

**TRANSCRIPT AND REPORT OF PROCEEDINGS  
CASS COUNTY BOARD OF COMMISSIONERS  
COUNTY OF CASS  
January 22, 2013**

1A. Vice-Chairman Kangas convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, January 22, 2013, with the flag pledge, in the Land Department Meeting Room, Backus, 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
John Ringle	ESD Director	Reno Wells	HHVS Director
Michele Piprude	HHVS	Jamie Richter	HHVS
Candy Enblom	HHVS	Mark Peterson	Assessor
Dave Enblom	Highway Engineer	Kris Lyytinen	Highway Dept.
Tom Burch	Sheriff	Tom Hill	Highway Dept.
Francis Murray	Highway Dept.	Tim Richardson	Central Services Director
Willard Pehling	Cass County SWCD	Cheryal Lee Hills	Region Five
Jake Huebsch	Region Five	Luke Simonett	Crow Wing County
Gail Leverson	Cass Co. EDC	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch		

1B. M/S/P Peterson, Gaalswyk – To approve the agenda items for discussion as presented and the addition of Item 2D. (Resolution No. 06 -13 Mississippi Headwaters Board request for legislative funding support). Unanimous.

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

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

Approve - Board Minutes of January 8, 2013.

Approve - Auditor manual warrants dated December, 2012 in the amount of \$5,808,408.57.

Approve - Auditor manual/voids/corrections dated December, 2012 in the amount of \$0.00.

Approve - Auditor warrants dated January 3, 2013 in the amount of \$173,181.92.

Approve - Auditor warrants dated January 10, 2013 in the amount of \$709,223.58.

Receive & file - Monthly Budget Reports.

Approve - HHVS Commissioner warrants dated January 4, 2013 in the amount of \$26,354.09.

Approve - HHVS Auditor warrants dated January 4, 2013 in the amount of \$49,037.12.

Approve Personnel Actions - Budgeted positions scheduled for replacement – 1. Approve - Appointment of Kevin Dahlman Resource Manager Land Department, Grade 28, step 02, effective February 8, 2012, and receive & file notice of intent to not fill the part-time Resource Manager resulting vacancy at this time. 2. Receive & file - Resignation of Tonja Beckley, Home Health Aide, grade 13, step 1, effective December 28, 2012, and receive & file notice of intent to fill budgeted position. 3. Receive & file - Notice of retirement of Sandy Pence, Assessor Office Administrator, grade 25, effective March 29, 2013. 4. Approve - Appointment of Edith (Edy) Asell Administrative Assistant Auditor-Treasurer's office, grade 15, step 3, effective January 28, 2013. B. Positions scheduled for no replacement at this time: None. C. Other: None.

Approve licenses – Tobacco - Bayside Bar-n-Grill - Thomas John Moran, Walker. On & Off Sale 3.2 Beer - Wedgewood Golf Course - Richard Watson, Leech Lake.

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

Receive & file – December 2012 Cass County EDC Activity Report.

Authorize - 4<sup>th</sup> quarter Longville Ambulance Subordinate Service District payment in the amount of \$102,750.00.

Approve - Resolution No. 05-13 establishing the 2013 Cass County Screening Team for Out-of-Home Placements.

Commissioner Gaalswyk offered Resolution No. 05 -13 and moved its adoption; Commissioner Dowson seconded:

Establishing a Cass County Screening Team for Out-of Home Placements

WHEREAS, The out-of-home placement of children is an interdisciplinary, and multi-jurisdictional process, and

WHEREAS, Coordination of all available resources is necessary to benefit affected families, and the interests of the public at large, and

WHEREAS, County Boards of Commissioners bear part of the responsibility to effectively administer related Federal, and State Law.

NOW THEREFORE, BE IT RESOLVED,

1. That the County of Cass hereby establishes the 2013 Cass County Screening Team:
  - a. HHVS Social Services Manager – Michele Pivrude (Chair)
  - b. Probation Director or designee
  - c. Leech Lake Band Appointee
  - d. Mental Health Professional
  - e. Guardian Ad Litem Designee
  - f. County Board Member (appointment by County effective January 01, 2013)
  - g. County Attorney or designee
  - h. Cass County Sheriff or designee
  - i. Cass County Social Services Team Leader (to be appointed by HHVS Director)
  - j. HHVS Director
2. That the County of Cass hereby assigns all applicable administrative authority for the out-of-home-placement of children to the Cass County Screening Team.
3. That the Cass County Screening Team shall submit a status report at least annually to the Board of Commissioners and the District Court.
4. That this resolution is effective upon its adoption.

Resolution No. 05-13 was adopted by majority vote: Dowson, Gaalswyk, Kangas, Peterson. Absent: Downham. Nays: None.

Accept - Donation of \$1,000.00 from Eddy Family Foundation for the Sheriff's Office – Recreation Division; HHVS Ofc. - \$125.00 gift cards & six scarves – Anonymous donor.

Approve - Pay requests for Cass County ARMER Project: DSC Communications in the amount of \$197.72; Xybix Systems Inc. in the amount of \$768.26.

Authorize - Financial contributions for FY2013 to the Mississippi Headwaters Board in the amount of \$1,500.00; Cass County EDC in the amount of \$37,500.00.

Approve - Cass County Family Center quarterly progress reports and payment of quarterly expense claims totaling \$16,165.00.

Approve - HHVS Purchase of Service contracts from January 1, 2013 through December 31, 2013: Teresa Watson for Physical Therapy Services – no financial changes; Rural MN CEP – MFIP-DWP - no financial changes.

Receive & file - Sentence-to-Service Quarterly report for Oct-Dec 2012 and year-end report for 2012.

Approve - City of Remer fire contract for Unorganized Township - January 1, 2013 through December 31, 2013 in the amount of \$897.51.

Approve - Cass County employee recognition policy: At the discretion of the Department Head employees in good standing may be recognized at separation as follows: 0 to 10 years - framed certificate of appreciation from the County; 10 to 20 years - framed certificate of appreciation from the County and a department service plaque not to exceed \$25.00; More than 20 years - framed certificate of appreciation from the County and a department service plaque not to exceed \$50.00.

- 2B. Administrator Yochum reported receipt of an order from the Bureau of Mediation Services approving a request from the Teamsters Public & Law Enforcement Employees Union Local #320 withdrawing their status as the exclusive representative of Cass County Assistant County Attorneys.

M/S/P Peterson, Gaalswyk – To receive & file notification from the Bureau of Mediation Services approving a request from the Teamsters Public & Law Enforcement Employees Union Local #320 to withdraw their status as the exclusive representative of Cass County Assistant County Attorneys effective January 10, 2013. Unanimous.

- 2C. Administrator Yochum presented a request from AFSCME Local #2195 Courthouse Unit to participate in the MN State Retirement System Health Care Savings Plan. The plan allows employees to save pre-tax money to pay post-employment medical expenses and or health insurance premiums. Mr. Yochum reported that other Cass County staff have requested and received permission from the Board to participate including: International Union of Operating Engineers Local #49 Highway Unit, Teamsters Public and Law Enforcement Local #320 Sheriff Dispatch & Jail Unit and Cass County non-union employees.

M/S/P Dowson, Peterson – To approve the Memorandum of Understanding with AFSCME Local #2195 Courthouse Unit to participate in the MN State Retirement System Health Care Savings Plan effective December 1, 2012. Unanimous.

- 2D. Commissioner Gaalswyk requested Board action to adopt Resolution No. 06-13.

Commissioner Gaalswyk offered Resolution No. 06 -13 and moved its adoption; Commissioner Kangas seconded:

Whereas, Cass County is a member of the 8-county Mississippi Headwaters Board, which was established to identify and protect the natural, cultural, scenic, scientific, and recreational values of the Mississippi River's first 400 miles, and  
Whereas, the Mississippi Headwaters Board is requesting funding from the State of Minnesota that is sufficient to allow the Board to effectively carry out its mission; a mission established by Minnesota Statute 103F.361-378, and  
Whereas, for the last two years, the Mississippi Headwaters Board has exerted a great deal of effort to restore the historic levels of funding that allowed the Board to succeed in the past, and  
Whereas, the Mississippi Headwaters Board recognizes the State of Minnesota's fiscal shortfalls of past bienniums, the Board believes it is uniquely positioned to provide a return on investment that will benefit the entire north-central region of Minnesota for generations to come.  
Now, therefore, be it resolved that the Cass County Board of Commissioners supports efforts to restore the Mississippi Headwaters Board to its historic funding levels.

Resolution No. 06-13 was adopted by majority vote: Dowson, Gaalswyk, Kangas, Peterson. Absent: Downham. Nays: None.

- 3A. ESD Director John Ringle, and Willard Pehling from the SWCD Board informed the Board that the SWCD Board has been awarded a Clean Water Fund Grant of \$111,725 to help facilitate forest stewardship plans on about 15,000 acres of private forest land in 14 Cass County watersheds including Long, Ten Mile, May, Howard, Girl, Mann, Washburn and Whitefish. A partnership with the MNDNR and BWSR will provide funding for low cost forest stewardship plans, technical assistance, funding for forest management practices such as forest stand improvement cutting, habitat management, trail improvement, and tree planting. No action necessary.
- 3B. Mr. Ringle discussed current programs for aquatic invasive species (specifically Zebra Mussels and Eurasian Water Milfoil) prevention and control on Cass County lakes. Currently several lakes in the Gull Lake Chain have zebra mussel infestations and milfoil is found at a number of locations in Cass County. Director Ringle explained that the department has been involved in primarily in education efforts such as posters, ID cards, tax statement stuffers, and the AIS task force through the Association of Cass County Lakes (ACCL). Mr. Ringle reported that future programs could include inspection services in partnership with Roosevelt, Lawrence, Leavitt Lake Association (RALALA) and a joint powers agreement with Crow Wing County.

M/S/P Dowson, Peterson – To table the RALALA and Crow Wing County joint powers agreement concept until after Cass County Board participation in the Aquatic Invasive Species training hosted by the MN DNR on Thursday, January 31, 2013, beginning at 5:00 p.m. or on Friday February 1, 2013 beginning at 9:00 a.m. at the Chase Hotel and Conference Center, 502 Cleveland Blvd. Walker, MN. Unanimous.

- 3C. Mr. Ringle presented the 2012 annual planning & zoning activity report. Mr. Ringle reported that overall activity was up 11% compared to 2011 with the total number of permits issued in FY2012 at 1189 versus 1018 in FY2011. Total revenues were also up from \$282,932 in FY 2011 to \$315,613 in FY 2012 (up 11.2%). Early indications are that the trend will continue in 2013. No action necessary.
- 4A. Director of Public Health Nursing Jamie Richter and Social Service Manager Michele Piprude discussed permission to combine two blue teams focused on long term care into a single team (supervised by County Team Leader Lori Muller) by

eliminating a budgeted but unfilled County Team Leader position. A revised HHVS organizational chart was presented to the Board. The Board congratulated HHVS staff on this approach to interdisciplinary coordination.

M/S/P Dowson, Peterson – To approve combining two blue teams focused on long term care into a single team (supervised by County Team Leader Lori Muller) by eliminating a budgeted but unfilled County Team Leader position. Unanimous.

- 4B. Mr. Wells and Financial Assistant Supervisor I Candy Enblom discussed entering into MOU for demonstration project for the delivery of Income Maintenance Services in the Counties of Cass and Crow Wing. Crow Wing County would take applications for cash, food, and health care programs from Cass County residents, and Cass County would take applications for cash, food, and health care programs from Crow Wing County residents. Programs that would be included are General Assistance (GA), Minnesota Supplemental Aid (MSA), Minnesota Family Investment Program (MFIP), Diversionary Work Program (DWP), Work Benefit (WB), Supplemental Nutrition Assistance Program (SNAP), and Health Care Programs. The servicing county would treat those applications as if the client is a resident of their own county, and would process, determine eligibility, and continue to service those cases on an ongoing basis. Ms. Enblom introduced Luke Simonett from Crow Wing County who commented favorably on the demonstration project.

M/S/P Gaalswyk, Dowson – To approve a Memorandum of Understanding for a demonstration project effective April 1, 2013 through October 1, 2013 for the delivery of Income Maintenance services in the Counties of Cass and Crow Wing offering non-resident clients a choice of location for program assistance. Unanimous.

- 4C. Central Services Director Tim Richardson, and Candy Enblom discussed the HHVS case management computer system. Mr. Richardson reported that the current imaging software vendor of Information Systems Corporation now provides a workflow “single entry” package to provide the efficiencies tracking of cases, processing, and better use of staff resources. The product is now in the implementation phases in the counties of Mille Lacs, Morrison, Wadena, Clearwater, Grant, with McLeod, Southwest HHS, and Yellow Medicine considering the same. If approved, the project planning and preparation will begin in February and the implementation would be mid to late summer 2013. The expected budget cost is \$156,000 (with a \$5,000. contingency).

M/S/P Gaalswyk, Kangas – To approve the HHVS Income Maintenance Unit case management computer system upgrade to a work flow (“single entry”) product from Information Systems Corporation not to exceed \$156,000 (includes \$5000 contingency) with the source of funds to be HHVS fund balance. Unanimous.

- 5A. Executive Director Cheryal Lee Hills of the Region Five Development Commission presented the Annual Comprehensive Economic Development Strategy – CEDS 2012 Annual Report, and the Region Five Development Commission 2012 Annual Report. The report provides planning documentation for regional initiatives within Cass, Crow Wing, Morrison, Todd and Wadena Counties, along with 65 communities, 151 townships, 2 tribes and 1 military camp. Ms. Hills added that the amount of money invested in our region as a result of Region Five’s work in FY2012 totaled \$2,380,700. No action necessary. The Board thanked Ms. Hills for the update.

- 6A. Highway Engineer Dave Enblom discussed the standard construction contract agreement procedure for County State Aid and County Projects administered by the Cass County Highway Department. Mr. Enblom also discussed related past practices have been to present bid results for Cass County Highway Department construction projects to the County Board for review and award. Upon award the contract packages (four copies) have been assembled and submitted for signatures to the County Administrator, with signatures required by the County Board Chair, County Attorney and County Auditor/Treasurer. In an effort to maintain opportunities for Board and public input, but improve processing time, Mr. Enblom requested Board action similar procedure to the HHVS contract administration recently approved by the Board.

M/S/P Peterson, Gaalswyk – To approve the Highway Department standard contracting procedure as follows: 1). All contract formats must be approved by the Board. 2). The County Board will continue to review bid results and subsequently award individual contracts for Cass County Highway Department construction projects. 3). The Cass County Highway Engineer is authorized to execute vendor contracts awarded by the Board and attested to by the County Administrator, and further, to request a similar process with the County Attorney and Auditor-Treasurer. Unanimous.

- 6B. Mr. Enblom presented a Memorandum of Understanding with Leech Lake Band of Ojibwe regarding the year 2013 proposed road improvement projects planned for County Road 143, located between Trunk Highway 371 and County road 145 in Wilkinson Township, a multi-use trail to be constructed along CSAH 75 and CSAH 60 in Pike Bay Township, and a bridge over the Boy River on CSAH 8 to provide for pedestrian and trail use.

M/S/P Dowson, Peterson – To approve the execution of a Memorandum of Understanding with Leech Lake Band of Ojibwe regarding the year 2013 proposed road improvement projects planned for County Road 143, located between Trunk Highway 371 and County road 145 in Wilkinson Township, a multi-use trail to be constructed along CSAH 75 and CSAH 60 in Pike Bay Township, and a bridge over the Boy River on CSAH 8 to provide for pedestrian and trail use and further discussion of the projects at the upcoming Joint Meeting with the Tribal Council. Unanimous.

7A. County Assessor Mark Peterson presented the 4<sup>th</sup>Quarter 2012 Foreclosure Report (13 in 2012, 23 in 2011 and 30 in 2010). Mr. Peterson also reported on the total arms length transactions for 2012 were 796 vs. 644 for 2011, and the annual total foreclosures by township totaling 90 in 2012, compared to 116 in 2011, 164 in 2010, 107 in 2009. No action necessary.

7B. Mr. Peterson requested Board approval to establish the 2013 County Board of Equalization on Monday, June 17, 2013 beginning at 2:00 P.M. in the Commissioners Board Room, Courthouse, 1<sup>st</sup> Floor Annex, Walker, MN.

M/S/P Dowson, Peterson – To establish the 2013 County Board of Equalization on Monday, June 17, 2013, beginning at 2:00 P.M. in the Commissioners Board Room, Courthouse, 1<sup>st</sup> Floor Annex, Walker, MN. Unanimous.

8. County Administrator Yochum confirmed the upcoming meeting schedule: SWCD Liaison Committee on Tuesday, February 19, 2013, (following the regular Board meeting) Land Department Meeting Room, 218 Washburn Avenue East, Backus, MN.

9. Vice-Chairman Kangas adjourned the meeting at 11:55 a.m.

SIGNED: \_\_\_\_\_  
Bob Kangas, Vice-Chairman  
Cass County Board of Commissioners

ATTEST: \_\_\_\_\_  
Robert H. Yochum  
Cass County Administrator