

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
March 19, 2013**

1A. Chairman Downham convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, March 19, 2013, with the flag pledge, in the Land Department Meeting Room, Backus, MN. Commissioners present: Downham, Dowson, Gaalswyk, and Peterson. Commissioners absent: Kangas.

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
Sharon Anderson	Auditor-Treasurer	Tim Richardson	Central Services Director
Mark Peterson	Assessor	Tom Burch	Sheriff
Josh Stevenson	Land Commissioner	Scott Noland	Asst. Land Commissioner
Kevin Dahlam	Land Department	Jim Schneider	Probation Director
Brad Mesenbrink	County Probation	Pat Bundy	Land Department
Amy Rand	Land Department	Toby Nihgart	WHA student
Doug Schultz	MN DNR	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch		

1B. M/S/P Dowson, Peterson – To approve the agenda items for discussion as presented and the addition of Item 2A.21 (Receive & file Leech Lake Band of Ojibwe agreement – Public Works Projects), Item 2A. 22 (Refer Association of Cass County Lakes correspondence regarding aquatic invasive species to the SWCD Liaison Committee of the Board), and Item 9B. (Approve appointment of Commissioner Neal Gaalswyk to the AMC Futures Task Force Committee). 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 March 5, 2013.

Approve - Auditor manual warrants dated February, 2013 in the amount of \$1,104,604.15.

Approve - Auditor warrants dated February 28, 2013 in the amount of \$2,004.00.

Approve - Auditor warrants dated February 28, 2013 in the amount of \$95,572.55.

Receive & file - Monthly Budget Reports.

Approve - HHVS Commissioner warrants dated March 8, 2013 in the amount of \$100,367.16.

Approve - HHVS Auditor warrants dated March 8, 2013 in the amount of \$94,695.41.

Approve Personnel Actions - Budgeted positions scheduled for replacement: None. B. Positions scheduled for no replacement at this time: None. Other: C- 1. Approve - PEHRC's point factor evaluation system rating for Assessor's Office - Assistant County Assessor at grade 35. 2. Receive & file – Notice of appointment of Penny Vikre to Assistant County Assessor, Grade 35, Step 6, effective April 1, 2013. 3. Approve - Personnel Committee of the Board recommendation of no change in the relocation assistance policies.

Approve – Tobacco - Woby's Off Sale Liquor - Woby's Inc, Pillager; Legacy Glassworks, LLC Josh Wilken-Simon - @ Moondance, Turtle Lake. On & Off Sale 3.2 Beer - Starck's Tamarack Lodge -Jeffrey Starck, Unorganized; Birch Ridge Resort - Birch Ridge Resort, Inc, Otter Tail; Grand Vu Lodge - Grand Vu Lodge, Inc, Turtle Lake. Set-Up - Birch Ridge Resort - Frank Alianello, Otter Tail.

Receive & file - Auditor -Treasurer's Interest Income Report for February 2013.

Receive & file – February 2013 Cass County EDC Activity Report.

Approve - GASB 45 actuarial consulting services with Hildi Inc. in the amount of \$7,800.00 - \$8,000.00 and authorize CFO to sign confidentiality & indemnification agreement from January 1, 2013 – December 31, 2013.

Approve - Probation Department submission for MN DOC - FY2014-FY2015 Caseload/Workload Reduction Grant continuation in the amount of \$44,364.00(each year).

Approve - pay requests for Cass County ARMER Project to DSC Communications – ARMER Expenses - \$7,253.43.

Approve - pay request #1 for Cass County Energy Upgrade Project to Gorham in the amount of \$1,170.00.

Accept - Donation from Chase on the Lake, LLC in the amount of \$216.00 for Sheriff's Office Boat & Water Program.

Approve - City of Federal Dam fire contract for Unorganized Township - January 1, through December 31, 2013 in the amount of \$4,100.00.

Receive & file Cass County's share of State sales & use taxes collected in 2012 on the Leech Lake Reservation in the amount of \$75,427.00.

Approve - HHVS Purchase of Service contract from January 1, 2013 through December 31, 2013: new contractor Lynnette Wagner, LICSW – \$160.00/Assessment/\$85.84 per session.

Approve - payment #1 to Independent Emergency Services (IES) to replace current E911 system with the Next Generation E911 system in the amount of \$30,291.12.

Receive & file – Memorandum of Understanding between the Leech Lake Band of Ojibwe and Cass County regarding 2013 improvement projects as presented including Cass County project contributions of up to \$300,000 for CR 143, up to \$120,000 for a multi-use trail, and up to \$250,000 for the CSAH 8 bridge over the Boy River.

Refer - Association of Cass County Lakes correspondence regarding aquatic invasive species to the SWCD Liaison Committee of the Board.

- 2B. Administrator Yochum reported on the status of recent labor negotiations with the five Cass County bargaining units. Mr. Yochum presented a draft agreement with the Teamsters Local #320 Deputy & Jail Unit that has been approved by the Union membership and the Personnel Committee of the Board (Downham, Dowson). In addition, Administrator Yochum reported that tentative agreements have been reached with the American Federation of State County and Municipal Employees (AFSCME) Courthouse Unit, the Operating Engineers Local #49 – Highway Unit and Teamsters Local #346 Dispatchers & Records Unit (all of which are subject to Union membership and County Board approval). Mr. Yochum summarized the Teamsters Local #320 Deputy & Jail Unit economic contract changes including a 2.5 percent increase to the County pay plan effective January 1, 2013, a 2.5 percent increase to the County pay plan effective January 1, 2014, authorizing step increases July 1, of 2013 and July 1, 2014, a one-time County contribution of \$240.00 to the Self-Insured Cafeteria Plan, and a \$25 increase in the 2013 uniform allowance.

M/S/P Dowson, Gaalswyk – To approve the Teamsters Local #320 Deputy & Jail Unit labor agreement as presented and authorize execution of the same for calendar years 2013 and 2014. Unanimous.

- 2C. Mr. Yochum presented the March 11, 2013 legislative briefing from Association of Minnesota Counties (AMC) and confirmed Cass County Officials are scheduled to meet with area legislators during the AMC Conference on March 21- 22, 2013. Local legislative priorities scheduled for discussion include: maintaining State certified funding levels for 2013 and acknowledging the State need to look at 2014 funding levels, sales tax refunds for public safety radio conversions required by Federal law, fee structure between Counties and the State, no additional property tax complications, and State leadership in management of aquatic invasive species. No action required.
- 3A. Auditor-Treasurer Sharon Anderson presented property tax delinquency and forfeiture trends. Ms. Anderson reported a 2012 delinquency rate of 2.33% on the county portion of the property tax collections. Auditor-Treasurer Anderson explained the forfeiture process and noted that the Minnesota Association of County Offices (MACO) supports legislative initiative to standardize the redemption period to 3 years for all property. Tax forfeitures were reported as stable in spite of increasing owner and parcel counts over the last ten years, however current year tax late payment reminders spiked in 2010 at 10.2% of taxable parcels. The number of confession of judgment contracts has increased significantly since 2009, now at a high in 2012 for the ten year period of sixty-six (66). No action required.
- 4A. County Assessor Mark Peterson presented the local 2013 Board of Review schedule which begins April, 2, 2013 and ends on April 30, 2013. The Cass County Board of Equalization is scheduled for Monday, June 17, 2013, beginning at 2:00 p.m. in the Commissioners Board Room, 1st Floor Courthouse, Walker. No action required.
- 4B. Assessor Mark Peterson updated the Board on changes in Cass County property tax base. Mr. Peterson reported that the preliminary estimate of 2013 valuation (collections in 2014) is an estimated market value of \$6,256,188,100 (-2.4% change from 2012, collections in 2013). New construction values contributed \$31,713,500 (-10.0% change from 2012, collections in 2013). New home starts were 122 (11.9% change from 2012). Assessor Peterson also presented a sample of the individual parcel valuation notices for 2013 values for taxes payable in 2014. No action required.

- 5A. Land Commissioner Josh Stevenson informed the Board of five quotes received from qualified bidders for a Certificate of Survey and monumentation in Block 2 of Washburns Addition, City of Backus, Section 31, Township 139 North, Range 30 West. A certificate of survey is needed in the identified area to determine property lines and building footprints, and added that the survey is being done with input from the Natural Resource Advisory Committee (NRAC) and the City of Backus. The survey will determine options to resolve an encroachment and request to sell tax forfeit land.

<u>Bidder</u>	<u>Project #24 – City of Backus</u>
Kohout Surveying	\$1,200.00
Stonemark Land Surveying, Inc.	\$1,750.00
Bolton & Menk, Inc.	\$1,870.00
Northern Engineering & Consulting, Inc.	\$1,950.00
Karvako Engineering	\$3,360.00

M/S/P Peterson, Gaalswyk – To award Project #24 (City of Backus) to Kohout Surveying no to exceed \$1,200.00 for a Certificate of Survey and monumentation in Block 2 of Washburns Addition, City of Backus, MN Section 31, Township 139 North, Range 30 West. Unanimous.

- 5B. Assistant Land Commissioner Scott Noland presented the Land Department Annual Report for 2012 activities. Mr. Noland noted that the annual report will be used during the budget review process, by the Natural Resource Advisory Committee, timber program evaluations, independent audits and ongoing policy discussions. No action required.
- 6A. Sheriff Tom Burch presented the 2012 Sheriff's Office Annual Report including 2012 service data including: a total of 1,632 civil process papers served; a total of 772 new warrants; gun permits totaling 243 permit to carry and 507 permits to purchase; processed 2,251 criminal history checks; recreation-BW/Safety volunteer hours totaling 3,876.50; 619 case files submitted to the County Attorney; completed 2,088 documented random compliance checks on predatory offenders; 1,912 total of jail bookings; 124 participants in the Sentence to Serve Program; program service expansions with the TEEN CERT Program, Nixle notification system, completion of the 800 MHZ/ARMER project, and improvement in response times. No action required.
- 6B. Mr. Burch presented the 2012 "Calls for Service" that totaled 18,850 compared to 17,451 for 2011. Each City and Township in Cass County receives call for service data for their jurisdiction. No action required.
- 6C. Mr. Burch requested Board action to amend the 2013 Sheriff's Office equipment list by addition of one squad vehicle, utilizing dollars from a forfeited vehicle and cost savings from other budgeted vehicles.

M/S/P Gaalswyk, Peterson – To approve amending the 2013 Sheriff's Office equipment list to include the purchase of a seventh squad vehicle by utilizing funds from a forfeited vehicle and other budgeted vehicle cost savings. Unanimous.

- 7A. Central Service Director Tim Richardson requested board action to approve an agreement with the State of MN Homeland Security (Office of Enterprise Technology) for allocation of funds to nine Minnesota Counties utilizing the FY2011 Homeland Security Cyber Security grant program. The program would replace one of three aging devices (estimated savings of \$10,000) with a current model that not only collects information about the Cass County network but forwards incidents to the State's Security Incident and Event Management System. Cass County would receive State expertise and monitoring as part of the agreement. Maintenance cost of project provided equipment would move to the State beginning in FY 2015 and replacement covered for the first two years.

M/S/P Dowson, Peterson – To approve execution of a Memorandum of Understanding as presented between the State of Minnesota Homeland Security (Office of Enterprise Technology) and Cass County for participation in the FY2011 Homeland Security Cyber Security grant program for the period of April 1, 2013 through September 30, 2015. Unanimous.

7B. Mr. Richardson requested Board approval of out of state travel for MIS Tech Support Specialist Dianne Poncelet for the Forensic Users Conference in Las Vegas, NV on April 22-25, 2013. The cost of the conference is \$595.00 for 2.5 days of training, workshops, and airfare of \$385.00. Mr. Richardson added that this training will assist Ms. Poncelet with forensic analysis of computer related data that she presently performs for the Sheriff's Office. Sheriff Burch requested that this training cost be funded from recent vehicle forfeiture by the Sheriff's Office.

M/S/P Dowson, Gaalswyk – To approve out of state travel to the Forensic Users Conference in Las Vegas, NV on Apr. 22-25, 2013 for MIS Technical Support Specialist Dianne Poncelet not to exceed \$1,000.00 (source of funds Sheriff's Office. Unanimous.

8A. Doug Schultz Supervisor of the Walker Area Fisheries provided an update on two pending acquisitions. Miller's Bay AMA on Leech Lake is a potential acquisition of 51 acres and 1,600 feet of shoreline adjacent to muskellunge spawning habitat. This acquisition has currently stalled as co-owners have been unable to reach consensus on the acquisition agreement. The likelihood of this acquisition being completed is uncertain at this time. Marshall Point AMA on Leech Lake is a potential acquisition of 50 acres and 5,500 feet of shoreline (adjacent to 95 acres of publicly-owned land). This acquisition process continues to move forward with a DNR commissioned property assessment expected this spring. Mr. Schultz also informed the Board on the newest AMA located in T141, R29, S6, parcel #30-006-2200 on Miller's Bay Leech Lake. A recent ownership change of a 7 acre, 1,200 shoreline feet parcel has provided an opportunity to strategically build upon existing habitat protection efforts in Miller's Bay, Leech Lake, which is adjacent to muskellunge spawning habitat that is extremely sensitive to shoreline development because of its shallow properties. This parcel is also adjacent to property owned by the US Forest Service and, as such, carries potential to enhance existing habitat protection status at this location. The Leech Lake muskellunge population is self-sustaining, meaning the protection of valuable habitat is paramount to its future status, and Miller's Bay is a vital component to meet those needs over the long-term. Aquatic Management Areas protect the riparian habitat and the property would be available for general public use. Mr. Schultz informed the Board that Pine Lake Township fully supported the acquisition and did not express any concerns. The Board thanked Mr. Schultz for the update. No action necessary.

9A. County Administrator Yochum confirmed the upcoming meeting schedule: "LEAN 101" Meeting on Tuesday, March 26, 2013, 9:00 a.m., Deep Portage Learning Center, 2197 Nature Center Drive NW, Hackensack, MN.

9B. M/S/P Downham, Peterson – To approve the appointment of Commissioner Neal Gaalswyk to the AMC Futures Committee Task Force. Unanimous.

10. Chairman Downham adjourned the meeting at 10:30 a.m.

SIGNED: _____
Dick Downham Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator