

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
May 21, 2013**

1A. Chairman Downham convened the regular meeting of the Cass County Board of Commissioners at 6:00 p.m. on Tuesday, May 21, 2013, with the flag pledge at the Federal Dam City Hall, 222 Main St. Federal Dam, 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
Reno Wells	HHVS Director	Jeff Woodford	Assistant VSO
Lori Muller	HHVS	Jeri Seegmiller	HHVS
Josh Stevenson	Land Commissioner	Tom Burch	Sheriff
Kerry Swenson	Emergency Mgmt. Coord.	Kevin Lee	North Memorial
Leslie Bouchonville	Pine River/Backus Family Ctr.	Stacey McKinney	Northland Family Center
Renee Wright	Citizen	David Peterson	Citizen
Barbara Anderson	Northland Family Center	Scott Septrick	Remer VFW Post #772
Don Stehr	Self	Lynne Stehr	Self
Gary Schmiesing	Backus	Curtis Olstad	Backus
Jack Berry	Backus	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch		

1B. M/S/P Kangas, Gaalswyk – To approve the agenda items for discussion as presented. Unanimous.

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

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

Approve - Regular Board Minutes of May 7, 2013.

Approve - Auditor Manual Warrants dated April, 2013 in the amount of \$418,856.50.

Approve - Auditor Warrants dated April 30, 2013 in the amount of \$1,264.00.

Approve - Auditor Warrants dated May 2, 2013 in the amount of \$58,785.99.

Approve - Auditor Warrants dated May 9, 2013 in the amount of \$349,069.31.

Receive & file - Monthly Budget Reports.

Approve - HHVS Auditor Warrants dated May 10, 2013 in the amount of \$108,008.16.

Approve - HHVS Commissioners Warrants dated May 10, 2013 in the amount of \$102,739.11.

Approve Personnel Items - Budgeted positions scheduled for replacement: A. 1. Amend - Initial step placement by adding one step (from 5 to 6) for Chief Deputy Erick Hoglund, grade 40, step 6, effective May 11, 2013. 2. Approve - Market adjustment of County Administrator's Office Administrative Secretary Linda Husby (previous grade 22) grade 24, step 9 effective May 11, 2013. 3. Approve - Market adjustment of Sheriff's Office Administrative Secretary Pauline Fahey (previous grade 22) grade 24, step 9 effective May 11, 2013. 4. Receive & file - Notice of resignation of Suzann Ellenson, effective May 22, 2013, and receive & file the notice of intent to fill budgeted Office Support Specialist position vacated by Ms. Ellenson, grade 15. 5. Receive & file - Notice of resignation of Support Enforcement Aide, Joan Smith, effective June 7, 2013 and receive & file notice to fill budgeted Support Enforcement Aide position vacated by Ms. Smith, grade 19. 6. Receive & file - Notice of appointment of Valerie Kuschel as Deputy Auditor-Treasurer I, grade 18, step 1, effective June 3, 2013. B. Positions scheduled for no replacement at this time: None. C. Other: 1. Receive & file - Notice of probation completion for Jeffrey Deihl, Eligibility Worker, Grade 20, Step 2 on May 8, 2013. 2. Receive & file - Notice of probation completion for Karen Eischens, County Agency Social Worker, Grade 28, Step 01, on May 5, 2013. 3. Receive & file - Notice of probation completion for Amy Holmberg, County Agency Social Worker, Grade 28, Step 01, on May 13, 2013. 4. Receive & file - Notice of probation completion of Kelly Virden, County Attorney's Office – Legal Secretary, grade 19, step 2, effective May 18, 2013.

Approve licenses – Lawful Assembly - Moondance Country Jam (June 19th – 22nd) - Kathy Bieloh, Turtle Lake; Moondance Jam (July 17th – 20th) - Kathy Bieloh, Turtle Lake. On Sale Intoxicating Liquor including Sunday - Moondance Jam Saloon - Moondance Jam, Inc., Turtle Lake; The Boulders - JNH, Inc., Shingobee. On & Off Sale Intoxicating including Sunday -

Lazy Moon Backstage Bar - Moondance Jam, Inc., Turtle Lake. Temporary On Sale 3.2 Beer - Crooked Lake VFD Relief Assn (event date 7/6/13) - Brian Olds, Crooked Lake.

Receive & file - April 2013 Cass County EDC Activity Report.

Approve - Pay request for Cass County ARMER Project to DSC Communications in the amount of \$4,065.98.

Approve - Law Enforcement Contract with Moondance Jam, Inc. for Moondance Jam on July 17-21, 2013.

Board approval to assign Univar USA – chloride contractor responsibilities under the contract to Tri-City Paving.

Approve - Grant contract (#GRK%61039) between the State of MN Department of Human Services, Office of the Inspector General-Financial Fraud and Abuse Investigations Division and Cass County HHVS, acting as the Fraud Prevention Investigation Regional Administrative Agency for Cass, Hubbard, Todd and Wadena Counties from July 1, 2013 through June 30, 2015 in the amount of \$80,000.00.

Receive & file - 2013 Cass County Household Hazardous Waste Mobile Collection schedule.

Approve - Renewal of Minnesota Department of Labor and Industry Electrical Employer Registration and designation of Timothy N. Richardson as Power Limited Technicians (PLT) of record.

Approve - Pay request (Inv. #12-057.00-4) for Cass County Energy Upgrade Project to EDI in the amount of \$1,350.00.

Approve - Pay requests (Inv. #080491, and #080491) Enhanced-911 upgrade to Independent Emergency Services, LLC in the amount of \$132,812.47.

Approve - Auditor-Treasurer to utilize an electronic signature for contractual agreements from State of MN SWIFT (State Integrated Financial Tools).

M/S/P Kangas, Peterson - To award the Permit for Tract #1 (19-134-31; May Township) to Larry Converse for \$27.00. Award the Permit for Tract #2 (1-136-32; Poplar Township) to Robert Fire for \$200.00. Award the Permit for Tract #3 (29-138-32; McKinley Township) to Rodney Aker for \$30.00. Award the Permit for Tract #4 (10-140-25; Smoky Hollow Township) to Terry Mejdrich for \$25.00. No bid for Tract #5 (23-143-27; Boy River Township) and no bid for Tract #6 (13-143-28; Gould Township). These tracts will not be offered again. Unanimous.

<u>TRACT #</u>	<u>PERMIT AREA & ACRES</u>	<u>MINIMUM BID</u>	<u>BIDDER NAMES</u>	<u>BID</u>
1	19-134-31(3ac)	\$25.00	Larry Converse	\$27.00
2	1-136-32 (26ac)	\$78.00(\$3/ac)	Robert Frie Keith Corey	\$200.00 \$180.00
3	29-138-32 (3ac)	\$25.00	Rodney Aker	\$30.00
4	10-140-25 (8ac)	\$25.00	Terry Mejdrich	\$25.00
5	23-143-27(21ac)	\$63.00 (\$3/ac)		No Bid
6	13-143-28 (6ac)	\$25.00		No Bid

Approve - Request to Army Corp. of Engineers for aquatic invasive species program at Federal Dam.

Authorize - Cass County Land Department to enter into a short term lease agreement (\$40.00 first year of lease given the current land value being occupied) PIN# 50-028-3200 NW¼ of SW¼ Sect: 28 Twp: 137 Rge: 29 Limited to the portion of land occupied by the building, driveway, parking area, and improvements attached to building with Raymond Olson until the County Administered Land is sold at public auction in Section 28, Wilson Township.

- 3A. HHVS Director Reno Wells reported that a Veterans Service Officer (VSO) selection committee (consisting of the HHVS Director, County Administrator, HHVS Director of Business Management, and the two veteran representatives from the Health, Human, & Veteran Services Advisory Committee) met on May 14, 2013 to declare finalists for the VSO position and have scheduled six interviews for Friday, May 24, 2013. Mr. Wells also reported providing an update on the Veterans program to the Cass County HHVS Advisory Committee at their quarterly meeting of Monday, May 20, 2013. Director Wells introduced Assistant Veterans Service Officer Jeff Woodford who discussed his background, staff training status and recent Veteran unit activity throughout the county.

Veteran Scott Septrick inquired if there were any veterans on the selection committee for Veterans Service Officer position. Mr. Wells responded that three of the five member selection committee are veterans. Mr. Septrick also asked why he was not placed on this Board meeting agenda. Administrator Yochum responded by explaining the agenda process and related contact to date.

- 3B. Mr. Wells introduced County Team Leaders Lori Muller and Jeri Seegmiller who discussed the implementation of the new Intake Integration Project Plan between Cass County Public Health Nurses and Cass County Social Workers. Nurses and social workers assigned to four of the five teams will rotate intake duties to providing clients one intake experience regarding their initial requests or questions. The plan will increase the unification and cooperation between Cass County Public Health

and Social Services staff thus improving client services. The project also includes cross training for previously limited access to social service and public health computer systems. No Board action necessary.

- 4A. Pine River/Backus Family Center Director Leslie Bouchonville and Home Visitor Stacey McKinney from the Northland Family Center discussed the family center home visiting program which focuses on first time parents from pregnancy until the child turns three. Ms. McKinney shared one example of the program changing the life and generational cycle for a high risk parent. Ms. Bouchonville added that the program visits 15 families per family center per month. Present participation is the Pine River/Backus Family Center, the Northland Area Family Service Center, and the Pillager Family Center. Cass County Health, Human and Veteran Services provides similar home visiting services in the Walker and Cass Lake areas. No Board action necessary.
- 5A. Kevin Lee of North Memorial Ambulance presented the first quarter 2013 report for the Longville Ambulance Subordinate Service District (LASSD). Mr. Lee reported that LASSD transported or billed 47 patients vs. the budgeted amount of 55, and 51 patients during the same time period in 2012. Revenues were \$2,699 below budget due to decreased run volume, and the revenue deductions were 56.9% vs. the budgeted amount of 61.6%. Total expenses were \$3,515 under budget, and a net margin of 11.0%. Community involvement included attending the Cass County EMS Task Force Meeting in January, and the Cass County ARMER radio users meetings in January and March. Mr. Lee provided customer satisfaction comments specific to Longville received during the 1st Quarter, and added that the Brainerd region's overall patient satisfaction score was 93.18 with the national database mean score is 93.38. The Board thanked Mr. Lee for the update. No Board action necessary.
- 6A. Land Commissioner Josh Stevenson reviewed the history of the tax-forfeit distribution for the years from 1998 to 2012 to the County general fund, public schools, cities, and townships. Mr. Stevenson explained the statutory option to set aside tax forfeited land net proceeds and reported the 2012 allocations of 15 percent for reforestation, and 10 percent for maintenance of recreational areas. Mr. Stevenson also reported the 2012 Land Department revenue sources in the amount of \$3,568,815, and the 2011 fund balances.

Commissioner Dowson offered Resolution No. 26-13 moved its adoption, Commissioner Peterson 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 25 percent of the tax-forfeited settlement be set aside for reforestation, and 15 percent of the tax-forfeited settlement be set aside for maintenance of recreational areas.

Resolution No. 26-13 was adopted by majority vote Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 6B. Mr. Stevenson presented a summary of an Ad Hoc Committee (Kangas, Peterson) meeting of May 7, 2013 regarding the status of a land exchange proposal of 2,750 acres for the "Camp Lake" area in Trelipe Township with the MN DNR. The committee recommends that the County suspend interest in a land exchange at this time due to factors including: Township preferences not to change management on existing public land from County to MN DNR, the high cost of appraisals, staff time to assemble multiple exchange plots, and return on investment to the County trust. The Committee also recommends that the County share the difficulties of the land exchange process with the Office of Legislative Auditor, and the Cass County MN State legislative delegation.

M/S/P Dowson, Kangas - To accept the Ad-Hoc Committee's recommendations regarding a proposed Camp Lake land exchange with the MNDNR by suspending additional efforts, and sharing the difficulties of the land exchange process with the Office of Legislative Auditor, and the Cass County MN State legislative delegation. Unanimous.

- 7A. Sheriff Tom Burch and Emergency Management Coordinator Kerry Swenson presented an update on the Homeland Security Emergency Management (HSEM) final pay out of the flood event of June 2012 that included damages in excess of \$230,000.00. Mr. Swenson reported that the July 2012 windstorm event is still in the process of being closed out. Final payment to Cass County entities and one Township are scheduled for final payment in May of 2013. No Board action necessary.

7B. Mr. Swenson presented a summary of the Continuity of Operations Plan (COOP) Plan that provides policies to promote providing essential functions in the event that government agency operations are threatened or an actual emergency. The COOP Plan will have a Continuity of Government Annex added with a draft to be complete by January 1, 2014.

M/S/P Gaalswyk, Kangas – To approve the Continuity of Operations Plan (COOP) Plan as presented. Unanimous.

7C. Sheriff Burch updated the Board on the initial phase of Teen CERT Plan that has begun with presentations to all of the five area school districts. Mr. Swenson reported that student interest has been greater than anticipated. The Teen CERT Plan provides training about potential disasters, how to safely respond, and where appropriate, provide assistance. Cass County's training will begin in June and will be completed by October 2013. No Board action necessary.

7D. Sheriff Burch and Mr. Swenson updated the Board on the ARMER project budget. The initial implementation project can now be closed out with a recommended budget set aside for equipment installation at a northern Cass tower in the amount of \$100,000.00 and radio signal repeater equipment as needed for coverage enhancement in the amount of \$41,000.00.

M/S/P Dowson, Gaalswyk – To approve the May 22, 2013 close out of budget authorization of committed General Fund balance for the ARMER radio project with the exception of equipment installation at a northern Cass tower not to exceed \$100,000.00 and radio signal repeater equipment as needed for coverage enhancement not to exceed \$41,000.00, and further, to consider committing any remaining General Fund balance from the ARMER radio project at 12/31/13 to future ARMER system capital maintenance. Unanimous.

7E. Mr. Swenson updated the Board on the mitigation planning meeting schedule with community members, townships, cities, and county personnel. The plan will take a look at hazards within Cass County and methods to mitigate the same. No Board action necessary.

8A. County Administrator Yochum confirmed the upcoming meeting schedule:

M/S/P Dowson, Peterson – Approve attendance at the AMC District II Meeting on Wednesday, June 5, 2013, beginning at 8:00 a.m., at PrimeWest, 3124 Hannah Ave., Bemidji, MN, and authorize changing the Friday, July 26, 2013 Annual Planning Retreat, Cass County Land Department Meeting Room, Backus, MN to Tuesday, July 23, 2013. Unanimous.

9. Chairman Downham adjourned the meeting at 7:35 p.m.

SIGNED: _____
Dick Downham Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator