

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
May 15, 2012**

- 1A. Chairman Peterson convened the regular meeting of the Cass County Board of Commissioners at 6:00 p.m. on Tuesday, May 15, 2012, with the flag pledge, at the Northland Area Family Center 320 Eagle Avenue NE, Remer MN. Commissioners present: Dowson, Gaalswyk, Kangas, and Peterson. Commissioners absent: Downham.

Others present during portions of the meeting included:

<u>NAME</u>	<u>REPRESENTING</u>	<u>NAME</u>	<u>REPRESENTING</u>
Robert Yochum	Administrator	Larry Wolfe	Chief Financial Officer
Reno Wells	HHVS Director	Kathleen Ramos	VSO Officer
Tim Richardson	Central Services Director	Michelle Tessin	No .Family Center Dir.
Gail DeBoer	Pilot Independent	Victor Moen	Reg. DOC Supervisor
Monica Lundquist	Brainerd Dispatch		

- 1B. M/S/P Kangas, Dowson – To approve the agenda items for discussion as presented and the addition of Item 5E. (HHVS staffing plan update). Unanimous.

- 2A. County Administrator Robert Yochum presented to the Board the following matters:

M/S/P Kangas, Dowson – To waive reading and approve the consent agenda. Unanimous.

Approve - Regular Board Minutes of May 1, 2012.

Approve - Auditor Manual Warrants dated April, 2012 in the amount of \$445,226.64.

Approve - Auditor Warrants dated April 26, 2012 in the amount of \$219,675.22.

Approve - Auditor Warrants dated April 30, 2012 in the amount of \$374.00.

Approve - Auditor Warrants dated May 3, 2012 in the amount of \$96,672.84.

Receive & file - Monthly Budget Reports.

Approve - HHVS Commissioners Warrants dated May 4, 2012 in the amount of \$81,042.22.

Approve - HHVS Auditor Warrants dated May 4, 2012 in the amount of \$56,994.47.

Approve Personnel Items - A. Budgeted positions scheduled for replacement: 1.) Approve - PEHRC's point factor evaluation system rating for HHVS position of Registered Nurse at grade 30. 2.) Receive & file - notice of intent to fill new position (see 04/04/2012 Board meeting) of Registered Nurse position at grade 30. 3.) Receive & file - notice of intent to fill budgeted Sheriff's Office Sergeant position. B. Positions scheduled for no replacement at this time: None. C. Other: Authorize - HHVS Director to extend additional current leave without pay to Janna Wolter, Grade 32, Public Health Nurse, effective retroactive from April 18, 2012 for a period not to exceed 90-days (actual length of leave to be determined by the HHVS Director after additional documentation and assessment of agency work load).

Approve license action – Tobacco License - Revoke (per MN Dept. Revenue) - Remer Clark, Cynthia Swankier, Remer City.

Receive & file - Auditor -Treasurer's Interest Income Report for April 2012.

Receive & file - Timber auction results of April 26, 2012 totaling 10,251.00 cords plus 21.00mbf saw timber totaling \$241,876.99.

Receive & file - Cass County EDC report of April 2012.

Approve - Pay requests for Cass County ARMER Project to DSC Communications - ARMER System \$304.59; DSC Communications - ARMER System \$4,708.33.

Approve - City of Longville fire contract for Unorganized Township from January1, 2012 through December 31, 2012.

M/S/P Kangas, Dowson - To approve a donated Conservation Easement on Child Lake from Randy Ferrin and Katherine Trombly-Ferrin to protect 2.74 acres and 305 ft. of shoreline on Child Lake in Woodrow Township. Unanimous.

Approve - Extension of lease rental agreement of Cass County Courthouse Annex office space to the Natural Resources Conservation Service (NRCS) from January 1, 2013 – December 31, 2013.

Receive & file – Notice of single audit completion by the MN Dept. of Human Services for year ending December 31, 2010.

Approve - Letter of support for MN DOC grant submission to US Department of Justice – Smart Probation (CFDA#16.812; BJA-2012-3254).

- 2B. County Administrator Yochum summarized the Ad-Hoc Committee (Downham, Dowson) meeting of Tuesday, May 1, 2012. Discussions were held with Walker City officials (Bruns, Bjorklund) ISD #113 WHA Maintenance Director (Gravett), and Cass County personnel (Richardson, Enblom, Wolfe, Yochum) regarding the reuse of propane tanks at AhGwahChing and the feasibility of natural gas extension to the Walker area. The Committee recommends that the Board authorize staff to obtain competitive proposals for reuse of the propane tanks at AhGwahChing for further consideration by the Board and that the staff report back to the Committee any potential supplier interest in natural gas extensions.

M/S/P Dowson, Peterson – To authorize staff to obtain competitive proposals for reuse of the propane tanks at AhGwahChing for further consideration by the Board and that the staff report back to the Committee any potential supplier interest in natural gas extensions. Unanimous.

- 3A. Northland Area Family Center Director Michelle Tessin welcomed the Board to the recently relocated Service Center. Director Tessin explained several Family Center initiatives including the process for starting a Remer Centennial Library at the Remer Depot hopefully by January 1, 2013. The Remer Area Chamber of Commerce will lease space to the library for \$1.00 a year, and in return the library will share utility costs. A library committee has submitted a grant proposal to the USDA for assistance with startup costs, and accepting donations of 1,300 donated books, 4 paperback racks from the Hennepin County Library, 2 tables 8 chairs from the City of Remer, books with a cart from the Outing Library, and storage from the Eagle Country Snowmobile Club and Family Center. The future goal is for the library to become part of the Kitchigami Regional Library system, until then, the library will be working on becoming a non-profit 501c3 organization. VISTA member, Rachel McCall who is serving at the Family Center through August 2012 has provided project support. Director Tessin added that Family Center participation levels are up and discussed a future natural landscape project at the Family Center. No action necessary.
- 4A. Chairman Peterson acknowledged the Public Hearing Notice for the consideration of an Off-Sale Intoxicating Liquor to Lazy Moon Backstage Bar at Moondance Jam, Inc., Turtle Lake Township, PID#45-004-2100, located at 7050 39th Ave NW Walker MN 56484. The Turtle Lake Township had approved the license at their Tuesday, April 3, 2012 Township Meeting, no written comments were received as a result of the hearing notice and no one appeared before the Board with objections.

M/S/P Dowson, Kangas - To approve the Off-Sale Intoxicating Liquor License application of Lazy Moon Backstage Bar at Moondance Jam, Inc., Turtle Lake Township, PID#45-004-2100, located at 7050 39th Ave NW Walker MN 56484, contingent upon receipt of all required documents. Unanimous.

- 5A. Veterans Service Officer Kathleen Ramos reported to the Board on her attendance at the Camp Shelby Conference in Mississippi from April 5, 2012 through April 14, 2012. Ms. Ramos explained that she was part of the advance team that worked in the mass briefing and processing flow of returning command troops. The team consisted of elements from the VA Education, MNSCU, State Veteran Employment Services, Minnesota Department of Revenue, Embedded Mental Health Counselor, Transition Assistance Counselor, and the MN County VSO's. Among the 500+ soldiers demobilized this occasion VSO Ramos was able to interview area soldiers including 2 from Cass, 2 from Beltrami and 1 from Crow Wing. Ms. Ramos also informed the Board of the addition of thirty new clients being served by the Cass County Veterans Service Office recently. Ms. Ramos thanked the Board for their support and in turn the Board thanked her for her participation. No action necessary.
- 5B. Ms. Ramos requested Board approval to purchase and install parking signs for Veterans at county facilities including: the Courthouse; Health, Human and Veterans Services; Highway Department and the Cass County Land Department. The Veteran parking spaces would be honored by the public on a voluntary basis and would be available for any Veteran with or without any special DMV issued vehicle license plate. The design would include a message asking the public to respect this space by saying "Thank You for Your Service" which would show of appreciation for those who served and came back alive. Funding would be from HHVS at approximately \$50 per sign and the County Highway Department offered installation.

M/S/P Dowson, Kangas – To approve the designation and installation of related signage for honorary Veteran parking space(s) at all County facility public parking sites. Unanimous.

- 5C. HHVS Director Reno Wells presented a TWRx County Prescription Discount Program poster that displayed utilization through the end of March 2012. Mr. Wells explained that HHVS marketing will include placement of updated posters in schools, family centers, pharmacies, clinics, and public locations. Since September 2011 Cass County residents using the TWRx County Prescription Discount Program have made 2,888 claims using 1,527 cards and a price saving of \$169,092.55. By consensus the Board expressed an interest in the recently announced National Association of Counties (NACo) dental program – Director Wells will report back. No Board action necessary.
- 5D. Mr. Wells discussed the HHVS standard contracting procedure for approximately 189 contracts per year (many of which are the same contract format). Past practice has been to submit each contract to the Board (typically as a consent agenda item), with signatures by the Board Chair, and County Administrator, after review by the County Attorney (who also signs each contract). Administrator Yochum and Director Wells added that in an effort to maintain opportunities for Board and public input, but improve processing time, the staff requested the Board to consider the following procedure: 1.) All contract formats must be approved by the Board, 2.) Subsequent individual vendor contracts may be approved by the Board by providing a list and noting: a.) the contract format approval date, b.) the term of the agreement, and c.) any changes in financial obligations of either party. Discretionary financial grant agreements will continue to be Board approved at both the application and acceptance steps, with the Board Chair executing grant agreements approved by the Board and attested to by the County Administrator. Mr. Yochum reported that the County Attorney and Chief Financial Officer have approved the contract procedure.

M/S/P Dowson, Gaalswyk – To approve the HHVS standard contracting procedure as follows: 1.) All contract formats must be approved by the Board, 2.) Subsequent individual vendor contracts may be approved by the Board by providing a list and noting: a.) the contract format approval date, b.) the term of the agreement, and c.) any changes in financial obligations of either party. Discretionary financial grant agreements will continue to be Board approved at both the application and acceptance steps, with the Board Chair executing grant agreements approved by the Board and attested to by the County Administrator. Unanimous.

- 5E. Director Wells reported meeting May 10, 2012 with the Cass County Adult Mental Health Community Support Program (CSP) providers to explore any service delivery benefits of a single contractor coordinating a countywide program. After input from providers HHVS plans to circulate a request for proposals and report back to the Board. Mr. Wells also commented that the Home Health Aid program scheduling is stable despite recruiting difficulties. No Board action required.
- 6A. Chief Financial Officer Larry Wolfe presented Resolution No. 31-12 regarding the annual tax forfeited fund settlement for FY2012. CFO Wolfe reviewed the history of the tax-forfeit distribution to the County general fund, Public Schools, Cities, and Townships with tax forfeited land in their jurisdiction, and tax-forfeit settlement set asides for reforestation and maintenance of recreational areas. Mr. Wolfe estimated the 2012 distribution amounts based on 2011 net proceeds of \$1,021,682 as follows: Cass County general fund \$306,505, Reforestation \$153,252, Trails \$102,168, Public Schools \$306,505, and Townships/Cities \$153,252.

Commissioner Peterson offered Resolution No. 31-12 and moved its adoption, Commissioner Gaalswyk 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 15 percent of the tax-forfeited settlement be set aside for reforestation, and 10 percent of the tax-forfeited settlement be set aside for maintenance of recreational areas.

Resolution No. 31-12 was adopted by majority vote Ayes: Dowson, Gaalswyk, Kangas, Peterson. Absent: Downham.
Nays: None.

7A. County Administrator Yochum confirmed the upcoming meeting schedule: AMC District II Meeting on Wednesday, June 13, 2012, beginning at 8:00 a.m., at PrimeWest, 3124 Hannah Avenue, Bemidji, MN.

8. Chairman Peterson adjourned the meeting at 6:55 P.M.

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

ATTEST: _____
Robert H. Yochum
Cass County Administrator