

**TRANSCRIPT AND REPORT OF PROCEEDINGS  
CASS COUNTY BOARD OF COMMISSIONERS  
COUNTY OF CASS  
July 2, 2013**

1A. Chairman Downham convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, July 2, 2013, with the flag pledge, in the Board Room of the Courthouse Annex, Walker, 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	Reno Wells	HHVS Director
Sharon Anderson	Auditor-Treasurer	Mark Peterson	County Assessor
Tom Burch	Sheriff	Candy Enblom	HHVS
Melanie Wolfe	HHVS	Jeff Woodford	VSO
LeeAnn Sampson	HHVS	Jamie Richter	HHVS
Kelly Felton	Working Together Coalition	Tim Richardson	Central Services
Jeri Seegmiller	HHVS	Jim Schneider	Probation Director
Hanna Bloom	Probation	Brian Tritle	Chippewa NF-Blackduck
Eric Raitanen	Chippewa NF	Molly MacGregor	DNR
Jeff Holubar	MCIT	Scott Wilson	Cass County HRA
Don Stehr	VSO	Gary Schmiesing	VSO
Luther Aadland	DNR River Scientist	Willard Pehling	SWCD Board
Gail DeBoer	Pilot Independent	Gary Weigel	Walker Area Foundation
Scott Bruns	City of Walker	Linda Husby	Administrator's office

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 Gaalswyk, Peterson - To waive reading and approve the consent agenda. Unanimous.

Approve - Board Minutes of June 18, 2013.

Approve - Auditor warrants dated June 13, 2013 in the amount of \$254,267.17.

Approve - Auditor warrants dated June 20, 2013 in the amount of \$319,622.64.

Approve - HHVS Commissioner warrants dated June 21, 2013 in the amount of \$166,498.86.

Approve - HHVS Auditor warrants dated June 21, 2013 in the amount of \$115,408.81.

Approve Personnel Items - Budgeted positions scheduled for replacement: 1. Receive & file - Notice of appointment of Melanee Pendzimas, Office Support Specialist, Grade 15, Step 1, effective July 8, 2013. 2. Receive & file - Notice of appointment of Stephen Sether, Assistant Veterans Service Officer, Grade 21, Step 1, effective July 15, 2013. 3. Receive & file - Notice of retirement of Financial Assistance Supervisor, Candy Enblom, effective December 6, 2013. 4. Receive & file - Order Appointing Probation Officer Hannah Bloom, grade 28, step 1, effective June 19, 2013. 5. Receive & file - Order Appointing Probation Officer Tim Haug, grade 28, step 1, effective July 15, 2013. B. Positions scheduled for no replacement at this time: None. C. Other: 1. Receive & file - Notice of appointment of Mark Kaufenberg as Central Services Department temporary seasonal worker, grade 12, step 5, (\$14.78) effective June 25, 2013.

Approve licenses - Gambling - Deep Portage Chapter Ruffed Grouse Society - Jerry Lamon, Powers. On & Off Sale Intoxicating Liquor including Sunday - Mule Lake Corral - Mule Lake Corral Food & Liquor, Inc., Woodrow; Bears Den - Bears Den Family Rest/Lnge, Inc, Meadow Brook. On Sale Intoxicating Liquor including Sunday - Beach Fire Bar & Grille - Mulligan's of Leech Lake, LLC, Pine Lake; Deer Haven Supper Club - Kovall's Deer Haven, Inc, Thunder Lake; Hiawatha Beach Resort - Hiawatha Beach Resort, Inc, Leech Lake; Quarterdeck Grill - Quarterdeck Grill, Inc, Fairview; Pestello's on the Narrows - Pestello's on the Narrows, Crooked Lake; Sportsman's Pub - Martin Alger, Remer Twp; 4321 Club 87 (pka Kimberly Triolo Club) - Concept Mexitalia, LLC, Powers. Off Sale Intoxicating Liquor - Hoss All -American Liquor - Trevor Berg, Shingobee; The Shadberry - The Shadberry, Inc, Crooked Lake. Wine & Beer including Sunday - Shores of Leech

Lake RV, Yacht Club & Cottages - Mitchell or Mara Loomis, Shingobee. Temporary Off Site On Sale Intoxicating Liquor - Growlers Gathering - Gary Dauer, Meadow Brook. Tobacco - Andersons Grand Vu Lodge - Jeffery Anderson, Turtle Lake.

M/S/P Gaalswyk, Peterson – To award a contract to Freeman Well Drilling for sealing/abandonment of existing sand point well on tax forfeit Parcel #34-024-2109 (Sec. 24, Twp. 139 (Powers) Rge. 30, upon receipt of proper insurance requirements. Unanimous.

<u>Bidder</u>	<u>Bid Amount</u>
Freeman Well Drilling	\$265
Elsner Well Drilling Inc.	\$285
Blue Water Wells	\$350

Authorize – Payment of budgeted support for FY2013 2<sup>nd</sup> half to: Cass County Historical Society in the amount of \$2,500.00, and Cass County Agricultural Association (Pine River) in the amount of \$2,500.00, and the Cass County Ag Society (Pillager) in the amount of \$2,500.00, and Cass County HRA in the amount of \$3,300.00 (January - June 2013).

Approve - Renewal of agreement with Election Systems & Software, LLC for 86 machines.

Approve - Agreement for election services proposed for ISD#118 Northland Community Schools, not to exceed \$3,500.00.

Receive & file - HHVS Cash Account Balance Comparison and Child Service Costs through May 2013.

Approve - Agreement between the Morrison Todd Wadena Community Health Board and the Cass County Community Health Board for participation in the Nurse Family Partnership (NFP) Program.

Approve - Cass County HHVS debt write off list from May 1, 2012 to Apr. 30, 2013 in the amount of \$21,517.07.

M/S/P Gaalswyk, Peterson – To award mowing contracts to Northfork Boulders and Excavating for Cut Lake/Hiram in the amount of \$1,475.00 and Snowflea/Mayo Creek in the amount of \$775.00, and Shrupp Excavating for Vermillion/Thunder Hollow/Washburn/Old Grade in the amount of \$3,000.00 and Gull Lake Archery Range in the amount of \$500.00, all contracts will be upon receipt of proper insurance requirements. Unanimous.

<u>Bidder</u>	<u>Cut Lake/Hiram</u>	<u>Snowflea/Mayo Creek</u>	<u>Vermillion/Thunder Hollow/Washburn/Old Grade</u>	<u>Gull Lake Archery Range</u>
Northfork Boulders and Excavating	\$1,475	\$775	\$3,250	No Bid
Mutch's Forestry Serv.	\$2,000	\$800	\$3,900	No Bid
Sawyer Timber Co.	\$2,500	No Bid	No Bid	No Bid
Schrupp Excav. LLC.	\$1,500	\$800	\$3,000	\$500

Approve - Claim on performance bond for forest inventory contractor Chandler Johnson in the loss amount of \$1,668.29.

M/S/P Gaalswyk, Peterson – To award contracts for forest road repair on Bull Moose Trail (Bull Moose Township) in Sections 29 & 32 to Schrupp Excavating not to exceed \$250.00 plus sales tax and authorize the Cass County Land Department to pay the bill from the trail maintenance account. Unanimous.

<u>Bidder</u>	<u>Bid Amount</u>
Schrupp Excavating LLC	\$250.00
Greg Anderson	\$280.00
Sawyer Timber	\$300.00

Refer - Cass County EDC service agreement to the Cass County Citizen Budget Committee.

Approve - 5<sup>th</sup> & 6<sup>th</sup> final pay request for Gorham Oien Mechanical, Inc. (chiller replacement) in the amount of \$16,445.00.

Approve - Joint Powers Agreement with the MN DOC – Sentence to Serve Grant in the amount of \$29,256.73 from July 1, 2013- June 30, 2015(CFMS contract #63343).

Approve - Resolution No. 27–13 requesting an easement from MNDNR to facilitate the CSAH 4 construction project.

Commissioner Gaalswyk offered Resolution No. 27 -13 and moved its adoption; Commissioner Peterson seconded:

WHEREAS: The Cass County Board approved, as part of the County's five-year capital plan, moving forward with the reconstruction of County State Aid Highway 4 in 2014 from County Road 130 to approximately 3.1 miles northwest; and  
 WHEREAS: In order to complete this project the construction will impact state lands located in Government Lots 6 and 7, Section 28, Township 142N, Range 26W; and

WHEREAS: The County will need to apply for an easement from the DNR Division of Lands and Minerals in order to construct the project;

NOW THEREFORE, be it resolved that the Cass County Board of Commissioners agrees to approve the application for an easement from the Department of Natural Resources, Division of Lands and Minerals.

Resolution No. 27-13 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

Approval - To utilize money that was set aside for ARMER completion for Pillager Tower structural study in the amount of \$1,900.00.

Approve - Motorola Solutions Service Agreement for the 800 MHz system in the amount of \$4,049.66/mo. from June 1, 2013 through May 31, 2014.

- 3A. County Administrator Yochum acknowledged the continuation of the June 18, 2013 public hearing regarding amendments to the Capital Improvement Plan. Auditor-Treasurer Sharon Anderson provided a summary of the 2014-2018 Capital Improvement Plan changes. Administrator Yochum reported that subsequent Board action will occur on an individual project basis. No one requested to be heard on this subject and no written comments were received.

M/S/P Kangas, Peterson – To approve the 2014-2018 updates to the Capital Improvement Plan as presented, and post the amended plan on the Cass County Website. Unanimous.

- 4A. Jeff Holubar from the Minnesota Counties Intergovernmental Trust (MCIT) reviewed the annual 2013 MCIT members report. Mr. Holubar informed the Board of the services that MCIT provides to Cass County including regional risk management workshops, defensive driving training (on-Line and on-Site), an Employee Assistance Program (EAP), Police Accredited Training On-Line (PATROL), boiler Inspections, MN Safety Council membership, website ([www.mcit.org](http://www.mcit.org)) resource materials and on-site risk management consulting. The Board thanked Mr. Holubar for the update. No action necessary.

- 5A. Eric Raitanen Chippewa National Forest Fisheries Biologist introduced Brian Tritle of the Chippewa NF-Blackduck Ranger District. Mr. Tritle explained that the Knutson Dam at Cass Lake is second in a series of eight dams on the Mississippi headwaters lakes and that it needs significant and costly repairs (last reconstruction was 1964). The existing dam has a limited ability to meet the lake level targets established in the 2012 ROPE plan and the current facility is also a barrier to native aquatic organism passage. Mr. Tritle introduced Luther Aadland, DNR River Scientist from Fergus Falls who described a rock rapids design in lieu of a dam. Molly MacGregor discussed potential financing options for the replacement of the dam. By consensus, the Board requested a similar presentation to the Mississippi Headwaters Board

M/S/P Dowson, Gaalswyk – To appoint ESD Director John Ringle as Cass County's liaison to the USFS for the Knutson Dam Project. Unanimous.

- 6A. ESD Director John Ringle and Willard Pehling of the SWCD Board discussed the partnership between the Cass SWCD, the Walker Area Foundation, and the City of Walker to fund a stormwater sewer mapping and stormwater catch basin cleaning project. The project was funded by a Clean Water Fund Community Partners Grant to Cass County ESD. The Cass SWCD Board served as the project review board and pursuant to the grant provided 75% of the total project costs and the \$2,500 balance was provided by the Walker Area Foundation. In addition to mapping and cleaning (53 basins with over 6 yards of sediment removed) a video inspection was completed on almost a mile of storm sewer line in downtown Walker.

M/S/P Dowson, Kangas – To thank the Walker Area Foundation, and the Cass SWCD Board for assistance to the City of Walker to fund stormwater sewer mapping, catch basin cleaning, and maintenance video through the Clean Water Fund Community Partners Grant. Unanimous.

- 7B. Mr. Ringle requested Board action for the continuation of employment of current SWCD intern, Mr. Jamin Carlson. Jamin's internship with Cass SWCD ends July 5, 2013. While acting as an SWCD intern Mr. Carlson has completed projects including watershed maps for the upcoming revision of the Cass County Water Plan, a survey of 128 corrugated cardboard recycling locations, and reviewed the status of various County held easements (conservation, ACUB, and wild rice). Mr. Carlson will continue to provide office support during the busy summer season in addition to other projects as assigned.

M/S/P Gaalswyk, Kangas – To approve appointment of Jamin Carlson as a temporary ESD intern until September 6, 2013, grade 2 step 9 (\$12.31/hr.). Unanimous.

- 7A. County Assessor Mark Peterson presented the State Board of Equalization review of Cass County for the year of 2013 by the MN Department of Revenue. The report indicated that there are no State Board of Equalization orders and no follow up issues for Cass County. The Board noted the complimentary remarks in the report with regard to Mr. Peterson, Assistant County Assessor Penny Vikre and Cass County staff for consistently providing very good to excellent work.

M/S/P Peterson, Kangas – To receive & file the 2013 State Board of Equalization report from the MN Department of Revenue and congratulate the office for a job well done. Unanimous.

- 7B. Mr. Peterson presented the 2012 Abatements Summary totaling \$9,078.25 in 2011-2012 compared to \$3,306.26 in 2010-2011.

M/S/P Peterson, Dowson – To receive & file 2012 abatement summary totaling \$9,078.25 dated January 2, 2013. Unanimous.

- 7C. County Assessor Peterson presented a list of abatements.

M/S/P Peterson, Gaalswyk – To approve Assessor's Office Abatements - 2013 Tax Year, Dorothy Baird, Longville City, 91-960-0420 (Class change from Res Homestead to Res Homestead – DAV- Surviving Spouse). Unanimous.

- 8A. Lori Vrolson Executive Director of the Central MN Council on Aging (CMCOA) presented a program summary of services provided to Cass County seniors including the administration of Federal OAA funding totaling \$167,409 in 2013. Program examples included caregiver coaching, congregate meals, home delivered meals, homemaker chores, legal advice, in-home caregiver respite, and caregiver education/support sessions. Ms. Vrolson also discussed the Senior LinkAge Program that helps families, friends and seniors find answers and support that help older people stay in the community longer and remain independent.

M/S/P Dowson, Peterson – To approve budgeted support to the Central MN Council on Aging to provide services to seniors in the amount of \$3,040.00 for FY2014. Unanimous.

M/S/P Peterson, Kangas – To approve the Memorandum of Agreement for FY 2014 by and between the Central MN Council on Aging and Cass County HHVS. Unanimous.

- 9A. HHVS Director Reno Wells, Financial Assistant Supervisor I Candy Enblom, and Director of Business Management Melanie Wolfe discussed the upcoming retirement of Financial Assistant Supervisor I Candy Enblom, and the current organization of the Income Maintenance Unit (IMU) consisting of Family and Adult Units totaling 19 FTE's and a .2 contract fraud investigator.

Ms. Enblom explained that due to the expanded Medical Assistance (MA) eligibility as a result of the Affordable Care Act (ACA), Cass County is expected to have an additional 1, 299 persons, or approximately 650 cases, on MA by the end of 2015. Of these, 25% are expected to be added by Jan. 2014, 59% by July 2014, 88% by Jan. 2015, 95% by July 2015 and 100% by Jan. 2016. Current staff is struggling with existing case loads and cannot absorb the projected increases.

Ms. Enblom proposed restructuring the unit to include two Supervisors (1 Adult Unit and 1 Family Unit) instead of 1, converting 2 lead eligibility workers to eligibility workers, and the addition of 1 eligibility worker totaling 21 FTE's and a .2 contract fraud investigator.

Director of Business Management Melanie Wolfe reported that the estimated 2014 budget increase (salary only) for proposed plan would be approximately \$120,000 per year. Assuming a 50% Federal Financial Participation rate the remaining 50% would be a local cost. Administrator Yochum commented that the 2014 HHVS budget will plan to fund the IMU Unit restructuring within the existing local effort.

M/S/P Kangas, Gaalswyk – To approve the HHVS Income Maintenance Unit staffing plan to include two Supervisors (1 Adult Unit and 1 Family Unit) instead of 1, converting 2 lead eligibility workers to eligibility workers, and the addition of 1 eligibility worker totaling 21 FTE's and a .2 contract fraud investigator. Unanimous.

- 9B. Veterans Service Officer Jeff Woodford informed the Board of the hiring process for the Assistant Service Officer. The interview team conducted five interviews and has selected Stephen Sether as the Assistant VSO. Mr. Sether will begin on

July 15, 2013. Mr. Woodford reported the benefits of the additional staff to our service delivery and thanked the Board for funding the position (see July 02, 2013 consent agenda for related personnel action).

HHVS Director Reno Wells presented a draft HHVS organizational chart for discussion that would move the Veterans Service Unit and the Support Service Unit from the Business Management Group to reporting directly to the HHVS Director.

M/S/P Kangas, Dowson – To approve the draft HHVS organizational chart as presented with the Veterans Service Unit, and the Support Services Unit reporting directly to the HHVS Director. Unanimous.

M/S/P Kangas, Dowson – To receive and file the Veterans Service Office report as presented. Unanimous.

9C. Community Health Specialist LeeAnn Sampson, and County Team Leader Jeri Seegmiller discussed the Health4Life initiative under the Statewide Health Improvement Plan (SHIP) and Community Transformation Grant (CTG). Health4Life is a collaboration of the Cass, Morrison, Todd and Wadena Public Health agencies focusing on improving health through a variety of evidenced based strategies in healthy eating, active living, decreased use and exposure to tobacco and clinical services. No action necessary.

9D. Director of Public Health Jamie Richter presented the Take It To The Box strategic plan for 2013-2014 that will focus on addressing the lack of knowledge and understanding of the possible harm from medications, theft risks of improperly stored medications, unsafe disposal methods, and increasing community collaboration. Ms. Richter informed the Board that a total of 223 pounds of unused/expired medication have been collected through the program thus far. No action necessary.

9E. Substance Abuse Prevention Specialist Kelly Felton of the Working Together Coalition updated the Board on the Responsible Beverage Server Training (RBST). Felton reported that 125 people in 2012 participated in the “server training” that gives an opportunity to educate owners, managers, servers and sellers of alcohol establishments about strategies to avoid illegally selling alcohol to underage youth or intoxicated patrons. Ms. Felton added that the goal of the training is to help understand state, community and establishment-level alcohol policies and their potential consequences. No action necessary.

10A. Sheriff Tom Burch presented the 2013 Cass County Jail restructuring plan. Cass County averaged a daily inmate count of 44 inmates in Crow Wing County and additional housing costs to a neighboring County and regional jails. Sheriff Burch reported that additional cameras, monitors, and door controls have now been installed at Jail central control and the dispatch center. These improvements allow, when appropriate, transferring supervision of Jail Central Control to Dispatch. The Sheriff's Office plan is to continue to house 40 inmates in Crow Wing County and attempt to keep any balance at Walker. In addition, Mr. Burch explained that an automated attendant phone system for non-emergency administrative phone will also be installed.

M/S/P Peterson, Kangas – To receive and file the 2013 Cass County Jail restructuring plan as presented. Unanimous.

11. County Administrator Yochum confirmed the upcoming meeting schedule: a. County Board Meeting in Commissioner District #2 Tuesday, July 16, 2013 6:00 p.m. at May Township Hall, 5834 112<sup>th</sup> Street SW, Motley, MN.

12. Chairman Downham adjourned the meeting at 11:08 a.m.

13. At this time the Board toured the Cass County Courthouse remodeling project, and Law Enforcement Center.

SIGNED: \_\_\_\_\_  
Dick Downham, Chairman  
Cass County Board of Commissioners

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