

TRANSCRIPT AND REPORT OF PROCEEDINGS

CASS COUNTY

COUNTY OF CASS

JUNE 5, 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, June 5, 2018 with the flag pledge in the Commissioners Board Room, Walker, MN.

1.a

Attendee Name	Title	Status	Arrived
Neal Gaalswyk	Commissioner	Present	8:50 AM
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

<u>NAME</u>	<u>REPRESENTING</u>	<u>NAME</u>	<u>REPRESENTING</u>
Joshua Stevenson	Administrator	Sandra Norikane	Chief Financial Officer
Kelsey Schwartz	Human Resources	Kayli Skinner	The Nature Conservancy
Todd Holman	The Nature Conservancy	Kirk Titus	Land Department
Peter Lindstrom	Clean Energy Resource	Emilee Nelson	The Conservation Fund
Marina Lovell	EDC	Allan Olson	Cass Lake Times
Monica Lundquist	Brainerd Dispatch	Gail DeBoer	Pilot Independent
Ben Lindstrom	County Attorney	Kelly Condiff	ESD
Jessica Manifold	ESD	Paul Fairbanks	ESD

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 one amendment to item I on the consent agenda noting the permits are for 2018 instead of 2017. He then asked for a motion to approve the agenda with an amendment to item I on the consent agenda.

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

2. Josh Stevenson - County Administrator

2.a. Consent Agenda

Administrator Stevenson presented the consent agenda with one amendment to item I noting that the permits are for 2018 instead of 2017 as presented. He then asked for a motion to waive reading and approve as amended.

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

Approve - Minutes of May 15th, 2018

Approve – Auditor Warrants dated May 17, 2018 in the amount of \$558,786.59

Approve – Auditor Manual Warrants/Voids/Corrections (Batch 1) dated May 2018 in the amount of \$278,347.33

Approve – Auditor ACH (P1 2018 Tax Settlement Advance) dated May 24, 2018 in the amount of \$7,599,360.79

Approve – Auditor Warrants dated May 24, 2018 in the amount of \$109,578.44

Approve – Auditor Warrants dated May 31, 2018 in the amount of \$349,205.60

Approve – HHVS IFS-SSIS Auditor Warrants dated May 18, 2018 in the amount of \$189,837.23

Approve – HHVS Auditor Warrants dated May 18, 2018 in the amount of \$100,974.06

Approve – HHVS IFS-SSIS Special Auditor Warrants dated May 24, 2018 in the amount of \$104.00

Approve – Grade rating with Dorothy Person, TRAUD HR Consulting, for the position of Legal Secretary, Grade 19.

Receive & file – Appointment of Kelsey Schwartz, Human Resource and Payroll Benefits Coordinator, Grade 31, Step 1, effective June 4, 2018.

Receive & file – Appointment of Jessica Lego, Accountant, Grade 21, Step 4, effective June 2, 2018.

Receive & file – Appointment of Edy Asell, Deputy Auditor – Treasurer I, Grade 18, Step 7, effective June 2, 2018.

Receive & file – Appointment of Jared Morrill, Deputy Auditor – Treasurer II, Grade 24, Step 2, effective June 13, 2018.

Receive & file - Notice of appointment of Brian Floria, Engineering Technician I, Grade 26, Step 1, effective June 11, 2018.

Receive & file - Notice of probation completion for Wade Larson, Motor Equipment Operator, Grade 21, Step 2, effective May 27, 2018.

Receive & file - Notice of probation completion for Rick McNamara, Motor Equipment Operator, Grade 21, Step 2, effective May 27, 2018.

Receive & file - Notice of resignation of Michael Barone, Child Support Supervisor I, effective May 10, 2018 and receive and file the notice of intent to fill budgeted Child Support Supervisor I position, Grade 31.

Receive & file - Notice of resignation of Tonya Heldt, County Team Leader, effective June 15, 2018 and receive and file the notice of intent to fill budgeted County Team Leader position, Grade 31.

Off Sale Intoxicating:

Hwy 317 Liquor Locker – Hwy 371 Liquor Locker, LLC – Powers

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

Corner Store Liquors, LLC – WRD Holdings, LLC – Sylvan

Y Bottle Shop – TGL, Corp - Shingobee

On & Off Sale Intoxicating including Sunday:

The Merit – Trapper's Landing Management Company – Pine Lake

The Village Inn – JC2 Investments – Crooked Lake

On Sale Intoxicating including Sunday:

Huddle's South Shore Resort – Huddle's South Shore Resort, Inc – Pine Lake

Maxson Van Eps – American Legion #368 – Powers

Hiawatha Beach Resort – Hiawatha Beach Resort, Inc – Leech Lake

Wine/Strong Beer:

Long Pine Store – Jennifer L. Swiggart & Lee M. Rubitschung – Ponto Lake

Tobacco:

Lazy Moon Backstage Bar – Moondance Jam, Inc – Turtle Lake

Approve – Capital Projects Fund Payments:

Election Systems & Software, LLC \$264,923.13 (Election equipment)

MCCC \$59,195.84 (Pictometry)

Door Doctor \$209.08 (PR HWY Garage – Sheriff's bay)

Widseth Smith Nolting \$487.50 (Longville HWY garage)

Braun Intertec \$3,330.55 (Longville HWY garage)

Ike's Fireplace Heating and Cooling \$7,573.21 (Remer HWY garage)

Grinning Bear Roll Off \$512.46 (Remer HWY garage)

Refund of \$4,456 to be applied against 33-112.6604 for Ike's overpayment for Remer garage

Receive & file – Estate refund initiated by Federal law whereas Minnesota legislation retro-actively changed estate recovery for the Donnie Larsen estate. The three heirs that will be receiving a disbursement from HHVS are Pat Doman, Don Baughman, and Randolph Larsen.

Approve: Assessor's Office Abatements

2018 Wyman Nelson, 90-721-212201, Lake Shore, Delete Severed Mineral Parcel

Current \$3.20, Proposed 0.00, Tax \$ Change: (\$3.20)

2018 Mark Kimmerle, 20-020-3103, Leech Lake, Reinstate Homestead

Current \$1,010.00, Proposed \$892.00, Tax \$ Change: (\$118.00)

Authorize – Budget support in the amount of \$5,000 for the Cass County Historical Society.

Award - Permit for Tract #1 (19-134-31; May Township) to Larry Converse for \$25.00.

Award - Permit for Tract #2 (29-138-32; McKinley Township) to Rodney Aker for \$25.00.

Award - Permit for Tract #3 (10-140-25; Smoky Hollow Township) to Terry Mejdrih for \$25.00.

Authorize - Sheriff to accept donations in the amount of \$500.00 from Fairview Township and \$250.00 from Township of Shingobee for the Lakes Area Dive Team.

Authorize – Sheriff to accept donation in the amount of \$400.00 for Sentence to Service Program from Turtle Lake Cemetery of Hope Lutheran Church in Walker.

Award -Contract for forest road repair with Mikes Sand and Gravel not to exceed \$125.00.

Award – Contract for site preparation to Future Forests Inc. not to exceed \$14,390.00 and award the release contract to Future Forests Inc. not to exceed \$12,648.00.

Approve – Agreement with DS Solutions for online election judge training as budgeted in 2018, authorizing Election Administrator to sign and execute the agreement.

Approve – Nixle agreement per quote for election and ballot notification system and other future uses, first year fee \$1,084.60, second year fee \$1,800.00.

Authorize – 25% Fund use in the amount of \$1,125 for environmental education at Deep Portage:

Cass Lake – Bena Middle School 75 participants on 5/18/18

Authorize 25% Fund use in the amount of \$2,800 for environmental education at Deep Portage:

Pine River Backus Middle School 56 participants on April 23-24th

Approve – Neumann reclassification as recommended by the Cass County Planning Commission at their May 14, 2018 regular meeting.

Approve - Sorenson reclassification as recommended by the Cass County Planning Commission at their May 14, 2018 regular meeting.

Approve - Hanson reclassification as recommended by the Cass County Planning Commission at their March 12, 2018 regular meeting.

3. Peter Lindstrom - Clean Energy Resource Teams

3.a. Property Assessed Clean Energy (PACE) Joint Powers Agreement

Peter Lindstrom with Clean Energy Resource Teams provided information on the Property Assessed Clean Energy (PACE) program. He provided information on partners, participating counties, funds saved through energy efficiency, and regional staff contact information. He noted that the PACE program allows businesses to pay for energy efficiency improvements through assessments to the property. The Board asked for additional information regarding the Counties authority to remove assessments, the source of the revolving loan fund, and feedback from the Cass County Economic Development Corporation. A motion to adopt Resolution 33-18 entering into a Joint Powers agreement with the Port Authority of the City of Saint Paul was tabled by the Board pending the request for additional information.

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

4. Emilee Nelson - The Conservation Fund

4.a. Camp Ripley Sentinel Land Acquisition

Emilee Nelson with The Conservation Fund and Todd Holman with The Nature Conservancy provided information on a land acquisition project with Camp Ripley. They noted the location of the project, parcels involved, objectives, and timelines. It was also noted that this proposed project protects lands in fee with the Department of Defense sentinel landscape project started in 2004. They provided feedback from the local township regarding the acquisition proposal. They then asked for a motion to adopt Resolution 32-18 supporting the land acquisition in Cass County consistent with Camp Ripley's Land Management plan.

Commissioner Gaalswyk offered Resolution No. 32-18 moved its adoption, Commissioner Downham seconded:

Camp Ripley Land Acquisition Support

Whereas, Cass County has adopted a forest management plan and public land preservation policy of no net loss of public managed lands that included utilization of multiple tools to achieve these objectives;

Whereas, the local Township supports the acquisition of land associated with this request.

Whereas, this resolution is offered to reiterate the purpose of the forest and land asset management plan encouraging progress within the goals of the plan by supporting agencies and partners working together to support the goals of Cass County

Therefore, be it resolved that the Cass County Board of Commissioners supports The Conservation Fund's Outdoor Heritage Fund application to the Lessard Sams Outdoor Heritage Council to acquire lands within Cass County as part of a joint application that includes Cass County and the Camp Ripley Sentinel Landscape program area.

Resolution No. 32-18 was adopted by majority vote: Ayes: Gaalswyk, Bruns, Downham, Kangas, Peterson
Nays: None.

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

5. Jessica Manifold - Environmental Services Department

5.a. Public Hearing - 2nd Reading for Landuse Ordinance Revisions

Chairman Kangas opened the public hearing to consider Landuse Ordinance revisions at 9:52am. Environmental Services staff described the written comments received by the planning commission as a result of the hearing notice and no one appeared before the Board to comment. Staff from Environmental services provided a summary of the proposed revisions. Chairman Kangas closed the public hearing at 9:59am. A motion to adopt the Landuse Ordinance revisions as presented with an effective date 30 after publication was made by Commissioner Downham and seconded by Commissioner Bruns. After a discussion regarding animal units and agricultural exemptions in the proposed revisions, both Commissioner Downham and Bruns withdrew their motions. A motion to table the Landuse Ordinance revisions and remand to the Planning Commission was made by Commissioner Gaalswyk and seconded by Commissioner Peterson.

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

5.b. Approve Change Order for Leech Lake 1W1P

Jessica Manifold Deputy Director of Environmental Services presented a change order for the Leech Lake River One Watershed One Plan in the amount for \$21,360. Board members serving on policy committees for one watershed one plans commented on the differences between the Pine River watershed plan and the Leech Lake River watershed plan process. It was noted that the change order provided tasks to be completed with the additional funds but limited information on the need for the changes in the plan. After a brief discussion, Commissioner Gaalswyk made a motion to table the change order until move information was provided from BWSR and the consultant.

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

6. Sandra Norikane - Chief Financial Officer

6.a. Public Hearing on Capital Improvement Plan

Chairman Kangas opened the public hearing at 10:20am. No one from the public requested to be heard and no written comments were received as a result of the hearing notice. Chairman Kangas closed the hearing at 10:22am. Chief Financial Officer Sandra Norikane provided details on updates to the capital plan. She noted that 2018 projects can be tracked through consent agenda items during regular Board meetings. She then asked for a motion to approve the Cass County 2019-2023 Capital Improvement Plan.

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

7. Confirm Upcoming Meeting Schedule

- 7.a. Cass County Board of Equalization on Monday, June 11, 2018, beginning at 2:00 p.m. in the Commissioners Board Room, Courthouse, Walker, MN.
- 7.b. Commissioner's Board Meeting on Tuesday, June 19, 2018, beginning at 6:00 p.m., Sylvan Town Hall, 12956 24th Ave. SW, Pillager, MN.
- 7.c. Annual Planning Work Session on Friday June 22, 2018, beginning at 9:00 a.m., Land Department Public Meeting Room, Backus, MN.
- 7.d. Commissioner's Board Meeting on Tuesday, July 3, 2018, beginning at 9:00 a.m., Board Room, 1st Floor Crts. Annex, Walker, MN.

8. Executive Session

- 8.a. Attorney client privileged - closed to the public pursuant to M.S. 13D.05, Subd.3(b) - To Discuss Cartway Appeal

Administrator Stevenson asked for a motion to close the meeting.

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

- 8.b. Attorney client privileged - closed to the public pursuant to M.S. 13D.05, Subd.3(b) - To Discuss Cartway Appeal

Administrator Stevenson asked for a motion to open the meeting with no action taken.

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

9. Adjourn

Chairman Kangas adjourned the meeting at 10:42am.

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

ATTEST: _____
 Joshua Stevenson
 Cass County Administrator