

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
September 18, 2012**

- 1A. Chairman Peterson convened the regular meeting of the Cass County Board of Commissioners at 6:00 p.m. on Tuesday, September 18, 2012, with the flag pledge, at the Powers Township Hall, 850 E Horseshoe Drive NW, Backus, MN. Commissioners present: Downham, Dowson, Gaalswyk, Kangas, and Peterson. Commissioners absent: None.

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
John Ringle	ESD Director	Paul Fairbanks	Solid Waste Officer/County Planner
Josh Stevenson	Land Commissioner	Sharon Anderson	Auditor-Treasurer
Reno Wells	HHVS Director	Harley Kaiser	Powers Twp.
Vae Kaiser	Powers Twp.	Charles Foust	Powers Twp.
Katy Lee Botz	Self	Cory Felske	Woodview Support Services
Sandy Krueger	10 Mile Lake	Casie Hines	Woodview Support Services
Gail DeBoer	Pilot Independent	Monica Lundquist	Brainerd Dispatch

- 1B. M/S/P Kangas, Downham – To approve the agenda items for discussion as presented and the addition of Item 6B. (Receive & file notice of the resignation of Danielle Dalton, HHVS Eligibility Worker and receive & file notice of the intent to fill the Eligibility Worker vacancy). Unanimous.

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

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

Approve - Regular Board Minutes of September 4, 2012.

Approve - Auditor Manual Warrants – Batch #2 dated August, 2012 in the amount of \$258,314.66.

Approve - Auditor Warrants dated August 30, 2012 in the amount of \$157,815.87.

Approve - Auditor Warrants dated August 31, 2012 in the amount of \$6,565.00.

Approve - Auditor Warrants dated September 6, 2012 in the amount of \$101,869.40.

Receive & file - Monthly Budget Reports.

Approve - HHVS Auditor Warrants dated September 7, 2012 in the amount of \$164,044.31.

Approve - HHVS Commissioners Warrants dated September 7, 2012 in the amount of \$35,565.09.

Approve Personnel Items - A. Budgeted positions scheduled for replacement: 1. Receive & file - Notice of appointment of Marlee Morrison from Public Health Nurse .80 FTE to Public Health Nurse 1.0 FTE, grade 32, step 10, effective September 01, 2012. 2. Receive & file - Notice of resignation effective September 30, 2012 of Kathy Kresien, Administrative/Legal Secretary for the Cass County Attorney's Office. 3. Receive & file - Notice of intent to fill the budgeted Administrative/Legal Secretary position vacated by Ms. Kresien, grade 24 (will advertise both Admin. /Legal & Legal Secretary). B. Positions scheduled for no replacement at this time: 1. Receive & file - Notice of no replacement of the position of Public Health Nurse .80 FTE vacated by Marlee Morrison, grade 32, effective September 01, 2012. C. Other: 1. Approve - PEHRC's point factor evaluation system rating for HHVS position of Case Aide (assigned to Income Maintenance Unit) at grade 16. (Current Case Aide, Tamara Miller, frozen at current wage until range catches up). 2. Authorize - Grade rating evaluation submission to Public Employment HR Consulting (PEHRC) for Cass County Central Services Maintenance Supervisor position.

Approve licenses – Gambling -NWTF Leader Wild Toms @ The Bears Den - Jon Wiegand, Meadow Brook. Off Sale

3.2 Beer - Orton's Y-Mart - Tim Orton, Shingobee.

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

Approve - Remaining 50% payment of financial contribution for FY2012 - Cass County Ag. Society – Pillager Fair, in the amount \$2,500.00.

Receive & file - August 2012 Cass County EDC Activity Report.

Approve - Pay request for Cass County ARMER Project-Keefe Heating-Pillager Tower repair in the amount of \$225.00; Olson Electric-Pillager Tower repair in the amount of \$641.54.

Approve Resolution 52-12 State of MN Joint Powers Agreement on MN Internet Crimes Against Children Task Force (MICAC) (Contract #50974, 2012-MC-CX-K057 and the CFDA#16.543) from September 18, 2012 through May 31, 2013.

Commissioner Downham offered Resolution No. 52-12 and moved its adoption, Commissioner Kangas seconded:

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS
AGREEMENTS WITH THE COUNTY OF CASS ON BEHALF OF ITS
COUNTY ATTORNEY AND SHERIFF'S OFFICE

WHEREAS, the County of Cass on behalf of its Prosecuting Attorney and Sheriff's Office desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County of Cass is eligible. The Joint Powers Agreement further provide the County of Cass with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County of Cass to pay the costs for the network connection.

NOW, THEREFORE BE IT RESOLVED, by the County Board of Commissioners of Walker, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the Cass County Sheriff's Office on behalf of its Prosecuting Attorney and Sheriff's Office, are hereby approved. Copies of two Joint Powers Agreements are attached to this Resolution and made a part of it.
2. That the Sheriff, Tom Burch, or his or her successor, is designated the Authorized Representative for the Cass County Sheriff's Office. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the Cass County's connection to the systems and tools offered.
3. That the County Attorney, Christopher Strandlie, or his or her successor, is designated the Authorized Representative or the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the Cass County's connection to the systems and tools offered by the State.
4. That Jeff Peterson, the Board Chairman of the Cass County Board of Commissioners and Robert H. Yochum, the County Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Resolution No. 52-12 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

Receive & file - South Country Health Alliance equity reimbursement payment in the amount of \$242,700.68.

Approve - Walker/Hackensack/Akeley Early Childhood Collaborative Agreement contract from September 1, 2012 to August 31, 2013.

Approve - Pillager/Pine River/Backus Early Childhood Collaborative Agreement contract from September 1, 2012 to August 31, 2013.

Approve - Cancelling outstanding checks on September 18, 2012 as presented.

Auditor's Warrants

Check #131064	05-19-11 Scoep INC	\$ 20.00
Check #131983	07-14-11 Wood, Larry	\$ 21.09
Check #132499	08-18-11 Nelson, Brett	\$ 5.03
Check #132623	09-01-11 Action Title	\$ 61.38
Check #132920	09-15-11 Young, William	\$ 85.00
Check #133693	11-03-11 Mahowald, Bernard + Judith	\$ 27.26
Check #133860	11-10-11 Melson, John	\$ 23.44
Check #134069	12-01-11 Executive Title	\$1,119.74
	Subtotal	\$1,362.94

HHVS

Check #406867	01-21-11 Martin, Samantha	\$ 20.00
Check #408970	05-20-11 Wolter, Janna	\$ 14.60
Check #409042	06-10-11 Thompson, Catherine	\$ 47.66
Check #409043	06-10-11 Vital Records	\$ 7.00
Check #409473	06-24-11 Wolter, Janna	\$ 10.00

Check #409558	07-08-11 Dykema, Dorothy	\$ 26.27
Check #410884	10-17-11 Kendrick, Kathy	\$ 12.00
Check #411437	11-04-11 Nordahl, Stan	\$ 49.95
Check #412243	12-23-11 Formost Insurance	\$ 203.25
	Subtotal	\$ 390.73
	Total for checking account #80374	\$1,753.67
<u>Over- Remittance Account</u>		
Check#18899	09-28-2011 Title Nexus LLC	\$2.00
	Total amount for Account #80408	\$2.00
<u>Sheriff's Trust Account</u>		
	22 checks from 2011	\$ 448.50
	Total for Account #314658	\$ 448.50
	Grand total of 2011 outstanding checks:	\$2,204.17

Approve Assessor's Office Abatements -

<u>Location</u>	<u>Parcel ID</u>	<u>Action</u>	<u>Current</u>	<u>Proposed</u>	<u>Tax \$ Change</u>
2012					
Oliver Agerlie	20-909-4353	Cancel Personal Property		\$4,000	\$ - 0 - (\$22.00)
Leech Lake Township		(Travel Trailer)			

Receive & file - Payment of \$212,000.00 for the Deep Portage Energy LCCMR Grant Project from the State of MN DNR.

Receive & file - Correspondence from Enbridge Energy, LLC. regarding Line #67 Station upgrade project.

Authorize - Purchase and placement of "No Firearm Discharge" signs within 1,000ft. of the Walker/Hackensack Solid Waste Transfer Station Buildings.

- 2B. County Administrator Yochum summarized the September 18, 2012 Ad-Hoc Committee meeting on Solid waste & Recycling Contracts (Gaalswyk, Kangas). Mr. Yochum explained each of the options reviewed by the committee for both disposal and transportation. The Ad-Hoc Committee recommended Option #3 with Stockman Transfer providing transportation and Waste Management providing disposal at Elk River, MN in the amount of \$26.08 per ton, (taxes & fees will also be charged as applicable) beginning November 1, 2012 for a period of 60 months. Administrator Yochum presented the form of agreement with Waste Management for approval by the Board.

ESD Director John Ringle, and County Planner/Solid Waste Administrator Paul Fairbanks reported reviewing five service proposals from Stockman Transfer with the Ad-Hoc Committee: 1.) Transporting municipal solid waste from the Pine River Transfer Station to the Elk River Landfill, 2.) Accepting and loading municipal solid waste at Pine River, 3.) Conducting the Household hazardous waste program at the Pine River Transfer Station and 6 remote sites per year, 4.) Performing the commercial cardboard collection program, and 5.) Processing and transporting recyclables. The Ad-Hoc Committee recommended that service proposals 1, 2, & 3 be prepared in contract format for presentation to the Board, and that service proposals 4 & 5 be tabled for additional review by the committee.

M/S/P Kangas, Gaalswyk – To authorize the Chairman to execute the agreement as presented with Waste Management of Minnesota, Inc. for Industrial Waste Services & Disposal at the Elk River Landfill in the amount of \$26.08 per ton, (taxes & fees will also be charged as applicable, and the disposal rate is subject to rate increase per exhibit A of the agreement) beginning November 1, 2012 for a period of 60 months, and further, to prepare a contract with Stockman Transfer of Pine River for: 1.) Transporting municipal solid waste from the Pine River Transfer Station to the Elk River Landfill, 2.) Accepting and loading municipal solid waste at Pine River, and 3.) Conducting the Household hazardous waste program at the Pine River Transfer Station and 6 remote sites per year. Unanimous.

- 3A. Chief Financial Officer Larry Wolfe summarized the Insurance Committee Meeting of September 7, 2012. Items discussed included: 2011 financial trends, 2012 budget estimates, and 2012 plan review. Mr. Wolfe reported unanimous recommendations from the Committee: 1.) To approve the 2012 monthly premium cost by plan and contribution calculation, 2.) To approve the renewal summary of changes for 2013 as presented, 3.) To approve the 2013 plan administration contract renewals: Cafeteria Plan Administration and Flex Accounts (TASC), Health Care Savings Accounts (BC/BS Select), Life Insurance (MN Mutual through Integrity), Short & Long Term Disability & Dental (Assurant through Integrity) and, 4.) To establish open enrollment beginning November 19, 2012 through December 3, 2012.

M/S/P Dowson, Downham – To approve the recommendations of the Insurance Committee: 1.) To approve the 2012 monthly premium cost by plan and contribution calculation, 2.) To approve the renewal summary of changes for 2013 as presented, 3.) To approve the 2013 plan administration contract renewals: Cafeteria Plan Administration and Flex Accounts (TASC), Health Care Savings Accounts (BC/BS Select), Life Insurance (MN Mutual through Integrity), Short & Long Term Disability & Dental (Assurant through Integrity), and 4.) To establish open enrollment beginning November 19, 2012 through December 3, 2012. Ayes: Downham, Dowson, Kangas, Peterson. Nays: Gaalswyk.

- 3B. Mr. Wolfe presented the 2012/2013 propane request for proposals for Cass County Facilities including: Cass County Courthouse (approximately 40,000 gallon seasonal usage), HHVS Building (approximately 22,000 gallon average seasonal usage), Highway Department locations in Walker (approximately 12,000 gallon seasonal usage), Remer (approximately 3,000 gallons seasonal usage), and Longville (approximately 3,500 gallons seasonal usage), Cass County Land Department located at 218 Washburn Ave East, Backus (approximately 400 gallons seasonal usage), Cass County Land Department Shop located at 121 Front St S, Backus, MN (approximately 700 gallons seasonal usage), the Longville Ambulance Subordinate Service District located at 5200 State Hwy. 84, Longville (approximately 1,200 gallons seasonal usage), and the Deep Portage Conservation Learning Center at 2197 Nature Center Drive, NW, Hackensack (approximately 5,000 gallons seasonal usage). The Courthouse and Walker Highway facilities have 18,000 gallon tanks which can receive transport load deliveries, others will be serviced with bulk trucks. Mr. Wolfe expects bid results to be reported at the regular meeting of October 2, 2012. No action necessary.
- 3C. Mr. Wolfe discussed the payment options to Cass County from the US Forest Service under the FY2012 Secure Rural Schools Act. In the recent past Cass County has elected to set aside 85% for public schools & roads (Title I) and 15% for Title II special projects with a projected county share of state payment of \$343,662 (2011 was \$405,913). Mr. Wolfe also reported that the Chippewa National Forest Resource Advisory Committee (RAC) members (Itasca & Beltrami Counties) have elected that same approach.

M/S/P Downham, Kangas – To approve the FY2012 Secure Rural Schools Act State formula payment alternative, to allocate 85% to Title I schools and roads, and, to allocate 15% to Title II projects through the U.S. Forest Service Resource Advisory Committee. Unanimous.

- 4A. Auditor-Treasurer Sharon Anderson discussed the potential of a maintenance project on County Ditch #9 in Wilson Township in the vicinity of Jokela Lake. Ms. Anderson requested consent from the Board to obtain quotes from related experts - legal counsel Kurt Deter of Rinke Noonan Attorneys at Law and a proposal for ditch inspector services from Tim Ramerth of WSN-Baxter.

M/S/P Kangas, Gaalswyk – To proceed with obtaining quotes from related experts - legal counsel Kurt Deter of Rinke Noonan Attorneys at Law and a proposal for ditch inspector services from Tim Ramerth of WSN-Baxter and further to report back the same to the Board prior to incurring any cost. Unanimous.

- 4B. Ms. Anderson presented an estimate for outsourcing the printing and mailing of the 2012 Truth in Taxation Notices (mailed out November 12 through 26, 2012). Currently, of the 87 counties 64 already outsource the printing and mailing of the notices. Ms. Anderson added the proposal is cost neutral when considering the cost of postage, forms, printing and labor.

M/S/P Downham, Kangas - To approve outsourcing the printing and mailing of the 2012 Truth in Taxation Notice of Proposed Taxes for one year through American Solutions for Business not to exceed \$14,321.00. Unanimous.

- 4C. Ms. Anderson presented a 2012 election update including that voters may now apply for absentee ballots for the November 6, 2012 statewide general election in person, by mail or by submitting a completed application via fax or email. Absentee ballots are available for their precincts at: Pillager City Hall, Fairview Township, May Township, Motley City Hall, East Gull Lake City Hall, Lake Shore City Hall, and Sylvan Town Hall. Voters with disabilities may apply to have an absentee ballot application automatically mailed to them for all upcoming elections. Voters in mail ballot precincts will begin receiving their ballots in the mail the week of September 24th. Ms. Anderson also informed the Board that she has been invited to speak at the Leech Lake Band Meeting on September 20, 2012, and at the October 4, 2012 Cass County Township Association Annual Meeting on election topics. No action necessary.
- 5A. Land Commissioner Josh Stevenson informed the Board of a request from a private property owner to apply for an easement across State of MN lands in Section 22 of Fairview Township. Mr. Stevenson added that currently the State of Minnesota is permitted under MN Statutes 84.63 to issue an easement to private land holders but State policy is to issue easements only to the governmental units. The private party has agreed to pay all associated fees including a certificate of survey describing the easement.

M/S/P Gaalswyk, Kangas – To grant preliminary approval for a private property owner easement across State of Minnesota lands in Section 22 of Fairview Township, with final approval considered upon receipt of a certificate of survey from a Registered Land Surveyor, associated fees paid in full, and further a preference for Fairview Township to hold the easement. Unanimous.

- 5B. Mr. Stevenson requested board approval of a State of Minnesota Department of Transportation limited use permit #1111-0024 for a Grant-In-Aid ATV crossing over State Highway #84 at the intersection of CSAH #5 in the City of Longville on behalf of the Woodtick Wheelers. Land Commissioner Stevenson added that the MnDOT permit may be expanded after bridge reconstruction on Highway 84 in the City Longville scheduled for 2013 or 2014.

Commissioner Dowson offered Resolution No. 53 -12 and moved its adoption, Commissioner Downham seconded:

WHEREAS, the Cass County Board of Commissioners is the duly elected governing body of Cass County; and

WHEREAS, the Cass County Board of Commissioners are concerned for the health and welfare of the community and the residents of Cass County; and

WHEREAS, the Minnesota Department of Transportation maintains jurisdiction over Trunk Highway right of ways;

WHEREAS, the Cass County Board of Commissioners wishes to enter into an agreement with the Minnesota Department of Transportation providing for limited use for ATV Use.

NOW, THEREFORE, BE IT RESOLVED: that the Cass County Board of Commissioners does hereby authorize that Cass County enter into an agreement with the Commissioners of Transportation of the State of Minnesota providing for the limited use, under the terms and conditions set forth therein, for ATV Limited Use referred to C.S. 1111 (T.H. 84) County of Cass LUP#-1111-0024.

Resolution No. 53-12 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 5C. Land Commissioner Stevenson reported receiving a request from private land owners for a 66' easement across State deeded County administered land located west of Woman Lake in section 22 in Woodrow Township.

M/S/P Peterson, Kangas – To grant preliminary approval of a private land owner for a 66' easement across State deeded County administered land located west of Woman Lake in section 22 in Woodrow Township with final approval considered upon receipt of a Certificate of Survey from a Registered Land Surveyor, associated fees paid in full, and a recommendation from Woodrow Township. Unanimous.

- 6A. HHVS Director Reno Wells introduced Cory Felske, and Casie Hines from Woodview Support Services / Oakridge Homes Inc. who responded to a request for proposals to provide the adult community support services (CSP) for Cass County. Mr. Felske and Ms. Hines presented a brief description of Woodview Support Services which have been in business providing services to individuals with developmental disabilities and mental illness for the last 32 years. Mr. Wells reported that in 2011 Cass County had 14 individual vendors that provided Community Support Services in the amount of 5,016 hours, with reimbursement for 90,485 miles and total cost of \$115,210. Mr. Wells added that HHVS recommends award of a contract to Woodview Support Services as they submitted the best proposal to provide the same or better service through one vendor.

M/S/P Gaalswyk, Kangas – To approve a contract with Woodview Support Services/Oakridge Homes Inc. to provide adult Community Support Services for Cass County clients with term of November 01, 2012 through December 31, 2013. Unanimous.

- 6B. Mr. Wells presented the resignation of Danielle Dalton, Eligibility Worker that will be effective Friday, September 28, 2012 and requested board approval to fill the budgeted Eligibility Worker position at a grade 20.

M/S/P Dowson, Downham – To accept the resignation of Danielle Dalton, Eligibility Worker, effective September 28, 2012 and further, receive & file the notice of intent to fill the budgeted Eligibility Worker position at a grade 20. Unanimous.

7. M/S/P Kangas, Dowson – To approve attendance at Cass County Association of Townships Fall Conference – Oct. 4, 2012, beginning at 8:00 a.m., Bear Pause Theatre, Hackensack, MN; To establish a special meeting for Cass County Department Head performance evaluations - October 23, 2012 beginning at 9:00 a.m., Commissioners Board Room, Courthouse Annex, Walker, MN; To approve moving the November 6, 2012 regular Commissioner’s Board Meeting, from the Commissioners Board Room, Courthouse Annex, Walker, MN, to the Cass County Land Department Meeting Room, Backus, MN beginning at 9:00 a.m. (due to the General Election). Unanimous.

Powers Township Supervisor/Chairman Harley Kaiser appeared before the Board to tell some stories and thanked the Board for having their meeting at the Powers Township Hall.

8. Chairman Peterson adjourned the meeting at 7:40 P.M.

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

ATTEST: _____
Robert H. Yochum
Cass County Administrator