

**TRANSCRIPT AND REPORT OF PROCEEDINGS  
CASS COUNTY BOARD OF COMMISSIONERS  
COUNTY OF CASS  
July 15, 2014**

1A. Vice-Chairman Gaalswyk convened the regular meeting of the Cass County Board of Commissioners at 6:00 p.m. on Tuesday, July 15, 2014, with the flag pledge at the Crooked Lake Township Hall 6300 Woods Bay Dr. NW, Outing, 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
Tom Burch	Sheriff	Josh Stevenson	Land Commissioner
Reno Wells	HHVS Director	Jamie Richter	Director of Public Health Nursing
Glenn Mechelke	Crooked Lake Twp.	Dave Schaumburg	Crooked Lake Twp.
Gail DeBoer	Pilot Independent	Monica Lundquist	Brainerd Dispatch

1B. M/S/P Dowson, Downham – To approve the agenda items for discussion as presented and the addition of Item 2A.25. (Refer budget request of \$30,000.00 from the Cass County HRA to the Cass County Citizen Budget Committee), and Item 2A.26. (Approve licenses – Intoxicating Liquor Off-Site, and Gambling). Unanimous.

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

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

Approve - Regular Board Minutes of July 1, 2014.

Approve - Auditor Manual Warrants dated June 2014 in the amount of \$10,291,993.15.

Approve - Auditor Warrants dated June 26, 2014 in the amount of \$457,329.10.

Approve - Auditor Warrants dated June 30, 2014 in the amount of \$277.84.

Approve - Auditor Warrants dated July 3, 2014 in the amount of \$118,593.20.

Receive & file - Monthly Budget Reports.

Approve - HHVS Auditor Warrants dated July 3, 2014 in the amount of \$46,343.62.

Approve - HHVS Commissioners Warrants dated July 3, 2014 in the amount of \$70,307.26.

Approve Personnel Items - A. Budgeted positions scheduled for replacement: 1. Receive & file - Notice of resignation of Daniel Gardner, Sheriff's Office Investigator, effective July 31, 2014. 2. Receive & file notice of resignation of Danielle Tretbar, Community Health Specialist, effective July 1, 2014, and receive & file notice of intent to fill budgeted Community Health Specialist, grade 21. 3. Receive & file notice of appointment of Gretchen Larson as County Attorney's Office temporary Secretary position effective July 3, 2014, grade 12, step 7. B. Positions scheduled for no replacement at this time: None. C. Other. None.

Approve - Capital project payment: Widseth Smith Nolting & Assoc. in the amount of \$810.00 (Inv. #97023) remodel Highway Shops (source of funds from Capital Fund – Garages & Capital Outlay Bldgs.).

Receive & file - Auditor -Treasurer's Interest Income Report for June 2014.

Receive & file - Pine River Area Sanitary District Audit FY's ending December 31, 2013 and 2012.

Approve - Out of state travel for Assistant County Attorney Jeanine Brand to attend training for sex assault expert testimony sponsored by US Dept. of Justice at National Advocacy Center, Columbia, SC on August 4 through August 7, 2014.

Approve - Cass County's Central Services Cost Allocation Plan for years 2014-2016 with Government Management Group.

Approve - HHVS purchase of service contracts with Early Childhood Screening Services Agreement with HHVS and Cass Lake-Bena School District #115; 2014 Innovation Funds Proposal: Cass County supports Rural MN CEP as the fiscal agent and will be pooling the allocation of \$3,649 for CY 2014 with other counties.

<u>Bidder</u>	<u>Bid Amount</u>
LVS	\$2,400.00
Greg Kvale	\$2,800.00
Tinjum Appraisal	\$3,200.00
Dwight Dahlen	\$3,800.00

M/S/P Downham, Peterson – To accept the appraisal bid from Lawrence Valuation Serv. LLC - \$2,400.00 on SE¼ of SE¼, Sect. 6, Twp. 138 North, Range 29 West Barclay Township. Unanimous.

<u>BIDDER</u>	<u>Contract price Per Month</u>	<u>Burnishing Floors</u>	<u>Carpet Cleaning</u>	<u>Windows</u>	<u>Ceramic Tile and Grout</u>	<u>Light Fixtures</u>
Ultimate Cleaning Team	\$900.00	\$100.00	\$125.00	Included	Included	Included
No. Country Janitorial & Supply, Inc.	\$1,400.00	Included	Included	Included	Included	Included

M/S/P Downham, Peterson – To award a Cass County Land Department cleaning contract to Ultimate Cleaning Team not to exceed \$900.00 per month plus other authorized services at the bid rate. Unanimous.

Approve - Letter of engagement with APPRIZE for employee online benefit enrollment of life, long, and short term disability, dental, and other elective benefits.

Accept - Donation in the amount of \$850.00 from Sylvan Township for the Sheriff's Office - Lakes Area Dive Team.

Approve - Pine River Transfer Station scale maintenance by Anderson Industrial Scale in the amount of \$8,644.00 (sole qualified bidder).

<u>Bidder</u>	<u>Bid Amount</u>
Colonial Masonry	\$14,288.00
Trana Masonry Inc.	\$14,752.92
Burns Brothers Masonry	\$18,200.00
Emily Masonry	\$18,450.00
Cummings Masonry Inc.	\$19,290.00

M/S/P Downham, Peterson - To accept the bid from Colonial Masonry in the amount of \$14,288 for a 5 inch poured concrete floor at the Cass County Transfer Station (Building #4). Unanimous.

Approve - Transfer of three County owned forklifts from the Pine River Transfer Station to Cass County Highway Department.

<u>Bidder</u>	<u>Bid Amount</u>
Sawyer Timber	\$200.00
Kurt Sawyer	\$240.00
Schrupp Excavating	\$400.00

M/S/P Downham, Peterson - To accept a bid for removal of beaver plug in culvert to Sawyer Timber in the amount of \$200.00. Unanimous.

Approve – Plumbing repairs to the LASSD Building by Evenson's Inc. in the amount not to exceed \$2,000.00.

Refer – 2015 budget request of \$30,000.00 from the Cass County HRA to the Cass County Citizen Budget Committee.

Approve Licenses - Intoxicating Liquor Off-Site – The Growler's Event on July 26, 2014 - The Bear's Den – Gary Dauer, Meadow Brook Twp. Gambling - Northland Booster Club – Raffles on August 23, 2014 held at Deer Haven Supper Club, Thunder Lake Twp.

- 2B. Administrator Yochum presented a summary of the 2013 population estimates from the MN State Demographer estimating population and households for Minnesota cities and townships. Cass County's population estimate for 2013 is 28,604 compared to the 2010 census of 28,567 (a 0.13% change), and the 2013 household estimate is 12,003 compared to the 2010 census of 11,948 (a 0.46% change).

M/S/P Dowson, Downham – To receive & file the MN State Demographer population estimate report dated July 15, 2014. Unanimous.

- 2C. Administrator Yochum summarized the Personnel Committee of the Board (Downham, Dowson) meeting of Tuesday, July 1, 2014. Items discussed at the meeting were HHVS grade ratings; Data privacy trends; Social service unit staffing plan; Central Services customer service survey; Draft changes to the personnel policy and rules; and 2015 labor contract negotiation strategies.

M/S/P Downham, Dowson – To approve the following recommendations of the Personnel Committee of the Board: 1.) to change from grade 28 to grade 30 effective July 19, 2014 the positions of county agency social worker and county agency social worker child protection specialist (market adjustment), 2.) to combine the HHVS Office Support Specialist, Auditor-Treasurer Administrative Assistant, and Probation Secretary job duties to a single job description of Office Support Specialist, and 3.) to change from grade 15 to grade 16, effective July 19, 2014 the position of office support specialist. Unanimous.

M/S/P Downham, Peterson – To approve the recommendation of the Personnel Committee of the Board that the HHVS support service unit move an existing budgeted office support specialist position to the HHVS social services unit and authorize obtaining a case aide grade rating from labor consultant GMG for the relocated office support specialist. Unanimous.

- 3A. Director of Public Health Nursing Jamie Richter presented an update on Nurse-Family Partnership which is a coaching model for first time mom's during their pregnancy and through the child's second year of life. Ms. Richter added that since the program began there have been thirteen women enrolled, five babies have been born full term, and eight families continue to receive home visits. The partnership focuses on the northern part of Cass County and the Family Center's home visitation program focuses on families in the southern part of the county. Ms. Richter also added that the Federal grant funding the multi-county Nurse-Family Partnership will end in March 2015 and will be discussing the potential use of existing Federal TANF (Temporary Assistant for Needy Families) funds to continue the program. No action necessary.
- 4A. Chief Financial Officer Larry Wolfe explained that the self-insured County health plan for employees and retirees experienced costs in excess of revenues in 2013 therefore recommended that the related available fund balance for commitment be reduced. Mr. Wolfe presented Resolution No. 34-14.

Commissioner Dowson offered Resolution No. 34 -14 and moved its adoption, Commissioner Downham seconded:

WHEREAS, The Cass County Board has adopted Governmental Accounting Standards Board Statement 54, Fund Balance Reporting Governmental Fund Type Definitions (GASB 54), and  
 WHEREAS, Cass County maintains a self-insured health plan for its employees and retirees, and  
 WHEREAS, significant capital is required to effectively manage a self-insured health plan, and  
 WHEREAS, health care costs continue to increase faster than general inflation, and  
 WHEREAS, the County's ability to generate additional revenue to fund this benefit is limited, and  
 WHEREAS, the Cass County Board of Commissioners has the authority to commit fund balance for specific purposes, and  
 WHEREAS, the self-insured health plan experienced claims in excess of revenues for 2013.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Commissioners do hereby reduce the commitment of \$4,400,000 to \$4,100,000 of existing fund balance at December 31, 2013, in the General Fund for the funding of future health insurance benefits.

Resolution No. 34 - 14 was declared adopted upon the following vote: Downham, Dowson, Gaalswyk, Peterson. Nays: None. Absent: Kangas.

- 4B. Chief Financial Officer Larry Wolfe explained the budget amendments for FY2013.

M/S/P Downham, Peterson – To approve the FY2013 budget amendments as presented. Unanimous.

**2013 BUDGET AMENDMENTS  
 FOR BOARD APPROVAL 07/15/2014**

		<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>CHANGE</u>
<b>Law Library</b>				
01-022.6455	Law Library Publications	27,000	27,500	500
To amend budget for increased publication costs Source: Restricted Fund Balance				
<b>Auditor-Treasurer</b>				
01-040.6102	Salaries/Wages Permanent	642,196	646,196	4,000
01-040.6103	Salaries/Wages Temporary	1,000	6,000	5,000

01-040.6105	Salaries/Wages Overtime	500	1,500	1,000
01-040.6262	Auditing & Accounting Services - Bank Charges	4,900	7,900	3,000
01-040.6264	Public Examiner Services	74,000	77,000	3,000
	Total Change			16,000

To amend budget for severance pay, temporary help, banking charge for positive pay, increased audit costs  
Source: Unassigned Fund Balance

**MIS**

01-060.6102	Salaries/Wages Permanent	275,204	297,204	22,000
01-060.6268	Data Processing Services - MCIS	64,000	94,000	30,000
	Total Change			52,000

To amend budget for increased share of MCIS Enhancement Fee, Severance Pay  
Source: Unassigned Fund Balance

**Recorder**

01-100.6609	Recorders Compliance Fund	96,825	116,825	20,000
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To amend budget for compliance expenditure upgrades  
Source: Restricted Recorders Compliance Fund Balance

**Building & Grounds**

01-112.6103	Salaries/Wages Temporary	0	18,000	18,000
01-112.6603	Capital Outlay - Furniture, Fixtures, etc.	0	27,000	27,000
01-112.6605	Capital Outlay - Buildings	100,000	200,000	100,000
01-112.6606	Capital Outlay - Equipment	0	200,000	200,000
	Total Change			345,000

To establish budget for Courthouse improvements, LEC chiller, Painter budget  
Source: Unassigned Fund Balance

**Sheriff**

01-200.6105	Salaries/Wages Overtime	120,000	230,000	110,000
01-200.6155	Employer Cafeteria Contribution	386,989	408,989	22,000
01-200.6162	Employer PERA	275,034	325,034	50,000
01-200.6172	Employer FICA	27,163	37,163	10,000
01-200.6295	Positron Computer Services	31,000	37,000	6,000
01-200.6349	Rents Leases Towers & Other	30,000	50,000	20,000
01-200.6565	Gasoline	200,000	210,000	10,000
01-200-10.6297	Enhanced 911 System	106,000	226,000	120,000
	Total Change			348,000

To amend budget for overtime pay, position changes, computer services, tower leases and fuel for squads, E-911 upgrade.  
Source: Unassigned Fund Balance, Restricted E-911 Fund Balance

**County Jail**

01-250.6102	Salaries/Wages Permanent	731,464	741,464	10,000
01-250.6290	Board of Prisoners	850,000	875,000	25,000
01-250.6603	Capital Outlay	35,400	250,780	215,380
				251,280

To amend budget for salaries and wages, increased board of prisoners, amortization of prepaid asset (Crow Wing Pod)  
Source: Unassigned Fund Balance, Prepaid Asset Account

<b>Probation</b>				
01-252.6298	REAM Grant Services	0	10,000	10,000

To amend budget for REAM Grant.  
Source: Grant Funding

<b>Emergency Services</b>				
01-280.6299	Prof Services - ARMER 800 mhz Project	0	150,000	150,000

To establish budget for expenditures related to the ARMER 800 mhz Project  
Source: Committed Fund Balance

<b>County Extension</b>				
01-610.6107	Per Diem - Committee Expense	1,500	1,800	300
01-610.6402	Office Supplies	1,000	1,350	350
	Total Change			650

To amend budget for Per Diems, Office Supplies  
Source: Unassigned Fund Balance

<b>County Ditch #9</b>				
01-660.6841	County Ditch Expenditures	0	11,000	11,000

To amend budget for County Ditch #9 projects  
Source: Special Assessments

<b>Total General Fund Changes</b>				1,204,430
Total from Unassigned Fund Balance				676,650
Total from other sources				527,780

<b>Road &amp; Bridge</b>				
<b>Department 312 - Garages - Equipment Maintenance</b>				
03-312.6305	Repairs & Maintenance - Buildings	15,000	40,000	25,000
03-312.6534	Cutting Edges	15,000	45,000	30,000
03-312.6562	Tires & Tubes	27,500	47,500	20,000
03-312.6566	Diesel	300,000	355,000	55,000
03-312.6569	Shop Supplies & Parts	125,000	175,000	50,000
	Total Change			180,000

To amend budget for additional maintenance and supplst as needed  
Source: Assigned Fund Balance, Cost Sharing, Grants and Awards.

<b>Department 313 - Maintenance</b>				
03-313.6297	Road Maint Service & Town Road Apportionment	50,000	505,000	455,000
03-313.6299	Other Professional and Technical Services	50,000	300,000	250,000
03-313.6516	Crack Filler	40,000	150,000	110,000
03-313.6520	Sand & Salt	110,000	360,000	250,000
	Total Change			1,065,000

To amend budget for town road apportionment, additional professional services and materials needed  
Source: Town Road Apportionment, Charges for Services, Cost Sharing, Grants and Awards, Assigned Fund Balance

<b>Department 313 - Construction</b>				
03-313.6604	Capital Outlay Construction	3,425,000	3,965,000	540,000
03-313.6620	County Road Construction	850,000	1,350,000	500,000
	Total Change			1,040,000

To amend budget for additional construction projects  
 Source: Assigned Fund Balance, Cost Sharing, Grants and Awards.

**Total Road & Bridge Fund Changes** 2,285,000

**Health Human & Veteran Services**

**Income Maintenance**

05-420-600-4800-6481 Non-Capitalized Equipment - IM 45,450 185,450 140,000

To amend budget for costs of IM Application Extender Workflow paperless system  
 Source: Fund Balance - approved in capital plan

05-420-650-0250-6015 Co Paid MA - MMIS Medical Access FFS 220,000 400,000 180,000

To amend budget for increased costs due to increased utilization of transport agencies  
 Source: Federal and State reimbursement

**Total Health, Human & Veteran Services Fund 05 Changes** 320,000

**Capital Fund**

33-312.6605 Capital Outlay - Buildings 0 80,000 80,000

To establish budget for Highway Garage Improvements  
 Source: Capital Fund Assigned Fund Balance

**Total Capital Fund Changes** 80,000

**Forfeited Tax Fund**

71-085.6299 Other Professional and Technical Service 90,000 100,000 10,000

To amend budget for contracted survey projects  
 Source: Restricted Fund Balance

**Total Forfeited Tax Fund Changes** 10,000

**Environmental Trust**

73-001.6299 Other Professional and Technical Service 80,000 100,000 20,000

To amend budget for Environmental Projects  
 Source: Restricted Fund Balance

**Total Environmental Trust Fund Changes** 20,000

**Grand Total All Funds** 3,919,430

- 4C. Mr. Wolfe presented the 2014 forfeited tax settlement (2013 receipts) and proposed distribution of \$915,231.00 as follows: reforestation \$105,252.00, trails \$105,252.00, general revenue \$281,891.00, eligible school districts \$281,891.00, and \$140,945.00 to eligible townships and cities. Land Commissioner Josh Stevenson commented on the ten year trend.

M/S/P Peterson, Dowson – To approve the 2014 forfeited tax settlement (2013 receipts) in the amount of \$915,231.00 and distribution of the same to Cass County taxing jurisdictions as presented. Unanimous.

- 5A. Land Commissioner Stevenson presented results from all land sale activity beginning January 1, 2014 including the most recent land sale auction of Saturday, June 28, 2014. Mr. Stevenson informed the Board that to date twenty of the fifty-two parcels available were sold for a total amount of \$311,775.00 (376.28 acres). Land Commissioner Stevenson also commented that county managed land purchases continue to be reasonably balanced with county managed public land sales.

M/S/P Dowson, Downham – To receive & file the Cass County Land Department 2014 land sale activity report in the amount of \$311,775.00 (376.28 acres). Unanimous.

- 5B. Mr. Stevenson reported that two of three Federal Recreation program grant applications for GIA Trails have received preliminary approval (Soo Line Trail repair near Federal Dam; and Snowway 1 trail bed improvements). The third application for cross country ski trail equipment was not similarly approved.

M/S/P Peterson, Downham – To receive and file preliminary approval of two trail grants (Soo Line, Snowway 1) and authorize final grant application for the same. Unanimous.

- 6A. M/S/P Downham, Gaalswyk – To authorize the Board's attendance at the AMC Policy Committee - September 3-4, 2014, Arrowwood Resort & Conference Center, Alexandria, MN. Unanimous.

7. Vice-Chairman Gaalswyk adjourned the meeting at 6:55 p.m.

SIGNED: \_\_\_\_\_  
Neal Gaalswyk, Vice-Chairman  
Cass County Board of Commissioners

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