

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
January 4, 2011**

- 1A. Vice Chairman Dowson convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, January 4, 2011, with the flag pledge, in the Board Room of the Courthouse, Walker, MN. Commissioners present: Downham, Dowson, Gaalswyk, Kangas, 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 Deputy Auditor
David Harrington	Ninth District Judge	Sharon Anderson	Auditor-Treasurer
Katie Norby	Recorder	Christopher Strandlie	County Attorney
Tom Burch	Sheriff	Randy Fisher	Self
Reno Wells	Probation/HHVS	Ane Rogers	HHVS
Linda Nye	HHVS	Josh Stevenson	Land Commissioner
Barbara Harrington	Attorney's Office	Aaron Jordan	Attorney's Office
Benjamin Lindstrom	Attorney's Office	Heidi Kruger-Smith	Attorney's Office
Dan Jones	Probation Office	Erik Hoglund	Sheriff's Office
Aaron Ammerman	Sheriff's Office	Jerry Eklund	Sheriff's Office
Brad Rittgers	Sheriff's Office	Bob Landerville	Sheriff's Office
Pauline Fahey	Sheriff's Office	Bryan Welk	Sheriff's Office
Bert Woodford	Jail Administrator	Shannon Pfeiffer	Attorney's Office
Kery Swenson	Sheriff's Office	Betty Kangas	Self
Dale Yerger	Deep Portage	Joe Sherman	Pilot-Independent
Diane Chmielewski	Pilot-Independent	Rick Blundell	Observer
Karla Tschida	Self	Kevin Tschida	Self
Larry Belsky	Self	Jill Welk	Self
Roger Strandlie	Self	Kay Strandlie	Self
Erica Strandlie	Self	Gail DeBoer	Pilot-Independent
Allan Olson	Cass Lake Times	Linda Husby	County Administrator's Office

- 1B. Ninth District Judge David Harrington administered the Oath's of Office to Commissioner's James Dowson, Bob Kangas, Neal Gaalswyk; County Attorney, Christopher Strandlie; Recorder, Kathryn Norby; and Sheriff, Tom Burch.

- 1C. Vice Chairman Dowson requested County Administrator Yochum to conduct elections of Board Officers for calendar year 2011. After a call for nominations the following actions were taken.

M/S/P Downham, Kangas - To elect Jeff Peterson as the 2011 Board Vice Chairman. Unanimous.

M/S/P Kangas, Downham - To elect James Dowson as the 2011 Board Chairman. Unanimous.

Vice Chairman Dowson accepted the Chair from Administrator Yochum and reseated the Board in order of succession to the Chair.

- 1D. M/S/P Kangas, Peterson - To amend the agenda items for discussion by the addition of regular agenda Item 2F. (Approve Resolution No. 03-11 authorize County Administrator to sign official documents on behalf of the Board Chairman). Unanimous.

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

M/S/P Kangas, Gaalswyk - To waive reading and approve the consent agenda. Unanimous.

Approve - Board Minutes of December 21, 2010.

Approve - Auditor warrants dated December 23, 2010 in the amount of \$584,450.87.

Approve - HHVS Auditor warrants dated December 24, 2010 in the amount of \$60,044.77.

Approve - HHVS Commissioner warrants dated December 24, 2010 in the amount of \$244,266.72.

Approve Personnel Items - A. Budgeted positions scheduled for replacement - 1. Receive & file - Notice of appointment of the Sheriff's Office Dispatcher - Peggy McBrien, grade 21 step 2, effective December 25, 2010. 2. Receive & file - Notice of resignation of Probation Officer, Alex Hirman, effective December 8, 2010. 3. Receive & file - Notice of appointment of Probation Officer, Daniel Jones, grade 28, step 1, effective January 3, 2011. 4. Receive & file - Notice of resignation of Marlene Ryks, Financial worker, Income Maintenance Unit, effective January 5, 2011. 5. Receive & file - Intent to fill the budgeted open Financial Worker position vacated by Marlene Ryks, Grade 20, step 1. B. Positions scheduled for no replacement - 1. Receive & file - Notice of resignation of Kelly Crow, Social Worker, Social Services Unit, effective January 7, 2011 - See Regular Agenda Item 5B. C. Other - 1. Receive & file - a request for a leave of absence from the position of Chief Deputy Sheriff, Tom Burch, pursuant of MN Statutes 3.088.

Approve Licenses - On & Off Sale 3.2 Beer - Pikedale Lodge - Torey Meyers, Boy Lake; Salty Dog Saloon - Thomas Sewall, Powers.

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

Receive & file - Timber auction results of December 22, 2010 totaling 3,807 cords in the amount of \$67,774.00.

Approve - City of Walker appointment of Wendy Drews - Deputy Registrar #125.

Receive & file - Correspondence US Census regarding New Census Data.

Refer - Cass County Land Department staffing issue to the Personnel Committee of the Board.

Receive & file - Monthly HHVS Cash Accounts Report to date, November 30, 2010 in the amount of \$8,985,835.

Approve - Extension of the Family Planning Special Project Contract for a joint application with Morrison-Todd-Wadena Community Health Board, effective July 1, 2011-June 30, 2013, contingent upon state funding being available.

Accept - Donation of \$100.00 for the Veteran's Transportation Program, from the American Legion Post # 458, Boy River.

Authorize - HHVS Director's (CHS Administrator) signature for the Public Health Emergency Response grant contract Amendment #2 with the Minnesota Department of Health for \$14,223 to enhance work in the area of public health response, effective upon signature of both parties through July 30, 2011.

Approve - 2011 non financial Amendment HHVS Home and Community-Based Services Contracts effective January 1, 2011 – December 31, 2011- Access Home Care, Access North Center for Independent Living, Adult Day Services-Walker, Artesian Homes, Caring Hands Home Care, CK Home Health Care, Inc., Good Neighbor Health Care of Brainerd, Inc., Good Samaritan Home Care, Gramma Jo's, Healthstar Home Health/Circle of Life Home Health, Home Health Partnership, Hummer's Hilltop Home, Kensack Inn-Hoehne Foster Home, Laurel Lodge Assisted Living, Lutheran Social Service of Minnesota, Mac-Con Properties DBA Country Lane Homes, May Creek Lodge, MN Home Care, Northern Cass DAC, Pine River DAC, Pine River SLS, PurFoods LLC DBA: Mom's Meals, REM North Star, Inc., Shingobee Island Lodge, Stille Havn Hus, Summit House, Three Oaks Foster Care.

Authorize - Anderson Brothers contract extension for removal of aggregate from a Cass County owned pit in Sylvan Township.

Approve - acceptance of the 2011 DWI Grant application (#5000-6558) from MN Public Safety in the amount of \$8,800.00.

Authorize - Letter of support regarding the City of Boy River Community Center.

2B. Administrator Yochum presented Resolution No. 01-11 establishing the 2011 Conduct of Meetings – Business Rules.

Commissioner Peterson offered Resolution No. 01-11 and moved its adoption, Commissioner Downham seconded:

WHEREAS, the County of Cass annually reviews and adopts rules of procedure governing the conduct of Cass County Board of Commissioner's meetings.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the attached "County Board Meeting Rules of Business" marked Exhibit "A" are hereby adopted.

Adopted: January 4, 2011

EXHIBIT "A"

COUNTY BOARD MEETING RULES OF BUSINESS

Rule 1. Regular Meetings. The Board shall hold regular meetings on the first and third Tuesday of each month.

Regular meetings shall commence at 9:00 A.M. at the Cass County Courthouse for the first Tuesday of the month and 9:00 A.M. at the Land Department Building, Backus MN for the third Tuesday of the month except the regular meetings from May through September shall be scheduled during 2011 at various locations throughout the Board of Commissioner Districts and shall commence at 6:00 P.M. (January 4, 2005 amendment) (January 2, 2007 amendment).

Rule 2. Special Meetings. The Chair or three members of the Board may call special meetings. Such meetings shall be called with a twelve hour advance notice to all available Board members and members of the news media. If time will allow, published notice in the official newspaper shall be given to the public.

Notwithstanding any other requirements, notice shall be published on the County Courthouse bulletin board. Either or both notice shall specify: (1) the specific item or items to be considered at the special meeting, and (2) the date, time, and place of the meeting. Special meetings of the County shall be held in the County Courthouse, unless the Board has determined that other facilities are to be used. All special meetings of the Board shall be limited to the specific item or items set forth in the notice.

Rule 3. Presiding Officer. Roll Call. The Board Chair, or in the Board Chair's absence, the Vice Chair of the Board shall take the chair at the time appointed for the meeting and call the Board to order. The Board Chair or Vice Chair calling the meeting to order shall be the Presiding Officer for the balance of the meeting.

Rule 4. Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of business. The Board Chair shall be a member of the Board, and shall have the right to vote on all matters coming before it, but shall have no veto power.

Rule 5. Minutes. The Administrator shall prepare written copies of the minutes of the preceding meeting of the Board of Commissioners and distribute them to its members no later than the start of its current session. One or more copies of the minutes shall be available in the Office of the Administrator for examination by members of the public. Upon the appearance of a quorum at a Commissioners Board Meeting, the Board Chair shall inquire of the Board whether they wish to approve, disapprove, or amend the minutes of the previous meeting of the Board of Commissioners as prepared by the Administrator. Any mistake or omission in the minutes may then be corrected by the Board.

Rule 6. Order of Business. The Board Chair or Vice Chair of the Board shall preserve order and decorum. The Administrator shall act as parliamentarian and the Board Chair shall decide questions of order, subject to an appeal to the Board. The Administrator shall prepare a written agenda in advance of all board meetings and shall place Call to Order as Item No. 1; and thereafter other items of business in the order of presentation which the Administrator deems best or as directed by the Board of Commissioners. Members of the public or County staff wishing to place an item of business upon the agenda shall advise the Administrator of the particular item of business not later than Tuesday immediately preceding the Board meeting. The Administrator shall release the proposed agenda not later than the Wednesday immediately preceding the Board Meeting. Further, the Administrator shall release the Board information packet not later than the Thursday immediately preceding the Board Meeting. (January 8, 2008 amendment)

A person requesting that an item be placed on the agenda shall furnish sufficient details so as to enable the Administrator to enter the item on the board meeting agenda in a summary adequate to alert the public as to the nature of the matter to be discussed. If the Administrator is unable, from the information received, to prepare a summary, the Administrator may refuse to place the matter on the agenda.

The Board by majority vote may amend the proposed agenda. After approval of the proposed agenda no amendments will be made except upon a 4/5th vote of the Board.

A citizen comment period will be provided during the regular board meetings which will allow citizens to address the Commissioners for up to three minutes about a topic that is not on the agenda. In order to use the citizen comment period, the individual must sign up before the Board approves the proposed meeting agenda. The Board of Commissioners may take action on subjects brought up during the citizen comment period. (January 3, 2006 amendment).

Rule 7. Recognition by Chair. Every Board member or member of the public shall respectfully address the Chair by the appellation of "Mr. Chairman" or "Madame Chair", and shall not speak further until recognized the Chair. Once a member of the audience has been recognized by the chair as requesting to address the Board of Commissioners, the Chair shall require the individual to identify themselves by stating their name and address.

Rule 8. Designation by Chair. When two or more members request to speak, the Chair or Presiding Officer shall designate who is first to speak, but in all cases the member who shall first address the Chair shall speak first.

Rule 9. Debated Motion. No ordinary motion shall be debated, or put, unless the same is seconded by a board member (or the chair). (Amended on March 20, 2001). The Chair or Presiding Officer shall restate any motion if requested to do so by a member of the Board of Commissioners. Items on the agenda may be debated prior to the submission of an ordinary motion. The withdrawal of either the motion or the second to a motion shall terminate debate on the motion. (January 6, 2009 amendment).

Rule 10. Motion Being Debated. Privileged Motion. When a question is under debate, no motion shall be received other than the following privileged motions: a) to lay on the table; b) to divide the question; c) to postpone indefinitely; d) to postpone to a certain day; e) to refer; f) to adjourn. The privileged motion shall have precedence in the order in which they are arranged. All privileged questions shall be decided immediately without debate. A Board member may make a negative motion to defeat a resolution or ordinance. This "objection to the consideration" of the matter is considered a privileged motion and requires a second, and must pass by a simple majority. If no motion is made on an item, the matter automatically dies or does not pass. (January 6, 2009 amendment).

Rule 11. Presentment of Petitions and Communication. Petitions and communications on the agenda may be presented by a member of the Board or by the Administrator.

Rule 12. Voting. Excuse. Failure. When a question is put by the Chair, every member present shall vote; unless the Board, for special reason, shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member voting. Any member, who being present when his or her name is called fails to vote upon any then pending proposition, unless previously excused by the Board, shall be counted as having voted in the positive. In all cases, the call of the roll shall be alphabetically by the family surname of each Board member except that the Chairman or Presiding Office shall vote last.

Rule 13. Calling Vote. The ayes and nays shall be called upon the passage of ordinances. Unless a member requests, other items will be by voice vote. When a vote is called for and a Board member is silent, the Board member will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

Rule 14. Ordinances. Procedure – Requests for consideration of an ordinance or ordinance amendment shall be submitted in writing to the County Board. Every proposed ordinance shall be considered at two public hearings referred to as first reading and second reading. Requests related to land use shall be referred by motion of the County Board to the Planning Commission for the purpose of conducting the first reading public hearing and adopting a singular recommendation for submittal to the County Board. The County Board will conduct the first reading public hearing in all other matters. Any ordinance drafts referred by the Board to the Planning Commission or others shall be posted on the Cass County website; and written notice of a 30 day comment period for all proposed ordinances or amendments thereto shall be provided to all county departments, all municipalities in Cass County, adjacent counties, the Leech Lake Band of Ojibwe, the Minnesota Departments of Natural Resources and Transportation, the Mississippi Headwaters Board, and any individual, agency or organization requesting such notice. All proposed ordinances or amendment thereto shall be posted on the Cass County website for viewing. Within 60 days of the close of the comment period the first reading public hearing shall be held. Written notice of time, place and purpose of the public hearings shall be published in the official County newspaper designated by the Board and posted on the County website at least ten (10) days prior to the hearing date. Amendments may be offered at either first or second reading public hearings when the ordinance is under consideration, however shall not be acted upon until the next regular meeting. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of all ordinances. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session. (May 3, 2005 amendment) (February 19, 2008 amendment).

Rule 15. Absent Member. Every member of the Board which anticipates being absent for a Board Meeting shall notify the Administrator.

Rule 16. Journal. It shall be the duty of the Administrator to keep the journal of the proceedings of the Board and perform such duties as may be required by the Board of Commissioners. The Administrator shall not allow the official journal of the County to be taken from the custody of the Administrator without the knowledge and consent of the Board. Audio taping or video taping of the board meetings may be made for reference by the Administrator, but approved minutes shall be the official record of board meetings.

Rule 17. Robert's Rules of Order. The rules of parliamentary practice, embraced in Robert's Rules of Order shall govern the Board in all cases in which they are applicable, and in which they not inconsistent with State Statute or the Standing Rules of the Board.

Rule 18. Board Committees. Any member of a Board Committee may call a committee meeting. Committee meetings shall be called with a 24-hour advance notice to all members, posted at the courthouse, and time permitting public notice provided on the "web site". Items to be studied by a Board Committee shall be those items contained in the notice and any other item may be presented that is within the scope of the Committee's description. Committees shall report to the Board of Commissioners within 90 days after the item has been referred to committee. The Board shall then act on the item referred or request the Committee to continue the study. (January 16, 2007 amendment)

Rule 19. Suspension or Amendment of Rules. No rule of the Board shall be suspended, altered, or rescinded except upon the affirmation vote of four members of the Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

Rule 20. Publication of Minutes. The regular Board of Commissioners Meeting minute summary shall be published in the official county newspaper so as to provide the public with timely and accurate notice of the regular County Commissioners Board Meeting action.

Rule 21. Agenda is Public. Any member of the public or the news media requesting copies of any regular or special meeting agenda shall be provided the same pursuant to M.S. 13D. (January 8, 2008 amendment)

Rule 22. Board Appointments. In effort to maximize citizen participation in County government, all citizen appointments by the Board of Commissioners shall be subject to term limits. No reappointment shall be considered for any individual that has served three (3) consecutive terms or nine (9) consecutive years, whichever is more. In the event that no qualified successor is available for appointment, the term limit may be waived by the Board in one (1) year increments until a successor is appointed. (January 16, 2007 amendment)

Rule 23. Room Rental Payments. No rental payments shall be made for the use of space utilized for meetings of Cass County without specific approval of the Board. (January 2, 2007 amendment)

THESE RULES SHALL TAKE EFFECT and be in force from and after their adoption by the Board of Commissioners, and any and all prior rules are hereby rescinded.

Resolution No. 01-11 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 2C. Robert Yochum, County Administrator presented the legal notice for the annual printing and publishing bids. Bids were received from the Press Citizen, Pine River Journal, Pilot Independent, and Cass Lake Times on Tuesday, December 21, 2010 as a result of the public solicitation. Chief Financial Officer Larry Wolfe recommended to the Board that it would be most cost effective to accept the Pilot – Independent's bid based upon the PCI/CIRC (per column inch/circulation) of \$0.001266 (2,654 circulation) versus the Cass Lake Times cost of \$0.00502 (1,077 circulation). Joe Sherman of the Pilot Independent commented on additional services provided. Allan Olson of the Cass Lake Times declined comment beyond the bid submitted.

	<u>Pilot-Independent</u> (per 1.8"SAU)	<u>Press Citizen</u> (per 1.8"SAU)	<u>Pine River Journal</u> (per 1.8"SAU)	<u>Cass Lake Times</u> (per 1.8"SAU)
Financial Statement	\$4.00 Camera ready	\$8.48 Camera ready	\$7.20 Camera ready	\$3.00 Camera ready
Financial Statement (2 nd insert)	\$7.44 Camera ready	\$7.42 Camera ready	\$7.20 Camera ready	\$3.00 Camera ready
Delinquent Tax List	\$4.00 Camera ready	\$8.48 Camera ready	\$7.20 Camera ready	\$3.00 Camera ready
Expiration of Redemption	\$4.00 Camera ready	\$8.48 Camera ready	\$7.20 Camera ready	\$3.00 Camera ready
Proceedings (Summary)	\$3.20 Camera ready	\$8.48 Camera ready	\$7.20 Camera ready	\$3.00 Camera ready
Legal Notices	\$3.86 Camera ready	\$8.48 Camera ready	\$7.20 Camera ready	\$3.00 Camera ready
Additional Publication's	\$3.78 Camera ready	\$7.42 Camera ready	\$6.95 Camera ready	\$5.50 Camera ready

Commissioner Peterson offered Resolution No. 02-11 and moved its adoption, Commissioner Kangas seconded:

BE IT RESOLVED, the Cass County Board of Commissioners hereby accepts the low bid for 2011 county printing and publishing of the Pilot Independent, for items as specified: Item 1. - Financial Statement, Item 3. - Delinquent Real Estate Tax List, Item 4. - Notice of Expiration of Redemption, Item 5. - Summary of Proceedings of the County Board, Item 6. - Legal Notices, and Item 7 - Legal Notices-Additional Publications. 8. On Line Services.

BE IT RESOLVED, and that the Cass County Board of Commissioners hereby accepts the low bid for 2011 county printing and publishing of Item 2. - Second Publication of Financial Statement to the Cass Lake Times.

BE IT FURTHER RESOLVED that the Pilot Independent is hereby designated by the Cass County Board as the "official newspaper" in which the notice and list of the real estate remaining delinquent on the first Monday of January, 2011, shall be published.

Resolution No. 02-11 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 2D. Administrator Yochum presented a list of 2011 Committee vacancies and related Citizen appointment applications. After discussion, the Board took the following action.

M/S/P Peterson, Kangas – To approve the following 2011 Committee appointments, and further, to present Certificates of Appreciation to those that were not re-appointed. Unanimous.

AMC Delegates - All County Board Members; Robert Yochum; Sharon K. Anderson; Dave Enblom

BACKUS AIRPORT ZONING BOARD – Mike Wetzel, Bill Fitch

BI-COUNTY CAP – Commissioner Dick Downham; Citizens - Karen Lego; Vicki Peterson

BRAINERD LAKES REGIONAL BUSINESS COUNCIL – Commissioner Neal Gaalswyk

BUDGET COMMITTEE – Commissioners Jim Dowson, Dick Downham; District 1 – Earl North; District 2 – Gary Gould; District 3 – Dan Meier; District 4 – Jim Lohr; District 5 - Rick Baird; Staff advisors, non-voting - Robert Yochum, Larry Wolfe, Mark Peterson, Sharon K. Anderson

CAMP RIPLEY ADVISORY BOARD – Commissioner Neal Gaalswyk

CAPITAL IMPROVEMENT COMMITTEE OF THE BOARD – Commissioners Jeff Peterson, Jim Dowson

CASS COUNTY/LEECH LAKE WELLNESS COURT STEERING COMMITTEE – Commissioner Jim Dowson

CENTRAL MN COUNCIL ON AGING – Commissioner Jeff Peterson

CENTRAL MN EMS REGION – Commissioners Neal Gaalswyk (Executive Board), and Jim Dowson (alternate); Advisory Board appointments Open

CHIPPEWA NATIONAL FOREST RESOURCE ADVISORY COMMITTEE – USFS appointment - Commissioner Dick Downham, Jim Demgen (citizen group alternate)

CIVIL SERVICE COMMISSION - Steven Johnson; Buford Johnson; Harlan Johnson

COUNTY EXTENSION COMMITTEE – Commissioners - Jeff Peterson, Bob Kangas; Thelma Grimley (replaces A-T as Committee Recorder); At Large - Doug Sandstrom ; District 1 – Open; District 2 – Carol Lovro; District 3 – Barb Frederick; District 4 – Mary Louise Isakson; District 5 – Susan Wake

ECONOMIC DEVELOPMENT CORPORATION – Commissioners Bob Kangas, and Jeff Peterson, Ex-Officio - Robert Yochum

FAMILY CENTER ADVISORY COMMITTEE – Commissioner Neal Gaalswyk

FAMILY SERVICE COLLABORATIVE BOARD - Commissioners Neal Gaalswyk, Bob Kangas (alternate), HHVS Director Reno Wells

FEMA FOOD SHELF BOARD (BI-CAP) – Karen Lego

HEALTH, HUMAN, & VETERAN SERVICES ADVISORY COMMITTEE – Commissioner Dick Downham;
District 1 – Open; District 2 – Glenna Tappe; District 3 - Joan Kumpula; District 4 – Judy Berg; District 5 – Peggy Olding; Members that represent providers of services: School Administrator: Wally Schoeb; Practicing Physician: Burton Haugen; Leech Lake Reservation: Eli Hunt; Registered Nurse: Shirley Hovey; EMS Task Force: Wilma Griffin; Human Service Provider: Open; HS Provider: Susan Hilgart, Rural MN CEP; Members that represent those persons receiving services: 2 Veterans: District 4 Wayne LaDuke and District 3 - Don Fowler; Representing low income: Open; Leslie Bouchonville Representing Family Centers; Margie Ryan (Jim Rogen- alt) representing MI, DD and Elderly; Representing families and children: Open

HOUSING & REDEVELOPMENT AUTHORITY – District 1 – Sandra Shade; District 2 - Jean Kline; District 3 - Michael Nethercutt; District 4 – Elizabeth Blundell; District 5 – Open

HUMAN SERVICES – OUT-OF-HOME PLACEMENT SCREENING TEAM - Health, Human, and Veterans Service Director – Reno Wells (Chair); Probation Director or designee; Leech Lake Band Appointee; Mental Health Professional – Karen Holle; Guardian Ad Litem Designee; County Board Member – Jeff Peterson; County Attorney or designee; Cass County Sheriff or designee; Cass County Social Services Team Leader (to be appointed by HHVS Director)

INSURANCE COMMITTEE - Commissioners Dick Downham, Jeff Peterson

JUDICIAL WORK GROUP - Commissioners Dick Downham, Jim Dowson (alternate)

KITCHIGAMI LIBRARY – Commissioner Neal Gaalswyk

LAW LIBRARY – Commissioner Jim Dowson, Robert Yochum (alternate)

LEECH LAKE BAND LIAISON COMMITTEE - Commissioners Dick Downham, Jim Dowson

MEDICAL CONSULTANT CONTRACT - Burton Haugen, M.D.

MEDICAL EXAMINER - Dr. Michael McGee

MISSISSIPPI HEADWATERS BOARD - Commissioner Neal Gaalswyk, Citizen – Doug Sandstrom; Technical Representative - John Ringle

MINNESOTA COUNTIES COMPUTER COOPERATIVE - Tim Richardson, Dianne Poncelet (alternate)

MINNESOTA COUNTIES INFORMATION SYSTEM (MCIS) - Sharon K. Anderson; Tim Richardson, Mark Peterson (alternate)

NACo PUBLIC STEERING COMMITTEE – Commissioner Dick Downham

NATURAL RESOURCE ADVISORY COMMITTEE - SWCD Board

NW MN HOUSEHOLD HAZARDOUS WASTE MANAGEMENT BOARD – Commissioner Dick Downham

NW JUVENILE TRAINING CENTER - Jim Schneider, Tom Burch

PERSONNEL COMMITTEE OF THE BOARD – Commissioners Jim Dowson, Dick Downham, Neal Gaalswyk (alternate)

PERSONNEL POLICY COMMITTEE - Reno Wells (Chair), Jerry Lamon (Vice-Chair)

PLANNING COMMISSION – Board Chair Jim Dowson, Jeff Peterson (alternate)(Ex-officio, non voting); District 1 - Tim Moore, Jim Weizenegger (alternate); District 2 - Bill Fitch, Kelly Hedlund (alternate); District 3 - Mark Gardner, Ken Kostial (alternate); District 4 - Jim Bliss, Open (alternate); District 5 - Susan Sundberg, William Walter (alternate); At Large - Gary Gould; SWCD - Jim Ballenthin

REGIONAL ARMER BOARD – Commissioners Jim Dowson, Dick Downham (alternate)

REGIONAL JAIL – Commissioners Neal Gaalswyk, Jim Dowson (alternate), Sheriff – Tom Burch

REGION 5 DEVELOPMENT COMMISSION – Commissioner Bob Kangas

RURAL FIRE ASSOCIATION JOINT POWERS – (Unorganized Township) – Commissioner Dick Downham

SANITARY DISTRICTS - Pine River - City of Pine River - Martin Ruigh, Gary Siltman, City of Chickamaw Beach - Robert Hobson; Barclay Township - Marvin Ryan; Wilson Township - Alan Johnson; County Board (ex-officio) - Bob Kangas; Shingobee Island -Tabled indefinitely

TRANSPORATION ADVISORY BOARD – Commissioner Jeff Peterson, Reno Wells HHVS Director

SWCD - LIAISON COMMITTEE - Commissioners Jeff Peterson, and Neal Gaalswyk, SWCD Supervisors Chair and Vice-Chair

- 2E. Administrator Yochum discussed the 2011 Board of Commissioners summer meeting schedule including the need for public hearings on county roadway revocations in Thunder Lake and Torrey Townships.

M/S/P Kangas, Peterson – To table the 2011 regular Board of Commissioners summer meeting schedule until the regular Board Meeting of Tuesday, January 18, 2011, and further, to conduct the Annual Cass County Planning Retreat in June/July 2011 after the MN Legislation Session adjourns. Unanimous.

- 2F. Administrator Yochum presented Resolution No. 03-11 requested by the Chairman that would authorize the County Administrator to sign official documents by facsimile stamp where appropriate on behalf of the Chairman after approval of the Cass County Board of Commissioners.

Commissioner Dowson offered Resolution No. 03-11 and moved its adoption, Commissioner Peterson seconded:

WHEREAS, the Chairman of the Cass County Board of Commissioners is empowered to sign official documents on behalf of Cass County, and,

WHEREAS, from time to time the Chairman is not available to sign said documents in a timely manner:

NOW, THEREFORE BE IT RESOLVED, That the Cass County Board of Commissioners approve and authorize the Cass County Administrator to sign official documents by facsimile stamp where appropriate on behalf of the Chairman after as the same have been approved by the Cass County Board of Commissioners.

Resolution No. 03-11 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 3A. County Attorney Christopher Strandlie discussed the administration of the Mass Gathering Ordinance (No. 2004-03). Mr. Strandlie reported that at this time last year and after much Board discussion the eelpout event promoter requested that this activity be exempt from the Mass Gathering Ordinance. The Board subsequently decided that a permit was not required at the Commissioners Board Meeting of January 5, 2010. Mr. Strandlie explained that the existing Ordinance does apply to lake events including the Eelpout Festival and that the existing Ordinance does not provide a method to "exempt events" by motion of the Board. County Attorney Strandlie suggested that if the Board wished to not require a permit that the Board could refer the existing Ordinance to a Committee of the Board, and establish a moratorium on all mass gathering permits until the Committee reports back. In the alternative if the Board takes no action Cass County would inform the Leech Lake Eelpout Festival event promoter that a permit would be required. Mr. Strandlie added that the Sheriffs Office also reported that, as in the past, a water event permit will be required for the Eelpout Festival under MN Statute 86B.121.

M/S/P Peterson, Downham – To decline taking action to review Mass Gathering Ordinance No. 2004-03 at this time, and further to inform the Leech Lake Eelpout Festival event promoter that a Mass Gathering permit is required for the 2011 Leech Lake Eelpout Festival scheduled for February 18-19, 2011. Ayes: Downham, Kangas, Peterson. Nays: Dowson, Gaalswyk.

4. Chairman Dowson acknowledged the Public Hearing Notice in accordance with Minnesota Statutes 373.41 on the matter of Miscellaneous Fees.

M/S/P Downham, Kangas – To approve the following 2011 Miscellaneous Fee Schedule, effective January 4, 2011. Unanimous.

CASS COUNTY FEE SCHEDULE
Effective January 4, 2011

GENERAL FEES

Copies - letter or legal, 100 pages or less	\$ 0.25
- ledger size	\$1.00
Database print screen	\$1.00
(Database print screen – taxpayer courtesy, no charge)	
Fax – outgoing base charge (includes cover sheet & 1 page)	\$5.00 plus \$.25 for each additional page
Minimum mailing charge – postage & handling	\$5.00
Email – outgoing base charge for data requests	\$5.00 plus \$.25 per page
Research fee – variable Hourly Rate	

ASSESSOR

Data query-plus media costs	\$75.00
Assessment field card	\$2.00

AUDITOR-TREASURER

Administrative fee - over-remittance checks	\$3.00
Auctioneers license	\$20.00
Audit verification	\$25.00
Birth Certificates	
-Certified Copy	\$26.00
Additional Copy	\$19.00
-Non-Certified Copy	\$13.00
Bond issue information - Auditor's certificate	\$200.00 - \$350.00
Cigarette license	\$175.00
Confession of judgment	
-Set-up fee	\$50.00
-Annual fee	\$15.00
-Court fee	\$5.00
Death Certificates	
-Certified Copy	\$13.00
Additional Copy	\$6.00
-Non-Certified Copy	\$13.00
Delinquent tax publication cost	\$25.00
Ditch lien release	\$25.00
Duplicate tax statement - on demand	\$2.00
Duplicate tax statement - automatic, statutory request	\$15.00
Escrow tape fee	\$500.00
Escrow account maintenance – per parcel	\$3.00
Fireworks permit	\$50.00
Liquor, Beer and Miscellaneous License Fees	
-3.2 Beer On-Sale License	\$50.00
-3.2 Beer Off-Sale License	\$25.00
-3.2 Beer On & Off-Sale Combination License	\$75.00
-Temporary 3.2 On-Sale (maximum 3 days)	\$50.00

-Wine with Strong Beer License	\$300.00
-Set-Up (Bottle Club) License (plus additional \$250 license fee to state)	\$100.00
-Off-Sale Liquor License	\$500.00
-On-Sale Liquor License	\$1,500.00
-Temporary On-Sale Liquor License	\$150.00
-On & Off Sale Liquor Combination License	\$2,000.00
-Late Fee for Liquor License Renewals	\$100.00
-Transient Merchant License	\$150.00
-Lawful Assembly Permit	\$500.00
Maps	
-Auditor's parcel map - B&W	\$3.00
- - Color	\$5.00
- Parcel map with aerial photo - B&W	\$5.00
- Parcel map with aerial photo - Color	\$10.00
- Color infrared photo	\$10.00
Marriage	
-Certificate	\$9.00
Additional Copy	\$9.00
-Marriage License	\$115.00
-Marriage License – with Education Statement	\$40.00
Nonsufficient funds checks	\$30.00
Notary	
-Recording	\$20.00
-Change	\$20.00
Notice of expiration of redemption	\$50.00
Ownership requests – variable	Hourly Rate
Passports	
-Book Adult (16 & over)	\$110.00
Child (15 & under)	\$ 80.00
-Card Adult (16 & over)	\$30.00
Child (15 & under)	\$15.00
-County Fee	\$25.00
-Expedite Fee	\$60.00
-Express Mail	\$18.30
-Return Express Mail	\$14.96
Repurchase fee - plus additional costs	\$100.00
Searches - current and delinquent taxes	
- With parcel identification number (PIN)	\$3.00
- Without PIN	\$6.00
Special assessment set-up – per parcel	\$10.00
Service fee	
-Courtesy split with survey	\$35.00
-Courtesy split without survey	\$60.00
Subdivision Fees	
-Per lot by certificate of survey -	\$ 75.00
-Per lot where certificate of survey not required	\$150.00
-First lot by minor subdivision plus \$20.00 per lot thereafter	\$100.00
-First lot by platted subdivision plus \$20.00 per lot thereafter	\$100.00
-Separating combined lots of record when permitted per lot	\$ 35.00
Tax estimates	\$10.00
Tax increment financing districts – setup	
- Annual	Up to \$500.00 Min. \$125.00
<u>DATA – CENTRAL SERVICES</u>	
Color plot	\$30.00
Data query - plus media costs	\$75.00
Name/address labels - \$20 minimum up to 575	\$0.0175
Name/address listing - \$20 minimum up to 575	\$0.0150
Tax books-minimum up to 575 records, list charge>	\$ 25.00 Digital
GIS Data for Commercial Sale	
Parcel Data: Setup: \$50	
Unit Cost/parcel polygon = \$.02	
Minimum charge = \$100.00 (setup + up to 2500 parcels)	
Maximum charge= \$1000.00 (Setup + 4750+ parcels)	
Extra information/work charged at \$50 per hour.	
Sales tax, media, and shipping at current rates for queries.	

(Must sign a digital data agreement regarding use of Cass County data.)

Drivepoint Data: Setup: \$50
 Unit Cost/parcel polygon = \$.01
 Minimum charge = \$100.00 (setup + up to 5000 records)
 Maximum charge= \$300.00 (Setup + 25000+ records)
 Extra information/work charged at \$50 per hour.
 Sales tax, media, and shipping at current rates for queries.
 (Must sign a digital data agreement regarding use of Cass County data.)

Road Data: Setup & Partial or Full data set: \$200
 Extra information/work charged at \$50 per hour.
 Sales tax, media, and shipping at current rates for queries.
 (Must sign a digital data agreement regarding use of Cass County data.)

Other Datasets: Setup & Partial or Full data set: \$100
 Extra information/work charged at \$50 per hour.
 Sales tax, media, and shipping at current rates for queries.
 (Must sign a digital data agreement regarding use of Cass County data.)

(Data to collaborating agencies, units of governments, and for educational purposes at no or media/shipping cost. May have small charge if data manipulation is necessary.)

(Data requests from non-profits will be at a setup charge of \$25 and 20% of commercial costs or at the discretion of the Cass County MIS department.)

ENVIRONMENTAL SERVICES

Residential Structures

Including mobile homes, recreational vehicles, and also including attached garages \$0.15 per square foot using the overall footprint of the structure, minimum is \$100

Addition to any Residential Structure (including attached garage)
 \$0.35 per square foot using the overall footprint of the structure, minimum is \$ 85.00

Accessory Structures or addition to Accessory Structures
 \$0.20 per square foot using the overall footprint of the structure, minimum is \$85.00

Enhanced 911 – address sign \$55.00
 Deck(s) \$85.00
 Boundary Fence(s) \$55.00
 Shoreland & or Land Alteration \$140.00
 Advertising Sign(s) \$90.00

Residential Septic Systems
 Residential Sewage System + surcharge* \$250.00
 Drainfield + surcharge* \$150.00
 Tank only + surcharge* \$150.00
 Privy (outhouse) + surcharge* \$50.00
 Holding Tank (annual permit) \$50.00
 Community Sewage System + surcharge* \$50.00
 Per Lot Fee \$150.00
 Flow <1000 GPD \$365.00
 1001 – 3999 GPD \$530.00
 4000 – 6999 GPD \$680.00
 7000 – 9999 GPD \$840.00

*includes a \$50 surcharge to cover the costs of a final inspection.

Commercial Structure or Addition to structure's in a Resort
 \$0.20 per square foot.
 Minimum \$150.00
 Maximum \$1,500.00

Commercial Sewage System + surcharge
 Alteration \$250.00
 Flow <1000 GPD \$365.00
 1001 – 3999 GPD \$525.00
 4000 – 6999 GPD \$680.00
 7000 – 9999 GPD \$835.00

RV Site/Camping cabin First Site \$190.00
 Additional Sites \$80.00

Decks

First Deck	\$80.00
Additional Decks	\$40.00
Variance	\$395.00
Land Reclassification	\$395.00
Conditional Use Permit (CUP)	\$395.00
Communication Towers (in addition to CUP)	\$630.00
Subdivided Lands: Fees assessed by ESD	
Plat and PUD's (per lot/unit)	\$385.00
Minor Subdivisions (per lot)	\$210.00
Wetland Conservation Act – Replacement Plan Review	\$385.00
Appeal of Decision	\$500 Bond
Administrative Fees (per hour, minimum 2 hours)	\$50.00
<u>HIGHWAY DEPARTMENT</u>	
Culvert and delivery-minimum, more for larger sizes	\$300.00
Approved Mailbox Support	\$25.00
County-Installed Mailbox Support	\$60.00
County-Installed Mailbox Support and Removal of Old Support	\$70.00
(Due to liability concerns, the Cass County Highway Department will only install Mailbox Supports at locations along roadways under the County's jurisdiction - County State Aid Highways and County Roads)	
<u>LAND DEPARTMENT</u>	
Salvage firewood permit	\$25.00
Land Sale list – 5 years	\$10.00
<u>HEALTH, HUMAN AND VETERANS SERVICE (HHVS)</u>	
Human Services Division	Complete fee schedule available upon request
Collection Fee	\$35.00
Rule 25 Assessment	\$200.00
Detox Fee	Sliding fee
Parental Fees	Sliding fee
Background Check-Licensed Child Care	\$25.00
Background Check-Non-Licensed Child Care	\$25.00
Custody Study-Court Ordered	\$200.00
Rep. Payee Fees-10% of recipient's monthly benefits not to exceed\$31.00/month	
Public Health Division	
Skilled nursing visits	\$155.00/visit
Physical therapy	\$170.00/visit
Home health aide	\$30.00/hour
Child and teen checkup	\$205.00/screening
Immunizations	\$3.00/immunization
Flu shots	\$25.00/shot
Mantoux testing	\$17.00
Early childhood screening	\$352.00/day
Relocations services	\$15.53/15 minutes
Public Health Nurse Clinics	
Foot care	\$20.00
Medication Management	\$10.30/15 minutes
Health Promotion and Counseling	\$60.00/Visit
<u>RECORDER'S OFFICE</u>	
Non-certified copies	
- from photocopy machine	\$1.00 per page
- from digital image or microfilm	\$1.00 per page
Faxed copies/Emailed copies	\$4.00 for 1st page and \$3.00 per page thereafter
Large copies made w/plat copier (maximum size is 24x36) (such as copies of surveys, architects drawings, building plans, etc.)	\$5.00 per copy/page
Reports (such as all mortgages recorded for a period of time, etc).	\$50.00 minimum or \$1.00 per page plus \$10.00 to cover the cost of postage, if mailed
Weekly reports (for all documents recorded)	\$500.00/yr. + \$5.00/ week to cover postage (\$260.00/year)
Searches to accompany the certificate of condition for torrens property	\$5.00 per parcel for current real estates taxes

4 Cooler Refrigeration Update

*	St. Cloud Refrigeration	10,497.00
	Doc's Refrigeration	6,960.00

M/S/P Downham, Kangas - To award the following bids for energy efficiency and conservation improvements at Deep Portage: Item #2a Electrical - Wind to Residential Wind Power (based upon total package specifications and performance) in the amount of \$75,991.88; Item #2b Electrical Lighting to Knox Electric Inc. in the amount of \$9,500.00; Item # 3 Windows - # 400 Rooms only to Tony Peterson Construction in the amount of \$18,000.00; Item #4 Cooler Refrigeration Update to St. Cloud Refrigeration (based upon past work performance) in the amount of \$10,497.00, with the understanding that the Deep Portage Foundation will pay any costs in excess of the \$212,000 LCCMR Grant. Ayes: Downham, Dowson, Gaalswyk, Kangas. Nays: none. Abstain: Peterson (to avoid appearance of a conflict of interest – relative of a bidder). Unanimous.

- 7A. Land Commissioner Josh Stevenson presented Resolution No.04-11 regarding the 2010-2011 grant-in-aid assistance for Cass County Trails (Ski, Snowmobile, and Trails, and All-Terrain Vehicles). Mr. Stevenson added that the Department is seeking volunteers to groom the Cass County Ski Trails of Hiram, Washburn Lake, Goose Lake, and Cut Lake. The Land Commissioner requested that the Wadena Trail Breakers – Rock Lake Trail be added to the snowmobile trail system.

Commissioner Peterson offered Resolution No. 04-11 and moved its adoption, Commissioner Kangas seconded:

BE IT RESOLVED, that the Board of Commissioners of Cass County, Minnesota, hereby approve applications for 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
- Snowsnake
- Eagle Country
- Soo Line
- Heartland
- Triville
- Hiram
- Winnie Loop
- Lost Girl
- Wood Lake
- Wadena Trail Breakers
- Rock Lake Trail

All-Terrain Vehicle

- Soo Line

Resolution No. 04-11 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 7B. Mr. Stevenson requested Board approval to enter into a short term lease agreement with Roger Peterson regarding what appears to be an unintentional trespass on County Administered Land in Section 3 of McKinley Township. Roger Peterson suggests a lease not to exceed 3 years which would allow sufficient time to remove a building and all other improvements. The Cass County Land Department recommends a lease rate of \$800.00 for the first year of the lease given the current land value being occupied, with the years of 2012 and 2013 yet to be determined.

M/S/P Peterson, Gaalswyk – To authorize the Cass County Land Department to enter into a lease agreement with Roger Peterson not to exceed 3 years to allow sufficient time to vacate County Administered Land in Section 3 of McKinley Township in the amount \$800.00 for the first year with the years of 2012 and 2013 yet to be determined. Unanimous.

8. Administrator Yochum discussed the upcoming meeting schedule. No action necessary.
9. Chairman Dowson adjourned the meeting at 11:00 a.m.

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

ATTEST: _____
Robert H. Yochum
Cass County Administrator