

**TRANSCRIPT AND REPORT OF PROCEEDINGS  
CASS COUNTY BOARD OF COMMISSIONERS  
COUNTY OF CASS  
February 3, 2015**

- 1A. Chairman Gaalswyk convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, February 3, 2015 with the flag pledge in the Board Room of the Courthouse Annex, Walker, MN. Commissioners present: Bruns, Downham, 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	Human Resource Director	Joel Norenberg	Jail Administration
Reno Wells	HHVS Director	Jamie Richter	HHVS
Jeri Seegmiller	HHVS	Shari Splichal	Auditor-Treasurer's Ofc.
Val Kuschel	Auditor-Treasurer's Ofc.	Brad Mesenbrink	Probation
Tom Burch	Sheriff	Joel Norenberg	Sheriff's Office
Tim Richardson	Central Services Director	Monica Lundquist	Brainerd Dispatch
Allan Olson	Cass Lake Times		

- 1B. M/S/P Kangas, Peterson - 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 Downham, Bruns - To waive reading and approve the consent agenda. Unanimous.

Approve - Board Minutes of January 20, 2015.

Approve - Auditor warrants dated January 15, 2015 in the amount of \$290,126.85.

Approve - Auditor warrants dated January 22, 2015 in the amount of \$732,733.26.

Approve - HHVS Auditor warrants dated January 13, 2015 in the amount of \$200.00

Approve - HHVS Commissioner warrants dated January 23, 2015 in the amount of \$192,734.19.

Approve - HHVS Auditor warrants dated January 23, 2015 in the amount of \$136,546.35.

Approve Personnel Items - A. Budgeted positions scheduled for replacement: 1. Approve - Phase out Social Services County Team Leader grade 35 (1FTE) budgeted position and replace with with Public Health Nurse grade 32 (1FTE) position to assist with service delivery. 2. Receive & file - Notice of separation of Office Support Specialist Vicki Eckman effective January 16, 2015, Receive & file - Notice of intent to fill vacated Office Support Specialist position Grade 16. 3. 3. Receive & file - Notice of probation completion for Tahnee Hamilton, County Agency Social Worker, Grade 30, Step 02, on February 2, 2015. B. Positions scheduled for no replacement at this time: None. C. Other. None.

Approve licenses - Gambling - Young at Heart Senior Club - Marvin Hausken, Kego.

Receive & file - MOU with Mississippi Headwaters Board on preparation of monthly meeting minutes beginning March 20, 2015 compensated rate of \$40.00/hour.

Approve - Capital project payments: Kent Reeve Locksmithing (Inv.#08764) - Hackensack Garage - \$181.00; Kent Reeve Locksmithing (Inv.#08765) - Hackensack Garage - Sheriff's Office side - \$313.00; Bolton & Menk, Inc. - (Inv.#0173519)(Crts. back parking lot) - \$2,027.50; Final - Vredenburg Construction - storage bldg. in Hackensack in the amount of \$11,250.00, source of funds from capital fund balance.

Approve - Budgeted financial contribution for FY2015 - Cass County Agricultural Society (Pillager) in the amount of \$5,000.00.

Receive & file - Medical Examiners statistics from January 1, 2014 through December 31, 2014.

Receive & file - 2015 Eelpout Festival (Feb. 19-22, 2015) trash pick-up and sanitation plan as presented.

Receive & file - Correspondence from MNPCA regarding the Cass County Integrated Solid Waste Management Plan has been approved.

Accept - Donation of 80 pair of gloves to be distributed to community members in need from Medica.

Approve - Recommendation from the Cass County HHVS Advisory Board to distribute the 2014 unspent dollars of \$3,995.62 each to Northland Family Center, Pillager Family Center, PR/Backus Family Center, and Walker Family Center.

Approve - Fee schedule establishing a new Public Health Nurse Clinic – Home visit rate the same as our current established Skilled Nurse visit rate of \$170.00 per visit, increase Public Health Nurse Clinic – Clinic visit rate to 50% of fee Public Health Nurse Clinic – Home visit rate established of \$170.00/per visit, current rate is \$60.00/visit with unknown history date established recommended by the HHVS Advisory Board on January 26, 2015.

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

Authorize - Land Commissioner to execute agreement with Bureau of Indian Affairs, Leech Lake Indian Reservation permission to burn (6.1 acres) W½ of Sect.18, T141NR29W, (Pine Lake Twp.).

Approve - MNDNR Permission to burn 18 acres in Sec. 36, of 144-27(Unorganized Twp.)

Approve Assessor's Office Abatements: Tax Year 2014 Tami Bachmeier, 29-910-2432 Pike Bay, Clerical Error, Travel Trailer removed prior to assessment date, and Current \$84.00 proposed \$0) Tax \$0 change.

Authorize - Land Department to contract with WSN for a pre-demolition report not to exceed \$1500 to PIN# 85-337-1035, Lot 9, Block 10, Original Plat of Cass Lake.

Approve - Fire contracts for Unorganized Township from Jan.1 – Dec.31, 2015 for Remer Fire Dept. - \$950.25, Deer River - \$14,915.00.

Receive & file - Timber auction results of January 29, 2015 totaling 11,733.00 cords totaling \$246,732.92.

- 3A. HR Director Joshua Stevenson summarized discussions by the Personnel Committee of the Board meeting of Tuesday, January 27, 2015. Mr. Stevenson reported a committee recommendation to approve a collective bargaining contract with the Teamster Local #320 Deputy/Jail Unit (bargaining unit has approved the same) for calendar years 2015 and 2016.

M/S/P Downham, Kangas – To approve the recommendation of the Personnel Committee of the Board to approve a collective bargaining contract with the Teamster Local #320 Deputy/Jail Unit for calendar years 2015 and 2016 as presented. Unanimous.

- 3B. Mr. Stevenson reported a Personnel Committee of the Board recommendation to approve applying applicable wage and benefit changes to all non-union personnel and probation officers for calendar year 2015 by adoption of Resolution No. 07-15.

#### Resolution No. 07-15 establishing Year 2015 Non Union compensation

Whereas: Minnesota Statutes Chapters 179 and 179A define public employees and provide options for collective representation, and

Whereas: Some Cass County employees have voted to be represented by five collective bargaining units with labor contracts, that in addition to the Cass County Personnel Policies define conditions of employment, and

Whereas: Some Cass County Probation Department employees are subject to Judicial supervision pursuant to Minnesota Statute 244.19, and

Whereas: The remaining Cass County employees rely upon the County Board's management of the Cass County Personnel Policies, and

Whereas: It is the long standing practice of Cass County and the desire of this Board of Commissioners to apply relevant uniform benefits to all Cass County employees on as equal a basis as practical.

Now, Therefore, Be It Resolved:

1. That the attached amendments to the Cass County Personnel Policies are consistent with Cass County labor settlements and budgetary guidelines for 2015.
2. That the Board of Commissioners respectfully request the District Court Judges to apply the 2015 Cass County Personnel Policy to those subject to their appointment.
3. That the attached amendments to the Cass County Personnel Policies shall be in full force and effect beginning January 01, 2015 and thereafter until amended by the Board of Commissioners.

M/S/P Downham, Peterson – To approve the recommendation of the Personnel Committee of the Board by adoption of resolution No. 07-15 as presented. Unanimous.

Mr. Stevenson reported a Personnel Committee of the Board recommendation to approve applying applicable wage and benefit changes to all elected department heads for calendar year 2015 by adoption of Resolution No. 08-15

Resolution No. 08-15 establishing Year 2015 elected Department Head compensation

Whereas: Minnesota Statute 386.015 provides in part for the establishment of the annual compensation of the County Recorder, and

Whereas: Minnesota Statute 387.20 provides in part for the establishment of the annual compensation of the County Sheriff, and

Whereas: Minnesota Statute 388.18 provides in part for the establishment of the annual compensation of the County Attorney, and

Whereas: The following salaries are consistent with Cass County labor settlements, non-union adjustments, and budgetary guidelines for 2015.

Now, Therefore, Be It Resolved:

1. That the year 2015 salaries for the individuals indicated are hereby established as follows:

	<u>01/01/15</u>	<u>07/01/15</u>
County Attorney – Christopher Strandlie		
Grade	50	50
Step	10	10
Monthly rate	9,599	9,599
Annual rate	115,211	115,211
County Sheriff – Tom Burch		
Grade	45	45
Step	10	10
Monthly rate	8,281	8,281
Annual rate	99,382	99,382
County Recorder – Katie Norby		
Grade	34	34
Step	10	10
Monthly rate	5,983	5,983
Annual rate	71,781	71,781

2. That these elected officials are additionally eligible for an annual longevity payment in accordance with the current Cass County Personnel Policy Rules.

3. That this resolution shall be in full force and effect January 01, 2015 through December 31, 2015.

M/S/P Kangas, Gaalswyk – To approve the recommendation of the Personnel Committee of the Board by adoption of resolution No. 08 -15 as presented. Unanimous.

3C. Mr. Stevenson reported a Personnel Committee of the Board recommendation to approve applying applicable wage and benefit changes to County Commissioners for calendar year 2015 by adoption of Resolution No. 09–15.

Resolution 09-15 establishing Year 2015 compensation for County Commissioners

Whereas: County Commissioners may receive per diem payment and reimbursement for necessary expenses in performing the duties of the office as set forth by this resolution of the County Board pursuant to legal authority of Minnesota Statutes 375.055-375.065, and 471.665, and

Whereas: Cass County Board Resolution No. 29-94 (Amended), dated June 7, 1994 recognizes the Attorney General opinion regarding the interpretation and intent of laws governing County Commissioner compensation per diem allowance, and

Whereas: The following compensation is consistent with Cass County labor settlements, non-union adjustments, budgetary guidelines for 2015, and applicable State statutes.

Now, Therefore, Be it Resolved:

1. That the year 2015 Cass County rate of per diem payment shall be \$75.00 per day for attendance at one or more of the following:
  - a. County board meetings (except the first regular monthly board meeting, board of auditors, board of equalization, or canvassing board)
  - b. For service by individual County Commissioners on any board, committee or commission of county government including committees of the board pursuant to the official list of committee and board assignments adopted in January of each year
  - c. While acting on any committee or attending a meeting under the direction of the board
  - d. For the performance of services by individual County Commissioners when required by law.
2. That In lieu of County provided per diems nothing herein shall be construed to prohibit the receipt of per diem payments by Commissioners that might serve on other bodies of government for which additional compensation is separately authorized by statute in the performance of duties for a statutorily separate body with independent authority to compensate its members.
3. That the year 2015 annual salary shall be \$24,246.99.
4. That this resolution shall be in full force and effect January 01, 2015 through December 31, 2015.

M/S/P Downham, Peterson – To approve the recommendation of the Personnel Committee of the Board by adoption of resolution No. 09 -15 as presented. Unanimous.

- 4A. Lt. Joel Norenberg discussed the jail average daily population for 2014, with 22 inmates being housed in Cass County, 49 inmates housed outside Cass County resulting in an average daily population of 71. Lt. Norenberg indicated that he expects that the inmate population will continue an upward trend and female inmate placements in the region are becoming more difficult. No action necessary.
- 4B. CFO Larry Wolfe discussed the 2014 MN DOC jail daily cost calculation certification by Counties to the Minnesota Department of Corrections. Mr. Wolfe reported that using the State reporting format in 2014: Cass County Jail cost was \$189.98 per inmate per day (not including outside boarding), Crow Wing Jail cost was \$93.61 per inmate per day (including Cass boarding volume), and Cass County Jail cost was \$89.60 per inmate per day (including outside boarding cost). Mr. Wolfe added that it continues to be more cost effective to house jail inmates at other facilities at this time. No action necessary.
- 4C. Sentence-to-Serve Crew Leader Chad Emery presented the 2014 STS report. Deputy Emery reported that a total of 230 days inmates worked 8,024 hours and at the State determined value of \$8.00 per hour totaled \$64,192.00. Mr. Emery reported that there were 103 offenders who utilized the program, 102 completed the program, \$13,321.00 of fines were worked off, and 323 jail days worked off.

Central Services Director Tim Richardson and HHVS Director Reno Wells complimented the Sheriff's Office on the sentence-to-serve crew on their help throughout the carpeting/construction/demolition projects throughout the county. The Board thanked Mr. Emery for his leadership of STS program. No action necessary.

- 5A. Director of Public Health Nursing Jamie Richter discussed the Quality Improvement Annual Report of 2014. Which is an ongoing effort to improve the efficiency, effectiveness, quality of services, processes, capacities and performance outcomes. Ms. Richter discussed the current projects that include using a scanner to scan the customer's insurance cards which accounting doesn't have to review the flu forms for accuracy and eligibility which resulted in faster claiming and receipting; the M-Drive is a shared computer that makes common documents easier to locate; and customer satisfaction. Ms. Richter discussed the new projects in 2015 will include Health Alert Network, Home and Community Based Services Quality Improvement Project, Physician Satisfaction Survey and Face to Face Documentation. No action necessary.
- 5B. HHVS County Team Leader Jeri Seegmiller, and Community Health Specialist Emily Senta presented health improvement strategy called the Minnesota Food Charter, a tool to create healthy prosperous communities and offers way to ensure that nourishing food is accessible today and for future generations. It also focuses on changing policies and systems, so the healthy choice is the easy choice for everyone. Ms. Senta added that the Minnesota Food Charter promotes healthy food choices through local community education, and local food shelves. No action necessary.

- 6A. Shari Splichal of the Auditor-Treasurer's Office election division discussed the election agreement with ISD#118 Northland Community Schools for their election administration services for their upcoming special election to be held on May 12, 2015.

M/S/P Downham, Peterson - To approve the election administration contract terms agreement with Independent School District #118 Northland Community Schools administration services not to exceed \$4,500.00, for a special election to be held May 12, 2015 (bond referendum) and ending May 31, 2015. Unanimous.

- 6B. Val Kuschel of the Auditor-Treasurer's Office discussed the 2014 newsletter that accompanied the 2014 tax statements, and requested Board approval to draft a newsletter to be included in the 2015 property tax statements (to be sent out in mid-March). Ms. Kuschel reported that potential topics for the 2015 newsletter thus far include: refuse management fee, tax payment options, AIS update, ditch inventory project, highway projects and new website coming soon.

M/S/P Peterson, Kangas – To approve a newsletter insert with the 2015 property tax statements. Unanimous.

7. County Administrator Yochum discussed upcoming meetings including:

M/S/P Peterson, Kangas – To approve the 2015 summer schedule for Cass County Board of Commissioner regular meetings: District #3 – Tuesday, June 16, 2015, Ansel Township, 8144 County #20, Sebeka, MN; District #4 – Tuesday, July 21, 2015, Tentative - Inguadona Twp. 1350 Co.Rd. #5, Longville, MN, and further that all 2015 summer schedule Board meetings will begin at 6:00 p.m. Unanimous.

M/S/P Kangas, Bruns – To approve the Commissioners attendance at the Association of Minnesota Counties (AMC) Joint Legislative Conference on March 4-5, 2015, Crowne Plaza St. Paul Riverfront, St. Paul, MN. Unanimous.

8. Chairman Gaalswyk adjourned the meeting at 10:00 a.m.

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

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