

TRANSCRIPT AND REPORT OF PROCEEDINGS

CASS COUNTY

COUNTY OF CASS

MAY 15, 2018

1. Call to Order

Chair Robert Kangas convened the regular meeting of the Cass County Boards of Commissioners at 6:00 PM on Tuesday, May 15, 2018 with the flag pledge in the Bena City Hall, Bena, MN.

1.a

Attendee Name	Title	Status	Arrived
Neal Gaalswyk	Commissioner	Present	5:45 PM
Robert Kangas	Chair	Present	5:45 PM
Jeff Peterson	Commissioner	Present	5:45 PM
Scott Bruns	Vice Chair	Present	5:45 PM
Dick Downham	Commissioner	Present	5:45 PM

<u>NAME</u>	<u>REPRESENTING</u>	<u>NAME</u>	<u>REPRESENTING</u>
Joshua Stevenson	Administrator	Sandra Norikane	Chief Financial Officer
Jim Schneider	Probation	Skip Rosen	Self
Terry Rosen	Self	Kirk Titus	Land Department
Darrick Anderson	Highway Engineer	Sharon Anderson	Auditor Treasurer Office
Scott Thompson	Sheriffs Office	Missy Charnley	City of Bena
Monica Lundquist	Brainerd Dispatch	Gail DeBoer	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:	Gaalswyk, Kangas, Peterson, Bruns, Downham

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:	Gaalswyk, Kangas, Peterson, Bruns, Downham

Approve - Minutes of May 1st, 2018

Approve – Auditor Warrants dated April 26, 2018 in the amount of \$219,096.61

Approve – Auditor Manual Warrants/Voids/Corrections (Batch 2) dated April 2018 in the amount of \$253,222.31

Receive & File – April 2018 Monthly budget reports.

Approve – Auditor Warrants dated May 3, 2018 in the amount of \$120,513.72

Approve – Auditor Warrants dated May 10, 2018 in the amount of \$167,045.31

Approve – HHVS Special Auditor Warrants dated April 24, 2018 in the amount of \$922.00

Approve – HHVS IFS-SSIS Special Auditor Warrants dated April 24, 2018 in the amount of \$1,400.00

Approve – HHVS Manual Warrants/Voids/Corrections dated April 30, 2018 in the amount of (\$143.58)

Approve – HHVS IFS-SSIS Special Auditor Warrants dated May 2, 2018 in the amount of \$188.61

Approve – HHVS Special Auditor Warrants dated May 3, 2018 in the amount of \$1,007.16

Approve – HHVS Auditor Warrants dated May 4, 2018 in the amount of \$169,604.36

Approve – HHVS IFS-SSIS Auditor Warrants dated May 4, 2018 in the amount of \$141,199.85

Approve – HHVS IFS-SSIS Special Auditor Warrants dated May 4, 2018 in the amount of \$14,252.76

Approve – TRIAD HR Consulting grade rating for Assessor Account Clerk II, Grade 18 (previously grade 17), effective May 5, 2018.

Receive & file - Notice of probation completion for Maggie Mellby, Financial Assistant Supervisor, Grade 31, Step 01, on May 13, 2018.

Receive & file - Notice of completion of 6-month Probationary Period for step increase for Tom Burke, Health Human & Veteran Services Deputy Director, Grade 40, Step 4, effective May 8, 2018.

Receive & file - Notice of appointment of Amber Jennum, Licensed Practical Nurse (LPN), Grade 17, Step 2, effective May 31, 2018.

Receive & file – Correction to completion of probationary period for Janice Mehle, County Agency Social Worker, from May 6, 2018 to April 30, 2018.

On & Off Sale 3.2 Beer:

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

Approve – Capital Projects Fund Payments:

Deep Portage \$1,301.50 (reimbursement for 2017 R&M items)

Northland Consulting \$760 & \$640 (Pine River Stabilization Project – to be reimbursed by KRD Trucking)

HotsyMinnesota.Com \$10,112.94 (Remer HWY Shop)

Ike's Fireplace Heating & Cooling \$12,670.11 (Remer HWY Shop)

Mark Beard Invoice #62: capital Portion \$1,750 (Longville, Remer and Pine River HWY garages, Voter Storage)

Mark Beard invoice #63: capital portion \$1,750 (Pine River HWY garage, Courthouse Security, Voter Storage, Eyewash Stations)

Approve – Agreement for Law Enforcement Services between the County of Cass and the Pillager School for

the period commencing September 1, 2018 for the 2018/2019 School Year. Total amount not to exceed \$55,158.

Approve: Assessor's Office Abatements

2018, Robert Schauer, 32-030-4407, East Gull Lake, Reinstate DAV

Current \$1,916.00, Proposed \$176.00, Tax \$ Change (\$1,740.00)

2018, Maebelle Horbach, 42-027-4008, Thunder Lake, Reinstate DAV

Current \$1,216.00, Proposed \$.00, Tax \$ Change (\$1,216.00)

2017, Todd Wright, 14-365-0140, Fairview, Damage Abatement

Current \$1,714.00, Proposed \$882.00, Tax \$ Change (\$ 832.00)

Authorize – 1st quarter Longville Ambulance Subordinate Service District in the amount of \$122,750.00

Authorize – Budget support for Kitchigami Regional Library for the first half of 2018 in the amount of \$183,642.50.

Establish - 2nd Reading Public Hearing June 5, 2018 for proposed revisions to the Definitions Ordinance and Land Use Ordinance.

Award – Survey contract for projects # 66, #67, #69, #70 to Stonemark Land Surveying not to exceed \$6,470(66), \$6,875 (67), \$1,925 (69), \$6,475 (70). Project #68 to Northern Engineering not to exceed \$9,066.

Adopt – Resolution 31-18 to establish Emergency Medical Service Week for May 20 -26, 2018.

Receive & Approve – Appeals settlement between Cass County Public Health and the Centers for Medicare & Medicaid Services (CMS) with respect to Medicare fee-for-service appeals identified in the attached spreadsheet.

Approve - Addendum to the Gull lake Walking and Biking Trail Cooperative Agreement.

Receive and File – April 2018 Interest Report

3. Sandra Norikane - Chief Financial Officer

3.a. Forfeited Tax Settlement

Chief Financial Officer Sandra Norikane presented a summary of the 2017 tax forfeit settlement. It was noted that the Land Department exceeded budgeted revenues with a distribution of \$1,720,189 to taxing districts. It was also noted that the distribution was 10 percent higher than 2016 and the second highest distribution in the past 10 years. She recommended the maximum set aside for reforestation and trails under the statute. She then asked for a motion to adopt resolution 30-18 establishing the withholdings for reforestation and trails prior to the tax forfeit distribution.

Commissioner Gaalswyk offered Resolution No. 30-18 and moved its adoption, Commissioner Bruns seconded:

WHEREAS, Minnesota Statute 282.08 specifies that any county board may annually by resolution set aside no more than 30 percent of the tax-forfeited settlement for reforestation.

WHEREAS, Minnesota Statute 282.08 further specifies that any county board may annually by resolution set aside no more than 20 percent of the tax-forfeited settlement for acquisition and maintenance of county recreational areas.

WHEREAS, it is in the best interest of Cass County to promote reforestation and recreational development within the county.

THEREFORE, BE IT RESOLVED that 30 percent of the tax-forfeited settlement be set aside for reforestation,

and 20 percent of the tax-forfeited settlement be set aside for maintenance of recreational areas.

Resolution No. 30-18 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson.
Nays: None.

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

3.b. Establish Public Hearing - Liquor License Ordinance

Chairman Kangas open the public hearing at 6:06pm for the first reading of amendments to Cass county's Ordinance 2009-04 Liquor License Regulations. No written comments were received as a result of the hearing notice and no one appeared before the Board to comment. After a brief discussion to clarify the intent of the amendments, Chairman Kangas closed the hearing at 6:16pm. Chief Financial Officer Sandra Norikane then asked for a motion to establish a public hearing for the second reading of amendments to Cass County's Ordinance 2009-04 Liquor License Regulations for Cass County, Minnesota, on June 19, 2018 during the regular Board Meeting at Sylvan Township Hall, 12956 24th Avenue SW, Pillager, MN.

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

4. Kirk Titus - Land Commissioner

4.a. Soo Line Pavilion

Land Commissioner Kirk Titus presented a request from the Remer Chamber of Commerce to construct a pavilion to serve as a trail shelter on County managed land. He reported that the location of the proposed pavilion is within the Soo Line trail corridor in the City of Remer. He noted a letter of support from the City of Remer and plans showing the location with a drawing of the structure design. Representatives from the Chamber of Commerce were in attendance to answer any questions about the project. He then asked for a motion to approve the Remer Chamber of Commerce Soo Line Pavilion project pending all required city and county building permits.

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

5. Jim Schniender - Probation

5.a. Minnesota Juvenile Justice Advisory Committee 2017 Annual Report

Probation Director Jim Schneider presented the Minnesota Juvenile Justice Advisory Committee 2017 Annual Report. The report included history and program partnerships. He reported that the program population age is increasing as kids become adults and the number of kids in the program is decreasing. He also reported that the types of crimes remain consistent but fewer kids are being cited for crimes. It was noted that a number of juvenile facilities have closed since 2002. It was also noted that a breakdown in the family leads to juvenile trouble. The Board thanked him for the report.

RESULT:	RECEIVED AND FILED
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6. Darrick Anderson - Highway Engineer

6.a. Contract Award for Shop Roof Replacement

Highway Engineer Darrick Anderson presented bids to replace the roof on an older building at the walker highway shop. He reported that the building was salvaged and moved on site in the 1970's leaving the roof full

of holes. He also reported that the roof replacement was necessary to use the building for election storage in the future. He then asked for a motion to award the contract for roof replacement to Srock Construction Inc. in the amount of \$75,375.00.

Srock Construction, Inc.	\$75,375.00
Berglund Heating Sheetmetal & Roofing	\$112,214.00

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

6.b. Contract Award for Voter Storage Facility

Highway Engineer Darrick Anderson presented bids for the 22' x 29' election storage building project to be constructed inside an older building at the walker highway shop. He then asked for a motion to award contract on New Voter Equipment Storage Facility to Minnesota Custom Concrete for Concrete Work in the amount of \$3,418.65, Action Contracting, Inc. for Building Labor & Materials in the amount of \$24,800.00, RW Electric, Inc. for Electrical in the amount of \$3,282.00, and Anderson Heating & Air Conditioning for Heating & Cooling in the amount of \$5,500.00.

Danny's Masonry	\$4,700.00
Minnesota Custom Concrete	\$3,418.65
Action Contracting, Inc.	\$24,800.00
DeGrote Construction, Inc.	\$28,350.00
RW Electric, Inc.	\$3,282.00
Lowe Electric (no response)	
Anderson Heating & Air Conditioning	\$5,500.00
Ike's Heating & Cooling	\$5,980.00

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

6.c. Approval of SAP 011-612-004 et al bid results

Highway Engineer Darrick Anderson provided a summary bids for a cooperative project with the City of Walker and Shingobee Township. He noted that the project included reclamation, grading, paving, and culvert work on County Road 12, 38, 61, and 66. He then asked for a motion to award contract to Knife River Materials-Northern Division in the amount of \$4,798,132.33.

Knife River Materials	\$4,798,132.33
Anderson Brothers	\$4,891,881.10
Tri-City Paving	\$5,076,100.67
Duininck, Inc.	\$5,364,260.94

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

7. Sharon Anderson - Elections Administrator

7.a. Election Outreach Report

Elections Administrator Sharon Anderson provided an updated Election Outreach Plan for 2018. She noted that the BallotTrax notification system will not be used after data sharing concerns were found. She also noted that

she plans to use the existing Nixle program for notifications and an agreement for this type of use will be coming on the consent agenda at an upcoming meeting.

RESULT: RECEIVED AND FILED
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7.b. Absentee Voting Location Designation

Elections Administrator Sharon Anderson provided absentee voting locations for 2018. She noted that voters not pre-registered residing in mail ballot precincts may vote at the location listed or at the Cass County courthouse prior to or on election day. She also noted that the filing and election dates were incorrect in the tax statement newsletter mailed earlier this spring. She indicated that the correct dates could be found on the Cass County website.

RESULT: RECEIVED AND FILED
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7.c. Election Security

Elections Administrator Sharon Anderson provided information on election security and training for elections. She noted that the University of Minnesota in cooperation with the Humphrey School of Public Affairs is now offering a certificate in election administration. She also noted online election judge training as part of the existing training program for Cass County. The Board thanked her for the report.

RESULT: RECEIVED AND FILED
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8. Confirm Upcoming Meeting Schedule

- 8.a. Commissioner's Board Meeting on Tuesday, June 5, 2018, beginning at 9:00 a.m., Board Room, 1st Floor Ctse. Annex, Walker, MN.
- 8.b. Cass County Board of Equalization on Monday, June 11, 2018, beginning at 2:00 p.m. in the Commissioners Board Room, Courthouse, Walker, MN.
- 8.c. Commissioner's Board Meeting on Tuesday, June 19, 2018, beginning at 6:00 p.m., Sylvan Town Hall, 12956 24th Ave. SW, Pillager, MN.

9. Adjourn

Chairman Kangas adjourned the meeting at 6:55 p.m.

SIGNED: _____
Jeff Peterson, Chair
Cass County Board of Commissioners

ATTEST: _____
Joshua Stevenson
Cass County Administrator