

**TRANSCRIPT AND REPORT OF PROCEEDINGS**

**CASS COUNTY**

**COUNTY OF CASS**

**APRIL 17, 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, April 17, 2018 with the flag pledge in the Land Department Meeting Room, Backus, MN.

1.a

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Neal Gaalswyk	Commissioner	Present	8:55 AM
Robert Kangas	Chair	Present	8:55 AM
Jeff Peterson	Commissioner	Present	8:55 AM
Scott Bruns	Vice Chair	Present	8:55 AM
Dick Downham	Commissioner	Present	8:55 AM

<u>NAME</u>	<u>REPRESENTING</u>	<u>NAME</u>	<u>REPRESENTING</u>
Josh Stevenson	Administrator	Sandra Norikane	Chief Financial Officer
Michele Piprude	HHVS	Jim Schneider	Probation Dir.
Sharon Anderson	A-T Ofc.-Elections	Sue Wickland	Probation Ofc.
Darrick Anderson	Hwy. Engineer	Brad Mesenbrink	Probation Ofc.
Beth Kujava	Probation	Jim Tuller	Hackensack
Pastor Judy Gustafson	Hackensack Pier Group	Mardi Harder	MN Extension
Steve Hoopman	Hackensack	Bill Kennedy	Hackensack
Nikc Podall	4-H Extension	Kirk Titus	Land Commissioner
Jennifer Schroeder	Payroll & Benefits Coord	Paul Fairbanks	ESD
Lori Vrolson	Cent. MN Council on Aging	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch		

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 and asked for a motion to approve.

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

2. Josh Stevenson - County Administrator

2.a. Consent Agenda

Administrator Stevenson presented the consent agenda and asked for a motion to waive reading and approve.

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

Approve - Minutes of April 3rd, 2018

Approve - Auditor manual/voids/corrections warrants (Batch #2) dated March 2018 in the amount of \$4,459,888.07.

Approve - Auditor warrants dated March 29, 2018 in the amount of \$180,532.83.

Approve - Auditor warrants dated April 5, 2018 in the amount of \$253,269.63.

Receive & file - Monthly budget reports.

Approve - HHVS IFS Manual/Voids/Corrections warrants dated March 30, 2018 in the amount of (\$3,417.17).

Approve - HHVS SSIS -Spec Check Auditor warrants dated April 6, 2018 in the amount of \$753.00.

Approve - HHVS Auditor warrants dated April 6, 2018 in the amount of \$76,838.26.

Approve - HHVS IFS-SSIS Auditor warrants dated April 6, 2018 in the amount of 166,990.18.

Receive & file – Notice of resignation of Jennifer Schroeder, Human Resource & Payroll Benefits Coordinator, Grade 31, effective August 1, 2018 at the latest and notice of intent to advertise and fill budgeted position.

Receive & file – Notice of appointment of Jessica Manifold, Environmental Services Deputy Director, Grade 35, Step 1, effective April 23, 2018.

Receive & File - Notice of probation completion for Loretta Weiss, County Agency Social Worker-CPS, Grade 30, Step 02, on March 28, 2018.

Receive & File - Notice of probation completion for Bonnie Bauer, Office Support Specialist, Grade 16, Step 02, on April 16, 2018.

Receive & file - Notice of resignation of Karina Mellen, County Agency Social Worker, effective April 13, 2018, and notice of intent to fill with a budgeted County Agency Social Worker, Grade 30.

Receive & file - Notice of resignation of Tricia Miller, County Agency Social Worker-CPS, effective April 25, 2018, and notice of intent to fill with a budgeted County Agency Social Worker-CPS, Grade 30.

Receive & file - Notice of appointment of Sarah Holland to Home Health Aide, Grade 13, Step 1 effective April 23, 2018.

Receive & file - Notice of Appointment of Brittany Trujillo, Data Entry Clerk, Grade 16, Step 1, effective April 23, 2018.

On & Off Sale 3.2 Beer: Wedgewood Golf Course – Richard Watson – Leech Lake; Grand Vu Lodge – Jeff Anderson - Turtle Lake; Cherney's Resort – Ignace Cherney – Unorganized; Set-Up: Northland Lodge – Michael O'Reilley – Unorganized; Gambling: Maxon Van Eps @ Backus Legion – James Bartholomay – Powers; Women Anglers of Minnesota – Kristen Merwin – Powers.

Payments for current capital projects. Authorize - Highway capital project payments - Walker - Mark Beard #61 \$200.00; Remer - Mark Beard #61 \$1,375.00; Pine River Transfer Station payments - Mark Beard #61 \$2,175.00

Capital payments are for the new County Remer Maintenance Shop and City of Remer Fire Hall & Ambulance Garage.

And for the building repairs at the Pine River Transfer Station. (Source of funds from Capital Fund - Garages & Capital Outlay Bldgs.).

Approve – Contract for the purchase and installation of tempering valves for 9 emergency eyewash stations to meet OSHA regulations with Lundberg Plumbing and Heating for \$10,695. This includes 4 stations at the Walker Courthouse Campus, 3 at the Highway garage in Walker, and one each at the Highway garages in

Pillager and Hackensack. The work includes all parts, valves, and piping.

Motion - To classify Parcel ID #83-337-2820 parcel and Parcel ID # 83-337-0210 as non-conservation and authorize direct sale pursuant to MS 282.01, Subd7a. at the appraised value of \$4,700.00 plus associated fees for a total amount of \$4,998.51 to the City of Bena.

Approve - Distribution of Chippewa National Forest 25% Fund payment for 2018 in the amount of \$367,060.70.

Approve: Updated write-off policy:

*“Overpayments received by the County for recordings, ESD permits and fees, and Auditor-Treasurer receipts for licenses, fees and tax collections (property, mortgage, and deed tax), that are less than \$10 will be considered a write-off and not refunded.”*

Approve - Independent Contractor Personal/Professional Service Agreement with Franz Vancura for a period commencing January 1, 2018 and terminating December 31, 2018.

Approve – Appointment of Scott Wilson, Executive Director of Cass County HRA to the Bi-Cap Board of Directors representing the public sector, for an additional 2 year term ending December 31, 2019.

Award - Grading contract of Deerfield Trails to Sawyer Timber not to exceed \$750.00/grading.

Award - Grading contract of the Bungo/Moose Lake trails to Sawyer Timber not to exceed \$1,175.00/grading.

Award - Grading contract of the Bull Moose Trail to Sawyer Timber not to exceed \$825.00/grading.

Award - Contract for the Old Grade to Holmvig Excavating not to exceed \$3,718.00 including grading and hauling additional material.

The Cass County Land Department has received the following quotes for grading of forest access trails in Deerfield, Powers, Bungo, Moose Lake, Bull Moose and Blind Lake Townships. All trails will be graded twice.

Bidder	Bungo/Moose Lake	Deerfield	Bull Moose	Old Grade
Holmvig Excavating LLC	No Bid	No Bid	No Bid	<b>\$3,178.00</b>
Sawyer Timber	<b>\$1,175.00</b>	<b>\$750.00</b>	<b>\$825.00</b>	No Bid
Schrupp Excavating	\$1,300.00	\$900.00	\$950.00	\$3,850.00

Authorize - Sheriff to accept donation in the amount of \$500.00 from Wilkinson Township for the Lakes Area Dive Team.

Approve – Cass County SWCD Invoice #35 to provide professional services for Aquatic Invasive Species (AIS) prevention \$17,587.12.

Approve Abatements:

2018 Vincent Hines, 03-014-0003, Becker, Grant Ag Homestead Current \$ 708.00, Proposed \$ 532.00, Tax \$ Change \$(176.00); 2018 Joseph Hanzel, 19-385-0140, Kego, Correct Value Current \$2,750.00, Proposed \$ 2,510.00, Tax \$ Change \$(240.00); 2017 Joseph Hanzel, 19-385-0140, Kego, Correct Value Current \$2,626.00, Proposed \$2,422.00, Tax \$ Change \$(204.00); 2016 Joseph Hanzel, 19-385-0140, Kego, Correct Value Current \$2,428.00, Proposed \$ 2,262.00, Tax \$ Change \$(166.00); 2018 Waldin Rockford, 87-018-4303, East Gull Lake, Correct Value Current \$4,752.00, Proposed \$ 4,590.00, Tax \$ Change \$(162.00); 2018 Daniel Pflugshaupt, 31-015-1102, Pine River Twp, Update Homestead Percentage Current \$2320.00, Proposed \$ 2,270.00, Tax \$ Change \$(50.00).

Adopt – Resolution 22-18 approving sponsor for Grant in Aid Trails.

Commissioner Peterson offered Resolution No. 22-18 and moved its adoption, Commissioner Bruns seconded:

**WHEREAS**, Cass County desires to maintain trails for the enjoyment of the public and will act as legal sponsor for application(s) to the DNR Trails Assistance Program, the MN DNR Grant-in-aid Trail Permit and

**WHEREAS**, Cass County may enter into agreement with the State of Minnesota for the following trail systems.

Cass County Ski Trails

Hiram	Washburn Lake
Goose Lake	Cut Lake

Snowmobile Trails

Arctic	Paul Bunyan
Aspen	Pipeline
Brush Pilots	Snowway 1
Chippewa	Snowsnake
Eagle Country	Soo Line
Heartland	Triville
Hiram	Winnie Loop
Lost Girl	Wood Lake

Wadena Trail Breakers

All-Terrain Vehicle Trails

Soo Line

Emily-Outing Trail

**WHEREAS**, Cass County will comply with all applicable laws and regulations as stated in the grant contract agreement(s), permits and by all applicable federal and state laws and regulations,

**WHEREAS**, Cass County recognizes and assigns Kirk Titus, who will act as the Authorized Representative on behalf of Cass County,

**NOW, THEREFORE BE IT RESOLVED** Cass County agrees to act as legal sponsor for the above applications and agreements of the DNR Trails Assistance Program for 2018 to 2019.

**BE IT FINALLY RESOLVED THAT**, notwithstanding the financial assistance provided for in the state contract, Cass County shall not be liable for such costs as are incurred by the club because state funds are depleted.

Resolution No. 22-18 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

Accept - Donation to HHVS for Cass County Veterans from Salem Lutheran Church - Longville in the amount of \$200 to use for Veterans Transportation.

Receive and File – March 2018 Interest Report

Receive & file - Application for Zoning Reclassification from Michael & Mary Sams for a parcel (PID 33-010-4300) in Poplar Township and remand to the Cass County Planning Commission to notify and schedule public hearing. They are requesting a reclassification to utilize Veterans Administration financing – anything over 20 acres won't be financed by the VA. Land will still be Ag Homestead. No change in ownership or use.

Receive & file – Timber auction results of March 30, 2018 totaling 5,639 cords totaling \$177,197.00.

3. Jim Schneider - Probation

3.a. Pretrial Grant Evaluation Summary with Dr. Elizabeth Kujava

Probation Director Jim Schneider and grant evaluator Dr. Elizabeth Kujava provided a pretrial grant evaluation summary to the Board. The evaluation included objectives and data collected during to date. It was noted that the goals were ambitious for the first two years and need to be refined. It was also noted that Cass County

chose not to adopt the state tool and create their own. This created a more robust pre-trial validation assessment system than the state tool. They explained that low risk people are left alone, medium risk people correct their behavior with help, and high risk people are incarcerated to protect the public. They also noted that you cannot force treatments while in pre-trial. The Board thanked them for the update and information.

<b>RESULT:</b>	<b>RECEIVED AND FILED</b>
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4. Steve Hoopman - Fund 73 Request

4.a. Hackensack Fishing Pier

Community members from the City of Hackensack addressed the Board regarding the need for funds to repair the seawall on Birch Lake. They explained that they have raised almost half of the \$50,000 dollars needed for repairs. It was noted that the area is used by community members and the Hackensack Children's Fishing contest. They also noted that the fishing contest brings over 1000 kids into town each summer and people that attend the fishing contest tend to conduct business in town. They reported that the pier area is becoming unsafe and may need to be closed unless repairs are made. They also reported that the current seawall was 19 years old and repairs are expected to last another 15 to 20 years. The group then asked for a motion to commit \$25,000 to the City of Hackensack from Fund 73 for the fishing pier replacement project on Birch Lake as match to local funds.

<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

5. Lori Vrolson - Central Minnesota Council on Aging

5.a. 2018 Update

Central Minnesota Council on Aging Executive Director Lori Vrolson presented an update to the Board. She noted that primary responsibility of the agency is to manage and award funding to older adults. She described the funding as a safety net for older adults not quite in need of public services. It was noted that funding has been flat since 2003 and that Cass County gets 7% of the funding with 6% of the area population. It was also noted that 29% Cass residents are over age 65. She reported that the contracts for services and reimbursements are made by performance. She also reported that nutrition is the largest contract with dining sites and restaurants. It was noted that staff in the Brainerd office meet with people in their homes helping to navigate financial and legal services provided. She also reported that community support services keep people in their homes and provide training to local businesses on dementia and alzheimer's disease. It was noted that Senior Linkage is the best way to contact the agency for services. The Board thanked her for the update and information.

<b>RESULT:</b>	<b>RECEIVED AND FILED</b>
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6. Mardi Harder - University of Minnesota Extension

6.a. Associate Dean's Award for Courage and Innovation

Regional Director of University of Minnesota Extension Mardi Harder informed the Board that Nic Podoll, Cass County 4-H Coordinator, was the recipient of the Associate Dean's Award for Courage and Innovation. She reported that the award is given to employees that have demonstrated courage and innovation in outreach and engagement of first generation youth and volunteers in the Minnesota 4-H program. It was noted that the 4-H program has grown 61% since 2016 and the state goal is 10% each year. It was also noted that afterschool programs are working well in getting kids involved with hopes that community 4-H clubs will be started. The Board thanked Nic for growing the program and Mardi for leadership direction.

**RESULT: RECEIVED AND FILED**

7. Kirk Titus - Land Commissioner

7.a. 2017 Annual Report

Land Commissioner Kirk Titus presented the 2017 Cass County Land Department Annual Report summarizing activities in forest management, recreation management, survey activity, and land asset management programs. He noted that expenses are flat with a \$1.5 million dollar tax forfeit settlement. He also noted that timber harvest acres were slightly below the plan in 2017 to accommodate the increase in acres from the previous year due to storms. It was also noted that the report provides a valuable historical record and will be used during the budgeting process and discussions with stakeholders. The Board thanked him for the report and information.

**RESULT: RECEIVED AND FILED**

8. Sharon Anderson - Elections Administrator

8.a. April Elections Report

Elections Administrator Sharon Anderson provided an April 2018 Elections report. She noted schedules, outreach to the public, and an office of the legislative auditor report on elections security commitments. She also reported that the City of Pine River has agreed to be an absentee ballot location completing coverage for that part of the County. The Board thanked her for the report.

**RESULT: RECEIVED AND FILED**

8.b. Election Equipment Purchase

Elections Administrator Sharon Anderson provided information on the replacement election equipment needed. She noted that the equipment recommended is from an existing vendor and only six Counties has went with other vendors. She also noted that this equipment is expected to last 10 to 15 years. She reported that she was not asking to replace assisted voting devices at this time and is waiting for legislative approval. She then asked for a motion to approve purchase from state contract vendor Election Systems & Software for election tabulation equipment and software in the amount of \$264,923, using state grant funds on-hand in the amount of \$91,375, and \$173,548 from the Capital Project Fund.

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

9. Darrick Anderson - Highway Department

9.a. Approval of CM 2018-2 Aggregate Surfacing & Production

County Highway Engineer Darrick Anderson presented the bid results for stockpiling and surfacing aggregates. After a brief he asked for a motion to award contract on CM 2018-2 Aggregate Surfacing & Production project to Swenson Aggregate & Construction LLC.. Bids were opened April 10, 2018.

<u>Bidder</u>	<u>Total Bid</u>
Swenson Aggregate & Construction LLC	\$351,109.50
Schrupp Excavating	\$404,732.00

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

9.b. Approval of Roadway Striping bid for 2018

County Highway Engineer Darrick Anderson provided the bid results for roadway striping. He noted that the low bidder has been awarded the contract for the past two years and that prices are up slightly from last year. He

then asked for a motion to award contract on Roadway Striping 2018 project to Traffic Marking Service. Bids were opened April 9, 2018.

Bidder	Total Bid
Traffic Marking Service	\$63,302.93
AAA Striping Service Co.	\$67,364.26

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

9.c. Final Payment on Contract 62004

County Highway Engineer Darrick Anderson provided a summary of the completed projects in the south west and Jenkins area of the County. He reported that over \$2.5 million has been paid through State and Local funding sources. He then asked for a motion to adopt resolution 21-18 for final payment on contract 62004 (SAP 011-620-004; SAP 011-623-004 and CP 2017-1(115)), pavement preservation projects located in the south western and Jenkins area of Cass County.

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

10. Paul Fairbanks - Environmental Services

10.a. 2018 Household Hazardous Waste Collection

County Planner Paul Fairbanks provided a summary of Household Hazardous Waste Collection Sites and Dates. He noted that the County has done this for a number of years in cooperation with the joint powers group from Bagley. He also noted that we have seen good participation since the program started.

Walker – Highway Shop	June 12 <sup>th</sup>	1pm to 4pm
Lakeshore – City Hall	June 21 <sup>st</sup>	1pm to 4pm
Longville - Slagle Transfer Site	July 18 <sup>th</sup>	11am to 2pm
Remer – City Hall	August 9 <sup>th</sup>	10am to Noon
Outing – Crooked Lake Town Hall	August 9 <sup>th</sup>	1pm to 3pm
May Township – May Transfer Site	August 22 <sup>nd</sup>	4pm to 6pm

<b>RESULT:</b>	<b>RECEIVED AND FILED</b>
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10.b. Authorization to participate in Revolution Plastic recovery & recycling

County Planner Paul Fairbanks provided information on recycling plastic from boat storage and livestock silage storage. He noted that most of the plastic from this activity currently goes into the waste stream. He also noted that an incentive program would likely be needed to get people interested in the program. He reported that the vendor will pick up filled bags weighing about 250 pounds from designated drop off sites or local farms and businesses with enough interest. He then asked for a motion to approve participation in plastic recovery and recycling program for farm/livestock plastic silage bags & boat dealer/storage plastic boat wrap and authorize purchase of 100 bag rolls for introductory promotion purposes One box of 5 bags for each interested part, after promotion, the participants will purchase additional bags.

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

10.c. Plan to address communication towers

County Planner Paul Fairbanks reported back from the planning commission regarding updates to the Land Use Ordinance for communication towers. He noted that a subcommittee of the planning commission has been formed with plans to include vendors, community members, installers, carriers and townships. He also noted

plans to bring recommendations back to the Board in September of 2018. The Board thanked him for the update.

<b>RESULT:</b> RECEIVED AND FILED
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11. Confirm Upcoming Meeting Schedule

11.a. Commissioner's Board Meeting on Tuesday, May 1, 2018, beginning at 9:00 a.m., Board Room, 1st Floor Ctse. Annex, Walker, MN.

11.b. Commissioner's Board Meeting on Tuesday, May 15, 2018, beginning at 6:00 p.m., Bena City Hall, 38 County Road 8, Bena, MN.

12. Executive Session

12.a. Attorney client privilege - closed to the public pursuant to M.S. 13D.05, Subd.3(b) - To Discuss Pending Litigation

Administrator Stevenson introduced MCIT appointed attorney Kristi Hastings and asked for a motion to close the meeting to the public pursuant to M.S. 13D.05.

<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

12.b. Attorney client privilege - closed to the public pursuant to M.S. 13D.05, Subd.3(b) - To Discuss Pending Litigation

Administrator asked for a motion to open the meeting to the public and adjourn with no action taken from the executive session.

<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

13. Adjourn

Chairman Kangas adjourned the meeting at 11:35am.

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

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