

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
June 18, 2013**

- 1A. Chairman Downham convened the regular meeting of the Cass County Board of Commissioners at 6:00 p.m. on Tuesday, June 18, 2013, with the flag pledge at the Sylvan Township Hall, 12956 24th Avenue SW, Pillager, 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
Sharon Anderson	Auditor-Treasurer	Jeff Woodford	Veterans Service Officer
Tom Burch	Sheriff	Dave Enblom	Highway Engineer
Reno Wells	HHVS Director	Bryan Welk	Sheriff's Office
Andrew Arnold	Reeds	Linda Nelson	Home But Not Alone Homecare, LLC
Gail Levenson	Cass County EDC	Marian Carlyon	Self
John Wulff	Sylvan Twp. Supvr.	Lee Shade	Sylvan Twp. Supvr.
Gail DeBoer	Pilot Independent	Adam Arnold	Reeds
Roland Anderson	Sylvan Twp. Supvr.		

- 1B. M/S/P Kangas, Dowson – 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 Dowson, Gaalswyk – To waive reading and approve the consent agenda as amended by the addition of Item 2A.22 (Minutes of the Board of Equalization of June 17, 2013). Unanimous.

Approve - Regular Board Minutes of June 4, 2013.

Approve - Auditor Manual Warrants dated May, 2013 in the amount of \$6,277,419.24.

Approve - Auditor Warrants dated May 30, 2013 in the amount of \$270,934.39.

Approve - Auditor Warrants dated May 31, 2013 in the amount of \$1,639.00.

Approve - Auditor Warrants dated June 6, 2013 in the amount of \$111,876.00.

Receive & file - Monthly Budget Reports.

Approve - HHVS Auditor Warrants dated June 7, 2013 in the amount of \$83,509.67.

Approve - HHVS Commissioners Warrants dated June 7, 2013 in the amount of \$93,896.51.

Approve Personnel Items - A. Budgeted positions scheduled for replacement: 1. Receive & file - Appointment of Johannah (Joey) Kellogg, County Team Leader, grade 35, step 1, effective June 24, 2013. 2. Approve - Temporary appointment of Aimee Tabaka, effective June 10, 2013 as Office Support Specialist, grade 6, step 7 to assist in preparation of paperless process in Income Maintenance Unit. 3. Receive & file- Notice of appointment of Cass County Probation Officer Hannah Bloom, grade 28, step 1, effective June 19, 2013. 4. Receive & file - Notice of appointment of Cass County Probation Officer Tim Haug, grade 28, step 1, effective July 15, 2013. 5. Receive & file - Notice of appointment of Highway Department Seasonal/Temporary employees for 2013: Molly Arola – Grade 6, step 3; John Martin – Grade 6, step 3; Jerry Bolin – Grade 6, step 1; Orin Henderson – Grade 6, step 10; Merle Weaver – Grade 6, step 1. 6. Receive & file - Notice of resignation of Becky Hudriik, effective June 28, 2013, and receive & file the notice of intent to fill budgeted Eligibility Worker position vacated by Becky Hudriik, Grade 20. B. Positions scheduled for no replacement at this time: None. Other: 1. Approval - To extend Leave Without Pay (LWOP) for Mary Graham, Office Support Specialist, Grade 15, Step 1 from May 28, 2013 to July 1, 2013 for Child Bearing/Child Rearing Leave.

Approve licenses – Off Sale Intoxicating Liquor - Y Bottle Shop - TGL, Corp, Shingobee; Hwy 371 Liquor Locker - Hwy 371 Liquor Locker, LLC, Powers; Lake Country Grocery & Liquor - Sara & Chris Smith, Crooked Lake; Lone Wolf Liquor - Lone Wolf Outpost, Inc, Remer Twp. On Sale Intoxicating Liquor including Sunday - Sandtrap Supper Club - Rip's, Inc, Pike Bay; Big Fish Supper Club & Resort - Hemme Big Fish, LLC, Unorganized; Maxson Van Eps Post - American Legion #368, Powers; Charlie's - Charles Thompson, Shingobee; Charlie's Up North Boathouse Bar & Grill - Charles & Deborah Thompson, Shingobee; Anderson's Horseshoe Bay Lodge - Anderson's Horseshoe

Bay, LLC, Turtle Lake; Ranch House Supper Club - Christiane Magnuson, Shingobee; Bites Grill & Bar - Roger Hoplin, Wilson. On & Off Sale Intoxicating Liquor including Sunday - Jake's City Grille - Gull Lake Jakes, Inc, Fairview; The Village Inn - JC2 Investments, Crooked Lake; High Banks Resort - K & R Development, Inc, Unorganized; Harriet Club - Pamela Siltman, Barclay. Wine/Beer - Ski Gull - Ski Gull, Inc., Fairview; Long Bow Golf Club - Long Bow Golf Club, LLC, Leech Lake. Gambling - Confidence Learning Center @ Quarterdeck Grill - Brian Kikpatrick, Fairview.

Authorize – Budgeted support for FY2013 to the Initiative Foundation in the amount of \$16,350.00, and Cass County Agricultural Association (Pine River) in the amount of \$2,500.00, remaining 50% paid after July 1, 2013.

Receive & file - Timber auction results of May 30, 2013 totaling 6,171 cords totaling \$113,895.00.

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

Receive & file - Pine River Area Sanitary District Audit FY's ending December 31, 2012 and 2011.

Receive & file – Kitchigami Regional Library Audit FY ending December 31, 2012.

Receive & file - New disclosure requirements for County Commissioners.

Approve - HHVS Purchase of Service contracts - June 1, 2013 through Dec. 31, 2013 - Home, But Not Alone Home Care, LLC – no changes.

Receive & file - Office of State Auditor entrance meeting minutes for audit year ending December 31, 2012.

Approve Assessor's Office Abatements - Tax Year 2011: Richard Countryman Parcel 44-124-2202 in Powers Twp. Building on Wrong Parcel \$273,200 252,600 Tax \$ Change - (\$118.00); Tax Year 2012:Richard Countryman Parcel 44-124-2202 in Powers Twp. Building on Wrong Parcel current - \$286,200,proposed - 262,100, Tax \$ Change - (\$146.00); Tax Year 2013: Richard Countryman Parcel 44-124-2202 in Powers Twp. Building on Wrong Parcel current - \$258,500, proposed - 234,400 Tax \$ Change - (\$152.00).

Approve – Request to submit the grant application for Victim Services funding in the amount of \$43,000 to the Department of Public Safety-Office of Justice Programs

Approve - Re-appointment of Alan Johnson (Wilson Twp. representative) to the PRASD Board with a term expiring December 31, 2014 (one year increments per Board Rules).

Approve - Board Minutes of Board of Equalization on June 17, 2013.

- 2B. Administrator Yochum presented meeting notes of the County Board Leech Lake Band Liaison Committee (Downham, Dowson) regarding the trust land application of the Leech Lake Band of Ojibwe on the Holter/World of Christmas property (Government Lot 5, Section 2, Township 141 North, Range 31 West, Shingobee Township, 5th Principal Meridian). The application would result in property tax exempt status for a retail outlet and museum for the Leech Lake Band's Ojibwe Traders, a Tribal business. Mr. Yochum reported that per direction from the committee a draft response opposing the trust land status application was sent to the Leech Lake Band prior to this Board meeting (no comments received to date). Administrator Yochum also informed the Board that the Governor's Office contacted Cass County requesting a copy of Cass County's response to the trust land status application prior to the deadline of June 23, 2013.

M/S/P Dowson, Gaalswyk – To approve the draft response contained in the Liaison Committee's Report to oppose the trust land status application of the Leech Lake Band of Ojibwe on the Holter/World of Christmas property (Government Lot 5, Section 2, Township 141 North, Range 31 West, Shingobee Township, 5th Principal Meridian) a retail outlet and museum for the Leech Lake Band's Ojibwe Traders, a Tribal business. Unanimous.

- 2C. Administrator Yochum presented correspondence from Shingobee Township and the Cass County Economic Development Corporation requesting the creation of a tax increment financing (TIF) project for the construction of a warehouse distribution center for Reed's Family Outfitters at Walker, MN. Mr. Yochum described the County's business subsidy criteria approved on February 7, 2012 and explained next steps as recommended by a TIF consultant. EDC Executive Director Gail Levenson reported that the project will build the local tax base, create new jobs, and help the company expand their online sales. Adam Arnold explained that the project plan includes 36,000 square feet of building to house larger items, customer pick up for the existing retail store at Walker, and general inventory for their online sales.

M/S/P Dowson, Kangas - To establish a public hearing on Tuesday, August 6, 2013 during the regular Board meeting that will begin at 9:00 a.m. in the Commissioner's Board Room, Cass County Courthouse Annex, Walker, MN, for the purpose of: 1). Considering the adoption of Business Subsidy Criteria, and 2). Considering the approval of a Tax Increment Financing plan for a Reeds Distribution Center at Walker, MN, and further, to refer the development of business subsidy criteria to a Committee of the Board (Commissioners Kangas, Gaalswyk). Unanimous.

- 3A. Veterans Service Officer Jeff Woodford reported that interviews for the Assistant Veterans Service Officer position are scheduled for five qualifying applicants on Wednesday, June 19, 2013. Mr. Woodford added that he is now an accredited Veterans Service Officer. Other recent activities include: researching additional transportation options for veterans, participation in the 1st annual Wounded Warrior Project (providing fishing guide service to Veterans and their families) along with Sheriff's Office Deputies of Robert Landerville, and Eric Alger, and outreach at community health fairs. No action necessary.
- 4A. Sheriff Tom Burch reported that as part of the 2014 budget preparation the Sheriff's Office is reviewing substation location costs. Existing substations include Cass Lake, Pine River, and Pillager. Mr. Burch commented that recently Pillager School District #116 has offered office space during school hours similar to Northland School District #118 at Remer rather than the Pillager City Hall Office at a cost of \$2,400.00 per year. No action necessary.
- 5A. Chairman Downham acknowledged the public hearing notice regarding updates to the 2014-2018 Cass County Capital Improvement Plan. Auditor-Treasurer reported receiving no comments from the public as a result of the notice. No one appeared requesting to be heard.
- 5B. Ms. Anderson presented meeting notes from the Monday, June 17, 2013 County Board Work Session. Potential amendments to the draft Cass County Capital Improvement Plan that were discussed at the work session included: Ah-Gwah-Ching site planning, tenant management (policy for leasing from or to others), Highway Department capital programs, and new revenue sources. Ms. Anderson commented that any amendments to the plan will be posted on the Cass County website.

M/S/P Kangas, Peterson – To approve the following amendments to the draft Capital Improvement Plan: 1.) Ah Gwah Ching site planning – “to decline the sale of any County land at the former Ah-Gwah-Ching site until the County campus portion has an approved development plan”, 2.) Tenant management – “to approve the draft policy as presented June 17, 2013”, 3.) Highway Department – “to approve the addition of a highway shop maintenance program utilizing capital fund balance and further discussion of remodeling or new construction at Remer”, and 4.) New revenue sources – “to decline consideration at this time to exercise the statutory option (authorized beginning in 2013) of a wheelage tax or countywide sales tax for transportation projects”, and further to table the adoption of the Cass County Capital Improvement Plan and continue the hearing until Tuesday, July 2, 2013, during the regular Board meeting that will begin at 9:00 a.m. in the Commissioner's Board Room, Cass County Courthouse, Walker, MN. Unanimous.

- 6A. Highway Engineer Dave Enblom reviewed the final certification for the CR 161 Pug Hole Lake Project with total of funding in the amount of \$188,141.31. Mr. Enblom added that the funds provided for this project were from the Chippewa National Forest RAC in the amount of \$95,999.99, Conservation Fund #73 in the amount of \$30,000.00 (approved at the February 5, 2013 regular Board Meeting), and County Road and Bridge Fund in the amount of \$63,141.30.

M/S/P Peterson, Kangas – To approve the final certification for the CR 161 Pug Hole Lake Project in the amount of \$188,141.30. Unanimous.

- 6B. Mr. Enblom presented correspondence from the Leech Lake Area Watershed Foundation requesting the vacation of a portion of the old Whipholt Beach Road described as part of Government Lot 4 in Pine Lake Township. Engineer Enblom explained the history of the state highway turn back of the subject right of way (ROW) to the County and reported historical use of the unimproved ROW as a local trail. Mr. Enblom reported initial interest by MN Dot in allowing a re-route of the existing trail and suggested the establishment of a public hearing pursuant to Minnesota Statutes 163.11 for the purpose of considering revocation of the road of way.

M/S/P Dowson, Gaalswyk – To approve establishing a public hearing on Tuesday, August 6, 2013, during the meeting which begins at 9:00 a.m., in the Commissioners Boardroom, 1st Floor, Cass County Courthouse Annex, Walker, MN for the vacation of a portion of old Whipple Beach Road in Pine Lake Township. Unanimous.

7A. Chief Financial Officer Larry Wolfe presented the 2013 Federal Payment-In-Lieu distribution to nineteen townships totaling \$155,368.00 and Cass County's share totaling \$362,527.00.

M/S/P Kangas, Peterson – To accept the 2013 Federal PILT payment in the amount of \$517,895.00 (CFDA#15.226) and approve distribution of same as presented. Unanimous.

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

M/S/P Kangas, Peterson – To authorize the Cass County Board of Commissioners participation and attendance to: Promoting Healthy Communities (Chase on the Lake, Walker, Wednesday, June 26, 2013, beginning at 4:00 p.m. and Thursday June 27, 2013 beginning at 8:00 a.m.), and the Leech Lake Band of Ojibwe State of the Band Address (Thursday, August 22, 2013, Northern Lights Events Center, Walker, MN). Unanimous.

9. Chairman Downham adjourned the meeting at 6:50 p.m.

SIGNED: _____
Dick Downham Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator