

TRANSCRIPT AND REPORT OF PROCEEDINGS

CASS COUNTY

COUNTY OF CASS

OCTOBER 2, 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 2, 2018 with the flag pledge in the Commissioners Board Room, Walker, 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
Gail DeBoer	Pilot Independent	Beth Kujava	Probation
Monica Lundquist	Brainerd Dispatch	Allan Olson	Cass Lake Times
Michele Piprude	HHVS	Chris Pence	BWSR
Ben Lindstrom	County Attorney	Jim Schneider	Probation
John Ringle	ESD		

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:	Jeff Peterson, Commissioner
SECONDER:	Neal Gaalswyk, 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. He then asked for a motion to waive reading and approve as presented.

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

Approve - Minutes of September 18th, 2018

Approve – Auditor Warrants dated September 13, 2018 in the amount of \$503,000.86

Approve – Auditor Warrants dated September 20, 2018 in the amount of \$395,834.96

Approve – Auditor Manual Warrants/Voids/Corrections (Batch 1) dated September 2018 in the amount of \$209,701.35

Approve – HHVS IFS Auditor Warrants dated September 21, 2018 in the amount of \$135,771.58

Approve – HHVS IFS-SSIS Auditor Warrants dated September 21, 2018 in the amount of \$233,993.63

Receive & file – Notice of 6-month probation completion for Aftyn Wildes, Deputy Sheriff, Grade 28, Step 2, effective October 2, 2018.

On & Off Sale 3.2 Beer:

Northland Lodge Resort – Michael O'Reiley - Unorganized

Approve: Capital Projects Fund Activity:

Braun Intertec Corporation \$4,097.50

Brock White Co LLC \$839.00

HYTEC Construction \$41,800.00

Lucachick Architecture \$1,100.00

Martin Mechanical Design, Inc \$2,500.00

Minnesota Custom Concrete \$3,531.15

SKB Environmental \$7,778.24

Approve - Issuance of check to Essentia Health to replace check previously cancelled by board action on September 15, 2015. Check number 426820 was issued to Essentia Health 10-10-14 in the amount of \$395.00, and we have now received an affidavit of lost warrant with the request to reissue.

Approve - Cooperative Agreement with the State of Minnesota for Cass County/Leech Lake Band of Ojibwe Wellness Court.

Approve – Amendment of Attachment A of original contract for client support services to not exceed \$47,000 from original contracted amount of \$75,000.

Approve – Amendment of Attachment A of original contract for client support services to not exceed \$68,000 from original contracted amount of \$40,000.

Approve – MDH Project Grant Award for services to female client's who are pregnant or have given birth in the previous two years and the State has reported presence of Hepatitis B with Prenatal Hepatitis B follow-up, continued Case Management and household contacts.

Approve – Quarterdeck (Beach Club, LLC) reclassification as recommended by the Cass County Planning Commission at their September 11, 2018 regular meeting.

Award – Contract for the taconite tailing delivery project to Holmwig Excavating at \$18.00/yard for 100 yards of material.

Accept – Donation in the amount of \$200.00 from the Minnesota Sheriffs' Association to be used for Honor Guard expenses.

Receive & file - Application for Zoning Reclassification and remand to Cass County Planning Commission to notify and schedule public hearing.

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Receive & file – 3rd Quarter 2018 litigation report

2.b. Report Back from Insurance Committee of the Board

Administrator Stevenson reported back from the Insurance Committee of the Board meeting held on September 14, 2018. He noted that Commissioners Downham and Bruns were in attendance with employees, union representatives, and retirees. It was reported that the fund balance saw a small increase from last year with over 16 months of expenditures. Action item recommendations from the committee included no proposed rate increase for all plans, adding group hospital care as another voluntary benefit, the addition of a vision plan as a voluntary benefit, and a request to report back next year with incentive program options for participants interested in lifestyle changes. It was also noted that the Basic Life insurance coverage (\$10,000) rate will increase \$0.02 per month and that the group agreed to cover the estimate total cost increase of \$900 from the insurance account instead of passing the increase to employees. He then asked for a motion to recommend approval of the 2019 cafeteria plan costs, and plan contributions as presented and 2.) To recommend the following contracts: a.) Cafeteria Plan Administration Flex Accounts (Select Account), b.) Health Care Savings Accounts (BS/BC Select Account), c.) Life Insurance (MN Mutual through Integrity), d.) Short Term Disability & Dental (Assurant through Integrity), e.) Long Term Disability (Hartford through Integrity), and f.) Voluntary benefits; critical illness, Group Hospital Plan and accident plan (CIGNA) and Vision Plan (VSP).

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

3. Michele Piprude - Health Human and Veterans Services

3.a. Contract with Lakes & Prairie for Child Care Assistance Program

Health Human and Veteran Services (HHVS) Director Michele Piprude provided an update on the Child Care Assistance Program (CCAP). She explained that this program provides financial assistance to help families with low incomes pay for child care so that parents can pursue employment or education. She reported that we did not fill a vacated position in 2016 and contracted with Lakes and Prairie for the service. She noted that the results anticipated and hoped for were not achieved with the contract. It was noted that in 2016 fee allocations were at \$448,823 and for 2019 that amount has dropped to \$271,799. She reported that the HHVS Advisory Committee met on September 17, 2018 and unanimously voted to have the CCAP services returned to HHVS. She then asked for a motion to approve not renewing the contract with Lakes & Prairie for Child Care Assistance Program and filling an open budgeted eligibility worker position to administer the program.

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

4. Sandra Norikane - Chief Financial Officer

4.a. 3rd Quarter Budget Amendments & Financial Statements

Chief Financial Officer Sandra Norikane provided information on 3rd quarter budget amendments for 2018. She noted the need to add \$250,000 to the severance pay fund for payouts to employees retiring in 2018. She also noted the need to increase revenues and expenditures in the tax forfeited fund to account for a 2016 Lessard Sams Outdoor Heritage Fund land purchase in the amount of \$377,350. She also provided 3rd quarter financial statements noting that most accounts are trending well with the exception of the medical examiner fund which is expected to exceed the budgeted amount by almost 25%. She then asked for a motion to approve the 3rd

quarter budget amendments as presented and to receive and file the 3rd quarter financial statements.

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

5. John Ringle - ESD Director.

5.a. Other Water Courses for local water plans

Environmental Services Director John Ringle and Board of Water and Soil Resources (BWSR) Conservationist Chris Pence provided information on including "other water courses" to the local water plan. They explained that Minnesota Statute 103F.48 Subdivision 4 requires local Soil and Water Conservation Districts (SWCD) to adopt watercourses for inclusion in the local water plan and submit those courses for consideration of inclusion in the local water management authority's plan. They noted that the Cass County SWCD recently adopted a resolution during their regular meeting by majority vote to include water courses identified by staff in addition to public waters. After discussion by the Board, Commissioner Peterson made a motion to table Resolution 48-18 to include "Other Water Courses" in local water plans and convene the SWCD liaison Committee of the Board to discuss the matter with SWCD supervisors.

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

6. Confirm Upcoming Meeting Schedule

- 6.a. Cass County Department Head Performance Evaluations on Tuesday, October 9, 2018, beginning at 9:00 a.m., Board Room, 1st Floor Crtse. Annex, Walker, MN.
- 6.b. Commissioner's Board Meeting on Tuesday, October 16, 2018, beginning at 9:00 a.m., Land Department Meeting Room, Backus, MN.
- 6.c. Commissioner's Board Meeting on Tuesday, November 6, 2018, beginning at 9:00 a.m., Board Room, 1st Floor Crtse. Annex, Walker, MN.
- 6.d. AMC Annual Conference Monday, December 3, 2018 and Tuesday, December 4, 2018, at DoubleTree Hotel Bloomington - Minneapolis South, 7800 Normandale Boulevard, Minneapolis, MN.

7. Adjourn

Chairman Kangas adjourned the meeting at 9:55am.

SIGNED: _____
Robert Kangas, Chair
Cass County Board of Commissioners

ATTEST: _____
Joshua Stevenson
Cass County Administrator