

TRANSCRIPT AND REPORT OF PROCEEDINGS

CASS COUNTY

COUNTY OF CASS

SEPTEMBER 18, 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, September 18, 2018 with the flag pledge in the Remer City, Remer, 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
Nic Podoll	UMN Extension	Matt Varilek	Initiative Foundation
Elizabeth Blendell	City of Remer	Truitt Buckhouse	Sheriff's Office
Kaara Nilsson	City of Remer	Wendy Swenson	Cass County 4H
Ashley Foster	Cass County 4H	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch	Hailee Swenson	Cass County 4H
William Krause	Deer Haven Supper Club	Mason Meier	Deer Haven Supper Club
Heather Little	Deer Haven Supper Club	Ben Lindstrom	County Attorney
Mardi Harder	UMN Extension	Leslie Bouchonville	Pine River Backus Family Center

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 consideration and asked to add item 2b Cass County Children's Initiative agreement to the regular agenda. He then asked for a motion to approve the agenda as amended.

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

2. Josh Stevenson - County Administrator

2.a. Consent Agenda

Administrator Stevenson presented the consent agenda with three changes. He noted the addition of Adjourning the meeting at 10:12am to the Minutes of the September 4th regular meeting. He asked to add Lakes and Pines Chapter of Minnesota Deer Hunters Association to Item e to permit gambling by a non-profit organization. He also asked to remove payment to Lundberg Plumbing from Item f due to an error in the invoice amount. He then asked for a motion to waive reading and approve the consent agenda as presented.

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

Approve - Minutes of September 4th, 2018

Approve – Auditor Warrants dated August 30, 2018 in the amount of \$1,401,123.35

Approve – Auditor Manual Warrants/Voids/Corrections (Batch 2) dated August 2018 in the amount of \$488,555.83

Receive & File – August 2018 Monthly budget reports.

Approve – Auditor Warrants dated September 6, 2018 in the amount of \$83,488.46

Approve – HHVS IFS- Manual Warrants/Voids/Corrections (Batch 1) dated August 2018 in the amount of (\$901.56)

Approve – HHVS IFS Auditor Warrants dated September 7, 2018 in the amount of \$80,508.41

Approve – HHVS IFS-SSIS Auditor Warrants dated September 7, 2018 in the amount of \$42,691.27

Approve – HHVS IFS Special Auditor Warrants dated September 7, 2018 in the amount of \$1,328.59

Approve – HHVS IFS-SSIS Special Auditor Warrants dated September 7, 2018 in the amount of \$4,740.00

Receive & File - Notice of probation completion for Tom Burke, HHVS Deputy Director, Grade 40, Step 05, effective September 8, 2018.

Receive & File – Notice of probation completion for Ron Watkins, Jailer, Grade 21, Step 2, effective September 7, 2018.

On Sale Intoxicating including Sunday:

Thunder Lake's Deer Haven, LLC – Thunder Lake's Deer Haven, LLC – Thunder Lake

Gambling:

Lakes & Pines Chapter of MN Deer Hunters Association – Kevin Merten – Shingobee

Approve – Out-of-state travel for Lt. Chris Thompson and Sgt. Rick Wolske to attend the TurnKey Corrections Users Conference 2018 in River Falls, Wisconsin on September 26-27, 2018.

Approve – Press Release for 2018 Public Health Flu Shot Clinics

Approve – Forest Stewardship Council 2018 audit agreement to approve the budget, audit work, and license agreement.

Approve – Cancelling 2017 outstanding checks on September 18, 2018 as presented in the amount of \$906.46.

Award - Appraisal contract to Lawrence Valuation Service, Inc. not to exceed \$1,650.

Award – Contract for forest road repair project in Section 15 of Bungo Township to Northfork Excavating not to exceed \$1,190.00.

Adopt – Resolution 47-18 to approve the Toward Zero Death Grant Agreement for the period from October 1, 2018 through September 30, 2019 and authorize Lt. Scott Thompson to execute such agreements and amendments as necessary with said grant in the amount of \$35,325.00.

Commissioner Gaalswyk offered Resolution No. 47-18 and moved its adoption, Commissioner Peterson seconded:

Resolution to approve Traffic Safety Enforcement Grant

Be it resolved that the Cass County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for the traffic safety enforcement projects during the period from October 1, 2018 through September 30, 2019, in the grant amount of \$35,325.

The Lieutenant L. Scott Thompson of Cass County is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Cass County Sheriff's Office.

Be it further resolved that the Cass County Sheriff's Office designated Administrative Assistant is hereby authorized to be the fiscal agent and administer this grant on behalf of the Cass County Sheriff's Office.

Resolution No. 47-18 was adopted by majority vote: Ayes: Gaalswyk, Bruns, Peterson, Kangas, Downham
Nays: None

Accept – Donation in the amount of \$100.00 from Agency Bay Lodge for the Boat and Water Safety Program.

Accept - Donation to HHVS for Cass County Veterans from Hackensack Auxiliary #202 in the amount of \$200 to use for Veterans Transportation.

Accept – The \$10,000 disbursement of the 2019 Veteran Services Office Operational Enhancement Grant funds to be used July 1, 2018 through June 30, 2019.

Accept – Cass County Veterans' portion of the Sourcewell Innovation Funding grant disbursement of \$8,000 to be used to pay for storage building to house durable medical equipment for area veterans.

Receive and File – August 2018 Interest Report

2.b. Cass County Children's Initiative

Administrator Stevenson reported that the Cass County Children's Initiative (CCCI) Board met on September 13, 2018 and recommended changes to the interagency agreement. He noted that the changes included the name change and number of Board members needed for a quorum. It was reported that the name change was requested by the State of Minnesota due to the recent lack of representation on the Board by the Leech Lake Band of Ojibwe. He then asked for a motion to approve the updated Interagency Agreement, Appendices A and B and the CCCI Bylaws.

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

3. Nic Podoll - 4-H Program Coordinator

3.a. 4H Week Proclamation and Kick off events

4-H Program Coordinator Nic Podoll provided information on National 4-H Kick-off events in Cass County. He noted that 4H week is planned for October 7-13, 2018. 4H Ambassadors Ashley Foster and Hailee Swenson reported plans to decorate sidewalks with chalk in Pine River and Hackensack. They also reported plans to work with several businesses to do some clovers and slogans in front of their businesses. They noted plans for a cookie bake in Hackensack with a local business as well. The Ambassadors shared examples of what types of activities they participated in during the Cass County and State Fair this year. They thanked the County Board for their continued support of the 4H program and reported that Ambassador membership continues to grow. Administrator Stevenson asked for a motion to adopt Resolution 46-18 to proclaim 4H week October 7-13, 2018.

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

4. Matt Varilek - Initiative Foundation

4.a. 2018 Update

Initiative Foundation President Matt Varilek provided an update on the organization's recent activities. He explained that the organization covers 14 counties from Cass south towards the Wisconsin border. He provided examples of grants funded in the County including the Soil and Water Conservation District, Faith in Action and the Economic Development Corporation. Leslie Bouchonville with the Pine River-Backus Family Center provided examples on how the organization invested in the family center and leadership skills. He noted that working with other funding sources has resulted in a \$4 return in the County on every \$1 from County. He also reported that on how the Small Business Administration guaranteed lending initiative has allowed lenders to support local business that would not have otherwise qualified for loans. He thanked the Board for their continued support of the organization. The Board thanked Mr. Varilek and Mrs. Bouchonville for the report.

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

5.a. Cancellation of Forfeiture

Chief Financial Officer Sandra Norikane reported that the US Forest Service recently contacted the Auditor-Treasurer Department regarding a discrepancy when comparing their federal ownership layer with the County interactive map ownership layer. It was reported that Government Lot 2 (21-018-2300), was forfeited by the County in 1945 for nonpayment of property taxes, although the US Forest Service noted that they acquired this parcel along with Government Lot 3 through a trustee deed in 1938. She noted that additional research found that both Government Lot 2 and Government Lot 3 were forfeited on November 5, 1945 for non-payment of property taxes. The trustee deed dated February 9, 1938 transferring ownership to the United States of America, was not properly reflected within the property tax records. Property tax records listed First National Bank and Trust Company as owner, and for which property taxes would be payable. It was noted that if the property tax records were correctly updated to show the deed transfer to the United States of America, the property would no longer be subject to property taxes and would therefore not have forfeited. She then asked for a motion to apply to MN Department of Revenue for cancellation of forfeiture for a parcel located in Lima Township: Government Lot 2, Section 18, Township 141, Range 25 (21-018-2300).

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

6. Confirm Upcoming Meeting Schedule

- 6.a. Commissioner's Board Meeting on Tuesday, October 2, 2018 beginning at 9:00 a.m., Board Room, 1st Floor Crtse. Annex, Walker, MN.
- 6.b. Cass County Association of Townships Fall Conference on Thursday, October 4, 2018 beginning at 8:00 a.m., at Bear Pause Theatre, Hackensack, MN.
- 6.c. Establish special meeting for the Cass County Department Head Performance Evaluations on Tuesday, October 9, 2018 beginning at 9:00 a.m., Commissioner's Board room, Crtse., Walker, MN and on Tuesday, October 16, 2018 after Board Meeting at the Land Department Meeting Room, Backus MN.
- 6.d. AMC District II Meeting on Wednesday, October 24, 2018 beginning at 8:00 a.m., at Beltrami County Board Room, 701 Minnesota Avenue SW, Bemidji, MN.

7. Adjourn

Chairman Kangas adjourned the meeting at 6:29pm.

8. Tour of Highway Department Shop, Ambulance Garage , and Firehall

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

ATTEST: _____
 Joshua Stevenson
 Cass County Administrator