

TRANSCRIPT AND REPORT OF PROCEEDINGS

CASS COUNTY

COUNTY OF CASS

OCTOBER 16, 2018

1. Call to Order

Chair Robert Kangas convened the regular meeting of the Cass County Boards of Commissioners at 9:00 AM on Tuesday, October 16, 2018 with the flag pledge in the Land Department Meeting Room, Backus, MN.

1.a

Attendee Name	Title	Status	Arrived
Neal Gaalswyk	Commissioner	Present	8:45 AM
Robert Kangas	Chair	Present	8:45 AM
Jeff Peterson	Commissioner	Present	8:45 AM
Scott Bruns	Vice Chair	Present	8:45 AM
Dick Downham	Commissioner	Present	8:45 AM

<u>NAME</u>	<u>REPRESENTING</u>	<u>NAME</u>	<u>REPRESENTING</u>
Joshua Stevenson	Administrator	Sandra Norikane	Chief Financial Officer
Michele Piprude	HHVS	Devan Bergerson	HHVS
Darrick Anderson	Highway Department	Jim Miller	Northern Waters Land Trust
John Sumption	Northern Waters Land Trust	John Ringle	ESD
Jessica Manifold	ESD	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch	Kirk Titus	Land Department

1.b. Approval of agenda for discussion. (Any requests to be heard not on the proposed agenda are considered for inclusion at this time.)

Administrator Stevenson presented the agenda for Board consideration. He noted no additions or changes to the agenda and asked for a motion to approve as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dick Downham, Commissioner
SECONDER:	Jeff Peterson, Commissioner
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

2. Josh Stevenson - County Administrator

2.a. Consent Agenda

Administrator Stevenson presented the consent agenda for Board consideration. Commissioner Peterson asked to move item o, Approve Babinski Reclassification, to the regular agenda as item 7d under Environmental Services time. Administrator Stevenson then asked for a motion to waive reading and approve the consent agenda as amended.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Neal Gaalswyk, Commissioner
SECONDER:	Scott Bruns, Vice Chair
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

Approve - Minutes of October 2nd, 2018

Approve – Auditor Warrants dated September 27, 2018 in the amount of \$140,465.28

Approve – Auditor Manual Warrants/Voids/Corrections (Batch 2) dated September 2018 in the amount of \$335,024.45

Receive & File – September 2018 Monthly budget reports.

Approve – Auditor Warrants dated October 4, 2018 in the amount of \$3,457,174.42

Approve – HHVS IFS Special Auditor Warrants dated September 27, 2018 in the amount of \$910.07

Approve – HHVS IFS- Manual Warrants/Voids/Corrections (Batch 1) dated September 2018 in the amount of (\$534.31)

Approve – HHVS IFS Auditor Warrants dated October 5, 2018 in the amount of \$122,124.67

Approve – HHVS IFS-SSIS Auditor Warrants dated October 5, 2018 in the amount of \$102,997.39

Approve – TRIAD HR Consulting grade rating for Maintenance Mechanic I, Grade 14, (new position) effective October 16, 2018.

Approve – TRIAD HR Consulting grade rating for Maintenance Mechanic II, Grade 16, (formerly Maintenance Mechanic, Grade 16) effective October 16, 2018.

Receive & File - Notice of probation completion for Katie Miller, Eligibility Worker, Grade 22, Step 04, on October 9, 2018.

Receive & file - Notice of separation of Rebecca May, County Agency Social Worker - CPS, effective September 28, 2018, and receive & file the notice of intent to fill with a budgeted County Agency Social Worker, Grade 30.

Receive & file - Notice of appointment of Judy Abraham to County Agency Social Worker - CPS, Grade 30, Step 1 vacated by Janice Mehle, effective October 23, 2018.

Receive & file - Notice of appointment of Loretta Weiss to County Agency Social Worker (current County Agency Social Worker-CPS), Grade 30, Step 3 vacated by Molly Fischer, effective October 9, 2018 receive & file the notice of intent to fill with a budgeted County Agency Social Worker-CPS, Grade 30.

Receive & file - Notice of appointment of Kristin Rittenour to Accounting Technician, Grade 19, Step 1 created with the conversion of Fiscal Officer to Accounting Technician, effective October 18, 2018.

Tobacco:

The Corner Store Depot, LLC – WRD Holdings, LLC – Sylvan

Y-Bottle Shop – TGL Corp – Shingobee

Long Pine Store, LLC – Jennifer Swiggart & Lee Rubitschung – Ponto Lake

Corner Store and Restaurant – David A Sheley, Jr – Powers

Orton's Walker Cenex – Orton Motor, Inc – Walker

Orton's Y-Mart – Orton Motor, Inc – Shingobee

Orton's Cass Lake Cenex – Orton Motor, Inc – Pike Bay

MacHart's Landing – Earl MacHart – Federal Dam

Walker Bay Spirits – City of Walker – Walker

Madden's on Gull Lake – Madden Brother's, Inc – East Gull Lake
The Classic at Madden's – Madden Brother's, Inc – East Gull Lake
Super One Foods – Miner's Inc – Walker

Anderson's Grand Vu Lodge – Jeffery Anderson - Turtle Lake

Remer Junction – Northern Star Coop – Remer (City)

On & Off Sale 3.2 Beer:

Iowa Beach Resort – Wilderness Retreat, LLC – Unorganized

On Sale 3.2 Beer:

Birch Villa Resort – Birch Villa Resort, LLC – Pike Bay

Approve Capital Projects Fund Activity:

Arrowhead Builder's Supply (Longville HWY) \$161.05

Bemidji Steel Company Inc (Longville HWY Salt Shed) \$239.84

Mark Beard (various) \$6,050.00

Bjerga's Feed Stores (Longville HWY) \$89.70

The Hartford (Longville Builder's Risk Ins) \$2,500.00

HY-TEC Construction (PR Transfer Station) \$71,284.48

MN Pollution Control Agency (Longville HWY) \$1,437.50

Pipe Dreamz Plumbing & Heating (Longville HWY) \$42,315 (NOTE: Direct Bill to Longville Ambulance for their portion)

Walker Pipe & Supply (Longville HWY) \$330.00

Approve – Minnesota Department of Public Safety 2018 Emergency Management Performance Grant in the amount of \$28,241.00 with a local match of \$28,241.00.

Approve – Memorandum of Understanding with Lutheran Social Services for participation in the Senior Companion Program.

Approve - Amendment to the Ski Trail Grooming Equipment Lease Agreement.

Approve - Consulting agreement with Hildi Inc for actuarial services.

Authorize: 25% Fund use in the amount of \$765 for environmental education at Deep Portage:

Pine and Lakes Home School – 51 participants on 9/18/18

Award - Contract for gravel delivery to Northfork Excavating not to exceed \$252.00

Award - Snow Plowing contract for the Cass County Land Department Buildings to North Fork Boulders & Excavating not to exceed \$200.00 per hour.

Approve – Olson reclassification as recommended by the Cass County Planning Commission at their October 8, 2018 regular meeting.

Approve – Wolf reclassification as recommended by the Cass County Planning Commission at their October 8, 2018 regular meeting.

Receive and File – September 2018 Interest Report

Receive & file – September 27, 2018 Timber Auction results 4,786 cords totaling \$99,201.00.

3.a. Electronic Transaction Policy

Chief Financial Officer Sandra Norikane provided an update on the County's Electronic Transaction Policy. She reported that the County has followed procedures related to electronic transactions put in place several years ago when the County began accepting credit card payments for services. It was noted that current practices mirror those that are allowable under State Statutes. She also reported that the 2017 audit revealed a need to expand our practices to incorporate fleet cards currently used to purchase of fuel and other small items necessary to carry out job functions (such as wiper blades). She reported that after discussions with Department heads, the proposed revised Electronic Transaction Policy attempts to include all electronic transactions under one policy and requires all those that use cards to acknowledge receipt of the policy agreeing to only purchase items that are for a public purpose. She noted a goal not to change current operational practices and obtain acknowledgment from the users of County cards that will be kept on file for reference. She then asked for a motion to approve the Electronic Transaction Policy for Cass County as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Neal Gaalswyk, Commissioner
SECONDER:	Dick Downham, Commissioner
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

4. Devan Bergerson - HHVS

4.a. Receive and File HHVS Financial Reports

HHVS Fiscal Supervisor Devan Bergerson and Director Michele Piprude provided an update on department financials for child service costs and cash account balance comparisons. They noted less children in placement in comparison to last year with higher costs. They attributed less children with higher costs to more structured settings for mental health residential treatment centers. It was noted that the cost per child is between \$300 to \$400 per day for this type of service. They reported costs have increased over last year and are expected to continue increasing into the future with Federal and State funding decreasing in 2019. They noted that this is a top legislative priority for Counties and the Association of Minnesota Counties will be working with legislators in the next session for a solution. The Board thanked them for the information and report.

RESULT:	RECEIVED AND FILED
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5. Greg Proper, Steve Frick, Curt Vining -Shingobee Trail Task Force

5.a. Shingobee Connection Trail Task Force - Fund 73 Request

Administrator Stevenson reported a request to commit \$150,000 of Fund 73 funds to the Cass County Highway Department as matching funds for an additional trail tunnel under MN371 from the Shingobee Connection Trail Task Force. He asked for a motion to table the request as no members from the task force were in attendance for the meeting.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Neal Gaalswyk, Commissioner
SECONDER:	Jeff Peterson, Commissioner
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

6. Darrick Anderson - Highway Department

6.a. DNR Noxious Weed and Invasive Plant Grant Application

Highway Engineer Darrick Anderson provided a report on a grant application to the Minnesota Department of Natural Resources for noxious weed control. He noted a plan for the 2019 Noxious Weed program to cover spot spraying the entire County right of way and gravel pits to treat areas where weeds have returned or spread into previously treated areas. He also noted that treatment on Chippewa National Forest lands within the right of way will require a re-evaluation of the amount of acres allowed to be treated. He reported plans to expand treatment to include poison ivy. He noted the grant application will help offset local costs by roughly 50%. He then asked for a motion to approve application for the DNR Noxious Weed and Invasive Plant Grant Program to assist the County in covering costs for the County's Noxious Weed Program.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dick Downham, Commissioner
SECONDER:	Jeff Peterson, Commissioner
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

6.b. State Park Road Account Grant Application - CR 161

Highway Engineer Darrick Anderson presented a grant application to the Minnesota Department of Natural Resources (MNDNR) for Board consideration. He noted that the work is being proposed on Count Road 161 that provides access to Little Thunder Lake, Land O'Lakes State Forest and many residents. He noted that the proposed collaborative project would use our maintenance forces to improve the roadway with some contractor assistance. He reported that the proposed grant application is for the MNDNR to provide funds to purchase materials for completing the project. He also reported that the proposed improvement is to keep the roadway gravel but addressing the safety and drainage issues along the 4.1 mile corridor for \$444,000. He then asked for a motion to approve MNDNR State Park Road Account Grant Application for the County Road 161 road improvement project.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dick Downham, Commissioner
SECONDER:	Jeff Peterson, Commissioner
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

6.c. State Park Road Account Grant Application - CR 139

Highway Engineer Darrick Anderson provided a Minnesota Department of Natural Resources (MNDNR) grant application for Board consideration. He reported that the County Road 139 project was paved by the State Park Road Account in 2000 and the pavement has since deteriorated to the point where it needs to be redone. He noted discussions with the MNDNR resulted in agreement that converting this road back to gravel is in the best interest of both parties due to the poor subgrade material and the increased costs of trying to maintain a paved road surface. He noted that the grant application will cover reclaiming the existing bituminous and the placement of additional gravel. He then asked for a motion to approve the MNDNR State Park Road Account Grant Application for the Count Road 139 road improvement project.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dick Downham, Commissioner
SECONDER:	Scott Bruns, Vice Chair
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

6.d. Federal Dam Maintenance Agreement

Highway Engineer Darrick Anderson provided a status report of the County's maintenance agreement with the City of Federal Dam. He reported meeting with the City of Federal Dam on October 8th and recommended advertising for bids to maintain their roads as several contractors in the area could provide better response times and make the City their priority. He informed the Board that they provided notice of termination of our agreement with the option to develop a new agreement if they don't get any reasonable bids. He provided the Board a copy of the letter and existing agreement for reference. The Board thanked him for the report and explanation.

RESULT:	RECEIVED AND FILED
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7. John Ringle - ESD Director

7.a. Recycle Bin Agreement

Environmental Services Director John Ringle provided a memorandum of agreement regarding County recycle bins on private property for Board consideration. He reported working with the owner of 'The Corner Store Depot' in Pillager to accommodate changes to the business and County owned recycle bins. He noted that the County and the owner have made significant improvements to the property and have agreed to a ten-year commitment to protect the County investment. He reported that the Township preferred to keep the recycle bins at the site and plans to work with the Minnesota Department of transportation on signage to the site. He then

asked for a motion to approve memorandum of agreement with WRD Holdings LLC, dba "the Corner Store Depot" in Pillager for County recycle bins located on private property.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Neal Gaalswyk, Commissioner
SECONDER:	Scott Bruns, Vice Chair
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

7.b. AIS Task Force

Environmental Services Director John Ringle provided a report on the Aquatic Invasive Species (AIS) Task Force. He noted plans to reconvene the AIS Task Force to amend the 2015 Cass County AIS Management plan. He reported that Cass County was the first county in Minnesota to adopt a written plan, but it has had no formal revisions over the past 5 years. He also reported that the AIS Task Force members consist of Lake Association representatives, SWCD liaison member, Cass County Board member, Agency members and any other interested parties as determined by County. He noted that the goal of the AIS Task Force is to update the Cass County AIS Management Plan and provide direction for future AIS budgets. He then asked for a motion to re-convene the AIS Task Force and appoint Commissioner Bruns to represent the County Board.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dick Downham, Commissioner
SECONDER:	Jeff Peterson, Commissioner
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

7.c. Leech Lake Area Watershed Foundation Letter of Support

Environmental Services Director John Ringle was joined by John Sumption and Jim Miller from Northern Waters Land Trust to request a letter of support for Leech Lake Area Watershed Foundation's (LLAWF) Application for Land Trust Accreditation. They explained that the LLAWF is working to become accredited by the National Land Trust Accreditation Commission to hold conservation easements. They reported that national standards have been created to protect holders of conservation easements from liability and to ensure the easements are defensible and enforceable. They noted that this accreditation may help in acquiring funding for conservation easements in the future. The Board discussed public land access and development of private land as it relates to conservation easements. John Ringle then asked for a motion to approve the letter of support for Leech Lake Area Watershed Foundation Application for Land Trust Accreditation as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dick Downham, Commissioner
SECONDER:	Neal Gaalswyk, Commissioner
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

7.d. Approve Babinski Reclassification

Environmental Services Director John Ringle and Environmental Services Deputy Director Jessica Manifold addressed the Board regarding the Babinski reclassification request. They reported that the Board referred the reclassification request to the Planning Commissioner during the October 2, 2018 meeting. They also reported that the Planning Commission recommended approval by the County Board at their October 8, 2018 meeting after notification to adjoining land owners and receiving comments. The Board verified that concerns noted during the public hearing process were addressed by the Planning Commission. John Ringle then asked for a motion to approve the Babinski Foundation reclassification as recommended by the Cass County Planning Commission at their October 8, 2018 regular meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jeff Peterson, Commissioner
SECONDER:	Robert Kangas, Chair
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

- 8. Confirm Upcoming Meeting Schedule
 - 8.a. AMC District II Meeting on Wednesday, October 24, 2018 beginning at 8:00 a.m., at Beltrami County Board Room, 701 Minnesota Avenue SW, Bemidji, MN.
 - 8.b. Commissioner's Board Meeting on Tuesday, November 6, 2018, beginning at 9:00 a.m., Board Room, 1st Floor Crtse. Annex, Walker, MN.
 - 8.c. Commissioner's Board Meeting on Tuesday, November 20, 2018, beginning at 9:00 a.m., Land Department Meeting Room, Backus, MN.

- 9. Motion to close the meeting to the public
 - 9.a. Meeting is closed to the public for department head annual evaluations pursuant to MN Statutes Chapter 13D.05 Sub. 3 (a)

Administrator Stevenson asked for a motion to close the meeting to the public for department head annual evaluations pursuant to MN Statutes Chapter 13D.05 Sub. 3 (a).

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeff Peterson, Commissioner
SECONDER:	Dick Downham, Commissioner
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

- 10. Motion to open the meeting to the public
 - 10.a. Adjourn without discussion, and report results of this meeting at the November 06, 2018 regular meeting.

Administrator Stevenson asked for a motion to open the meeting to the public, adjourn without discussion, and report the results of this meting at the November 6, 2018 regular meeting. The meeting was adjourned at 11:30am.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dick Downham, Commissioner
SECONDER:	Neal Gaalswyk, Commissioner
AYES:	Gaalswyk, Kangas, Peterson, Bruns, Downham

SIGNED: _____
 Jeff Peterson, Chair
 Cass County Board of Commissioners

ATTEST: _____
 Joshua Stevenson
 Cass County Administrator