

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
April 2, 2013**

1A. Chairman Downham convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, April 2, 2013, with the flag pledge, in the Board Room of the Courthouse Annex, Walker, 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	Reno Wells	HHVS Director
Josh Stevenson	Land Commissioner	Dave Enblom	Highway Engineer
Laura Hadrava	Highway Department	Kris Lyytinen	Highway Department
Tom Burch	Sheriff	Jolene Frick	HHVS
Tim Richardson	Central Services Director	Kevin Beal	Self
Gary Schmiesing	Self	Don Stehr	Self
Lynne Stehr	Self	Jeri Striebel	Self
Bradly Striebel	Home school assignment	Blake Striebel	Home school assignment
Teri Hastings	City of Lake Shore	Greg Kimman	Short Elliot Hendrickson
Steve Sundstrom	City of Lake Shore	Dale Yerger	Deep Portage LC
Norm Moody	Deep Portage Foundation	Bob Kadus	Highway Department
Todd Schultz	Highway Department	Scott McAllister	Highway Department
Monica Lundquist	Brainerd Dispatch	Gail DeBoer	Pilot Independent
Alan Olson	Cass Lake Times		

1B. M/S/P Kangas, Peterson – To approve the agenda items for discussion as presented and the addition of Item 5B. (Veterans service staffing and Don Stehr request to be heard). Unanimous.

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

M/S/P Kangas, Gaalswyk – To waive reading and approve the consent agenda as amended (delete Home, But Not Alone purchase of service contract at the request of HHVS). Unanimous.

Approve - Board Minutes of March 19, 2013, and March 26, 2013.

Approve - Auditor warrants dated March 14, 2013 in the amount of \$233,367.53.

Approve - Auditor warrants dated March 21, 2013 in the amount of \$186,809.80.

Approve - Auditor warrants dated March 28, 2013 in the amount of \$185,757.35.

Approve - HHVS Commissioner warrants dated March 22, 2013 in the amount of \$145,047.92.

Approve - HHVS Auditor warrants dated March 22, 2013 in the amount of \$112,909.94.

Approve personnel items - Budgeted positions scheduled for replacement: 1. Receive & file -Notice of resignation of Sue Gray, Deputy Auditor-Treasurer I, grade 18, effective April 26, 2013, and receive & file notice of intent to fill position of Deputy Auditor-Treasurer I, grade 18. B. Positions scheduled for no replacement at this time: None. C. Other – 1. Approve - Extension of Disability Leave for Heidi Massie, Fiscal Officer effective April 17, 2013 through June 1, 2013. 2. Approve - PEHRC's point factor evaluation system rating for HHVS Fiscal Supervisor II, from grade 32 to grade 31, and receive & file intent to fill the Fiscal Supervisor II position. 3. Receive & file - Notice of probation completion for Carol Gnoinsky, Registered Nurse, grade 30, step 1, on April 1, 2013. 4. Receive & file - 9th Judicial District Court Order appointing Team Leader– Brad Mesenbrink, effective March 20, 2013, grade 35, step 3.

Approve licenses – Set-Up - Salty Dog Saloon & Eatery - Thomas Sewall, Powers. On & Off Sale 3.2 Beer - Black Bear Golf - Black Bear Golf, LLC - Pine River Twp; Cherney's Resort - Ignace Cherney, Unorganized.

Award - Quote to Superior Forestry Services, Inc for planting approximately 118,500 trees during the 2013 spring planning season in the amount of \$50.60/thousand seedlings.

<u>Bidder</u>	<u>Bid Amount</u>
Superior Forestry Services, Inc	\$50.60/thousand seedlings
Express Forestry Service, LLC	\$57.00/thousand seedlings
Anthony Bull	\$80.00/thousand seedlings

Receive & file - Notice of Sheriff's Office transfer of Electronic Home Monitoring Program to the Probation Department.

Receive & file – March 04, 2012 MN Department of Human Services audit findings (perfect performance).

Receive & file - Cass County Annual Family Center Reports.

Approve - Out of state travel for Assistant Veterans Service Officer Jeff Woodford – to attend accreditation training at the National Association of County Veterans Services Officers (NACVSO) Conference June 2, 2013 through June 8, 2013 Reno, Nevada, and approve payment of travel and conference expenses estimated cost approximately \$1,500 not including wages.

Approve - HHVS Purchase of Service contracts from March 1, 2013 through Dec. 31, 2013 Riverside Assisted Living/Riverside Senior Living – no other contract term changes.

Approve - Annual Cass County Capital Improvement Plan Hearing during the meeting which begins at 6:00 p.m. on Tuesday, June 18, 2013, at the Sylvan Twp. Hall 12956 24th Ave. SW, Pillager, MN.

Award - Contract to Fuhr Flying Service not to exceed \$19,265.75 - Color infrared aerial photography flight –South Cass County (one response).

Approve Resolution No. 17 -13 for Grant in Aid (GIA) Snowmobile Trail Permits from the State of MN from October 1, 2013 through September 30, 2018.

Commissioner Kangas offered Resolution No. 17-13 and moved its adoption, Commissioner Gaalswyk seconded:

BE IT RESOLVED, the Board of Commissioners of Cass County, Minnesota, hereby approves application for grant-in-aid for snowmobile trail, Cass County Trails, to be groomed and maintained from October 1, 2013 through September 30, 2018. BE IT RESOLVED, the Chairman and County Auditor are hereby authorized to sign agreements whereby Cass County will act as sponsoring agent.

Resolution No. 17-13 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

Authorize - Project management agreement with Mark Beard – 2013 Capital Maintenance Program.

Approve Assessor's Office Abatements - Tax Year 2013: State of MN DNR parcels 19-461-0220 & 19-461-0230 in Kego Township Class Change from Seasonal Residential Recreation to Exempt; James Miller parcel 41-109-1400 in Sylvan Township Class Change from Ag Non-homestead to Ag Homestead; State of MN parcel 91-337-7702 in Longville City Residential Non-Homestead to Exempt; Lyle Childs parcel 25-007-1200 in McKinley Township Value Reduction from \$91,400 to \$29,600.

Receive & file -Timber auction results of March 28, 2013 totaling 4,692 cords plus 43.30 mbf saw timber totaling \$103,457.00

- 2B. Administrator Yochum presented a status report on expired labor contracts. Mr. Yochum reported tentative agreements between negotiation committees for years 2013 and 2014 with Teamsters Local #346 Dispatcher/Records Unit, Local #49 Operating Engineers Highway Unit, and Local #2195 AFSCME Courthouse Unit on the same economic terms as the previously approved Teamsters Local #320 Deputies/Jail Unit (a 2.5 percent increase to the County pay plan effective January 1, 2013, a 2.5 percent increase to the County pay plan effective January 1, 2014, authorizing step increases July 1, of 2013 and July 1, 2014, a one-time County contribution of \$240.00 to the self-insured Cafeteria Plan, and a \$25 increase in the 2013 uniform allowance). Administrator Yochum also discussed the long standing practice of extending the same wage and benefit changes to those not represented by unions (elected department heads, probation officers, and all other non-union personnel). Mr. Yochum also reported a pending change to the probationary period as it relates to the timing of the initial step change (will be submitted as separate action).

M/S/P Dowson, Gaalswyk – To approve the execution of labor contracts for years 2013 and 2014 with Teamsters Local #346 Dispatcher/Records Unit, Local #49 Operating Engineers Highway Unit, and Local #2195 AFSCME Courthouse Unit as presented, and further to approve the same wage and benefit changes to those not represented by unions (elected department heads, probation officers, and all other non-union personnel). Unanimous.

- 2C. Administrator Yochum discussed the upcoming National Volunteer Recognition Week of April 21-27, 2013. Mr. Yochum reported that approximately 421 volunteers serve on a volunteer basis to Cass County including: Sheriff's Office –posse/mounted patrol (22), boat & water (70), dive team (22), TRIAD (47), and chaplains (13); Highway Dept. – adopt a highway (150); Health, Human & Veterans Services – volunteer drivers (42); County Board of Commissioners – committee appointments (55).

M/S/P Kangas, Dowson – To approve recognition of the 55 volunteers appointed by the County Board of Commissioners to various committees and request Cass County Departments to acknowledge their volunteers as well. Unanimous.

Commissioner Kangas offered Resolution No. 18-13 and moved its adoption; Commissioner Dowson seconded:

WHEREAS, volunteers inspire and mobilize people to take action that improve our County, and
WHEREAS, meaningful connections result with our community service organizations, and
WHEREAS, individuals and communities are at the committed to make a difference, and
WHEREAS, the week of April 21 – 27, 2013 is nationally recognized as an opportunity to thank volunteer service, and
WHEREAS, the giving of oneself in service to another empowers the giver and the recipient, and
WHEREAS, experience teaches us that government by itself cannot solve all of our nation's problems, and
WHEREAS, approximately 421 individuals currently volunteer service to Cass County.
NOW, THEREFORE, the Cass County Board of Commissioners do hereby resolve:

1. That April 21–27, 2013 is proclaimed to be volunteer recognition week in Cass County, MN.
2. That the Board of Commissioners urges our fellow citizens to continue to volunteer.
3. That we thank those that do.

Resolution No. 18-13 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 3A. Kevin Beal of Hackensack requested to be heard regarding the need for an improved clean-up plan for the annual Eelpout Festival held on Leech Lake. Sheriff Burch explained the current State law Sheriff's Office permit process to hold a fishing contest or other event on the water. Mr. Beal also inquired about the application of the County Mass Gathering Ordinance to the Moondance Jam but not to the Eelpout Festival. Administrator Yochum reported that the present Mass Gathering Ordinance does not require a mass gathering permit for activities on lakes if a permit has been issued from the Sheriff's Office. Sheriff Burch emphasized that the Sheriff's Office focus at all community events is safety of the public. ESD Director John Ringle discussed the draft 2014 Eelpout Festival cleanup plan that was presented to the City of Walker Park Board and offered any assistance the Sheriff and the Board deem appropriate.

M/S/P Gaalswyk, Kangas – To authorize the Environmental Services Department to serve in an advisory capacity to the Sheriff's Office to develop and implement a sanitation plan for the 2014 Eelpout Festival. Unanimous.

- 4A. Sheriff Tom Burch discussed outreach services to the Remer Northland School and the Pillager School. Both schools have invited deputies to stop by and do walk throughs during school hours when not on call. In addition the schools are providing office space at no County cost. The Sheriff's Office will consider additional school sites upon request. No action necessary.
- 4B. Sheriff Burch and Central Service Director Tim Richardson explained a plan to utilize the Cass County jail facility in a more efficient manner by providing the option to move central control functions from the jail to the adjacent dispatch center to free up the jail staff for inmate supervision duties. No additional staff are contemplated to accommodate the change. The MN Department of Corrections recommends that additional cameras be added in several related locations. The estimated cost to add cameras and expand the capacity of the recorder is \$13,470 (plus tax). Chief Financial Officer Larry Wolfe recommended, if approved, the source of funds as unassigned General Fund balance.

M/S/P Gaalswyk, Dowson – To approve the jail control project as presented. Unanimous.

- 5A. HHVS Director Reno Wells and Office Support Specialist Senior Jolene Frick presented the 2012 HHVS Annual Report which included program descriptions and outcomes for each of the unit activities in the Cass County Health, Human, and Veterans Services Department. The Board commended Ms. Frick on her outstanding work in publishing the report. No action necessary.

5B. Mr. Wells reported the resignation of Veterans Service Officer Kathy Ramos effective on Friday, April 5, 2013.

Don Stehr expressed his appreciation of Veterans Service Officer Ramos, acknowledged her outstanding service to Cass County Veterans, and his concerns related to the resignation.

M/S/P Dowson, Kangas – To receive & file notice of resignation of Veterans Service Officer Kathy Ramos effective April 5, 2013, further to receive and file notice of intent to recall retired Veterans Benefits Specialist Lynette Emery effective April 2, 2013, grade 20 step 10 (rate at retirement), and further, to receive and file notice of intent to advertise Assistant Veterans Service Officer and Veterans Service Officer positions with the intention to fill one position only after review of applicants. Unanimous.

6. Deep Portage Conservation Reserve Executive Director Dale Yerger and Vice President Norm Moody of the Deep Portage Foundation Executive Committee described an improvement to the Deep Portage Learning Center solar project. Mr. Yerger reported that they would like to add on to the previously approved 11.5 Kw solar project on the roof of the Great Hall. The project will cost approximately \$21,000 and will consist of an additional 28 panels. Added to the 48 existing panels the project should meet all of the Ac demands in the summer months and help with lighting as well. The job will be completed by Chuck Trosen Electric and Brad Burritt from Empowered Energy Systems. The micro inverter systems and the web based monitoring have been an excellent STEM addition to the Learning Center.

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

7A. Assistant Highway Engineer Kris Lyytinen introduced Area Maintenance Foreman Robert Kadus, Scott McAllister, and Todd Schultz. Mr. Lyytinen presented the 2013 County Road Maintenance Program after input from maintenance staff:

Striping Program - All pavements on 1, 2 or 5 year re-striping cycle dependent on traffic count. Total project is 185.1 miles in length.

Crack Sealing Program – Priority pavements for 2013: CSAH 3, CSAH 8, CSAH 11, CSAH 42 and C.R. 155

Gravel Program - Gravel roads with traffic counts over 100 vehicles per day (vpd) are included in the graveling program. 2013 priorities are CSAH's 25, 27 & 41 and C.R.'s 106, 116 & 117. CSAH 47 and C.R. 135 will be graveled as part of last year's flood repairs.

Chloride Program - Highway Department policy is to apply chloride to all gravel roads with traffic counts of over 100 vehicles per day and other roads with special concerns. Plan is to apply 171.58 miles.

Maintenance - Projects to be completed by each shop with County forces (some projects remain from the 2012 list due to time lost with two floods and a windstorm): Cass Lake - C.R. 143 - Ditching & gravel; C.R. 144 - Raise grade & gravel; Remer - CSAH 52 - Spot ditching & re-shaping; C.R. 161- Ditching & gravel; Longville - C.R. 157 - Finish re-shaping & gravel (begun in 2012); CSAH 48 - Remove berm & gravel; Hackensack - CSAH 48 - Ditch & gravel; CSAH 41 - Ditch & gravel; Pine River - C.R. 110 - Finish graveling (begun in 2012); C.R. 111 - Remove berm & gravel; Pillager - CSAH 35 - Remove berm & gravel; CSAH 30 - Remove Berm & gravel.

M/S/P Kangas, Peterson – To thank the Highway Department staff for ongoing performance and approve the 2013 Cass County Road Maintenance Program as presented. Unanimous.

7B. Engineer Enblom presented bids for contracts on aggregate surfacing for 2013 maintenance program (\$393,000 estimate), roadway striping (\$100,000 budgeted), and the Snow Snake Trail (\$58,201 estimate).

County Project No. C.M. 2013-1(CSAH 25, CSAH 41, C.R. 106, C.R. 116 & C.R. 117)

<u>Bidder</u>	<u>Total Bid Amount</u>
Swenson Aggregate & Const., LLC	\$273,130.70
Tri-City Paving, Inc.	\$309,825.00
Wm.D. Scepianiak, Inc.	\$313,957.50

Anderson Contracting, Inc.

\$352,188.50

M/S/P Kangas, Gaalswyk - To award the bid to the following apparent low bidder (received on March 27, 2013) for County Project No. C.M. 2013-1(CSAH 25, CSAH 41, C.R. 106, C.R. 116 & C.R. 117 to Swenson Aggregate & Const., LLC in the bid amount of \$273,130.70. Unanimous.

<u>2013 Roadway Striping</u>	<u>Bidder</u>	<u>Bid</u>	<u>Bid Amount</u>
4" Solid white stripe LF - 1,427,660	Traffic Marking Service, Inc.	\$0.0397	\$56,678.10
4" Yellow stripe-LF-1,181,769	Traffic Marking Service, Inc.	\$0.0390	<u>\$46,088.99</u>
Total Bid Amount			\$102,767.09

M/S/P Peterson, Kangas – To award the bid to the following apparent low bidder (received on March 27, 2013) for roadway striping to Traffic Marking Service, Inc. for 4" Solid white stripe LF - 1,427,660 and 4" Yellow stripe-LF-1,181,769 in the bid amount of \$102,767.09. Unanimous.

G.I.A. 2013 -1 Snow Snake Trail Maintenance Improvements

<u>Bidder</u>	<u>Bid Bond</u>	<u>Total Bid</u>
Swenson Aggregate & Construction	X	\$52,390.08
Young Excavating, Inc.	X	\$59,533.75
Schrupp Excavating	X	\$61,869.75
Anderson Contracting, Inc.	X	\$62,961.70
Holmwig Excavating	X	\$71,217.85
Northfork Boulders & Excavating	X	\$99,220.00

M/S/P Dowson, Kangas – To award the bid to the following apparent low bidder (received on March 27, 2013) for G.I.A. 2013 -1 Snow Snake Trail Maintenance Improvements to Swenson Aggregate & Construction in the bid amount of \$52,390.08. Unanimous.

7C. Engineer Enblom explained the City of Lake Shore has requested that CSAH 77 be programmed into the Cass County Capital Improvement Program for reconstruction. Terri Hastings and Steve Sundstom discussed the initial priority of a 1.5 mile section located south of Bar Harbor to Sherwood Forest. Mr. Enblom explained the benefits of looking at the entire 3 mile length of CSAH#77 thru the City of Lake Shore. By consensus, the Board referred the request to be considered as a part of the updated Highway Department 5-year Capital Road Plan (Item 7D of this agenda).

7D. Construction/Design Engineer Laura Hadrava explained the 5-year Highway Construction Program. Ms. Hadrava presented ride quality and pavement quality indices for each of the County State Aid Highways (CSAH) in Cass County. The quality indices from MnDOT are one source of maintenance data including age, traffic volume and in general how the pavements are holding up. Design Engineer Hadrava discussed the 2013-2017 Construction Program funding sources: Federal Funds applied for and received for specific projects = \$1,971,500; State Aid Funds yearly allocation = \$2,775,487 (based on 2013's allocation); State Aid Municipal Funds yearly allocation = \$238,917 (based on 2013's allocation); County road construction funds yearly allocation = \$850,000; Bridge Bonding applied for and received for specific projects = \$429,500; Leech Lake Band of Ojibwe Transportation Funds project specific = \$470,000. Upon Board approval the 5-year Highway construction program would include:

Year 2013:

SAP 011-604-015	CSAH 4 (CR 130 to 1/4 COR. SEC.21)reconstruction - grading & bit surfacing (mill, reclaim,widen)
SAP 011-604-016	CSAH 4 (Cedar St. to CSAH 63) overlay
SP 011-608-015	CSAH 8 (Boy River Bridge) bridge replacement
SAP 011-665-008	CSAH 65 (CR 158 to County Line)tight blade and overlay
SAP 011-598-007	CR 103 (Mosquito Creek Crossing) bridge replacement
CP 2013-1(143)	CR 143 (TH 371 to reconstruction - grade and bit surfacing

Year 2014:

SAP 011-601-022	CSAH 1 (CSAH 24 to CR 114) reconstruction -grading & bit surfacing
SAP 011-802-001	CSAH 202 (Pine River) mill and inlay
CSAH 49	CSAH 49 (TH 84 to CSAH 56) mill and overlay

Year 2015:

SAP 011-604-017 CSAH 4 (1/4 COR. SEC. 21 to CSAH 53) - grading & bit surfacing *CSAH 53 to CSAH 65 added to this project from 2017
SAP 011-665-009 CSAH 65 (CSAH 4 to CR 158) mill and overlay
CSAH 58 CSAH 58 (TH 6 to 4.0 mi East) reclaim and surface
CSAH 74 CSAH 74 (CSAH 65 to CSAH 3) resurface

Year 2016:

SP 011-601-023 CSAH 1 (CR 107 to CSAH 29) reconstruction - grading and bit surfacing •CSAH 29 to CSAH 24 added to this project from 2017
SAP 011-617-006 CSAH 17 (CSAH 1 to County Line) reconstruction - grading and bit surfacing
SAP 011-620-004 CSAH 20 (County Line to TH 64) mill and overlay
SAP 011-629-007 CSAH 29 (CSAH 78 to County Line) tight blade and overlay
SAP 011-805-002 CSAH 205 (Walker) mill and inlay

Year 2017:

SAP 011-601-024 CSAH 1 (CSAH 29 to CSAH 24) Project advanced to 2016 reconstruction - grade and bit surfacing
SAP 011-604-018 CSAH 4 (CSAH 53 to CSAH 65) Project advanced to 2015 reconstruction - grade and bit surfacing
SAP 011-677-013 CSAH 77 (City of Lake Shore) reconstruction - grade and bit surfacing
SP 011-675-002 CSAH 75 (TH 2 to North County Line) mill and overlay

County Engineer David Enblom added that the construction program is fiscally constrained for the time period identified of 2013-2017. Delivery of individual projects within the years identified (specifically 2015 and 2016) will require either advancing from the immediate future years State Aid construction allocation or expenditure of County fund balances.

M/S/P Dowson, Kangas – To approve the 5 year Cass County Highway construction program as presented. Unanimous.

8. County Administrator Yochum confirmed the upcoming meeting schedule.
9. M/S/P Dowson, Gaalswyk – To close the meeting at 11:07 a.m. pursuant to MN Statutes 13D.05 to conduct a performance evaluation of Highway Engineer Dave Enblom and further, to report the results of the same at the next regular meeting of Tuesday, April 16, 2013. Unanimous.

Present for the meeting were all County Board members, County Administrator Robert Yochum, and Highway Engineer Dave Enblom.

10. Chairman Downham reopened and adjourned the meeting at 11:34 a.m.

SIGNED: _____
Dick Downham, Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator