

TRANSCRIPT AND REPORT OF PROCEEDINGS

CASS COUNTY

COUNTY OF CASS

JULY 17, 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, July 17, 2018 with the flag pledge in the Pine River Twp., Backus, MN.

1.a

Attendee Name	Title	Status	Arrived
Neal Gaalswyk	Commissioner	Present	5:50 PM
Robert Kangas	Chair	Present	5:50 PM
Jeff Peterson	Commissioner	Present	5:50 PM
Scott Bruns	Vice Chair	Present	5:50 PM
Dick Downham	Commissioner	Present	5:50 PM

<u>NAME</u>	<u>REPRESENTING</u>	<u>NAME</u>	<u>REPRESENTING</u>
Joshua Stevenson	Administrator	Sandra Norikane	Chief Financial Officer
Tiffany Stenglein	Congressman Rick Nolan	Kirk Titus	Land Department
Darrick Anderson	Highway Department	Barb Wagner	Pine River Township
Scott Thompson	Sheriff's Office	Jeff Woodford	HHVS
Bill Fitch	Pine River Township	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 for Board consideration and asked for a motion to approve as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeff Peterson, Commissioner
SECONDER:	Dick Downham, 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 and asked for a motion to waive reading and approve as presented.

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

Approve - Minutes of July 3rd, 2018

Approve – Auditor ACH (P1 2018 Tax Settlement Final) dated July 3, 2018 in the amount of \$2,647,574.28

Approve – Auditor Warrants dated June 28, 2018 in the amount of \$872,547.75

Approve – Auditor Manual Warrants/Voids/Corrections (Batch 2) dated June 2018 in the amount of \$693,909.51

Receive & File – June 2018 Monthly budget reports.

Approve – Auditor Warrants dated July 5, 2018 in the amount of \$255,270.22

Approve – HHVS IFS Special Auditor Warrants dated June 27, 2018 in the amount of \$1,599.99

Approve – HHVS IFS-SSIS Special Auditor Warrants dated June 27, 2018 in the amount of \$2,555.62

Approve – HHVS IFS Auditor Warrants dated June 29, 2018 in the amount of \$133,809.60

Approve – HHVS IFS-SSIS Auditor Warrants dated June 29, 2018 in the amount of \$132,696.94

Approve – HHVS IFS- Manual Warrants/Voids/Corrections (Batch 1) dated June 2018 in the amount of (\$1,512.50)

Receive & File – Notice of retirement of Paul Fairbanks, County Planner, effective July 31, 2018.

Receive & file - Notice of retirement of Heidi Massie, Fiscal Supervisor II, effective July 20, 2018 and receive and file the notice of intent to fill budgeted Fiscal Supervisor II position, Grade 31.

Receive & file - Notice of appointment of Paula Vareberg, County Agency Social Worker-CPS, Grade 30, Step 1 vacated by Tricia Miller, County Agency Social Worker-CPS, effective August 6, 2018

Approve – Lieutenant-Public Information Officer position. In recent years, Sheriff's Offices have a need to become more transparent with media and the public. Having one person assigned to this area within our office will allow for clear, concise and accurate information being released in a timely manner. This position will not require an additional hire and our budget will absorb the increase.

Approve – Capital Projects Fund Payments:

Mark Beard \$5,250 (various – capital items only)

Lucachick - \$3,992.50 and \$2,493.15 (various)

Braun Intertec \$1,611.65 (Longville HWY)

Martin Mechanical Designs \$446.45 (Longville HWY)

Hawkinson Construction Co Inc \$4,440.56 (Remer HWY Retainage)

Srock Construction Inc \$73,000 (Walker HWY Roof)

Walker Pipe and Supply \$550.80 (Voter Storage)

Young Auto Parts \$150 (Voter Storage)

Approve - Three corrections discovered when beginning entry of debt write-off's approved at the June 19th Board Meeting.

Approve – Memorandum of understanding to join Camp Ripley Veterans State Trail partnership.

Approve: 2018 Federal Payment-In-Lieu distribution to townships totaling \$128,822 and Cass County's share totaling \$300,585.

Approve – Application for Cass County/Leech Lake Wellness Court Grant, A-DGCT19-2019 CASS DWI-006, in the amount of \$109,030 through the Minnesota Department of Public Safety, Office of Traffic Safety.

Approve – Law Enforcement agreement between the Cass County Sheriff's Office and Moondance Jam, Inc. to provide law enforcement services for Moondance on the dates of July 19-21, 2018.

Receive & File – June 2018 Interest Report

Receive & file - Child Service Costs

Receive & file - Cash Account Balance Comparison

Receive & File - Application for Zoning Reclassification and remand to Cass County Planning Commission to notify and schedule public hearing.

Receive and file timber auction results:

June 28, 2018 4,279 cords totaling \$168,186

May 31, 2018 2,794 cords totaling \$88,834

April 26,2018 7,241 cords totaling \$240,845.35

Refer – Initiative Foundation 2019 budget request to Budget Committee.

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

Administrator Stevenson provided meeting notes and a summary of the insurance committee meeting that took place following the regular Board meeting on July 3, 2018. It was noted that 2017 Blue Cross Blue Shield (BCBS) claims are being reprocessed by BCBS due to a software update that did not account for the intermediate deductible on some plans. It was also noted that this was being done without informing the County to refund overpayments by some members. It was also noted that some members are receiving additional bills from providers. BCBS has been asked not to collect any additional funds from members for 2017 claims. No action was recommended to the full Board at this time.

A report on the Minnesota County Information Systems (MCIS) relationship with the County was also provided. It was noted that MCIS employees are using County ancillary insurance plans and receiving W2's from Cass County. It was also noted that retirees from MCIS are requesting to COBRA ancillary insurance plans through Cass County. The Insurance Committee of the Board recommended a motion to provide notice to MCIS that Cass County will no longer provide insurance or fiscal agent duties after 2019.

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

3. Robert Tipping - University of Minnesota

3.a. Cass County Geologic Atlas

Robert Tipping from the University of Minnesota provided a summary of recent Cass County Geologic Atlas work. It was noted that this was a three year project to date and that the work recently completed was phase one of two. He explained that the data produced included bedrock mapping defining the container that holds ground water and sediments across the County. He noted that this information was produced from well data compiled by County staff. He reported that phase two of the project is next and will be completed by the MNDNR. Phase two of the project will produce a map of water chemistry and ground water flow direction. He noted that the completed project will provide information for mining potential and groundwater pumping activity. It was also reported that the total project cost for Cass County's Geologic Atlas is \$450,000 and that the County contribution was staff time on well data. He announced plans to conduct a workshop in the near future for well drillers, farmers, and other interested parties to explain how the information can be used. The Board thanked him for the information and report.

RESULT: RECEIVED AND FILED

4. Jeff Woodford - Health Human and Veterans Services

4.a. Overview of VA Fiscal Year 2017

Cass County Veterans Services Officer Jeff Woodford provide an overview of fiscal year 2017 and County rankings. The report provided information on total expenditures by County, average compensation and pension spent per veteran, and medical amounts ranking by County. He noted that the veteran's population dropped by 2% from 2016. He also noted that compensation to veterans in Cass County increased by 18% with education being the biggest change. He also noted that wealthy counties are at the bottom for qualifying VA benefits. It was also reported that 10% of the County population were veterans in 2017. The Board thanked him for the information.

RESULT: RECEIVED AND FILED

4.b. Sourcewell Grant for VA Medical Equipment Storage

Cass County Veterans Service Officer Jeff Woodford reported that Cass County is a recipient of a Sourcewell grant to fund a medical equipment storage unit in Hackensack. He noted plans to work with the highway department and environmental service for permits and site prep. He also noted that the grant agreement will be placed on the consent agenda for Board consideration at a future County Board meeting. The Board thanked him for the update.

RESULT: RECEIVED AND FILED

4.c. Establish Purple Heart Ceremony

Cass County Veteran Services Officer Jeff Woodford reported that Governor Dayton recently signed a bill to encourage Cities and Counties to do purple heart proclamations to honor the sacrifices Purple Heart veterans have made for our country. He noted that purple heart proclamations are made during a ceremony that can be done at a regular Board meeting. He also noted that after the proclamation, signs will be posted on the County boundary line notifying the public that Cass is a purple heart County. He then asked for a motion to establish Purple Heart Ceremony during the regular August 7th County Board meeting that begins at 9:00am in the Cass County Courthouse Annex in Walker, MN.

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

5. Kirk Titus - Land Department

5.a. Land Sale Results

Land Commissioner Kirk Titus provide a summary of June 23, 2018 tax forfeited land auction and 2018 land sale activity to date. He noted that the June 23rd auction resulted in a room full of bidders with 14 of 26 parcels sold. He also noted that Auditor Treasurer Department and Land Department staff provided excellent customer service during the auction to ensure prompt service. He reported that the auction proceeds were \$294,473 and total land sale activity up to June 26, 2018 was \$461,223 with 303.54 acres returned to the tax rolls. Information regarding the tax forfeit distribution to schools and township was also provided in the report. It was also noted that over 100 parcels are still available over the counter for purchase by the public. The Board thanked him for the report.

RESULT: RECEIVED AND FILED

6. Sandra Norikane - Chief Financial Officer

6.a. 2017 and 2018 Financial Updates

Chief Financial Officer Sandra Norikane provide 2017 preliminary audit results. She noted that fieldwork was completed in March with one less day than 2016 and one less week than the 2015 audit. She also noted that we

continue to work with the Office of the State Auditor (OSA) to keep audit cost down by drafting audit report entirely in-house and providing information electronically. It was noted that we removed our “custodial credit risk” footnote by moving investments out of Wells Fargo Securities into Multi-Securities Bank. It was also reported that the OSA does plan to formally comment on our gas cards policy - since the cards allow the purchase of items inside a gas station they need to be treated like credit cards with a sign off sheet on file which outlines responsibilities. She noted plans to request an increase to our uninsured claims amount to the legal tort limit (\$1.5M) and potentially increasing HHVS out of home placement reserve amount to \$3.5M as we learn of more unfunded mandates once audit is considered final. She also reported on 2018 budget to actual activity with all areas trending well and that a 6/30 budget amendment is not necessary. It was also noted that our investment income is trending better than budget and we have been able to keep our investments local. She also noted that monthly LOST tax collections continue to increase over the prior year, with our summer visitor months still upcoming. The Board thanked her for the information and report.

RESULT:	RECEIVED AND FILED
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6.b. Updates to County Procurement Policy

Chief Financial Officer Sandra Norikane provided an updated procurement policy for Board consideration. She noted that effective August 1, 2018, the Minnesota Uniform Municipal Contracting Law will increase its threshold for bidding requirements on contracts to \$175,000 from the previous amount of \$100,000. She also noted that the Office of the State Auditor requested clarification within the policy for how certain transactions are to be handled. While the County references the Uniform Municipal Contracting Law, and Uniform Guidance for federal awards, it did not seem unreasonable to incorporate the requested changes as part of the update. She then asked for a motion to adopt the updated procurement policy noting NJPA is now Sourcwell with an effective date of August 1, 2018.

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

7. Darrick Anderson - Highway Department

7.a. Longville Garage & Ambulance Contract Awards

Highway Engineer Darrick Anderson presented bid results for the 2018 Longville highway garage and ambulance building project. He noted that low bids for this project were less than the bids received for the 2017 Remer project. He also noted that the project is funded with Capital Improvement Funds and from the Longville Ambulance Subordinate Service District. He then asked for a motion to award contracts on Longville Highway Garage and Ambulance 2018 Building Project to Srock Construction for \$435,363.00 for the Steel Building and Interior items, Vercon Construction for \$107,100.00 for the Concrete items, Pipe Dreamz Plumbing & Heating for \$71,720.00 for Plumbing items, Pipe Dreamz Plumbing & Heating for \$176,625.00 for HVAC items, and RW Electric for \$99,249.00 for Electrical items.

Steel Building and Interior items bids were Srock Construction for \$435,363, Hytec Construction for \$461,229, and Vercon Construction for \$599,300.

Concrete bids were Hytec Construction for \$115,500 and Vercon Construction for \$107,100.

Plumbing bids were Pipe Dreamz Plumbing and Heating for \$71,720, Lundberg Plumbing and Heating for \$101,860, and Vercon Construction for \$117,500.

HVAC bids were Pipe Dreamz Plumbing and heating for \$176,625, Isaacson Inc Ikes H & C for \$198,250, Lindberg Plumbing and Heating for \$226,800, and Vercon Construction for \$261,550.

Electrical Bids were RW Electric for \$99,249, Vercon Construction for \$150,600, and Lee Davis Electric for \$132,600.

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

7.b. Traffic Investigation Study on CSAH 77

Highway Engineer Darrick Anderson provided a request from the City of Lake Shore to conduct a speed study on CSAH 77. He noted that the study would be in cooperation with Crow Wing County. He then asked for a motion to adopt resolution 37-18 requesting the speed study be completed consistent with the last study conducted in the area.

Commissioner Gaalswyk offered Resolution No. 37-18 and moved its adoption, Commissioner Bruns seconded:
RESOLUTION REQUESTING SPEED STUDY ON CSAH 77 IN LAKESHORE

WHEREAS, the Lake Shore City Council has requested Cass County to conduct a speed study on CSAH 77 within the currently posted 50 mph zone (approximately from the Anderson Brothers Pit easterly to the city limits 0.7 of a mile) and to maintain continuity in speed limits with the easterly portion of CSAH 77 in Crow Wing County;

WHEREAS, the current MnDOT commissioner order on CSAH 77, dated February 3, 1995, set a 35-mph speed limit zone from 630 feet south of the intersection with Rocky Point Road to a point approximately 780 feet east of the west junction with Miller Lane;

WHEREAS, the Cass County Highway Department requests a speed study be completed on CSAH 77 between a point approximately 780 feet east of the west junction with Miller Lane to the Cass/Crow Wing County line and that the designated speed limit should be consistent with the Crow Wing segment of CSAH 77 out to TH 371;

NOW THEREFORE BE IT RESOLVED, the Cass County Board of Commissioners does hereby request that the Department of Transportation conduct a traffic investigation to determine the safe and reasonable speed limits on CSAH 77 in Lake Shore, Cass County between a point 780 feet east of the west junction with Miller Lane to the Cass/Crow Wing County line.

Resolution No. 37-18 was adopted by majority vote: Ayes: Gaalswyk, Bruns, Downham, Kangas, Peterson
Nays: None

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

8. Confirm Upcoming Meeting Schedule

- 8.a. Commissioner's Board Meeting on Tuesday, August 7, 2018, beginning at 9:00 a.m., Board Room, 1st Floor Ctse. Annex, Walker, MN.
- 8.b. Commissioner's Board Meeting on Tuesday, August 21, 2018, beginning at 6:00 p.m., Blind Lake Township Hall, 811 8th Ave. NE, Pine River, MN.

9. Adjourn

Chairman Kangas adjourned the meeting at 6:56pm.

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

ATTEST: _____
Joshua Stevenson
Cass County Administrator