

**TRANSCRIPT AND REPORT OF PROCEEDINGS**

**CASS COUNTY**

**COUNTY OF CASS**

**DECEMBER 18, 2018**

1. Call to Order

Chair Robert Kangas convened the regular meeting of the Cass County Boards of Commissioners at 10:00 AM on Tuesday, December 18, 2018 with the flag pledge in the Commissioners Board Room, Walker, MN.

1.a

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Neal Gaalswyk	Commissioner	Present	9:45 AM
Robert Kangas	Chair	Present	9:45 AM
Jeff Peterson	Commissioner	Present	9:45 AM
Scott Bruns	Vice Chair	Present	9:45 AM
Dick Downham	Commissioner	Present	9:45 AM

<u>NAME</u>	<u>REPRESENTING</u>	<u>NAME</u>	<u>REPRESENTING</u>
Joshua Stevenson	Administrator	Sandra Norikane	Chief Financial Officer
Michele Piprude	HHVS	John Poston	State Representative
Kevin Lee	North Ambulance	Kirk Titus	Land Department
Rick Wagner	North Ambulance	John Ringle	ESD
Gail DeBoer	Pilot Independent	Monica Lundquist	Brainerd Dispatch
Darren Hoverson	MNDNR	Mardi Harder	County Extension
Mark Peterson	Assessor	Jim Schneider	Probation
Beth Kujava	Probation	Ben Lindstrom	County Attorney
Darrick Anderson	Highway Engineer	Justin Eichorn	State Senator
Theresa Eclow	Faith in Action	Sue Falk	Birch Lake Township
Chad Emery	Sheriffs 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 with some changes for Board consideration. He asked to move item u, Receive and File letter of support for Family Center grant to the regular agenda as item 2d. He then asked for a motion to approve the regular agenda as amended.

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

2. Josh Stevenson - County Administrator

2.a. Consent Agenda

Administrator Stevenson presented the consent agenda with changes for Board consideration. He asked to add item v - Approve Kollar Easement - Request to grant easement to Kollar instead of Rothering (Approved on November 6, 2018). He also asked to add Receive & file - Notice of appointment of Dillion Bruns, Deputy Sheriff, Grade 28, Step 1 effective July 16, 2018 to correct the previous Grade 27 under item c. He reminded the Board that item u - Receive and File Letter of support for Cass County Family Centers was moved to the regular agenda as item 2d. He then asked for a motion to waive reading and approve the consent agenda as amended.

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

Approve - Minutes of December 6th, 2018

Approve – Auditor Warrants dated November 15, 2018 in the amount of \$314,374.33

Approve – Auditor Manual Warrants/Voids/Corrections (Batch 1) dated November 2018 in the amount of \$240,866.24

Approve – Auditor Warrants dated November 21, 2018 in the amount of \$378,687.40

Approve – Auditor Warrants dated November 29, 2018 in the amount of \$114,983.85

Approve – Auditor ACH (P2 2018 Final) dated December 3, 2018 in the amount of \$4,943,963.44

Approve – Auditor Manual Warrants/Voids/Corrections (Batch 2) dated November 2018 in the amount of \$369,723.68

Receive & File – November 2018 Monthly budget reports.

Approve – Auditor Warrants dated December 6, 2018 in the amount of \$447,911.08

Approve – HHVS IFS Auditor Warrants dated November 16, 2018 in the amount of \$105,653.19

Approve – HHVS IFS-SSIS Auditor Warrants dated November 16, 2018 in the amount of \$204,924.57

Approve – HHVS IFS-SSIS Special Auditor Warrants dated November 21, 2018 in the amount of \$1,114.00

Approve – HHVS IFS-SSIS Testing dated November 16, 2018 in the amount of \$1.00

Approve – HHVS IFS- Manual Warrants/Voids/Corrections dated November 2018 in the amount of \$2,194.39

Approve – HHVS IFS Auditor Warrants dated November 30, 2018 in the amount of \$107,141.23

Approve – HHVS IFS-SSIS Auditor Warrants dated November 30, 2018 in the amount of \$104,304.44

Approve – HHVS IFS Special Auditor Warrants dated December 6, 2018 in the amount of \$525.67

Approve – TRIAD HR Consulting grade rating for Elections Administrator, Grade 34, effective December 12, 2018 currently assigned to Sharon Anderson, Grade 34, Step 10 at the current rate of \$44.39. This rate will remain in effect until the assigned position warrants a change.

Approve – Grade rating with Dorothy Person, TRIAD HR Consulting, for the position of AIS Lake Technician, Grade (TBD).

Receive & file - Notice of appointment of Dillion Bruns, Deputy Sheriff, Grade 28, Step 1 effective July 16, 2018.

Receive & file – Notice of probation completion for Michael Little, Deputy Auditor Treasurer II – Real Estate Technician, Grade 24, Step 2, effective December 12, 2018

Receive & file - Notice of probation completion for Amber Shaw, Licensed Practical Nurse, Grade 17, Step 02, effective December 1, 2018.

Receive & file - Notice of appointment of Holli Hemphill to County Agency Social Worker, Grade 30, Step 1 vacated by Melissa Stenberg, effective January 7, 2019.

Tobacco:

Woby's Off-Sale Liquor #3673 – Casey's Retail Company – Pillager

Bigfoot Gas and Gifts, Inc – Bigfoot Gas and Gifts, LLC – Remer (City)

Pillsbury Junction – Staples Express, LLC – Pillager

Station 371, Inc – Station 371, Inc – Pine River (City)

Moondance Events – Moondance Jam, Inc – Turtle Lake

64 Stop, Inc – Gary Dauer – Meadowbrook

Mule Lake Store, LLC – Judy Leeds – Wabedo

**The tobacco licenses listed below are contingent upon receiving proper documentation and fees.**

Jake's Gull Lake – Gull Lake Jakes, Inc - Fairview

Approve: Capital Fund Activity:

MCIT Insurance Proceeds (Deep Portage Fire Pump) \$43,550

KRD Trucking (Pine River Stabilization Reimbursement) \$108,594

Arrowhead Builders (Longville HWY) \$50.67

Brothers Fire & Security (Deep Portage Fire Pump) \$70,870

Mark Beard (various capital) \$2,950

HY-TEC (Longville HWY) \$61,700

North Country Electrical Services (Courthouse Security Grant) \$11,868

Approve - Joint Powers Agreement with the State of Minnesota for aerial seeding and other forest management activities.

Approve – Memorandum of Agreement with Teresa Watson to provide physical and occupational therapy services.

Approve – Dog Hearing Officer contract for 2019 with Attorney Franz Vancura.

Approve – Contract with Terry Freeman as Cass County Surveyor for 2019.

Approve – 2019 Medical Examiner contract with Dr. Michael B. McGee, M.D. as Medical Examiner of Cass County.

Approve – Agreement with Joe Krecklau to provide County Staff up to Four (4) Training Sessions for Facility Maintenance inspection and Site Evaluation for the Cass County Solid Waste Transfer Station in Pine Rive at a rate of \$100 per session.

Approve - Assessor's Office Abatements

2018 Alice Moe, 19-026-3201, Kego Twp, Damage Abatement

Current \$2,566.00, Proposed \$1,976.00, Tax \$ Change (\$590.00)

Approve – Children's Mental Health Respite Care Grant Contract with the State of Minnesota Department of Human Services for designing and providing planned and/or emergency children's mental health respite care services for eligible children and families.

Authorize - 25% Fund use in the amount of \$3,400 for environmental education at Deep Portage:

Walker-Hackensack-Akeley Elementary 4<sup>th</sup> grade

Accept- Donation in the amount of \$250.00 towards the Veterans Transportation Program from the Boy River American Legion Post 458.

Accept – Donation of duffel bags from Cass County resident to be given to children being removed from their homes.

Accept – Donation in the amount of \$50.00 from the Mildred Bible Chapel for the Chaplaincy Initiative.

Receive and File – November 2018 Interest Report

2.b. Establish 2019 Elected Official Compensation

Administrator Stevenson presented Resolutions 53-18 and 54-18 for Board consideration. He noted that 54-18 had a typo including the names of Commissioners that made motions in the past. He also noted that cost of living increases for the Board and elected officials were at 2.5% consistent with current labor agreements. He reported that a recent market study required step increases for the County Attorney to remain competitive with neighboring County compensation for the position. He then asked for a motion to adopt Resolutions 53-18 and 54-18 establishing elected officials compensation.

Commissioner Downham offered Resolution No. 53 - 18 and moved its adoption, Commissioner Bruns seconded:

Resolution establishing compensation for County Commissioners

Whereas: County Commissioners may receive per diem payment and reimbursement for necessary expenses in performing the duties of the office as set forth by this resolution of the County Board pursuant to legal authority of Minnesota Statutes 375.055-375.065, and 471.665, and

Whereas: Cass County Board Resolution No. 29-94 (Amended), dated June 7, 1994 recognizes the Attorney General opinion regarding the interpretation and intent of laws governing County Commissioner compensation per diem allowance, and

Whereas: The following compensation is consistent with Cass County labor settlements, non-union adjustments, budgetary guidelines for 2018, and applicable State statutes.

Now, Therefore, Be it Resolved:

1. That the year 2019 Cass County rate of per diem payment shall be \$75.00 per day for attendance at one or more of the following:

- a. County board meetings (except the first regular monthly board meeting, board of auditors, board of equalization, or canvassing board)
- b. For service by individual County Commissioners on any board, committee or commission of county government including committees of the board pursuant to the official list of committee and board assignments adopted in January of each year
- c. While acting on any committee or attending a meeting under the direction of the board
- d. For the performance of services by individual County Commissioners when required by law.

2. That In lieu of County provided per diems nothing herein shall be construed to prohibit the receipt of per diem payments by Commissioners that might serve on other bodies of government for which additional compensation is separately authorized by statute in the performance of duties for a statutorily separate body with independent authority to compensate its members.

3. That the year 2019 annual salary shall be \$26,766.73

4. That this resolution shall be in full force and effect January 01, 2019 through December 31, 2019.

Resolution No. 53 -18 was adopted by majority vote: Ayes: Peterson, Downham, Kangas, Bruns, Gaalswyk Nays: None.

Commissioner Downham offered Resolution No. 54 -18 and moved its adoption, Commissioner Bruns seconded:

Resolution establishing compensation for elected Department Heads

Whereas: Minnesota Statute 386.015 provides in part for the establishment of the annual compensation of the County Recorder, and

Whereas: Minnesota Statute 387.20 provides in part for the establishment of the annual compensation of the County Sheriff, and

Whereas: Minnesota Statute 388.18 provides in part for the establishment of the annual compensation of the County Attorney, and

Whereas: The following salaries are consistent with Cass County labor settlements, non-union adjustments, and budgetary guidelines for 2018.

Now, Therefore, Be It Resolved:

1. That the year 2019 salaries for the individuals indicated are hereby established as follows:

	<u>01/01/19</u>	<u>07/01/19</u>
County Attorney – Ben Lindstrom		
Grade	50	50
Step	05	06
Monthly rate	9,141	9,415
Annual rate	109,678.40	112,964.80
 County Sheriff – Tom Burch		
Grade	46	46

Step	10	10
Monthly rate	9,415	9,415
Annual rate	112,964.80	112,964.80

County Recorder – Katie Norby

Grade	34	34
Step	10	10
Monthly rate	6,604	6,604
Annual rate	79,227.20	79,227.20

2. That these elected officials are additionally eligible for an annual longevity payment in accordance with the current Cass County Personnel Policy Rules.

3. That this resolution shall be in full force and effect January 01, 2019 through December 31, 2019.

Resolution No. 54 – 18 was adopted by majority vote: Ayes: Peterson, Downham, Kangas, Bruns, Gaalswyk  
Nays: None.

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

2.c. Authorize Citizen per diem for 2019

Administrator Stevenson provided information on citizen per diems to the Board. He noted that the 2019 recommended per diem for Board appointed committees is \$75.00 per day (same as commissioners per diem) with meals and mileage per Cass County Personnel Rules and Policies. He also noted that due to the average meeting and field visit time for the Cass County Planning Commission in comparison to neighborhood trends, the 2019 recommended per diem is \$150.00 per day for regularly scheduled monthly meetings and field visits. He reported that all other Planning Commission meetings (work sessions, trainings, etc.) should be paid at \$75.00 per day (same as commissioner per diem) to remain consistent. He then asked for a motion to approve 2019 per diem for Board appointed citizen committees at \$75.00 per day (same as commissioners per diem), Planning Commissioner at \$150.00 per day for regularly scheduled monthly meetings and field visits, with all Board appointed citizen meals and mileage paid per Cass County Personnel Rules and Policies.

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

2.d. Receive and File Letter of Support for Cass County Family Centers

Health Human and Veteran Services Director Michele Pivrude provided information to the Board on a letter of support for a grant to help the Cass County Family Home Visiting Program Service through the family centers. She noted that the grant application is not a duplication of services but an add on to Family Center services. She also noted that this work will add in the prevention of child abuse and neglect of children. She reported that a successful grant application will produce a memorandum of understand between the County and Family Centers with details on how they plan to promote healthy families for Board consideration at a future meeting. The Board thanked her for the explanation and report.

<b>RESULT:</b>	<b>RECEIVED AND FILED</b>
----------------	---------------------------

3. Cass County Delegates - Representatives Persell and Poston, Senator Eichorn

3.a. 2019 Legislative Priorities

Representative John Poston and Senator Justin Eichorn provided a legislative update to the Board. They noted that the 2019 state legislative session is a budget year. They also noted plans to focus on tax conformity, mental health, and state ordered utility valuations. They reported committee participation plans in relationship to metro vs outstate goals. They also reported a team effort between local delegates representing Cass County constituents. Cass County legislative priorities were shared and discussed. They indicated support for Tribal tax agreement changes consistent with the County and the Leech Lake Band of Ojibwe requests. They also

acknowledged the Boards request to engage local communities before State Highway decisions are made. The Board thanked them for attending the meeting and their interest in Cass County.

<b>RESULT:</b>	<b>RECEIVED AND FILED</b>
----------------	---------------------------

4. Sandra Norikane - Chief Financial Officer

4.a. Public Hearing - Renaming Paquet Lake

Chairman Kangas opened the public hearing to consider the renaming of Paquet Lake to Poquet Lake at 9:32am. Chief Financial Officer Sandra Norikane report that a petition was received in the Auditor-Treasurer's Office to rename Paquet Lake to Poquet Lake on October 16, 2018. She noted that the petition met the statutory requirements of Minnesota Statute 83A.05, subd 2. On November 6, 2018 the County Board reviewed the petition and set December 18, 2018 for the public hearing on this matter, following proper notice in accordance with Minnesota Statute 83A.06. Petitioners paid a bond of \$150 to cover costs of notice which was approved by the County Attorney. She also reported that notice was published in the County's official paper, the Pilot Independent, as well as the Pine Cone Press the weeks of November 19, November 26 and December 3, 2018. Additionally, certified notice was sent to the Department of Natural Resources, the Birch Lake Town Board Chair, and the City of Hackensack Council mayor. She also noted that all certified mailings were accepted. One member of the Community, Sue Falk, commented at the hearing representing Birch Lake Township and her family with no opposition to the name change. Darrin Hoverson with the MNDNR attended the hearing and provided history regarding lake names and changes. Chairman Kangas closed the public hearing at 9:35am and asked for a motion to adopt Resolution 57-18 renaming Paquet Lake to Poquet Lake and to notify the Minnesota Department of Natural Resources of the naming for inclusion on future public water listings.

Commissioner Peterson offered Resolution No. 57-18 and moved its adoption, Commissioner Downham seconded:

WHEREAS, the County Board of Cass County is given the authority in Minnesota Statutes (§83 A.05 through §83 A.07) to name lakes, rivers and streams within the County.

WHEREAS the County Board of Cass County hereby makes the following Finding of Facts:

1. The required petition was received by the Auditor-Treasurer from legal voters of residence requesting to change the name of Paquet Lake, Minnesota Public Water No. 11-381, located in sections 20,29 of Township 140 North, Range 30 West in Cass County, Minnesota. Such petition was filed with the Cass County Auditor-Treasurer on the 16<sup>th</sup> day of October 2018. This petition met the statutory requirements of Minnesota Statute 83A.05, sub 2.
2. The Auditor-Treasurer requested and the County Board ordered a time and location for the hearing on the petition which was held more than 30 days after the order was made.
3. The notice of the public hearing was published for three weeks in the official newspaper of the County on the following dates: November 19, 2018, November 26, 2018, and December 3, 2018. Service of the notice of hearing made to the Commissioner for the Department of Natural Resources, the Director of Waters, the Birch Lake Town Board chair, and the City of Hackensack Council mayor by certified mail.
4. A public hearing was held at 10:00 a.m. on December 18, 2018, at the Cass County Courthouse after proper notice to Birch Lake Township, the City of Hackensack, and the Department of Natural Resources; and
5. The Minnesota Department of Natural Resources Director reviewed the request for the name change and responded that the name "Poquet Lake" does not duplicate the name of any existing lakes in the State of Minnesota.
6. The County Board of Cass County heard from all interested persons on changing the name of the lake.

NOW THEREFORE, BE IT RESOLVED by the County Board of Cass County hereby renames the lake "Poquet Lake", and

THAT Cass County hereby notifies the Minnesota Department of Natural Resources of the naming for inclusion on future public water listings.

Resolution No. 57-18 was adopted by majority vote: Ayes: Peterson, Downham, Kangas, Bruns, Gaalswyk  
Nays: None.

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

4.b. 2019 Property Tax Levy by Fund

Chief Financial Officer Sandra Norikane provided a summary of the 2019 budget process. She noted that all timelines under statute have been accomplished. This included three meetings with the citizens budget committee, the truth and taxation hearing, informing decision makers that the recommended levy of 1.00% includes labor contract obligations at 2.00% of the budget, \$418,000 in property tax relief from our local option sales tax revenue, and a capital fund levy of \$600,600. She also noted \$300 of fund balance use in the Recorder's office. She reported an increase in payment in lieu of tax from \$1.50 per acre to \$2.0 per acre, stability in health insurance and no debt service. She then asked for a motion to adopt Resolution 55-18 establishing the Property Tax Levy for 2019 by fund.

Commissioner Downham offered Resolution No. 55 – 18 and moved its adoption, Commissioner Peterson seconded:

WHEREAS, A County Board shall conduct a public hearing prior to the adoption of its final property tax levy, and

WHEREAS, after proper public notice said public hearing was held on December 6, 2018, and

WHEREAS, M.S. 275.07 requires the County Board to adopt a property tax levy prior to December 28, 2018, and

WHEREAS, M.S. 275.50 to 275.56 define the levying authority of the County Board, and

WHEREAS, the 2019 Budget Committee has evaluated said financial information and formulated recommendations.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Commissioners do hereby approve the following individual fund tax levies for 2019 in the stated amounts:

General Revenue	\$11,790,130
Library	373,709
Road and Bridge	3,739,824
Capital Projects	600,600
Welfare – PH/SS/VS	5,214,366
Welfare - Public Assistance Administration	1,485,122
Longville Ambulance Subordinate Service District	<u>503,000</u>
 Gross Levy	 \$23,706,751
 Less County Program Aid	 <u>(1,175,838)</u>
Certified Levy	<u>\$22,530,913</u>

BE IT FURTHER RESOLVED: That the Cass County Auditor-Treasurer is hereby authorized and directed to spread the levy on the tax rolls of the County.

Resolution No. 55 – 18 was declared adopted upon the following vote: Ayes: Peterson, Downham, Kangas, Bruns, Gaalswyk Nays: None.

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

4.c. 2019 Revenues and Expenditures by Fund

Ms. Norikane provided Resolution 56-18 with 2019 revenues and expenditures by fund and asked for a motion to adopt Resolution 56 -18 Revenues and Expenditures by Fund.

Commissioner Gaalswyk offered Resolution No. 56 – 18 and moved its adoption, Commissioner Bruns seconded:

WHEREAS, The Board considered the relevant information regarding the 2019 Cass County Budget, and

WHEREAS, The budget requests, revenue projections, levy data and needs of Cass County have been duly considered.

NOW, THEREFORE, BE IT RESOLVED: That on the recommendation of the Cass County Budget Committee as amended, the Board of Commissioners do hereby approve the 2019 budget as follows:

	<u>Revenues</u>	<u>Expenditures</u>
General Revenue	22,541,463	22,289,421
Self Insurance	4,700,000	4,700,000
Road & Bridge	13,449,824	13,449,824
Health, Human, & Veterans Services	15,081,654	15,081,654
Capital Projects	600,600	600,600
Unorganized Towns	300,000	300,000
Land Department	2,321,850	2,321,850
Environmental Trust	80,000	80,000
Kitchigami Library	373,709	373,709
Total	<u>59,449,100</u>	<u>59,197,05</u>

details of which are available in the office of the Cass County Chief Financial Officer for public inspection during normal business hours.

Resolution No. 56 – 18 was declared adopted upon the following vote: Ayes: Peterson, Downham, Kangas, Bruns, Gaalswyk Nays: None.

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

4.d. 2019 Unorganized Levy, Revenues/Expenditures by fund

Ms. Norikane provided Resolution 58-18 with the 2019 Unorganized Levy and revenue and expenditures. She then asked for a motion to adopt Resolution 58-18 Unorganized Levy, Revenue and Expenditures for 2019. Commissioner Downham offered Resolution No. 58 - 18 and moved its adoption, Commissioner Peterson seconded:

WHEREAS, the Cass County Board of Commissioners acts as township authority for unorganized areas of Cass County and,

WHEREAS, the Cass County Board has considered revenue projections, levy data, and budget needs of the unorganized areas of Cass County for 2019.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners do hereby approve the following tax levy and Budget for 2019 for Cass County Unorganized Townships:

Certified Net Levy	\$245,000.00
Revenue Budget	\$300,000.00
Expenditure Budget	\$300,000.00

Resolution No. 58 -18 was declared adopted upon the following vote: Ayes: Peterson, Downham, Kangas, Bruns, Gaalswyk Nays: None.

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

4.e. 2018 Indirect Cost Transfers

Ms. Norikane provided details on 2018 year-end transfers as follows: transfer from Land Department to General Fund for indirect costs in the amount of \$85,000.00 and transfer from ESD Zoning and Solid Waste for indirect costs in the amount of \$135,000.00. She then asked for a motion to approve the transfers as presented.

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

4.f. 2019 Equipment List by Fund

Ms. Norikane provided the 2019 equipment list noting a slight increase over 2018 in the amount of \$10,000. She also noted that the current list includes the \$600,600 levy effort towards the 5-year capital plan. She then asked for a motion to approve 2019 equipment list as presented in the total amount of \$2,134,174.00.



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

4.g. 2019 Published Budget

Ms. Norikane provided the 2019 Published Budget. She noted a that the document will be published on December 26 in the official county newspaper.

<b>RESULT:</b>	<b>RECEIVED AND FILED</b>
----------------	---------------------------

5. Theresa Eclov - Faith in Action

5.a. 2018 Update

Faith in Action Executive Director Theresa Eclov provide an update to the Board. She reported that Faith in Action was a non-profit 501c3 organization based in Hackensack since 2001. She also reported that the main role of the organization is to connect people to resources. Current assistance to those in need includes transportation for appointments, shopping, and clinics. She also reported volunteers assisting with homemaking, chores, home repair and changing light bulbs. It was noted a strong core of volunteers from the central part of the county. She also noted 120 volunteers served over 276 people in our community driving over 120,000 miles to date in 2018. This was an increase in miles driven in comparison to 2017 with just over 104,000 miles. She noted some miles driven using the recently purchased wheelchair accessible van. She noted that transportation is the biggest need today. She explained that there is no age or income guidelines to request help. She also reported that the organization is funded from state and federal grants for senior services and fund raisers with churches and businesses. She reported aging volunteers sometimes serving those younger than themselves as another challenge for the organization and asked the Board and those in attendance to encourage others to volunteer. The Board thanked her for the report.

<b>RESULT:</b>	<b>RECEIVED AND FILED</b>
----------------	---------------------------

6. Mardi Harder - MN Extension

6.a. Memorandum of Agreement 2019-2021

University of Minnesota North East Regional Director Mardi Harder provided the 2019-2021 Memorandum of Agreement and Amendment for Board consideration. She noted that the three-year agreement reflects the contract for services process for positions with cost details (2.2% increase in 2019; 2.0% increase in 2020; 2.0% increase in 2021). It was noted that the total county levy investment in the contract for services positions for the 4-H Program Coordinator (1.0 FTE) and Principal Office and Administrative Specialist (.55 FTE) in 2019 is \$105,984. It was also noted that this amount was included as a line item in the 2019 Extension budget request that was reviewed by the Citizen Budget Committee. She then asked for a motion to approve the 2019-2021 Memorandum of Agreement and Amendment between Cass County and the University of Minnesota for a full-time County 4-H Program Coordinator position and .55 FTE Principle Office and Administrative Specialist position.

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

7. Kevin Lee - Longville Ambulance Subordinate Service District

7.a. 2018 3rd Quarter Report

North Memorial Ambulance Manager Kevin Lee of the Brainerd Region and Director of Out State Operations Rick Wagner presented the 3rd quarter 2018 report for the Longville Ambulance Subordinate Service District (LASSD). They informed the Board that the LASSD had Advanced Life Support (ALS) crews on every shift in Longville during the 3rd quarter and that they are fully staffed. It was noted that the LASSD billed 252 patients vs the budgeted amount of 175. They also noted that their revenues were: \$58,456 favorable to budget due to

increased volumes. Their revenue deductions were: 63.5% vs a budget of 58.9%. Their expenses were: \$12,892 favorable to budget with a margin of 22.3%. They added that they continue to be active with the Cass County Emergency Services Board presenting at the annual Cass County EMS conference in Walker and Pillager. They also reported that their overall satisfaction score is 96.88% with the national average score of 93.79% and their destination hospitals during the 3rd quarter were Bemidji – 15; Brainerd – 42; Cass Lake – 05; Crosby – 27; Deer River – 06; Grand Rapids – 02; Park Rapids – 03; and Air Care – 06. The Board thanked Mr. Lee and Mr. Wagner for the report.

<b>RESULT:</b>	<b>RECEIVED AND FILED</b>
----------------	---------------------------

8. Chad Emery - Sheriff's Office

8.a. 2018 Emergency Operations Plans

Sheriff's Deputy Chad Emery provided the 2018 Emergency Operations and MNWALK Plans for Board consideration. He noted corrections including staff contact information and backup generator fuel supply capacity. He also clarified volunteer management registration noting some requirements when reporting to specific types of disaster or emergency sites. He then asked for a motion to approve 2018 Emergency Operations and MNWALK Plans.

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

9. Darrick Anderson - Highway Department

9.a. City of Federal Dam Maintenance Agreement

County Highway Engineer Darrick Anderson provided a letter to the Federal Dam City Council for discussion. He noted that the County provided notice of intent to end the current City street maintenance agreement pending the City's success in finding a private contractor to perform the service. He reported advertisement with no bids received by the City. He noted that the County would continue to provide City street maintenance through the until the City was successful in finding a contractor. He then asked for a motion to approve the letter to the City of Federal Dam regarding maintenance of their city streets as presented.

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

9.b. Bridge Bond Funding for CR 107 Bridge 11J19

Mr. Anderson provided a letter from the Minnesota Department of Transportation. He noted that the letter informs the County that they received Motor Vehicle Sales Tax Bridge funding in the amount of \$199,640.00. He noted that the project includes the construction of new box culverts on CR 107 in Homebrook Township where recent road washouts have occurred. He also noted that the County will participate in the project with a matching \$29,940.00 from State Aid Funds. He reported that the project was not included in our 5-year Capital Plan as we were unsure on timing for funding when it was updated earlier this year. He also reported a need to update the map in the Capital plan during the normal process in June of 2019 to reflect this new project. The Board thank him for the report.

<b>RESULT:</b>	<b>RECEIVED AND FILED</b>
----------------	---------------------------

9.c. MnDOT Unofficial Detour Agreement

Mr. Anderson provided a Minnesota Department of Transportation (MnDOT) Unofficial Detour Agreement with Resolution 59-18 for Board consideration. He noted MnDOT's construction on TH 371 during the months of September and October this year resulted in a significant amount of the 371 traffic using Cass County Road 117, CSAH 45 & CSAH 5. He reported that the additional traffic resulted in a significant impact to County Road 117 causing damage to the gravel roadway and taking an excessive amount of maintenance to keep it passable. He also reported that the attached agreement provides \$33,516.67 towards the County's costs of

additional grading efforts, additional signage, class 1 gravel, and an extra treatment of calcium chloride. He noted appreciated assistance from our local MnDOT office in getting approval for the encumbrance of the funds. He then asked for a motion to approve MnDOT Unofficial Detour Agreement for TH 371 project adopting Resolution 59-18.

Commissioner Peterson offered Resolution No. 59 - 18 and moved its adoption, Commissioner Downham seconded:

IT IS RESOLVED that Cass County enter into MNDOT Agreement No. 1032856 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for a lump sum payment by the State to the County as the State's full and complete share of the costs for the use of County Road No. 117, County State Aid Highway No. 45 and County State Aid Highway No. 5 as an unofficial detour route during the contract construction performed upon, along and adjacent to Trunk Highway No. 371 from Backus to Hackensack under State Project No. 1118-21 (T.H. 371=019)

IT IS FURTHER RESOLVED that the County Administrator and the County Highway Engineer are authorized to execute the Agreement and any amendments to the Agreement.

Resolution No. 59 -18 was declared adopted upon the following vote: Ayes: Peterson, Downham, Kangas, Bruns, Gaalswyk Nays: None.

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

- 10. Confirm Upcoming Meeting Schedule
  - 10.a. Commissioner's Board Meeting on Wednesday, January 2, 2019, beginning at 9:00 a.m., Board Room, 1st Floor Crtse. Annex, Walker, MN.
  - 10.b. Commissioner's Board Meeting on Tuesday, January 15, 2019, beginning at 9:00 a.m., Land Department Meeting Room, Backus, MN.

11. Adjourn

Chairman Kangas adjourned the meeting at 11:46am.

SIGNED: \_\_\_\_\_  
Jeff Peterson, Chair  
Cass County Board of Commissioners

ATTEST: \_\_\_\_\_  
Joshua Stevenson  
Cass County Administrator