

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
June 4, 2013**

- 1A. Chairman Downham convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, June 4, 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
Jim Schneider	Probation Director	Erick Hoglund	Sheriff's Office
Joel Norenberg	Sheriff's Office	Sharon Anderson	Auditor-Treasurer
Kim Minton	HHVS	Tim Richardson	Central Services Director
Jamin Carlson	ESD Intern	Tom Saxhaug	State Senator District 5
John Persell	State Representative 5A	Sam Richie	MN Legislative Assistant
Mitch Berggren	MN Legislative Assistant	Gary Schmiesing	Veterans
Lynne Stehr	Veterans	Patti Schmiesing	Veterans
Don Stehr	Veterans	Meri Lysne	Over the Hills Gang
Alan Olson	Cass Lake Times	Terry Freeman	No. Engineering & Consulting, Inc.
Monica Lundquist	Brainerd Dispatch	Gail DeBoer	Pilot Independent

- 1B. M/S/P Dowson, Kangas – To approve the regular agenda items for discussion as presented and the addition of Item. 3B. (Request to be heard – Dan Larson from the MRCC). Unanimous.

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

M/S/P Gaalswyk, Kangas – To waive reading and approve the consent agenda as amended (approve ESD Director request to remove Item 2A. 11 – temporary \$5.00 fuel surcharge for contracted SSTS inspections). Unanimous.

Approve - Board Minutes of May 21, 2013.

Approve - Auditor warrants dated May 16, 2013 in the amount of \$572,894.36.

Approve - Auditor warrants dated May 23, 2013 in the amount of \$297,998.41.

Approve - HHVS Commissioner warrants dated May 24, 2013 in the amount of \$144,223.81.

Approve - HHVS Auditor warrants dated May 24, 2013 in the amount of \$84,909.46.

Approve personnel items - A. Budgeted positions scheduled for replacement: 1. Receive & file - Notice of appointment of Tahnee Hamilton, County Agency Social Worker – CPS, Grade 28, Step 1, effective May 20, 2013. 2. Receive & file - Notice of appointment of Nicole Mankowski, County Agency Social Worker, Grade 28, Step 1, effective June 3, 2013. 3. Receive & file - Notice of resignation – Lindsay Cates, Probation Officer effective June 21, 2013, and receive & file notice of intent to fill position vacated by Lindsay Cates, Probation Officer from current pool of applicants from previous posting on May 24, 2013. B. Positions scheduled for no replacement at this time: None. Other: 1. Receive & file - Notice of probation completion for Wendy Drews, Office Support Specialist, Grade 15, Step 01, on June 3, 2013.

Approve licenses – On Sale Intoxicating including Sunday - Huddle's South Shore Resort - Huddle's South Shore Resort, Inc, Pine Lake; Ridgewood Gold Course- JAT Enterprises of Longville, Inc - Wabedo. Off Sale Intoxicating - DJ's Liquor Outlet, Inc - DJ's Liquor Outlet, Inc, Powers; Corner Store Express - Corner Store Express, Inc, Sylvan. On & Off Sale Intoxicating including Sunday - Anchorage Inn - JLANchorage, LLC, Inguadona. Gambling - Outing Gun Club @ Village Inn Dining & Saloon - Patrick Bennington, Crooked Lake.

Receive and file - 1st Quarter 2013 Foreclosure Report and 1st Quarter 2013 Sales Activity Report.

Refer - US Department of Interior notice of fee to trust application for the former Holter/World of Christmas property by the Leech Lake Band to the Liaison Committee of the Board (Commissioners Downham, and Dowson).

M/S/P Gaalswyk, Kangas – To approve an amendment to the Cass County Fee Schedule - Highway Department: Culvert and mailbox support prices - Culvert and delivery minimum, more for larger sizes change from \$300.00 to \$350.00; mailbox support change from \$25.00 to \$35.00; County installed mailbox support change from \$60.00 to \$70.00; County installed mailbox support and removal of old support change from \$70.00 to \$80.00, due to increases in current county cost of materials effective upon passage of motion. Unanimous.

Approve - Repairs to the steam boiler system located in the LEC in an estimated amount of \$14,500.00 including tax.

M/S/P Gaalswyk, Kangas – To award quotes for a Certificate of Survey and monuments in Section 33 of Slater Township-Project #25 to Kohout Surveying in the amount of \$5,495.00; Section 29 of Ponto Lake Township – Project #26 to Kohout Surveying in the amount of \$7,300.00; Sections 28 and 29 of Woodrow Township - Project #27 to Ulteig in the amount of \$5,900.00; Section 24 of Beulah Township - Project #28 to Karvacko Engineering in the amount of \$9,820.00. Unanimous.

	Project #25	Project #26	Project #27	Project #28
<u>Bidder</u>	<u>Slater</u>	<u>Ponto Lake</u>	<u>Woodrow</u>	<u>Beulah</u>
Karvacko Engineering	\$7,295.00	\$12,195.00	\$9,135.00	\$9,820.00
Kohout Surveying	\$5,495.00	\$7,300.00	\$6,975.00	\$16,500.00
Northern Engineering & Consulting, Inc.	\$7,500.00	\$8,500.00	\$6,500.00	No Bid
Northern Lights Land Surveying	No Bid	\$8,630.00	No Bid	No Bid
Ulteig	\$5,600.00	\$7,400.00	\$5,900.00	\$11,100.00

Approve - Joint Powers Agreement with MPCA to receive 75% reimbursement for performing advanced inspections on SSTS septic systems.

Receive & file - HHVS Cash Account Balance Comparison and Child Service Costs through April 2013.

Approve - Appointment of Wilma Griffin - Chair and Wayne LaDuke – Vice Chair of the Cass County Health, Human and Veteran Services' Advisory Board.

Receive & file - Resignation of Margie Ryan, MI/DD/Elderly representative on the Cass County Health, Human and Veteran Services Advisory Board.

Approve - 4th pay request for Gorham Oien Mechanical, Inc. (Chiller replacement) in the amount of \$2,754.00.

- 2B. Administrator Yochum summarized recent meetings of the Regional Jail Ad-Hoc Committee consisting of Sheriff Tom Burch, Commissioner Jim Dowson and Commissioner Neal Gaalswyk. The committee has reviewed jail average daily population trends, performance of the existing Cass County/Crow Wing County jail facility contract (dated March 25, 2005), and prepared a draft agreement to extend inmate boarding at Crow Wing County through December 31, 2023.

M/S/P Dowson, Peterson – To authorize release of the draft jail contract between Cass County and Crow Wing County for Crow Wing County to review. Unanimous.

- 3A. District 5 MN State Senator Tom Saxhaug and District 5A MN State Representative John Persell appeared before the Board to discuss 2013 Legislative action including balancing the budget, property tax relief, increased local government aids, and a sales tax exemption for local governments. Additional local bills included Mississippi Headwaters Board funding, Explore Minnesota tourism advertising, public land transactions, seasonal business property tax deadlines, Lessard/Sams projects and LCCMR funding. The Board thanked Senator Saxhaug and Representative Persell for the update and continued communication with Cass County. No action required.

- 3B. Minnesota Rural Counties Caucus (MRCC) Administrator Dan Larson appeared before the Board to present an update on MRCC's initiatives to communicate the needs of rural counties within AMC and the State legislature. Mr. Larson requested that Cass County consider joining the 24 MN counties presently affiliated with the MRCC organization.

M/S/P Gaalswyk, Kangas – To refer the Minnesota Rural Counties Caucus (MRCC) request to join the organization to the Cass County Citizen Budget Committee for comment. Unanimous.

- 4A. Auditor-Treasurer Sharon Anderson summarized the Friday, May 24, 2013 Cass County Ditch No. 9 informational meeting. Ms. Anderson presented a petition for repair of County Ditch #9 signed by five petitioners stating that the Ditch #9 is in need of repair by removal of beaver dams, and other possible work. The petition requests the Board of Commissioners to proceed with the necessary repairs.

M/S/P Dowson, Kangas - To authorize the Auditor-Treasurer to obtain cost estimates of the related professional services (i.e. engineering, legal) necessary to provide cost estimates for repair of County Ditch #9 and report back to the Board. Unanimous.

- 4B. Ms. Anderson presented a draft Capital Improvement Plan (CIP) for the years 2014 through 2018. The plan is reviewed annually to establish long range capital needs and review related funding resources. New project requests included a deferred maintenance program for highway shop facilities and Probation Department remodeling. The CIP public hearing was previously set for Tuesday, June 18, 2013 during the regular board meeting beginning at 6:00 p.m. at the Sylvan Town Hall, 12956 24th Ave. SW, Pillager, MN.

M/S/P Dowson, Kangas – To establish a County Board work session to review the Capital Improvement Plan on Monday, June 17, 2013 beginning at 12:00 p.m. prior to the Cass County Board of Equalization Meeting in the Commissioners Board Room, Cass County Courthouse, 1st Floor Annex, Walker, MN. Unanimous. (Motion at the meeting amended with subsequent Board consent due to schedule conflict on June 10, 2013 at Backus)

- 5A. Construction/Design Engineer Laura Hadrava presented bids opened on May 28, 2013 at 2:00 PM for projects: SAP 011-604-016 – CSAH 4 pavement preservation - Boy River; SAP 011-665-008 – CSAH 65 pavement preservation - Salem Township and SAP 011-604-015 - CSAH 4 reconstruction - Slater Township. Engineers Estimate - \$2,934,925.66

<u>Bidder</u>	<u>Total Bid Amount</u>	<u>Percent Over/Under Estimate</u>
Tri-City Paving, Inc.	\$2,882,207.92	1.80% Under Estimate
Hawkinson Const. Co., Inc.	\$3,062,946.92	4.36% Over Estimate
Casper Construction, Inc.	\$3,250,000.00	10.74% Over Estimate
Anderson Brothers Const. Co.	\$3,273,241.18	11.53% Over Estimate
Central Specialties, Inc.	\$4,024,455.19	37.12% Over Estimate

M/S/P Downham, Peterson – To award a contract to the apparent low bid for Project No's.: SAP 011-604-016, SAP 011-665-008, and SAP 011-604-015 to Tri-City Paving, Inc. in the bid amount of \$2,882,207.92. Unanimous.

- 5B. Highway Engineer David Enblom presented responses to the request for proposals to provide contracted County Surveyor services. Environmental Service Director John Ringle, County Engineer David Enblom, and Land Department Commissioner Josh Stevenson reviewed the proposals and recommend appointment of Terry L. Freeman as the Cass County Surveyor through a contract with Northern Engineering & Consulting Inc. based upon Mr. Freemans' previous experience working in the Cass County Surveyor office and proximity of the Northern Engineering & Consulting Inc. office in Walker. The staff also recommended a procedure to avoid the appearance of any conflicts of interest.

<u>Bidder</u>	<u>Bid Amount</u>
Northwoods Surveying	\$ 70.00/hour
Northern Engineering & Consulting Inc.	\$ 75.00/hour
Karvacko	\$ 98.00/hour
Widseth Smith and Nolting	\$100.00/hour
Ulteig Engineering	\$150.00/hour

M/S/P Dowson, Gaalswyk – To approve the appointment of Terry L. Freeman as the Cass County Surveyor through a contract with Northern Engineering & Consulting Inc. at a rate of \$75.00/hour, and further that any County related work performed by Northern Engineering & Consulting Inc. (outside this contract) should be certified by a registered land surveyor other than Cass County Surveyor Terry L. Freeman. Unanimous.

- 6A. Land Commissioner Josh Stevenson discussed the public notice process used by the MNDNR and Cass County regarding the proposed Over the Hills Gang Grant in Aid ATV trail. The comment period ended May 6, 2013 with receipt of 361 responses. Of the comments received 21 had concerns with the proposal, and of the 21 concerns all but 3 can be addressed with cooperation from the road authority and the club. Mr. Stevenson presented a draft contract that defines the Over the Hills Gang club duties for the proposed grant in aid ATV trail. Meri Lysne of the Over the Hills Gang discussed the clubs ongoing commitments including recent improvements by the club in the Outing - Emily area. Highway Engineer David Enblom noted that future improvements to CR#58 may be urban sections that would have to share the road surface with an ATV trail.

M/S/P Gaalswyk, Kangas – To approve the draft Cass County/Over the Hills Gang Grant in Aid ATV trail contract subject to approval by the MN DNR and review by the Cass County Attorney's Office. Unanimous.

- 6B. Mr. Stevenson updated the Board on the 2013 tree planting and seeding activity this spring. Tree planting consisted of 148 acres with 115,100 red pine seedlings. Aerial seeding activities included 284 acres of black spruce, white spruce, jack pine, white pine, and red pine. No action necessary.
- 7A. ESD Director John Ringle requested Board action to amend the Cass County Fee Schedule. Mr. Ringle recommended reducing the platting fee rate of \$385.00 per lot to \$750.00 for the preliminary plat hearing and \$750.00 for the final plat hearing plus \$50.00 per lot. This would equate to a 20 parcel plat costing \$2,500.00 versus \$7,700.00 under the current fee structure. Plat developers would then also be responsible for surveying costs associated with the plat check and plat closing, performed and billed to the proposer by an independent or contract surveyor.

M/S/P Dowson, Kangas - To amend the Cass County Fee Schedule (Environmental Services) by establishing plat fees as \$750.00 for preliminary plat review plus a charge of \$50.00 per lot, \$750.00 for final plat review plus a charge of \$50.00 per lot (second opinion review by an independent surveyor is the responsibility of the owner). Unanimous.

- 8A. Support Services Supervisor Kim Minton presented the Cass County Volunteer Driver Program update that became effective on February 2013 that combined transportation program administration for Seniors, Veterans, Medical Assistance Social Services, Public Health, and Probation. Cass County residents needing transportation can now call Transportation Coordinator Deb Benesh at (218) 947-7530 at the Backus location for all County programs. In addition to sole source coordination the volunteer driver reimbursement process has been simplified to a single voucher format. The Board complimented the program changes. No action necessary.
- 8B. HHVS Director Reno Wells reported the unanimous selection of Assistant Veterans Service Officer Jeff Woodford as the Veterans Service Officer by the five member selection team after conducting interviews May 24, 2013. Mr. Wells requested the Board to accept the committee selection by appointing Mr. Woodford effective June 04, 2013 and to authorize filling the resulting Assistant Veterans Service Officer vacancy.

M/S/P Dowson, Kangas – To appoint Jeffrey Woodford as the Cass County Veterans Service Officer (VSO) pursuant to MN Statutes 197.60 to a four year term effective June 04, 2013 (with the first twelve months being a probationary period), and to establish the VSO compensation at Grade 31, Step 1, and to authorize filling the Assistant Veterans Service Officer vacancy from the current pool of seven qualified applicants from the previous posting dated April 3, 2013. Unanimous.

9. County Administrator Yochum confirmed the upcoming meeting schedule: a. Board of Equalization – Monday, June 17, 2013, beginning at 2:00 p.m., Commissioners Board Room, Courthouse, Walker, MN. b. County Board Meeting in Commissioner District #1, Tuesday, June 18, 2013 6:00 p.m. at Sylvan Township Hall, 12956 24th Avenue SW, Pillager, MN. c. Sale of tax-forfeited parcels on Saturday, June 29, 2013, 9:00 a.m., Commissioners Board Room, Crtse, Walker, MN.
10. Chairman Downham adjourned the meeting at 11:00 a.m.

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

ATTEST: _____
Robert H. Yochum
Cass County Administrator