

TRANSCRIPT AND REPORT OF PROCEEDINGS

CASS COUNTY

COUNTY OF CASS

NOVEMBER 6, 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, November 6, 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
Dale Yerger	Deep Portage	Steve Bilben	Shingobee Trail
Darrick Anderson	Highway Department	Ben Lindstrom	County Attorney
Scott Adkisson	Diversion Solutions DDP	Simon Whitehead	Cass County SHIP
Mike Paulus	Cass County EDC	Marina Lovell	Cass County EDC
Monica Lundquist	Brainerd Dispatch	Greg Proper	Shingobee Trail
Gail DeBoer	Pilot Independent	Curt Vining	Shingobee Trail
Steve Frick	Shingobee Trail	Nicole Cayko	Court Administration
Paul Nye	Back Street Bicycle Shop	Kayla Litter	Court Administration
Allen Olson	Cass Lake Times	James Hughes	Regional Native Public Defense
Jim Schneider	Probation	Mark Peterson	Assessor
Tim Richardson	Central Services	Chris Thompson	Sheriff's Office
Brad Rittgers	Sheriff's Office		

- 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:	Scott Bruns, Vice Chair
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 noted no additions or changes and asked for a motion to waive reading and approve as presented.

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

Approve - Minutes of October 16th, 2018

Approve – Auditor Warrants dated October 11, 2018 in the amount of \$251,054.22

Approve – Auditor Warrants dated October 18, 2018 in the amount of \$259,190.27

Approve – Auditor Manual Warrants/Voids/Corrections (Batch 1) dated October 2018 in the amount of \$380,582.56

Approve – Auditor ACH (P2 2018 1st 50% Advance) dated October 24, 2018 in the amount of \$3,617,031.15

Approve – Auditor Warrants dated October 25, 2018 in the amount of \$284,414.87

Approve – HHVS IFS- Manual Warrants/Voids/Corrections (Batch 1) dated October 2018 in the amount of (\$38,473.48)

Approve – HHVS IFS Auditor Warrants dated October 19, 2018 in the amount of \$145,154.40

Approve – HHVS IFS-SSIS Auditor Warrants dated October 19, 2018 in the amount of \$213,887.58

Receive & file – Notice of probation completion for Jessica Manifold, Environmental Services Deputy Director, Grade 35, Step 2, effective October 24, 2018.

Receive & file – Notice of resignation of Rima Smith-Keprios, Permit Intake Clerk, effective December 3, 2018.

Receive & file - Notice of appointment of Samantha Hess to County Agency Social Worker - CPS, Grade 30, Step 1 vacated by Nicole Davis, effective November 13, 2018.

Receive & file - Notice of appointment of Anna Burch to County Agency Social Worker - CPS, Grade 30, Step 1 vacated by Loretta Weiss, effective November 7, 2018.

Receive & file - Notice of appointment of Angela Rassmussen to County Agency Social Worker - CPS, Grade 30, Step 1 vacated by Rebecca May, effective November 7, 2018.

Receive & file - Notice of resignation of Melissa Stenberg, County Agency Social Worker, effective November 2, 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 Ashley Robbins to Eligibility Worker, Grade 22, Step 1 vacated by Melissa Belgarde, effective November 26, 2018.

Receive & File – Notice of 6-month probation completion for Brittany Trujillo, Data Entry Clerk, Grade 16, Step 2, effective October 23, 2018.

Receive & file – Department head performance evaluations of Tuesday, October 9, 2018 and Tuesday, October 16, 2018 have concluded that Health Human and Veteran Services Director Michele Piprude, County Assessor Mark Peterson, Chief Financial Officer Sandra Norikane, Environmental Services Director John Ringle, County Engineer Darrick Anderson, Land Commissioner Kirk Titus, Central Services Director Tim Richardson, and Count Administrator Joshua Stevenson achieve the requirements of their positions.

Tobacco:

Anderson's Pine Point Resort – Jeffery Anderson – Turtle Lake

Barstock Liquors – Barstock Liquors, LLC – Pine River (City)

The Shadberry – The Shadberry, Inc – Crooked Lake

Godfrey's Family Foods – Godfrey's Inc – Powers

Riverside Quick Stop – Brenda Greene – Federal Dam

Craguns Legacy Gold Courses - Cragun Enterprises, Inc – East Gull Lake

Pine River Family Market – PRFM, Inc – Pine River
Dollar General Store #18680 – DG Retail, LLC – Remer
Dollar General Store #17385 – DG Retail, LLC – Powers
Dollar General Store #16370 – DG Retail, LLC – Pillager
Dollar General Store #16458 – DG Retail, LLC – Pine River
Dollar General Store #16531 – DG Retail, LLC – Walker
Holter's Grocery – Holter's Super Valu, Inc – Remer
Anchorage Inn – JLAncorsge, LLC – Inguadona
Holiday Stationstores, LLC – Holiday Stationstores, LLC – Pine River
Holiday Stationstores, LLC – Holiday Stationstores, LLC – Walker
Casey's General Store #3658 – Casey's Retail Company - Pillager

On & Off Sale 3.2 Beer:

Long Pine Store – Jennifer Swiggert & Lee Rubitschung
Birch Ridge Resort – Birch Ridge Resort, Inc – Otter Tail Peninsula
Sah-Kah-Tay Beach Resort – Sah-Kah Tay Properties, LLC – Pike Bay
Shores of Leech Lake RV, Yacht Club & Cottages – Mara Loomis – Shingobee
Starck's Tamarack Lodge – Jeffrey Starck – Unorganized
Nodak Lodge – Roger Croaker - Unorganized

On Sale 3.2 Beer:

Mount Ski Gull – Ski Gull, Inc – Fairview
Cass Lake Lodge – Two Balls, Inc – Pike Bay

Approve Capital Projects Fund Activity:

Deposit to Sheriff Revolving Fund – MCIT proceeds \$12,560.75
Deposit to Capital Projects Fund – Minnesota Power Rebate \$7,844.02
Ace Longville Builders Supply (Longville HWY) \$3.98
All Integrated Solutions (Longville HWY) \$59.00
Arrowhead Builders Supply (Longville HWY) \$2,247.03
Arrowhead Builders Supply (Longville HWY Salt Shed) \$16,905.90
Mark Beard (Longville HWY) \$2,375.68
Crow Wing Power (Longville HWY) \$100.00
Crow Wing Power (Longville HWY) \$917.25
Lakes Concrete Plus Inc (Longville HWY Salt Shed) \$463.00
Lundberg Plumbing (DM - Eyewash Stations) \$10,695.00
Pratt's Affordable Excavating Inc (Longville HWY) \$1,500.00
SKB Environmental (Longville HWY) \$116.67

Walker Building Supply (Longville HWY) \$6.00

Approve – Cass County SWCD Invoice #45 and #38 to provide professional services for Aquatic Invasive Species (AIS) prevention \$227,164.31

Approve - Transfer of Unorganized Township road costs through October 2018 from Unorganized Township account to Road & Bridge in the amount of \$146,323.13.

Approve- Amendment to Grant Contract GRK%134429 Administrative Services Budget to provide C&TC Check-up Services.

Approve- Contract with Northland Family Resource Center of Remer-Longville to identify medical assistance eligible children who may have health problems and to encourage parents and their children to use health care services available to them.

Approve- Contract with Pillager Family Center to identify medical assistance eligible children who may have health problems and to encourage parents and their children to use health care services available to them.

Approve- Contract with Pine River/Backus Family Center to identify medical assistance eligible children who may have health problems and to encourage parents and their children to use health care services available to them.

Approve - Memorandum of agreement with The Harriet Club owner, Ron Siltman, in Barclay Township for county recycling bins located on private property.

Approve – Amended and restated joint powers agreement with Minnesota Counties Computer Cooperative (MNCCC).

Approve – Contract with Honeywell to replace HVAC controls for air handling units (AHU 6, 7, and 8) for \$19,195.

Award – Contract for Database Management System Enhancement project to Pro West and Associates Inc., not to exceed \$14,411.88

Authorize – Request for Military Aerial Support flyover during the 2019 911 Ceremony on the Courthouse Lawn.

Approve - Easement to Darwin and Ann Rothering for the use and maintenance of an individual septic system on County Administered Land with an easement fee of \$109.00 per year.

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

Receive and File – 3rd quarter planning and zoning report

3. Greg Proper, Steve Frick, Curt Vining -Shingobee Trail Task Force

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

Representatives from the Shingobee Connection Trail Task Force including Steve Bilben, Greg Proper, Curt Vining and Steve Frick requested a \$150,000 commitment from Fund 73 as matching funds for an additional trail tunnel under MN 371 near the intersection of Front Street NW. They reported \$15,000 has been donated from the Jarmin Foundation, through the Walker Foundation, to be used for engineering on the project. They explained that they plan to use Fund 73 resources as matching funds for the \$365,000 project. They also noted that this project was identified in the Bike Friendly Community initiative for the City of Walker and from trail user input. Staff noted that the commitment will bring the fund balance down to 2018 interest earnings if the City of Pillager brings their request forward. The Board noted that the amount of local funds contributed help in the decision-making process to ensure that the local community supports the project. The representatives then asked for a motion to commit \$150,000 of Fund 73 funds to the Cass County Highway Department as matching funds for an additional trail tunnel under MN371.

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

4. Darrick Anderson - Highway Department

4.a. 2018 Construction Project Update

Highway Engineer Darrick Anderson provided an update to the Board on 2018 road and capital construction projects. He noted the foundation was completed for the Longville shop and the project is expected to be completed by June of 2019. He also noted that the Pine River Transfer Station repairs were complete with the exception of minor fence and drainage work. He reported that the voter storage room at the Walker highway garage was completed with additional highway record storage above the structure. He also reported that all 2018 road projects were completed on time and under original bid price. He noted that the County 129 Bridge replacement is complete and paving will be finished next summer after one freeze thaw cycle. It was also noted that the bridge was not replaced during the original paving project due to the timing of bridge bonding funds from the State. He reported that County Roads 12, 38, 61 and 66 were completed and ready for the snow removal process. He also reported that some warranty work will be completed next spring. He noted plans were coming to better inform the public on the selection and timing of road projects for next year. When asked about County Road 117, he reported that a significant amount of traffic from the MN State 371 detour required additional work by County staff including signage, chloride treatment and grading. He also reported negotiations with the State are taking place regarding adding gravel next year. The Board thanked him for the report.

RESULT:	RECEIVED AND FILED
----------------	---------------------------

4.b. Inform Board of Local Road Improvement Project (LRIP) Funding

Highway Engineer Darrick Anderson reported that Cass County will be receiving funding in 2019 for the City of Cass Lake to reconstruct 7th Street and funding in 2020 for a roundabout at the intersection of CSAH 44 and CSAH 1 near Pine River in Cass County. He noted that both projects have been earmarked with Local Road Improvement Project funding in the amount of \$514,500.00 for 7th street and \$700,000.00 for the CSAH 44/CSAH 1 roundabout. The Board thanked him for the update.

RESULT:	RECEIVED AND FILED
----------------	---------------------------

4.c. State Aid Construction Advance

Highway Engineer Darrick Anderson provided information regarding the need to advance state aid funds. He reported that large state aid projects such as County 77 have required borrowing from future years. He noted that the advances needed in 2019 and 2020 are decreasing with a goal of being current by 2021. He then asked for a motion to adopt Resolution 49-18 requesting an advance of state aid funds in 2019.

Commissioner Peterson offered Resolution No. 49-18 and moved its adoption, Commissioner Downham seconded:

WHEREAS, the County of Cass is planning to implement County State Aid Street Project(s) in 2019 which will require State Aid funds in excess of those available in its State Aid Regular/Municipal Construction Account, and

WHEREAS, said County is prepared to proceed with the construction of said project(s) through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular/Municipal Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date 02/01/2019 \$ 3,150,000.00

Less estimated disbursements:

Project # SAP 011-617-006 \$ 1,000,000.00

Project # SAP 011-673-004 \$ 400,000.00

Project Finals (overruns-if any) \$ _____

Other 2019 project obligations \$ _____

Total Estimated Disbursements \$ 4,550,000.00

Advance Amount (amount in excess of acct balance) \$ 1,400,000.00

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of Cass in an amount up to \$ 1,400,000 in accordance with Minnesota Rules 8820.1500, Subp. 9. I hereby authorize repayments from subsequent accruals to the Regular/Municipal Construction Account of said County from future year allocations until fully repaid.

Resolution No. 49-18 was adopted by majority vote: Ayes: Peterson, Downham, Kangas, Bruns, Gaalswyk
Nays: None.

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

4.d. Crooked Lake - Maintenance Agreement

Highway Engineer Darrick Anderson provided information on the maintenance agreement with Crooked Lake Township. He reported meeting with their board chair and road supervisor to discuss what would be in the best interest of the Township and County for the future. He noted that both the parties agreed to cancel the original agreement eliminating Township maintenance on two County roads and revising the agreement with Crooked Lake Township to continue maintenance on CSAH 58. He then asked for a motion to approve the maintenance agreement with Crooked Lake Township as presented for maintenance of the gravel portion of CSAH 58 east of outing.

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

5. Sandra Norikane - Chief Financial Officer

5.a. RT Vision Time Card setup for Sheriff's Office

Chief Financial Officer Sandra Norikane provided information on timecards in the Sheriff's office. She reported that the Sheriff's Office is still dependent on manual timecards requiring additional work to submit for payroll processing in comparison to all other departments. She also reported working with the existing vendor, RT Vision, to create an electronic timecard for the Sheriff's Office. She noted various labor agreement intricacies for the Sheriff's Office that the vendor is currently working to accommodate by early 2019. She also noted that the 2019 budget includes funds to update the payroll system for the Sheriff's office. She then asked for a motion to approve the contract with RT Vision for the implementation and set up for the Sheriff's Office to use electronic time cards for 2019 with year one costs of \$4,824 and subsequent maintenance of \$504.

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

5.b. Renaming Paquet Lake

Chief Financial Officer Sandra Norikane provided information on a petition from registered voters to rename Paquet Lake to Poquet Lake. She reported that Minnesota Statute requires a public hearing be held more than 30 days after the County Board establishes the public hearing. She also reported that the petitioner's bond in the amount of \$125 has been received as payment for reasonable expenses incurred by the County related to publication costs as part of the proceeding. She then asked for a motion to approve the establishment of a public hearing in response to a petition to rename a lake in Cass County for December 18, 2018 during the regular Board meeting that begins at 10:00am.

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

6. Mike Paulus - Cass County EDC

6.a. Ah-Gwah-Ching Site Development Update

Cass County Economic Development Corporation Executive Director Mike Paulus provided information on marketing the former Ah-Gwah-Ching Site. He provided a one page fact sheet on the site to be used as a hand out for developers and politicians. He reported that the fact sheet provides information on benefits of the property and the intended use as it relates to the deed restrictions on the property. It was noted that the one page fact sheet on the property was requested by the Committee of the Board and City of Walker. The Board thanked him for the report.

RESULT:	RECEIVED AND FILED
----------------	---------------------------

6.b. 2017-2018 EDC Activity Report

Cass County Economic Development Corporation Executive Director Mike Paulus provided an update on 2017-2018 activity. He reported that the "Side Hustle" program targets residents with a hobby or side business with \$46,000 or less in annual household income. He also reported that the goal was to boost income by \$500 or more per month by capitalizing on the side-interest. He noted that the program has had mixed results and they continue to work with five of the eleven qualified candidates. He also noted that Reeds Outdoor Family Outfitters received the initial Legacy Business award and provide criteria details. He reported providing 648 hours of professional consultation and technical assistance to 65 clients registered for service within the County, receiving a \$99,999 Rural Business Development Grant from the USDA to replenish the revolving loan fund, organizing a housing study for the Pine River market, and partnering with a number of area agencies to better the economy and quality of life in Cass County. The Board thanked him for the report and new format.

RESULT:	RECEIVED AND FILED
----------------	---------------------------

7. Mark Peterson - Assessor

7.a. Re-allocate budget to purchase new printers

County Assessor Mark Peterson provided information to the Board on the need to re-allocate funds within the 2018 budget. He reported that the printers in his office were 10 to 15 years old. He also reported that the Assessor's office received two Sheriff's office vehicles instead of purchasing a new vehicle from the State contract. He noted that the \$25,500 line item in the Assessor's Department budget for a new vehicle was not needed. He also noted that \$6,000 for the purchase of new printers was needed. He then asked for a motion to approve purchase of printers in Assessors office under the existing contract with Marco in lieu of a vehicle purchase as part of the 2018 budget.

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

8. Ben Lindstrom - County Attorney

8.a. Driving Diversion Program

Scott Adkisson with Diversion Solutions and County Attorney Ben Lindstrom provided information to the Board on a Driver's License Reinstatement program. They reported that the program helps people who lose their driver's license get their license back while paying fees over time. They also reported that individuals can legally drive while they are getting fines paid off. It was noted that from the first of the year in 2017, 901 people have lost their driver's license in Cass County. It was also noted that this program makes the process more manageable for people while holding them accountable for their actions. Mr. Lindstrom informed the Board that he supported the program and informed them that the County had the option to waive the \$100 fee instead of

collecting it. He then asked for a motion to support the Driving Diversion Program by waiving the \$100 fee and applying those funds to the individuals fines per the program director.

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

9. Dale Yerger - Deep Portage

9.a. 2018 Update

Deep Portage Executive Director Dale Yerger provided an update to the Board on the learning center. He reported that the biggest challenge is staffing in the summer. He noted that labor pools are shrinking and finding qualified candidates continues to be their first priority. He also noted that school morale is important in retaining the excellent customer base of approximately 110 schools. He reported continued work with conservation organizations like MDHA, Pheasants Forever, the Ruffed Grouse Society, the Izaak Walton League, lake associations, Legions and Lions Clubs to sponsor campers to our summer camp program. He noted that the center employs 25-30 people, some whom own homes in the county, shop at local businesses and contribute to the community. He also noted that Deep Portage is also destination for resort visitors who are looking for something to do on a rainy day. He also reported a positive outlook for the future with environmental learning centers. The Board thanked him for the report.

RESULT:	RECEIVED AND FILED
----------------	---------------------------

9.b. Fire Protection

Deep Portage Executive Director Dale Yerger provided a report on a recent fire suppression equipment malfunction. He reported that on the morning on Saturday July 14, 2018 the primary fire suppression system pump melted down. He noted that there was a diesel fuel leak, a failed air compressor and a smoldering smoky incident that thankfully never caught fire. He also noted the Hackensack Fire Department responded and by 6 am everything was stabilized. He reported that they been using the electric Jockey pump for fire protection since the incident and have been working with the insurance company resolve the matter. He reported a proposal for \$101,195.00 to replace and update all related fire suppression equipment. He also noted that MCIT will pay half (equal to the cost to rebuild the damaged pump), the Deep Portage Foundation will pay 25%, and that they are asking the Commissioners for 25%. He noted that this would protect the 54,000 square foot, \$7.5 million building with a new modern system. He then asked for a motion to authorize 25% of fire protection replacement cost for Deep Portage from Capital Funds with 50% paid from MCIT and 25% paid by the Deep Portage Foundation.

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

10. Confirm Upcoming Meeting Schedule

10.a. Commissioner's Board Meeting on Tuesday, November 20, 2018, beginning at 9:00 a.m., Land Department Meeting Room, Backus, MN.

10.b. County Board meeting of Thursday, December 6, 2018 beginning at 4:00 p.m. to establish a public hearing for Thursday, December 6, 2018 on the 2019 Cass County budget and property tax levy beginning at 6:00 P.M., Commissioner's Board Room, 1st Floor Crtse., Walker, MN.

10.c. Joint meeting with the Leech Lake Band of Ojibwe, Monday November 26, 2018 beginning at 10:00 a.m., Northern Lights Event Center, Walker, MN.

11. Adjourn

Chairman Kangas adjourned the meeting at 10:32am

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

ATTEST: _____
Joshua Stevenson
Cass County Administrator