

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
March 3, 2015**

- 1A. Chairman Gaalswyk convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, March 3, 2015 with the flag pledge in the Board Room of the Courthouse Annex, Walker, MN. Commissioners present: Bruns, Gaalswyk, Kangas, and Peterson. Commissioners absent: Downham.

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
Josh Stevenson	Human Resource Director	Tim Richardson	Central Services Director
Larry Wolfe	Chief Financial Officer	Sharon Anderson	Auditor-Treasurer
Jim Schneider	Probation Director	David Enblom	Highway Engineer
Kris Lyytinen	Asst. Highway Engineer	Laura Hadrava	Construction Design Engineer
Mark Beard	Self	Tim Terrill	Executive Director MHB
Monica Lundquist	Brainerd Dispatch	Gail DeBoer	Pilot Independent
Allan Olson	Cass Lake Times		

- 1B. M/S/P Kangas, Peterson - To amend the agenda items as presented by the deletion of item 9A (MN Department of Public Safety Frank Serf presentation) due to inclement weather. Unanimous.

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

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

Approve - Board Minutes of February 17, 2015.

Approve - Auditor warrants dated February 12, 2015 in the amount of \$261,809.72.

Approve - Auditor warrants dated February 19, 2015 in the amount of \$292,351.92.

Approve - HHVS Commissioner warrants dated February 20, 2015 in the amount of \$178,606.11.

Approve - HHVS Auditor warrants dated February 20, 2015 in the amount of \$124,514.82.

Approve Personnel Items – A. Budgeted positions scheduled for replacement - 1. Approve - Notice of intent to fill budgeted Environmental Services Department - Permit Intake position grade 17. 2. Receive & file - Notice of appointment of Laura Anderson, Accounting Technician, Grade 19, Step 1 to fill position vacated by Becky Norton effective February 19, 2015. 3. Receive & file - Notice of appointment of Kathy Short, Accounting Technician, Grade 19, Step 1 to fill position vacated by Barb Hiniker effective March 9, 2015. B. Positions scheduled for no replacement at this time - 1. Receive & file - Resignation of Land Department Resource Manager Travis Bartnick, effective March 6, 2015. C. Other - 1. Approve - Extended leave for Correctional Officer Jolene Hemp – additional 6 months through August 31, 2015.

Approve licenses – On & Off Sale 3.2 Beer - Wedgewood Golf Course - Richard Watson, Leech Lake.

Approve - Fire contracts for Unorganized Township from Jan.1 – Dec.31, 2015 for Longville Fire Dept. - \$660.00.

Approve Resolution No. 13-15 Sheriff's Office 2015 Boat and Water Safety Grant (SWIFT Contract #87902) in the amount of \$54,100.00.

Commissioner Bruns offered Resolution No. 13 -15 and moved its adoption; Commissioner Kangas seconded:

BE IT RESOLVED that the Cass County Board of Commissioners hereby approves the 2015 Annual County Boat and Water Safety Agreement (SWIFT Contract #87902) for \$54,100.00 with the State Department of Natural Resources, and authorizes signature of the Chairman, Auditor or Administrator, and Sheriff to execute the Agreement.

Resolution No. 13 -15 was adopted by majority vote: Ayes: Bruns, Gaalswyk, Kangas, Peterson. Nays: None. Absent: Downham.

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

Approve - Capital project payments: Bolton & Menk, Inc. – (Inv.#0174795)(Crtse. back parking lot) - \$195.00.

Receive & file - Cass County SWCD Invoices #9 &10 to provide professional services for Aquatic Invasive Species (AIS) prevention - \$24,756.78.

Authorize - Sheriff to execute Law Enforcement Agreement-US Forest Service/Chippewa Nat'l Forest May 1, 2015 through September 30, 2015 in the amount of \$9,750.00.

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

Approve - 2015 OHV Grant for Soo Line ATV Trail and the Emily-Outing Trail ATV Trail (SWIFT#30-70849/88864).

Receive & file - Rural Minnesota CEP, Inc. Annual Report year ending June 30, 2014.

Approve - Appointments of Commissioners Bruns and Gaalswyk to the National Joint Powers Alliance term ending December 31, 2015.

Receive & file - Timber auction results of February 26, 2015 totaling 1,766.00 cords plus 7.80mbf saw timber totaling \$44,427.00.

- 3A. Human Resource (HR) Director Josh Stevenson presented a 2014–2015 status report. The report documented current workforce demographics, human resource administration, classification/compensation, succession planning, safety training, insurance, and bargaining unit labor relations. After interviewing all department heads Mr. Stevenson concluded that current HR practices by department heads under the direction of the County Administrator has resulted in strong relationships between department heads, employees, and union business agents. HR Director Stevenson also suggested related action items.

M/S/P Kangas, Bruns – To receive and file the report and approve the recommendations from the Human Resource Director: to implement a succession plan for the positions of Payroll Benefits Coordinator, and Chief Financial Officer; to document existing department protocols for hiring, leave, and workers compensation, to organize a County Safety Committee, and to provide labor unit level training regarding our employee benefits including the results of the health insurance plan study currently underway. Unanimous.

- 4A. Chief Financial Officer Larry Wolfe presented the FY2014 Chippewa National Forest 25% fund payment in the amount of \$286,027.05. Mr. Wolfe explained that the Secure Rural Schools (SRS) program expired on September 30, 2014, and was not reauthorized by Congress, therefore 1908 Act, as amended, requiring 25% payment will govern the distribution of payments to states. Distributions by the County include the Cass County Highway Department (\$143,013.52) and schools that are on the Chippewa National Forest ISD#113 (\$19,408.37), ISD#115 (\$49,589.94), ISD#118 (\$70,565.73), and ISD#317 (\$3,449.49).

M/S/P Peterson, Bruns – To receive and file the FY2014 Chippewa National Forest 25% fund distribution report in the amount of \$286,027.05. Unanimous.

- 5A. Central Services Director Tim Richardson reported that fire alarm system replacement engineering services authorized by Board action of December 16, 2014 are now complete. The project proposal, specifications, and bid documents prepared by EDI cover possible replacement to existing systems in the Law Enforcement Center, Courthouse, Courthouse annex and the adjacent Health, Human, and Veteran Services building. Proposals will be opened on Tuesday, March 31st with an estimated cost at \$85,000 based on old information.

M/S/P Kangas, Bruns – To approve published advertisement seeking proposals for replacement of fire controls and alarms in the Law Enforcement Center, Courthouse, Courthouse annex and the adjacent Health, Human, and Veteran Services building. Unanimous.

- 6A. Auditor-Treasurer Sharon Anderson presented the final draft newsletter to go out with in the 2015 tax statements.

M/S/P Peterson, Bruns – To approve the final draft as presented of the 2015 Cass County Newsletter that will go out in the March 2015 tax statements. Unanimous.

6B. Ms. Anderson summarized discussions at the Ad-Hoc Election Equipment Committee meeting of January 14, 2015. The committee is charged with studying needs and options for the replacement of current ballot tabulators in preparation for the 2016 statewide elections. Ms. Anderson reported that the current fleet of election equipment was purchased in 2006, and the hardware, firmware, and software technology of the current equipment is nearing obsolescence. Issues with software updates in 2014 caused the need to look at replacement in the near future. When Minnesota adopts early voting, the current equipment will not meet requirements. Election Systems & Software demonstrated DS200 tabulator, and ExpressVote (replacement for the AutoMark in the future) for the committee. The committee agreed that some cities and townships should examine their voting method given that the purchase will be solely funded from property tax dollars with no federal or state grants available at this time. The group identified and agreed to recommend the discussion of the following options with cities and townships: 1.) small precincts should consider switching to mail balloting, combining with another precinct, or budget for purchasing the equipment on their own, which could still be housed and maintained by Cass County, and 2.) to be eligible to use equipment purchased by Cass County, the electrical system of the polling place facility must be modern and up to date, the polling place needs to be vermin and insect proof for safe, reliable use, and storage of the machines between the primary and general elections, the precinct needs to accept the responsibility of heating the polling place to the recommended minimum temperature of 55 degrees if the equipment is stored there between elections, and the precinct needs to be able to consistently recruit a sufficient number of election judges and alternates.

M/S/P Kangas, Bruns – To approve for discussion equipment replacement guidelines at the annual Township meeting in March, 2015. Unanimous.

7A. Executive Director of the Mississippi Headwaters Board Tim Terrill presented an update including the history, benefits, and vision of the Joint Powers Board representing the counties of Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, and Morrison. Present strategies to measure success include prioritizing parcels of land in the Mississippi river corridor that will provide access to adjacent public land, and to utilize existing programs to develop a protected natural infrastructure that the public will benefit from. Mr. Terrill discussed the development of stormwater protection plans with communities along the river corridor in compliance with newly established rules set by the environmental Protection Agency. MHB is working with counties in north central region of MN to develop a multi-county AIS campaign. The Board thanked Mr. Terrill for the update.

8A. Probation Director Jim Schneider requested Board action to submit a phase 1 planning grant application to the Safety and Justice Challenge Grant program funded by the MacArthur Foundation. The purpose of the grant is to document local criminal justice incarceration trends for the purpose of seeking alternatives that reduce jail use and, at the same time, increase public safety. This is a national competitive selection process focused on local jurisdictions committed to reducing overreliance on jails in their communities. The goal will be to achieve positive public safety and improved social outcomes at lower cost. Mr. Schneider added that 20 jurisdictions will receive a grant up to \$150,000 for May through December 2015 plan development. Beginning in 2016 as many as 10 of the 20 jurisdictions will be selected for a 2nd round of funding – eligible for \$500,000 to \$2,000,000 million annually to support implementation of their plans over two years, with an option to extend if substantial progress is made.

M/S/P Peterson, Bruns – To approve submission of a phase 1 planning grant to the Safety and Justice Challenge Grant program funded by the MacArthur Foundation. Unanimous.

9A. MN Department of Public Safety Frank Serf couldn't attend the Board meeting due to the inclement weather and will reschedule to another later date.

10A. Highway Engineer David Enblom and Asst. Highway Engineer Kris Lyytinen reported on the Ad-Hoc Highway Capital Plan Committee meeting of February 3, 2015. The committee reviewed the status by site of the shop remodeling projects to date and requested that before initiating additional improvements that the Board revisit alternatives by site including possible replacement. Mr. Lyytinen explained that using the priorities of age, condition, size, and access to public utilities the greatest needs short term would be Cass Lake, then Pine River, then Remer, then Longville, and longer term (10 to 15 years) Hackensack and Pillager. Mr. Enblom added that the current balance in the capital plan is \$735,842 should be sufficient to construct a new building in Cass Lake and proceed with the rehabilitation projects at Hackensack and Pillager shops. Subsequent projects scheduled for future years will require additional funding and may be programmed into the 2015 Capital Plan update. Staff recommended that the County act as general contractor and utilize design and bid proposal services of Lucachick Architects and project inspection services of the present project manager Mark Beard.

M/S/P Kangas, Peterson – To approve amending the Highway Capital Plan as presented, to authorize retaining Lucachick Architects to develop plans for construction and assist in competitive contract bidding not to exceed \$10,915 for the initial building (Cass Lake) and not to exceed \$4,500 for each individual subsequent location, to approve retaining Mark Beard to act as County's construction manager not to exceed \$4,000 (maximum 80 hours @ \$50/hr. per building), and further to appoint Commissioners Peterson & Kangas to continue Ad Hoc Committee review of the same. Unanimous.

10B. Construction Design Engineer Laura Hadrava explained the need for a joint powers agreement with the City of Pine River for reconstruction of streets on the County State Aid Highway system. The City has obtained funding through local bonds to improve their underground utilities in these streets and Cass County will be using Municipal State Aid funds to reconstruct the streets. The project has been anticipated and is currently in the 5 year Capital Improvement program with an estimated cost of \$400,000 for the Park Avenue, Norway Avenue and 1st Street improvements as shown the project plans for project S.A.P 011-596-009.

M/S/P Kangas, Peterson – To approve entering into a joint powers agreement with the City of Pine River to share in project costs with an estimated County cost share of \$400,000 for street improvements on Park Avenue, Norway Avenue and 1st Street as shown on project plans S.A.P 011-596-009. Unanimous.

10C. Mr. Enblom explained the Morrison County contract bid award for bridge improvements crossing the Crow Wing River near Pillager. The project will rehabilitate the deck and abutments on Bridge #49520. Cass County's share is \$114,812.35 of the \$399,719.39 project. Cass County also requested that the contract include expansion joint replacement on the Cass County bridge crossing the Crow Wing River on CSAH 33 (\$12,156.00 included in the Cass share above).

M/S/P Kangas, Gaalswyk – To approve Cass County's share of \$114,812.35 of a Morrison County contract to rehabilitate the deck and abutments of Bridge #49520 near Pillager, and expansion joint replacement on the Cass County bridge crossing the Crow Wing River on CSAH 33. Unanimous.

11. Upcoming meetings: Chairman Gaalswyk reported a consensus to not attend the AMC Legislative Conference due to travel conditions. Administrator reported no changes in previously scheduled meetings.

12. Chairman Gaalswyk adjourned the meeting at 10:50 a.m.

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

ATTEST: _____
Robert H. Yochum
Cass County Administrator