

**TRANSCRIPT AND REPORT OF PROCEEDINGS  
CASS COUNTY BOARD OF COMMISSIONERS  
COUNTY OF CASS  
April 21, 2015**

- 1A. Chairman Gaalswyk convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, April 21, 2015 with the flag pledge, in the Land Department Meeting Room, Backus, 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
Kris Lyytinen	Asst. Highway Eng.	Tom Burch	Sheriff
Eric Hoglund	Chief Deputy Sheriff	Val Kuschel	Auditor-Treasurer's Ofc.
Vic Moen	MN DOC	Reno Wells	HHVS Director
Michele Piprude	Social Services Manager	Jamie Richter	Director of PHN
Mark Peterson	Assessor	Kevin Dahlman	Assistant Land Commissioner
Paul Fairbanks	ESD	Scott St. Sauver	MN National Guard
Leslie Bouchonville	PRB Family Center	Betty Doss	Pillager Family Center
Tiffany Vickaryous	HOWA Family Center	Monica Lundquist	Brainerd Dispatch
Gail DeBoer	Pilot Independent		

- 1B. M/S/P Peterson, Kangas - To approve the agenda items for discussion as presented and the deletion of Item 10A. (Request to be heard: Rusty Lilyquist - county trespass and county taxable valuation). Unanimous.

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

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

Approve - Board Minutes of April 7, 2015.

Approve - Auditor manual warrants dated March, 2015 in the amount of \$645,138.46.

Approve - Auditor warrants dated March 31, 2015 in the amount of \$9.00.

Approve - Auditor warrants dated March 26, 2015 in the amount of \$167,863.80.

Approve - Auditor warrants dated April 9, 2015 in the amount of \$362,704.56.

Receive & file - Monthly Budget Reports.

Approve - HHVS Commissioner warrants dated April 10, 2015 in the amount of \$156,529.03.

Approve - HHVS Auditor warrants dated April 10, 2015 in the amount of \$70,167.25.

Approve personnel items – A. Budgeted positions scheduled for replacement - 1. Receive & file - Notice of separation of County Agency Social Worker Yvonne Hammerschmidt effective April 3, 2015. Receive & file notice of intent to fill vacated County Agency Social Worker position Grade 30. 2. Receive & file - Notice of resignation of Jill Geroy, County Agency Social Worker, effective May 5, 2015, and receive and file the notice of intent to fill budgeted County Agency Social Worker position, Grade 30. 3. Receive & file - Notice of appointment of Jessica Curley, County Agency Social Worker - CPS, to County Agency Social Worker, Grade 30, Step 1 to fill position vacated by Amanda Lennberg effective May 9, 2015 and receive & file the notice of intent to fill budgeted County Agency Social Worker - CPS position, Grade 30. 4. Receive & file - Notice of intent to advertise and fill the position of Payroll/Benefits Coordinator, grade 24. 5. Receive & file - Notice of appointment of John Yochum, Corrections Officer, grade 21, and step 1, effective December 30, 2014. 6. Receive & file - Notice of intent to fill Assistant County Attorney position during 12 week FMLA absence (for Lindsey Lindstrom), former Assistant Attorney Jon Eclov, grade 40 step 10, start date of June 8, 2015. B. Positions scheduled for no replacement at this time. None. C. Other. None.

Approve licenses - Tobacco Anderson's Grand Vu Lodge - Jeffery Anderson, Turtle Lake; On & Off Sale 3.2 Beer Cherney's Resort - Ignace Cherney, Unorganized. Gambling Leech Lake Area Amateur Hockey Association @ Horseshoe Bay Resort - Joe Arndt, Turtle Lake. The licenses listed below are contingent upon receiving proper documentation, fees and any delinquent taxes, if owing. On & Off Sale 3.2 Beer Big Rock Resort- Big Rock Resort Owners Association, Turtle Lake; Grand Vu Lodge - Grand Vu Lodge, Inc, Turtle Lake.

Receive & file - Auditor -Treasurer's Interest Income Report for March 2015.

Authorize - Payment to Mark J. Beard (Invoice#0028) in the amount of \$1,250.00.

Receive & file - March 2015 Cass County EDC Activity Report.

Approve - Assessor's Office Abatements - Tax Year 2015 Sheila & Todd Miller, 29-028-2400 Pike Bay reinstate Homestead \$1,370.00, Current \$1,162.00, proposed (208.00); Tax Year 2015 Douglas Dypwick, 90-372-0090, Lake Shore, Reinstated Homestead \$5,180.00, Current \$4,870.00 Proposed (310.00). Tax Year 2015 Mike Tauber, 16-031-3201, Hiram,

Approve 2C Managed Forest Class, \$134.00, Current \$86.00, Proposed (48.00). Tax Year 2015 Betteye Johnson, 95-337-0560, Remer City, Reinstate DAV Exclusion, \$506.00, Current \$0, Proposed (506.00). Tax Year 2015 Bruce Madsen, 06-028-4203, Blind Lake, Corrected building location, \$ 88.00, Current \$322.00 Proposed 234.00. Tax Year 2015 Bruce Madsen, 06-028-4207 Blind Lake, Corrected building location, \$ 26.00, Current \$66.00 Proposed 40.00. Tax Year 2015 Bruce Madsen, 06-028-4208 Blind Lake, Corrected building location, \$ 366.00, Current \$172.00 Proposed (194.00). Tax Year 2014 Gary Haider, 94-385-0101, Pine River City Damage Abatement, \$1,094.00, Current \$ 823.00 Proposed (271.00). Tax Year 2014 Ron Wolske, 20-942-0075, Leech Lake, Removed Travel Trailer \$ 6.00, Current \$ 0, Proposed (6.00). Tax Year 2015 Dale Gregory, 19-031-4225 Kego, Corrected unfinished area, \$4,716.00 Current \$4,062.00, Proposed (654.00). Tax Year 2014 Charles Doughty, Shingobee, 38-116-3110, Damage Abatement \$5,262.00, Current \$3,901.00, Proposed (1,361.00).

Accept - Donation from Orhan Soykan in the amount of \$12.00 for the Cass County General Fund.

Authorize - Project Management Agreement with Mark Beard for Capital Maintenance Program through March 31, 2016 in the amount of \$50.00 per hour.

Approve - MOU between Local #2195 HHVS Unit on PRN positions.

Approve - MOU with Cass County HHVS and Cass Lake Bena School District – Early Childhood Screenings from Apr. 27- June 1, 2015.

Accept - Public Health Emergency Preparedness (PHEP) – Ebola Supplemental Grant- \$2,500.effective Apr. 4, 2015- Sept. 30, 2016 (CFDA#93.069) (Swift#64365 and Swift#90375).

Receive & file - Correspondence from DHS on HHVS's perfect performance on financial reporting for CY2014.

<u>Bidder</u>	<u>Bungo/Moose Lake</u>	<u>Deerfield</u>	<u>Bull Moose</u>	<u>Old Grade</u>
North Fork Excavators	\$1,500.00	\$980.00	\$1,000.00	\$3,600.00
Sawyer Timber	\$850.00	\$650.00	\$700.00	NO BID
Schrupp Excavating	\$1,300.00	\$900.00	\$950.00	\$3,600.00
Ruyak Enterprises	NO BID	NO BID	NO BID	\$3,500.00

M/S/P Downham, Peterson - To award the grading contract for Deerfield Trails - Sawyer Timber in the amount of \$650.00; Bungo/Moose Lake Trails - Sawyer Timber in the amount of \$850.00; Bull Moose Trail - Sawyer Timber in the amount of \$700.00; Old Grade - Ruyak Enterprises in the amount of \$3,500.00 (including grading and hauling additional material). (Two grading's done this season for each trail system.) Unanimous.

- 3A. Sheriff Tom Burch requested approval to purchase an enclosed covered trailer for the Sentence To Service Program not to exceed \$6,200.00 (price includes tie-downs, spare tire, tongue jack and graphics).

M/S/P Downham, Kangas - To approve the purchase of an enclosed trailer for the Sentence To Service Program not to exceed \$6,200.00 including tie-downs, spare tire, tongue jack and graphics (source of funds fund balance). Unanimous.

- 4A. Assistant Highway Engineer Kris Lyytinen discussed the Highway Maintenance Building AdHoc Committee of the Board Meeting of April 7, 2015. The committee reviewed amendments to the 2015 Highway shop capital plan, were provided updates on site alternatives at Pine River and Cass Lake, and authorized advertisement of the Lucachick Architecture Cass Lake bid package.

M/S/P Kangas, Peterson - To approve the Ad-Hoc Committee recommendation to amend the 2015 Highway Department shop capital plan from \$1,400,000 to \$1,245,665 as presented. Unanimous.

- 4B. Assistant Engineer Lyytinen presented bids for contracts on aggregate surfacing on CSAH's 19, 25, 28, 30, 35, C.R.'s 102, 103, 115, 171 and an aggregate stockpile to be produced at Cass County's Thunder Lake Pit and Anderson Pit (south of Hackensack) and roadway striping for the 2015 maintenance program.

County Project No. C.M. 2015-1

<u>Bidder</u>	<u>Total Bid Amount</u>
Swenson Aggregate & Const., LLC	\$282,444.50
Schrupp Excavating	\$326,469.50
Anderson Contracting, Inc.	\$362,987.50

M/S/P Kangas, Bruns - To award the bid to the following apparent low bidder (received on April 20, 2015) for County Project No. C.M. 2015-1 to Swenson Aggregate & Const., LLC in the bid amount of \$282,444.50. Unanimous.

<u>2015 Roadway Striping</u>	<u>Bidder</u>	<u>Bid</u>	<u>Bid Amount</u>
4" Solid white stripe LF - 1,822,075	Traffic Marking Service, Inc.	\$0.0390	\$71,060.93
4" Yellow stripe-LF-1,215,604	Traffic Marking Service, Inc.	\$0.0387	\$47,043.87
Total Bid Amount			\$118,104.80

<u>2015 Roadway Striping</u>	<u>Bidder</u>	<u>Bid</u>	<u>Bid Amount</u>
4" Solid white stripe LF - 1,822,075	AAA Striping	\$0.0408	\$74,340.66
4" Yellow stripe-LF-1,215,604	AAA Striping	\$0.0395	\$48,016.36
Total Bid Amount			\$122,357.02

M/S/P Bruns, Peterson - To award the bid to the following apparent low bidder (received on April 20, 2015) for roadway striping to Traffic Marking Service, Inc. for 4" Solid white stripe LF - 1,822,075 and 4" Yellow stripe-LF-1,215,604 in the bid amount of \$118,104.80. Unanimous.

- 5A. Camp Ripley Post Commander Colonel Scott A. St. Sauver discussed the military mission, the positive economic impact (\$315,908,291 in 2014), and upcoming events scheduled May through October 2015. Colonel St. Sauver also updated the Board on capital projects (i.e. medical simulation training center, education center addition), environmental programs, and community partner activities. The Post Commander stressed the importance of communication between the Camp and its neighbors to avoid or mitigate problems experienced by some military installations elsewhere. The Board was invited to the 2015 Camp Ripley open house on September 20, 2015. The Board thanked Colonel St. Sauver for the presentation.
- 6A. MN Department of Corrections District Supervisor Victor Moen submitted a summary of MN DOC activities in Cass County during 2014. The DOC mission is to reduce recidivism by promoting offender change through proven strategies during safe and secure incarceration and effective community supervision. Mr. Moen explained probation and supervised release services, the present DOC staff assignments, collaboration activities, and implementation of research based practices. Open DOC cases at year end 2014 totaled 823. No action necessary. The Board thanked Mr. Moen for the update.
- 7A. Assistant Land Commissioner Kevin Dahlman presented the 2014 Land Department Annual Report. Mr. Dahlman explained that the document will be used during the budget review process, natural resource advisory committee discussions, upcoming timber auctions, discussions with legislators, and hearings in St. Paul. The report will also be posted on the Cass County website. The Board thanked Mr. Dahlman for the update. No action necessary.
- 8A. Director of Public Health Nursing Jamie Richter discussed the 2015 County Health rankings developed by the U of Wisconsin and the Robert Wood Johnson Foundation since 2011. The study compares health factors in MN counties using nationwide data sources. Ms. Richter explained the study methodology and Cass ranking of health outcomes (86 of 87) and length of life (84 of 87). The study compliments the existing assessment and planning process in the Community Health Improvement Plan completed last year noting that extensive data is available in MN. PHN Director Richter suggested that modest year to year change shouldn't be alarming, monitor changes over many years, and improvement takes time. The Board also noted several study factors are well beyond County control. No action taken.
- 8B. Jamie Richter requested approval to submit the State Health Improvement Program FY 2016 - 2020 for SHIP 4. SHIP 3 with the Morrison-Todd-Wadena Community Health Board ends on October 31, 2015. Staff and HHVS Advisory Board recommend that the next phase (SHIP 4) be managed by the Cass County Community Health Board to increase efficiency and effectiveness.

M/S/P Downham, Bruns – To approve submission of Notification of Intent for SHIP 4 for FY 2016 – 2020 as presented. Unanimous.

- 8C. HHVS Director Reno Wells, and Social Service Manager Michele Piprude discussed the Governor's Task Force on the protection of children final report and recommendations (93) dated March 2015. Ms. Piprude explained that implementation of the task force findings by statute or state DHS rule would be a shift in philosophy from family unification to protection of the child. Irrespective of the approach significant focus is being made by the task force on additional state oversight and case load reductions. Examples of possible staffing changes include: no more than 10 child protection case management cases per worker, newly hired child protection workers will carry no more than three quarters of a caseload, newly hired will not carry high-risk cases until certification through the Child Protection Training Academy, and supervisor to worker ratio of not more than 1 to 8. Social Service Manager Piprude reported that currently there are six County Agency Social Worker - Child Protection Specialists that handle all family and children services with 115 open cases. Mr. Wells commented that staff will report back on the task force after the end of the legislative session. Mr. Wells presented a resolution from the Association of Minnesota Counties (AMC) expressing appreciation of child protection staff.

Commissioner Downham offered Resolution No. 19-15 and moved its adoption, Commissioner Kangas seconded:

Appreciation for Cass County Child Protection Staff

WHEREAS, April has been proclaimed national child Abuse Prevention Month by the President of the United States of America; and

WHEREAS, child protection is a core function of county government in Minnesota; and

WHEREAS, Minnesota counties take the responsibility to safeguard vulnerable children with the utmost gravity; and  
WHEREAS, Minnesota counties are committed to ensuring the safety of children in the community; and  
WHEREAS, Minnesota counties recognize the need to continuously improve and strengthen the child protection response system; and  
WHEREAS, the ability of Minnesota counties to protect children at risk for abuse and neglect rests on the dedication and professionalism of county child protection staff; and  
WHEREAS, county child protection staff work under extreme stress because of their commitment to the children who need them;

NOW, THEREFORE, we, the Board of Commissioners of Cass County, Minnesota hereby proclaim our gratitude and recognition of Cass County's child protection staff for their dedication and important work on behalf of Minnesota's most vulnerable children, and we encourage the public throughout Cass County to do the same.

Resolution No. 19-15 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

9A. Pillager Family Center Director Betty Doss, Pine River/Backus Family Center Director and Northland Interim Family Center Director Leslie Bouchonville and HOWA Family Center Director Tiffany Vickaryous each presented their family center annual reports including program details. The Board thanked the Family Centers for the update. No action necessary.

9B. Mr. Wells requested the Board to receive and file the Family Center Home Visiting Program 2014 outcomes report as accepted March 23, 2015 by the HHVS Advisory Committee.

M/S/P Peterson, Downham – To receive and file the Family Center Home Visiting Program 2014 outcomes report as accepted March 23, 2015 by the HHVS Advisory Committee. Unanimous.

9C. HHVS Director Wells requested Board authorization to make payments from the HHVS Family Center Set Aside Program for 2015 (\$25,000.00) as recommended March 23, 2015 by the HHVS Advisory Committee: HOWA Family Center \$6,250.00 (Parents Forever program) and Pillager Family Center \$18,750.00 (as fiscal agent on behalf of Pillager, Pine River-Backus and Northland Family Centers Family Center Home Visiting Program).

M/S/P Downham, Bruns – To approve payment of \$25,000.00 from the Family Center Set Aside Program for 2015 as recommended by the HHVS Advisory Committee: HOWA Family Center \$6,250.00 (Parents Forever program) and Pillager Family Center \$18,750.00 (as fiscal agent on behalf of Pillager, Pine River-Backus and Northland Family Centers Family Center Home Visiting Program). Unanimous.

11A. Cass County Assessor Mark Peterson presented the 2015 Cass County spring mini abstract property tax valuation in the amount of \$6,095,125,500 (+ .50% from 2014). The mini abstract property tax valuation is the Assessors' estimate of valuations at January 02 of each year for property tax collections in the following year - before any Board of Review adjustments and before state assessed properties (i.e. utilities). Mr. Peterson discussed mini abstract valuation and new construction trends for the years 2005 through 2015. New construction in 2014 contributed \$43,495,100 in estimated market value at January 02, 2015.

M/S/P Peterson, Bruns – To receive & file 2015 abstract values as presented. Unanimous.

11B. Mr. Peterson presented the 1<sup>st</sup> quarter 2015 foreclosure report (12 in 2015, 18 in 2014). The annual arm's length transactions for 2014 were 849 vs. 825 for 2013.

M/S/P Peterson, Kangas – To receive & file the 1<sup>st</sup> quarter 2015 foreclosure report and summary as presented by the Cass County Assessor. Unanimous.

12. County Administrator Yochum confirmed upcoming meeting schedule: Joint Meeting with LLBO on Friday, April 24, 2015, 10:00 a.m. Northern Lights Convention Center, Walker.

13. Chairman Gaalswyk adjourned the meeting at 11:29 a.m.

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

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