney's Office have negotiated a lease for office space that District Court Administration occupies; and

WHEREAS, The State of Minnesota will pay for 1,787 square feet of office space at the 2015 rate of \$15.11 per square foot, with a term beginning January 1, 2015 and continuing through December 31, 2015; and

WHEREAS, There is also an option for an additional annual term in 2016 at County Board approved lease rates for 2016 in the County Courthouse in Duluth;

THEREFORE, BE IT RESOLVED That the St. Louis County Board authorizes the appropriate county officials to execute Amendment No. 2 to the Memorandum of Understanding between the State of Minnesota Judicial Branch and St. Louis County, contained in County Board File _____;

RESOLVED FURTHER That the St. Louis County Board authorizes a 2015 lease to the State of Minnesota Judicial Branch for 1,787 square feet of office space, at the 2015 rate of \$15.11 per square foot, in the County Courthouse, Duluth, MN. Proceeds from this lease will be deposited in the Property Management operating account, Fund 100, Agency 128777.