

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
February 16, 2010**

- 1A. Chairman Demgen convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, February 16, 2010, with the flag pledge, in the Land Department Meeting Room, Backus, MN. Commissioners present: Demgen, Downham, Dowson, and Peterson. Commissioners absent: 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
Sharon Anderson	Auditor-Treasurer	Tim Richardson	Central Services Director
Josh Stevenson	Land Commissioner	Randy Fisher	Sheriff
Jim Werket	Energy Services Group	Steve Moden	Energy Services Group
Mark Wollé	Honeywell	Gail DeBoer	Pilot Independent

- 1B. M/S/P Dowson, Peterson - To approve the agenda items for discussion as presented and move Item 2A.27 (Receive & file - Land Department volunteer trail grooming program participation) to Item 4D, move Item 8. (Conference call with the Cass County MN legislative delegation) to Item 2E., add Item 2D. (Governor Pawlenty's supplemental budget), and delete Item 4C. (Approve Agreement with USFS (Lessard- Sam Funds) Leech Lake Pines). Unanimous.

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

Administrator Yochum and the Commissioners discussed future Commissioner Board Packets being scanned and electronically emailed to each of the Commissioner's prior to the Board meeting. By consensus, the Board decided not to change the process of the packets at this time.

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

Approve - Board Minutes of February 2, 2010.

Approve - Auditor warrants dated January 31, 2010 in the amount of 1,320,565.88.

Approve - HHVS Auditor's warrants dated January 31, 2010 in the amount of \$69.00.

Approve - Auditor's warrants dated February 4, 2010 in the amount of \$300,584.10.

Approve - HHVS Auditor's warrants dated February 5, 2010 in the amount of \$111,265.62.

Approve - HHVS Commissioner's warrants dated February 5, 2010 in the amount of \$120,253.06.

Approve - Auditor warrants dated February 11, 2010 in the amount of \$340,584.70.

Receive & file - Monthly Budget Reports.

Approve Personnel Actions - A. Budgeted positions scheduled for replacement - Accept - Resignation of Judy Tabaka, Family Financial Assistance Supervisor, Income Maintenance Unit, as of March 12, 2010, and Receive and file - Intent to fill the budgeted open Family Financial Assistance Supervisor position vacated by Judy Tabaka with intent to post internally.

Approve licenses - Tobacco - Jake's City Grille (fka/Kelly's of West Gull Lake), (Contingent upon paying delinquent taxes), Gull Lakes Jakes, Inc., Fairview. On & Off Sale 3.2 Beer - Woman Lake Lodge, Burks on Woman Lake, LLC, Woodrow.

Receive & file - Auditor-Treasurer's Interest Income Report for January 2010.

Approve - City of Longville fire contract for Unorganized Townships in the amount of \$660.00/yr. from January 1, through December 31, 2010.

Receive & file - Medical Examiner Statistics for 2009.

Receive & file - Deep Portage Conservation Foundation Audit Report ending August 31, 2009 and 2008.

Receive & file - Cass County EDC January 2010 Activity Report.

Receive & file - Region Five Development Commission 2009 Annual Report.

Approve - Apportionment of the 2010 State Aid Road allotment to Townships and payment in the amount of \$368,339.00.

Approve - Transfer of funds from Unorganized Township to Highway Department in the amount of \$23,472.62 for road maintenance for December 2009.

Approve - Out of state travel for Sheriff Deputies Ken Gardner and Tony Cyr to attend CSI training in Ft. Dodge IA on July 26 – 30, 2010.

Approve - HHVS Home and Community Services non-financial Lead County contract with the Minnesota Department of Human Services, Minnesota State Operated Community Services, for January 1, 2009-December 31, 2010.

Approve - Annual appointment of Board Chair to the Cass/Leech Lake Wellness Court Steering Committee, term ending December 31, 2010.

Refer - Land Department easement request to a Committee of the Board and report findings and recommendations at the next regular board Meeting.

Approve Assessor Abatements - Dorothy Waters - Ponto Lake - Class Change 2009/2010; State of Minnesota – DNR – Powers - Class Change 2009/2010. Greg Baker – Powers - Value Reduction 2009/2010. Gregory Norton – Sylvan - Value Reduction 2009/2010. Arthur Ray Reuck – Powers - Damage Abatement 2008/2009.

Refer - AFSCME Crtse Unit grievance – Seniority list to the Personnel Committee of the Board.

Receive & file - NW Juvenile Training Center Report – 2009.

Receive & file - Planning Commission meeting dates for 2010-2011.

- 2B. Administrator Yochum reported back on the Mississippi Headwaters Board discussion at the Tuesday, February 2, 2010 Board Meeting. Mr. Yochum reported that all of the eight counties contribute the same amount of \$1,500.00 per year, and Cass County contributes office space (lease through December 31, 2011) at the Backus Land Department Building. No action taken.
- 2C. Administrator Yochum discussed the Cass County Environmental Services Department report on the status of SSTS Ordinance revisions required by MPCA rule to be adopted by February 4, 2010. MPCA has now informed all of the Counties that they do not need to meet this date but do need an ordinance in place by the end of June 2010. Mr. Yochum informed the Board that AMC has formally requested (or will this week) the MPCA to extend the deadline for LGU's to adopt until after the pending changes are implemented so that the LGU's only need to adopt an ordinance once. Cass County is going forward with drafting an ordinance, holding stakeholders meetings, and planning to schedule public hearings so that we will be on track to adopt an ordinance by June but at the same time, not rushing forward in case the deadline is extended. If this happens we will likely wait until the new rules are final and adopt a new ordinance at that time.

M/S/P Dowson, Peterson – To table amendments to Cass County's SSTS Ordinance that will incorporate the MPCA Rules until after the 2010 MN Legislative session. Unanimous.

- 2D. Chief Financial Officer Larry Wolfe reported on Governor Tim Pawlenty's supplemental budget recommendations to the Legislature that were released to the public on Monday, February 15, 2010. The proposed funding reduction to budgeted 2010 Cass County state aids (County Program Aid and Market Value credits) is \$910,445.00 Mr. Wolfe also commented that the impact to County departmental budgets of proposed reductions to State agencies is not clear at this time. Administrator Yochum added that although the supplemental budget is only a proposal, the probability of implementing the balance of our \$500,000.00 contingency plan is high. By consensus, the Board requested staff to report back at the Tuesday, March 2, 2010 Board Meeting.
- 2E. At this time the Board had a telephone briefing with Senator Mary Olson from her office in St. Paul. Items discussed with the Senator were: Public land management; The Governor's supplemental budget; County jail use by the State; Consolidation of services with the State and neighboring counties. Senator Olson thanked the Board for their input and encouraged additional telephone conference calls during the legislative session.
- 3A. Auditor-Treasurer Sharon Anderson requested authorization to enter into an agreement with a new electronic payment processor. Federal Payments would replace Official Payments Corporation. Payment services are at no cost to the County, rather they are totally funded by the customer via convenience fees.

M/S/P Dowson, Downham – To approve entering into an agreement with Federal Payments for electronic payment processing at no cost to Cass County. Unanimous.

- 4A. Land Commissioner Josh Stevenson requested the Board to establish public meeting dates for updating the Forest Resource Management Plan. The meetings will gather public input on a proposed update to the "Cass County Long Range Resource Management Plan" which provides direction for the use and management of roughly 254,000 acres of county-administered tax-forfeited land. Two meetings would be held to solicit public comment beginning on Tuesday, March 16, 2010, beginning at 7:00 p.m. to be held at the Cass County Land Department in Backus MN, and the second one on Tuesday, March 23, 2010, beginning at 7:00 p.m. at the Cass County Courthouse, Commissioners Meeting Room, in Walker MN.

M/S/P Peterson, Downham – To approve public input meeting dates for review of the Forest Resource Management Plan on Tuesday, March 16, 2010, beginning at 7:00 p.m. to be held at the Cass County Land Department in Backus MN, and Tuesday, March 23, 2010, beginning at 7:00 p.m. at the Cass County Courthouse, Commissioners Meeting Room, in Walker MN. Unanimous.

- 4B. Mr. Stevenson presented Resolution No. 11-10 Grant-In-Aid Trail Assistance for 2010 – 2011 for Cass County Ski Trails – Hiram, Washburn Lake, Goose Lake, Cut Lake, and Snowmobile Trails – Arctic, Paul Bunyan, Aspen, Pipeline, Brush Pilots, Snoway 1, Chippewa, Snownake, Eagle Country, Soo Line, Heartland, Triville, Hiram, Winnie Loop, Lost Girl, Wood Lake, Wadena Trail Breakers, and All Terrain Vehicle Trails – Soo Line.

Commissioner Dowson offered Resolution No. 11-10 and moved its adoption, Commissioner Downham seconded:

BE IT RESOLVED, that the Board of Commissioners of Cass County, Minnesota, hereby approved applications for the 2010-2011 grant-in-aid assistance for:

Cass County Ski Trails

- Hiram
- Washburn Lake
- Goose Lake
- Cut Lake

Snowmobile Trails

- Arctic
- Paul Bunyan
- Aspen
- Pipeline
- Brush Pilots
- Snoway 1
- Chippewa
- Snownake
- Eagle Country
- Soo Line
- Heartland
- Triville
- Hiram
- Winnie Loop
- Lost Girl
- Wood Lake
- Wadena Trail Breakers

All-Terrain Vehicle

- Soo Line

Resolution No. 11-10 was adopted by majority vote: Ayes: Demgen, Downham, Dowson, Peterson. Absent: Kangas. Nays: None.

- 4C. Land Commissioner Stevenson reported that the Cass County Land Department is currently seeking help from volunteers to groom the GIA Cross Country Ski Trails. Current staffing levels have not allowed the Land Department to groom the trails in the same frequency the public has enjoyed in the past. Mr. Stevenson added that each volunteer participant would sign a waiver of liability, and authorize a criminal background check .

M/S/P Dowson, Downham – To approve the Cass County Land Department volunteer trail grooming program, subject to volunteers agreeing to a waiver of liability and authorizing a criminal background check by the Cass County Land Department. Unanimous.

- 5A. Sheriff Randy Fisher presented the 2009 calls for service totaling 16,252. The 2009 report also included historical trends (2008 calls for service were 17,460), and activity by Township, City, and Commissioner District. In addition to the County Board, this information is shared with all local units of government by type of call. The Board thanked Sheriff Fisher for the detailed report.

M/S/P Dowson, Downham – To receive and file the Cass County Sheriff's Office Calls for Service Data for 2009. Unanimous.

- 5B. Sheriff Fisher requested the Board to appoint an ARMER implementation Committee consisting of consisting of Commissioners Dick Downham and Jim Dowson, Sheriff Randy Fisher, Chief Deputy Sheriff Tom Burch, EMS Coordinator Kerry Swenson, Probation Officer Reno Wells, and Jim Schneider, Chief Financial Officer Larry Wolfe, Central Services Director Tim Richardson and County Administrator Robert Yochum. The Committee will review the ARMER participation plan to date, identify capital financing sources, look at operating options, and report next steps to the public through the County Board.

M/S/P Downham, Dowson – To approve the appointment of an Ad-Hoc ARMER Implementation Committee consisting of Commissioners Dick Downham and Jim Dowson, Sheriff Randy Fisher, Chief Deputy Sheriff Tom Burch, EMS Coordinator Kerry Swenson, Probation Officer Reno Wells, and Jim Schneider, Chief Financial Officer Larry Wolfe, Central Services Director Tim Richardson and County Administrator Robert Yochum. Unanimous.

- 6A. Central Services Director Tim Richardson reviewed a list of energy efficiency improvements identified by Energy Services Group (ESG) to the Courthouse, Law Enforcement Center, Courthouse Annex, and Health, Human, & Veterans Services buildings. Mr. Richardson discussed the energy savings payback for each project. Director Richardson also emphasized that major mechanical system maintenance has been deferred during the last several years while the County contemplated new construction.

M/S/P Peterson, Downham – To receive and file the report of energy efficiency improvements identified by Energy Services Group (ESG) to the Courthouse, Law Enforcement Center, Courthouse Annex, and Health, Human, & Veterans Services buildings. Unanimous.

- 6B. Mr. Richardson presented a draft public notice to advertise the County's intent to consider competitive proposals for a performance contract for the energy efficiency improvements identified to date. ESG representatives Jim Werket and Steve Moden discussed the performance contracting method under MN Statutes (design/build/guarantee energy savings) vs. traditional design/build contracting. The Board emphasized their desire to see competitive bid results under any contracting method.

M/S/P Peterson, Downham – To approve a public notice advertising the County's intent to consider competitive proposals for a performance contract for the energy efficiency improvements in multiple Cass County buildings. Unanimous.

7. Administrator Yochum confirmed upcoming meeting schedule.

8. Chairman Demgen adjourned the meeting at 10:50 a.m.

SIGNED: _____
Jim Demgen, Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator