

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
February 17, 2015**

- 1A. Chairman Gaalswyk convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, February 17, 2015 with the flag pledge, in the Land Department Meeting Room, Backus, MN. Commissioners present: Downham, Gaalswyk, and Peterson. Commissioners absent: Bruns, 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
Josh Stevenson	Land Commissioner	Laura Hadrava	Const. Design Eng.
Jim Schneider	Probation Director	Lori Koch	Hwy. Dept. Fiscal Supvr.
Sue Wickland	Probation Dept.	John Ringle	ESD Director
Cecil Louks	Central Services	Kam Koch	MIS Dept.
Merritt Bussiere	U of MN Extension	Gail Levenson	Cass County EDC
Monica Lundquist	Brainerd Dispatch	Gail DeBoer	Pilot Independent

- 1B. M/S/P Downham, Peterson – To approve the agenda items for discussion as presented. Unanimous.

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

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

Approve - Board Minutes of February 3, 2015.

Approve - Auditor manual warrants dated January, 2015 in the amount of \$1,143,605.64.

Approve - Auditor warrants dated January 29, 2015 in the amount of \$150,494.03.

Approve - Auditor warrants dated February 5, 2015 in the amount of \$259,820.15.

Receive & file - Monthly Budget Reports.

Approve - HHVS Commissioner warrants dated February 6, 2015 in the amount of \$102,572.00.

Approve - HHVS Auditor warrants dated February 6, 2015 in the amount of \$63,434.52.

Approve personnel items – A. Budgeted positions scheduled for replacement: 1. Receive & file - Notice of appointment of Jill Oberfell, Office Support Specialist, Grade 16, Step 1 to fill position vacated by Vicki Eckman effective February 9, 2015. 2. Receive & file - Notice of appointment of Danielle Smith, Case Aide, to County Agency Social Worker-CPS, Grade 30, Step 1 to fill position vacated by Randy Carson effective February 5, 2015 and Receive & file - Notice of intent to fill budgeted Case Aide position, Grade 20. 3. Receive & file – Appointment of Renee Gale, temporary FTE Eligibility Worker, Grade 22, Step 1 to assist the Income Maintenance Department while staff are out on extended medical and child bearing/child rearing leave effective February 9, 2015. 4. Receive & file – Court order establishing 2015 compensation for the Cass County Probation Director, Team Leader and Probation Officers in compliance with the Cass County salary table, grade, and step plan. B. Positions scheduled for no replacement at this time: None. C. Other. None.

Approve - Grant amendment request for MIECHV (Maternal, Infant, and Early Childhood Home Visiting) with Minnesota Department of Health using Federal Title V funds in amount of \$76,250 of additional funds going through 1/31/2016.

Approve licenses – Set-Up - Birch Ridge Resort - Frank Alianello, Otter Tail Peninsula. On & Off Sale 3.2 Beer - Woman Lake Lodge - Burk's on Woman Lake, Woodrow. Gambling - Walker Area Community Ctr @ Moondance - Gretchen Gribbin, Turtle Lake.

Authorize -4th quarter Longville Ambulance Subordinate Service District payment in the amount of \$102,750.00.

Approve - Capital project payments: Mark Beard – Highway Shops upgrades in the amount of \$325.00.

Authorize – Payment of budgeted support for FY2015 to the Initiative Foundation (\$17,500.00), and the Mississippi Headwaters Board (\$1,500.00).

Receive & file - Deep Portage Conservation Foundation audit ending August 31, 2014 and 2013.

Authorize - Joshua Stevenson to accept the grant on behalf of the Cass County Board per Resolution 13-14 adopted on February 18, 2014, and authorize reapplying for a Ski Trail Project per Resolution No. 12-15.

Commissioner Peterson offered Resolution No. 12-15 and moved its adoption, Commissioner Downham seconded:

WHEREAS, Cass County supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to purchase additional grooming equipment to service the current GIA Cross Country Ski Trail Systems. The four trail systems are located throughout Cass County, and WHEREAS, Cass County recognizes that it has secured \$13,168 in local cash matching funds for this project.

NOW, THEREFORE, BE IT RESOLVED, if Cass County is awarded a grant by the Minnesota Department of Natural resources, Cass County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Cass County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, Cass County names the fiscal agent for Cass County for this project as: Joshua Stevenson - Land Commissioner PO Box 25, 218 East Washburn Avenue Backus, MN 56435

BE IT FURTHER RESOLVED, Cass County hereby assures the Cass County GIA Cross Country Ski Trails will be maintained for a period of no less than 20 years.

Resolution No. 12-15 was adopted by majority vote: Ayes: Downham, Gaalswyk, Peterson. Absent: Bruns, Kangas. Nays: None.

M/S/P Peterson, Downham – To accept a quote from Craig's Glass in the amount of \$11,780.00 to re-set north and west doors at the Pine River Post Office. Unanimous.

<u>Bidder</u>	<u>Wind Break Bid Amount</u>	<u>Door Bid Amount</u>	<u>Total Bid</u>
Rasinski Total Door Serv., LLC.	\$3,360.00	\$9,005.00	\$12,365.00
Craig's Glass	\$3,280.00	\$8,500.00	\$11,780.00

Approve - Resolution No. 10-15 repurchase- CitiFinancial PID No.26-020-1100, (Meadowbrook Twp.).

Commissioner Peterson offered Resolution No. 10-15 and moved its adoption, Commissioner Downham seconded:

Be it resolved that the Cass County Board of Commissioners hereby approves the repurchase of Parcel #26-020-1100, NE ¼ of NE1/4, Section 20 Township 135, Range 31, and the repurchase to CitiFinancial is authorized for payment of \$5,441.06 for past and current taxes and fees in accordance with the application and subject to deed approval.

Resolution No. 10-15 was adopted by majority vote: Ayes: Downham, Gaalswyk, Peterson. Absent: Bruns, Kangas. Nays: None.

Approve - Wilderness Drive right-of-way road easement to Trelipe Township.

Approve - Fire contracts for Unorganized Township from Jan.1 – Dec.31, 2015 for Federal Dam Fire Dept. - \$4,100.00.

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

Approve - Resolution No. 11-15 to support a Bi-CAP grant application - Family Homeless Prevention and Assistance Program in Cass County.

Commissioner Peterson offered Resolution No. 11-15 and moved its adoption, Commissioner Downham seconded:

Resolution No. 11-15 Authorizing Application for Minnesota Housing and Finance Agency
Family Homelessness Prevention and Assistance Program

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention and Assistance Projects; and

WHEREAS, the Bi-County Community Action Programs Inc. has developed an application for the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program; and

WHEREAS, Bi-County Community Action Programs, Inc has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program;

NOW, THEREFORE, be it resolved that Bi-County Community Action Programs, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program in the County of Cass, in Minnesota.

Resolution No. 11-15 was adopted by majority vote: Ayes: Downham, Gaalswyk, Peterson. Absent: Bruns, Kangas. Nays: None.

Approve -Transfer of funds from Unorganized Township to Highway Department in the amount of \$43,165.09 for road maintenance and administrative costs from November through December 2014.

Receive & file - Ad-Hoc Committee Solid Waste/Recycling Meeting notes (Waste Partners request for payment).

Approve - Payment to Salvation Army for meals provided during Teen Cert Training (Jun. 7, 14) and Ice Rescue Training Exercise (Jan.31, 15).

M/S/P Peterson, Downham - To approve demolition of structures & abatement of regulated materials to Projects 1, 3, 4, and 5 to Storlie Construction NTE \$15,950; Project 2 to Hengel Ready Mix and Constr., Inc. NTE \$15,833, and Abatement on Projects 2 and 3 to Bieniek Abatement Services NTE \$10,480. Unanimous.

<u>Bidder</u>	<u>1 Demo</u>	<u>2 Demo</u>	<u>2 Abatement</u>	<u>3 Demo</u>	<u>3 Abatement</u>	<u>4 Demo</u>	<u>5 Demo</u>
Am. Disposal	NA	NA	NA	\$8,225	NA	\$7,225	\$8,450
Hengel Ready Mix & Const.	\$8,900	\$15,833	NA	NA	NA	NA	NA
Grivette Enviro Mgmt	NA	NA	\$18,475	NA	\$6,700	NA	NA
Bieniek Abatement Services	NA	NA	\$5,900	NA	\$4,500	NA	NA
PHB Excavating LLC	NA	\$25,460	NA	NA	NA	NA	NA
MN Landscaping & Habitat, LLC	\$5,798	\$16,393	NA	NA	NA	NA	NA
M&T Excavating, NA	NA	NA	NA	\$7,350	NA	\$4,750	\$7,950
Schrupp Exc.	\$5,800	\$15,500	NA	\$6,800	NA	NA	NA
Storlie Const.	\$3,900	\$39,800	NA	\$3,200	NA	\$3,750	\$5,100

Approve - Assessor's Abatements - Tax Year 2014 William & Diane Hane, 38-107-4405, Shingobee, Damage Abatement, Current \$970.00, proposed \$234.15; Tax Year 2014 Vernon Shields, 87-033-3303, East Gull Lake, Damage Abatement, Current \$750.82, proposed \$412.35.

Amend - Land Department cleaning contract to Ultimate Cleaning Team NTE \$1,075.00 per month plus authorized services at the bid rate.

- 2B. Administrator Yochum summarized discussions by the Personnel Committee of the Board meeting of Tuesday, January 27, 2015. Mr. Yochum reported a committee recommendation to approve a collective bargaining contract with the Teamster General Local #346 Dispatcher/Records Unit (bargaining unit has approved the same) for calendar years 2015 and 2016.

M/S/P Downham, Peterston – To approve the agreement as presented and authorize execution of a collective bargaining contract for calendar years 2015 and 2016 with the Teamsters General Local #346 Dispatch & Records Unit. Unanimous.

- 3A. ESD Director John Ringle discussed a presentation to the Planning Commission regarding trends in the communication tower industry. Indications are that there will be many more communication cell tower applications to come before the Planning Commission in the near future as technology changes. To minimize the number of towers needed the Planning Commission supports several strategies including the current land use ordinance preference for co-location. Mr. Ringle discussed alternatives for obtaining related independent engineering data (i.e. county hire, fees, applicant selected).

M/S/P Peterson, Downham – To recommend to the Planning Commission that they require an engineering report from the applicant that confirms co-location capability. Unanimous.

- 3B. Mr. Ringle presented the 4th quarter ESD Activity Report with overall activity was slightly lower in 2014 when compared to 2013. Total number of permits issued in FY 2014 was 1,067 versus 1,161 in FY 2013 or 94 fewer permits in 2014 compared to 2013.

Total Revenues were also lower at \$277,097 in FY 2014 versus \$314,357 in FY 2013 (down \$37,440 from last year overall). The biggest noticeable difference was that 20 fewer variances were applied for in 2014 versus 2013, same trend in permit activity since 2009. Mr. Ringle added that early indications are that this level trend in Planning and Zoning activity will continue or trend slightly upward in 2015. Mr. Ringle also presented a summary of the abandoned trailer and refuse cleanup projects in 2014 totaling \$9,890.77 coordinated with the Leech lake Band of Ojibwe and other governmental units. No action necessary.

- 3C. Mr. Ringle presented an update on the current AIS Program. Mr. Ringle presented a 2015 budget which has preliminary approval from the Cass SWCD Board, the entity charged by the County Board to implement the AIS program in Cass County. Last year \$35,000 was spent from the original Township/Lake Association Match project and \$55,000 in Local Government Aid after it became available in July to conduct last year's inspection program. In 2015 lake inspections are planned to be conducted on 24 lakes by Cass SWCD contracted inspectors and on Leech Lake by MNDNR hired inspectors. In addition, the plan has a comprehensive educational and informational program, some lake monitoring and treatment. The Cass County AIS Task Force will be re-convened in the near future to make additional plans for the open water season of 2015.

M/S/P Downham, Peterson – To approve the 2015 Aquatic Invasive Species Program budget as presented in the amount of \$450,000.00. Unanimous.

- 4A. Land Commissioner Josh Stevenson reported receipt of a citizen petition from residents of Cass and Hubbard Counties. The petition requests protection of forest land from the massive conversion of prime forest land into agricultural fields, and urges action to use all available resources to defend the area from the abusive practices of industrial agriculture. Mr. Stevenson presented the extract of minutes dated October 21, 2014 where the County Board adopted Resolution No. 48-14 Cass County Board's position on forest to agriculture conversion.

By consensus, the Board received and filed the petition and let stand its' position on the subject as presented in Resolution 48-14.

- 4B. Mr. Stevenson reported on the annual SWCD Liaison Committee of Thursday, February 5, 2015. Discussion items included program updates from the NRCS, SWCD, ESD, and Land Department. The committee saw no need to amend the existing operating agreements between Cass County Board and the SWCD Board. No action required.
- 5A. Probation Director Jim Schneider and Probation Office Manager Sue Wickland presented an annual report. The report indicated there were adult violations in 2014 of 1,184 (542 DWI's, 178 assaultive behavior, 133 driving after cancellation/no insurance, 151 disturbing peace, 62 underage consumption, 79 theft/damage to property, and 39 possession of marijuana/fleeing a police officer). Juvenile violations in 2014 were 598 (15 criminal sexual conduct, 171 minor consumption, 17 burglary, 30 possession of marijuana, 105 theft/damage stolen property, 76 obstructing legal process/false reporting/arson/negligent fire/criminal vehicle operation-injury/forgery, 44 traffic, and 140 assaultive behavior/domestic/harassment/disturbing the peace). The Diversion Program offenses in 2014 were 80 compared to 86 in 2013 (26 minor consumption, 15 disturbing the peace, 24 theft/ damage stolen property, 8 possession of marijuana, 6 obstructing legal process/false reporting crime, and 1 traffic). Mr. Schneider also discussed financial trends, Wellness Court, the Diversion Program, electronic home monitoring, community involvement, and the 2015 goals. The Board thanked Director Schneider for the report.
- 6A. Highway Department Fiscal Supervisor Lori Koch presented the Town road apportionment for 2015 totaling \$486,602.00. 893 miles of road have been reported by the Townships and the allocation has been 50% mileage, 25% population, and 25% market value. Ms. Koch explained that the town road funding comes from the state aid road allotment, and that the 2015 had increased \$25,732.00 over the 2014 apportionment.

M/S/P Peterson, Downham – To approve the 2015 Town road apportionment in the amount of \$486,602.00 as presented. Unanimous.

- 6B. Construction Design Engineer Laura Hadrava presented information regarding Governor Dayton's transportation funding proposal for state aid and construction projects. County State Aid Highway (CSAH) regular maintenance funding under the Governors proposed transportation plan would increase funding to \$2,723,635.00, and allow the County to reallocate \$684,772 in local highway property tax levy. CSAH construction funding under the Governors proposed transportation plan would increase funding to \$4,105,452.00, and allow the County to reallocate an additional \$563,819 in local highway property tax levy. Ms. Hadrava added that Cass County has 532 miles of CSAH roads, 51 bridges on the CSAH system, and 78 bridges on all local roads in the County. Based on the Governor's proposal the county would receive an additional \$17.8 million over 10 years (\$10.7 million for construction and \$7.1 million for maintenance). Ms. Hadrava reported that the average reconstruction costs for the County total \$500,000 per mile. No action necessary.
- 7A. University of Minnesota Extension Educator Merritt Bussiere discussed the Profile of Second Homeowners in Central and West Central Minnesota. Mr. Bussiere explained that a survey was mailed to 1,200 with 573 returned responses, with 53% of respondents have owned, operated, or played a significant management role in a business. The survey also asked what kind of people own second homes by age, by education, by employment, by household income, perceptions of the quality of local amenities and services, local internet access, property ownership, reason for purchase, current use of the property, how many occupy the second home, average days per month (93 days on average per year), future plans to permanently move to the second home (56% said yes, about 45% said within 6 to 10 years). Mr. Bussiere discussed the negative and positive population impacts, as well as second homeowner spending, views on development, issues with single most important improvement, challenge, and opportunity over the next 20 years, community attachment, and community connections by residence. The Board thanked Mr. Bussiere for the update.
8. County Administrator Yochum reported no changes in upcoming meetings.
9. Chairman Gaalswyk adjourned the meeting at 10:35 a.m.

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

ATTEST: _____
Robert H. Yochum
Cass County Administrator