

**TRANSCRIPT AND REPORT OF PROCEEDINGS  
CASS COUNTY BOARD OF COMMISSIONERS  
COUNTY OF CASS  
September 15, 2015**

1A. Chairman Gaalswyk convened the regular meeting of the Cass County Board of Commissioners at 6:00 p.m. on Tuesday, September 15, 2015, with the flag pledge at the East Gull Lake City Hall, located at 10790 Squaw Point Road, East Gull Lake, 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
Tom Burch	Sheriff	Dave Enblom	Highway Engineer
Josh Stevenson	Human Resource Dir.	Kris Lyytinen	Asst. Highway Engineer
Sharon Anderson	Auditor-Treasurer	Kerry Swenson	Emergency Mgmt. Coordinator
Sandy Shade	Committee MBR	Marla Yoho	Fairview Twp. & CCAT
Reno Wells	CCAT Chair	Kathy Gaalswyk	Initiative Foundation
Kevin Lee	North Ambulance	Bill Palmer	Cass County EDC
Rob Mason	City Admin. East Gull Lake	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch		

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

Approve - Regular Board Minutes of September 1, 2015.

Approve - Auditor Manual Warrants dated August, 2015 in the amount of \$1,049,045.58.

Approve - Auditor Warrants dated August 27, 2015 in the amount of \$227,008.90.

Approve - Auditor Warrants dated August 31, 2015 in the amount of \$1,098.00.

Approve - Auditor Warrants dated September 3, 2015 in the amount of \$268,148.63.

Receive & file - Monthly budget reports.

Approve - HHVS Commissioners Warrants dated September 4, 2015 in the amount of \$17,077.68.

Approve - HHVS Auditor Warrants dated September 4, 2015 in the amount of \$62,707.35.

Approve - HHVS Commissioners Warrants dated September 4, 2015 in the amount of \$137,584.55.

Approve Personnel Items - A. Budgeted positions scheduled for replacement 1. Receive & file - Notice of appointment of Janelle White, County Agency Social Worker-CPS, Grade 30, Step 1 effective September 8, 2015. 2. Receive & file - Notice of appointment of Matt McDonough, Eligibility Worker, Grade 22, Step 1 to fill position vacated by Katrina Miller, effective September 8, 2015. B. Positions scheduled for no replacement at this time. None. C. Other. 1. Receive & file – Kathy Short has completed the probationary period effective September 9, 2015.

Authorize - Payments to Mark Beard Invoice #0039 in the amount of \$3,075.00; HyTec Invoice #7885 labor & misc. in the amount of \$52,198.20; HyTec Invoice #7886 materials in the amount of \$31,711.32; Highway Shops (source of funds from Capital Fund – Garages & Capital Outlay Bldgs.).

Approve - Cancelling 2014 outstanding checks on September 15, 2015 as presented in the amount of \$1,219.27.

Auditor's Warrants

Check #148322	06-12-14	Jackson, Douglas K	\$ 28.32
Check #150387	10-30-14	Huffman, Tehran	\$ 20.00
	Subtotal		\$ 48.32

HHVS

Check #425251	06-06-2014	Tufts, Gordon	\$ 24.00
Check #425260	06-06-2014	Wilmes, Kurt	\$ 90.40
Check #426820	10-10-2014	Essentia Health	\$ 395.00
Check #427075	10-24-2014	Duluth Transit Authority	\$ 115.00

Subtotal	\$ 624.40
Total for checking account #80374	\$ 672.72

Sheriff's Trust Account

Check # 20967	01-19-2014	Ammerman, Albert	\$5.00
Check # 20979	01-28-2014	Wind, Chavez	\$1.11
Check # 21016	02-18-2014	Barnes, Justin	\$1.90
Check # 21022	02-22-2014	Bakken, Christian	\$9.00
Check # 21029	02-23-2014	Willman, Tiffany	\$13.55
Check # 21048	03-04-2014	Rice, Jonathan	\$13.50
Check # 21056	03-11-2014	Sargent, Carlos	\$4.58
Check # 21060	03-11-2014	Hoefl, Dean	\$12.00
Check # 21072	03-17-2014	Johnson, Rebecca	\$8.00
Check # 21076	03-22-2014	Budreau, Jacob	\$1.03
Check # 21095	04-06-2014	Cloud, Logan	\$5.00
Check # 21114	04-14-2014	Staples, Adrian	\$1.30
Check # 21121	04-18-2014	Rushmeier, Leslie	\$59.50
Check # 21130	04-23-2014	Reimer, Matthew	\$2.36
Check # 21139	05-05-2014	White, Brandon	\$4.08
Check # 21217	06-13-2014	Beaulieu, Theresa	\$2.00
Check # 21218	06-15-2014	Foran, Steven	\$285.82
Check # 21247	07-01-2014	Silcox, Jason	\$9.00
Check # 21263	07-08-2014	Strzelecki, Daniel	\$7.00
Check # 21271	07-14-2014	Johnson, Terrance	\$8.38
Check # 21285	07-20-2014	Henry, Joseph	\$5.00
Check# 21287	07-20-2014	Mason, Robert	\$20.00
Check# 21289	07-20-2014	Rogala, John	\$1.97
Check# 21336	08-13-2014	Hanson, Kimberly	\$20.00
Check # 21341	08-17-2014	Morgan, Eric	\$5.08
Check # 21359	08-30-2014	Goose, Jeffrey	\$2.50
Check # 21394	09-12-2014	Phillips, Roger	\$6.00
Check # 21441	10-02-2014	Tysver, Derek	\$10.00
Check # 21466	10-17-2014	Fin, James	\$ .95
Check # 21491	11-02-2014	Townley, Mary Beth	\$1.10
Check # 21546	12-08-2014	Fairbanks-Roy, Derek	\$3.84
Check # 21547	12-09-2014	Smith, Brandi	\$16.00
Total for Account #314658			<u>\$ 546.55</u>
Grand total of 2014 outstanding checks:			\$1,219.27

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

Approve - Out of state travel - Probation Director James Schneider to attend RAND Corporation in Arlington, Virginia on Dec. 6-9, 2015.

Approve - Request from Wabedo Twp. to issue three easements adjacent to existing township roads.

Approve - Sale of tax forfeited parcel to City of Cass Lake.

Receive & file - Cities of Backus, Cass Lake, Hackensack, Pillager, Pine River, & Walker - Annual Disclosure of Tax Increments year ending Dec. 31, 2014.

Approve - Combining the Cass County Emergency Services Board for Interoperable Public Safety Communications and the Cass County Emergency Medical Services Task Force.

- 2B. Administrator Yochum summarized the Insurance Committee Meeting of Tuesday, August 25, 2015. The Committee discussed the preliminary 2016 BC/BS health insurance plan rate indicators that suggest no change in employer or employee cost. Mr. Yochum presented recommendations of the Insurance Committee to purchase services from the self-insurance fund: 1.) retention of Arthur J. Gallagher & Company to provide consulting services to the Cass County Cafeteria Plan through December 31, 2016, and 2.) acceptance of the Minnesota Life proposal for calendar years 2016, 2017, & 2018.

M/S/P Downham, Bruns - To accept the Insurance Committee recommendations to retain Arthur J. Gallagher & Company to provide consulting services to the Cass County Cafeteria Plan through December 31, 2016, and acceptance of the Minnesota Life proposal for calendar years 2016, 2017, & 2018. Unanimous.

- 3A. Initiative Foundation President Kathy Gaalswyk presented an overview of the Initiative Foundation whose mission is to unlock the power of Central Minnesota people to build and sustain thriving communities. Service delivery strategies are focused on the economy, the communities, and philanthropy. Ms. Gaalswyk provided examples of Initiative Foundation work in economic development, business financing, community building, philanthropy and local giving. Ms. Gaalswyk thanked the Board for on-going financial participation in the Initiative Foundation since 1986. No action necessary.
- 3B. Cass County Economic Development Corporation (CCEDC) President William Palmer explained the services provided and the return on investment. The CCEDC operates as a community non-profit corporation that provides confidential assistance to businesses wanting to start-up, locate or expand in Cass County. The Cass County EDC has had the opportunity to participate in over 68 projects representing 724 jobs since 2004. Mr. Palmer stated that it wouldn't have been possible without the support of Cass County, and participation of members, cities, townships, and regional organizations such as the Initiative Foundation, NCEDA, and community businesses. The current top priority of the CCEDC is to recruit a talented and skilled Executive Director to lead the organization. No action necessary.
- 4A. Emergency Management Coordinator Kerry Swenson presented an update on July 12, 2015 storm damage to the southern portions of Cass County which was determined by the National Weather Service to be straight-line winds. The winds caused major tree damage to businesses, homes, public infrastructure, and power lines. Mr. Swenson reported that power lines are back in service with some permanent repairs still needing to be done, and road debris has been cleared so that all public roads are passable. The State Damage Assessment Teams have begun processing claims estimated at approximately 1.6 million dollars.

Fairview Township Clerk Treasurer Marla Yoho commented that estimated damages total \$700,000.00 in Fairview Township (annual budget is \$310,000.00). City of East Gull Lake Administrator Rob Mason commented that estimated damages total \$400,000.00 in the City of East Gull Lake (annual budget is \$550,000.00). Both complimented the County coordination of the emergency planning, timely response, and the importance of providing sites to the public for tree debris storage and subsequent removal. County Engineer Enblom commented on the status of the debris storage sites.

M/S/P Kangas, Gaalswyk – To issue a Certificate of Appreciation recognizing Knife River and Anderson Brothers for their prompt assistance to the citizens of Cass County by allowing temporary use of their property to store tree debris from the storm of July 12, 2015. Unanimous.

- 5A. Kevin Lee Manager of the North Memorial Ambulance Brainerd Region presented the 2<sup>nd</sup> quarter 2015 report for the Longville Ambulance Subordinate Service District (LASSD). Mr. Lee informed the Board that the LASSD had paramedic coverage in Longville in all but 3 shifts during the 2<sup>nd</sup> quarter (they did provide Advanced Life Support coverage which meets the part time ALS requirement). LASSD year to date has billed 102 patients vs. 119 patients same period last year. The revenues were \$32,616 below budget due to slower volumes and decreased revenue deductions were 65.1% vs. budget 61.9%, and expenses were \$8,531 under budget with a margin of 4.7%. Community activities included collaborated with the Cass County EMS Task Force Meetings, attended the Cass County radio users meetings, donated coverage for the Woman Lake Run, and conducted medical training with the Cass County CERT Team in July. Mr. Lee added that the Brainerd region overall patient satisfaction score for the 2<sup>nd</sup> quarter was 94.6% and national average score was 93.08%. Mr. Lee also confirmed no change to the 2016 Longville Ambulance Subordinate Service District (LASSD) subsidy.
- 6A. Land Commissioner Josh Stevenson discussed an aerial photography proposal from Pictometry in the amount of \$63,293.33 each year for the next 6 years. The proposed product would provide a high resolution image of the entire county every three years. Mr. Stevenson explained that the SWCD Board has an interest in monitoring judicial ditches and public water buffers and has committed \$25,000 each year and that the Land Department currently purchases aerial photography consisting of 1/3 of the County each year. The Land Department photos are used for forest management but are not high enough quality to be used by the public on the County web mapping site. The Land Department budgets \$25,000 each year for this data from our Forest Development account. The high resolution images will be used by staff to fulfill monitoring requirements determined by the MNDNR, and the data will be available to public and all County Staff. The remaining funding (\$13,293.33) could be general fund eligible due to the multiple department and public usage.

M/S/P Peterson, Kangas – To refer the request of the purchase of aerial photography proposal from Pictometry in the amount of \$63,293.33 each year for the next 6 years to the Citizen Budget Committee. Unanimous.

- 7A. Auditor-Treasurer Sharon Anderson presented Election Equipment Committee meeting notes dated August 18, 2015. Ms. Anderson commented on the addition of two new mail ballot precincts in 2016 (Loon Lake, and Thunder Lake), two new election equipment vendors are now Minnesota certified (Dominion, and Hart Intercivic) and a national perspective article regarding voting equipment replacement. Auditor-Treasurer Anderson presented the Committee's recommendations: 1.) to proceed with election equipment replacement prior to 2016 statewide elections subject to the results of responses to a request for proposals, 2.) to approve voluntary best practices goals for communication to Cass County precincts with polling places, and 3.) to refer the request of the Cass County Association of Townships to the Cass County Citizen Budget Committee.

President of the Cass County Association of Townships (CCAT) Reno Wells discussed the recent CCAT adopted resolution regarding the elimination of general election cost share formula that allocates a share of equipment maintenance, equipment storage, and legal notice cost to local governments. CCAT feels that all such general election cost should be at the County level and that any special election or damage to County provided equipment should be a local cost.

M/S/P Downham, Kangas – To approve the Election Equipment Committee recommendations to proceed with election equipment replacement prior to 2016 statewide elections subject to the results of responses to a request for proposals, to approve voluntary best practices goals for communication to Cass County precincts with polling places, and to refer the request of the Cass County Association of Townships to the Cass County Citizen Budget Committee. Unanimous.

- 8A. Assistant Highway Engineer Kris Lyytinen presented a status report on the Cass Lake facility including that the project is on schedule and on budget. Balance of the project work includes landscaping, paving, and floor treatments.

Highway Engineer David Enblom explained that the Ad-Hoc Committee (Kangas, Peterson) assisting staff in the implementation of the highway shop improvement program had requested information on the feasibility of including the existing rented election equipment space into a highway shop capital project. Further discussion looked at an addition at the new Pine River shop estimated at \$60,000 vs. a new stand along building at the Walker shop (preferred by election staff) estimated at \$77,000. By consensus, the Board tabled the election equipment space matter until the 2016 Capital Improvement Plan update.

- 9A. County Administrator Yochum discussed upcoming meetings including:

M/S/P Kangas, Downham – Approve Board attendance at the Association of Cass County Lakes (ACCL), Friday, September 25, 2015, 9:30 am, Hackensack Senior Center, Hackensack. Unanimous.

M/S/P Kangas, Downham – Establish special meeting for the Cass County Department Head Performance Evaluations on Tuesday, October 27, 2015, beginning at 9:00 a.m., Board Room, Courthouse, Walker, MN. Unanimous.

M/S/P Kangas, Downham – Approve Board attendance at the Association of MN Counties (AMC) Annual Conference on December 7 & 8, 2015, River's Edge Convention Center, St. Cloud, MN. Unanimous.

M/S/P Kangas, Downham – Approve Board attendance at the Cass County Association of Townships Fall Conference, on Thursday, October 8, 2015, beginning at 8:00 a.m. at the Bear Pause Theatre, Hackensack, MN. Unanimous.

9. Chairman Gaalswyk adjourned the meeting at 7:55 p.m.

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

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