

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
May 19, 2015**

- 1A. Chairman Gaalswyk convened the regular meeting of the Cass County Board of Commissioners at 6:00 p.m. on Tuesday, May 19, 2015, with the flag pledge at the Byron, Meadow Brook, Moose Lake and Poplar Township's Hall located at the Leader Community Hall, 7430 State #64 SW, Motley, MN. Commissioners present: Bruns, Downham, Gaalswyk, Kangas, and Peterson. Commissioners absent: None.

Others present during portions of the meeting included:

<u>NAME</u>	<u>REPRESENTING</u>	<u>NAME</u>	<u>REPRESENTING</u>
Robert Yochum	Administrator	Larry Wolfe	Chief Financial Officer
Tom Burch	Sheriff	Dave Enblom	Highway Engineer
John Ringle	ESD Director	Kris Lyytinen	Asst. Highway Engineer
Kevin Lee	North Ambulance	Bob Goede	MCIT Risk Management Consultant
John Benson	Moose Lake Twp.	Gail Leverson	Cass County EDC
Mary Webster Sirucek	Bryon Twp. Supvr.	Tim Richardson	Central Services Director
Corky Smith	Wilderness Park	Tom Kirchner	Wilderness Park
Ralph Breyer	Bryon Twp.	Glen Williams	Self
Jim Ackerson	May Twp.	Dave Horn	May Twp.
Ernest Haehnel	Meadow Brook Twp.	Mark Strom	Moose Lake Twp.
Joel Erickson	Walden Twp.	John Myrdahl	Bryon Twp.
Dale Hare	Becker Twp.	Karen Roubal	Moose Lake Twp.
Donald Ottenstroer	Meadow Brook Twp.	Betty Johannes	Moose Lake Twp.
Anna Gruber	NJPA	Charlie Swenson	Wilson Twp.
Harold Tholl	May Twp.	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch		

- 1B. M/S/P Kangas, Peterson – To approve the agenda items for discussion as presented after moving Item 2A.15 (Approve - Cass County Recorder to execute contract with ARCASEARCH to scan all remaining real estate record books) to Item 7D. and the addition of Item 8D. (Approve commercial building permit for 60'X80' pre-engineered building/shop located at 415 Third Street SW, Cass Lake, MN (Cass Lake Shop) in the amount of \$3,566.43). Unanimous.

- 2A. County Administrator Robert Yochum presented to the Board the following matters:

M/S/P Downham, Bruns – To waive reading and approve the consent agenda as amended. Unanimous.

Approve - Regular Board Minutes of May 5, 2015.

Approve - Auditor Manual Warrants dated April, 2015 in the amount of \$439,051.09.

Approve - Auditor Warrants dated April 30, 2015 in the amount of \$72,708.80.

Approve - Auditor Warrants dated May 7, 2015 in the amount of \$138,534.19.

Receive & file - Monthly budget reports.

Approve - HHVS Auditor Warrants dated May 8, 2015 in the amount of \$61,582.38.

Approve - HHVS Commissioners Warrants dated May 8, 2015 in the amount of \$58,099.87.

Approve personnel items – A. Budgeted positions scheduled for replacement – 1. Receive & file - Notice of appointment of Derek Atwater, Collections Officer, grade 20, step 1 to fill position vacated by Maraget Mellby effective May 26, 2015. 2. Receive & file - Notice of resignation of Michelle "Shelly" Johnson, County Agency Social Worker - CPS, effective May 19, 2015, and receive and file the notice of intent to fill budgeted County Agency Social Worker-CPS position, grade 30. 3. Request - Medical Leave of Absence for Laura Anderson, Accounting Technician, of extended unpaid medical leave of absence with review on August 31, 2015. Request permission to hire temporary worker to fill this position, Accounting Technician, grade 19, step 1 during this leave of absence. 4. Receive & file - Notice of appointment of Highway Department Seasonal/Temporary employees for 2015: Randall Brueland – grade 6, step 10; Molly Arola – grade 6, step 5; Jerry Boling – grade 6, step 3; Merle Weaver – grade 6, step 3; Larry Baumgartener – grade 6, step 2; Duane Johnson – grade 6, step 2;

Ashlin Elling – grade 6, step 1. 5. Receive & file – Notice of appointment of ESD seasonal GIS interns: Jacklin Steege, Dylan Nistler, and Matthew Snorek pay rate at \$15.00 per hour with no benefits, effective May 20, 2015 for 488 hours. B. Positions scheduled for no replacement at this time. None. C. Other. 1. Receive & file - Notice of probation completion for Carrie Peterson, Accounting Technician, Grade 19, Step 02, on April 27, 2015.

Approve licenses – Lawful Assembly - Moondance Country Jam June 18-20, 2015- Kathy Bieloh, Turtle Lake; Moondance Jam July 15-18, 2015 - Kathy Bieloh, Turtle Lake. Off Sale Intoxicating Liquor - Highway 371 Liquor Locker - Highway 371 Liquor Locker, LLC, Powers; DJ's Liquor Outlet, Inc - DJ's Liquor Outlet, Inc, Powers. Wine/Beer including Sunday - Cass Lake Lodge - 2 Balls, Inc., Pike Bay.

Receive & file - Office of State Auditor engagement letter to provide audit services to Cass County through Dec. 31, 2014.

Accept - Donations: Minnesota Association of Women Police to be used for Honor Guard expenses- \$100.00; HHVS donations to VSO Transportation Program in the amount of \$400.00.

Authorize - Payments to: Mark J. Beard (Invoice#0031) \$1,450.00, and Braun Intertec (Invoice#BO26783) \$2,803.75 for remodel highway shops in Cass Lake and Remer, and Danny Husby Masonry \$20,414.39 Hackensack shop storage building floor and apron (source of funds from capital fund balance - garages & capital outlay bldgs.).

SITE PREP

(30 acres trench and spray; 34 acres trench)

<u>Contractor</u>	<u>Chemical/Gal</u>	<u>Total For Chemical</u>	<u>Trench & Spray/AC</u>	<u>Trench/AC</u>	<u>Total Cost For SP</u>
Future Forest	(Garlon RRT)	(Garlon RRT)			
	\$100.00/gallon	\$1,150.00	\$105.00/acre	\$80.00/acre	\$7,125.00
	(Accord XRT)	(Accord XRT)	Total-\$3,150.00	Total=\$2,720.00	
	\$30.00/gallon	\$105.00			

RELEASE

(15 acres)

<u>Contractor</u>	<u>Chemical/Gal</u>	<u>Total For Chemical</u>	<u>Application AC</u>	<u>Total For Cost Application</u>	<u>Total for REL</u>
Future Forest	(Accord XRT)	(Accord XRT)			(Accord XRT)
	\$30.00/gallon	\$168.75	\$75.00/acre	\$1,125.00	\$1,293.75
	(Rodeo+EntryII)	(Rodeo/EntryII)			(Rodeo/EntryII)
	\$55.00/gallon	\$309.38			\$1,434.38
John Berendes	Mechanical Release		\$156.00/Acre		\$2,340.00

M/S/P Downham, Bruns – To award a contract for 2015 site preparation and ground application of herbicide to Future Forest Inc. in the amount of \$8,418.75. Unanimous.

Approve - Resolution No. 22-15 Sheriff's Office Federal Boating Safety Patrol Supplement Grant (SWIFT Contract #91866) (CFDA#97.012) in the amount of \$13,250.00 for additional patrol hours (May 8– Sept. 7, 2015).

Commissioner Downham offered Resolution No. 22-15 and moved its adoption, and Commissioner Bruns seconded:

BE IT RESOLVED that the Cass County Board of Commissioners hereby approves the 2015 Federal Boating Safety Supplement Grant Agreement (SWIFT Contract #91866 (CFDA#97.012) in the amount of \$13,250.00 with the State of Minnesota Department of Natural Resources, and authorizes signature of the Chairman, Auditor or Administrator and Sheriff to execute the Agreement.

Resolution No. 22-15 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

Approve - Cass County Safety Committee Bylaws, and list of committee members.

Approve - Resolution No. 23-15 in support of MN Deer Hunters Association Lessard Sams Outdoor Heritage proposal.

Commissioner Downham offered Resolution No. 23-15 and moved its adoption, and Commissioner Bruns seconded:

Whereas, the Minnesota Deer Hunters Association ("MDHA") is a non-profit organization that promotes habitat, educates youth in outdoor education and firearms safety, and advocates on behalf of Minnesota's deer hunters; and

Whereas, MDHA has the opportunity to acquire forest lands within Cass County that will preserve forest habitat and restore jack pine, protect water resources, and provide public hunting and recreational opportunities in areas that currently are not open to the public, and

Whereas, MDHA will submit an application to the Lessard-Sams Outdoor Heritage Council seeking Outdoor Heritage Funds to acquire said lands within Cass County, and

Whereas, if MDHA is successful in obtaining funding for its habitat project, MDHA will work closely with Cass County in reviewing and discussing potential parcel acquisitions before any parcels are purchased, and

Whereas, MDHA's habitat project proposal will seek to acquire lands in a manner that will avoid any Payment In Lieu of Taxes ("PILT") implications.

Now, Therefore, Be It Resolved: That Cass County enthusiastically endorses MDHA's habitat project proposal and supports full funding of MDHA's application to the Lessard-Sams Outdoor Heritage Council.

Resolution No.23-15 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None

Receive & file Auditor -Treasurer's Interest Income Report for April 2015.

Approve - Request from Richard and Shirley Paul to issue an easement on an existing road to their private property in Sec. 33 of Slater Twp.

Authorize -1st quarter Longville Ambulance Subordinate Service District payment in the amount of \$102,750.00.

Refer - MHB's budget request in the amount of \$1,500.00 for the 2016 appropriation to the Cass County Citizen Budget Committee.

Receive & file - April 2015 Cass County EDC Activity Report.

M/S/P Downham, Bruns – To award a demolition contract (one bid received) to Storlie Construction not to exceed \$8,600.00 at Lot 9, Block 10 Original Plat Cass Lake (source of funds from solid waste account). Unanimous.

Approve - HHVS purchase of service contracts: State of MN Department of Human Services Multi-County Grant Contract (FPI); Public Assistance Fraud Prevention Investigation (FPI) Program and Criminal Fraud Control Services Cooperative Agreement with Cass County Sheriff's Office; Regional Administrative Agency Cooperative Agreement for Fraud Prevention Investigation Program with Wadena & Hubbard Counties July 1, 2015 – June 30, 2017.

<u>Bidder</u>	<u>Bid Amount</u>
Northfork Boulders	\$11/yard
Schrupp Excavating	\$12/yard
Jim Rice	\$12.92/yard

M/S/P Downham, Bruns – To award a contract to Northfork Boulders not to exceed \$530 plus applicable taxes delivering gravel in sec. 28-137-29 (Wilson Twp.). Unanimous.

Approve - Out of state travel for Tim Richardson, Honeywell user group conference on June 7-12, 2015 Phoenix, AZ.

Approve - Electrical employer registration and designation of Tim Richardson as the Power Limited Technician of record with MN Department of Labor & Industry.

Approve - Assessor's Office Abatements - Tax Year 2015 Gerald Brown, 15-863-0020 Gould, Delete lease tax, LL Band Member Tribal Lease, current \$186.00, proposed 0, tax \$ change – (186); Tax Year 2014 Gerald Brown, 15-863-0020 Gould, Delete lease tax, LL Band Member, Tribal Lease, current \$164.00, proposed 0 tax \$ change (164.00); Tax Year 2013 Gerald Brown, 15-863-0020 Gould, Delete lease tax, LL Band Member, Tribal Lease current 156.00, proposed 0, tax \$ change (156.00).

- 2B. Corky Smith and Tom Kirchner appeared before the Board discussing the difficulties of a private property homeowners association to maintain roads, manage ATV usage, and fund refuse clean-up efforts in Wilderness Park. The Board encouraged a proposal for use of the present Cass County refuse match funding program. No action necessary.

3A. Risk management consultant Bob Goede from the Minnesota Counties Intergovernmental Trust (MCIT) reviewed the annual 2014 MCIT members report. Mr. Goede informed the Board of the services that MCIT provides to Cass County including regional risk management workshops, defensive driving training (on-line and on-site), an Employee Assistance Program (EAP), Police Accredited Training On-Line (PATROL), boiler Inspections, MN Safety Council membership, website (www.mcit.org) resource materials and on-site risk management consulting. The Board thanked Mr. Goede for the update. No action necessary.

4A. Anna Gruber discussed the history and current services of the National Joint Powers Alliance (NJPA). NJPA is a public corporation serving as a municipal contracting agency, operating under the legislative authority of Minnesota Statute 123A.21. The primary purpose of NJPA creates national cooperative contract purchasing opportunities and solutions on behalf of its members which include all government, education and non-profit agencies nationwide. Ms. Gruber reviewed the full voting membership agreement that updates Cass County's membership since the enabling act was adopted in 1995 and the rebate account program which Cass County is presently eligible to discount purchases in the amount of \$2,868.87.

M/S/P Kangas, Downham – To approve the National Joint Powers Alliance (NJPA) Full Voting Member Membership Agreement. Ayes: Downham, Gaalswyk, Kangas, Peterson. Nays: None. Abstain: Bruns (to avoid the appearance of a conflict of interest).

5A. Kevin Lee Manager of the North Memorial Ambulance Brainerd Region presented the 1st quarter 2015 report for the Longville Ambulance Subordinate Service District (LASSD). Mr. Lee informed the Board that the LASSD had one 12 hour shift that did not have Advanced Life Support (ALS) coverage in the 1st Quarter, but still exceeds the part time Advanced Life Support requirement. Reported that LASSD year to date has billed 43 patients vs the Budgeted amount of 64. In 2014, 56 patients were billed during the same time period. This decrease in runs is due to the fact that Walker now has 2 crews on duty. The revenues were \$51,678 below budget due to decreased volumes, revenue deductions were 69% vs budget of 61.9%, and expenses were \$334.00 over budget due to increased PTO use and depreciation expense, providing a gross margin of 2.3%. Community activities were discussed the Brainerd region overall patient satisfaction score for the 1st quarter is 93.71, with the national average score is 92.92.

M/S/P Peterson, Bruns – To receive & file the 1st quarter report for the Longville Ambulance Subordinate Service District (LASSD). Unanimous.

6A. Sheriff Tom Burch presented an update on dive team boat build and requested the Board to accept an additional donation of \$9,106.06 from the dive team. Mr. Burch explained that on September 2, 2014 the Board accepted donations of \$15,000 from the Nielson Foundation, \$5,000 from the Hubbard County Sheriff's Office, \$5,000 from the Beltrami County Sheriff's Office and designated \$18,004 of a Federal Boating Supplement grant to purchase a new dive team boat in the amount of \$43,000.00. Since that time the Lakes Area Dive Team consisting of 25 volunteers (including two instructors) now offers to donate an additional \$9,106.06 to purchase a Mercury 150hp outboard and controls which will be ready in June. Mr. Burch also acknowledged that the Nielson Foundation has provided generous support to the Cass County K-9 program.

M/S/P Downham, Kangas - To accept the donation of \$9,106.06 from the Lakes Area Dive Team to purchase a Mercury 150hp outboard motor and controls. Unanimous.

7A. Central Services Director Tim Richardson discussed a masonry repair at the Health, Human, and Veterans Services building which has caused a considerable amount of air leakage at the building connection joint. Mr. Richardson explained the extreme cold issues on both the west and east sides of the building and at each of the three floor levels. Upon inspection by Lucachick Architecture it was discovered that there was a problem at the joint wall where an attempt had been made to do some sort of tie in when the addition was constructed. A masonry repair contractor looked at the area as well, and determined that the insulation was not extended across to both sides of the joint and there may not be pins to connect the joint. Mr. Richardson added the repair is to remove a 2' x 2' foot area of brick that spans the joint from foundation to roof, insulate properly, pin as needed, repair wall area above the ceiling in 3rd floor exam room, and replace the removed brick with new brick, in the amount \$8,945. There are no other contractors (known to us) that can do this type of job in the area.

M/S/P Peterson, Bruns – To accept the proposal from Con's Masonry, Inc. in the amount of \$8,945.00, for the repairs on the Health, Human, and Veterans Building contingent upon proof of insurance that meets Cass County requirements. Unanimous.

- 7B. Mr. Richardson discussed his August of 2014 recommendation to cease production of the traditional plat book after 4H had decided to discontinue them as a fund raising project. At that time there were a few alternatives to a published book and we wanted to see if there is any significant demand. Currently we are hearing that there are approximately 6-8 inquiries per month for books (while not a significant number there is still some demand). The downside to publishing a traditional plat book is the upfront cost, storage, and how quickly they are out of date. There is an electronic version available as an add-in to our current mapping system from ProWest and Associates. The add-in creates views that include the typical plat book page and information, as well as, a multiple township view. Mr. Richardson explained the add-in is \$7,000.00 (\$2,000 setup and training and \$5,000 for the initial creation of the templates used in the final product). The add-in will be able to create the individual page or a larger view, and also possible to print of pages or print a complete book.

M/S/P Kangas, Downham – To approve the electronic version available as an add-in to Cass County's current mapping system from ProWest and Associates in the amount of \$7,000.00 (\$2,000 setup and training and \$5,000 for the initial creation of the templates used in the final product) and further, to report back to the Board on a fee schedule to print pages upon request. Unanimous.

- 7C. Director Richardson reported savings of approximately \$25,000 since converting the Courthouse boilers and main water heater from fuel oil to propane in 2013. This year quotes will be requested in June to take advantage of the current low prices. The 2014-15 heating season used ~40,000 gallons. By consensus the Board requested staff to look at a multi-year supply contract as well. No action necessary.

- 7D. Mr. Richardson discussed the ARCSEARCH project to scan all remaining books in the Recorder's Office funded by the Recorder's Office Technology Fund which is statutorily under the jurisdiction of the Recorder's Office pursuant to MN Statutes 357.18, Subd. 4. Mr. Richardson added that the project has an estimated one time cost of \$275,553, plus an ongoing annual software subscription and hosting fee in the amount of \$14,499.00 for the next four years which is the period of this contract. The project will also provide three sets of images that the County will own: one set being PDF/A, one set is JPEG, and the Master Archival Image set which is JPEG-Optimal Quality. Also provided will be the Compass Research System to be able to pull up the images based on indexing and metadata which will be embedded into the documents and will provide secure archive storage of our images and metadata located in Minneapolis.

M/S/P Kangas, Downham – To approve the Cass County Recorder to execute a contract with ARCSEARCH to scan all remaining Cass County real estate record books (source of funds from Recorders technology fund), at an estimated one time cost of \$275,553, plus an ongoing annual software subscription/hosting fee in the amount of \$14,499.00 for the next four years. Unanimous.

- 8A. Highway Engineer Dave Enblom, and Assistant Highway Engineer Kris Lyytinen informed the County Board of receipt of funding for Highway Safety Program projects. Two projects will receive funding, one in 2017 (epoxy edge line striping of select roads) and one in 2018 (ground in edge striping on select roads) in the County. The total estimated cost of projects is \$797,540 of which \$717,787 will be Federal and \$79,753 from Cass County (funding source from annual striping budget funds).

M/S/P Peterson, Kangas – To accept award of grant funds from the MN Department of Transportation for Highway Safety Improvement Program projects 011-070-005 and 011-070-006. Unanimous.

- 8B. Mr. Enblom discussed participation in a MnDOT state aid pavement preservation research project on CSAH 1. The project seeks to determine what the best timing, after paving a road, to place a chip seal on the pavement. The section of CSAH 1 presently being paved will have a one mile section of road chip sealed every year, beginning this year, for the next five years. When complete the test section will have 5 miles chip sealed and one mile bare. The road will be monitored throughout its 25 year life to see which section performed best. Estimated cost of the research project is \$25,000 for each of the next five years. MnDOT will contribute \$10,000 with a Cass County match of \$15,000

M/S/P Downham, Kangas – To approve the MnDOT State Aid pavement preservation research project on CSAH 1 at a Cass County cost of \$15,000 per year as presented. Unanimous.

8C. Mr. Lyytinen and Mr. Enblom updated the Board on the recently authorized purchase of a Bobcat skidsteer. Through the course of renting a machine to perform site grading for the Cass Lake building project from a Bobcat vendor in Bemidji staff were approached to purchase an available machine from them, in lieu of waiting two to three months for delivery of our original specification with budget authority up to \$65,000. The Model T770 (92hp) Bobcat skidsteer is available immediately and is a larger unit for a price of \$59,816.63 (State bid price), grapple attachment \$2,100.00, pallet forks attachment \$1,190.00, and a 14,000 lb. trailer \$7,860.75 with a total purchase price of \$70,967.38.

M/S/P Kangas, Bruns – To authorize purchase of a model T770 (92hp) Bobcat skidsteer for a price of \$59,816.63 (State bid price), grapple attachment \$2,100.00, pallet forks attachment \$1,190.00, and a 14,000 lb. trailer \$7,860.75 for a total purchase price of \$70,967.38. Unanimous.

8D. Assistant Highway Engineer Lyytinen requested Board action to approve the building permit from the City of Cass Lake for construction of a commercial pre-engineered steel 60'X80' pole building/shop located at 415 Third Street SW in the amount of \$3,566.43. Mr. Enblom reported that the platted alley vacation request has been submitted to the City as well.

M/S/P Downham, Bruns – To approve the building permit from the City of Cass Lake for construction of a commercial pre-engineered steel 60'X80' pole building/shop located at 415 Third Street SW in the amount of \$3,566.43. Unanimous.

9. County Administrator Yochum confirmed upcoming meeting schedule.

10. Chairman Gaalswyk adjourned the meeting at 7:35 p.m.

SIGNED: _____
Neal Gaalswyk, Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator