

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
July 7, 2015**

- 1A. Chairman Gaalswyk convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, July 7, 2015 with the flag pledge in the Board Room of the Courthouse Annex, Walker, MN. Commissioners present: Downham, Bruns, 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
Reno Wells	HHVS Director	Michele Piprude	HHVS
Melanie Wolfe	HHVS	Tim Richardson	Central Services Director
John Ringle	ESD Director	Rima Smith Keprios	ESD
Josh Stevenson	Land Commissioner	Dave Enblom	Highway Engineer
Kris Lyytinen	Asst. Highway Engineer	Mark Peterson	Assessor
Christopher Strandlie	County Attorney	Monica Lundquist	Brainerd Dispatch
Gail DeBoer	Pilot Independent	Allan Olson	Cass Lake Times

- 1B. M/S/P Kangas, Peterson - To approve the agenda items for discussion as presented and the addition of Item 8B. (Authorize Board attendance to the Pillager Bridge dedication on Monday, July 20, 2015, beginning 11:00 a.m.), Item 8C. (Authorize Board attendance to the Little Sand Group Home presentation on Thursday, July 23, 2015 beginning at 1:30 p.m. at the Brainerd Police Station). Unanimous.

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

M/S/P Downham, Bruns - To waive reading and approve the consent agenda as presented. Unanimous.

Approve - Board Minutes of Board of Equalization on June 15, 2015, and Board Minutes of June 16, 2015.

Approve - Auditor warrants dated June 11, 2015 in the amount of \$497,646.34.

Approve - Auditor warrants dated June 18, 2015 in the amount of \$1,286,077.36.

Approve - HHVS Commissioner warrants dated June 19, 2015 in the amount of \$223,853.61.

Approve - HHVS Auditor warrants dated June 19, 2015 in the amount of \$93,394.25.

Approve - HHVS Commissioner warrants dated June 19, 2015 in the amount of \$4,793.44.

Approve Personnel Items – A. Budgeted positions scheduled for replacement. 1. Receive & file - Notice of resignation of Jill Oberfell, Office Support Specialist, effective July 3, 2015, and receive and file the notice of intent to fill budgeted Office Support Specialist, Grade 16. 2. Receive & file - Notice of appointment of Jenny Rittgers, LPN, Grade 17, Step 1 to fill position effective June 29, 2015. 3. Receive & file - Notice of appointment of Joseph Coalwell, Eligibility Worker, Grade 22, Step 1 to fill position vacated by Cindi Becker effective June 29, 2015. 4. Receive & file - Notice of appointment of Nicole Wolff, Case Aide, Grade 20, Step 1 to fill position vacated by Jennifer Swenson effective July 13, 2015. 5. Receive & file - Notice of appointment of Danielle Smith, County Agency Social Worker-CPS to County Agency Social Worker, Grade 30, effective July 27, 2015, and receive and file the notice of intent to fill budgeted County Agency Social Worker-CPS. B. Positions scheduled for no replacement at this time. None. C. Other. 1. Receive & file - Notice of probation completion for Russell Baron, Fiscal Supervisor II, grade 31, step 05, on June 15, 2015. 2. Receive & file - Notice of probation completion for Scott Privratsky, Accounting Technician, grade 19, step 02, on June 8, 2015. 3. Receive & file - Notice of probation completion for Linda Hammer, Home Health Aide, grade 13, step 04, on April 30, 2015. 4. Receive & file - Notice of probation completion of Shannon Rettke, Assistant Shop Manager, grade 26, step 8, effective June 29, 2015. 5. Receive & file - Notice of probation completion of Lee Chambers, Remer Motor Equipment Operator, grade 21, step 4, effective July 5, 2015.

Approve licenses – Gambling - Northland Lions @ Pickled Loon Saloon- Howard Prushek, Crooked Lake; Ruffed Grouse Society @ Deep Portage - Jerry Lamon, Woodrow. Temp On Sale 3.2 Beer - Crooked Lake VFD Relief Assn. - Nick Usherwood, Crooked Lake. The liquor applicants listed below are contingent upon receiving proper documentation, fees & taxes, if owing. On & Off Sale Intoxicating including Sunday - Bears Den - Gary Dauer, Meadow Brook. Wine/ Beer including Sunday - Pineridge Grouse Camp - Pineridge Grouse Camp, LLC, Inguadona.

Approve - Reimbursement of HRA per diem and mileage expenses (Invoice #2168) in the amount of \$3,375.00 from Jan. 1, 2015 - June 30, 2015.

Authorize - Payments to Leech Lake Lumber (Invoice#35676) in the total amount of \$65.87, and Lucachick Architecture, Inc. (Invoice#LA12332, LA12334 & LA12335) in the total amount of \$1,981.65; Concrete Solutions Unlimited (Inv#621) in the amount of \$8,338.00 Highway Shops (source of funds from Capital Fund – Garages & Capital Outlay Bldgs.); Bolton & Menk, Inc. (0178327) in the amount of \$965.00 (Capital Fund).

Approve - Joint Powers Agreement with MN DNR for forest management projects (expiration date of December 31, 2018).

Accept - Cass County Probation - MND0C FY2016/2017 Workload/Caseload Grant in the amount of \$44,364.00 (July 1, 2015 – June 30, 2017) (Swift #94463/3-56286).

Accept - Cass County Probation Department to MN DOC Remote Electronic Alcohol Monitoring (REAM) in the amount of \$7,000.00 per year for FY2016 – FY2017 (from July 1, 2015 - June 30, 2017) Swift #93787/3-55676.

Approve - Assignment of surplus bookcase to the Walker Public Library.

Receive & file - MN Department of Health – Local Public Health Grant award funding increase in the amount of \$6,148; Financial award to Central MN Council on Aging in the amount of \$3,040.00 for 2016; MN Dept. of Health Grant Project Amendment in the amount of \$36,800 for Public Health Emergency Preparedness CFDA#93.069; and Cass County HHVS and Morrison/Todd/Wadena Community Health Board for Family Planning Special Projects Service contract for fiscal management in the amount of \$61,209.00 from July 1, 2015 to June 30, 2016.

Receive & file - Commissioner Bruns response to David Drown Associates, Inc. regarding City of Remer proposed establishment of Municipal Development Dist. No. 2 & Housing Tax Increment Financing Dist. No. 2-1 MDD No. 2 (Serenity Living Solutions of Remer).

Receive & file - HHVS Cash Account Balance Comparison and Child Service Costs through May 2015.

<u>Bidder</u>	<u>Bid Amount</u>
Lampert's Cabinets, Inc.	\$14,010.00
Moore Custom Cabinets LLC	\$22,750.00

M/S/P Downham, Bruns – To award quotes on five custom cabinet replacements located in the Offices of Assessor's, ESD, Recorder's, and Auditor-Treasurer's to Lampert's Cabinets, Inc. not to exceed \$15,000.00. Unanimous.

Approve - Reduction of \$20,776.40 in 2016 State 25% fund payment (corrects over payment in 2015 received).

<u>Bidder</u>	<u>Bid Amount</u>
Kurt Sawyer	\$150.00
Chad Freeman	\$400.00
Bill Taylor	\$800.00

M/S/P Downham, Bruns – To accept a quote for road repair due to damage done by water erosion in Sec.21-141-29 (Pine Lake Twp) from Kurt Sawyer at \$150.00. Unanimous.

Receive & file - MN Department of Revenue property tax exemption notice for leases on Indian trust land.

<u>July 1, 2015 through June 30, 2016</u>		<u>July 1, 2016 through June 30, 2017</u>	
Number of Inmates	Base Rate per day	Number of Inmates	Base Rate per day
0-24	\$212.97	0-24	\$219.36
25-49	\$243.95	25-49	\$251.27
49 +	\$274.56	49+	\$282.80

Reflecting a 3.0% increase (Per meal rate: \$1.28)

Reflecting a 3% increase (Per meal rate: \$1.32)

Per Meal Rate: In addition to the above base rate, A'viands will charge \$1.28 per meal to cover the variable portion of its services from July 1, 2015 through June 30, 2016 reflecting a 3.0% increase, and \$1.32 per meal for the period of July 1, 2016 through June 30, 2017 reflecting a 3.0% increase.

M/S/P Downham, Bruns – To approve Amendment #7 to the Jail Food Service & Commissary Management Agreement with A'viands, LLC, a 3.0% increase per meal rate from July 1, 2015 through June 30, 2016 and a 3.0% increase per meal rate from July 1, 2016 through June 30, 2017. Unanimous.

Receive & file - Correspondence from the Federal EPA indicating that the Cass County and the LLBO were unsuccessful in obtaining a USEPA Brownsfield grant.

Receive & file - Timber auction results of Thursday, June 25, 2015 totaling 2,837.50 cords plus 110.70mbf saw timber totaling \$99,017.00.

<u>Bidder</u>	<u>Bid Amount</u>
Schrupp Excavating	\$25.00/yard
Northfork Boulders	\$29.00/yard

M/S/P Downham, Bruns – To award quote to Schrupp Excavating on delivering taconite tailings to a washout/mudhole in roadbed of snow way one snowmobile trail in sec. 17-136-31 (Moose Lake Twp) in the amount not to exceed \$1,000.00. Unanimous.

3A. Chief Financial Officer Larry Wolfe explained the budget amendments for FY2014.

M/S/P Kangas, Downham – To approve the FY2014 budget amendments as presented. Unanimous.

2014 BUDGET AMENDMENTS

		<u>ORIGINAL</u>	<u>AMENDED</u>	<u>CHANGE</u>
		<u>BUDGET</u>	<u>BUDGET</u>	
<u>Commissioners</u>				
01-001.6281	Misc Services - HRA Loan	89,750	119,750	30,000
01-001.6298	MN Investment Fund Grant Expense	0	107,500	107,500
01-001.6299	Aquatic Invasive Species Prevention	0	55,000	55,000
01-001.6820	Federal Projects	0	5,500	5,500
Total Change				198,000

To amend budget for HRA Loan, MN Investment Grant, Aquatic Invasive Species, Federal Projects - Deep Portage
Source: Unassigned Fund Balance - \$30,000, Grants - \$162,500, Restricted Fund Balance \$5,500

<u>Law Library</u>				
01-022.6455	Law Library Publications	27,000	28,000	1,000
Total Change				1,000

To amend budget for increased publication costs
Source: Restricted Fund Balance

<u>Auditor-Treasurer</u>				
01-040-6264	Public Examiner Services	74,000	88,000	14,000
Total Change				14,000

To amend budget for increased audit costs
Source: Unassigned Fund Balance

County Attorney

01-090.6103	Salaries/Wages Temp	0	3,000	3,000
	Total Change			3,000

To amend budget for Temp Wages
Source: Unassigned Fund Balance

Building & Grounds

01-112.6411	Custodial Supplies	25,000	35,000	10,000
01-112.6412	Heating Fuel	50,000	105,000	55,000
01-112.6415	HHVS Building	10,000	45,000	35,000
01-112.6605	Capital Outlay - Buildings	100,000	250,000	150,000
01-113.6603	Capital Outlay - FFE - Pine River	5,675	25,675	20,000
	Total Change			270,000

To amend budget for Courthouse improvements, Heating Fuel, HHVS Improvements, Pine River Post Office Improvements
Source: Unassigned Fund Balance

Sheriff

01-200-210.6296	Zuercher System	0	236,000	236,000
	Total Change			236,000

To amend budget for new Records Management, Computer Aided Dispatch, Mobile Squad, and Jail Management Systems
Source: Unassigned Fund Balance

Medical Examiner

01-222.6299	Other Professional and Technical Services	100,000	110,000	10,000
	Total Change			10,000

To amend budget for additional services
Source: Unassigned Fund Balance

County Jail

01-250.6105	Salaries/Wages Overtime	40,000	50,000	10,000
01-250.6155	Employer Cafeteria Contribution	170,016	180,016	10,000
01-250.6162	Employer PERA	69,066	74,066	5,000
01-250.6172	Employer FICA	52,324	57,324	5,000
01-250.6292	Food for Prisoners	99,000	104,000	5,000
01-250.6603	Capital Outlay	7,300	223,580	216,280
	Total Change			251,280

To amend budget for overtime and benefits, increased food cost for prisoners, amortization of prepaid asset (Crow Wing Pod)
Source: Unassigned Fund Balance - \$35,000, Prepaid Asset Account - \$216,280

Probation

01-252.6565	Gasoline - County Vehicles	6,100	9,100	3,000
	Total Change			3,000

To amend budget for increased gasoline costs
Source: Unassigned Fund Balance

Emergency Services

01-280.6298	Contracted Services	48,000	60,000	12,000
01-280.6299	Prof Services - ARMER 800 mhz Project	0	20,000	20,000
01-280.6304	Repair & Maintenance - Radio Equipment	3,000	18,000	15,000
01-280.6603	Capital Outlay - Motobridge Non 800 mhz connectivity	3,600	38,600	35,000
	Total Change			82,000

To establish and amend budgets for expenditures related to the ARMER 800 mhz Project
Source: Grants and Committed Fund Balance

County Ditch #9

01-660.6841	County Ditch Expenditures	0	9,000	9,000
	Total Change			9,000

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

Planning and Zoning

01-801.6299	Other Professional and Tech Services - Inspections	5,000	30,000	25,000
	Total Change			25,000

To amend budget for Septic Inspections
Source: Unassigned Fund Balance

Solid Waste

01-801-405.6293	Disposal Contract	670,000	710,000	40,000
	Total Change			40,000

To amend budget for increased disposal volume
Source: Special Assessments

Total General Fund Changes

Total from Unassigned Fund Balance	1,142,280
Total from other sources	625,000
	517,280

Road & Bridge

Department 313 - Maintenance

03-313.6103	Salaries/Wages Temp	60,000	75,000	15,000
03-313.6105	Salaries/Wages Overtime	70,000	90,000	20,000
03-313.6162	Employer PERA	99,336	109,336	10,000
03-313.6172	Employer FICA	104,817	120,817	16,000
03-313.6281	Misc Services	10,000	30,000	20,000

03-313.6297	Road Maint Service & Town Road Apportionment	50,000	610,000	560,000
03-313.6298	Road Maint Contract	200,000	300,000	100,000
03-313.6299	Other Professional and Technical Services	100,000	450,000	350,000
03-313.6379	Misc Charges	10,000	40,000	30,000
03-313.6514	Aggregate	122,000	162,000	40,000
03-313.6520	Sand & Salt	186,000	286,000	100,000
03-313.6524	Striping	100,000	130,000	30,000
	Total Change			1,291,000

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

Department 313 - Construction

03-313.6604	Capital Outlay Construction	3,150,000	3,550,000	400,000
03-313.6620	County Road Construction	850,000	1,150,000	300,000
	Total Change			700,000

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

Department 315 - Land Surveyor

03-315.6102	Salaries/Wages Permanent	27,094	49,294	22,200
03-315.6155	Employer Cafeteria Contribution	6,072	12,172	6,100
	Total Change			28,300

To amend budget for additional wages and benefits
Source: Assigned Fund Balance

Total Road & Bridge Fund Changes 2,019,300

Health Human & Veteran Services

Social Services

05-430-000-0000-6902	Permanent Transfers	0	5,000,000	5,000,000
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To amend budget for Transfer to the Capital Projects Fund for future campus
Source: Fund Balance

Total Health, Human & Veteran Services Fund 05 Changes 5,000,000

Capital Fund

33-312.6605	Capital Outlay - Buildings	0	550,000	550,000
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To establish budget for Highway Garage Improvements
Source: Capital Fund Assigned Fund Balance

Total Capital Fund Changes 550,000

Forfeited Tax Fund

71-032.6281	LSOHC Misc Services - Land Purchases	500,000	650,000	150,000
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To amend budget for additional land purchases
Source: LSOHC Funding

71-645.6289	ATV Trail Maintenance	40,000	60,000	20,000
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To amend budget for additional maintenance projects
Source: Restricted Fund Balance

Total Forfeited Tax Fund Changes	170,000
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Environmental Trust

73-001.6807	Environmental Trust - Trails	0	275,000	275,000
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To amend budget for Environmental Projects
Source: Restricted Fund Balance

Total Environmental Trust Fund Changes	275,000
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Grand Total All Funds	9,156,580
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4A. HHVS Director Reno Wells requested Board approval to add an additional Case Aide position and an additional Social Worker – Child Protection Specialist position. Mr. Wells explained additional County duties in new State child protection law. Mr. Wells added that Cass County will be receiving State funds in the amount of \$108,000.00 for expanded for child protection services. Social Services Manager Michele Piprude discussed recent trends and changes in related State Statute.

M/S/P Kangas, Downham – To approve adding an additional grade 20 Case Aide position (from 1.0 to 2.0 FTE's) and further, to approve adding an additional grade 30 Social Worker – Child Protection Specialist position (from 6.0 to 7.0 FTE's). Unanimous.

5A. ESD Director John Ringle and Permit Intake Clerk Rima Smith-Keprios presented an AIS Prevention and Management Program update. Approximately 3,200 hours of inspections have occurred since May 8, 2015 on 35 lakes across the county which averaged 91 hours per lake with 27 contract inspectors implementing the program. Ms. Smith-Keprios added that a partnership with Dr. Pat Welle from BSU will lead a 3 component study with 60+ resort owners and other private businesses to develop a client-friendly AIS message. In addition, matching fund AIS programs have occurred with Lake Associations on Woman Lake, Blackwater, Island, Mule, Birch, Ten Mile, and the Association of Cass County Lakes. The Board thanked Mr. Ringle and Ms. Smith-Keprios for the update. No action necessary.

6A. Land Commissioner Stevenson presented results from all land sale activity beginning January 1, 2015 including the most recent land sale auction of Saturday, June 27, 2015. Mr. Stevenson informed the Board that to date two of the twenty-two parcels available were sold at the land sale for a total amount of \$67,400.00 (80.18 acres), and over the counter sales were four parcels in the amount of \$30,500.00 (10.85 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 Peterson, Kangas – To receive & file the Cass County Land Department 2015 land sale activity report. Unanimous.

6B. Mr. Stevenson informed the Board that the City of Pillager has passed a resolution during their June 9, 2015 Council meeting requesting the Cass County Auditor-Treasurer to transfer twenty-eight tax-forfeited lots from State ownership to City ownership consistent with the 2015 lands bill (Laws of Minnesota Chapter 25 Section 7).

M/S/P Peterson, Downham – To receive and file notification from the City of Pillager conveying tax forfeited property to the City of Pillager pursuant to the Laws of 2015 Chapter 25 Section 7. Unanimous.

7A. Highway Engineer David Enblom presented quotes to install fencing at the Pine River Maintenance Facility. Asst. Highway Engineer Kris Lytinen added that the erection of the fence in 2015 will provide for a secure work site, and secure building materials for the anticipated 2016 shop construction.

<u>Bidder</u>	<u>Bid Amount</u>
Oberg Fence Co.	\$18,500.00
Keller Fence Company	\$29,685.00
Dakota Fence	\$33,070.00

M/S/P Kangas, Peterson – To award quote for the installation of fencing at the Pine River Maintenance Facility to Oberg Fence Co. to furnish and install 1,450' of 6' high chain link fence with 3 rows of barb wire on top along with one 30' double cantilever slide gate in the amount of \$18,500.00. Unanimous.

- 8A. County Administrator Yochum discussed upcoming meetings including: a. Commissioners Regular Board Meeting on Tuesday, July 21, 2015, beginning at 6:00 p.m. at the Inguadona Township 1350 Co. Rd. #5 (Longville Fire Hall) Longville, MN.
- 8B. M/S/P Peterson, Bruns – To authorize Board attendance at the Pillager Bridge dedication on Monday, July 20, 2015, beginning 11:00 a.m. Unanimous.
- 8C. M/S/P Peterson, Bruns – To authorize Board attendance at the Little Sand Group Home presentation on Thursday, July 23, 2015 beginning at 1:30 p.m. at the Brainerd Police Station. Unanimous.
- 9. M/S/P Bruns, Kangas - To close the meeting at 10:20 a.m. pursuant to MN Statutes 13D.05, Subd.3. (b). – attorney client discussion of property tax appeals. Unanimous.

Present at the closed meeting: Commissioners Bruns, Downham, Gaalswyk, Kangas, and Peterson, County Administrator Robert Yochum, Chief Financial Officer Larry Wolfe, County Attorney Christopher Strandlie, HHVS Director Reno Wells, and County Assessor Mark Peterson.

- 10. Chairman Gaalswyk reopened the closed meeting at 10:50 a.m. and adjourned without further discussion.

SIGNED: _____
 Neal Gaalswyk, Chairman
 Cass County Board of Commissioners

ATTEST: _____
 Robert H. Yochum
 Cass County Administrator