

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
October 2, 2012**

1A. Chairman Peterson convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, October 2, 2012, with the flag pledge, in the Board Room of the Courthouse, Walker, MN. Commissioners present: Downham, Dowson, Gaalswyk, Kangas, and Peterson. 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
Josh Stevenson	Land Commissioner	Dave Enblom	Highway Engineer
Laura Hadrava	Highway Dept.	Reno Wells	HHVS Director
John Ringle	ESD Director	Jamie Richter	HHVS
Heidi Massie	HHVS	Renee Lukkason	HHVS
Tim Richardson	Central Services Director	Dale Yerger	Deep Portage Reserve
Gail DeBoer	Pilot Independent	Monica Lundquist	Brainerd Dispatch
Allan Olson	Cass Lake Times		

1B. M/S/P Dowson, Kangas – 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. Unanimous.

Approve - Board Minutes of September 18, 2012.

Approve - Auditor warrants dated September 13, 2012 in the amount of \$719,437.58.

Approve - Auditor warrants dated September 20, 2012 in the amount of \$334,786.80.

Approve - HHVS Commissioner warrants dated September 21, 2012 in the amount of \$196,931.48.

Approve - HHVS Auditor warrants dated September 21, 2012 in the amount of \$78,441.05.

Approve - Personnel items: A. Budgeted positions scheduled for replacement: 1. Receive & file - Notice of appointment of Carol Gnoinsky to Cass County Registered Nurse, grade 30, step 01, effective October 01, 2012. 2. Receive and file - Notice to extend temporary transfer of Legal Secretary Christine Bednarski to fill Administrative/ Legal Secretary vacancy effective July 9, 2012 through November 9, 2012 at grade 24, step 6 (+3%). 3. Receive and file - Notice to extend temporary appointment of Janet Lee Northbird to fill Legal Secretary vacancy effective July 9, 2012 through November 9, 2012 at grade 12, step 7 (\$15.30/hr.). B. Positions scheduled for no replacement at this time: 1. Receive & file - Notice of Military Leave for Dan McMahon, Veteran's Benefits Specialist, from July 08, 2012 with extensions through resignation date of September 24, 2012. 2. Receive & file - Notice of resignation of Daniel McMahon, Veteran's Benefits Specialist, grade 17, effective September 24, 2012; Receive & file - Notice of intent to table budgeted Veteran's Benefits Specialist position vacated by Daniel McMahon, grade 17. C. Other: 1. Receive & file - Notice of probation completion for Francis Austin, County Agency Social Worker, grade 28, step 1, on September 19, 2012. 2. Receive & file - Notice of probation completion for Jolene Frick, Office Support Specialist Senior, grade 18, step 9, on September 19, 2012. 3. Receive & file - Notice of probation completion for Sarah Smythe, Eligibility Worker, grade 20, step 1, on September 19, 2012.

Approve – On & Off Sale 3.2 beer license to Northland Lodge Resort - Michael O'Reilley, Unorganized Township.

Approve - Pay request for Cass County ARMER Project: DSC Communications additional six pagers in the amount of \$2,401.51, and dispatch console for new fire truck in the amount of \$2,025.19.

Receive & file - Resignation of Edy Asell as alternate on the Planning Commission term ending Dec. 31, 2013.

Approve - Amendment to MN Dept. of Health Early Hearing Detection Intervention & Birth Defects Project - Change in reimbursement rates to a two tiered rate in birth defects information system.

Approve - Cass County ESD to act as fiscal agent for the Ten Mile Lake Association Aquatic Invasive Species grant from the Initiative Foundation.

Approve - Elimination of the Mississippi Headwaters Board (MHB) petty cash account in the amount of \$40.00.

Approve - Final settlement to the MHB Board fund in the amount of \$1,160.31.

Receive & file - HHVS Cash Account Balance Comparison and Child Service Costs through August 2012.

Approve - HHVS Memorandum of Understanding - Central MN Council on Aging in the amount of \$6,217.14 for FY 2013.

Approve - MN Dept. of Health Grant (CFDA# 93-268) for related childhood immunizations- Oct. 1, 2012 - Sept. 30, 2013.

Receive & file - Litigated claims and legal action quarterly status report dated June 2012.

Approve - Cass County Public Health fee recommendations for 2013.

Receive & file - 2012 Cass County auction distribution of \$8,743.21 (before expenses).

Receive & file - State Public Assistance Fact Sheet regarding the July 2 2012 – July 4, 2012 straight-line winds.

Receive & file - Timber auction results of September 27, 2012 totaling 4,955.00 cords in the amount of \$111,653.01.

- 2B. County Administrator Yochum reported back on board action of Tuesday, September 18, 2012 authorizing preparation of a contract with Stockman Transfer to include transporting municipal solid waste from the Pine River Transfer Station to the Elk River Landfill, to accept and load municipal solid waste at the Pine River facility, and to conduct the household hazardous waste program at the Pine River Transfer Station and 6 remote sites per year. Mr. Yochum presented the Operations Agreement Amendment #4.

M/S/P Gaalswyk, Kangas – To approve Amendment #4 to the Cass County Recycling/Transfer Facility Operations Agreement with Stockman Transfer as follows: 1.) The term of the existing agreement as amended is extended to December 31, 2012. 2.) The County agrees to pay Stockman to transport municipal solid waste from the Pine River Transfer Station to the Elk River, MN landfill at a rate of \$20.00 per ton. 3.) The County agrees to pay Stockman to receive, sort, and loading the municipal solid waste on the tip floor at a rate of \$4.75 per ton. 4.) The County agrees to pay Stockman to conduct the household hazardous waste program during all hours the Pine River Transfer Station is open to the public and at six remote sites per year at a rate of \$25,000 per year, payable within 30 days of the service being provided. 5.) The agreement dated February 18, 1998 as amended by amendments #1, #2, and #3 remains in full force and effect. 6.) The effective date of these amendments is November 01, 2012. Unanimous.

- 2C. Mr. Yochum discussed the Citizen Budget Committee Meeting of Friday, September 21, 2012, and presented a budget request update. The levy contingency after initial requests totaled \$244,359.00. After selected department presentations the Budget Committee identified reduced levy requests of \$444,780.00. Administrator Yochum reported a levy contingency to date of \$689,139.00. Mr. Yochum also informed the Board that the next Citizen Budget Committee meeting will be on Friday, November 30, 2012 at which time the Committee is scheduled to finalize their recommendations for submittal to the Board at the budget hearing of December 06, 2012.

M/S/P Gaalswyk, Dowson – To receive & file the Citizen Budget Committee interim report. Unanimous.

- 3A. Chief Financial Officer Larry Wolfe reported responses to the request for quotes for propane for the 2012-2013 heating season. Mr. Wolfe added that projected energy savings compared to fuel oil will fund the recent propane conversion in approximately 2.6 years.

Quote based on estimated gallons of transport of 52,000, and bulk of 35,800

<u>Bidder</u>	<u>Bid per gallon</u>	<u>Estimated gallons</u>	<u>Total estimated gallons</u>
Lakes Gas Co.	Transport 1.069	55,588.00	
	Bulk 1.119	40,060.20	95,648.20
Northern Star Cooperative	Transport 1.010	52,520.00	
	Bulk 1.240	44,392.00	96,912.00
Gas Service Co.	Transport 1.120	58,240.00	
	Bulk 1.220	43,676.00	101,916.00
Ferrellgas	Transport 1.045	54,340.00	
	Bulk 1.335	47,793.00	102,133.00

M/S/P Kangas, Downham – To accept the quote for propane for the 2012-2013 heating season from the apparent low bidder of Lakes Gas Co. at a rate of \$1.069 per gallon delivered by transport semi-trailer and a rate of \$1.119 per gallon delivered by bulk truck. Unanimous.

- 3B. Chief Financial Officer Larry Wolfe presented the Minnesota Office of State Auditor's audit for the year ended December 31, 2011. Mr. Wolfe reviewed the management and compliance report, the County response to audit findings, the County's balance sheet, the statement of revenues/expenditures, and the changes in fund balance for the year ending December 31, 2011. Mr. Wolfe also presented the OSA exit conference minutes of Thursday, September 20, 2012. The Board acknowledged the expertise and efforts of County financial staff.

M/S/P Dowson, Kangas – To receive & file the Minnesota Office of State Auditor's Audit for the year ended December 31, 2011, and the OSA exit conference minutes of Thursday, September 20, 2012, and further, to acknowledge the expertise and efforts of County financial staff. Unanimous.

- 4A. Highway Construction Design Engineer Laura Hadrava presented bids that had been opened on September 21, 2012 at 2:00 pm for Pillager Storm Water Outfall Project CSAH#201. County Engineer David Enblom discussed the project funding including participation by ISD # 116 and the City of Pillager.

Project: CSAH 31 Storm Water Improvements

Engineers Estimate \$295,770.40

<u>Bidder</u>	<u>Bid Amount</u>	
Douglas-Kerr Underground, LLC	\$328,308.90	11.00% OVER ESTIMATE
Landwehr Construction, Inc.	\$333,940.24	12.91% OVER ESTIMATE
Young Excavating, Inc.	\$334,336.79	13.04% OVER ESTIMATE
Kuechle Underground, Inc.	\$342,524.36	15.81% OVER ESTIMATE
J.R. Ferche, Inc.	\$410,786.00	38.89% OVER ESTIMATE

M/S/P Gaalswyk, Peterson - To award the bid for the CSAH 31 Storm Water Improvements at Pillager to the apparent low bidder of Douglas-Kerr Underground, LLC in the bid amount of \$328,308.90 (11.00% over estimate). Unanimous.

- 4B. Mr. Enblom requested board authorization to sell 2,000 gallon diesel fuel tanks no longer needed to implement fleet fueling at the Walker, Cass Lake, and Remer shops (estimated appraisal value between \$8,000.00 to \$10,000.00 per each tank). Mr. Enblom added that the other shop locations need propane tanks to service heating needs.

M/S/P Kangas, Downham – To declare the diesel fuel tanks located at the Walker, Cass Lake, and Remer highway maintenance shops as surplus property and to authorize the sale of the tanks with a minimum bid of \$8,000.00 each. Unanimous.

- 5A. Director of Public Health Nursing Jamie Richter informed the Board that Cass County Public Health has been selected by the MN Department of Health Family Home Visiting Program to receive a Maternal, Infant and Early Childhood Home Visiting (MIECHV) Expansion Grant. The funding of \$220,500.00 is estimated to serve 15 families per year for a 2.5 year period through March 30, 2015, and requires no local match dollars to accept the funds. Ms. Richter added the only requirement is that Cass County would join a Nurse Family Partnership along with Morrison, Todd, and Wadena County Public Health Agencies. The Nurse Family Partnership uses evidence based practices to focus on first-time mothers to promote positive health behaviors which improve pregnancy outcomes and future planning for economic self-sufficiency.

M/S/P Downham, Kangas – To approve participation in Maternal, Infant & Early Childhood Home Visiting Expansion Grant in the amount of \$220,500.00 from the MN Department of Health, by joining the existing partnership of Morrison, Todd, and Wadena County Public Health Agencies, and further, to authorize a grade rating review from PEHRC for a newly created position of Community Health Specialist. Unanimous.

- 5B. County Team Leader Renee Lukkason presented an update on Pertussis (whooping cough) and Influenza to the Board. Pertussis, or whooping cough, is a disease that affects the lungs. Pertussis bacteria are spread from person to person through the air. A person with pertussis develops a severe cough that usually lasts four to six weeks or longer. Pertussis can be very serious, especially in infants. There are two pertussis vaccines (DTaP and Tdap) with both vaccines are given in combination with tetanus and diphtheria (age determines which vaccine you should receive). Ms. Lukkason added the importance of getting booster shots by the school-age children and for people who have not received the immunization.

Ms. Lukkason also reported that the Cass County community flu shot clinics are underway throughout the County until October 16, 2012. No action necessary.

- 5C. HHVS Director Reno Wells requested approval for a new Office Support Specialist position to be housed in the HHVS Office located at the Cass County Land Department. Mr. Wells also informed the Board that the Veterans Benefits Specialist position would remain vacant until a grade rating review was completed for the position of Assistant Veterans Service Officer.

M/S/P Dowson, Kangas – To approve the request to fill an additional Office Support Specialist, grade 15, and further, to approve a grade rating review of the Assistant Veterans Service Officer position. Unanimous.

- 6A. Chair of the Personnel Rules & Policy Committee Heidi Massie presented recommendations from the Personnel Committee of the Board meeting of Friday, September 7, 2012.

M/S/P Dowson, Kangas - To approve the recommendations of the Personnel Committee of the Board to amend the Personnel Policies and Rules to read as follows: Section 8. Code of Ethics – H. Cass County Cell Phone Policy 1. The purpose of this policy is to provide guidance regarding cellular (cell) phone privileges and to define County expectations with regard to use of County-owned cell phones. Cass County recognizes that cell phones are tools needed to efficiently manage County business. The provision of a County-owned cell phone serves a public purpose in providing employees with the ability to more effectively perform job-related duties in providing service to the citizens of Cass County. Section 8. Code of Ethics - I. Cass County Voicemail and E-Mail Policy 1. The purpose of this policy is to ensure quality service to Cass County customers. 1.1 Each department head shall have a departmental procedure in place for auto responses on voicemail and e-mail in order to ensure prompt and courteous customer service to Cass County customers. Section 2: General Provisions – E. Employee Related Policies - 14. No Use/Possession of Explosives or Weapons In addition to the restrictions of MN Stat. §609.66, Cass County prohibits the use/possession of explosives or weapons (any instrument or device for use in attack or defense in combat) by County employees while on work status, and any other individuals acting on behalf of Cass County except under the following conditions: 14.1 Employees who are licensed peace officers or authorized by law enforcement (i.e. conservation officer, etc.), or 14.2 Who have Department Head approval, or 14.3 Who have approval from the Cass County Sheriff (possession of a hand gun permit does not constitute the Cass County Sheriff's permission). Unanimous.

- 7A. Deep Portage Learning Center Executive Director Dale Yerger explained a proposed building improvement project to install 40 - 10kw roof mounted solar panels on the south side of the Great Hall. The solar panels will be a grid tied system that lasts for 30 years but will need be removed and reset in 15-18 years when the roof shingles will need to be replaced. The system will produce approximately 10,000-12,000 Kw hours per year and will reduce operating expenses which helps keeping tuition rates competitive. The project will also demonstrate renewable energy to the thousands of visitors each year. Mr. Yerger reported that the Deep Portage Foundation has raised \$26,000.00 toward funding this project and the remaining \$10,000.00 will be covered with fundraising efforts by the Deep Portage Foundation. The Foundation received three proposals - Trosen Electric/ Empowered Energy \$36,000.00, North Wind Renewables \$38,700.00, RREAL \$49,636.80, and upon County Board approval of the improvements the Foundation plans to contract with the Trosen Electric/ Empowered Energy.

M/S/P Dowson, Downham - To authorize improvements to County owned buildings located at the Deep Portage Learning Center as presented. Unanimous.

- 8A. Central Services Director Tim Richardson reported that the University of Minnesota Humphrey School of Public Policy conducted a study that measured public information on County websites in Minnesota. Types of information measured included budget and tax information, public meeting information, permit and inspection information, governance contact information, election and elected official information. Mr. Richardson explained that Cass County scored 15 out of a total of 20 benchmarks, compared to an average of all 87 Counties of 9.17. No action necessary.

9. Mr. Yochum confirmed the upcoming meeting schedule.

10. Chairman Peterson adjourned the meeting at 10:45 A.M.

SIGNED: _____
Jeff Peterson, Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator