

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
January 3, 2012**

- 1A. Chairman Dowson convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, January 3, 2012, with the flag pledge, in the Board Room of the Courthouse Annex, 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
Larry Howes	MN State Rep.(District 4B)	John Carlson	MN State Senator (District 4)
John Persell	MN State Rep.(District 4A)	Mark Peterson	Assessor
Josh Stevenson	Land Commissioner	John Ringle	ESD Director
Reno Wells	HHVS Director	Tom Burch	Sheriff
Tim Richardson	Central Services Director	Kameron Koch	MIS Dept.
Renee Lukkason	HHVS	Karyn Flesch	HHVS
Larry LeBlanc	Self	July Ophus	Self
Terry Lingley	Self	Norm Moody	Deep Portage
Gail Leverson	Cass County EDC	Dale Yerger	Deep Portage
Joe Sherman	Pilot-Independent	Diane Chmielewski	Pilot-Independent
Monica Lundquist	Brainerd Dispatch	Gail DeBoer	Pilot-Independent
Allan Olson	Cass Lake Times	Linda Husby	County Administrator's Office

- 1B. Chairman Dowson requested County Administrator Yochum to conduct elections of Board Officers for calendar year 2012. After a call for waiving nominations the following action was taken.

M/S/P Dowson, Kangas - To waive nominations, to elect Commissioner Dick Downham as the 2012 Board Vice Chairman, and to elect Commissioner Jeff Peterson as the 2012 Board Chairman. Unanimous.

Commissioner Peterson accepted the Chair from Commissioner Dowson and the Board reelected itself in order of succession to the Chair.

- 1C. M/S/P Gaalswyk, Kangas - To approve the agenda items for discussion as presented and the addition of Item 3A.33 (Accept low bid on demolition contract) and Item 3A.34 (Approve Home and Community Based Services Contract for 2012-2014 Cass County HHVS and Birchview Gardens renewal). Unanimous.

- 2A. MN State Representative (District 4B), Larry Howes, MN State Representative (District 4A) John Persell and MN State Senator (District 4), John Carlson, were present to discuss the upcoming MN Legislative Session. Administrator Yochum presented a list of recent collaborative efforts with State assistance and 2012 legislative priorities identified by the Board to date. Land Commissioner Josh Stevenson discussed expedited public land trades. Dale Yerger and Norm Moody summarized Deep Portage Foundation capital improvements. HHVS Reno Wells explained the desire to extend MnCare coverage to additional public safety volunteers. ESD Director John Ringle reported the status of aquatic invasive species management. County Administrator Yochum inquired if the sales tax exemption for approximately 55 counties to convert to 800 MHz would be addressed in the 2012 session. After discussion, the Board thanked Representative Howes, Representative Persell and Senator Carlson for their assistance. No action necessary.

- 3A. Robert Yochum presented the Board the following matters:

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

Approve - Board Minutes of December 20, 2011.

Approve - Auditor warrants dated December 22, 2011 in the amount of \$174,354.46

Approve - HHVS Auditor warrants dated December 23, 2011 in the amount of \$123,060.31.

Approve - HHVS Commissioner warrants dated December 23, 2011 in the amount of \$251,825.17.

Approve - Auditor warrants dated December 29, 2011 in the amount of \$271,954.10.

Approve Personnel Items - A. Budgeted positions scheduled for replacement: None. B. Positions scheduled for no replacement at this time: None. C. Other: 1. Receive & file - Notice of probation completion for Scott Noland, Assistant Land Commission, grade 34, step 2, on November 23, 2011. 2. Receive & file - Notice of probation completion for Michael Edminster, County Agency Social Worker, grade 28, step 1, on December 30, 2011.

Approve licenses – On & Off Sale 3.2 Beer - Woman Lake Lodge - Burk's on Woman Lake, LLC, Woodrow; Riverview RV Parks - Jeff Chlebeczek, Wilson; McArdle's - McArdle's Resort, Inc., Unorganized; Mule Lake Store - Big Thunder Enterprise, LLC, Wabedo. Tobacco - Mule Lake Store - Big Thunder Enterprises, LLC, Wabedo; Bulrush Bait & Bottle Shop - Westwind Marketing, LLC, Wilson.

Approve - Off-Sale Intoxicating Liquor Public Hearing for February 7, 2012, during the meeting which begins at 9:00 a.m. – Bulrush Bait and Bottle Shop, Westwind Marketing LLC located at 3037 16th Avenue SW, Pine River, MN 56474 (Wilson Twp).

Approve - Election services agreement with Synergy Graphics for term 2012-2015 for ballot layout, ballot printing and file management services, authorizing the Auditor-Treasurer to sign and execute agreement.

Receive & file - Timber auction results of December 21, 2011 6,801.50 cords totaling \$153,693.00.

Approve - Daily meal and incidental expense reimbursement for FY2012

M/S/P Dowson, Downham – To approve the daily meal and incidental expense reimbursement for FY2012 - The base daily per diem M&IE rate is \$46.00. Locality does not apply when no overnight travel is involved. The daily per diem M&IE rates for overnight travel in Minnesota are: Olmstead County – up to \$51 per day; Dakota and St. Louis County – up to \$56 per day; Hennepin County and Ramsey County – up to \$71 per day; All other localities in Minnesota – up to \$46 per day. Must be accompanied by an itemized receipt. For localities outside Minnesota, see per diem table on Cass County website, or obtain copy at the Auditor-Treasurer's Office, effective January 1, 2012, and further Up to \$20.00 per day may be claimed when no overnight travel is involved for all locations outside of Cass County, itemized receipts required subject to employment withholding taxes. b. Department heads may consider meal reimbursement under special travel circumstances when no overnight travel is involved not to exceed the standard daily per diem M&IE rate, itemized receipts required, subject to employment withholding taxes. c. Up to the daily per diem M&IE rate by locality may be claimed when overnight travel is involved, itemized receipts required. (March 4, 2008 Board Action to the Personnel Rules & Policies. - Section 4 - 13.LODGING, MEALS AND INCIDENTAL EXPENSES - 13.2 a). Unanimous.

Receive & file - Deep Portage Conservation Foundation Financial Statements dated August 31, 2011 and 2010.

Receive & file - Correspondence from the MN Pollution Control Agency regarding the City of Backus wastewater treatment facility improvements.

Approve - Pay request for Cass County ARMER Project-DH Wireless Solutions-AVL System in the amount of \$561.00, \$2,285.09, and \$2,456.79.

Approve - Pay request for Cass County ARMER Project to DSC Communications in the amount of \$152.83, and \$204.14.

Receive & file - Correspondence from the Leech Lake Band of Ojibwe regarding the assignment of Government Relations Specialist – Eli Hunt.

Receive & file - Law Library Meeting minutes of December 13, 2011.

Approve - Pay request for Cass County ARMER Project to Midstates Wireless-Radio install in the amount of \$8,805.50.

Approve - Pay request for Cass County ARMER Project-Dispatch Center to Cass County MIS in the amount of \$3,955.97.

Approve - Pay request for Cass County ARMER Project-Dispatch Center to XYBIX Systems, Inc. in the amount of \$1,206.00.

Approve - Pay request for Cass County ARMER Project-Gas Service-Pillager Tower in the amount of \$725.98.

Authorize - Financial contribution for FY2012 – Historical Society in the amount of \$2,500.00, remaining 50% paid after July 1, 2012.

Accept - Donation in the amount of \$1,000.00 from Turtle Lake Township for the Cass County Sheriff's Office - Lakes Area Dive Team.

Receive and file - Cass County HHVS Cash account balance comparison and Child Service Costs through November 2011.

Accept - Donations for Veterans Services in the amount \$100.00 - American Legion Post #458(Boy River) and \$200.00 Salem Lutheran Church.

Approve - Submission to Minnesota Department of Public Safety Car Seat Grant Program.

Approve – Memorandum of Agreement for nursing services between HHVS and Cass County Sheriff Office-Jail.

Approve - Home and Community Based Services Contract for 2012-2014 between Cass County HHVS and - Dignity and Grace Assisted Living; Circle of Life Home Care Anishinaabe; Brookside Comfort Care; Senior Class Home Care; J and J Homes; Dunganvin Fiscal Services MN LLC.

Approve - HHVS Purchase of Service Contract Cass County HHVS and Pine River SLS.

Approve - HHVS Purchase of Service Agreement Cass County HHVS and Stellher Human Services.

Approve - HHVS Purchase of Service Agreement Cass County HHVS and mental health service providers - Charles J. Chmielewski, Ph.D.; Mark L. Haugen, Ph.D.; Cynthia Schackman, FPMHNP; Jay F. Wilimek, Ph. D.; Mark F. Wildgen, M.D.; James R. Jarmuskewicz, M.D. Geri Wilimek, LICSW; Jan Dickson, PMHNP.

Approve – Renewal of joint powers Cooperative Purchasing Agreement with the State of Minnesota, effective upon signing by all parties.

Approve - Assessor’s Office Abatements – Darnell, Frank - 24-110-2300, May Twp., Class Change Seasonal to Homestead, 2010/2011 - \$78.00; Clark, Jerome - 45-902-4302- Turtle Lake, Cancel -- on RE 2011/2011 - \$12.00.

M/S/P Dowson, Downham – To accept the apparent low bid for demolition contracts: Project 1 Demo -309 Grant Utley Ave NW, Cass Lake, MN 56633, PIN# 85-337-0120, Lots 5 & 6 Exc S1/4 of Lot 6 Block 1, Original Plat; Project 2 Demo - 229 Second St NE, Cass Lake, MN 56633, PIN# 85-341-0725, Lots 9 & 10 Block 7, Townsite of Cass Lake to Storlie Construction not to exceed \$7,600.00 and further, award an asbestos abatement contract to Grivette Environmental not to exceed \$700.00. Unanimous.

Bidder	Project 1 – <u>Demo</u>	Project 1 - <u>Abatement</u>	Project 2 - <u>Demo</u>	<u>Total</u>
Storlie Construction	\$4,700.00	NA	\$2,900.00	\$7,600.00
Hengel Ready Mix and Construction, Inc.	\$8,500.00	NA	\$7,000.00	\$15,500.00
North Fork Boulders & Excavating	\$10,825.00	NA	\$3,800.00	\$14,625.00
Schrupp Excavating LLC	\$11,000.00	NA	\$3,500.00	\$14,500.00
Reierson Const. Inc.	\$23,440.00	NA	\$8,625.00	\$32,065.00
Grivette Environmental Management, LLC	NA	\$700.00	NA	\$700.00

Approve - Home and Community Based Services Contract for 2012-2014 between Cass County HHVS and Birchview Gardens.

3B. Administrator Yochum presented Resolution No. 01-12 establishing the 2012 Conduct of Meetings – Business Rules.

Commissioner Downham offered Resolution No. 01-12 and moved its adoption, Commissioner Dowson seconded:

WHEREAS, the County of Cass annually reviews and adopts rules of procedure governing the conduct of the 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.

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 2012 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)

Section 2 . That 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. 01-12 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

3C. Robert Yochum, County Administrator presented the legal notice for the annual printing and publishing bids. Bids were received from the Press Citizen, Pilot Independent, and Cass Lake Times on Monday, December 19, 2011 as a result of the public solicitation.

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

Commissioner Dowson offered Resolution No. 02-12 and moved its adoption, Commissioner Kangas seconded:

BE IT RESOLVED, the Cass County Board of Commissioners hereby accepts the low bid for 2012 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 2012 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, 2012, shall be published.

Resolution No. 02-12 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

6D. Administrator Yochum presented a list of 2012 Committee vacancies and related citizen appointment applications. After discussion, the Board took the following action.

M/S/P Dowson, Kangas – To approve the following 2012 Committee appointments, and further, to present Certificates of Appreciation for any retiring from volunteer committee service. Unanimous.

AMC Delegates- All County Board Members (5); Robert Yochum; Sharon K. Anderson; Dave Enblom

BI-COUNTY CAP - Dick Downham; Citizen – Karen Lego, and Citizen – Vicki Peterson

BRAINERD LAKES REGIONAL BUSINESS COUNCIL – Neal Gaalswyk

BUDGET COMMITTEE - Jeff Peterson, Neal Gaalswyk; District 1 – Earl North; District 2 – Chris Hanneken; 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 – Neal Gaalswyk

CASS COUNTY/LEECH LAKE WELLNESS COURT STEERING COMMITTEE – Jeff Peterson

CENTRAL MN COUNCIL ON AGING - Jeff Peterson

CENTRAL MN EMS REGION - Neal Gaalswyk (Executive Board), Jim Dowson (alternate); Bill Bernhjelm (Advisory Board) Bonnie Jepson (Advisory alternate)

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

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

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

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

FAMILY CENTER ADVISORY COMMITTEE – Neal Gaalswyk

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

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

HEALTH, HUMAN, & VETERAN SERVICES ADVISORY COMMITTEE - Dick Downham; District 1 – Earl North; District 2 – Glenna Tappe; District 3 - Joan Kumpula; District 4 – Judy Berg; District 5 – Peggy Olding; Members that represent providers of services - School Administrator: Dr. Mary Donohue-Stetz; Practicing Physician: Burton Haugen; Leech Lake Reservation designee: Registered Nurse: Shirley Hovey; EMS Task Force: Wilma Griffin; Human Service Provider: Susan Hilgart, Rural MN CEP; Members that represent those persons receiving services - 2 Veterans: District 4 Wayne LaDuke, District 3 - Don Fowler; Representing low income: Deb Allison, Bi-CAP; Leslie Bouchonville - HHVS Advisory Committee (Representing Family Centers); Margie Ryan (Jim Rogen- alt) representing MI, DD and Elderly; Representing families and children: Cynthia Carlson; Senior Transportation Program: Bernadette Miller

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

HUMAN SERVICES – OUT-OF-HOME PLACEMENT SCREENING TEAM - Social Services Manager – Michele Piprude (Chair); Probation Director or designee; Leech Lake Band Appointee; Mental Health Professional; 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); Health, Human, & Veterans Services Director

INSURANCE COMMITTEE - Dick Downham, Jim Dowson

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

KITCHIGAMI LIBRARY - Neal Gaalswyk

LAW LIBRARY - Jeff Peterson, Robert Yochum (alternate)

LEECH LAKE BAND LIAISON COMMITTEE - Dick Downham, Jim Dowson

MEDICAL CONSULTANT CONTRACT - Burton Haugen, M.D.

MEDICAL EXAMINER - Dr. Michael McGee

MISSISSIPPI HEADWATERS BOARD - Board – Neal Gaalswyk, Citizen – Dale Foss, 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 – Dick Downham
NATURAL RESOURCE ADVISORY COMMITTEE - SWCD Board - District 1– Thomas Kuschel, District 2 – Kenneth LaPorte, District 3 – James Ballenthin, District 4 – J. David Harder, District 5 – Willard Pehling
NW MN HOUSEHOLD HAZARDOUS WASTE MANAGEMENT BOARD - Dick Downham
NW JUVENILE TRAINING CENTER - Jim Schneider, Tom Burch
PERSONNEL COMMITTEE OF THE BOARD – Jim Dowson, Dick Downham, Neal Gaalswyk (alternate)
PERSONNEL POLICY COMMITTEE - Heidi Massie (Chair), Josh Stevenson (Vice-Chair)
PLANNING COMMISSION – Board Chair Jeff Peterson , Dick Downham (alternate) - Ex-officio, non voting, District 1 - Tim Moore, Jim Weizenegger (alternate), District 2 - Bill Fitch, **Open (alternate)**, District 3 - Mark Gardner, **Open (alternate)**, District 4 - Jim Bliss, Edy Assell (alternate), District 5 - Susan Sundberg, William Walter (alternate), At Large – Ken Kostial, **SWCD - Open**
NE REGIONAL ARMER BOARD – Jim Dowson, Dick Downham (alternate)
REGIONAL JAIL – Neal Gaalswyk, Jim Dowson (alternate), Sheriff – Tom Burch
REGION 5 DEVELOPMENT COMMISSION – Bob Kangas
RURAL FIRE ASSOCIATION JOINT POWERS – Dick Downham
SANITARY DISTRICTS - Pine River - City of Pine River - Martin Ruigh; Gary Siltman. **City of Chickamaw Beach - Robert Hobson – Tabled.** Barclay Township - Marvin Ryan; Wilson Township - Alan Johnson. County Board (ex-officio): Bob Kangas. Shingobee Island
 Tabled indefinitely.
SWCD - LIAISON COMMITTEE - Jeff Peterson, Neal Gaalswyk, SWCD Supervisors Chair and Vice-Chair

- 3E. Administrator Yochum discussed the 2012 Board of Commissioners summer meeting schedule. Mr. Yochum also noted that there are no road revocations scheduled in 2012. By consensus, the Board tabled their 2012 summer meeting schedule until the regular Board Meeting of Tuesday, January 17, 2012.
- 4A. Larry Leblanc requested to be heard regarding the loss of shoreline to his property on Leech Lake in Unorganized 144 Range 28. The Board noted that related litigation (appeal of a DNR Commissioners Order amending DNR permit 1989-3893) is underway and therefore respectfully declined to discuss.
- 5A. Sheriff Tom Burch informed the Board that the cut over to the 800 MHz system is scheduled for February 6, 2012, and that the all mobiles and automatic vehicle locators will be fully operational by mid January 2012. Mr. Burch also noted the ARMER project is \$212,136.41 under budget. No action necessary.
- 6A. HHVS Team Leader Karyn Flesch discussed the “File of Life” program that provides a magnetized holder to keep current medical information that is placed on resident’s refrigerators to enable Fire/Police/EMS personnel to obtain a quick and accurate medical history when a patient is unable to provide that information. In addition, a decal is provided that can be placed near the main entry door to alert others of the existence of a “File of Life”. Ms. Flesch added that residents may contact Cass County HHVS at 218-547-1340 or Senior LinkAge Line® at 1-800-333-2433 to receive a free “File of Life”. No action necessary.
- 6B. HHVS Family Health Supervisor Renee Lukkason informed the Board that Cass County Public Health will be offering free radon test kits to homeowners in Cass County during January 2012. The Minnesota Department of Health recommends that all homes in Minnesota be tested for radon which can cause lung cancer. Radon is an odorless, colorless, tasteless gas that occurs naturally in Minnesota soils and can enter homes primarily through cracks and openings in basement or foundation floors and walls. MDH estimates that one in three existing Minnesota homes have radon levels that pose a large health risk if exposed over many years. Free radon test kits are available thorough Cass County HHVS. No action required.
- 7A. Central Services Director Tim Richardson and Technical Support Specialist Kameron Koch discussed the potential cost savings of using existing scanning equipment and Apple iPad’s to replace some paper meeting information packets and potentially replace some present laptops. Laptop costs are in the range of \$1,500 per station versus an iPad tablet station at \$800. Mr. Richardson added that paper meeting information packets for the County Board are \$5-7 each to mail, plus related copying and supply expense. Mr. Richardson asked the Board if they would be interested in a volunteer demonstration of an electronic Board packet. Mr. Yochum noted that other paper meeting information packets such as the Planning Commission could be considered in the future.

M/S/P Downham, Gaalswyk – To pursue a volunteer demonstration of an electronic County Board meeting packet. Unanimous.

8A. Administrator Yochum discussed the upcoming meeting schedule:

M/S/P Downham, Kangas – To establish a 1st Qtr. 2012 Joint Meeting with the Leech Lake Band of Ojibwe. Unanimous.

8B. M/S/P Kangas, Gaalswyk – To schedule the 2012 Planning Retreat for Friday, June 22, 2012 at the Land Department Meeting Room, 218 Washburn Avenue East, Backus, MN. Unanimous.

9. M/S/P Kangas, Peterson – To adjourn the meeting at 11:40 a.m. Unanimous.

SIGNED: _____
Jeff Peterson, Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator