

**TRANSCRIPT AND REPORT OF PROCEEDINGS  
CASS COUNTY BOARD OF COMMISSIONERS  
COUNTY OF CASS  
August 18, 2015**

- 1A. Chairman Gaalswyk convened the regular meeting of the Cass County Board of Commissioners at 6:00 p.m. on Tuesday, August 18, 2015, with the flag pledge at the Leech Lake Township Hall, located at 10010 Rifle Range Drive NW, Laporte, MN. Commissioners present: Bruns, Downham, 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
Tom Burch	Sheriff	Dave Enblom	Highway Engineer
Josh Stevenson	Human Resource Dir.	Tim Richardson	Central Services Director
Melanie Wolfe	Guest	Jacob Wolfe	Guest
Pamela Robinson	Leech Lake Twp. Supvr.	Vicki Sellner	DNR- Lands & Minerals
Gail DeBoer	Pilot Independent	Monica Lundquist	Brainerd Dispatch

- 1B. M/S/P Downham, Kangas – To approve the agenda items for discussion as presented after the addition of Item 8B. (Wood debris cleanup July 12, 2015 storm). Unanimous.

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

M/S/P Peterson, Bruns – To waive reading and approve the consent agenda as presented. Unanimous.

Approve - Regular Board Minutes of August 4, 2015.

Approve - Auditor Manual Warrants dated July, 2015 in the amount of \$3,023,057.35.

Approve - Auditor Warrants dated July 30, 2015 in the amount of \$122,913.44.

Approve - Auditor Warrants dated August 6, 2015 in the amount of \$177,705.19.

Receive & file - Monthly budget reports.

Approve - HHVS Commissioners Warrants dated July 29, 2015 in the amount of \$918.00.

Approve - HHVS Commissioners Warrants dated August 7, 2015 in the amount of \$76,905.73.

Approve - HHVS Auditor Warrants dated August 7, 2015 in the amount of \$104,156.94.

Approve Personnel Items – A. Budgeted positions scheduled for replacement: 1. Receive & file - Notice of retirement for Linda Nye, Child Support Supervisor I, effective October 23, 2015, and receive & file the notice of intent to fill budgeted Child Support Supervisor I, Grade 31. 2. Receive & file - Notice of appointment of Bonnie Ewald, Accounting Technician, Grade 19, Step 1 to fill position vacated by Laura Anderson effective August 17, 2015. 3. Approve - Elimination of Jail Program Coordinator position grade 27, effective August 6, 2015. 4. Receive & file – Notice of appointment of Mary Tennis, Jailer grade 21, step 10 effective August 6, 2015, (red circled at grade 27 step 10). B. Positions scheduled for no replacement at this time: None. C. Other: None.

Approve licenses – Gambling - Northern Cass Ducks Unlimited - Anthony Freeman, Raffles – September 17, 2015, Turtle Lake.

Authorize - Payments to Mark Beard Invoice #0037 in the amount of \$2,825.00; HyTec Invoice #7885 labor in the amount of \$30,604.25; HyTec Invoice #7886 materials in the amount of \$41,521.65; Lucachick Architecture, Inc. (Invoice #LA12403 Cass Lake, LA12404 Hackensack, LA12405 Pillager, & LA12408 HHVS) in the total amount of \$400.00 Highway Shops (source of funds from Capital Fund – Garages & Capital Outlay Bldgs.).

Receive & file - Notice of 2015 MCIT dividend in the amount of \$167,569.00.

Approve - Budgeted financial contribution for FY2015 – Cass County Museum in the amount of \$5,000.00.

Authorize - 2<sup>nd</sup> quarter Longville Ambulance Subordinate Service District payment in the amount of \$102,750.00.

Receive & file - Notice from PRASD MN Public Facilities Authority Loan Repayment in the amount of \$41,668.38.

Receive & file - Auditor -Treasurer's Interest Income Report for July 2015.

Approve - Resolution 33-15 grant submission for Operation Enhancement Grant with MNDVA in grant amount of \$12,500.00.

Commissioner Peterson offered Resolution No. 33-15 and moved its adoption, Commissioner Bruns seconded:

BE IT RESOLVED by Cass County that the County enter into the attached Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the Cass County Board Commissioners that Jeff Woodford, the County Veterans Service Officer, be authorized to execute the attached Grant Contract for the above mentioned Program on behalf of the County.

Resolution No. 33-15 was declared adopted upon the following vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

Accept – Offer to buy a hydraulic ram located at the Pine River Transfer Station to Requip, LLC in the amount of \$2,000.00.

Approve - Transfer of funds from Unorganized Township fund to Cass County Road and Bridge fund in the amount of \$111,570.79 for road maintenance and administration costs from January through July 2015.

Authorize - Purchase and installation of window blinds in the historic Courthouse by accepting the quote from Bay Carpet and Tile in the amount of \$9,293.00.

Authorize - Nomination of Cass County/Leech Lake Band of Ojibwe MOU for 2015 AMC County Achievement Award.

- 3A. Jacob Wolfe explained his request for an Eagle Scout project at the Deep Portage Conservation Reserve. Mr. Wolfe proposed he be allowed to provide materials and labor to make improvements to the shooting area including: 1.) construct shelving for better storage of equipment in their shed, 2.) construct new seating benches along with repairing old ones to allow more people to sit while instructions are given, 3.) repair the clay pigeon storage boxes by adding on a new roof and new doors and sides as needed 4.) repair a shelter that protects one of the throwers by adding new plywood and shingling the roof, 5.) construct new floors for the shooting stands, and 6.) clearing brush that gets in the way of the shooters and the clay pigeons. Mr. Wolfe presented Resolution No. 34-15 for consideration by the Board. The Board thanked Jacob for his efforts.

Commissioner Kangas offered Resolution No. 34-15 and moved its adoption, Commissioner Bruns seconded:

Whereas, Cass County and the Deep Portage Conservation Foundation have an agreement regarding the care and maintenance of the Deep Portage Reserve, and

Whereas, the shooting range area at Deep Portage Reserve is in need of maintenance and improvements, and

Whereas, the Deep Portage Conservation Foundation is a 501(c) (3) nonprofit organization, and

Whereas, Jacob Wolfe desires to complete an Eagle Scout project at Deep Portage Reserve.

Now therefore, be it resolved that the Cass County Board of Commissioners do hereby approve the planned Eagle Scout project and improvements at the Deep Portage Reserve.

Resolution No. 34-15 was declared adopted upon the following vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

- 3B. Vicki Sellner of the MNDNR Land and Mineral Division appeared before the Board to describe the non-ferrous metallic minerals lease sale process that refers to all metals except iron ore and taconite. Nonferrous metallic minerals include elements such as copper, nickel, platinum, palladium, gold, silver, cobalt, chromium, zinc, lead, bismuth, tin, tungsten, tantalum, or niobium. Ms. Sellner explained that the State of MN is offering mineral leases over 6,600 acres located in the Cass County Townships of Beulah, Crooked Lake, Smoky Hollow and Thunder Lake. DNR has previously notified the Townships as well as Tribal government. The sale date will be determined after the public comment period closes on August 21, 2015. The Board thanked Ms. Sellner for the update.

- 4A. Central Services Director Tim Richardson discussed a deferred maintenance project to repair perimeter electric baseboards in the Courthouse Annex and to install controls that will coordinate with the existing Building Automation System (BAS). Currently, the baseboards are controlled by thermostats and have controls for each bank. The remaining HVAC controls regulate the air handlers by temperature, and time, but cannot do that with the perimeter electric baseboards. Mr. Richardson explained the energy cost savings of adding the baseboards to the rest of the system. The project cost will be \$9,500 for Honeywell parts and labor (not to exceed), additional wiring for the controls of \$7,330, and when each section of baseboard is inspected, those that need replacing will be done at that time, total cost of the project should not exceed \$25,000.

M/S/P Kangas, Downham – To authorize the repair of perimeter electric baseboard heating units and related controls in the Courthouse Annex as presented not to exceed \$25,000.00. (Source of funds from deferred maintenance account). Unanimous.

- 4B. Mr. Richardson demonstrated the new Cass County website to the Commissioners and those in attendance. No action necessary.

- 5A. Sheriff Tom Burch discussed the video systems and cameras in the jail and remaining courthouse campus. Mr. Burch added that a future capital plan project should consider combining the two separate security systems into one (Courthouse and jail). No action necessary at this time.

- 6A. Chief Financial Officer Larry Wolfe presented the 2015-2016 Propane bids for County buildings, Longville subordinate service district ambulance facility, and the Deep Portage Environmental Learning Center.

M/S/P Peterson, Kangas – To accept the quote for propane for the 2015-2016 heating season from the apparent low bidder of Lakes Gas Company at a rate of \$0.530 per gallon delivered by transport semi-trailer and a rate of \$0.830 per gallon delivered by bulk truck. Unanimous.

Quotes are based on estimated gallons of transport of 60,000, and bulk of 40,900

<u>Bidder</u>	<u>Bid per gallon</u>	<u>Estimated cost</u>	<u>Total estimated cost</u>
Lakes Gas Company	Transport \$0.530 per gallon	31,800.	
	Bulk \$0.830 per gallon	33,532.	\$65,332.00
Ferrellgas	Transport \$0.720 per gallon	43,200.	
	Bulk \$0.990 per gallon	39,996.	\$83,196.00
Gas Service Co.-Amerigas	Transport \$1.110 per gallon	66,600.	
	Bulk \$1.260 per gallon	50,904.	\$117,504.00

- 7A. Human Resource Director Josh Stevenson presented the 2015 market study by Arthur J. Gallagher & Company of the Cass County Cafeteria Plan. Mr. Stevenson reported that the results of the study are consistent with current Insurance Committee strategies and recommended that the County consider purchasing some services from Arthur J. Gallagher & Company through December 31, 2016 (evaluate after new CFO is appointed). By consensus the Board referred the study to the Cass County Insurance Committee for possible recommendations.

- 8A. Highway Engineer Dave Enblom asked for Board authorization to proceed with bids for 2015 capital projects at the Hackensack and Pillager shops. Mr. Enblom explained that the project scope is to build 20' by 55' additions to existing shops to provide office space and small utility vehicle storage with an estimated cost of \$37,500.00 per shop.

M/S/P Downham, Bruns – To approve proceeding with bids planned for 2015 capital projects at Hackensack and Pillager shops project scope is to build 20' by 55' additions to existing shops to provide office space and small utility vehicle storage with an estimated cost of \$37,500.00 per each shop. Unanimous.

8B. Mr. Enblom discussed the storm of Sunday, July 12, 2015 that caused significant wind damage in Cass County especially in the City of East Gull Lake, and Fairview Township. Engineer Enblom explained that the County, City, and Township public roads will be completing debris clean-up by the middle of next week at an estimated cost of \$800,000. To date three sites (CR #15 Knife River gravel pit, Hardy Lake Road Anderson gravel pit, and CR # 18 tax forfeit parcel) have received storm wood debris from both public and private property clean-up. The estimated cost to grind and remove the debris is an additional \$100,000 to the public agencies. County Engineer Enblom reported that 75% of the cost may be reimbursed by the State if the County requested disaster declaration is approved. The Knife River site has now been closed with two remaining sites available to stay open for private wood debris disposal if somebody will stand the cost of cleaning by grinding and removing the debris (estimated to be up to \$50,000 if remained open until November 1, 2015). Administrator Yochum explained that the private wood debris site cleanup would not be eligible for State disaster funding, however, given the disaster declaration by the County that County solid waste assessment fees could be available.

M/S/P Peterson, Gaalswyk – To approve the continuation of the two remaining wood debris collection sites until November 1, 2015 in the City of East Gull Lake and Fairview Township. Unanimous.

9. County Administrator Yochum confirmed upcoming meeting schedule: 911 observance on Thursday, September 11, 2014, beginning at 9:00 a.m., Veterans Podium, Courthouse Lawn, Walker, MN.
10. Chairman Gaalswyk adjourned the meeting at 7:25 p.m.

SIGNED: \_\_\_\_\_  
Neal Gaalswyk, Chairman  
Cass County Board of Commissioners

ATTEST: \_\_\_\_\_  
Robert H. Yochum  
Cass County Administrator