

TRANSCRIPT AND REPORT OF PROCEEDINGS

CASS COUNTY

COUNTY OF CASS

SEPTEMBER 4, 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, September 4, 2018 with the flag pledge in the Commissioners Board Room, Walker, MN.

1.a

Attendee Name	Title	Status	Arrived
Neal Gaalswyk	Commissioner	Present	8:45 AM
Robert Kangas	Chair	Present	8:45 AM
Jeff Peterson	Commissioner	Present	8:45 AM
Scott Bruns	Vice Chair	Present	8:45 AM
Dick Downham	Commissioner	Present	8:45 AM

<u>NAME</u>	<u>REPRESENTING</u>	<u>NAME</u>	<u>REPRESENTING</u>
Joshua Stevenson	Administrator	Sandra Norikane	Chief Financial Officer
Jeff Woodford	HHVS	Dan Steward	BWSR
Darrick Anderson	Highway Department	Kevin Lee	North Ambulance
Tim Terrill	MHB	Chris Pence	BWSR
Troy Mayer	North Ambulance	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch	Allan Olson	Cass Lake Times
Kirk Titus	Land Department	Scotty Allison	Beltrami VSO
Joe Vene	Beltrami Legislative Liaison	Ben Lindstrom	County Attorney
Jim Schneider	Probation	Kris Lyytinen	Highway Department
Sharon Anderson	Elections Administrator		

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 the agenda as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Neal Gaalswyk, 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 for Board consideration and asked for a motion to waive reading and approve as presented.

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

Approve - Minutes of August 21st, 2018

Approve – Auditor Manual Warrants/Voids/Corrections (Batch 1) dated August 2018 in the amount of \$224,137.82

Approve – Auditor Warrants dated August 17, 2018 in the amount of \$178.00

Approve – Auditor Warrants dated August 23, 2018 in the amount of \$679,353.04

Approve – HHVS IFS-SSIS Special Auditor Warrants dated August 23, 2018 in the amount of \$840.00

Approve – HHVS IFS Auditor Warrants dated August 24, 2018 in the amount of \$120,127.27

Approve – HHVS IFS-SSIS Auditor Warrants dated August 24, 2018 in the amount of \$253,762.59

Receive & file - Notice of appointment of Gina Zubke to Public Health Nurse, Grade 32, Step 4 vacated by Jenny Rittgers, effective September 17, 2018.

Receive & file - Notice of appointment of Devan Bergerson to Fiscal Supervisor I, Grade 31, Step 2 vacated by Heidi Massie, effective September 5, 2018.

Receive & file – Notice of intent to advertise and fill Accounting Technician, Grade 19, position in lieu of Fiscal Officer, Grade 24, position vacated by Devan Bergerson to an due to realignment of assigned duties.

Receive & file – Notice of probation completion for Nicole Goldsmith, Deputy Recorder, Grade 18, Step 2, effective August 26, 2018.

Approve: Capital Projects Fund Activity:

Action Contracting (Voter Storage) \$482.00

All Integrated Solutions (Longville HWY) \$229.50

City of Backus (Deferred Maintenance – Street Assessments) \$5,629.12

Bjerga's Feed Stores (Longville HWY) \$32.10

Braun Intertec Corporation (Longville HWY) \$9,528.00

Elite Tinting & Graphics (Courthouse Security) \$450.00

Lucachick Architecture (Jail Roof) \$1,500.00

Tyler's Backhoe Service (Walker HWY) \$500.00

Walker Pipe & Supply (Longville HWY) \$40.00

Reimburse R&B Fund (Longville HWY) \$6,550.00

Approve - Assessor's Office Abatements

2018 Mike Hanks, 20-942-0918, Leech Lake, Delete parcel

Current \$160.00, Proposed 0.00, Tax \$ Change 160.00)

Award - Propane contract to Northdale Oil for heating season 2018-2019. Bulk Load - \$1.150, Gallons - 35800; Cost -\$41,170.00; Transport \$1.080 Gallons - 56000; Cost- \$60,480.00; Total \$101,650.00

Company	Bulk	Gallons	Cost	Transport	Gallons	Cost	Total
Lakes Gas	\$1.270	35800	\$45,466	\$1.060	56000	\$59,360	\$104,826
Superior Fuel Co.	\$1.225	35800	\$43,855	\$1.099	56000	\$60,480	\$105,399

Northdale Oil, Inc. \$1.150 35800 \$41,170 \$1.080 56000 \$60,480 \$101,650

Award – Contract for bud capping project to Northwoods Forestry, Inc. @\$60.00/acre

Award – Contract for forest road repair project in Section 5 of Moose Lake Township to Northfork Excavating not to exceed \$900.00.

Accept – Donation in the amount of \$200.00 from the Minnesota Sheriffs’ Association to be used for Honor Guard expenses.

Accept – Donation of summer food boxes to reduce burden of food insecurities during school summer break for needy families residing in the communities of Walker-Hackensack-Akeley-Onigum.

Approve - Out-of-state travel for Investigator Ryan Fisher to attend the Indian Country Strangulation and Suffocation Seminar in Columbia, South Carolina on November 6-9, 2018. Airfare and lodging would be covered by the Department of Justice.

Approve - Agreement between TriMin Systems, Inc. (TrimMin) and Minnesota Counties Computer Cooperative (MCCC) for maintenance and support of the Integrated Financial System used by Cass County.

Approve – Letter of Support to Minnesota Department of Human Services to offer support for the closure of 4 nursing home beds at Walker Rehabilitation & Healthcare Center in Walker, MN dated September 4, 2018.

Approve- Walker/Hackensack/Akeley Early Childhood Collaborative Agreements to provide research-based Early Childhood curriculum aligned with the State Early Learning Standards and other comprehensive Early Childhood Services for Cass County children ages 0-5 and their families.

Approve – Press Release designating Cass County Health, Human and Veterans Services as an Essential Community Provider (ECP) by the Department of Health for the next five years. An ECP is a health care provider that serves high-risk, special needs and underserved individuals pursuant to the requirements of MN Statutes §62Q.19 and MN Rules Part 4688.

Approve – Advertisement for Public Health’s Great Moms Best Babies Nurse-Family Partnership publication in local newspapers to bring community awareness in keeping families engaged and enrolled in the Program to help make a difference for our first-time moms and dads in Cass County.

Receive & file - Second Quarter 2018 Foreclosure Report

Receive & file – September 11, 2018 Observance Ceremony

2.b. Citizen Budget Committee recommendations for 2019 preliminary levy

Administrator Stevenson provided a summary of the citizen budget committee recommendations. It was noted that the citizens budget committee recommended increasing the 2019 budget 1% over the 2018 final levy in a unanimous motion during the August 17th meeting. It was also noted that State Payment in Lieu payments increased from \$1.50 per acre to \$2.00 per acre for 2019 and County Program Aid increases for 2018 remained in 2019. It was also reported that the preliminary levy recommendation includes 22% of the local option sales tax as direct property tax relief and \$600,600 for capital funds. He then asked for a motion to adopt Resolution 43-18 to establish the preliminary levy including the Longville Ambulance Subordinate Service District (LASSD) and Resolution 44-18 to establish the preliminary levy for unorganized townships.

Commissioner Downham offered Resolution No. 43-18 and moved its adoption, Commissioner Gaalswyk seconded:

WHEREAS, M.S. 275.065 requires the County Board to adopt a proposed property tax levy prior to September 30, 2018, and

WHEREAS Cass County must include in its tax levy the amount necessary to operate the Longville Ambulance Subordinate Service District (LASSD) established under M.S. 375B,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners do hereby approve the following preliminary property tax levies for 2019 in the stated amounts:

	Preliminary 2019	Final 2018	Difference	%
Net County Levy	\$22,027,913	\$21,804,860	223,053	1.023%
LASSD Levy	503,000	503,000	0	0.000%
Preliminary Net Certified Levy	\$22,530,913	\$22,307,860	223,053	1.000%

Estimated Preliminary County Rate	31.884%	31.869%	0.035	0.11%
Estimated Preliminary Rate within LASSD	32.612%	32.585%	0.027	-0.08%

BE IT FURTHER RESOLVED that a public hearing on the adoption of Cass County's tax levy for 2019 will be held December 6, 2018, beginning at 6:00 p.m. at the Commissioners Board Room, Cass County Courthouse, Walker, Minnesota.

Resolution No. 43-18 was adopted by majority vote: Ayes: Downham, Peterson, Kangas, Bruns, Gaalswyk
Nays: None.

Commissioner Downham offered Resolution No. 44-18 and moved its adoption, Commissioner Gaalswyk seconded:

WHEREAS, the Cass County Board of Commissioners acts as township authority for unorganized areas of Cass County, and

WHEREAS, the Cass County Board has considered revenue projections, levy data, and budget needs of the unorganized areas of Cass County for 2019,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners do hereby approve the following preliminary property tax levies for 2019 for Cass County unorganized townships:

	Preliminary <u>2019</u>	Final <u>2018</u>
UNORGANIZED NET LEVY	\$245,000	\$245,000
REVENUE BUDGET	\$300,000	\$300,000
EXPENDITURE BUDGET	\$300,000	\$300,000

BE IT FURTHER RESOLVED that a public hearing on the adoption of Cass County's tax levy for 2019 will be held December 6, 2018, beginning at 6:00 p.m. at the Commissioners Board Room, Cass County Courthouse, Walker, Minnesota.

Resolution No. 44-18 was adopted by majority vote: Ayes: Downham, Peterson, Kangas, Bruns, Gaalswyk
Nays: None.

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

2.c. Settlement Agreement and Release of Claims between Cass County and Jenna Berg

Administrator Stevenson reported that the settlement agreement came out of mediation. He also reported that the terms include payment of \$17,426.58 to Berg, payment of \$31,073.42 to her attorney and an agreement that she will not seek employment with Cass County in the future. He explained that the County will pay \$23,500 and MCIT will pay \$25,000. It was noted that this is in the county's best interest overall taking all of the information into account. He then asked for a motion to approve the agreement as presented.

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

3. Kevin Lee - Longville Ambulance Subordinate Service District

3.a. 2018 - 2nd Quarter Report

North Memorial Ambulance Managers Kevin Lee of the Brainerd Area and Troy Mayer of the Park Rapids area presented the 2nd quarter 2018 report for the Longville Ambulance Subordinate Service District (LASSD). They informed the Board that the LASSD had Advanced Life Support (ALS) crews on every shift in Longville during the 2nd quarter exceeding the part time ALS requirement. It was noted that the LASSD billed 145 patients vs the budgeted amount of 103. It was also noted that this number is up from last year due to the number of retirees over age 65 that are in the area for the summer and who have moved to the area to retire. They also noted that their revenues were: \$13,306 favorable to budget due to increased volumes. Their revenue deductions were: 67.1% vs a budget of 58.9%. Their expenses were: \$9,302 favorable to budget with a margin of 16.2%. They added that they continue to be active with the Cass County Emergency Services Board. They also reported that

their overall satisfaction score is 94.81% with the national average score of 93.70% and their destination hospitals during the 2nd quarter were Bemidji – 15; Brainerd – 26; Cass Lake – 04; Crosby – 12; Deer River – 01; Grand Rapids – 02; Park Rapids – 01; and Air Care – 02. The Board thanked Mr. Lee and Mr. Mayer for the report.

RESULT:	RECEIVED AND FILED
----------------	---------------------------

4. Scotty Allison - Beltrami County Veterans Service Officer

4.a. Bemidji Veterans Home Update

Beltrami County Veterans Service Officer Scotty Allison and legislative liaison Joe Vene provided an update on bringing a veterans home to Bemidji. They reported that the home is expected to serve veterans by providing skilled nursing care, hospice services, rehabilitation, mental health service, and other related social services. They reported that Sanford Health Services donated the land for the home near existing Sanford Health Care facilities. Financial contributions and match percentages from the State, Federal, and local funds were also provided. It was noted that local contributions would dictate the number of beds available at the new home. The Board thanked them for the update and information. After a brief discussion, Commissioner Gaalswyk made a motion to refer consideration of a Cass County contribution to the Bemidji Veterans Home to the Citizens Budget Committee and report back with a recommendation to the County Board.

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

5. Tim Terrill - Mississippi Headwaters Board

5.a. Protecting Private Forest for Habitat and Water Quality

Minnesota Board of Water and Soil Resources (BWSR) Watershed and Private Forest Management Coordinator Dan Steward and Mississippi Headwaters Board (MHB) Executive Director Tim Terrill presented information on protecting private forest for habitat and water quality in the Mississippi Headwaters. It was noted that protecting surface and ground water in this area requires having 75% of the watershed in forest coverage. It was also noted that land owners have many options to choose from when it comes to level of conservation they are comfortable with. They provided a history of the MHB including the role of ordinances on protection and funding sources. They also showed examples of how easements and land acquisitions impact the percentage of land within a watershed that is dedicated to forest cover. It was also noted that agricultural practices may help improve the watershed as well. They encouraged interested property owners to contact BWSR or MHB for potential grants and conservation easement options. The Board thanked them for the information.

RESULT:	RECEIVED AND FILED
----------------	---------------------------

6. Kirk Titus - Land Department

6.a. Birch Lake Township Area With Limitations

Land Commissioner Kirk Titus provided information on a request to add recent acquired County Forest Land to an existing Area with Limitations. He reported that a recent purchase of 157 acres in Section 35 of Birch Lake Township was funded with Lessard Sams Outdoor Heritage Council funds included approximately 1200' of Boy River protection. He noted that the acquisition was approved by Birch Lake Township. He also noted that letters were sent to all property owners within 1/2 mile of the acquired parcel requesting input on the Area with Limitations non-motorized designation. Input received from 5 landowners, Birch Lake Township, the Deep Portage Executive Committee, and the area DNR Forest Supervisor supported the designation. He then asked for a motion to adopt Resolution 45-18 to include the recently purchased County Forest Land in Birch Lake Township with the existing Area With Limitations.

Commissioner Downham offered Resolution No. 45-18 and moved its adoption, Commissioner Peterson seconded:

Resolution to include County Forest Land in Birch Lake Township with existing Area With Limitations WHEREAS, Cass County has acquired 157 acres of private land in Section 35 of Birch Lake Township.

WHEREAS, this acquisition was funded through a Lessard Sams Outdoor Heritage Council grant and was unanimously approved by the Cass County Board of Commissioners and Birch Lake Township Supervisors with the intent the property would be managed as County forest land.

WHEREAS, the Land Department is seeking County Board support to designate this acquisition as non-motorized and include it in the existing Area with Limitations for the Deep Portage Reserve.

WHEREAS, the primary goal of this action to protect approximately 1200' of the Boy River that runs through this property.

WHEREAS, this action is consistent with the Cass County Forest Resources Plan to manage for healthy resilient forests, recreational opportunities, clean water and wildlife habitat.

WHEREAS, Birch Lake Township, the Deep Portage Executive Committee and the Area DNR Forest Supervisor have supported this designation.

NOW, THEREFORE, BE IT RESOLVED, the Cass County Board of Commissioners designates the County forest land in Birch Lake Township Section 35 as nonmotorized and inclusion into the existing Area with Limitations;

Resolution No. 45-18 was adopted by majority vote: Ayes: Downham, Peterson, Kangas, Gaalswyk, Bruns
Nays: None

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

7. Darrick Anderson - Highway Department

7.a. County Online Auction 2018

County Highway Engineer Darrick Anderson provided information on the proposed online auction to divest of surplus equipment. He reported that the County Highway Department has had success using an online auction process to divest of surplus equipment. He noted plans to offer road equipment to the County's Townships prior to the auction. He also noted plans to use McLaughlin Auctioneers again this year as the company has performed well in delivering our past online auctions. He then asked for a motion to approve McLaughlin Auctioneers as the online bidding service for an auction starting October 6, 2018 and closing October 16, 2018.

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

8. Sharon Anderson - Elections Administrator

8.a. State Primary Election Summary

Elections Administrator Sharon Anderson provided a report on the recent state primary election. She reported that voter turnout in Cass County for the state primary election held August 14, 2018 was at 29.2%, in line with the state average of about 28%. She noted that this was consistent with turnout measured over the last few election cycles, mail ballot precincts continue to see a higher voter turnout on average (37.9%) than do polling places (25.8%). She also noted that the ability to transfer results by modem did speed up election night reporting and that refinements are needed both in the field and in the compilation of results in the election night reporting software. She reported that the system will undergo rigorous testing for the general election to perfect the processes. She also reported the implementation of Poll Pad electronic voter rosters went well and was very well received by election judges. It was also noted that the new election storage area is complete. She informed the Board that the owner of the currently leased building for election equipment storage was provided 90 day notice to end the lease. She noted plans to use the new storage area when equipment is returned to the County after the general election is complete in November. The Board thanked her for the report.

RESULT: RECEIVED AND FILED

- 9. Confirm Upcoming Meeting Schedule
 - 9.a. 911 Observance on Tuesday, September 11, 2018, beginning at 9:00 a.m., Veterans Podium, Courthouse Lawn, Walker, MN.
 - 9.b. AMC Fall Policy Conference - September 13-14, 2018, Arrowwood Conference Center, Alexandria, MN.
 - 9.c. Commissioner's Board Meeting on Tuesday, September 18, 2018, beginning at 6:00 p.m., Remer City Hall, 106 Spruce St. NW, Remer, MN.
 - 9.d. Commissioner's Board Meeting on Tuesday, October 2, 2018, beginning at 9:00 a.m., Board Room, 1st Floor Crtse. Annex, Walker, MN.

10. Adjourn

Chairman Kangas adjourned the meeting at 10:12am.

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

ATTEST: _____
Joshua Stevenson
Cass County Administrator