

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
October 16, 2012**

- 1A. Chairman Peterson convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, October 16, 2012, with the flag pledge, in the Land Department Meeting Room, Backus, 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
John Ringle	ESD Director	Tim Richardson	Central Services Director
Josh Stevenson	Land Commissioner	Dave Enblom	Highway Engineer
Kris Lyytinen	Highway Dept.	Reno Wells	HHVS Director
Helen Williams	HHVS	Linda Nye	HHVS
Gail DeBoer	Pilot Independent	Monica Lundquist	Brainerd Dispatch

- 1B. M/S/P Kangas, Downham – To approve the agenda items for discussion as presented and the addition of Item 2A. 28 (Receive & file resignation of Pine River Sanitary District member (Pine River City representative) Martin Ruigh, effective September 27, 2012). Unanimous.

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

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

Approve - Board Minutes of October 2, 2012.

Approve - Auditor manual warrants dated September, 2012 in the amount of \$450,617.23.

Approve - Auditor warrants dated September 27, 2012 in the amount of \$295,591.63.

Approve - Auditor warrants dated September 28, 2012 in the amount of \$385.00.

Approve - Auditor warrants dated October 4, 2012 in the amount of \$106,014.50.

Receive & file - Monthly Budget Reports.

Approve - HHVS Auditor warrants dated October 5, 2012 in the amount of \$32,978.12.

Approve - HHVS Commissioner warrants dated October 5, 2012 in the amount of \$62,035.64.

Approve - Personnel actions - A. Budgeted positions scheduled for replacement: 1. Receive & file - Notice of resignation of Office Support Specialist, Mary Bull, effective December 7, 2012, and receive & file the notice of intent to fill budgeted Office Support Specialist position vacated by Mary Bull, grade 15. 2. Receive & file - Notice of appointment of Amber Jennum to Home Health Aide, grade 13, step 01, effective October 02, 2012.

Approve licenses – Tobacco - Orton's Y-Mart - Orton Motor, Inc., Shingobee; Orton's Walker - Orton Motor, Inc, Walker; Madden's on Gull Lake/the Classic - Madden Bros., Inc, EGL; Maddens on Gull Lake - Madden Bros., Inc, EGL; Walker Bay Spirits - City of Walker, Walker; Pine River Family Market - PRFM, Inc, Pine River (City); Holiday Stationstore #164 -Holiday Stationstores, Inc, Pine River (City);Holiday Stationstore #191 - Holiday Stationstores, Inc, Walker; Y-Bottle Shop -TGL Corp, Shingobee;Legacy Golf Course - Cragun Enterprises, EGL. On Sale 3.2 Beer - Hunt's Point Sportsman's Club - James Wills; Homebrook.

Receive & file - Auditor -Treasurer's Interest Income Report for September 2012.

Authorize - 3rd quarter Longville Ambulance Subordinate Service District payment in the amount of \$102,750.00.

M/S/P Dowson, Downham – To award the bid to haul material and repair Crooked Lake Trail in Section 20 of Crooked Lake Township to Outing Sand & Gravel not to exceed \$18.00/yd. (estimated cost of \$900.00), and further, authorize the Cass County Land Department to pay the bill from the trail maintenance account. Unanimous.

<u>Bidder</u>	<u>Bid amount per yd.</u>
Outing Sand & Gravel	\$18.00/yd
Outdoor Creations and Renovations	\$22.00/yd
Sawyer Timber LLC	\$35.00/yd

M/S/P Dowson, Downham – To award the bid for haul material and repair section of the Deep Portage Conservation Reserve Ski Trail located in Sec. 32, Woodrow Twp. to North Fork Boulders and Excavating not to exceed \$14.50/yd. (estimate of 55 yds.), plus \$375 to shape trail and authorize the Cass County Land Department to pay the bill from the trail maintenance account. Unanimous.

<u>Bidder</u>	<u>Bid amount per yd.</u>	<u>Shape trail amount</u>
North Fork Boulders and Excavating	\$14.50/yard plus	\$375 to shape trail
Schrupp Excavating LLC	\$20/yard plus	\$400 to shape trail
Sawyer Timber LLC	\$18/yard plus	\$650 to shape trail

Approve - Pay requests for ARMER project to Olson Electric \$280.00; DSC Communications \$11,981.55 and \$8,980.57.

Accept - Donation of \$100.00 from an individual who wishes to remain anonymous for the Senior Transportation Program.

Accept - Donation of \$300.00 from the American Legion Auxiliary for the Veterans Transportation Program.

Approve - Cass County Family Center quarterly progress reports and payment of quarterly expense claims totaling \$20,235.00.

Approve - Agreement with Americare Lodges, Inc. from August 30, 2012 to December 31, 2012 (waivered services).

Approve - Payment to Gas Service contingent upon receipt of MN Form IC-134 and W-9 and successful start-up of the vaporizers in the amount of \$151,850.00 for the relocation and reuse of two County owned 18,000 propane tanks from Ah-Gwah-Ching.

Receive & file - September 2012 Cass County EDC Activity Report.

Receive & file - 3rd quarter Assessor's Office foreclosure and sales report.

Approve - The expenditure of up to \$4,000 from the 2012 Cass County Extension Service budget for new computer hardware, software and LCD projector.

Approve - Request transfer an existing easement from The Shores at Pine Point, LLC. to Gold Country Properties LLC, Israel and Nicole Moe (Easement Agreement #12-31-143-30-33).

Award - 2012-2013 season snow plowing to Aspen Woods Lawn Service, Inc. not to exceed \$85.00 per hour (no other quotes submitted).

M/S/P Dowson, Downham – To award Certificate of Survey and monument Projects: #16 (Sec. 18 of Hiram Twp.) to Kohout Surveying not to exceed \$1,442.00; #17 (Sec. 33 of Turtle Lake (N) Twp. and Sec. 4 of Turtle Lake (S)Turtle Lake Twp.) to Stonemark Land Surveying not to exceed \$5,675.00; #18 (Sec. 17 and 20 of Woodrow Twp.) to Kohout Surveying not to exceed \$5,500.00; and #19 (Sec. 31, 32, 33, and 34 of Trelipe (S) Twp. Project #19 in Trelipe (S) Twp. to Stonemark Land Surveying not to exceed \$6,850.00 (\$3,425.00 the responsibility of Cass County and \$ 3,425.00 the responsibility of Crow Wing County). Unanimous.

<u>Company</u>	<u>Project #16 Hiram Twp.</u>	<u>Project #17 Turtle Lake Twp.</u>	<u>Project #18 Woodrow Twp.</u>	<u>Project #19 Trelipe (S)Twp.</u>
Arro Land Surveyors, LLC	\$13,331.00	No Bid	\$26,798.00	\$65,446.00
Bolton & Menk, Inc.	\$3,825.00	\$10,950.00	\$11,250.00	\$10,440.00
Kohout Surveying	\$1,442.00	\$5,995.00	\$5,500.00	\$8,910.00
No. Lights Land Surveying	\$5,360.00	\$7,980.00	No Bid	No Bid
Nyberg Surveying	\$3,750.00	No Bid	No Bid	No Bid
Stantec	\$8,900.00	\$17,850.00	\$22,300.00	\$13,200.00
Stonemark Land Surveying	\$1,875.00	\$5,675.00	\$5,875.00	\$6,850.00
Widseth, Smith, Nolting	\$3,500.00	\$5,900.00	\$16,900.00	\$8,950.00

M/S/P Dowson, Downham – To approve a contract proposal from EDI to proceed with design, specifications, project estimate and bid documents for Law Enforcement Center chiller replacement project not to exceed \$13,500 (related RFP subject to Board approval prior to publication). Unanimous.

Receive & file - Resignation of Pine River Sanitary District member (Pine River City representative) Martin Ruigh, effective September 27, 2012.

- 2B. Administrator Yochum summarized the Wednesday, October 3, 2012 Ad-Hoc Solid Waste Committee meeting with Commissioner Dowson, Commissioner Gaalswyk, County staff, and representatives of Stockman Transfer. Items discussed included: Amendment #4 has been approved by both parties (extends the existing Stockman Transfer agreement through December 31, 2012 and sets rates for municipal solid waste (msw) transportation, msw loading, and conducting the household hazardous waste (HHW) program effective November 1, 2012); Providing 30 day contract termination notice to existing HHW vendor Sailor Environmental; Review of commercial cardboard program; Review the remaining recycling programs; The master agreement draft pending direction from the Board.

M/S/P Gaalswyk, Kangas – To approve the Ad-Hoc Solid Waste Committee recommendations: A.) The commercial cardboard program: 1.) to authorize a request for proposals for collection, 2.) to renew processing contract with Stockman Transfer at a rate of \$50.00/ton effective November 1, 2012, and 3.) to authorize Stockman Transfer to install covered storage at the Pine River Transfer Station at the County cost of ~\$38K funded by a donation of land (~\$15K) from Stockman Transfer and reduction of the existing 50% revenue sharing threshold from \$100/ton to \$75/ton until the County share funds the balance (~\$23K), and B.) To approve the remaining recycling program rates to Stockman Transfer effective on November 1, 2012: 1.) process recycling at Pine River @ \$50.00/ton, 2.) provide 38 bins and transportation to Pine River @ \$385.00/mo., 3.) provide snow plowing and debris removal at 29 recycling sites @ \$1975.00/mo., 4.) paper recycling collection at Walker DAC, and public schools in the County @ \$5.00 per stop plus \$1.44/mi, 5.) transporting bins from transfer stations at May Township, Walker/Hackensack, & Longville to the Pine River transfer station @ \$75.00/trip, 6.) transport and disposal of yard waste @ \$2.15/yd. Unanimous.

- 3A. ESD Director John Ringle presented the 2012 3rd quarter Planning & Zoning Activity Report. The zoning activity overall in 2012, showed about a 18.3% increase in activity and a 14.7% increase in revenue (1007 actions and \$249,700 in revenue) for 2012 compared to 2011 (851 actions and \$217,712 in revenue) during this same 9 month time period. Cass County ESD continues to meet the demand for services with 2 field staff and a Shoreline Specialist in addition to office staff. No action necessary.
- 4A. Central Services Director Tim Richardson discussed emergency service dispatch equipment in the Sheriffs' Office. The current enhanced 911 equipment (purchased in 1997) he reported is near end of life (2016) and not capable of meeting today's needs for dispatching and public reporting. Mr. Richardson explained that we cannot upgrade the current E911 system software to work with new personal computers. The new E911 systems take into account that the bulk of today's 911 calls are cellular, and that people can upload pictures and videos of events for law enforcement use. Mr. Richardson added that there are two types of the equipment and software, one with Aurora (a high end reporting component) and one without Aurora. The 911 equipment and database provider Independent Emergency Services (IES) has suggested that we purchase a complete replacement of all the E911 equipment, including the dispatch personal computers that are used to answer the 911 calls. The estimated cost is \$158,267. The project is contemplated by the adopted Capital Improvement Plan. Lead times make it necessary to plan at least 6 months in advance.

Chief Financial Officer Larry Wolfe reported that the E911 fund balance is estimated at approximately \$250,000.00 at year end 2012.

M/S/P Dowson, Kangas – To authorize purchase of the next generation 911 system (minus the Aurora reporting component) from Independent Emergency Services (IES) utilizing State of Mn contract pricing in the estimated about of \$158,267.00 for installation in February 2013. Unanimous.

- 5A. HHVS Director Reno Wells and HHVS Collections Supervisor Linda Nye discussed a first time project completed by the Child Support Unit that involved contacting approximately 1,000 obligor's by phone. These individuals typically owe court ordered child support. The staff initiated this additional effort to increase child support payments and to educate the persons who are obligated to pay child support. Ms. Nye reported that the amount collected through this campaign as of August 31, 2012, is about \$10,000.00. The Board thanked Ms. Nye for the update and complimented the HHVS staff.
- 5B. Mr. Wells introduced County Team Leader Helen Williams who presented an update on educational neglect and truancy. Ms. Williams explained the responsibilities of parents, students, schools, and child protection teams. Truancy is most often a symptom of other behavior issues in the student, their family, or guardian. The case management of a truant involves all the resources of HHVS and related social service, public health, and corrections agencies. The Board welcomed Ms. Williams to Cass County and thanked her for the update.
- 6A. Highway Engineer Dave Enblom presented a draft of Phase IV- Shingobee Trail Extension Project Agreement. The Board approved the concept on September 2, 2012 of Cass County acting as fiscal agent for a project to install a recreational trail bridge at Shingobee Island (Pumphouse Bay) near Walker (estimated cost of \$275,000.00) and trail adjacent to existing Highway #371. Mr. Enblom recommended amending the draft to include 3.4 (County duties) - "To provide construction contract administration duties with respect to assuring any MNDOT requirements for the project, such as adherence to construction materials testing schedules, erosion control, and traffic control".

M/S/P Dowson, Gaalswyk – To approve the agency agreement with Shingobee Township regarding Phase IV of the Shingobee Trail Extension Project Agreement as presented and the addition of section 3.4 (County duties) "To provide construction contract administration duties with respect to assuring any MNDOT requirements for the project, such as adherence to construction materials testing schedules, erosion control, and traffic control". Unanimous.

6B. Assistant Highway Engineer Kris Lyytinen summarized 2012 storm damage claims submitted to date: 1.) The Memorial Day storm of 12" of rain over 3 days (including 8" in 24 hours) caused water over road on 12 roads at 32+ locations, 10 culverts and 1 bridge were damaged & gravel loss on primarily southern Cass County roads. The estimated cost of repairs is \$140,000 which is not eligible for State or Federal disaster relief, 2.) The June 19 and 20 storm totaled up to 8 inches of rain fell (primarily on central and northeast Cass County) causing significant erosion and long term flooding, 31 roads were affected with water over them at 64+ locations (some for as much as 5 weeks), 11 culverts were washed out or damaged, and severe erosion on hills and significant loss of gravel in areas exposed to flowing flood waters. This storm met both local/state thresholds for federal emergency and is eligible for FEMA assistance and State assistance. Mr. Lyytinen reported damages of \$178,046 for completed work & \$46,927 for work yet to be completed (the County received FEMA totaling \$219,000 to date), and 3.) The July 2 windstorm caused significant damage consisting primarily of downed trees and debris on 72 affected roadways. The storm did not meet State threshold for Federal disaster, however, the State did approve funds to cover repair costs and Cass County is currently working on completing a submittal due on Friday, October 19, 2012. Mr. Lyytinen reported an estimate of \$40,000.00. County Engineer Enblom complimented Mr. Lyytinen of the exceptional job done during and the follow-up after the summer storms. No action necessary.

7A. Land Commissioner Josh Stevenson presented bids for improvements to snowmobile trails located on the Soo Line Trail from east of Cass Lake to the intersection of the Pipe Line Trail located in Unorganized 5 Townships, and the Snowway 1 Trail from MN87 north to the intersection of the Deerfield Trail in Deerfield Township. Mr. Stevenson explained that the projects are part of a Capital Improvement Grant awarded to Cass County in 2012. The bids presented exceeded the grant amount of \$50,000.00 due to blow down clean up associated with the recent storms. Mr. Stevenson requested Board action to award to T&C Excavating not to exceed \$41,100 with additional fill at \$15 cubic yd for Project #1 and \$22,468 with additional fill at \$15 cubic yd for Project #2, and to apply for State HSEM funds for the balance of \$13,568.00 to cover wind damage associated with the cost of the project and pay for any balance from the recreation account fund balance.

Mr. Stevenson also expressed concern that two additional snowmobile trails adjacent to the Soo Line have significant wind damage - the Winnie Loop and Pipeline Trails in Unorganized Township #5 (east, west and south of Lake Winnibigoshish). Mr. Yochum noted the October 19, 2012 deadline for inclusion in the State disaster assistance program. Land Commissioner Stevenson estimated the blow down repairs not to exceed \$30,000.00.

<u>Bidder Name</u>	<u>Project # 1</u>	<u>Project # 2</u>
Storlie Construction	\$46,000 \$0 cuyd	No Bid
Schrupp Excavating	\$85,000 \$20 cuyd	\$35,000 \$16 cuyd
Outdoor Creations & Renovations	\$53,240 \$20.00 cuyd	No Bid
T&C Excavating	\$41,100 \$15 cuyd	\$22,468 \$15 cuyd
Holmwig Excavating, LLC	\$57,690 \$16.50 cuyd	\$29,868 \$16.50 cuyd

M/S/P Downham, Kangas – To award a contract to T & C Excavating not to exceed \$41,100 with additional fill at \$15.00 cubic yd. for Project #1 and not to exceed \$22,468 with additional fill at \$15 cubic yd. for Project #2, and further, to authorize the addition of the Winnie Loop and Pipeline Trails in Unorganized Township #5 (east, west and south of Lake Winnibigoshish not to exceed \$30,000.00, and further, to authorize the application for State disaster relief funds and any contract balance to be paid from the Land Department Recreation Account Fund Balance. Unanimous.

7B. Mr. Stevenson updated the Board on a request from the Longville Lake Snowmobile Club for assistance in repairing trails damaged due to heavy rains. The club has received a bid from Lott Excavating, LLC in the amount of \$7,574.50 for repairs to multiple segments of their trail system, and has requested funds from Cass County to complete the project in the amount of \$2,500.00.

M/S/P Peterson, Gaalswyk – To approve a reimbursement to the Longville Lake Snowmobile Club for assistance in repairing trails damaged due to heavy rains not to exceed \$2,500.00 after inspection of the completed work as bid - source of funds from the Land Department Recreation Fund Balance. Unanimous.

- 7C. Mr. Stevenson reported that the Lessard Sams Outdoor Heritage Council (LSOHC) has completed the recommendations for the FY2014 appropriations bill. Cass County has been notified that a Phase IV appropriation of \$500,000.00 is being recommended for continuation of the Land Asset Management Program. The Land Department will report back to the Board the public land purchase priorities for Phase IV after action by the 2013 Legislature and Governor. No action necessary at this time.
8. County Administrator Yochum confirmed the upcoming meeting schedule: a. Cass County Department Head performance evaluations - October 23, 2012 beginning at 9:00 a.m., Commissioners Board Room, Courthouse Annex, Walker, MN. b. Association of MN Counties District II Meeting, Wednesday, October 24, 2012, beginning at 8:00 a.m., PrimeWest Bldg. Bemidji, MN. c. Cass County Sale of Tax-Forfeited Parcels – Saturday, October 27, 2012, 9:00 a.m., Commissioners Board Room, Cass County Courthouse, Walker, MN.
9. Chairman Peterson adjourned the meeting at 11:02 a.m.

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

ATTEST: _____
Robert H. Yochum
Cass County Administrator