

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
June 3, 2014**

- 1A. Chairman Kangas convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, June 3, 2014, 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
Tom Saxhaug	State Senator Dist. 5	Tom Anzenc	State Representative Dist. 5B.
John Ringle	ESD Director	Ryan Skajewski	ESD Intern
Josh Stevenson	Land Commissioner	Dale Yerger	Deep Portage Conservation Reserve
Melanie Wolfe	HHVS	Dave Enblom	Highway Engineer
Michele Pirprude	HHVS	Lori Muller	HHVS
Jamie Richter	HHVS	Jeri Seegmiller	HHVS
Gail DeBoer	Pilot Independent	Betty Hjelseth	Co. Admin. Ofc. Intern
Doug Carpenter	T&A Pierce	Linda Husby	Administrator's Office
Stephanie Shearen	SWCD	Kelly Condiff	ESD

- 1B. M/S/P Downham, Gaalswyk – To approve the agenda items for discussion as presented and the addition of Item 2C. (Introduction of summer intern Ryan Skajewski) and Item 9B. (Establish annual planning work session on Friday, July 25, 2014, beginning at 8:30 a.m., Cass County Land Department Meeting Room, Backus). 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. Unanimous.

Approve - Board Minutes of May 20, 2014.

Approve - Auditor warrants dated May 15, 2014 in the amount of \$310,101.01

Approve - Auditor warrants dated May 22, 2014 in the amount of \$350,333.88.

Approve - HHVS Commissioner warrants dated May 23, 2014 in the amount of \$185,288.17.

Approve - HHVS Auditor warrants dated May 23, 2014 in the amount of \$81,535.06.

Approve Personnel Items – A. Budgeted positions scheduled for replacement: 1. Receive & file - Notice of completion of temporary assignment of Heather Siegler, Office Support Specialist effective May 23, 2014. 2. Receive & file - Notice of temporary appointment of Jordan Archer, effective June 2, 2014 as Office Support Specialist, Grade 6, Step 1 to assist in continuous preparation of paperless process in Income Maintenance Unit. B. Positions scheduled for no replacement at this time: None. C. Other. 1. Receive & file - HHVS Paid Internship Policy. 2. Receive & file - Notice of probation completion for Monica Redman, Eligibility Worker, Grade 22, Step 03, on March 23, 2014. 3. Receive & file - Notice of probation completion for Katie Miller, Eligibility Worker, Grade 22, Step 02, on March 28, 2014. 4. Receive & file - Notice of probation completion for Wanda Reed, Financial Assistance Supervisor, Grade 31, Step 03, on March 28, 2014. 5. Receive & file - Notice of probation completion for Michelle Johnson, County Agency Social Worker - CPS, Grade 28, Step 02, on April 7, 2014. 6. Receive & file - Notice of probation completion for Sarah Smythe, Financial Assistance Supervisor, Grade 31, Step 01, on April 12, 2014. 7. Receive & file - Notice of probation completion for Susan Ostlund, Fiscal Supervisor, Grade 31, Step 06, on April 14, 2014. 8. Receive & file - Notice of probation completion for Molly Fischer, County Agency Social Worker, Grade 28, Step 02, on April 14, 2014. 9. Receive & file - Notice of appointment of Heather Rogosheske HHVS temporary intern, grade 12, step 1, effective June 4, 2014. 10. Receive & file - Notice of appointment of Jessica Curley HHVS temporary intern, grade 12, step 1, effective August 18, 2014. 11. Receive & file - Notice of appointment of Ryan Skajewski temporary summer intern, grade 2, step 1, effective June 3, 2014.

Approve licenses – On Sale Intoxicating including Sunday - Huddle's South Shore Resort - Huddle's South Shore Resort, Inc., Pine Lake; Ranch House Supper Club - Christiane Magnuson, Shingobee. Off Sale Intoxicating - Y Bottle Shop - TGL

Corp., Shingobee; Hwy 371 Liquor Locker - Hwy 371 Liquor Locker, LLC., Powers. Temporary On Sale 3.2 Beer - Crooked Lake VFD Relief Assn. - Crooked Lake VFD Relief Assn, Crooked Lake.

Approve - Grant agreement with State of Minnesota for MN Department of Revenue PRISM project (SWIFT No. 75751/3000005541) in the amount of \$3,529.41, to be paid to Minnesota Counties Information Systems upon receipt of funds for PRISM programming costs.

Accept - Donations to the Sheriff's Office: \$50.00 from David Lawson & Gale Ward for the Boat & Water Program safety equipment.

Approve - Out of state travel for MIS Director attendance at the Honeywell User Group Conference/Symposium in Phoenix, AZ, June 8-13, 2014.

Approve - HHVS debt write off list in the amount of \$3,255.00.

Receive & file - HHVS Cash Account Balance Comparison and Child Service Costs through April 2014.

Authorize - Budgeted support for FY2014 to the Cass County Museum in the amount of \$5,000.00; and Initiative Foundation in the amount of \$17,000.00.

<u>Bidder</u>	<u>Bid Amount</u>
Schrupp Excavating	\$400
Kurt Sawyer	\$240
Sawyer Timber	\$200

M/S/P Dowson, Gaalswyk – To accept a quote for beaver blockage clean out of the Deerfield impoundment water control structure to Sawyer Timber in the amount of \$200.00. Unanimous.

Approve - Resolution No. 27-14 - Sheriff's Office Toward Zero Death Grant from October 1, 2014 – September 30, 2015 in the amount of \$66,032.00 – MN Public Safety.

Commissioner Dowson offered Resolution No. 27 -14 and moved its adoption, Commissioner Gaalswyk seconded:

Be it resolved that the Cass County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety for the traffic safety enforcement projects during the period from October 1, 2014 through September 30, 2015, and that Lieutenant L. Scott Thompson of Cass County is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Cass County Sheriff's Office. Be it further resolved that the Cass County Sheriff's Office designated Administrative Assistant is hereby authorized to be the fiscal agent and administer this grant on behalf of the Cass County Sheriff's Office.

Resolution No. 27 -14 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

Approve - Resolution No. 28-14 Sheriff's Office Federal Boating Safety Patrol Supplement Grant (SWIFT Contract #77988) (CFDA#97.012) in the amount of \$13,250.00 for additional patrol hours (May 9– Sept. 1, 2014).

Commissioner Dowson offered Resolution No. 28 -14 and moved its adoption, Commissioner Gaalswyk seconded:

BE IT RESOLVED that the Cass County Board of Commissioners hereby approves the 2014 Federal Boating Safety Supplement Grant Agreement (SWIFT Contract #77988) (CFDA#97.012) in the amount of \$13,250.00 with the State of Minnesota Department of Natural Resources, and authorizes signature of the Chairman, Auditor or Administrator and Sheriff to execute the Agreement.

Resolution No. 28-14 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

Approve - Capital project payments: RW Electric, Inc. in the amount of \$6,090.00 at Highway Garages (Pillager, Pine River, Longville, Hackensack); RW Electric, Inc. – Pine River Post Office in the amount of \$2,276.00; RW Electric, Inc. in the amount of \$1,836.00 at HHVS Office; RW Electric, Inc. – in the amount of \$1,267.00 – Cass County Courthouse.

Receive & file - Bi-County CAP, Inc. 2014 Annual Report.

Approve - ESD demolition & disposal assistance (PID#19-014-4200, PID#08-031-0003).

Receive & file - Timber auction results of May 29, 2014 totaling 3,104.50 cords plus 132.60mbf saw timber totaling \$83,623.00.

- 2B. Mr. Yochum introduced summer intern Betsy Hjelseth assigned to the Administrators office. Ms. Hjelseth is sophomore at Minnesota State University Moorhead planning to graduate in May of 2015 with a major in political science. Her goals include earning a master's degree in public administration. Ms. Hjelseth thanked the Board for the opportunity to intern at Cass County.
- 2C. ESD Director John Ringle introduced Ryan Skajewski summer intern who will assist ESD and the Cass County Land Department in the development of a county policy to address forest land to agriculture conversions. In addition, he will provide office reception assistance by directing inquiries to the appropriate staff. Mr. Skajewski also thanked the Board for the opportunity to intern at Cass County.

The Board welcomed Ms. Hjelseth, and Mr. Skajewski to Cass County.

- 3A. District 5 State Senator Tom Saxhaug and District 5B State Representative Tom Anzelc discussed the 2014 legislative session which ended on May 16, 2014.

Senator Saxhaug reported that the session included: a \$20 million appropriation during a propane shortage crisis; reduction of certain sales taxes; an expedited licensure bill for veterans, active military members and their spouses; the Lessard-Sams Outdoor Heritage Fund has local priorities such as \$16.1 million for forest management and \$4 million for aquatic invasive species research at the U of Mn; passport laws now coordinate with driver's licenses; Bemidji State \$13.79 million in bonding for improvements. Mr. Saxhaug also mentioned the beginning of a federal/state project installing passing lanes on the Cass County portion of US Highway #2.

Representative Anzelc commented on aquatic invasive species prevention, simplification of logging related licensing, local government aid as a means to stabilize property taxes, balancing the state budget, and cutting middle class taxes. Mr. Anzelc requested input from the Board prior to the 2015 legislative session on Human Service child protection programs and a longer term strategy for transportation funding.

The Board thanked the legislators for their update. No action necessary.

- 4A. Executive Director Dale Yerger of the Deep Portage Conservation Reserve in Hackensack requested Board action to approve installation of a solar electric 13.52 kW ground mount system that will help power the main lodge. The project is estimated to cost \$50,000.00 with installation by Empowered Energy Systems and Chuck Trosen Electric. The project requires no County funds and will be paid for using a combination of Deep Portage Foundation loans and fundraising.

Additionally, Deep Portage in cooperation with several other learning centers has secured a LCCMR grant in the amount of \$25,000.00 for a 6.15 kW ground mount system that will help power the Interpretive Center. The project will be installed by RREAL of Pine River, MN. This project will also be at no cost to the County.

M/S/P Dowson, Gaalswyk – To approve the installation of solar electric power improvements at the Deep Portage Learning Center consisting of a 13.52 kW ground mount system, and a 6.15 kW ground mount system at no cost to Cass County. Unanimous.

- 5A. ESD Director John Ringle introduced Stephanie Shearan hired by the SWCD to help implement the Cass County AIS prevention and management plan. Ms. Shearan discussed the inspections initiated to date and will report to the Board future direction of the program pending review by the implementation team. Director Ringle reported that \$12,513.00 in AIS funds from Cass County townships and lake associations have been contributed. No action necessary at this time.
- 5B. Mr. Ringle requested improvements to the recycling site at the Walker Home Center. Cass County utilizes this private property at no charge. The present access dead-ends at the containers which creates confusion, maintenance difficulties and frequent traffic issues. The County Highway Department developed a design and an engineer's estimate of \$19,000.00 to build a drive-through site connecting the township road with the adjacent parking lot access. Walker Home Center has given consent to this project and is willing to give a written agreement on the road access. Funding would be provided by the solid waste fees.

M/S/P Dowson, Downham – To authorize Cass County ESD to solicit competitive bids for construction of a through-road at the Cass County recycling site located at Walker Home Center. Unanimous.

- 6A. Doug Carpenter explained his request of the Board to locate County road #140 right of way adjacent to his daughters property (#72-027-1405) near Denny's Resort in the City of Bena. County Engineer Enblom explained that the current status is a Township road in an unorganized Township. Mr. Carpenter also presented the Board with an opinion from the MN court of appeals (#A11-1612) dated June 18, 2012 and questioned the process/venue for the County Board to hear his request when acting as an unorganized Township Board. By consensus the Board referred Mr. Carpenters' request and related question(s) to the County Attorney for a report back.
- 7A. Social Services Manager Michele Pivrude discussed the new statewide performance management system for human services required by the Mn 2009 Service Delivery Act as further defined in 2013 legislation adopting outcomes and measures for the same. This management model intends to create methods for the Minnesota Department of Human Services (DHS) and Counties to work more closely together to improve the lives of people served. It also includes provisions for Counties to be more flexible in administering human services programs as long as measured positive outcomes are achieved. Implementation will occur in 2014. No action necessary at this time.
- 7B. County Team Leader Lori Muller requested the Board to approve funding for an adult mental health first aid certification training by the University of Minnesota Duluth. The participants learn risk factors, warning signs, and common treatments associated with adult mental health problems. Training will also include skills, resources and knowledge to assess situations for appropriate intervention. Invitations will include staff from HHVS, law enforcement, family centers, and community members.

M/S/P Dowson, Downham – To approve the use of HHVS fund balance up to \$4,700 for mental health first aid certification training session by the University of Minnesota Duluth. Unanimous.

- 7C. Director of Public Health Nursing Jamie Richter, and County Team Leader Jeri Seegmiller discussed a smoke-free policy for foster care & child care providers as recommended by the Cass County HHVS Advisory Committee on May 19, 2014. The policy attempts to protect vulnerable populations specifically entrusted in the care of Cass County licensed foster care families or licensed child care providers from secondhand tobacco smoke (known cause of adverse health effects and in some cases death). In addition the policy will comply with any applicable rules and regulations regarding smoke-free MN Statutes.

M/S/P Downham, Kangas – To approve effective July 1, 2014 the smoke-free policy for foster care & child care providers as recommended by the Cass County HHVS Advisory Committee. Ayes: Downham, Dowson, Kangas, Peterson. Nays: Gaalswyk.

8. Land Commissioner Josh Stevenson presented Resolution No. 29-14 establishing the 2014 tax-forfeit settlement set asides for reforestation and maintenance of recreational areas. Mr. Stevenson explained that the Land Department has experienced a decrease in the 2013 balance in the 650 account compared to 2012 (which dictates the current year distribution). The decrease is largely attributed to land sale activity (\$330,000 decrease from 2012) and timber sale activity (\$151,000 decrease from 2012). In order to maintain a reasonably level distribution to taxing jurisdictions and in light of current set aside fund balances the staff recommends that the percent of withholding for trails be 11.5% and reforestation be 11.5% (prior year set asides were trails 15% and reforestation 25%).

Commissioner Downham offered Resolution No. 29-14 moved its adoption, Commissioner Gaalswyk 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 11.5 percent of the tax-forfeited settlement be set aside for reforestation, and 11.5 percent of the tax-forfeited settlement be set aside for maintenance of recreational areas.

Resolution No. 29-14 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 9A. County Administrator Yochum confirmed the upcoming meeting schedule: To approve the County Board Meeting in Commissioner District #2, Tuesday, June 17, 2014 beginning at 6:00 p.m. at the Homebrook Township Hall, 3204 88th Street SW, Pequot Lakes, MN.
- 9B. M/S/P Downham, Dowson – To establish the annual planning work session on Friday, July 25, 2014, Cass County Land Department Meeting Room, Backus, MN. Unanimous.
10. Chairman Kangas adjourned the meeting at 11:02 a.m.

SIGNED: _____
Bob Kangas, Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator