

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

- 1A. Acting Board Chairman Jim Dowson convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, November 4, 2014, with the flag pledge, in the Public Meeting Room of the Land Department Building, Backus, MN. Commissioners present: Downham, Dowson, and Peterson. Commissioners absent: Gaalswyk, and 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
Tom Burch	Sheriff	Erick Hoglund	Chief Deputy Sheriff
Dave Enblom	Highway Engineer	Kris Lyytinen	Asst. Highway Engineer
Tim Richardson	Central Services Director	Jeff Woodford	VSO
Todd Tisler	Chippewa National Forest	Mitch Bouchonville	Chippewa National Forest Walker
Fred Smith	LAABD-Kego Twp.	Kelly Felton	WTC
Kevin Lee	North Ambulance	Scott Wilson	Cass County HRA
Joan Downham	Self	Luella Horsman	LAABD-Boy Lake Twp.
Court Lechert	LAABD-Woodrow Twp.	Christina Herheim	LAABD-City of Longville
Scott Bruns	Self	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch	Ron Stokesbary	LAABD-Wabedo Twp.

- 1B. M/S/P Peterson, Downham – 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, Peterson – To waive reading and approve the consent agenda. Unanimous.

Approve - Board Minutes of October 21, 2014.

Approve - Auditor warrants dated October 16, 2014 in the amount of \$1,216,197.67.

Approve - Auditor warrants dated October 23, 2014 in the amount of \$149,215.42.

Approve - HHVS Commissioner warrants dated October 24, 2014 in the amount of \$188,070.78.

Approve - HHVS Auditor warrants dated October 24, 2014 in the amount of \$121,728.61.

Approve personnel items – A. Budgeted positions scheduled for replacement: 1. Receive & file - Notice of appointment of Yvonne Hammerschmidt, County Agency Social Worker, grade 30 step 1, effective December 19, 2014. 2. Receive & file - Notice of completion of the appointment of Jolene Frick on a temporary basis to the position of Support Services Supervisor, Grade 31, Step 1, while Kim Minton, Support Services Supervisor, was on extended medical leave. Kim has returned to her regular duties effective Monday, October 27, 2014. B. Positions scheduled for no replacement at this time: none. C. Other: 1. Receive & file - Notice of completion of probation period of Barry Flategraff, Pine River Motor Equipment Operator, grade 21, step 2, effective October 14, 2014. 2. Approve - Continuance of Jolene Hemp's health care/life insurance portion of the cafeteria plan benefits for six months while she is on Worker's Compensation, she has already used 2 months and this will extend it an additional 4 months until February 28, 2015.

Approve licenses – Tobacco - Pine River Family Market - PRFM, Inc, Pine River (City); Godfrey's - Godfrey's, Inc, Powers; JLAncorage Inn - ANCHORAGE, LLC, Inguadona; The Corner Store Depot - WRD Holdings, LLC, Sylvan; Outing Station - Roosevelt Lake Properties, Inc, Crooked Lake; Ultimate Liquors - Ultimate Liquors, Inc, Pine River (City); Holiday Stationstore #191 - Holiday Stationstore, Inc, Walker; Holiday Stationstore #164 - Holiday Stationstore, Inc, Pine River (City); Woby's Off-Sale Liquor- Woby's, Inc, Pillager; Super One Foods - Miner's Inc, Walker; Jake's Gull Lake Gull Lake Jakes, Fairview; Y-Bottle Shop - TGL, Corp, Shingobee; Walker Bay Spirits - City of Walker, Walker; Station 371, Inc - Paul Sasse, Pine River; Orton's Y-Mart - Orton Motors, Inc, Shingobee; Orton's Walker BP - Orton Motors, Inc, Walker. On Sale 3.2 Beer: 2013/14 Year (expires on Nov. 30, 2014) Pineridge Grouse Camp, LLC - Pineridge Grouse Camp, LLC, Inguadona. Set-Up - Pineridge Grouse Camp, LLC - Pineridge Grouse Camp, LLC, Inguadona. Off Sale 3.2 Beer - Mule Lake Store - Big Thunder Enterprises, LLC, Wabedo. On Sale 3.2 Beer - Birch Villa Resort - Birch Villa Resort, LLC, Pike Bay. On & Off Sale 3.2 Beer - Sah-Kah-Tay Resort - Sah-Kah-Tay Resort Properties, Pike Bay.

Report - Department Head performance evaluations of Tuesday, October 21, 2014 concluded that Chief Financial Officer Larry Wolfe, Land Commissioner Josh Stevenson, Highway Engineer Dave Enblom, and Administrator Robert Yochum achieve the requirements of their positions.

Approve - Bid specifications for annual printing & publishing for year 2015.

Refer - Correspondence from Walter Kuckes – Improving public law libraries to Law Library Committee.

Authorize - 25% Fund for environmental education at Deep Portage – \$1,050.00 Northland/Remer School – 21 participants on October 20 through 22, 2014.

Receive & file - 3rd quarter ESD activity report for 2014.

Approve - Road easement on #14-20-135-32-41 (Byron Twp.) to Pottlatch Corporation and Jerome M Carrico Trust.

Approve - Road easements on CSAH #40 (Hiram Twp.) 14-27-140-31-23, 14-26-140-31-34, 14-25-140-31-13 to Cass County Highway Department.

Approve - Resolution No. 49-14 on the acceptance and signature authorization of the County Attorney to execute the Crime Victim Services Grant Agreement (A-CVS-2015-CASSAO-00109) previously submitted on Sept. 2, 2014.

Commissioner Downham offered Resolution No. 49-14 and moved its adoption and Commissioner Peterson seconded:

Be it resolved that Cass County will enter into a cooperative agreement with the Office of Justice Programs in the Minnesota Department of Public Safety.

Christopher Strandlie, County Attorney is hereby authorized to execute such agreements and amendments, as are necessary to implement the project on behalf of Cass County

Resolution No. 49-14 was adopted by majority vote: Ayes: Downham, Dowson, Peterson. Nays: None. Absent: Gaalswyk, Kangas.

Receive & file - HHVS Cash Account Balance Comparison and Child Service Costs through September 2014.

Approve - Purchase of Service Agreement Little Sand Group Homes, Inc. contract Jan. 1, 2015 to Dec. 31, 2015, change financial rate to \$199.19 per diem.

Authorize - Payment to RW Electric, Inc in the amount of \$711.00 (source of funds from Capital Fund – Garages & Capital Outlay Bldgs.).

Receive & file - License permit bond and haul road agreement on CR 45 from MN #371 to CR-117 (38th Avenue NW) with Enbridge Pipeline.

Approve - Resolution No. 50-14 on Leo Donnell's repurchase of Parcel ID#83-337-1040 Lots 17-19, Blk. 10 OP of Bena.

Commissioner Downham offered Resolution No. 50-14 and moved its adoption, Commissioner Peterson seconded:

Be it resolved that the Cass County Board of Commissioners hereby approves the repurchase of Parcel #83-337-1040, Lots 17 thru 19, Block 10 Original Plat of Bena.

The repurchase to Leo Donnell, is authorized for payment of \$2,192.84 for past and current taxes and fees in accordance with the application and subject to deed approval.

Resolution No. 50-14 was adopted by majority vote: Ayes: Downham, Dowson, Peterson. Nays: None. Absent: Gaalswyk, Kangas.

Approve Assessor's Office Abatements - Tax Year 2014 Chester Erickson, 89-019-4101 Hackensack, Clerical Error, Removed Homestead in error (Current \$732.00, proposed \$452.00) Tax \$ change (\$280.00)

- 2B. Administrator Yochum reported that the Longville Area Ambulance Building District Joint Powers Board met October 16, 2014 and by a unanimous vote moved to offer ownership of the Longville ambulance building to Cass County. County representatives at the referenced meeting included Commissioners Dowson and Peterson, North Memorial Area Ambulance Manager Kevin Lee, and Administrator Yochum. Longville Area Ambulance Building Joint Powers Board Chairman Fred T. Smith II noted that quorum of the Joint Powers Board is present and reconvened the recessed October 16, 2014 meeting. Mr. Smith explained the rationale for transfer of ownership of the present ambulance building to the County and subsequent dissolution of joint powers agreement. Chairman Smith noted that if the County Board will consider accepting ownership of the building the Joint Powers Board will consider next steps on November 20, 2014 at the Longville City Hall beginning at 4:00 PM.

M/S/P Peterson, Downham - To authorize acceptance of the ownership of the Longville Ambulance Building upon ratification to do so by the Joint Powers Board. Unanimous.

- 2C. County Administrator Yochum presented meeting notes of a Personnel Committee of the Board (Dowson, Downham) meeting dated Thursday, October 23, 2014. Items discussed were: 1. Health, Human, and Veterans Services AFSCME unit: a.) County Board action of October 21, 2014 – reported denial of Mary Gilmer flex schedule step 3 grievance, and denial of Child Support and Accounting Unit lunch schedule step 3 grievance; committee recommends that if the Union wants to process further that the County respectfully waive the mediation option and proceed to arbitration with assistance of labor counsel Pamela Galanter, b.) Mary Gilmer discipline grievance dated September 10, 2014 (step 3) – committee received information and comments regarding a written reprimand; committee recommends that the grievance be denied and that if the Union wants to process further that the County respectfully waive the mediation option and proceed to arbitration with assistance of labor counsel Pamela Galanter 2. HHVS Director: a.) Step placement – staff discussed scenarios that might justify starting appointments higher than step 01; no Board action required at this time, b.) Hours of work coverage planning – staff reported that per committee discussion of October 08, 2014 no variable work schedules (flex) are authorized for HHVS employees hired after August 01, 2013; no Board action required at this time. 3. County Administrator: a.) Succession planning – discussed strategies for personnel administration; staff preparing presentation for November 18 Board meeting; no Board action required at this time. b.) Labor Attorney meeting November 20 – confirmed next meeting beginning at 9:00 AM at Land Department Building, Backus, MN; no Board action required

M/S/P Dowson, Downham - To approve the Personnel Committee of the Board recommendations: to deny the step 3 grievance of Mary Gilmer's flex schedule, to deny the Child Support and Accounting Unit lunch schedule step 3 grievance, to deny Mary Gilmer's written reprimand dated September 10, 2014 step 3 grievance, and that if the Union wants to process these grievances further that the County respectfully waive the mediation option and proceed to arbitration with assistance of labor counsel Pamela Galanter. Unanimous.

- 2D. Administrator Yochum presented the 2014 committee list with the 2015 Committee appointment openings noted. Mr. Yochum explained the past process included: website posting of openings, publication of the same in area newspapers, and requesting applicants including incumbents to express their interest utilizing a committee appointment application form. Upon Board approval Mr. Yochum added that department heads are invited to express any recommended changes in committee structure, staff appointments and any potential candidates for citizen appointments.

M/S/P Kangas, Peterson – To approve the 2015 committee appointment process as presented including: website posting of openings, publication of the same in area newspapers, requesting applicants including incumbents to express their interest utilizing the committee appointment application form by November 26, 2014, and further that the Board will review the responses at the December 16, 2014 regular Board meeting, and consider appointments on Tuesday, January 6, 2015. Unanimous.

- 3A. Chief Financial Officer Larry Wolfe presented meeting notes dated Friday, October 10, 2014 of the Citizen Budget Committee and the status of area 2015 preliminary property tax levies. Mr. Wolfe explained the process the committee used to review 2015 budget requests of \$52,925,514 on four occasions since July 2014. Mr. Wolfe reported that the committee reached unanimous recommendations to the Board: 1). operating budget expenditures of \$52,636,844 (adjust requests by adding \$87,800 and reductions of \$376,470), 2.) a property tax levy of \$20,182,969 and 3.) a budgeted contingency of \$198,651.00.

M/S/P Downham, Peterson - To accept the Citizen Budget Committee recommendations as presented subject to additional public input following the December 03, 2013 public hearing. Unanimous.

- 4A. Fish and Wildlife Program Manager of the Chippewa National Forest Todd Tisler, and Mitch Bouchonville Walker District Ranger discussed future openings on the Resource Advisory Committee (RAC) that is made up of fifteen people who serve four year terms who represent various interest areas that work together to improve collaborative relationships and provide advice and recommendations to the Chippewa National Forest concerning special projects on federal land authorized under the Secure Rural Schools Act and Community Self-Determination Act. The Board thanked Mr. Tisler and Mr. Bouchonville for the update.

- 5A. Highway Engineer Dave Enblom presented on-line auction bid results for the sale of surplus equipment: 1996 Ford 555 Backhoe/loader-auction price totaled \$15,050. (\$10,100. trade offered); 1985 Ford 555 Backhoe/loader-auction price totaled \$11,300 (\$6,500 trade); 2 -Towmaster T-20 trailers-auction price totaled \$6,520 (\$7,000 trade). The auction sale proceeds of \$32,870 will be placed in department capital equipment replacement fund. Mr. Enblom added that the department continues to see success in selling used equipment using this on-line auction method, and plans to continue.

M/S/P Peterson, Downham – To accept bid results of the on-line auction of surplus equipment: 1996 Ford 555 Backhoe/loader = \$15,050; 1985 Ford 555 Backhoe/loader = \$11,300; 2 Towmaster T-20 trailers = \$6,520 totaling \$32,870. Unanimous.

- 5B. Mr. Enblom reported that as part of the planned area shop building improvements septic and well inspections have been performed in accordance with County ordinance. The inspections revealed that the septic systems in Longville and Pine River shop locations need to be replaced and the well replacement at the Pine River Highway shop. Mr. Enblom recommended that the proposed source of funds would be department fund balance with possible future use of County Capital Fund if funds are available after all other related projects are completed.

Septic System Replacement - Pine River Maintenance Shop

<u>Bidder</u>	<u>Bid Amount</u>
Northern Excavating, Inc.	\$5,235.00
Schrupp Excavating, LLC	\$6,500.00

Well Replacement - Pine River Maintenance Shop

<u>Bidder</u>	<u>Bid Amount</u>
Area Lakes Well Drilling	\$5,135.00
Freeman Well Drilling, Inc.	\$5,262.60

Septic System Replacement - Longville Maintenance Shop

<u>Bidder</u>	<u>Bid Amount</u>
Northern Excavating, Inc.	\$5,735.00
W.C. Peterson Excavating	\$6,900.00
Welk Excavating	\$8,250.00

M/S/P Downham, Peterson - To accept the following low bids: Septic System Replacement at the Pine River Maintenance Shop to Northern Excavating, Inc. in the amount of \$5,235.00; Well Replacement at the Pine River Maintenance Shop Area to Lakes Well Drilling in the amount of \$5,135.00; Septic System Replacement at the Longville Maintenance Shop to Northern Excavating, Inc. in the amount of \$5,735.00. Unanimous.

- 5C. Mr. Enblom presented bids for the proposed cold storage building at the Hackensack Highway Shop. Bids were received on October 28, 2014, with the project to be completed by June 1, 2015 in order to give contractor opportunity to schedule and to obtain best pricing.

Post Frame Warehouse Building

<u>Bidder</u>	<u>Bid Amount</u>
Vredenburg Construction	\$61,250.00
Hidden Paradise Builders	\$67,150.00

M/S/P Peterson Downham – To award a contract to the apparent low bidder for a post frame building located at the Hackensack Highway Shop to Vredenburg Construction in the amount of \$61,250.00 (building to be constructed before June 1, 2015). Unanimous.

55' x 85' floating slab 5" thick with rebar 2" each way

<u>Bidder</u>	<u>Bid Amount</u>
Danny's Masonry	\$19,856.00
Minnesota Custom Concrete	\$20,145.50

M/S/P Downham, Peterson – To award a contract to the apparent low bidder for a 55' x 85' floating slab 5" thick with rebar 2" each way to Danny's Masonry in the amount of \$19,856.00 (slab to be constructed before June 1, 2015). Unanimous.

Mr. Enblom also reported the status of the tabled Remer joint facility with MnDOT. No Board action required at this time.

- 6A. Central Services Director Tim Richardson discussed the need to replace fire alarm systems in the Courthouse Annex, HHVS, Courthouse, and LEC. Current systems were installed in 1976, 1986, and 1990. Any replacement or upgrade will have to consider special circumstances due to the detention facility, a large un-sprinkled building (Annex), and trying to pull three separate fire systems together into one seamless system. Honeywell is responsible for our annual inspection and testing of all the "Life Safety" devices (smoke alarms, heat detectors, pull alarms, HVAC damper smoke/heat detectors, etc.), and does have a certified engineering staff in Minnesota to perform a compliant design (EDI). Mr. Richardson requested the use of EDI as an independent engineering firm to fully evaluate the systems, specification preparation, bid process, and construction services for a \$9,500 fee plus an estimated \$500 for expenses.

M/S/P Dowson, Peterson – To approve the contract with EDI, Limited to provide fire system design/build services not to exceed \$10,500. Unanimous.

- 7A. Veteran Service Officer Jeff Woodford discussed the October activity including 150 walk-in contacts, 16 home visits, 528 phone calls in Backus and 70 for Walker. The transportation program provided 82 rides totaling 6,674 miles. Mr. Woodford informed the Board that the state soldier's assistance program awarded dollars for optical, dental, subsistence and special needs totaling for the 3rd quarter an amount of \$20,999.00. Mr. Woodford discussed the new federal law that although not implemented would allow veterans to utilize private health care services if they live more than 40 miles from a Veteran Service facility. No action necessary.

8. County Administrator Yochum confirmed the upcoming meeting schedule:

M/S/P Peterson, Downham – To approve a time change for the Tuesday, December 2, 2014 regular Board meeting beginning at 3:00 p.m. and establish public hearing on the 2015 Cass County budget and property tax levy beginning at 6:00 P.M., Commissioners Board Room, 1st Floor Crtse., Walker, MN. Unanimous.

M/S/P Downham, Peterson – To approve attendance at the Annual Legislative AMC Conference, December 8-9, 2014, St. Cloud River's Edge Convention Center, St. Cloud, MN. Unanimous.

M/S/P Peterson, Downham – To approve moving the Tuesday, December 16, 2014 regular Board meeting beginning at 9:00 a.m. from the Land Department Meeting Room, Backus, MN, to the Commissioners Board Room, 1st Floor Crtse. Walker, MN. Unanimous.

9. Commissioner Dowson adjourned the meeting at 10:26 a.m.

SIGNED: _____
James Dowson, Acting Board Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator