

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
November 18, 2014**

- 1A. Chairman Kangas convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, November 18, 2014, with the flag pledge, in the Public Meeting Room of the Land Department Building, Backus, 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
Josh Stevenson	Land Commissioner	Dave Enblom	Highway Engineer
John Ringle	ESD Director	Tom Burch	Sheriff
Kevin Lee	North Memorial	Scotts Bruns	County Commissioner elect
Gail Leverson	Cass Co. EDC	Paula West	Leech Lake Area Watershed
Lindsey Ketchel	LL Area Watershed Fnd.	Christine Reisz	MN DNR - Wildlife
Gail DeBoer	Pilot Independent	Monica Lundquist	Brainerd Dispatch

- 1B. M/S/P Downham, Peterson – To approve the agenda items for discussion as presented after amending Item 2A.10. to include (Receive & file notice of appointment of Karen Eichens to County Agency Social Worker, grade 30, step 3, effective December 1, 2014), and adding Item 2A.9. (Authorize board attendance at Enbridge Pipeline information meeting on Wednesday, December 10, 2014 beginning at 4:00 p.m., Pine River Depot Building, Pine River, MN). Unanimous.

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

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

Approve - Board Minutes of November 4, 2014.

Approve - Auditor manual warrants dated October, 2014 in the amount of \$3,667,943.72.

Approve - Auditor warrants dated October 31, 2014 in the amount of \$16.00.

Approve - Auditor warrants dated October 30, 2014 in the amount of \$148,730.46.

Approve - Auditor warrants dated November 6, 2014 in the amount of \$140,574.90.

Receive & file - Monthly Budget Reports.

Approve HHVS - Commissioner warrants dated November 5, 2014 in the amount of \$1,178.98.

Approve HHVS - Auditor warrants dated November 7, 2014 in the amount of \$67,971.76.

Approve HHVS - Commissioner warrants dated November 7, 2014 in the amount of \$60,211.91.

Approve personnel items - A. Budgeted positions scheduled for replacement: 1. Receive & file - Notice of resignation of Mary Gilmer, Eligibility Worker, effective November 4, 2014, and receive & file the notice of intent to fill budgeted Eligibility Worker position, Grade 22. 2. Receive & file - Notice of appointment of Karen Eichens to County Agency Social Worker, grade 30, step 3, effective December 1, 2014. B. Positions scheduled for no replacement at this time: None. C. Other. 1. Receive & file - Notice of probation completion for Tonya Heldt, County Agency Social Worker, Grade 28, Step 02, on November 12, 2014. 2. Receive & file – Notice of successful completion of Social Services Intern Program of Jessica Curley grade 12, step 1, effective November 14, 2014. 3. Receive & file – Notice of appointment of Jessica Curely to temporary Class 3 position – grade 12, step 2 effective November 15, 2014 to assist with the Northstar Care for Children Program.

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

Approve - Capital project payments: Wiseth Smith Nolting (Invoice #99746) – Walker Highway Shop upgrades in the amount of \$1,231.46; Cass County ESD – Commercial building permit for 55X84 pole building/shop located at the Hackensack Shop in the amount of \$545.00.

Approve - Medical Contract Agreement with Dr. M.B. McGee from January 1, 2015 through December 31, 2015 (same rates as 2014).

Receive & file - Timber auction results of October 30, 2014 totaling 5,886 cords plus 34.20 mbf saw timber totaling \$110,605.99.

Receive & file - 3rd quarter 2014 analysis of foreclosure and sales activity report.

Receive & file - Cass County EDC October 2014 Activity Report.

Approve – HHVS agreements: 1.) Purchase of Service Agreement with MN Dept of Health, Community Health Board Master Grant Project Agreement dated 1-1-2015 to 12-31-2019: a.) CY15 award of \$122,653, b.) Title V MCH Block Grant - CY15-\$38,446, CY16-\$38,446, c.) Family Home Visiting CY15 1-1-15 to 6-30-15 \$20,626, 7-1-15 to 12-31-15 \$20,626, 2.) Addendum to Community Support Services Agreement Supported Employment Services for Adults Woodview Support Services/Oakridge Homes, Inc. 1-29-2014, 1-1-2015 to 12-31-2015, and 3.) UCARE Minnesota - Amendment #2014-1 County Participation Agreement effective 7-1-2014, changes to Exhibit B4 and B5 County Care Coordination Reimbursement.

Approve - Attendance of newly elected Cass County Commissioner Scott Bruns at the AMC Annual Conference on December 8-9, 2014 at the St. Cloud Convention Center, St. Cloud, MN, and attendance at the "County Government 101" for New County Commissioners on Jan. 28-29, 2015, MCIT Building, St. Paul, MN.

Approve licenses – Tobacco: Remer Junction - Northern Star Cooperative Services, Remer (City); Ernie's on Gull Lake - CMZ Hospitality, East Gull Lake; Holter's Grocery - Holter's SuperValu, Inc, Remer (City); Winnie Store - Winnibigoshish Historical Center, Inc, Unorganized; DJ's Liquor Outlet, Inc – Joseph Karst, Powers; MacHart's Landing - Earl Machart, Federal Dam; Mule Lake Store - Big Thunder Enterprises LLC, Wabedo. On & Off Sale 3.2 Beer: Agency Bay Lodge - Sharon Palmer, Turtle Lake.

- 2B. Mr. Yochum summarized discussion from a Personnel Committee of the Board meeting of February 18, 2014 regarding the STS Crew Leader, Sheriff Burch explained the benefits of the position being sworn as a deputy (present STS Leader is a sworn Deputy) and managed as an assignment. The resulting grade change would be from grade 20 to grade 27 funded within the adopted 2014 and proposed 2015 Sheriff's Office budgets.

M/S/P Downham, Dowson – To approve the Personnel Committee recommendation that the STS Crew Leader be budgeted as deputy assignment and that per Sheriff Burch's request Deputy Chad Emery be placed on grade 27, step 1 effective November 24, 2014. Unanimous.

Mr. Yochum summarized discussion from a Personnel Committee of the Board meeting of October 23, 2014 regarding succession planning including strategies for personnel administration utilizing a Human Resource Director. Administrator Yochum presented a summary job description and a grade 43 recommendation from Public Employment HR Consulting (PEHRC) for the HR Director position. Land Commissioner Josh Stevenson volunteered to perform the HR Director duties on a part time basis and maintaining his present Land Department responsibilities. Mr. Stevenson presented a draft 2015 work plan focused on offering Department Heads succession planning assistance and labor contract negotiation participation as requested by the Administrator.

M/S/P Dowson, Gaalswyk – To approve the Personnel Committee recommendation that the position of Human Resource Director be established per the summary job description provided by PEHRC, and further, to appoint Joshua Stevenson to the same at grade 43, step 8, effective November 24, 2014, with present Land Commissioner duties unchanged. Unanimous.

- 3A. Cass County Economic Development Corporation Director Gail Levenson reviewed the 2014 EDC Annual Report. Ms. Levenson noted that the JOBZ program will end in 2016. Director Levenson reported that the Central Lakes College satellite location in Pine River will be holding classes for Nursing Assistant and Home Health Aide beginning on January 13, 2015. An annual job survey and EDC financial report were also discussed. No action necessary.
- 4A. Highway Engineer David Enblom presented Resolution No. 51-14 for the advance of state aid regular construction funds for the 2015 construction season. Mr. Enblom added that advance of state aid funds has been noted in the approved five year road and bridge capital plan. .

Commissioner Downham offered Resolution No. 51-14 and moved its adoption and Commissioner Peterson seconded:

WHEREAS, the County of Cass is planning to implement County State Aid Street Project(s) in 2015 which will require State Aid funds in excess of those available in its State Aid Regular/Municipal Construction Account, and
WHEREAS, said County is prepared to proceed with the construction of said project(s) through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular/Municipal Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date <u>11/01/2014</u>	\$ <u>0</u>
Less estimated disbursements:	
Project # <u>SAP 011-604-017</u>	\$ <u>2,800,000.00</u>
Project # <u>SAP 011-658-006</u>	\$ <u>700,000.00</u>
Project # <u>SAP 011-665-009</u>	\$ <u>1,000,000.00</u>
Project # _____	\$ _____
Project # _____	\$ _____
Project Finals (overruns-if any)	\$ _____
Other _____	\$ _____
Total Estimated Disbursements	\$ <u>4,500,000.00</u>
Advance Amount (amount in excess of acct balance)	\$ <u>1,600,000.00</u>

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of Cass in an amount up to \$1,600,000.00 in accordance with Minnesota Rules 8820.1500, Subp. 9. I hereby authorize repayments from subsequent accruals to the Regular/Municipal Construction Account of said County from future year allocations until fully repaid.

Resolution No. 51-14 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 4B. Mr. Enblom requested approval to renew the County Surveyor's contract through December 31, 2015, adding that the \$80.00 per hour rate will not exceed the budgeted amount of \$36,000.00.

M/S/P Downham, Gaalswyk – To approve the Cass County Surveyor's contract with Northern Engineering & Consulting Inc. at a rate of \$80.00/hour, not to exceed \$36,000.00 beginning January 1, 2015 through December 31, 2015. Unanimous.

- 5A. Paula West from West Communications reported on the status of conservation easement activity in Cass County from 2006 through 2014. Agreements with landowners now include protection of 1,087 acres, and 33,600 feet of shoreland (6+ miles). Ms. West also reported on future work through 2017 on sensitive shorelands in north central Minnesota (Outdoor Heritage Fund - Phase II), and the 2015 through 2018 multi-benefit watershed conservation for north central lakes totaling \$1.0 million.

M/S/P Peterson, Gaalswyk – To receive & file the Conservation Easement status report as presented. Unanimous.

- 5B. ESD Director John Ringle discussed the need for information on ground water resources, and the impact of land use on surface and ground water quality. As recommended by the Forest Land Conversion Subcommittee of the Board one additional source of for long term water quality planning is a County Geologic Atlas. Mr. Ringle requested \$30,000 as the county contribution to the Geologic Atlas. County funds would be added to the \$70,000 that the Minnesota Geological Survey has already spent on data collection in Cass County with an additional \$350,000 to \$400,000 planned to complete Part 1 of the Atlas. The MNDNR will follow with Part 2 focused on aggregate resources with an estimated expenditure of an additional \$250,000 to complete the Atlas Project. Mr. Ringle proposed to utilize paid interns, solely dedicated to specializing in GIS and county records search will greatly expedite the creation of the mapping data from well records.

M/S/P Dowson, Downham – To authorize a County Geologic Atlas Project budget of \$10,000 from Forest Development fund balance, \$5,000 from the ESD operating budget, \$10,000 from Conservation Fund #73 fund balance, and \$5,000 from the Cass SWCD Board, utilizing ESD temporary employees to complete the well mapping portion as required by the Minnesota Geological Society. Unanimous.

- 5C. Mr. Ringle presented the Cass County Solid Waste Management Plan draft prepared by Wenck Engineers & Scientists per Board action of May 6, 2014, and reported no public comments have been received after public notice of August 19, 2014.

Commissioner Downham offered Resolution No. 52-14 and moved its adoption, and Commissioner Peterson seconded:

ADOPTION OF THE 2014 SOLID WASTE MANAGEMENT PLAN

WHEREAS, the State of Minnesota requires Counties to develop and adopt a Solid Waste Plan in accordance with MS 115A.46, MS 115A.471, MS 115A.551 subd 6-7, MS 115A.552, MS 115A.557 subd 2-3, MS 115A.63, MS 115A.84, MS 115A.914, MS 115A.96 subd 6-7, MS 115A.917; MS 115A 97 and MR 9215 and all other applicable Statutes and Rules, and

WHEREAS, the State of Minnesota requires said Solid Waste Plans to be reviewed and/or modified periodically. Said timeline for Solid Waste Plan update is every 10 calendar years, and

WHEREAS, Cass County recognizes the need and responsibility to plan for and practice environmentally sound methods for managing its solid waste streams, and

WHEREAS, Cass County recognizes the need to plan for and implement various strategies, programs or facilities to promote the proper management and disposition of solid waste generated within the County, and encourage the reduction, reuse, recycling, composting and/or advanced processing of that solid waste as may be available based upon the type of solid waste material generated and the integrated solid waste management system in place, and

WHEREAS, the draft 2014 Cass County Solid Waste Plan does describe the integrated solid waste management system currently in place to meet the needs of Cass County's citizens and requirements of the State of Minnesota, and

WHEREAS, the State of Minnesota has placed on August 20, 2014, public notice that draft of the 2014 Cass County Solid Waste Plan in accordance with the requirements for publication, notice and comment period, and

WHEREAS, upon completion of the public comment period on September 18, 2014, no comments were received in objection to the adoption of the draft 2014 Cass County Solid Waste Plan and there was no official request for a contested case hearing to the adoption of the draft 2014 Cass County Solid Waste Plan from any member of the public.

THEREFORE BE IT RESOLVED, that the Cass County Board of Commissioners hereby adopts the 2014 Cass County Solid Waste Plan, and

BE IT FURTHER RESOLVED, that the Cass County Board of Commissioners hereby submits the 2014 Cass County Solid Waste Plan to the Minnesota Pollution Control Agency for final approval pursuant to applicable Minnesota Statutes and Rules.

Resolution No. 52-14 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 5D. Mr. Ringle informed the Board that Cass County ESD has been asked by the Minnesota Pollution Control Agency to serve as the lead Local Government Unit (LGU) for the Phase III portion of the Leech Lake River Watershed Restoration and Protection Project. Phase I of this project was a two year project with the goals of compiling and summarizing available watershed history and water quality data and developing a comprehensive and inclusive civic engagement plan aimed at providing significant momentum. Phase II project had the goals of hydrological simulation modeling, lake protection planning, stressor identification modeling and watershed restoration and protection planning. Phase III of the LLR WRAPS will be the continuation of the civic engagement activities and finalizing the watershed priority planning processes.

M/S/P Gaalswyk, Dowson – To approve entering into a Joint Powers Agreement with MN Pollution Control Agency in the amount of \$70,000.00 to serve as lead partner on the Phase III Leech Lake River Watershed Restoration and Protection Project and further, authorize Sharon Anderson, Cass County Auditor-Treasurer to electronically sign the SWIFT document. Unanimous.

Mr. Ringle invited the Board to attend the Cass County Water Plan workshop on Thursday, November 20, 2014 beginning at 3:30 pm., Northern Lights Convention Center, Walker, MN.

M/S/P Dowson, Gaalswyk – To authorize Board attendance to the Cass County Water Plan workshop on Thursday, November 20, 2014 beginning at 3:30 pm., Northern Lights Convention Center, Walker, MN. Unanimous.

6. Land Commissioner Josh Stevenson discussed participation with the Minnesota DNR on forest management projects that benefit wildlife following our existing Forest Resource Management Plan. Mr. Stevenson explained the benefits of combining projects into a single contract through a Joint Powers Agreement (JPA). The first activity under this JPA will be to increase and retain oak stands on both County and State of MN managed lands, with no financial obligation for either party, with a term of five years.

M/S/P Downham, Gaalswyk - To approve the Joint Powers Master Agreement with the State of Minnesota for forest management projects for five years ending in 2019, with specific projects being approved on future consent agendas. Unanimous.

- 7A. Kevin Lee of North Memorial Ambulance (Brainerd Region) presented the third quarter 2014 report for the Longville Ambulance Subordinate Service District (LASSD). Mr. Lee informed the Board that the LASSD had paramedic coverage in Longville every day in the 3rd Quarter, which exceeds the Part Time Advanced Life Support requirement. Reported that LASSD year to date has billed 196 patients and a budget margin of 20.7%. Community activities included in the Longville Airport Fly In, collaborated with the Cass County EMS Task Force to provide free EMS education sessions in Walker and Pillager, attended the Cass County radio users meetings, and EMS Task Force meetings. Mr. Lee added that the Brainerd region overall patient satisfaction score for the 3rd quarter was 96.83, and a national average score of 92.91. Mr. Lee also discussed the destination hospitals and presented a map that displays the requests for service in the Longville Ambulance Primary Service Area during 2013. No action necessary.

- 8A. Chief Financial Officer Larry Wolfe presented a draft 2015 Truth-In-Taxation hearing notice, with each notice being parcel specific. Mr. Wolfe reviewed the proposed 2015 County property tax rate and the proposed rates for each municipality, township, and school district within Cass County. No action necessary.

9. County Administrator Yochum confirmed the upcoming meeting schedule:

M/S/P Peterson, Kangas - To authorize Board attendance at the Enbridge Pipeline information meeting on Wednesday, December 10, 2014 beginning at 4:00 p.m., Pine River Depot Building, Pine River, MN. Unanimous.

10. Chairman Kangas adjourned the meeting at 10:34 a.m.

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

ATTEST: _____
Robert H. Yochum
Cass County Administrator