

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
March 4, 2014**

- 1A. Vice-Chairman Gaalswyk convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, March 4, 2014, with the flag pledge, in the Board Room of the Courthouse Annex, Walker, MN. Commissioners present: Downham, Dowson, Gaalswyk, and Peterson. Commissioners absent: Kangas.

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
Ken Nordin	HHVS	Tom Burch	Sheriff
Brad Rittgers	Sheriff's Office	Dave Enblom	Highway Engineer
Tim Richardson	Central Services Director	Sharon Anderson	Auditor-Treasurer
Kris Lyytinen	Asst. Hwy. Engineer	Priscilla Fairbanks	MN Chippewa Tribe
Laura Hadrava	Construction/Design Engineer	Wanda Reed	HHVS
Jeff Poenix	Kootasca Community Action	Sarah Smythe	HHVS
Scott Noland	Asst. Land Commissioner	Monica Lundquist	Brainerd Dispatch
Allan Olson	Cass Lake Times	Gail DeBoer	Pilot-Independent

- 1B. M/S/P Downham, Peterson – To approve the agenda items for discussion as presented and the addition of Item 5B. (MPCA recommendations to the State legislature for a statewide recycling refund program). 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. Unanimous.

Approve - Board Minutes of February 18, 2014.

Approve - Auditor warrants dated February 13, 2014 in the amount of \$272,484.86.

Approve Auditor warrants dated February 20, 2014 in the amount of \$102,802.35.

Approve - HHVS Commissioner warrants dated February 21, 2014 in the amount of \$166,166.97.

Approve - HHVS Auditor warrants dated February 21, 2014 in the amount of \$81,939.06

Approve Personnel Items - A. Budgeted positions scheduled for replacement: 1. Receive & file - Resignation of Assistant Land Commissioner Scott Noland, effective March 7, 2014, and notice of intent to fill the vacancy. B. Positions scheduled for no replacement at this time: 1. Receive & file - Notice of retirement of Fraud Prevention Specialist, Ken Nordin, effective March 4, 2014 and notice of intent to not fill the vacancy due to contract with the Sheriff's Office. 2. Receive & file - Notice of Neli Volz appointment to full-time status as a Jailer, effective March 7, 2014, grade 21 (no change in grade or step). C. Other. 1. Receive & file - Notice of appointment of Betsy Hjelseth temporary summer intern, grade 2, step 1.

Approve licenses - On & Off Sale 3.2 Beer - Wedgewood Golf Course - Richard Watson, Leech Lake. Gambling - Roosevelt and Lawrence Area Lakes Association (RALALA) on August 30, 2014 - Robert S Lee, Crooked Lake.

Receive & file - HHVS cash account balance comparison and child service costs through January 2014.

Receive & file - Office of State Auditor engagement letter to provide audit services to Cass County through Dec. 31, 2014.

Approve - HHVS purchase of service contract addendum: Community Support Services Program service agreement for adults, supported employment services for adults from January 1, 2014 through December 31, 2014 with no financial changes.

Approve - Fire contract for Unorganized Townships from Jan. 1, 2014 – Dec. 31, 2014 for Walker Area Joint Fire Department @ \$550.30/yr. (same as 2013).

Receive & file - Medical Examiners statistics from January 1, 2013 through December 31, 2013.

Receive & file - Region Five Development Commission notification of commission packets posted on Region Five website.

Receive & file - Cass Lake Area Rural Fire Association cost of fire protection for 2015.

Receive & file - Timber auction results of February 27, 2014 totaling 3,134.50 cords plus 12.50mbf saw timber totaling \$60,057.00.

Approve - Request to use County administered land in conjunction with a SnowCross race using snowmobiles on the Moondance Jam site contingent on receiving proper documentation.

- 3A. Financial Assistant Supervisor Wand Reed introduced Fraud Prevention Specialist Ken Nordin and thanked him for his service to Cass County Health, Human and Veteran Services. On behalf of the Cass County Board of Commissioners Board Vice Chairman Gaalswyk presented Ken Nordin a Certificate of Appreciation recognizing his twenty-four years at Cass County Health, Human and Veteran Services.
4. Jeff Poenix from Kootasca Community Action discussed outreach efforts in Cass County regarding the affordable care act, and the MNsure program. Priscilla Fairbanks from the MN Chippewa Tribe Human Services explained specifically how the Native American population is affected by these programs and coordination activities by Mn Chippewa Tribes (MCT) including the Leech Lake Band of Ojibwe. Financial Assistant Supervisor Sarah Smythe explained the Cass County HHVS role in these programs and welcomed any assistance from Kootasca Community Action and MCT. No action necessary.
- 5A. ESD Director John Ringle discussed the aquatic invasive species (AIS) program which the Board delegated responsibility for to the Cass County Soil and Water Conservation District (SWCD). Mr. Ringle reported that the SWCD and ESD have been working with the MNDNR and local stakeholders operating as a task force to develop a related management plan. The SWCD has received a grant of \$5,000 for education and implementation of a level one inspection program to be carried out by MNDNR trained employees hired through a temporary employment agency. In addition Director Ringle added that the SWCD is contributing a \$5,000 match to the Cass SWCD to complement the AIS grant. The Cass County Association of Townships as well as the Association of Cass County Lakes have been canvassing their memberships to solicit donations to this AIS fund. ESD recommends a Cass County contribution of up to \$5,000 as an incentive for a challenge match by townships or lake associations.

M/S/P Dowson, Peterson - To approve dedicating up to \$5,000 from conservation fund #73 to be used as a 1:1 challenge match for any township or lake association in Cass County that contributes funds to the Cass SWCD AIS Management and Prevention program. Unanimous.

- 5B. Mr. Ringle discussed the report from the MPCA recommending to the State legislature that a statewide recycling refund program be implemented. ESD Director Ringle informed the Board that Cass County's current recycling rate is at 40% and the MPCA predicts an 80% recycling rate if a refund program was mandated (based on other States experience). By consensus, the Board requested the County Administrator to contact Cass County State legislators requesting more information particularly the County role in such a program.
- 6A. Sheriff Tom Burch requested Central Services Director Tim Richardson to explain the necessity to replace and upgrade the current of LEC records/dispatch system (Positron). Director Richardson recommended a replacement system from Zuercher Technologies (referred to as LEDS) which includes the necessary connections to State and Federal systems, incorporates the existing Cass mapping features, expands automatic vehicle location data, and adds mobile capabilities to the field staff. Cass County reviewed the Itasca County vendor responses and determined Zuecher Technologies to be the best sole source provided. The contractor provides complete responsibility for hardware (includes service, support, and maintenance) and software (includes upgrades, fixes, data backup and recovery). The current contract with Positron/Tiburon will expire in September/October of 2014. Sergeant Bradley Rittgers added that the competing bid was \$400,000 compared to the Zuercher Technologies bid of \$294,125.

M/S/P Peterson, Downham - To authorize the Sheriff and County Administrator to execute a contract with Zuercher Technologies to upgrade the current Sheriff's Records Management System (RMS), Computer-Aided Dispatch (CAD) system, Jail Management System (JMS), civil process, and other components needed to complete the system not to exceed \$294,125 utilizing up to \$120,000 from E-911 fund balance and up to \$180,000 from general fund balance, further to approve a Zuercher LEDS system five-year maintenance agreement of \$38,835 per year beginning in 2015 with a not to exceed 5% annual escalator. Unanimous.

7A. Auditor-Treasurer Sharon Anderson presented a draft newsletter to be included in the 2014 property tax statements.

M/S/P Downham, Dowson – To approve the 2014 property tax statement newsletter as presented. Unanimous.

7B. Ms. Anderson discussed installing an electronic payroll system in the Sheriff's Office utilizing an RTvision product similar to systems utilized throughout the County departments. The proposal adds 67 LEC employees to the basic timecard program for a one-time fee of \$4,380.00 and adds \$490 to the annual maintenance support from the vendor.

M/S/P Dowson, Downham - To approve the purchase of a RTvision electronic payroll system in the amount of \$4,380.00 for the Sheriff's Office from the adopted 2014 Auditor-Treasurer budget and further approve on-going related maintenance support from the Central Services operating budget. Unanimous.

8A. Assistant Highway Engineer Kris Lyytinen discussed the final location of property revoked to Shingobee Township by Resolution 14-09. Mr. Lyytinen presented Resolution No. 14–14 which documents the actual reconstructed boundaries of CR 159 and the Paul Bunyan Trail which are necessary to complete the CR 159 revocation to Shingobee Township.

Commissioner Dowson offered Resolution No. 14 – 14 and moved its adoption; Commissioner Peterson seconded:

WHEREAS: Past County board action, resolution 14-09, revoked CR 159 to Shingobee Township contingent upon the final location established by the reconstruction of the Paul Bunyan Trail by the Minnesota Department of Natural Resources.
WHEREAS: This trail reconstruction has been completed and the final description for Shingobee Township ownership is as follows:

Proposed Revocation Description - CR 159 as described in MnDOT Trunk Highway 371 turn back document (Quit Claim Deed – County Record No. 320391 dated May 10, 1990), and as shown in attachment "A".

WHEREAS: Shingobee Township accepted revocation CR 159 in 2011 and began performing maintenance and operations in 2012.

NOW THEN BE IT RESOLVED: That this action to identify the final location of CR 159 completes the CR 159 revocation to Shingobee Township

Resolution No. 14 – 14 was adopted by majority vote: Downham, Dowson, Gaalswyk, Peterson. Absent: Kangas. Nays: None.

8B. Construction/Design Engineer Laura Hadrava discussed the 2018 Federal projects considered by the Region 5 Transportation Advisory Committee. Ms. Hadrava noted that the project on CSAH 77 in the City of Lakeshore is one of seven recommended for approval by the Region Five Development Commission for Federal funding. Engineer Hadrava presented Resolution No. 15-14 for Project SP011-677-013.

Commissioner Gaalswyk offered Resolution No. 15 – 14 and moved its adoption; Commissioner Dowson seconded:

WHEREAS, Region Five Development Commission recommended the Central Minnesota Area Transportation Partnership program federal funds in the amount of \$1,350,000.00 in year 2018 of its 2015-2018 ATIP for SP 011-677-013 submitted by Cass County for the reconstruction of County State Aid Highway 77 from the South City Limits of Lake Shore to County State Aid Highway 78, which will include grading, aggregate base and bituminous surfacing; and

WHEREAS, Cass County acknowledges the \$1,350,000.00 in federal funds that is being recommended by the ATP for SP 011-677-013 and understands that a minimum local financial match of \$3,150,000.00 will be necessary based on the present cost estimate to fully implement the project; and

THEREFORE BE IT RESOLVED, Cass County agrees to commit the necessary local revenues to match the funds approved by the ATP and included in the STIP and to cover any other costs that may be necessary to complete the project as submitted.

Resolution No. 15 – 14 was adopted by majority vote: Downham, Dowson, Gaalswyk, Peterson. Absent: Kangas. Nays: None.

- 8C. Mr. Lyytinen informed the Board of the highest bids for sale of 4 surplus diesel fuel tanks and pumps from the Longville, Hackensack, Pine River & Pillager highway shops. The tanks were presented for public sale by McLaughlin Auctioneers (mc-bid on-line internet auction) with bidding closed on February 25, 2014. Final bids varied from \$6,850 to \$7,100 for a total sale price of \$27,950. Assistant Highway Engineer Kris Lyytinen recommended that the proceeds be transferred to the Capital Building Fund.

M/S/P Downham, Dowson – To accept the highest public bid through McLaughlin Auctioneers for sale of four (4) surplus diesel fuel tanks and pumps from Cass County Highway Shops in the total amount of \$27,950 (proceeds of sale to be transferred to the Capital Building Fund). Unanimous.

- 8D. Mr. Lyytinen explained that the Highway Department 2014 Capital Equipment Program includes replacement of one 1996 TLB (rubber-tired tractor/loader/backhoe) and one related shop trailer. Assistant Highway Engineer Lyytinen recommended that one additional 1996 TLB and one additional related shop trailer scheduled for replacement in 2015 be moved to the 2014 schedule.

M/S/P Downham, Gaalswyk – To amend the Highway Department Capital Equipment Program by adding replacement of one additional 1996 TLB and one additional related shop trailer previously scheduled for 2015 @ \$101,920 to the 2014 schedule @ \$99,000 and further to authorize the sale of the related surplus equipment through an on-line auction service. Unanimous.

County Engineer David Enblom discussed the purchase a new multi-passenger vehicle available to all County staff scheduled for use through the Highway Department (estimated cost of between \$25,000 to \$30,000). The two vehicles similarly assigned are a 2002 Ford Taurus and a 2001 Dodge Caravan that would be transferred to HHVS fleet use to replace higher mileage vehicles.

M/S/P Peterson, Dowson – To approve the purchase of a new multi-passenger vehicle available to all County staff scheduled for use through the Highway Department and to transfer a 2002 Ford Taurus and a 2001 Dodge Caravan to HHVS fleet use to replace higher mileage vehicles. Unanimous.

9. County Administrator Yochum confirmed public notice of the County Board attendance at the Upper Mississippi Headwaters Board planning meeting, April 2, 2014, 8:30 a.m., Chase on the Lake, Walker, MN.
10. Vice-Chairman Gaalswyk adjourned the meeting at 10:40 a.m.

SIGNED: _____
Neal Gaalswyk, Vice-Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator