

TRANSCRIPT AND REPORT OF PROCEEDINGS  
CASS COUNTY BOARD OF COMMISSIONERS  
COUNTY OF CASS  
JULY 20, 2010

- 1A. Chairman Demgen convened the regular meeting of the Cass County Board of Commissioners at 6:00 p.m. on Tuesday, July 20, 2010, with the flag pledge, at the Turtle Lake Town Hall, 4196 72<sup>nd</sup> Street NW, Walker, MN. Commissioners present: Demgen, Downham, Dowson, 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
Dave Enblom	Highway Engineer	Christopher Strandlie	County Attorney
Randy Fisher	Sheriff	John Ringle	ESD Director
Ane Rogers	HHVS Director	Frank Schaap	HHVS
Kris Lyytinen	Highway Dept.	Chad Emery	Turtle Lake Twp.
Tom Emery	Turtle Lake Twp.	Stan Kole	Turtle Lake Twp.
Lynette Emery	Turtle Lake Twp.	Wally Schoeb	ISD#113 WHA School
Kelly Felton	Working Together Coalition	Crystal Freeman	Turtle Lake Twp.
Gene Alderson	Turtle Lake Twp.	Reno C. Wells	Turtle Lake Twp.
Buzz Ahrens	Turtle Lake Twp.	Leslie Bouchonville	PRB Family Center
Ane Swanson	Self	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch		

- 1B. M/S/P Kangas, Peterson - To approve the agenda items for discussion as presented and the addition of Item 2A.27 (Long Bow Golf Club, LLC - On Sale 3.2 Beer and Wine including Sunday Application), Item 3C. (AhGwahChing Reuse Project – water tower access road), and Item 10A. (Approve future Board Meeting schedules). Unanimous.

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

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

Approve - Regular Board Minutes of July 6, 2010, Special Board Meeting of July 13, 2010.

Approve - Auditor Manual Warrants dated June, 2010 in the amount of \$10,188,427.75.

Approve - Auditor Warrants dated July 8, 2010 in the amount of \$121,558.11.

Approve - HHVS Auditor Warrants dated July 9, 2010 in the amount of \$119,048.97.

Approve - HHVS Commissioner Warrants dated July 9, 2010 in the amount of \$163,534.95.

Approve - Auditor Warrants dated July 15, 2010 in the amount of \$758,104.19.

Receive & file - Monthly Budget Reports.

Approve Personnel Items - A. Budgeted positions scheduled for replacement: Receive & file - Appointment of Joan Helms, Adult Mental Health Social Worker position, grade 28 step 10, effective July 26, 2010. Receive & file - Appointment of Scott Vinkemeier – Assessor's Office Certified Appraiser, grade 26, step 2, effective August 2, 2010. B. Positions scheduled for no replacement: None. C. Other - Receive & file resignation of Brent Rud - ESD Resource Specialist, effective July 21, 2010 and refer ESD staffing plan to the Personnel Committee of the Board (Demgen, Dowson). Refer - HHVS Children's Social Services Supervisor vacancy to Personnel Committee of the Board (Demgen, Dowson).

Approve - Easement transfer #04-27, 33, 34-140-31-00(Hiram) Thomas & Julie Kanyetznny to Dean & Karen Husfeldt in the amount of \$500.00.

Approve Assessor's Office Abatements - Homestead 2009/2010 - Franzen, Jessica, May Twp.: Lease Cancellation 2009/2010 - Requet, David, Longville City.

Approve - 5% match (\$825) for the Pine River Fire Department Voice Pager Grant from FEMA (total awarded amount \$16,500).

Authorize – 2<sup>nd</sup> quarter Longville Ambulance Subordinate Service District payment in the amount of \$88,250.00.

Receive & file - AGC Re-Use Project - Certificate of Substantial Completion on elevated Storage Tank - Maguire Iron, Inc.

M/S/P Downham, Dowson – To approve auctioneer quotes for the Cass County Auction on Saturday, August 21, 2010, beginning at 10: a.m., at the Cass County Highway Department, 8045 County 12 NW, Walker, MN to Brad Frisk Auctioneer in the amount of 9% plus advertising and \$50.00 website advertisement. Unanimous.

<u>Auctioneer</u>	<u>Bid</u>
Brad Frisk Auctioneer	9% Plus advertising & \$50.00 website advertisement
David L. Veo, Auctioneer	10% Plus \$35.00 fee for website advertising
Jokela Auction Co.	or 5% plus 5% Buyers Premium (Buyer to pay on selling price)

Approve - Satellite Office Agreement with State of MN Secretary of State for filing UCC documents - Recorder's Office.

Receive & file - Pine River Area Sanitary District Audit FY's ending December 31, 2009 and 2008.

Approve - HHVS Supported Work Contract with Rural Minnesota CEP, July 1, 2010-June 30, 2011 for \$35,524.

Approve - Non-financial contract for Home and Community Based Services with Cherished Home Management Services through Dec. 31, 2011.

Approve - 2010 Delegation Agreement continuation with South Country Health Alliance, including services provided by HHVS staff through 2010.

M/S/P Downham, Dowson – To authorize Cass County Land Department use of the STS (Sentence to Serve) crew for mowing the Land Department Buildings lawn at no charge, mowing will take place once a week starting August 1, 2010 as weather permits. Unanimous.

<u>Bidder</u>	<u>Bid Amount</u>
Cass County (STS) Sentence to Serve	No Charge
Aspen Woods Lawn Services, Inc.	\$45.00
Michael Nethercutt	\$54.47
Cass County Housing & Redevelopment Authority	\$30.00

M/S/P Downham, Dowson – To award a cleaning contract to Lamont Enterprises LCC not to exceed \$303.00 per month plus applicable taxes, requested services will be billed in addition to the monthly rate under Land Department direction and as specified in the request for proposal. Unanimous.

<u>Bidder</u>	<u>Monthly Rate</u>	<u>Burnish Floors as requested</u>	<u>Carpet Cleaning as requested</u>
Cass County HRA	\$920.00	\$400.00	\$500.00
Marsden	\$515.00	\$00.15 per sq. foot	\$00.15 per sq. foot (\$200 Min)
Lamont Enterprises LLC	\$303.00	\$125.00	\$00.17 per sq. foot
Betty Nethercutt	\$1,760.00	N/A	Included in monthly rate

M/S/P Downham, Dowson – To award the Cass County Land Department Buildings winter snow plowing to Aspen Woods Lawn Services, Inc not to exceed \$70.00 per hour. Unanimous.

<u>Bidder</u>	<u>Hourly Rate</u>
Aspen Woods Lawn Services, Inc.	\$70.00
Northfork Boulders & Excavating	\$100.00

Approve - 2010 forfeited tax settlement (2009 Receipts) distribution.

Approve - Final pay request #10 for AGC Re-Use Project, Young Excavating, Inc. in the amount of \$39,918.17 (capital fund).

Approve - Final Change Order #8 for AGC Re-Use Project to Young Excavating, Inc. Inc. in the deduct amount of -\$11,525.54.

Approve - Resolution No. 35-10 supporting Beltrami County Commissioner Joe Vene for AMC 2<sup>nd</sup> Vice President.

Commissioner Downham offered Resolution No. 35-10 and moved its adoption, Commissioner Dowson seconded:

ENDORING BELTRAMI COUNTY COMMISSIONER JOE VENE  
FOR THE POSITION OF AMC SECOND VICE PRESIDENT

WHEREAS, the Association of Minnesota Counties will be electing officers to serve in statewide capacities in December 2010; and,

WHEREAS, the Beltrami County Board of Commissioners has approved the nomination of Beltrami County Commissioner Joe Vene for the position of Second Vice President of the Association of Minnesota Counties; and,

WHEREAS, Commissioner Vene is an active member of the Association of Minnesota Counties including the present Director for District 2 including Cass County.

NOW, THEREFORE, BE IT RESOLVED, The Cass County Board of Commissioners hereby supports the candidacy of Beltrami County Commissioner Joe Vene for Second Vice President of the Association of Minnesota Counties.

Resolution No. 35-10 was adopted by majority vote: Ayes: Demgen, Downham, Dowson, Kangas, Peterson. Nays: None.

Approve - Contingent upon receiving completed documentation & fees - On & Off Sale 3.2 Beer -Long Bow Golf Club, Long Bow Golf Club, LLC, Leech Lake; Wine & Beer including Sunday Application - Long Bow Golf Club, Long Bow Golf Club, LLC, Leech Lake.

- 2B. Administrator Yochum presented correspondence from the MN State Demographer estimating population and households for Minnesota cities and townships. Cass County's population estimate for 2009 is 28,384 compared to the 2008 estimate of 28,654 (a -1.10% change). The 2009 household estimate is 12,078. Mr. Yochum also discussed the probable reapportionment of Commissioner Districts for the 2012 election.

M/S/P Dowson, Kangas – To receive & file the MN State Demographer report. Unanimous.

- 3A. Highway Engineer David Enblom updated the Board on the County Bridge priority list. Mr. Enblom noted the addition of the Sylvan Township Project (Bridge No. SAP 11-599-13). At this time Mr. Enblom presented Resolution No. 36-10 – County Bridge priority list including the Sylvan Township Project.

Commissioner Kangas offered Resolution No. 36-10 and moved its adoption, and Commissioner Downham seconded:

PURSUANT to the procedures outlined in Minnesota Department of Transportation Technical Memorandum No. 85-7-SA-1 (April 5, 1985), regarding application for grants for Bridge Replacement projects on County Highways, Township Roads, and City Streets, the following priority lists are hereby established, revising all previously established priority lists.

<u>County State Aid Highways</u>	<u>Bridge No.</u>	<u>Sufficiency Rating</u>
CSAH 1	11501	90.8
CSAH 17	88233	66.6
CSAH 17	88234	66.7

<u>County Highways</u>	<u>Bridge No.</u>	<u>Sufficiency Rating</u>
C.R. 103	88243	64.5
C.R. 161	1660	75.6

C.R. 147	88248	54.7
C.R. 107	88245	67.8
C.R. 120	88247	67.8

<u>Township Roads</u>	<u>Bridge No.</u>	<u>Sufficiency Rating</u>
Wilson Twp.	1847	47.5
Wabedo Twp.	L5880	75.0
Sylvan Twp.	SAP 11-599-13	N.A.

<u>City Streets</u>	<u>Bridge No.</u>	<u>Sufficiency Rating</u>
Lake Shore	L5920	22.0
East Gull Lake	7435	61.8

Resolution No. 36-10 was adopted by majority vote: Ayes. Demgen, Downham, Dowson, Kangas, Peterson. Nays: None.

- 3B. Mr. Enblom requested Board approval of Resolution No. 37-10 on Project SAP 11-602-07 to finance any cost in excess of grant monies (Local Road Improvement) used to complete a culvert replacement project. Mr. Enblom added that grant monies for this project are not to exceed \$84,388.00 and that the lowest bid for this project was \$117,722.50 which was awarded on Tuesday, June 1, 2010 to Tri-City Paving, Inc.

Commissioner Downham offered Resolution No. 37-10 and moved its adoption, Commissioner Kangas seconded:

WHEREAS, Cass County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Local Road Improvement Project No. 11-602-07; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this local road improvement project is available; and

WHEREAS, the amount of the grant has been determined to be \$84,388.00 for each County; and

WHEREAS, another condition required for the County to receive said grant, is the execution of a program grant agreement with MnDOT;

NOW THEREFORE, be it resolved that Cass County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52, subdivision 5, and will pay any additional amount by which the cost exceeds the grant amount, and will return to the Minnesota State Transportation Fund any amount appropriated for the road project, but not required. Furthermore, it is resolved that the County Administrator and the County Engineer may act as the County's agents in approving and administering the required agreements to receive these grant funds.

Resolution No. 37-10 was adopted by majority vote: Ayes. Demgen, Downham, Dowson, Kangas, Peterson. Nays: None.

- 3C. Engineer Enblom presented a request to use AGC Reuse Project funds to improve a portion of 4<sup>th</sup> Street in the City of Walker. Superintendent Wally Schoeb from ISD#113 Walker/Hackensack/Akeley School explained the proposed project that would improve a portion of 4<sup>th</sup> Street that accesses the City of Walker water tower, Leech Lake Television tower and WHA athletic fields. Mr. Enblom presented an engineers estimate in the amount of \$21,699.50. Mr. Schoeb explained the financial participation of the project: \$4,300 of AGC Reuse Project State funding, and \$5,400 each from the WHA ISD#113, the City of Walker and Leech Lake Television Corporation. Mr. Yochum reported AGC Reuse Project funds are available in the requested amount.

Mr. Enblom requested to add the road improvements to 4<sup>th</sup> Street in the City of Walker by amending Project No.: CP 2008-2 (CR #163), CM 2010-5 (CSAH #12), CM 2010-6 (Big Leech Road & Shingobee Trail Connection) paving project that was awarded to Anderson Brothers Construction Co. at the Tuesday, June 1, 2010 Board Meeting.

M/S/P Dowson, Downham – To approve an amendment to Project No.: CP 2008-2 (CR #163), CM 2010-5 (CSAH #12), CM 2010-6 (Big Leech Road & Shingobee Trail Connection) paving project that was awarded on June 1, 2010 to Anderson Brothers Construction Co. to include the City of Walker 4<sup>th</sup> Street road improvements at an estimated cost of \$21,669.50 and further approve use AGC Reuse Project funds not to exceed \$4,300.00. Unanimous.

- 4A. Chairman Demgen read the Public Hearing Notice on the revocation of County road status for Pine Point Drive NW (Big Leech Road), and Pine Point Circle NW. David Enblom and Kris Lyytinen reported their recommended improvements by the County prior to reversion of the subject roads to Turtle Lake Township. Turtle Lake Supervisor Chairman Reno Wells requested that prior to the January 2013 road revocation effective date that Cass County records the public road right-of-way, places pavement patches as needed to Pine Point Drive NW (Big Leech Road) and develops a turn around at the end of the Pine Point Circle NW. Engineer Enblom recommended that the Turtle Lake Township revocation requests be approved and will report the status to the Turtle Lake Township Board and County Board prior to the January 2013 effective date.

Commissioner Dowson offered Resolution No. 38-10 and moved its adoption; Commissioner Peterson seconded:

Pursuant to MN Statute 163.11, Subd. 5, it appears to the Cass County Board of Commissioners, State of Minnesota; that Cass County part of the former County Roads, known as Pine Point Drive NW (Big Leech Road) and Pine Point Circle NW, located within Turtle Lake Township MN, should be revoked to the political subdivision for which it lies.

RE: Cass County right-of-way turnbacks to Turtle Lake Township CCSO #2010.017

Part of the former County Roads, known as PINE POINT DRIVE NW (Big Leech Road) and PINE POINT CIRCLE NW.

Part of Government Lot 1, Section 6, Township 142 North, Range 30 West, and Government Lots 1 and 8, the Northwest Quarter of the Southeast Quarter, and the Southeast Quarter of the Southwest Quarter, all in Section 31, Township 143 North, Range 30 West, Cass County, Minnesota. The centerline of said easement is described as follows:

Commencing at the northwest corner of said Lot 1, Section 6; thence South 88 degrees 47 minutes 14 seconds East, Cass County Plane NAD 83/1996 North Zone bearing, on the north line of said Lot 1, Section 6 a distance of 250.25 feet to the centerline of BIG LEECH ROAD at the southeast corner of the record plat of BROOKS HEAVENLY ACRES on file in the office of the Cass County Recorder and the point of beginning of the centerline to be described, hereinafter referred to as "Point A"; thence southwesterly on a nontangential curve, concave to the northwest, having a central angle of 24 degrees 43 seconds 41 seconds, a radius of 275.28 feet and a chord bearing of South 55 degrees 30 minutes 41 seconds West a distance of 118.81 feet; thence South 67 degrees 52 minutes 32 seconds West, tangent to said curve, 167.14 feet; thence southwesterly on a tangential curve, concave to the northwest, having radius of 1115.22 feet and a central angle of 13 degrees 39 seconds 51 seconds a distance of 265.96 feet, more or less, to intersect the centerline of County State Aid Highway Number 72.

Beginning at the herein described Point "A" on the south line of Southeast Quarter of the Southwest Quarter, Section 31; thence northeasterly on the centerline of said BIG LEECH ROAD, BROOKS HEAVENLY ACRES 1631 feet, more or less, to intersect the northwesterly extension of the centerline of COUNTY ROAD according to the record plat of BIRCHWOOD ESTATES on file in the office of the Cass County Recorder, hereinafter referred to as "Point B"; thence continue northeasterly on the centerline of said BIG LEECH ROAD 27 feet, more or less, to intersect the east line of said Southeast Quarter of the Southwest Quarter; thence northeasterly on the centerline of BUCKLEY ROAD according to said plat of BIRCHWOOD ESTATES 461 feet, more or less, to intersect the north line of said plat at a point 386.82 feet easterly of the northwest corner thereof, also being the south line of the Northwest Quarter of the Southeast Quarter of said Section 31; thence northeasterly on a nontangential curve, concave to the northwest, having a central angle of 27 degrees 41 minutes 34 seconds, a radius of 410.00 feet and a chord bearing of North 37 degrees 59 minutes 27 seconds East, a distance of 196.24 feet; thence North 24 degrees 08 minutes 40 seconds East, tangent to said curve, a distance of 45.15 feet; thence northeasterly on a tangential curve, concave to the southeast, having a radius of 655.00 feet and a central angle of 43 degrees 31 minutes 51 seconds a distance of 497.64 feet; thence North 67 degrees 40 minutes 30 seconds East, tangent to said curve, a distance of 419.08 feet; thence northeasterly on a tangential curve, concave to the southeast, having a radius of 510.00 feet and a central angle of 7 degrees 26 minutes 48 seconds a distance of 66.28 feet, more or less, to intersect the east line of said Northwest Quarter of the Southeast Quarter and there terminate.

Beginning at the herein described "Point B"; thence southeasterly on the centerline of COUNTY ROAD according to said plat of BIRCHWOOD ESTATES and northwesterly extension thereof 413 feet; thence southeasterly on a line parallel with and 33.00 feet southwesterly at right angles to the southwesterly line of BLOCK ONE, JAMES ADDITION according to the record plat thereof on file in the office of the Cass County Recorder 285 feet, more or less, to intersect a line parallel to and 33.00 feet southeasterly at right angles to the southeasterly line of said BLOCK ONE; thence northeasterly on said parallel line 819 feet, more or less, to intersect the southeasterly extension of the easterly line of said plat of JAMES ADDITION; thence North 41 degrees 42 minutes 48 seconds East 247.49 feet to intersect the south line of said Northwest Quarter of the Southeast Quarter, Section 31; thence continue North 41 degrees 42 minutes 48 seconds East 70.06 feet to intersect the east line of said Northwest Quarter of the Southeast Quarter, also being the south line of Government Lot 1, said Section 31; thence continue North 41 degrees 42 minutes 48 seconds East 160.56 feet; thence North 67 degrees 07 minutes 26 seconds 40.00 feet and there terminate.

Resolution No. 38-10 was adopted by majority vote: Ayes. Demgen, Downham, Dowson, Kangas, Peterson. Nays: None.

- 5A. Sheriff Randy Fisher discussed the future need of an ARMER System Administrator position which will be considered in the Sheriff's Office 2011 Budget. Mr. Fisher also informed the Board of a recent grant award (MN Department of Public Safety FY2009 SHSP-DECN Grant Allocation) to Cass County for ARMER Infrastructure (\$175,000.00) and for ARMER Subscriber Radios (\$40,000.00). Grant funds are anticipated by October 2010. The Board thanked the Sheriff for the update and successful grant management. No action necessary.

- 5B. Sheriff Fisher requested Board approval to accept contributions for the establishment of a Color Guard/Honor Guard in the Sheriff's Office.

M/S/P Dowson, Kangas – To approve the Cass County Sheriff's Office acceptance of contributions for a Color Guard/Honor Guard. Unanimous.

- 5C. Sheriff Fisher requested approval to execute a subscription agreement offered through the MN Sheriffs Association with Lexipol LLC. Mr. Fisher explained the services to be provided by Lexipol LLC. to assist the MN Sheriffs Association to develop and maintain standard policies and procedures for all 87 MN Counties. The Cass County assessment would be \$1,844.50 for 2010 and \$3,689 per year for the next three years.

M/S/P Dowson, Downham – To authorize the Sheriff to execute a subscription agreement offered through the MN Sheriffs Association with Lexipol LLC in the amount of \$1,844.50 for 2010 and \$3,689 per year for the next three years. Unanimous.

- 6A. Chairman Demgen acknowledged the public hearing notice of intent to enact Social Host Ordinance No. 2010-01. The Ordinance will prohibit any person or persons from hosting an event where alcohol is present and being possessed or consumed by persons less than twenty-one (21) years of age. County Attorney Strandlie added no written comments were received. Kelly Felton from the Working Together Coalition addressed the Board in support of adopting the ordinance and other initiatives to educate the public on the impact of alcohol abuse in Cass County.

M/S/P Downham, Kangas – To adopt on 2<sup>nd</sup> Reading Ordinance No. 2010-01 Social Host Ordinance for Cass County as presented. The Ordinance will be effective August 27, 2010 after its publication and filing as provided by law. Unanimous.

- 7A. HHVS Director Ane Rogers discussed the County Board referral of April 20, 2010 regarding Cass County Family Center funding. Ms. Rogers reported that an Ad-Hoc Committee (Rogers, Kangas, Peterson, Yochum) had met on two occasions with representatives of the Family Centers and recommends entering into service agreements. The CCHVS Advisory Committee voted on May 24, 2010 to provide oversight of any agreements authorized, to receive regular reports from the Family Centers and to include one Family Center Director as a member on the Advisory Committee. Assuming the funding level can be restored to the original 2010 budget (\$75,000) in 2011 the Family Center Directors suggest that funding distribution consider in part the County programs delivered on site as follows: Northland (Remer, Longville Area) and HOWA (Hackensack, Onigum, Walker Area) \$13,000 each, Cass Lake Area \$13,833, Pine River-Backus Area \$17,167 and Pillager Area \$18,000. The Committee also discussed the Collaborative Board request for FY2011 funds (\$25,000) for mental health services through the schools.

M/S/P Kangas, Downham - To approve the recommendations of the Ad-Hoc Committee and authorize three year service agreements with each of the Family Center's not to exceed in aggregate \$75,000 per year (County programs delivered on site may change year to year), and further to refer the Collaborative Board Mental Health Program to HHVS as a FY2011 budget request. Unanimous.

- 7B. HHVS Adult Social Services Supervisor Frank Schaap informed the Board of the National Association of Counties (NACo) publication on Crisis Care Services for Counties - a nationwide study looking at preventing individuals with mental illnesses from entering local corrections systems. Cass County was featured in the article along with Aitkin, Crow Wing, Morrison, Todd, and Wadena Counties for a multi-county partnership that

contracted with Northern Pines Mental Health Center to provide mobile behavioral health services throughout the six-county region. The Board congratulated the HHVS Department for the national recognition.

Mr. Schaap discussed the need for a new Social Worker position that would be assigned to an adult protection caseload and the financial assumptions that would not require County funding.

M/S/P Dowson, Downham – To refer the position of an Adult Protection Caseload Social Worker to the Citizen Budget Committee. Unanimous.

7C. Ms. Rogers announced to the Board her upcoming retirement as HHVS Director to become effective January 21, 2011.

M/S/P Peterson, Downham - To receive & file the notice of retirement of HHVS Director Ane Rogers, effective January 21, 2011, and further to refer the upcoming HHVS Director vacancy to the Personnel Committee. Unanimous.

8A. ESD Director John Ringle reported back from the Tuesday, July 6, 2010 Board Meeting regarding solid waste receivables. The Leech Lake Band of Ojibwe has brought their solid waste account current after being \$41,563 past due. Mr. Ringle added that another vendor in arrears was contacted and requested to eliminate the 90 day receivable amount and make some progress on the 60-day receivable balance – the vendor responded by paying the 90 day receivable in full and making significant progress on the 60-day balance (automatic bank payments per week). The Board thanked the Director for the follow-up. No action necessary.

8B. Mr. Ringle presented the 2<sup>nd</sup> quarter ESD Activity Report. The zoning permit activity was up with the issuance of 541 permits in the first half of 2010 compared to 525 permits for the same period last year. 2010 revenue through 2<sup>nd</sup> quarter is down \$7,033 compared to the same period in 2009 (\$121,631 versus \$128,666).

M/S/P Dowson, Peterson – To receive & file the 2<sup>nd</sup> quarter ESD Activity Report for 2010. Unanimous.

9A. Chief Financial Officer Larry Wolfe presented the budget amendments for FY2009.

M/S/P Downham, Kangas – To approve the FY2009 Budget Amendments as presented. Unanimous.

		<u>ORIGINAL</u> <u>BUDGET</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>CHANGE</u>
<b>COMMISSIONERS</b>				
01-001.6820	Federal Title III Projects	0	13,000	13,000
	Establish budget for Federal Projects, Deep Portage trips for schools			
	Source: Reserved Fund Balance			
01-001.6910	Interfund Transfer Out - To Capital Projects, Kitchigami	0	3,025,000	3,025,000
	Establish budget for Interfund Transfers for AGC cashflow and Transfer to Kitchigami Library to cover unallotment shortfall			
	Source: General Fund Designated Fund Balance and Undesignated Fund Balance			
	Total Change			3,038,000
<b>ADMINISTRATOR</b>				
01-002.6272	Misc Services - Labor Relations	2,000	10,900	8,900
	To amend budget for labor relations			
	Source: Fund Balance			
<b>AUDITOR-TREASURER</b>				
01-040.5563	Transfer from other fund (Increased Revenue)	260,000	322,000	62,000
	To amend budget for additional forfeited tax distribution to the General Fund			
	Source: Forfeited Tax Distribution			

**RECORDER**

01-100.6602	Compliance Fund Expenditures	97,800	143,000	45,200
01-100.6610	Technology Fund Expenditures	51,000	74,000	23,000
Total Change				68,200

To amend budget for upgrades to  
Land Records Computer Equipment

Source: Reserved Fund Balance from Recorder Fees

**SHERIFF**

01-200.6100	Salaries/Wages	1,875,075	1,998,075	123,000
01-200.6610	Furniture & Equipment	253,300	355,300	102,000
01-200-210.6304	Enhanced 911 System	159,000	243,000	84,000
Total Change				309,000

To amend budget for Cass  
Lake Contract wages and  
equipment, E-911 system  
improvements

Source: Contract Revenue and Reserved Fund Balance

**Emergency Services**

01-280.6263	Prof Services - Federal ARMER Grant	0	43,000	43,000
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To amend budget for  
expenditures related to  
Federal ARMER grant

Source: Federal Grant

**ENVIRONMENTAL SERVICES****Planning & Zoning**

01-801.6100	Salaries/Wages	157,621	182,621	25,000
01-801.6155	Employer Cafeteria Contribution	32,986	37,486	4,500
01-801.6160	Employer PERA	10,640	12,640	2,000
01-801.6170	Employer FICA	12,058	14,058	2,000
01-801.6610	Furniture & Equipment	10,000	23,000	13,000
Total Change				46,500

To amend budget for salaries and  
benefits related to overlap of  
Director, and Copier Lease

Source: Fund Balance

**SPECIAL  
PROJECTS**

01-801-194.6263	Professional Service	50,000	135,000	85,000
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To amend budget for Lake Association projects

Source: Grants, Fees and Designated Fund Balance

**Health, Human & Veteran Services**

**Fund**  
South Country Health Alliance (SCHA)

05-402-000-0000-6971	Capital Investment	359,805	662,705	302,900
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To amend budget for SCHA final payment paid in advance

Source: Fund Balance

Children's Initiative

05-440-710-3971-6051	Local Collaborative Time Study Earnings	180,000	196,500	16,500
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To amend budget for receipt of Local Collaborative Time Study Earnings

Source: Federal Local Collaborative Time Study Earnings

Title IV-E CFDA#93658 and Medical Assistance CFDA#93778

Total Change			319,400
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**CAPITAL PROJECT FUND**

33-110.6600	Capital Outlay AGC	0	3,400,000	3,400,000
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Amend budget for Ah Gwah Ching Project

Source: State Grants, Cash flow by Fund Balance

33-110.5910	Interfund Transfer In - From General Fund	0	3,000,000	3,000,000
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Establish budget for Interfund Transfers for AGC cashflow

Source: General Fund Fund Balance

**LAND EXCHANGE TRUST**

73-001.6263	Professional Service	20,000	200,000	180,000
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To amend budget for Shingobee trail improvement projects

Source: Fund Balance

		ORIGINAL <u>BUDGET</u>	AMENDED <u>BUDGET</u>	<u>CHANGE</u>
1. South Country Health Alliance (SCHA)				
05-402-000-0000-6971	Capital Investment	359,805	662,705	302,900

To amend for SCHA final payment made in advance

Source: Fund Balance

2. Children's Initiative				
05-440-710-3971-6051	Local Collaborative Time Study Earnings	180,000	196,500	16,500

To amend budget for receipt of Local Collaborative Time Study Earnings

Source: Federal Local Collaborative Time Study Earnings  
Title IV-E CFDA#93658 and Medical Assistance CFDA#93778

Procedure:

Budget amendments are required if the total expenditures in a department exceed the original total expenditure budget amount. Board approval is requested for those specific expenditures that result in the department budget excess. Budget amendments are not generally requested for revenue accounts.

9B. Mr. Wolfe also requested approval of the FY 2009 fund balance designations.

M/S/P Kangas, Peterson – To approve the Cass County Reserves and Designations ending for FY December 31, 2009 as presented. Unanimous.

**General Fund**

	Balance			Balance	Net
<u>Reserved</u>	<u>12/31/2008</u>	<u>Additions</u>	<u>Deletions</u>	<u>12/31/2009</u>	<u>Change</u>
Prepaid items	1,946,520	0	216,280	1,730,240	(216,280)
Recorders equipment	265,783	122,262	72,763	315,282	49,499
Recorders compliance	66,052	134,405	143,141	57,316	(8,736)
Missing heirs (2754 Mullenix)	31,153	537	0	31,690	537
Law Library	51,723	28,900	32,678	47,945	(3,778)
Enhanced 911 system	318,058	166,158	276,575	207,641	(110,417)
Federal projects	354,485	0	12,625	341,860	(12,625)
Wetland activity	159,616	81,000	106,201	134,415	(25,201)
Attorney forfeiture	<u>6,209</u>	<u>1,434</u>	<u>5,668</u>	<u>1,975</u>	<u>(4,234)</u>
Total Reserved Fund Balance				2,868,364	

**Unreserved - Designated**

Designated for cash flows	7,237,311	0	495,633	6,741,678	(495,633)
Designated for compensated absences	2,441,955	138,205	0	2,580,160	138,205
Designated for uninsured claims	500,000	0	0	500,000	0
Designated for health insurance	2,526,549	682,861	0	3,209,410	682,861
Designated for future expenditures	9,625,378	0	858,950	8,766,428	(858,950)
Designated for Longville Ambulance SSD	100,722	395,868	358,947	137,643	36,921
Designated for petty cash	2,251	0	0	2,251	0

Designated for environmental grants	<u>114,953</u>	<u>84,966</u>	<u>127,004</u>	<u>72,915</u>	<u>(42,038)</u>
Total Unreserved Designated Fund Balance				22,010,485	

**Road & Bridge Fund**

	Balance			Balance	Net
<u>Reserved</u>	12/31/2008	Additions	Deletions	12/31/2009	Change
Inventories	401,541	166,631	0	<u>568,172</u>	166,631
Total Reserved Fund Balance				568,172	

**Unreserved - Designated**

Designated for future expenditures	37,096	7,045	0	44,141	7,045
Designated for cash flows	3,756,541	<u>333,455</u>	<u>0</u>	<u>4,089,996</u>	<u>333,455</u>
Total Unreserved Designated Fund Balance				4,134,137	

**Unorganized Townships Fund**

**Unreserved - Designated**

Designated for cash flows	<u>94,000</u>	<u>20,000</u>	<u>0</u>	<u>114,000</u>	<u>20,000</u>
Total Unreserved Designated Fund Balance				114,000	

**Health, Human and Veteran Services Fund**

	Balance			Balance	Net
<u>Reserved</u>	12/31/2008	Additions	Deletions	12/31/2009	Change
Birth/Death Certificates	140	0	0	<u>140</u>	0
Total Reserved Fund Balance				140	

**Unreserved - Designated**

Designated for cash flows	5,643,814	130,807	0	5,774,621	130,807
Designated for Social Service Drug and Alcohol Addiction Fees	6,683	0	0	6,683	0
Designated for Income Maintenance Food Support Enhanced Funds	18,234	8,175	0	26,409	8,175
Designated for South Country Health Alliance Membership	667,000	0	667,000	0	(667,000)
Designated for OSHA 50/50 Safety Grant County Match	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>(5,000)</u>
Total Unreserved Designated Fund Balance				5,807,713	

**HHVS Long Term Liability Designation**

Social Services State Child Welfare Targeted Case Management					
Contingency Funds	<u>109,017</u>	<u>0</u>	<u>0</u>	<u>109,017</u>	<u>0</u>
Total Long Term Liability Designation				109,017	

<u>South Country Health Alliance (SCHA) Membership</u>	Designated fund balance on 12/31/08 was	\$667,000	
	SCHA membership paid in full in CY 2009.		
	The designated fund balance amount as of 12/31/09 is		\$0
<u>Income Maintenance Food Support Enhanced Funds</u>	Designated fund balance on 12/31/08 was	\$18,234	
	Additional Funds received in CY 2009. No other activity.		
	The designated fund balance amount as of 12/31/09 is		\$26,409
<u>Social Services Drug and Alcohol Addiction Fees</u>	Designated fund balance on 12/31/08 was	\$6,683	
	There was no CY 2009 Activity.		
	The designated fund balance amount as of 12/31/09 is		\$6,683
<u>OSHA 50/50 Safety Grant County Match</u>	Designated fund balance on 12/31/08 was	\$5,000	
	Project completed in CY 2009 per Dept. of Labor and Industry Guidelines.		
	The designated fund balance amount as of 12/31/09 is		\$0

**2. Request approval of HHVS Long Term Liability designation as of 12/31/2008 and expenditure authority for the following:**

<u>Social Services State Child Welfare Targeted Case Management Contingency Funds</u>	New Long Term Liability as of 12/31/08 in the amount of:	\$109,017
	Funds must be returned to the State Department of Human Services per CY 2009 Legislation. No CY 2009 activity.	

10. Administrator Yochum confirmed the upcoming meeting schedule.

M/S/P Downham, Kangas – To establish a Special Meeting to discuss Cass County Road and Bridge funding on August 31, 2010 beginning at 1:00 p.m., at the Cass County Land Department Meeting Room, Backus, MN. Unanimous.

M/S/P Peterson, Dowson – To approve moving the Tuesday, November 2, 2010 regular Commissioner's Board Meeting beginning at 9:00 a.m. to the Cass County Land Department Meeting Room, Backus, MN. Unanimous.

11. Chairman Demgen adjourned the meeting at 7:45 p.m.

SIGNED: \_\_\_\_\_  
 Jim Demgen, Chairman  
 Cass County Board of Commissioners

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