

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

October 11, 2016

Lakewood Town Hall, 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:

Minutes for October 4, 2016.

Environment & Natural Resources Committee – Commissioner Rukavina, Chair

1. Applications for repurchase of state tax forfeited land (Non-Homestead) by Eric and Deborah Ringsred, Duluth, MN and Barbara Jo Rivet, Solon Springs, WI. *[16-438]* (Resolutions numbered 1a and 1b.)
2. Utility easement across state tax forfeited land located in the SE ¼ of SE ¼, Section 6, and the SW ¼ of SW ¼, NE ¼ of SW ¼, SE ¼ of NW ¼, SW ¼ of NE ¼, and Government Lot 1, in the Section 5, Township 54 North, Range 21 West and located in the SE ¼ of SE ¼, NE ¼ of SE ¼, and NW ¼ of SE ¼, in Section 32, Township 55 North, Range 21 West (Cedar Valley and Unorganized Township 55-21) to Lake Country Power. *[16-439]*
3. Appraisal reports for the sale of timber from State of Minnesota Tax Forfeited lands, as submitted by the Land Commissioner. (Resolutions numbered 3a and 3b.)

Public Works & Transportation Committee – Commissioner Stauber, Chair

4. Purchase and installation of one field service truck equipment package from Towmaster Inc. of Litchfield, MN in the amount of \$89,501. *[16-440]*
5. Bid awarded to Northland Constructors, Duluth, MN, in the amount of \$1,210,038 for bridge railing transitions guardrail project at various locations in the county. *[16-445]*

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6. Purchase of ten (10) 2017 Mack GU713 tandem trucks from Twin Cities Mack and Volvo Trucks of Roseville, MN, State of Minnesota Contract cost of \$1,218,315.05. *[16-447]*
7. Purchase and installation of ten (10) dump bodies with hydraulic systems, and snow fighting equipment from Towmaster Inc. of Litchfield, MN, State of Minnesota Contract cost of \$1,057,156. *[16-448]*

Finance & Budget Committee – Commissioner Nelson, Chair

8. Establish a public hearing for Tuesday, November 8, 2016 at 9:40 a.m., in the St. Louis County Courthouse, Duluth, MN, for the purpose of obtaining public comment and adopting the 2017 fee schedule. *[16-444]*
9. Professional services agreement with Creative Arcade of Duluth, MN, for initial discovery services for a future county website redesign, in the amount of \$43,800. *[16-441]*
10. Addendum to the St. Louis County Purchasing Rules and Regulations identified as “Section VII”, to conform to the “Uniform Administrative Requirements for Federal Awards.” *[16-449]*
11. Resolution authorizing the 2017 Health and Dental Plan Rates for employees and retirees. *[16-450]*
12. Claims and accounts for August 2016.
13. Workers’ compensation report dated September 30, 2016.

Central Management & Intergovernmental Committee – Commissioner Jewell, Chair

14. Adjustment of the 2016 St. Louis County Board meeting schedule to substitute the meeting location of its October 25th meeting from the Cotton Town Hall to the County Courthouse, Duluth and substitute the meeting location of its November 1st meeting from the County Courthouse, Duluth to the Cotton Town Hall. *[16-442]*
15. Authorize the transfer of a 1.0 FTE Information Specialist I position from the Recorder’s Office to the Assessor’s Office, effective October 15, 2016. *[16-443]*

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 October 4, 2016, are hereby approved.

Repurchase of State Tax Forfeited Land – Ringsred (Non-Homestead)

BY COMMISSIONER: _____

WHEREAS, Minn. Stat. § 282.241 provides that state tax forfeited land may be repurchased by the previous owners subject to payment of delinquent taxes and assessments, with penalties, costs, and interest; and

WHEREAS, The applicants, Eric & Deborah Ringsred of Duluth, MN, have applied to repurchase state tax forfeited land legally described as:

CITY OF DULUTH
N 100 FT OF LOT 2, BLOCK 84
ENDION DIVISION OF DULUTH
010-1480-05510

WHEREAS, The applicants were the owners of record at the time of forfeiture and are eligible to repurchase the property; and

WHEREAS, Approving the repurchase will correct undue hardship and promote the use of lands that will best serve the public interest;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the repurchase application by Eric & Deborah Ringsred of Duluth, MN, on file in County Board File No.60327, subject to payments including total taxes and assessments of \$1,824.93, service fee of \$114, deed tax of \$6.02, deed fee of \$25, and recording fee of \$46; for a total of \$2,015.95, to be deposited into Fund 240 (Forfeited Tax Fund).

Repurchase of State Tax Forfeited Land – Rivet (Non-Homestead)

BY COMMISSIONER: _____

WHEREAS, Minn. Stat. § 282.241 provides that state tax forfeited land may be repurchased by the previous owners or their heirs, subject to payment of delinquent taxes and assessments, with penalties, costs, and interest; and

WHEREAS, The applicant Barbara Jo Rivet, heir of Barbara Skerjance, of Solon Springs, WI has applied to repurchase state tax forfeited land legally described as:

CITY OF HIBBING
S 5 AC OF N 20 AC OF LOT 12 BEING THE S
142 30/100 FT OF N 570 50/100 FT OF LOT
12 OR SW 1/4 OF SW 1/4
SEC 6 TWP 56 RGE 20
141-0010-01130

WHEREAS, The applicant was the heir of the owner of record at the time of forfeiture and is eligible to repurchase the property; and

WHEREAS, Approving the repurchase will correct undue hardship and promote the use of lands that will best serve the public interest;

THEREFORE, BE IT RESOLVED, That the St Louis County Board approves the repurchase application by Barbara Jo Rivet, heir of Barbara Skerjance, of Solon Springs, WI, on file in County Board File No. 60327, subject to payments including total taxes and assessments of \$16,740.04, service fee of \$114, deed tax of \$55.24, deed fee of \$25, recording fee of \$46, and locks and hasps of \$36; for a total of \$17,016.28, to be deposited into Fund 240 (Forfeited Tax Fund).

**Utility Easement across State Tax Forfeited Land to Lake Country Power
(Cedar Valley and Unorganized Township 55-21)**

BY COMMISSIONER _____

WHEREAS, Lake Country Power has requested a utility easement across state tax-forfeited land to replace an existing overhead electrical 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 across state tax forfeited land for such purposes;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the County Auditor to grant a utility easement to Lake Country Power over, under and across state tax forfeited lands as described in County Board File 60294.

RESOLVED FURTHER, That granting of this easement is conditioned upon payment of \$8,230 land use fee, \$100 administration fee and \$46 recording fee; for a total of \$8,376 to be deposited into Fund 240 (Forfeited Tax Fund).

Appraisal Reports for the Sale of Timber

BY COMMISSIONER _____

RESOLVED, That the appraisal reports for the sale of timber, numbered Tracts 1 and 2 as submitted by the Land Commissioner, on file in the office of the County Auditor, identified as County Board File No. 60295, are approved and the County Auditor is authorized to carry out the recommendations as listed in said appraisal reports.

Appraisal Reports for the Sale of Timber

BY COMMISSIONER _____

RESOLVED, That the appraisal reports for the sale of timber, numbered Tract 1 as submitted by the Land Commissioner, on file in the office of the County Auditor, identified as County Board File No. 60295, are approved and the County Auditor is authorized to carry out the recommendations as listed in said appraisal reports.

LAND COMMISSIONER'S TRANSMITTAL OF
APPRAISAL REPORTS TO BOARD OF COUNTY COMMISSIONERS

TO: BOARD OF COUNTY COMMISSIONERS, ST. LOUIS COUNTY, MINNESOTA

Listed below are two tracts of timber to be offered for sale from State of Minnesota Tax Forfeited lands. Appraisal reports are on file in the Land Commissioner's Office upon request.

LAND COMMISSIONER'S REPRESENTATIVE

Date

<u>TRACT NUMBER</u>	<u>DESCRIPTION</u>	<u>SEC</u>	<u>TWP</u>	<u>RGE</u>	<u>TIMBER VALUE</u>
1	C19160120	31, 32	53	14	\$465.00

TOTAL VALUE OF TRACTS: \$465.00

The Land Commissioner's appraisal and recommendation as listed above was approved except as noted by the Board of County Commissioners, and the County Auditor is hereby authorized and directed to carry out the recommendation of said report as approved by the Board of County Commissioners.

County Board File No. _____

By: _____
Clerk of County Board

Date: _____

State Contract Purchase of Field Service Truck Equipment Package

BY COMMISSIONER_____

WHEREAS, The St. Louis County Public Works Department equipment budget includes a field service truck package for a truck chassis purchased separately; and

WHEREAS, Towmaster Inc. of Litchfield, MN responded with the State Contract quotation for one field service truck package for \$89,501;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the purchase and installation of one field service truck equipment package from Towmaster Inc. of Litchfield, MN for \$89,501, payable from Fund 407, Agency 407001, Object 665900.

Award of Bids: Guardrail Project at Various County Locations

BY COMMISSIONER _____

WHEREAS, Bids have been received electronically by St. Louis County Public Works Department for the following project:

CP 0025-275062 TST (Prime), 39 Locations throughout St. Louis County; and

WHEREAS, Bids were opened in the Richard H. Hansen Transportation & Public Works Complex, Duluth, MN, on September 29, 2016, and the low responsible bid determined;

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

<u>LOW BIDDER</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
Northland Constructors, LLC	4843 Rice Lake Rd. Duluth, MN 55803	\$1,210,038.00

RESOLVED FURTHER, That the appropriate county officials are authorized to approve the Contractor's Performance Bonds and to execute the bonds and contract for the above listed project payable from:

CP 0025-275062 TST (Prime), Fund 204, Agency 204068, Object 652806, \$1,210,038.00

State Contract Purchase of Tandem Axle Diesel Trucks

BY COMMISSIONER _____

WHEREAS, The St. Louis County Public Works Department's revised equipment budget includes replacement of ten (10) tandem trucks for snow and ice control, and gravel hauling; and

WHEREAS, The Public Works Department and Purchasing Division presented specifications and requested State of Minnesota contract pricing for the Mack GU713, due to its quality, Department experience, savings in inventory, and mechanic familiarity; and

WHEREAS, Twin Cities Mack & Volvo of Roseville, MN, responded with the state contract price for ten (10) Mack GU713 tandem trucks of \$1,143,770, plus 6.5% state sales tax of \$ 74,345.05, plus Vehicle Excise Tax of \$200, for a total cost of \$1,218,315.05;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the purchase of ten (10) 2017 Mack GU713 tandem trucks from Twin Cities Mack and Volvo Trucks of Roseville, MN, for a total cost of \$1,218,315.05, payable from Fund 407, Agency 407001, and Object 666300.

State Contract Purchase of Dump Bodies with Hydraulic Systems and Snow Fighting Equipment

BY COMMISSIONER _____

WHEREAS, The St. Louis County Public Works Department's revised equipment budget includes ten (10) dump bodies with hydraulic systems, and snow fighting equipment for trucks purchased separately; and

WHEREAS, Towmaster Inc. of Litchfield, MN, responded with the State of Minnesota contract price for this equipment in the amount of \$1,057,156;

THEREFORE, BE IT RESOLVED, The St. Louis County Board authorizes the purchase and installation of ten (10) dump bodies with hydraulic systems and snow fighting equipment from Towmaster Inc. of Litchfield, MN, for \$1,057,156, payable from Fund 407, Agency 407001, Object 666300.

Establish a Public Hearing to Consider Adoption of the 2017 Fee Schedule

BY COMMISSIONER _____

RESOLVED, That the St. Louis County Board will convene a public hearing at 9:40 a.m. on Tuesday, November 8, 2016, St. Louis County Courthouse, Duluth, MN, to consider the adoption of the fee schedule for various county services for the year 2017.

Agreement for St. Louis County Website Redesign Discovery Services

BY COMMISSIONER _____

WHEREAS, In 2016 the results of a Citizens Survey identified the need for St. Louis County to update its website to make information more readily accessible; and

WHEREAS, The Information Technology (IT) Department in coordination with Administration began a search for an agency that St. Louis County could partner with to provide initial discovery services for the purpose of analyzing the current website and helping develop a plan for a future website redesign; and

WHEREAS, The key deliverable from this initial discovery will be a website design framework which will aid the IT Department in considering options and overall cost to develop the recommended design during a future implementation phase of the project; and

WHEREAS, Creative Arcade was selected as the preferred professional services partner to complete the initial discovery of the St. Louis County Website Redesign with a total onetime cost of \$43,800;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to execute a professional services agreement with Creative Arcade of Duluth, MN, for initial discovery services for a future county website redesign, in the amount of \$43,800, payable from Fund 100, Agency 117001, Object 629900, with funds transferred from the Information Technology assigned fund balance, Fund 100, Object 311139.

Addendum to St. Louis County Purchasing Rules and Regulations to Comply with “Uniform Administrative Requirements for Federal Awards”

BY COMMISSIONER _____

WHEREAS, St. Louis County Purchasing Rules and Regulations were revised and adopted by the St. Louis County Board on November 10, 2015 (County Board Resolution No. 15-685); and

WHEREAS, St. Louis County Board Resolution No. 16-181, dated March 22, 2016, acknowledges the need to update the St. Louis County Purchasing Rules and Regulations to comply with the new “Uniform Administrative Requirements for Federal Awards” by January 1, 2017; and

WHEREAS, The addition of proposed “Section VII. UNIFORM GUIDANCE PROCUREMENT POLICY APPLICABLE TO FEDERAL AWARDS” to the St. Louis County Purchasing Rules and Regulations, complies with the new federal procurement standards within the “Uniform Administrative Requirements for Federal Awards;”

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes “Section VII. UNIFORM GUIDANCE PROCUREMENT POLICY APPLICABLE TO FEDERAL AWARDS” found in County Board File No. 60463 as an addendum to the 2015 St. Louis County Purchasing Rules and Regulations in compliance with the “Uniform Administrative Requirements for Federal Awards,” effective December 31, 2016.

Health and Dental Plan Rates 2017

BY COMMISSIONER _____

WHEREAS, The County Board annually reviews health insurance trends, expected claims, and its self-insured health and dental fund to establish funding levels for the employee and retiree medical and dental plans; and

WHEREAS, The County Board believes a 12.5% percent rate increase for the self-funded health and dental plans in 2017 is reasonable based on projections prepared by its claims administrators and the County Auditor and as recommended by its Health Insurance Committee;

THEREFORE BE IT RESOLVED, That the St. Louis County Board authorizes 2017 monthly premium rates for the self-funded employee and retiree health insurance as follows:

SINGLE COVERAGE:	\$ 801.86
FAMILY COVERAGE:	\$1,862.33

RESOLVED FURTHER, That the Board authorizes the appropriate county officials to make necessary adjustments to the premium collected consistent with collective bargaining agreements and compensation plans;

RESOLVED FURTHER, That the 2017 stop-loss rate payable to Blue Cross Blue Shield of Minnesota of \$8.84 per contract per month is approved;

RESOLVED FURTHER, That a 2017 per contract per month administrative service fee of \$35.61 payable to Blue Cross Blue Shield of Minnesota is approved;

RESOLVED FURTHER, That the 2017 monthly premium rate for the self-insured dental plan is approved, with a 2.0% increase, in the amount of \$38.41;

RESOLVED FURTHER, That the 2017 per contract per month administrative service fee of \$2.23 payable to Delta Dental Plan of Minnesota is approved;

RESOLVED FURTHER, That the Board authorizes the appropriate county officials to execute a contract for administrative services of the medical and dental plans for the time period covering January 1 – December 31, 2017 as set forth above.

Claims and Accounts for August 2016

BY COMMISSIONER _____

RESOLVED, That the recommendations of the Finance Committee for payment of claims and bills against the County of St. Louis, on file in the office of the County Auditor, identified as County Board File No. 60275, are hereby approved and the County Auditor shall issue checks in the following amounts:

August 2016

100	General Fund	5,583,340.36
149	Personal Service Fund	926.10
150	Sheriff's Nemesis Fund Group	26,682.47
160	MN Trail Assistance	32,233.44
167	Attorney's Forfeitures	500.00
168	Sheriff's State Forfeitures	1,072.63
169	Attorney Trust Accounts-VW	1,336.58
173	Emergency Shelter Grant	12,765.28
176	Revolving Loan Fund	251.93
178	Economic Development-Tax Forf	59,105.26
179	Enhanced 9-1-1	2,091.60
180	Law Library	14,974.56
183	City/County Communications	2,350.10
184	Extension Service	42,904.17
200	Public Works	6,949,489.38
204	Local Option Transit Sales Tax	971,599.37
210	Road Maint - Unorg Townships	63,363.56
220	State Road Aid	4,129,957.87
230	Public Health & Human Services	6,979,053.47
240	Forfeited Tax	385,944.96
260	CDBG Grant	100,198.89
261	CDBG Program Income	829.20
270	Home Grant	18,757.07
280	Federal Septic Loan - EPA Fund	20,000.00
281	SLC Septic Loans	116.67
290	Forest Resources	40,476.15
321	2013C Refunding 2004A&2005A	1,968.50
327	2016B Refunding 318-2013A	7,500.00
400	County Facilities	540,262.78
402	Depreciation Reserve Fund	94,207.71

407	Public Works - Equipment	113,450.75
444	2015C - Capital Improvement Bon	8,238,254.40
446	2016A - PW TST Bond	7,500.00
600	Environmental Services	588,730.54
616	On-Site Waste Water Division	43,348.52
715	County Garage	66,638.67
720	Property Casualty Liability	301,992.18
730	Workers Compensation	154,104.49
740	Medical Dental Insur	<u>2,919,166.86</u>
		38,517,446.47

Workers' Compensation Report

BY COMMISSIONER _____

RESOLVED, That the workers' compensation report of claims by employees for work-related injuries, dated September 30, 2016, on file in the office of the County Auditor, identified as County Board File No. 60274, is hereby received and ratified as payable from Fund 730, Agency 730001.

**Reschedule Location for October 25, 2016 and November 1, 2016
County Board Meetings**

BY COMMISSIONER _____

RESOLVED, That the St. Louis County Board will adjust its 2016 Board Meeting Schedule to substitute the meeting location of its October 25th meeting from the Cotton Town Hall to the County Courthouse, Duluth.

RESOLVED FURTHER, That the St. Louis County Board will adjust its 2016 Board Meeting Schedule to substitute the meeting location of its November 1st meeting from the County Courthouse, Duluth to the Cotton Town Hall.

**Transfer of Information Specialist I Position from the Recorder's Office
to the Assessor's Office**

BY COMMISSIONER _____

WHEREAS, The St. Louis County Recorder's Office has advanced from a paper based business model to an electronic business model that has resulted in reduced time to record, process and retrieve a real estate transaction and is now able to reduce the FTE staff compliment by another 1.0 Information Specialist I position; and

WHEREAS, To provide assessors access to property valuation and classification information using their mobile devices in the field and also provide clerical support staff the with the enhanced capability to review converted paper based records and files using their computer desk top, it is necessary to convert County Assessor's paper based records and files into an electronic digital file format; and

WHEREAS, To accomplish the goal of converting paper based records an additional 1.0 FTE Information Specialist I in the Assessor's Office is required;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the reallocation of a 1.0 FTE Information Specialist I position from the County Recorder's Office to the County Assessor's Office and that funding for the remainder of 2016 for this position be transferred from the Recorder, Fund 121001 to Assessor, Fund 118001 effective upon the first day of the next pay period, October 15, 2016.