

TRANSCRIPT AND REPORT OF PROCEEDINGS

CASS COUNTY

COUNTY OF CASS

MAY 1, 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, May 1, 2018 with the flag pledge in the Commissioners Board Room, Walker, MN.

1.a

Attendee Name	Title	Status	Arrived
Neal Gaalswyk	Commissioner	Absent	
Robert Kangas	Chair	Present	8:50 AM
Jeff Peterson	Commissioner	Present	8:50 AM
Scott Bruns	Vice Chair	Present	8:50 AM
Dick Downham	Commissioner	Present	8:50 AM

NAME

Joshua Stevenson
BG Lowell Kruse
Ben Lindstrom
Darrick Anderson
Kathy Wagner
Monica Lundquist
Allan Olson

REPRESENTING

Administrator
Camp Ripley
County Attorney
Highway Engineer
Self
Brainerd Dispatch
Cass Lake Times

NAME

Sandra Norikane
CW2 Sahne Haugen
Jessica Manifold
Lori Koch
Paul Fairbanks
Gail DeBoer

REPRESENTING

Chief Financial Officer
Camp Ripley
Environmental Services
Highway Department
ESD
Pilot Independent

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 as presented.

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

2. Josh Stevenson - County Administrator

2.a. Consent Agenda

Administrator Stevenson presented the consent agenda for Board consideration. He then asked for a motion to waive reading and approve the consent agenda as presented.

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

Approve - Minutes of April 17th, 2018

Approve – Auditor Warrants dated April 12, 2018 in the amount of \$213,817.33

Approve – Auditor Warrants dated April 18, 2018 in the amount of \$326,199.48

Approve – Auditor ACH (Chippewa Forest Distribution) dated April 26, 2018 in the amount of \$183,530.35

Approve – Auditor Manual Warrants/Voids/Corrections dated April 16, 2018 in the amount of \$188,893.50

Approve – HHVS Auditor Warrants dated April 20, 2018 in the amount of \$117,820.52

Approve – HHVS SSIS Auditor Warrants dated April 20, 2018 in the amount of \$219,328.27

Approve – Grade rating with Dorothy Person, TRIAD HR Consulting, for the position of Assessor Account Clerk II, Grade 17.

Receive & file - Notice of appointment of Daniel Martin, Seasonal Maintenance Worker, Grade 6, Step 1, effective June 4, 2018.

Receive & file - Notice of appointment of Leslie Kunde, Seasonal Maintenance Worker, Grade 6, step 1 effective June 4, 2018.

Receive & file – Notice of appointment of Duane Johnson, Seasonal Maintenance Worker, Grade 6, Step 4, effective April 23, 2018 (Returning Worker).

Receive & File - Notice of probation completion for Dawn Haase, County Agency Social Worker, Grade 30, Step 04, on April 23, 2018.

Receive & File - Notice of probation completion for Janice Mehle, County Agency Social Worker-CPS, Grade 30, Step 04, on April 30, 2018.

Receive & file - Notice of retirement of Joan Helms, County Agency Social Worker, effective May 31, 2018 and receive and file the notice of intent to fill budgeted County Agency Social Worker position, Grade 30.

Receive & file - Notice of intent to replace the County Agency Social Worker vacancy, Grade 30, and fill with Case Aide Position, Grade 20.

Receive & file - Notice of withdrawal of employment acceptance by Sarah Holland to Home Health Aide, effective April 18, 2018.

Lawful Assembly:

Moondance Country Jam June 20th - 23rd – Kathy Bieloh – Turtle Lake

Moondance Jam July 18th – 21st – Kathy Bieloh – Turtle Lake

Approve – Mark Beard Invoice # 58 in the amount of \$250.00 and Invoice #60 in the amount of \$1,150.00 (Source of funds from Capital Fund – Courthouse Projects).

Payments for current capital projects. Authorize - Highway capital project payments - Walker - Lamperts Cabinets \$1,740.00; Pine River Transfer Station payments - RW Electric, Inc. \$1,155.00

Capital payments are for the new front counter at the Highway Department and for the building repairs at the Pine River Transfer Station. (Source of funds from Capital Fund)

Approve: Assessor's Office Abatements

Current \$188.00, Proposed \$120.00, Tax \$ Change (\$68.00)

2017 Robert Haberkorn, 90-446-0070, Lake Shore, Damage Abatement

Current \$8,460.00, Proposed \$6,525.00, Tax \$ Change (\$1,935.00)

Adopt – Resolution 29-18 for Support for Region V+ Adult Mental Health Initiative Comprehensive Re-Entry Program and approve Chairman Kangas signing letter of support.

Commissioner Bruns offered Resolution No. 29 -18 and moved its adoption; Commissioner Peterson seconded
REGION V+ ADULT MENTAL HEALTH INTIATIVE SUPPORTS THE REGIONAL COMPREHENSIVE RE-ENTRY PROGRAM TO REDUCE THE NUMBER OF PEOPLE WITH MENTAL ILLNESSES IN JAILS

WHEREAS, The Cass County Board is increasingly seeing the impacts of ongoing reductions in state and federal funding for serious mental illness in our community and the resulting increased rates of serious mental illness in child protection cases and in incarcerations in the county jail at rates three to six times higher than the general population;

WHEREAS, The net effect of these changes is the increasing criminalization of serious mental illness, which reflects an actual change from one kind of institutionally-based care for serious mental illness in which appropriate psychiatric treatment and programming elements were provided in a residential setting to an institutionalized residential setting that is ill-equipped to do the same, which we believe to be a worse system than what we had with the state hospitals;

WHEREAS, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families;

WHEREAS, Region V+ Adult Mental Health Initiative (Cass, Crow Wing, Morrison, Aitkin, Todd and Wadena Counties) takes pride in its responsibility to protect and enhance the health, welfare, and safety of its residents in efficient and cost-effective ways;

WHEREAS, Region V+ Adult Mental Health Initiative will offer a regional Comprehensive Re-Entry Program in partnership with other key stakeholders that will safely reduce the number of adults with mental illnesses in jails by connecting them to community-based treatment and services.

NOW, THEREFORE, LET IT BE RESOLVED, THAT CASS COUNTY, does hereby sign on to the development of our Comprehensive Re-Entry Program as a regional project of the Adult Mental Health Initiative to reduce the number of people with mental illnesses in our county jails. We resolve to:

- Apply for funding through the National Joint Powers Alliance to begin our regional efforts around safely reducing the number of people with mental illnesses in jails; and
- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels; and
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community; and
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers; and
- Create a process to track progress using data and information systems, and to report on barriers and successes.

Resolution No. 29 -18 was adopted by majority vote: Ayes: Bruns, Peterson, Downham, Kangas Absent: Gaalswyk Nays: None

Adopt – Resolution 26-18 and approve MOU between Cass County HHVS and National Joint Powers Alliance (NJPA) for hosting Regional Licensing Specialist's position and Resolution for regional child care licensing services.

Commissioner Bruns offered Resolution No.26 -18 and moved its adoption; Commissioner Peterson seconded.

WHEREAS, Cass County contracts with NJPA for regional child care licensing services, and;

WHEREAS, the Department of Human Services (DHS) supports this format of regional child care licensing, and;

WHEREAS, DHS requires NJPA to be approved via resolution as the Designated Childcare Licensing Agency for Cass County.

NOW, THEREFORE BE IT RESOLVED, that for the purpose of licensing family child care programs, NJPA shall be declared Cass County's designated County Agency, per Minnesota Statutes, section 245A.02, subdivision 6, titled "County Agency.", and;

Resolution No. 26 -18 was adopted by majority vote: Ayes: Bruns, Peterson, Downham, Kangas Absent: Gaalswyk Nays: None

Adopt – Resolution 28-18 declaring request for funding to NATIONAL JOINT POWERS ALLIANCE (NJPA) for the Cass County Veterans Medical Equipment Storage Facility, Morrison County/Upsala Area Veterans Memorial Park Project, and Todd County Cemetery Shoreline Repair Project.

Commissioner Bruns offered Resolution No. 28 -18 and moved its adoption; Commissioner Peterson seconded

A RESOLUTION DECLARING Request for funding to NATIONAL JOINT POWERS ALLIANCE (NJPA) for The Cass County Veterans Medical Equipment Storage Facility, Morrison County/Upsala Area Veterans Memorial Park Project and Todd County Cemetery Shoreline Repair Project

WHEREAS, Cass County Veterans Services requests fiscal support from NJPA for funding for a storage building to house durable medical equipment for our area veterans.

WHEREAS, Cass County Veterans Services will collaborate with Morrison and Todd County Veterans Services of region 5, for each individual county's funding request.

WHEREAS, if funding is granted, all fiscal transactions will be handled by the city of Upsala, Cass and Todd County offices for their community innovative projects.

NOW, THEREFORE BE IT RESOLVED, that Cass County Veterans Services, partnered with Morrison and Todd County Veterans Services to present request for Innovative Community Funding for above named projects.

Resolution No. 28 -18 was adopted by majority vote: Ayes: Bruns, Peterson, Downham, Kangas Absent: Gaalswyk Nays: None

Adopt – Resolution No 23-18 for the 2018 State of Minnesota Federal Supplemental Boating Safety Patrol Grant Agreement for additional patrol hours (May 11 – September 3, 2018) in the amount of \$12,625.

Commissioner Bruns offered Resolution No.23 -18 and moved its adoption; Commissioner Peterson seconded

Resolution to approve State of Minnesota

Federal Supplemental Boating Patrol Grant Agreement

BE IT RESOLVED that the Cass County Board of Commissioners hereby approves the 2018 Federal Boating Safety Supplement Grant Agreement (SWIFT Contract #139803 (CFDA#97.012) in the amount of \$12,625.00 with the State of Minnesota Department of Natural Resources, and authorizes signature of the Chairman, Auditor or Administrator and Sheriff to execute the Agreement.

Resolution No. 23 -18 was adopted by majority vote: Ayes: Bruns, Peterson, Downham, Kangas Absent: Gaalswyk Nays: None

Adopt – Resolution No. 27-18 for the 2017 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement in the amount of \$2,409.

Commissioner Bruns offered Resolution No. 27 -18 and moved its adoption; Commissioner Peterson seconded

Resolution to approve State of Minnesota

Federal Supplemental Equipment Grant Agreement

BE IT RESOLVED that the Cass County Board of Commissioners hereby approves the 2017 Federal Boating Safety Supplement Grant Agreement (SWIFT Contract #140549 (CFDA#97.012)(PO#3000130373) in the amount of \$2,409.00 with the State of Minnesota Department of Natural Resources, and authorizes signature of the Chairman, Auditor or Administrator and Sheriff to execute the Agreement.

Resolution No. 27 -18 was adopted by majority vote: Ayes: Bruns, Peterson, Downham, Kangas Absent: Gaalswyk Nays: None

Adopt – Resolution No. 24-18 on Public Safety Lease No. PS0344 for driver exam station at Cass County Highway Department.

Approve - Transfer of right of way easement #90-4-140-28-11 to Robert Bruckbauer and Stacey Ann Bruckbauer and authorize the Board Chair to sign documents.

Approve - Site Specific Agreement between Mn DNR and Cass County for the Esterday Lake Outlet Restoration Project.

Approve - Joint Powers Agreement between Cass County, Shingobee Township, and City of Walker.

Receive & File – Refer Reclassification Application for Wynn Neumann (PID # 31-448-0005) located in Pine River Township to the Planning Commission.

Receive & file – Refer reclassification application for Janice Sorenson (PID#31-014-3400) located in Pine River Township to the Planning Commission.

Receive & file – 2018 1st quarter of ESD Annual Activity Report and three year Comparison.

Receive & file - HHVS Financials - Child Service Costs and Cash Account Balance Comparison.

2.b. Report back from Personnel Committee of the Board

Administrator Stevenson provided a summary of the personnel committee of the Board meeting following the regular April 17th Board meeting. He noted the committee discussed the salary surveys of several positions with only one that fell below 95% of tier one Counties average for minimum and maximum hourly rates. He also noted that the committee recommendation to the full Board was to conduct a grade rating with Triad HR Consulting for the position of Assessor Account Clerk II on the consent agenda. He noted that the committee discussed Highway Department staffing the need for additional Engineer Technician work. He also noted that the committee recommendation to the full Board is to advertise and fill one full time Engineer Technician position in lieu of a seasonal Engineer Aide and to advertise the remaining seasonal Engineer Aide position at Grade 12 to remain competitive in the market. He did not ask for Board action on either item as both will require action on the consent agenda when the positions are filled.

RESULT:	RECEIVED AND FILED
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3. Senior Commandor Lowell Kruse - Camp Ripley

3.a. 2018 Community Briefing from Camp Ripley

General Lowell Kruse from Camp Ripley provided a 2018 Community Brief. He noted that the mission of the Camp has not changed with management. He discussed leadership changes, purchase of buffers around the camp, tornado recovery efforts, and new construction. He also provided a training schedule summary including attendance by military and civilian personnel. He provided information on the Air Force guard and reserve flight practice including touch and goes, takeoffs, and landings resulting in a significant amount of air craft in the Camp air zone. It was also noted that recent solar power investments will allow the camp to unplug from the power grid if needed in future. He noted environmental partnerships including a deer study to prevent air craft collisions and prescribed burns. He reported that land acquisitions and easements acquired around the camp are being carefully pursued based on noise from Camp activities. He also reported that the Camp is 53,000 acres and has 800 full time equivalent employees providing good paying jobs for the local economy. The Board thanked him for the information and presentation.

RESULT:	RECEIVED AND FILED
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4. Sandra Norikane - Chief Financial Officer

4.a. Liquor License Ordinance Amendments

Chief Financial Officer Sandra Norikane reported that the County was approached by a citizen who is proposing a brewery and taproom on their property within Becker Township. This brought to light that the County should be proactive in amending its current Ordinance related to liquor licensing to include the current trend of breweries and taprooms. She reported that the County's goal would not be to appear more or less favorable than current Ordinances within City limits, therefore proposed fees would be at the same rate as current City fees and addressed with an amendment to the County fee schedule the same time the ordinance is amended. She then asked for a motion to establish a public hearing for the first reading of amendments to Cass County's Ordinance 2009-04 Liquor License Regulations for Cass County, Minnesota, on May 15, 2018 during the regular Board Meeting at Bean City Hall, 38 County Road 8, Bena, MN.

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

4.b. Preliminary Capital Improvement Plan

Chief Financial Officer Sandra Norikane provided a draft Capital Improvement Plan with projects listed for 2018. She then asked for a motion to establish a public hearing for the adoption of the 2018 Cass County Capital Improvement Plan on June 5, 2018 during the regular Board Meeting beginning at 9:00am located in the Courthouse Annex Boardroom, Walker, MN.

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

5. Darrick Anderson - Highway Department

5.a. Receive and File 2017 Annual Report

Highway Engineer Darrick Anderson and Fiscal Supervisor Lori Koch presented the 2017 Annual Report of the Cass County Highway Department. They noted that the report is required by State Aid. The report included trends on the price to maintain gravel and bituminous road surface by mile. The report also included information on State Aid road maintenance costs, construction costs, local option sales tax revenue vs. expenditures, equipment, and 2018 projects. The report noted highway facility improvements including 2018 planned projects. Other items in the report included town road allotments, supplies, and fixed assets. Unorganized road costs for maintenance were also detailed in the report. The Board thanked them for the information and report.

RESULT:	RECEIVED AND FILED
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5.b. Approval of SAP 011-598-009 bid results

Highway Engineer Darrick Anderson provided bid results for the State Aid Project to replace a timber bridge east of Longville on CR 129 over Trelipe Creek. He then asked for a motion to award contract on project SAP 011-598-009 to Redstone Construction, LLC in the amount of \$549,079.25.

Redstone Construction, LLC	\$549,079.25
M&K Bridge Construction	\$552,665.00
Gerit Hanson Contracting	\$566,620.85
Northland Constructors of Duluth, LLC	\$569,500.00

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

6. Paul Fairbanks - Environmental Services

6.a. Waste Management Waste & Disposal Services Agreement

County Planner Paul Fairbanks presented an industrial waste and disposal service agreement from Waste Management. He noted that this will increase the cost to the County by one dollar per ton for tipping fees in Elk River. He also noted that this increase is consistent with our past contracts on an annual basis. He then asked for a motion to approve the Waste Management Waste & Disposal Services Agreement with an effective date of May 1, 2018.

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

6.b. Tipping Fee Increase

County Planner Paul Fairbanks provided an update on the current tipping fees and cost to the County. He noted that the policy and practice by the Board is to collect the tip fee to meet the cost of disposal. He also noted that recent contract negotiations have moved the tip fee higher than collections. He then asked for a motion to approve increasing the tipping fee at the Pine River transfer station from \$70.00 per ton to \$73.91 per ton effective July 1, 2018.

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

6.c. Motion to authorize additional purchase of bags from Revolution Plastic Recovery and Recycling.

County Planner Paul Fairbanks reported that a number of interested parties have contacted Cass County environmental services for additional information on recycling plastic from agriculture or boat storage activity. He then asked for a motion to authorize the purchase of additional bags to start the program.

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

7. Confirm Upcoming Meeting Schedule

- 7.a. Commissioner's Board Meeting on Tuesday, May 15, 2018, beginning at 6:00 p.m., Bena City Hall, 38 County Road 8, Bena, MN.
- 7.b. Commissioner's Board Meeting on Tuesday, June 5, 2018, beginning at 9:00 a.m., Board Room, 1st Floor Crtse. Annex, Walker, MN.
- 7.c. AMC District II Meeting, Wednesday, June 13, 2018, beginning at 8:00 a.m., Beltrami County Board Room, 701 Minnesota Avenue SW, Bemidji, MN.
- 7.d. Annual Planning Work Session on Friday June 22, 2018, beginning at 9:00 a.m., Land Department Public Meeting Room, Backus, MN.
- 7.e. Commissioner Downham participation in Human Resource and Payroll Benefits Coordinator position interviews to be held the week of May 14, 2018

8. Adjourn

Chairman Kangas adjourned the meeting at 10:11a.m.

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

ATTEST: _____
 Joshua Stevenson
 Cass County Administrator