

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
August 16, 2011**

- 1A. Chairman Dowson convened the regular meeting of the Cass County Board of Commissioners with the flag pledge at 6:00 p.m. on Tuesday, August 16, 2011 at the Maple Town Hall, 2503 64th Street SW, Pequot Lakes, MN. Commissioners present: Downham, Dowson, 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
Dave Enblom	Highway Engineer	Tom Burch	Sheriff
Kevin Lee	North Ambulance	JoLeta Buss	Maple Township
Walt Sowers	Cass County Farm Family 2011	Lucille Sowers	Cass County Farm Family 2011
Susan Wake	County Extension Committee	R. Allan Wake	Federal Dam
Lewis Munson	Maple Township	Dan Hensch	Maple Township
Debbie Hensch	Maple Township	Bonnie McNeerney	Maple Township
Bob McNeerney	Maple Township	James M. Rice	Maple Township
Monica Lundquist	Brainerd Dispatch		

- 1B. M/S/P Kangas, Gaalswyk - To approve the agenda items for discussion as presented. Unanimous.

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

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

Approve - Regular Board Minutes of August 2, 2011.

Approve - Auditor Manual Warrants dated July, 2011 in the amount of \$3,512,811.31.

Approve - HHVS Auditor Warrants dated July 28, 2011 in the amount of \$91.89.

Approve - HHVS Auditor Warrants dated July 29, 2011 in the amount of \$433.00.

Approve - Auditor Warrants dated August 4, 2011 in the amount of \$176,962.16.

Approve - HHVS Commissioners Warrants dated August 5, 2011 in the amount of \$113,560.62.

Approve - HHVS Auditor Warrants dated August 5, 2011 in the amount of \$93,412.41.

Approve - Auditor Warrants dated August 11, 2011 in the amount of \$330,984.53.

Receive & file - Monthly Budget Reports.

Approve Personnel Items - A. Budgeted positions scheduled for replacement: 1. Receive & file - notice of completion of probationary period of Mike Oates, Motor Equipment Operator, Grade 20, effective July 24, 2011 (Pine River Shop). 2. Receive & file - notice of appointment of Kim Johnson, Lead Eligibility Worker (due to Marcia Freeman retirement), from grade 20, step 10 to grade 22 step 9 (3% increase) effective August 6, 2011. 3. Receive & file - notice of intent to fill budgeted position Eligibility Worker (formerly Financial Worker) grade 20, step 1. B. Positions scheduled for no replacement at this time: None. C. Other: 1. Authorize - Grade rating evaluation submission to Public Employment HR Consulting (PEHRC) for Cass County ESD for a new position of Planning Assistant as recommended by the Personnel Committee that better reflects existing duties performed by one of the two current permit intake positions. 2. Receive and file – AFSCME request for mediation (job posting) was referred to labor counsel Tom Fitzpatrick with a Personnel Committee recommendation to go to step 5 of the grievance procedure (arbitration).

Approve licenses - Tobacco - Ernie's on Gull Lake - Zac Swarhout, East Gull Lake. Gambling - Pine River Area Foundation @ Bites Grill & Bar - Jerry Peterson, Wilson; Ideal Community Service Org. @ Bites Grill & Bar - Larry Knutson, Wilson.

Receive & file - Auditor -Treasurer's Interest Income Report for July 2011.

Receive & file - Timber auction results of July 28, 2011 (7,356.30 cords totaling \$240,727.07).

Receive & file – notice of 2011 MCIT dividend payment in the amount of \$449,441.00.

Receive & file - Medical Examiner statistics from January 1, 2011 through June 30, 2011.

Authorize - Draft proposal and contract terms with the Independent School District #2174 Pine River-Backus Public School for election administration services not to exceed \$5,000.00, effective on August 17, 2011 through November 30, 2011 contingent upon review by the County Attorney's Office.

Approve - Pay request to Deep Portage Reserve for Federal grant project – (Trosen Electric, LLC. - Bid #3 Electrical Improvements \$42,500.00); (Langer Custom Builders, Inc. – Bid #4-Envelope Upgrades \$36,850.00) totaling \$79,350.00.

Receive & file - Correspondence from MNDNR regarding possible future Aquatic Management Areas located in Pine Lake and Boy Lake Townships.

Approve - Assessor's Office Abatements – Dionne Abernathy – Wabedo Twp.; Homestead 2010/2011.

Approve - Transfer of existing easement #11-13-140-27-40 (S½ SE¼ Section 13 of North Trelupe Township) issued to Estate of Helen R. Mannee, AKA Hellen Mannee, AKA Helen Ruby Mannee, AKA Helen Mannee, 4 Point Holdings, LLC, and BCWL Holdings, LLC.

Approve - Joint Powers Agreement with the Leech Lake Band of Ojibwe Wellness Court.

Refer - Kitchigami Regional Library budget request to the Cass County Citizen Budget Committee.

Refer - Initiative Foundation budget request to the Cass County Citizen Budget Committee.

Receive & file - Cass County Auction items for Saturday, September 10, 2011, 10:00 am, Cass County Highway Dept. Walker, MN.

- 3A. Cass County Extension Committee member Susan Wake explained that each year the University of Minnesota takes the lead to recognize farm families throughout the State. The local County Extension Committees select the farm family and submit their recommendation to the University. The criteria for

nomination is that the farmer is a Minnesota food producer that is actively involved in agricultural production with one or more agricultural enterprises and have some involvement in their communities.

At this time, Ms. Wake informed the Board that Walt and Lucille Sower has been selected as the Cass County Farm Family for 2011. The Sower's have been selected for the award because of their years of dedication to farm work while raising a family of six. Community involvement includes active in the 4-H Program, service on the Poplar Township Board, gun safety trainer, and helping to organize the Crow Wing Forage Council. The Board congratulated the Sower Family as the 2011 Cass County Farm Family.

- 4A. Kevin Lee from North Memorial Ambulance (Brainerd Region) presented the Longville Ambulance Subordinate Service District a year to date financial summary through 2nd quarter of 2011. The Longville Ambulance Service has transported 99 patients vs. the budgeted amount of 108. Mr. Lee also commented that revenues were \$1,082 over budget due to decreased revenue deductions. The salaries were over budget due to two paramedics were on unscheduled medical leave during the first quarter, even though the salary and benefit expenses were over budget, our overall expenses were \$13,586 below 2010 for the same time period. Mr. Lee will confirm the 2012 budget requirements in the near future. The Board thanked Mr. Lee for his update.

- 5A. Sheriff Tom Burch presented a Memorandum of Understanding which provides for a joint purchase of an electrical generator with Leech Lake TV Corporation. Mr. Burch added that this is part of the ARMER project and that \$125,000.00 that has been allocated for the Walker tower site improvements including a generator. The referenced agreement would share the capital and annual operating cost with Leech Lake TV Corporation

M/S/P Peterson, Downham – To approve the Memorandum of Understanding for a joint purchase of an electrical generator with Leech Lake TV Corporation, total capital cost not to exceed \$40,500 or \$20,250 per agency (source of County share is the ARMER Project) and, total annual operating cost not exceed \$1,000.00 or \$500.00 per agency. Unanimous.

- 6A. Highway Engineer David Enblom presented a draft agreement between the County of Cass, Shingobee Township, and the City of Walker for the construction of the Shingobee Trail Connection Phase III. The agreement provides construction of a 1.6 mile continuation of the trail from the intersection of Hwy.'s 200/371 and County Road 163, along the shoulder of Hwy.'s 200/371 to the trail head just east of Shingobee Bay connecting with the terminal point of Phase 2. Mr. Enblom added that Phase III will require the most extensive construction of the entire trail project with an estimated cost of \$950,000.00, utilizing the Federal Transportation Enhancement Grant Program (SAFETEA), Cass County Fund 73, and State of MN bond funds.

M/S/P Dowson, Gaalswyk – To approve the agreement between the County of Cass, Shingobee Township, and the City of Walker for the construction of the Shingobee Trail Connection Phase III. Unanimous.

- 6B. Mr. Enblom updated the Board on the US Forest Service/MNDOT Cooperative TH371 Project to help deliver a new access road into the Walker Ranger offices. The US Forest Service will reimburse Cass County for construction costs, estimated at \$175,000.00 to \$200,000.00 and MNDOT will reimburse Cass County for engineering and administration estimated at \$35,000.00 to \$50,000.00 (which may increase due to the addition of a potential pedestrian crossing). Engineer Enblom explained that master agreements for reimbursables to Cass County from MNDOT and the US Forest Service are already on file with each agency. Upon completion of the work orders specific to this project he will report back to the County Board. Walker District Ranger Carolyn Upton discussed the 2012 construction time frame and appreciation for the local cooperation. No action at this time.

- 6C. Mr. Enblom requested authorization to proceed with the design of a new access road for the Ah-Gwah-Ching State Hwy. #290 turnback project. Engineer Enblom explained the MNDOT turnback process includes designating a State aid eligible route. The options to date include a loop road through the site or extending former State Hwy. #290 to State Hwy #34 via County Road #50. Mr. Enblom added that there will be a meeting on Wednesday, August 24, 2011 at the Walker Area Community Center to discuss the project. By consensus, the Board requested Mr. Enblom to report back at the Tuesday, August 30, 2011 regular Board Meeting.

- 7A. Chief Financial Officer Larry Wolfe presented the 2011 State "In Lieu" Payment in the amount of \$821,773.18 and Public Hunting Ground Distribution of \$146,611.50.

M/S/P Peterson, Kangas – To approve the distribution of the 2011 State "In Lieu" Payment of \$821,773.18 and Public Hunting Ground Distribution of \$146,611.50 as presented. Unanimous.

- 7B. Chief Financial Officer Larry Wolfe presented the 2012 Budget Executive Summary including projected changes in service, revenues, expenditures, and Fund balances. County Administrator Yochum reported to the Board that the major policy issues for the 2012 budget include: the lack of an operating budget contingency, the estimated market value reduction, and the market value credit on homesteads changed to a market value exclusion. The Citizen Budget Committee is scheduled to report to the County Board with recommendations at the August 30, 2011 regular meeting. No action at this time.

8. Administrator Yochum discussed the upcoming meeting schedule: Board of Commissioners regular meeting from Tuesday, August 30, 2011, Land Department Meeting Room, Backus, MN, and the Northern MN Reservation EDC Summit, September 14-15, 2011, Mahnomon, MN.

M/S/P Downham, Kangas – To approve the September 11 observance on Sunday, September 11, 2011, beginning at 8:40 a.m. Veterans Podium, Courthouse Lawn, Walker, MN. Unanimous.

9. M/S/P Kangas, Peterson – To adjourn the meeting at 7:15 p.m. Unanimous.

SIGNED: _____
Jim Dowson, Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator