

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
October 6, 2015**

1A. Vice-Chairman Peterson convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, October 6, 2015 with the flag pledge in the Board Room of the Courthouse Annex, Walker, MN. Commissioners present: Downham, Bruns, Kangas and Peterson. Commissioners absent: Gaalswyk.

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
Dave Enblom	Highway Engineer	Laura Hadrava	Construction/Design Engineer
Jeanne Rohr	4-H Program	Samantha Mrazek	4-H Program
Dustin Converse	4-H Program	Pat Hoting	4-H Program
Colton Converse	4-H Program	Caden Mrazek	4-H Program
Katey Hanson	4-H Program	Tim Richardson	Central Services Director
Sherry Fitch	Cass County Public Health	Renee Lukkason	Cass County Public Health
Reno Wells	HHVS	Jamie Richter	HHVS
Melanie Wolfe	HHVS	Jim Schneider	Probation Director
Jana Austad	State District Court Judiciary	John Ringle	ESD Director
Monica Lundquist	Brainerd Dispatch	Gail DeBoer	Pilot Independent
Allan Olson	Cass Lake Times		

1B. M/S/P Kangas, Bruns - To approve the agenda items for discussion as presented after moving consent agenda Item 2A.22 (Approve HHVS annual write-offs through April 30, 2015 in the amount of \$29,195.28), Item 2A.27. (Approve - HHVS purchase of service contracts from Oct. 1, 2014 through Sept. 30, 2018 MN Dept. Health Infectious Disease no other contract term changes and MN Dept. Health Statewide Health Improvements Program Nov. 1, 2015 to Oct.31, 2020 - \$147,287 each year), and Item 2A.28 (Receive and file - purchase of service agreement with the Family Safety Network and Cass County Health, Human and Veterans Services; Group residential housing agreement amendments for MN Department of Human Services Rate Change on 7/1/15 from \$189.00 to \$194.00 per month for providers of group residential housing in Cass County: Dignity and Grace; Brookside Assisted Living; Birchview Gardens; Americare Lodges; Good Samaritan Society; Katherine Fraser; J&J Holmes, Inc.; Hummer's Hilltop Home; Riverside Assisted Living; Krushe Homes, Inc.; Season's Adult Foster Care; Tangi Kunnari. A Service Agreement with General Security Services Corporation to provide secure transportation for Cass County Health, Human and Veterans Services) to the regular agenda, and the addition of Item 8C.(County State Aid Highway #7 closure to through traffic). Unanimous.

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

M/S/P Downham, Bruns - To waive reading and approve the consent agenda as amended. Unanimous.

Approve - Board Minutes of September 15, 2015.

Approve - Auditor warrants dated September 10, 2015 in the amount of \$1,144,367.83.

Approve - Auditor warrants dated September 17, 2015 in the amount of \$539,189.35.

Approve - Auditor warrants dated September 24, 2015 in the amount of \$522,035.35.

Approve - HHVS Commissioner warrants dated September 18, 2015 in the amount of \$168,722.05.

Approve - HHVS Auditor warrants dated September 18, 2015 in the amount of \$58,225.89.

Approve Personnel Items - A. Budgeted positions scheduled for replacement – 1. Receive & file - Notice of resignation of Emily Senta, Community Health Specialist, effective October 2, 2015, and receive & file the notice of intent to fill with a budgeted Community Health Specialist, Grade 21. 2. Receive & File – Notice of separation of Derek Atwater, Eligibility Worker, effective September 18, 2015. Receive & file notice of intent to fill vacated Eligibility Worker position, Grade 22. B. Positions scheduled for no replacement at this time. None. C. Other. 1. Receive & file – Shannon Omberg, Shop Mechanic, grade 23, has completed the probationary period effective September 16, 2015.

Approve licenses – On & Off 3.2 Beer - Birch Ridge Resort - Birch Ridge Resort, Inc., Otter Tail Peninsula; Northland Lodge Resort - Michael O'Reilly, Unorganized. Off Sale 3.2 Beer - Beckers Resort- Holter Holiday, LLC, Unorganized.

Approve - Out of state travel for County Attorney Christopher Strandlie – Nat'l District Attorney's Association and Bureau of Justice Statistics in Washington, DC on October 9, 2015.

Receive & file - 2014 Annual disclosure statement from the Cass County HRA - TIF 6-1 (Reed's Outfitters).

Approve - Issuance of check to Charles Childs in the amount of \$200.00 previously cancelled on September 18, 2012.

Receive & file - Quarterly report of litigated claims.

Authorize - Payments to Lucachick Architecture, Inc. Invoice # LA12446 \$585.00 Cass Lake; Lucachick Architecture, Inc. Invoice # LA12447 \$310.00 Hackensack Shop; Lucachick Architecture, Inc. Invoice # LA12448- \$310.00 Pillager Shop; L&L Rentals Invoice # 1-104590 \$831.90 Cass Lake Shop; Walker Pipe & Supply \$4,442.95 Pine River Shop; Walker Pipe & Supply Invoice # 62070 \$467.40 Pine River Shop; Walker Pipe & Supply Pine River Shop \$1,113.35; Bobcat of Bemidji Rental \$500.00 Cass Lake Shop; Young NAPA Auto Parts Invoice # 1211 \$270.00 mini extractor rental Cass Lake Shop; MPCA Stormwater Permit Invoice MNPPCA000022915 \$400.00 Pine River Shop; Doucette's Landscaping & Contracting Invoice # 7251 \$4,939.25 Pine River Shop; Bay Carpet & Tile Inc. Invoice # 5170 \$1,534.24 Cass Lake Shop; Concrete Solutions Unlimited Invoice # 625 \$8,437.00 Hackensack Shop (source of funds from Capital Fund – Garages & Capital Outlay Bldgs.).

Approve - Resolution No. 39-15 accepting the 2015-2017 Off-Highway Vehicle Enforcement Grant SWIFT Contract No. 98890 \$17,877.00 per year.

Commissioner Downham offered Resolution No. 39-15 and moved its adoption; Commissioner Brunns seconded:

BE IT RESOLVED that the Cass County Board of Commissioners hereby approves the Off -Highway Enforcement Grant Agreement for a total amount of contract for year 2015 - \$17,877.00 and 2016 - \$17,877.00 (SWIFT No. 30000835910 and SWIFT NO. 3000083684)with the State Department of Natural Resources, and authorizes signatures of the Chairman, Auditor and Sheriff to execute the Agreement.

Resolution No. 39-15 was adopted by majority vote: Ayes: Brunns, Downham, Kangas, Peterson. Absent: Gaalswyk. Nays: None.

Approve - SWCD Invoice #14 to provide professional services for AIS prevention \$50,539.79.

Approve - Election agreement with ISD # 2174 Pine River-Backus, and ISD # 115 Cass Lake-Bena Schools.

Approve - Amendment to Industrial Waste Services & Disposal Agreement with Waste Management of Minnesota, Inc.

<u>Bidder</u>	<u>Project #42</u> <u>Blind Lake</u>	<u>Project #43</u> <u>Meadowbrook</u>	<u>Project #44</u> <u>Bungo</u>	<u>Project #45</u> <u>Fairview-W</u>	<u>Project #46</u> <u>Loon Lake</u>	<u>Project #47</u> <u>Moose Lake</u>
Stonemark Land Surveying, Inc	\$17,940.00	\$7,850.00	\$7,850.00	\$5,850.00	no bid	\$9,850.00
SMS Survey Mapping Solutions	\$19,620.00	\$5,210.00	\$6,455.00	\$9,025.00	\$6,840.00	\$9,165.00
Kohout Surveying	\$17,975.00	\$5,474.00	\$7,475.00	\$11,630.00	\$5,560.00	\$10,400.00
Northern Engineering & Consulting, Inc.	no bid	\$7,368.00	\$13,168.00	\$13,168.00	\$7,338.00	\$16,068.00
Nyberg Surveying	no bid	\$5,090.00	\$8,200.00	no bid	\$7,700.00	no bid

M/S/P Downham, Brunns – To award projects for certificates of survey and monumentation for Land Department: project #42 & #45 to Stonemark Land Surveying not to exceed \$17,940.00 (42) & \$5,850.00 (45). Project #44 & #47 to Survey Mapping Solutions not to exceed \$6,455.00 (44) & \$9,165.00 (47). Project #46 to Kohout Surveying not to exceed \$5,560.00. Project #43 to Nyberg Surveying not to exceed \$5,090.00. Unanimous.

M/S/P Downham, Brunns – To award contract quote to Northfork Boulders not to exceed \$1,120.00 Bull Moose Trail Sec. 32-138-31 Bull Moose Twp. Unanimous.

<u>Bidder</u>	<u>Bid Amount</u>
Northfork Boulders	\$28/yard
Schrupp Excavating	\$32/yard
Ruyak Enterprises	\$33/yard

Receive & file - Timber auction results of Thursday, September 24, 2015 totaling 3,199.00 cords totaling \$89,980.00.

Authorize - Payments to North Country Electrical Services Inc. Payment #3 \$17,648 for upgrade to fire alarm system.

Receive & file - HHVS Cash Account Balance Comparison and Child Service Costs through August 2015.

Receive & file - Cass County Family Center reports.

Approve - Replacement flooring at the Longville Ambulance Building \$4,080.45 (source of funds LASSD budget).

Approve - Matching funds up to \$3000 in the replacement of the bridge located on the Arctic Trail in Section 11-139-25 (Beulah Township) that serves a GIA Snowmobile and ATV trail.

M/S/P Downham, Bruns - To award bids for asbestos and regulated materials inspections of two recent tax-forfeited projects in City of Cass Lake and Pike Bay Twp. and in cooperation with Shingobee Twp. to James Adrian not to exceed \$1,150.00. Unanimous.

<u>Bidder</u>	<u>Project 1</u>	<u>Project 2</u>	<u>Project 3</u>	<u>Total</u>
James Adrian	N/A	N/A	N/A	\$1,150.00
Twin Ports Testing	\$1,104.50	\$1,104.50	\$1,104.50	\$3,313.50
Arrowhead Consulting & Testing, Inc.	\$1,275.00	\$1,275.00	\$1,325.00	\$3,875.00
ACCT, Inc.	\$1,170.00	\$1,170.00	\$1,170.00	\$3,510.00
Midwest Environmental Consulting, LLC.	N/A	N/A	N/A	\$1,449.00

- 3A. Cass County Interim 4-H Program Coordinator Jeanne Rohr informed the Board that from October 4 through Oct. 10, 2015 is National 4-H Week, and requested the Board to adopt Resolution No. 40-15.

Commissioner Kangas offered Resolution No. 40-15 and moved its adoption; Commissioner Peterson seconded:

National 4-H Week October 4-10, 2015

WHEREAS, 4-H youth across the nation are leading efforts to solve problems in their communities and make a difference for their futures.

WHEREAS, 4-H is one of the largest youth development organizations in Minnesota and the largest in the nation with six million young people.

WHEREAS, 4-H in Minnesota claims 65,000 youth members and 11,000 adult volunteers, while Cass County's 4-H program numbers more than 165 members and more than 39 volunteers.

WHEREAS, 4-H, as part of the University of Minnesota Extension, is a program where youth learn through opportunities that provide them hands-on experiences in 4-H's mission mandates of science, engineering and technology; citizenship and leadership, healthy living and the science of agriculture.

WHEREAS, 4-H has connected youth and their communities with the innovative research and resources from our nation's 106 land-grant universities and colleges for more than 100 years;

NOW, THEREFORE, I, Jeff Peterson, Vice-Chairman of the Cass County Board of Commissioners do hereby proclaim October 4-10, 2015, as National 4-H Week in Cass County. I urge the people of this community to take advantage of the opportunity to become more aware of this special program that enhances our young people's interests in their futures as part of Cass County 4-H Youth Development and to join us in recognizing the unique partnership between our county and our state University System.

Resolution No. 40-15 was adopted by majority vote: Ayes: Bruns, Downham, Kangas, Peterson. Absent: Gaalswyk. Nays: None.

- 3B. Ms. Rohr introduced Cass County Ambassador Katey Hanson, and Cass County 4-H Youth Caden Marazek, Colton Converse, and Samantha Marazek.

Katey Hanson, is a former State 4-H Ambassador and currently a Cass County Ambassador. She is a member of the Northern Stars club and won a State fair purple ribbon in performing arts with a slam poem/speech "Girl on a roller-coaster, dealing with depression". Ms. Hanson performed her slam poem/speech for the Board.

Samantha Marazek is a member of the Becker Busy Bees 4-H club. This year she attended the leadership retreat, BLU. Ms. Marazek performed a song in American Sign Language that won her a State fair purple ribbon in performing arts. Caden Marazek & Colton Converse recently attended the 4-H Shooting Sports & Wildlife Invitational and told the Board about their experience in shooting sports that they participated in. The Board thanked the 4-H Youth for their presentations.

- 4A. Chief Financial Officer Larry Wolfe presented the Minnesota Office of State Auditor's audit for the year ended December 31, 2014. Mr. Wolfe reviewed the management and compliance report, the County response to audit findings, the County's balance sheet, the statement of revenues/expenditures, and the changes in fund balance for the year ending December 31, 2014. Mr. Wolfe also presented the OSA exit conference minutes of Thursday, September 9, 2015.

M/S/P Downham, Peterson – To receive & file the Minnesota Office of State Auditor's Audit for the year ended December 31, 2014, and the OSA exit conference minutes of Thursday, September 9, 2015, and further, to acknowledge the expertise and efforts of County financial staff. Unanimous.

- 4B. Mr. Wolfe summarized the Insurance Committee meeting of September 21, 2015. Items discussed included: 2015/16 financial trends, revenue/expenditure activity by plan, and 2016 plan review. Mr. Wolfe reported unanimous recommendations from the Insurance Committee as follows: 1). To recommend approval of the 2016 cafeteria plan costs, plan contributions, and fund balance exposure of \$1,000,000, 2). To recommend the following contracts: Cafeteria Plan Administration Flex Accounts (TASC); Health Care Savings Accounts (BS/BC Select); Life Insurance (MN Mutual through Integrity – previously approved); Short Term Disability & Dental (Assurant through Integrity); Long Term Disability (Hartford through Integrity), and, 3.) To recommend open enrollment November 11, 2015 through November 30, 2015.

M/S/P Downham, Bruns – To accept the recommendations of the Insurance Committee as presented, and further to establish the following total premium costs, and County contribution for calendar year 2016. Unanimous.

	<u>HSA DED</u>		<u>\$3,000 DED</u>		<u>\$2,000 DED</u>		<u>\$1,000 DED</u>	
	<u>\$3,250</u>	<u>\$6,500</u>	<u>Single</u>	<u>Family</u>	<u>Single</u>	<u>Family</u>	<u>Single</u>	<u>Family</u>
Monthly								
Total Premium	\$621.00	\$1,598.00	\$594.00	\$1,574.00	\$652.00	\$1,654.00	\$730.00	\$1,724.00
County contribution	\$1,050.00							

- 5A. HHVS County Team Leader Renee Lukkason informed the Board that Sherry Fitch, LPN was nominated by her peers and is the recipient of the 2015 WIC Everyday Hero Award in the northwest region. The award honors local WIC staff who exemplify the spirit of participant centered service, and a role model for others in the Agency that ensures that people feel valued and respected. By consensus, the Board congratulated Ms. Fitch recognizing her outstanding service to the Cass County Health, Human, and Veteran Services WIC Program and the recipient of the 2015 WIC Everyday Hero Award.

- 5B. HHVS Director of Business Management Melanie Wolfe discussed the annual write-offs list.

M/S/P Downham, Bruns – To approve agenda item 2A.22, the HHVS annual write-offs through April 30, 2015 in the amount of \$29,195.28. Unanimous.

HHVS Director of Public Health Nursing Jamie Richter discussed the purchase of service contracts:

M/S/P Kangas, Bruns – To approve agenda item 2A.27 HHVS Purchase of Service contracts from October 1, 2014 through September 30, 2018 MN Dept. Health Infectious Disease no other contract term changes for babies that have a treatment program; MN Dept. Health Statewide Health Improvements Program (SHIP) changed name to "Live Healthy" from November 1, 2015 to October 31, 2020 in the amount of \$147,287 each year. Unanimous.

Ms. Wolfe and Director Wells discussed the HHVS purchase of service agreements.

M/S/P Downham, Kangas – To approve agenda item 2A.28 purchase of service agreements: Family Safety Network, Group Residential Housing Agreement Amendments for MN Department of Human Services Rate Change on July 1, 2015 from \$189.00 to \$194.00 per month for state paid support for food service providers of Group Residential Housing in Cass County: Dignity and Grace; Brookside Assisted Living; Birchview Gardens; Americare Lodges; Good Samaritan Society; Katherine Fraser; J&J Holmes, Inc.; Hummer's Hilltop Home; Riverside Assisted Living; Krushe Homes, Inc.; Season's Adult Foster Care; Tangi Kunnari and General Security Services Corporation to provide secure transportation for Cass County Health, Human and Veterans Services. Unanimous.

- 6A. Probation Director Jim Schneider and State District Court Judge Jana Austad requested Board acceptance of the Cass County Probation Community Crime Prevention grant from the MN Department of Public Safety in the amount of \$200,000.00 for two years, and requested permission to hire a Probation Officer to implement a pretrial supervision program. The new position will be responsible for initiating programs for persons coming under the jurisdiction of the Court who need assistance in behaving within the community.

M/S/P Downham, Bruns – To accept the Probation Community Crime Prevention grant from the MN Department of Public Safety in the amount of \$200,000.00 for two years, and further approve hiring a new Probation Officer at grade 28 utilizing the same. Unanimous.

- 7A. ESD Director John Ringle reported completion of the Cass County portion of the Geologic Atlas Project (information on ground water resources, and the impact of land use on surface and ground water quality approved by the Board on November 18, 2014). Three temporary summer interns hired in May 2015 spent 1, 235 hours locating nearly 10,000 wells in Cass County from records supplied by MN Department of Health. The cost to ESD was determined by payroll to be \$19,942.16 to complete the County portion of the project. The original project budget called for \$5,000 from savings in the ESD budget from an open position earlier in the year, combined with \$5,000 from the Cass SWCD, \$10,000 from the Forest Development Fund and \$10,000 from Fund 73. Mr. Ringle recommended that because we were able to complete the project in less time than was estimated we will not need to utilize the designated Fund 73 funds, however, are requesting to invoice the Cass SWCD \$5,000 and the Forest Development Fund from the Land Dept. the remaining \$9,942.16 as reimbursements to the ESD budget.

M/S/P Kangas, Bruns – To authorize invoicing the Cass County SWCD in the amount of \$5,000.00, the Cass County Land Department Forest Development Fund in the amount of \$9,942.00, and utilizing \$5,000.00 from the ESD budget for the completed Cass County Geologic Atlas summer intern project to pay for the payroll of the three summer interns. Unanimous.

- 7B. Mr. Ringle discussed the Recycling Center tipping fee. Due to a combination of Elk River municipal tax increase and a contract mandated increase by Waste Management, the landfill operators, the current price to dispose of Municipal Solid Waste (MSW) at the Elk River Landfill is \$68.79 per ton. Mr. Ringle added that Cass County currently charges the vendors who use the Transfer Station \$65.78 per ton, and for the first time in recent history, we are now charging our vendors \$3.01 per ton less than it costs the County for landfill disposal.

M/S/P Downham, Kangas – To refer the Municipal Solid Waste tipping fee to the Cass County Citizen Budget Committee. Unanimous.

- 8A. Highway Construction/Design Engineer Laura Hadrava presented bids that had been opened on September 22, 2015 at 2:00 pm for SAP 011-598-008 Cass County CR107 Bridge Replacement No. 88245 in Homebrook Township.

Project No.: SAP 011-598-008
Engineers Estimate \$215,789.50

<u>Bidder</u>	<u>Bid Amount</u>	<u>Percent Over/Under Estimate</u>
Young Excavating Inc.	\$189,764.65	12.06 % Under Estimate
Gladen Construction	\$192,291.90	10.89 % Under Estimate
Landwehr Construction	\$212,295.50	1.62 % Under Estimate
Central Specialties, Inc.	\$215,217.50	0.27 % Under Estimate

Midwest Contracting, LLC	\$217,075.00	0.60 % Over Estimate
Helmin Construction, Inc.	\$239,913.00	11.18 % Over Estimate
Gerit Hanson Contracting	\$363,673.00	68.53 % Over Estimate
R.L. Larson Excavating	\$452,210.00	109.56 % Over Estimate

M/S/P Kangas, Downham - To award the bid to the apparent low bidder for SAP 011-598-008 Cass County CR107 Bridge Replacement No. 88245 in Homebrook Township to Young Excavating, Inc in the amount of \$189,764.65. Unanimous.

- 8B. Highway Engineer David Enblom discussed the bids for construction of two maintenance shop additions at Hackensack and Pillager. One bid was received from Hy-Tec Construction for \$139,029.00. The project estimate was \$75,000.00. Mr. Enblom requested board action to reject the bid due to the lack of interest for the work at this time and re-advertise in the spring of 2016.

M/S/P Kangas, Bruns – To reject the bid from Hy-Tec Construction in the amount of \$139,029.00 and further, re-advertise for the construction of the Hackensack and Pillager shop additions in the spring of 2016. Unanimous.

- 8C. Mr. Enblom discussed the need to close CSAH #7 for the rest of October to complete the Longville sewer improvement project underground work and subsequent gravel base road work before freeze up. Mr. Enblom added that provisions are being made by the contractor to allow emergency services, school buses, and postal carriers to navigate through the construction zone. Engineer Enblom explained contact with the City of Longville to date.

M/S/P Kangas, Downham – To approve the recommendation of the Highway Engineer to close CSAH #7 for the month of October to expedite the project improvements contingent upon approval of the City of Longville. Unanimous.

9. County Administrator Yochum discussed upcoming meetings including:

M/S/P Downham, Bruns – To approve Board attendance at the AMC District 2 Meeting on Wednesday, October 28, 2015, 445 Town Hall Road NW, Bemidji, MN. Unanimous.

10. Vice-Chairman Peterson adjourned the meeting at 10:45 a.m.

SIGNED: _____
 Jeff Peterson, Vice-Chairman
 Cass County Board of Commissioners

ATTEST: _____
 Robert H. Yochum
 Cass County Administrator