

**TRANSCRIPT AND REPORT OF PROCEEDINGS  
CASS COUNTY BOARD OF COMMISSIONERS  
COUNTY OF CASS  
October 20, 2015**

1A. Chairman Gaalswyk convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, October 20, 2015 with the flag pledge in the Land Department Meeting Room, Backus, MN. Commissioners present: Gaalswyk, Downham, Bruns, Kangas and Peterson.

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
Dave Enblom	Highway Engineer	Laura Hadrava	Construction/Design Engineer
Reno Wells	HHVS Director	Josh Stevenson	Land Commissioner
Tom Burch	Cass County Sheriff	Erick Hoglund	Sheriff's Department
Monica Lundquist	Brainerd Dispatch	Gail DeBoer	Pilot Independent
Darla Lenz	Chippewa Forest Supervisor	Todd Tisler	Chippewa National Forest

1B. M/S/P Downham, Peterson - To approve the agenda items for discussion as presented after moving consent agenda Item 2A.21 (Approve to enter into a Site Specific Agreement with the State of Minnesota – Oak Timber Management) to the regular agenda Item 3B., and the addition of Items 4C.(McKinley Township Letter), 6B. (Authorize Board to attend Cass County Economic Development Corporation annual meeting on October 29, 2015 at the Chase in Walker, MN) and 6C. (Leech Lake Band of Ojibwe Liaison Committee meeting on October 28, 2015, Cass Lake, MN). Unanimous.

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

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

Approve - Board Minutes of October 6, 2015.

Approve - Auditor warrants dated September, 2015 in the amount of \$898,440.65.

Approve - Auditor warrants dated October 1, 2015 in the amount of \$111,681.87.

Approve - Auditor warrants dated October 8, 2015 in the amount of \$338,037.16.

Receive & file – Monthly Budget Reports.

Approve - HHVS Commissioner warrants dated October 9, 2015 in the amount of \$202,120.46.

Approve - HHVS Auditor warrants dated October 9, 2015 in the amount of \$108,708.03.

Approve personnel Items - A. Budgeted positions scheduled for replacement: 1. Receive & file - Notice of appointment of Lesli Robison, Support Enforcement Aide, Grade 19, Step 1 to fill position vacated by Molly Ratz, effective October 19, 2015  
2. Receive & File – Notice of appointment of Michael Barone, Child Support Supervisor, Grade 31, Step 3 to fill position vacated by Linda Nye, effective October 21, 2015. B. Approve – Valerie Kuschel temporary rate change to Administrative Secretary, Grade 24, Step 1 effective October 13, 2015.

Approve licenses – On & Off 3.2 Beer – Iowana Beach Resort - Wilderness Retreat LLC, Unorganized Township; Long Pine Store - Cynthia Bussian, Ponto Lake Township.

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

Authorize – Payment to Mark J. Beard Invoice#1 in the amount of \$4,028.73; Berga's Feed Inv#1099118 in the amount of \$115.95, and \$148.00; Walker Pipe & Supply Inv#62231 in the amount of \$843.60; Tri-City Paving Inv#250303 in the amount of \$5,902.00. Source of funds from Capital Fund – Garages & Capital Outlay Bldgs.

Authorize - Payment to American Engineering Testing Inv#79621-Hackensack \$2,380.00, Pillager \$2,380.00, Pine River \$2,750.00 - in the amount of \$7,510.00; Ziegler Cat Inv#Z3414901 in the amount of \$12,080.00; Anderson Brothers Inv#138231 in the amount of \$426.60; Ziegler Cat Inv#Z3505701 in the amount of \$300.00. Source of funds from Capital Fund

Approve - Resolution No. 41-15 for the 2015 Federal Boating Safety Supplement Grant Agreement.

Commissioner Kangas offered Resolution No.41-15 and moved its adoption; Commissioner Bruns seconded:

BE IT RESOLVED that the Cass County Board of Commissioners hereby approves the Federal Boat Safety Supplement Grant Agreement for a total amount of \$7,548.00 (SWIFT No. 101279, PO# 3000085299, CFDA# 97.012) with the State of Minnesota Department of Natural Resources, and authorizes signatures of the Chairman, Auditor or Administrator and Sheriff to execute the Agreement.

Resolution No. 41-15 was adopted by majority vote: Ayes: Gaalswyk, Bruns, Downham, Kangas, Peterson. Nays: None.

Approve – Request to facilitate a wedding on recently constructed bridge on CR# 120.

Receive & file – Letters of appreciation from Fairview Township to Sheriff Tom Burch & Highway Engineer David Enblom.

Authorize – Kris Lyytinen to sign the Federal Excise Tax Exemption Certificate for Nuss Truck equipment.

Refer – Family Center Service Agreement to Citizen Budget Committee.

Approve – 2016-2017 MFIP Biennial Service Agreement for the purpose of providing information about services and strategies intended to meet program measures with the goal of increasing economic stability of low income families using the Minnesota Family Investment Program (MFIP).

Approve – Appointments of Commissioner Neal Gaalswyk as voting delegate and Jamie Richter as alternate to the State Community Health Services Advisory Committee.

Approve – Cass County Land Department buildings snow plowing to Kurt Sawyer not to exceed \$85.00 per hour

Kurt Sawyer	= \$85.00 per hour
Young Excavating	= \$150.00 per hour
Mike Prosocki	= \$175.00 per hour

- 3A. Land Commissioner Josh Stevenson reported that the Land Department has received notice from the MNDNR that all Cass County sites have been removed from the proposed mineral lease sale. The sites were removed after comments from the public and discussions with potential bidders. No action necessary.
- 3B. Land Commissioner Josh Stevenson recommends to enter into a site specific agreement with the State of Minnesota for oak timber management in Inguadona, Remer, Slater, Rogers, and Unorganized 5 Townships. This agreement will allow the State of MN to thin oak stands on County Administered Land until November 19, 2019. The State of MN will incur all costs associated with this activity.

M/S/P Downham, Peterson – To approve entering into an agreement with the State of Minnesota for oak timber management in Inguadona, Remer, Slater, Rogers, and Unorganized 5 Townships on County Administered Land until November 19, 2019. Unanimous.

- 4A. Sheriff Tom Burch informed the Board of the expansion of County search & rescue programs by the addition of volunteers from the ATV Woodtick Wheelers Club. Mr. Burch reported that the club has received a grant from Polaris in the amount of \$7,000.00 to update outdated equipment needed for the program including a rescue UTV bed insert.

M/S/P Kangas, Bruns – To approve matching the grant from Polaris up to \$7,000.00 using fund balance in Recreation Account (71.645) to update search and rescue equipment including a rescue UTV bed insert. Unanimous.

- 4B. Mr. Burch discussed the need to expand the jail contract with the Crow Wing County for an additional 20 jail beds (from 40 beds to 60 beds).

M/S/P Downham, Kangas – To authorize Sheriff Tom Burch to initiate contract negotiations with the Counties of Crow Wing & Morrison for additional inmate beds. Unanimous.

- 4C. Commissioner Jeff Peterson presented a letter from McKinley Township Board commending the County Board, Sheriff's Office, & the Sentence to Serve program regarding the painting of their 100 year old town hall in one and a half days. The Township Board went on to add that the STS Supervisor Chad Emery and the crew performed their job in a professional and personable manner. Sheriff Burch also discussed an increase in the sentence-to-serve prisoners pay rate from \$10.00 to \$12.00 per hour. By consensus, the Board approved increasing the STS pay rate to \$12.00.

- 5A. Mr. Enblom presented a resolution for final payment on contract #60125 (SAP 011-601-025 bridge replacement on CSAH 1.) Mr. Enblom added final cost on this contract was \$406,104.30 and was funded by State Aid Regular Construction and Bridge Bonding funds.

Commissioner Kangas offered Resolution No. 42-15 and moved its adoption, Commissioner Peterson seconded:

WHEREAS: Contract No. 60125 (SAP 011-601-025) has in all things been completed, and the County Board being fully advised in the premises,

NOW THEN BE IT RESOLVED, that we do hereby accept said completed project for and in behalf of the County of Cass and authorize final payment as specified herein.

Resolution No. 42-15 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

- 5B. Highway Engineer Enblom, Darla Lenz and Todd Tisler of the Chippewa National Forest appeared before the Board to discuss the Master Stewardship Agreement that provides allows the Forest Service to pay the County for work activities on roads, trails and land restoration projects within the Chippewa National Forest.

M/S/P Downham, Bruns – To approve the Master Stewardship Agreement that allows the Forest Service to pay the County for work activities on roads, trails and land restoration projects within the Chippewa National Forest. Unanimous.

- 5C. Construction/Design Engineer Laura Hadrava presented a resolution agreement with MnDOT to facilitate construction of the bridge replacement on CR 107 (Project SAP 011-598-008 – Bridge No. 88245).

Commissioner Kangas offered Resolution No. 43-15 and moved its adoption, Commissioner Peterson seconded:

Agreement to State Transportation Fund (Bridge Bonds) Grant Terms and Conditions SAP 011-598-008

WHEREAS, Cass County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 11J16 on County Road 107; and  
WHEREAS, the Commissioner of Transportation has given notice that funding for this bridge is available; and  
WHEREAS, the amount of the grant has been determined to be \$168,425.15 by reason of the lowest responsible bid;  
NOW THEREFORE, be it resolved that Cass County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The County Administrator and Board Chair are authorized to execute a grant agreement with the Commissioner of Transportation concerning the above-referenced grant.

Resolution No. 43-15 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

- 5D. Mr. Enblom and Ms. Hadrava informed the Board of the interest by the Cass Lake-Bena School District to participate in the Safe Routes to School program and the request that Cass County be their sponsor/fiscal agent as a MnDOT alternatives project.

Commissioner Downham offered Resolution No. 44-15 and moved its adoption, Commissioner Bruns seconded:

WHEREAS, the Cass Lake Bena-Schools will be applying for a MnDOT Transportation Alternatives project as well as a MnDOT Safe Routes to School project, and

WHEREAS, this project is identified as Cass Lake-Bena Safe Routes to School, and

WHEREAS, as part of these programs Cass County sponsorship of the project is required.

IT IS RESOLVED that Cass County agrees to act as sponsoring agency for a project identified as Cass Lake-Bena Safe Routes to School located south of Cass Lake and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Be it further resolved that Cass County is hereby authorized to act as agent on behalf of this sponsoring agency.

Resolution No. 44-15 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

6A. County Administrator Yochum discussed upcoming meetings including:

M/S/P Peterson, Bruns – To approve Board attendance at the Mississippi Headwaters Board Annual Meeting on Friday, November 20, 2015, beginning at 10:45 a.m., Chase on the Lake, Walker, MN. Unanimous.

6B. M/S/P Peterson, Bruns – To approve Board attendance at the Cass County Economic Development Corporation Annual Meeting on Thursday, October 29, 2015, beginning at 5:30 p.m., Chase on the Lake, Walker, MN. Unanimous.

6C. M/S/P Peterson, Bruns – To approve Board attendance at the Leech Lake Band Liaison Committee of the Board on Wednesday, October 28, 2015, beginning at 1:30 p.m., Leech Lake Government Center, Cass Lake, MN. Unanimous.

7. M/S/P Downham, Peterson – To close the meeting to the public for department head annual evaluations and report the results at the next regular meeting pursuant to MN Statutes Chapter 13D.05 Sub. 3. (a), and further that no additional agenda items will be considered upon reopening this meeting. Unanimous.

The Board conducted performance evaluations of the County Administrator Robert Yochum, HHVS Director Reno Wells, Land Commissioner Joshua Stevenson, and the Chief Financial Officer Larry Wolfe.

M/S/P Downham, Peterson – To reopen the meeting, and adjourn at 12:30 p.m. Unanimous.

SIGNED: \_\_\_\_\_  
Neal Gaalswyk, Chairman  
Cass County Board of Commissioners

ATTEST: \_\_\_\_\_  
Robert H. Yochum  
Cass County Administrator