

TRANSCRIPT AND REPORT OF PROCEEDINGS

CASS COUNTY

COUNTY OF CASS

DECEMBER 6, 2018

1. Call to Order

Chair Robert Kangas convened the regular meeting of the Cass County Boards of Commissioners at 4:00 PM on Thursday, December 6, 2018 with the flag pledge in the Commissioners Board Room, Walker, MN.

1.a

| Attendee Name | Title | Status | Arrived |
|----------------------|--------------|---------------|----------------|
| Neal Gaalswyk | Commissioner | Present | 3:45 PM |
| Robert Kangas | Chair | Present | 3:45 PM |
| Jeff Peterson | Commissioner | Present | 3:45 PM |
| Scott Bruns | Vice Chair | Present | 3:45 PM |
| Dick Downham | Commissioner | Present | 3:45 PM |

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|------------------|---------------------|------------------|-------------------------|
| <u>NAME</u> | <u>REPRESENTING</u> | <u>NAME</u> | <u>REPRESENTING</u> |
| Joshua Stevenson | Administrator | Sandra Norikane | Chief Financial Officer |
| Tom Burke | HHVS | Vic Peterson | Taylor Investment Co. |
| Chris Thompson | Sheriff's Office | Kirk Titus | Land Department |
| Tim Richardson | Central Services | John Ringle | ESD |
| Gail DeBoer | Pilot Independent | Monica Lundquist | Brainerd Dispatch |
| Allen Olson | Cass Lake Times | Sharon Anderson | Elections Administrator |
| Mark Peterson | Assessor | Penny Vikre | Assessor Office |
| Betty Kangas | Self | | |

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 g, Approve 2019-2020 Community Support Program Grant - Public Health Home Care to the regular agenda as item 2d. He then asked for a motion to approve the regular agenda as amended.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Neal Gaalswyk, 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 with changes for Board consideration. He asked to remove item j, Approve Emergency Operations Plan and item p, Approve Pine River Transfer Station Inspection Contract with Joe Krecklau from the agenda. He also asked to add Receive & file - Notice of appointment of Jon Bieloh, Deputy Sheriff, Grade 28, Step 1, effective December 1, 2018 and Receive & file - Notice of retirement of Robert Stien, Investigator, effective December 26, 2018 to item c, Approve Sheriff's Office Personnel Items. He reminded the Board that item g, Approve 2019-2020 Community Support Program Grant 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.

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

Approve - Minutes of November 20th, 2018

Receive & file – Notice of probation completion for Kelsey Schwartz, Human Resource and Payroll Benefits Coordinator, Grade 31, Step 2, effective December 4, 2018.

Receive & file - Notice of Appointment of Spencer Seifert, Jailer, Grade 21, Step 1, effective November 26, 2018.

Receive & file – Notice of appointment of Jon Bieloh, Deputy Sheriff, Grade 28, Step 1, effective December 1, 2018.

Receive & file – Notice of retirement of Robert Stien, Investigator, effective December 26, 2018.

Tobacco:

Lake Country Grocery & Liquor – Brian C Palkovich – Crooked Lake

Family Dollar Store #30571 – Family Dollar, Inc – Cass Lake

Family Dollar Store #31279 – Family Dollar, Inc – Pine River

Jerry's Bar – Jerry's Bar, Inc – Boy River (City)

On & Off Sale 3.2 Beer:

Salty Dog Saloon & Eatery – Thomas Sewall – Powers

Anderson's Grand Vu Lodge – Jeff Anderson – Turtle Lake

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

Agency Bay Lodge – Sharon Palmer – Turtle Lake

Long Bow Golf Club – Long Bow Golf Club, LLC – Leech Lake

McArdle's – McArdle's Resort, Inc - Unorganized

Strong Beer/Wine including Sunday:

Salty Dog Saloon & Eatery – Thomas Sewall - Powers

Approve: Capital Projects Fund Activity:

Deposit to Capital Projects Fund – McLaughlin Auctioneers \$85,110.81 (Capital \$21,635.81; R&B Equipment Fund \$63,475)

Deposit to Capital Projects Fund – Minnesota Power Rebate \$717.52

Dean's Construction (Longville site work and salt shed) \$2,450.00

Freeman Well Drilling, Inc (Longville) \$4,215.01

HY-TEC Construction of Brainerd, Inc (Pine River Transfer Station Stabilization Project) \$170,715.51

Approve - Payment in the total amount of \$17,820.65 to municipalities for 2018 routine maintenance costs. This is an annual payment to the municipalities within Cass County in which the municipalities maintain a portion of County State Aid Highway within their municipality.

| <u>Road No.</u> | <u>City</u> | <u>Road Miles</u> | <u>Amount</u> |
|-----------------|-------------|-------------------|---------------|
| 206 | Cass Lake | 1.02 | \$ 8,738.97 |
| 207 | Cass Lake | 0.38 | \$ 3,255.70 |

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|-------------|------------|------|-------------|
| 202 | Pine River | 0.23 | \$ 1,970.55 |
| 205 | Walker | 0.15 | \$ 1,285.14 |
| 204 | Hackensack | 0.30 | \$ 2,570.29 |
| Total: 2.08 | | | \$17,820.65 |

Approve – Cass County's Minnesota Family Investment Program budget update for calendar year 2019.

Approve – Amendment to South Country Health Alliance Provider Participation Agreement for Public Health Home Care's products & reimbursement.

Approve – Foster Care Transportation Agreement for Pine River-Backus School District to provide transportation to foster youth who attend a school in the Pine River-Backus School District.

Approve – Foster Care Transportation Agreement for WHA School District to provide transportation to foster youth who attend a school in the Walker Hackensack Akeley School District.

Approve- Donation of food boxes from Hope Lutheran Church for families in need in the Walker Hackensack Akeley School District for Christmas.

Approve - Site-Specific Agreement between MN DNR and Cass County Land Dept. for the Farnham Lake and Daggett Brook Wildlife Management Areas

Approve - Letter of Support from Cass County HHVS offering support for the closure of nursing home beds at Walker Rehabilitation & Healthcare Center in Walker, MN.

Award – Contract for the Bull Moose impoundment culvert clean out to Justin Sawyer for \$110.00 per hour.

Receive & file - 2018 Third Quarter Foreclosure Report.

Receive & file - Notice of receipt of 2018 Online Auction proceeds net proceeds were \$85,110.81.

2.b. Approve Holiday Closing of Cass County Courthouse

Administrator Stevenson informed the Board that Christmas Eve and New Year's Eve falls on a normal work day in 2018. He explained that the Board has historically closed the offices at 3:00pm when those days fall on a normal work day and presented a draft memo to Department Heads and employees. He then asked for a motion to approve holiday closing of the Cass County Courthouse to the public beginning at 3:00 p.m. on Monday, December 24 and Monday, December 31, 2018.

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

2.c. Committee Application Status

Administrator Stevenson presented the current status of Board Committee applications for 2019. He noted that few vacancies remain. He also noted that the Board normally appoints citizens to Board committees during the first regular meeting of the calendar year.

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| RESULT: | RECEIVED AND FILED |
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2.d. Approve 2019-2020 Community Support Program Grant

Health, Human and Veteran Services Deputy Director Tom Burke provided information on the 2019-2020 Community Support Program Grant to the Board. He noted that grant supports a mandated service to adults with mental illness that are not eligible for medical assistance. He also noted that the grant funds will be used to increase the level of functionality of adults with mental illness in our community. It was noted that the grant helps adults with job interviews and other activities to keep them in the community and out of institutions. He then asked for a motion to approve the 2019-2020 Community Support Program Grant to ensure a unified, accountable, comprehensive adult mental health system whereas the Minnesota Comprehensive Adult Mental Health Act, County and State will collaborate to provide supports and services.

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

3. Tim Richardson - Central Services

3.a. Hydration Stations

Central Services Director Tim Richardson provided information on the drinking fountains in County Buildings. He noted multiple requests to add drinking fountains on all floors and in the Law Enforcement Center (LEC), Detention Center, Highway Department (Walker), and the Land Department building in Backus. He explained the plan to replace current fountains with chilled water, filtered water, and provide for easy filling of water bottles. He noted that almost all of the stations provide access for the public and staff as the stations are located in publicly accessible areas (exception is the LEC and Detention Center). He also noted that the Wellness Committee recently met and recommended replacement of the current fountains (installed from 1976 to 2000, depending on building) with updated units that provide for filtered water and bottle filling capability. It was noted that under \$19,000 of the \$100,000 capital fund for the 2018 budget has been spent to date. He then asked for a motion to approve purchase of 12 drinking fountains with bottle fillers for \$990 each, for a total of \$11880 to come from Central Services \$100,000 2018 capital fund and installation of approximately \$6000 (\$500 per unit) from 2019 capital funds.

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

4. Kirk Titus - Land Commissioner

4.a. Repurchase Application Schubel

Land Commissioner Kirk Titus provided a repurchase application from Dawn Schubel for Board consideration. He noted that the Township had discussed and supported the repurchase application with conditions. He also noted that the conditions of paying back and current fees and property clean up including removal of debris and old structure were completed. It was noted that the condition of recording the state deed and quit claim deed from Schubel to Taylor Investment simultaneously may not be consistent with the intent of the law. Commissioner Peterson made a motion to adopt resolution 51-18 as presented. After discussion, Commissioner Peterson amended his motion to remove the statement from the resolution stating that the state deed and quit claim deed from Schubel are recorded simultaneously.

Commissioner Peterson offered Resolution No. 51-18 and moved its adoption, Commissioner Gaalswyk seconded:

Resolution for Repurchase of Tax Forfeited Property

Be it resolved that the Cass County Board of Commissioners hereby approves the repurchase of Parcel #16-418-0330, Lot 3 Block 3 & 1/7 interest in Outlot A, Birch Lake Forest Subdivision, Section 12, Township140, North, Range 26.

The repurchase to Dawn Schubel is authorized contingent upon payment of past and current fees in the amount of \$2,802.24 and property cleanup including the removal of debris and old structures.

Resolution No. 51 -18 was adopted by majority vote: Ayes: Peterson, Downham, Kangas, Bruns, Gaalswyk
Nays: None

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

5. John Ringle - ESD Director.

5.a. Appoint Policy Committee Member to Mississippi Headwaters 1W1P

Environmental Service Director John Ringle provided information on the Mississippi River Headwaters One Watershed One plan project. He explained that Cass County has been asked to appoint a County Commissioner (or representative) to be a voting member of the Policy Committee for the Mississippi River Headwaters One Watershed One Plan Project. He reported that the Beltrami County Soil and Water Conservation District is the lead and fiscal agent for this watershed plan. He also reported that this is the fourth of six watershed plans currently in process in Cass County funded by the MN Board of Water and Soil Resources. Commissioner Downham volunteered to serve on the policy committee noting that the majority of the watershed was in his district. Mr. Ringle then asked for motion to appoint a Commissioner Downham to be a voting member of the Policy Committee for the Mississippi River Headwaters One Watershed One Plan Project.

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

5.b. Disposal Rates at Transfer Stations

Environmental Services Director John Ringle provided information on fees collected at County operated solid waste sites. He noted a meeting on November 20, 2018 with County staff and the managers of the Walker-Hackensack, May Township, and Pine River Transfer Stations. He noted that the purpose of the meeting was to ensure consistent fees to individual customers and accounting for associated sales tax. He provided current County rates adjusted to include state sales tax consistent with what is currently being charged at all stations countywide. The Board thanked Mr. Ringle for the report and clarification on bag size and tires.

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| RESULT: | RECEIVED AND FILED |
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6. Sharon Anderson - Elections Administrator

6.a. November 6, 2018 General Election Results

Elections Administrator Sharon Anderson provide results from the November 6, 2018 election and statistics from 2008 to 2018. She reported that Cass County was the 5th county statewide to complete 100% precinct result reporting. She also reported a 72.6% turnout of registered voters in the County compared to 64% statewide. She noted that votes cast by mail or absentee continue to increase at 42.3%. She also noted that the ballot rejection rate remained low at 2.8% due to efforts to provide every opportunity to correct an error on a ballot by a voter. The Board thanked Sharon for the report and a job well done in the management of the 2018 mid-term election.

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| RESULT: | RECEIVED AND FILED |
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6.b. Annual polling place resolution for unorganized voting precincts

Elections Administrator Sharon Anderson presented resolution 52-18 for Board consideration. She reported that the inn 2017 the state required County boards to establish annual polling place locations for unorganized voting precincts. She noted that the resolution presented identifies the same polling places for 2019 that were used in 2018. She also noted that the unorganized precincts will remain as mail ballot precincts with no other changes. She then asked for a motion to adopt Resolution 52-18 meeting the new statutory requirement to establish polling places annually.

Commissioner Gaalswyk offered Resolution No. 52-18 and moved its adoption, Commissioner Peterson seconded:

WHEREAS, Minnesota Statutes 204B.16 and 205A.11 require establishment of polling places for municipalities, school districts, and counties with unorganized townships by annual resolution or ordinance designating polling places for the upcoming calendar year, and

WHEREAS, each county with precincts in unorganized territory must designate a polling place for each election precinct under Minnesota Statutes 204B.16, Subdivision 1,

THEREFORE, BE IT RESOLVED for 2019 the Cass County Board hereby designates the Offices of the County Auditor-Treasurer, and other locations as designated pursuant to Minnesota Statutes 204B.45, Subdivision 1, as polling places for the unorganized territory mail ballot precincts of Hardwood South, Rogers Point, Sucker Lakes, Wahnena, Willow River, and Winnie Portage.

Resolution No. 52-18 was adopted by majority vote: Ayes: Peterson, Downham, Kangas, Bruns, Gaalswyk
Nays: None

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

6.c. Disposal of Five AutoMarks

Elections Administrator Sharon Anderson provided information on the disposal of older assistive voting devices. She reported the need to dispose of five AutoMark assistive voting devices. She noted that the devices are over twelve years old and several precincts switched to voting by mail so the machines are not needed anymore. She also noted that the County will have spare machines for testing and replacements in the event of breakdowns. She also reported no resale value and that the machines would be recycled with other electronics. She then asked for a motion to approve disposal of five AutoMark assistive voting devices.

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

6.d. Contracts for Election Services in 2019

Elections Administrator Sharon Anderson provided election services agreements with Pillager and Pine River-Backus Schools for Board consideration. She noted that the schools will have a need for election services in 2019. She also noted that the dates may change and that any amendments will be brought back to the Board for approval. She then asked for a motion to approve agreements with Pillager Schools and Pine River-Backus Schools for election services in 2019.

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

7. Lieutenant Chris Thompson - Sheriff's Office

7.a. Jail Inspection Report

Lieutenant Chris Thompson provided a report on the recent Jail inspection completed by the Minnesota Department of Corrections. He reported that the October 17, 2018 annual inspection went well with compliance on 122 of the 125 items reviewed. He also reported that becoming compliant will require documentation on cooks and nurses jail training and emergency procedures documented in a separate 3 ring binder. He noted that prescription medication for individual inmates coming from another facility will require a medication administration record in Walker as well. He also noted the need to better track how long an inmate is in Cass or another jail in order to ensure each inmate is tested for tuberculosis within 14 days of incarceration. It was noted that many improvements have been made since the last inspection including excellent compliance with well-being checks. The Board thanked Mr. Thompson for the report.

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| RESULT: | RECEIVED AND FILED |
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8. Confirm Upcoming Meeting Schedule

- 8.a. Commissioner's Board Meeting on Tuesday, December 18, 2018, beginning at 10:00 a.m., Board Room, 1st Floor Crtse. Annex, Walker, MN.
- 8.b. Commissioner's Board Meeting on Wednesday, January 2, 2019, beginning at 9:00 a.m., Board Room, 1st Floor Crtse. Annex, Walker, MN.
- 8.c. County Board Work Session with Planning Commission on Tuesday, January 15, 2019, following the regular Board meeting, Land Department Meeting Room, Backus, MN.

9. Truth-In-Taxation Hearing - 2019 Budget

9.a. 2019 Budget - Public Hearing

Chairman Kangas opened the public hearing at 6:00pm, staff provided the property tax notice summary, no public input was received, and the 2019 budget was discussed.

Chief Financial Officer Sandra Norikane provided a summary of the 2019 budget process. She noted that Cass County strives for a transparent budgeting process through a Citizens Budget Committee established by the County Board. The County has established a budget committee whereby each Commissioner appoints one constituent from their district as a noting member and two Commissioners are delegated to the committee resulting in 7 voting members. Staff includes the County Administrator, Chief Financial Officer, and Assessor. All budget committee meetings are open to the public. The budget committee is charged with the responsibility of recommending a preliminary levy and final levy to the County Board within the state established deadlines. The preliminary levy is required to be certified by September 30th and that levy is the basis for truth and taxation statements required to be sent to each property owner by November 24, 2018. She reported that the Board certified the preliminary levy September 5, 2018 at a 1% increase over the 2018 final levy.

It was noted that for the 2019 budget cycle, there were 3 budget committee meetings held after initial departmental requests were received. During each meeting the committee interacted with each department to discuss their successes, future goals and areas where savings could be achieved. The meetings resulted in the budget committee recommending a final levy at a 1% increase over 2018 final levy including a capital levy of \$600,600. No members of the public attended the hearing to provide input.

Chairman Kangas closed the public hearing at 6:12pm and asked for a motion to schedule adoption of the 2019 Cass County levy and budget for Tuesday December 18, 2018 at the regular Cass County Board of Commissioners meeting, beginning at 10:00am, Commissioners Board Room, Courthouse Annex, Walker, MN.

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

10. Adjourn

Chairman Kangas adjourned the meeting at 6:13pm

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

ATTEST: _____
Joshua Stevenson
Cass County Administrator