

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
December 6, 2012**

1A. Chairman Peterson convened the regular meeting of the Cass County Board of Commissioners at 3:00 p.m. on Thursday, December 6, 2012 with the flag pledge in the Board Room of the Courthouse Annex, Walker, MN. Commissioners present: Downham, Dowson, Gaalswyk, 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
Mark Peterson	Assessor	Sharon Anderson	Auditor-Treasurer
Jamie Richter	HHVS	Jeri Seegmiller	HHVS
Josh Stevenson	Land Commissioner	Reno Wells	HHVS Director
Lori Dowling-Hanson	NW MN DNR	Paula West	Leech Lake Area Watershed Foundation
John Persell	State Representative	Tom Saxhaug	State Senator
Gail DeBoer	Pilot Independent	Monica Lundquist	Brainerd Dispatch
Allan Olson	Cass Lake Times		

1B. M/S/P Downham, Gaalswyk – To approve the agenda items for discussion as presented and the addition of Item 5B. (Approve Maternal, Infant and Early Childhood Home Visiting Program Expansion Grant Project Agreement (CFDA#93.505) with the MN Department of Health in the amount of \$210,668.00 beginning December 1, 2012 through March 30, 2015). Unanimous.

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

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

Approve - Board Minutes of November 27, 2012.

Approve - Auditor warrants dated November 21, 2012 in the amount of \$378,831.16.

Approve Personnel Actions - Budgeted positions scheduled for replacement – 1. Receive & file - Notice of appointment of Wendy Drews to Office Support Specialist, grade 15, step 01, effective December 3, 2012. 2. Receive and file - Land Department intent to fill the budgeted Resource Manager grade 28 Elissa Pickar vacancy. B. Positions scheduled for no replacement at this time: None. C. Other – None.

Approve - On & Off Sale 3.2 Beer - Long Bow Golf Club, LLC - Long Bow Golf Club, LLC, Leech Lake; Salty Dog Saloon - Thomas Sewall, Powers. Off Sale 3.2 Beer - Mule Lake Store - Big Thunder Enterprises, LLC, Wabedo.

Receive & file - 2012 MCIT dividend payment in the amount of \$447,505.00.

Receive & file - Timber auction results of Nov. 21, 2012 totaling 2,843.00 cords plus 36.90mbf saw timber totaling \$47,608.00.

Approve - Medical Consultant Services Contract with Burton Haugen MD from Jan. 1, 2013 through Dec. 31, 2013 (not to exceed \$2,000.00).

Approve - 2012 holiday closing of County Offices to the public at 3:00 p.m. on Monday, December 24, 2012, Christmas Eve Day and on Monday, December 31, 2012 New Year's Eve Day (employees eligible to utilize accrued leave or time off without pay).

Accept - Grant award for Hazard Mitigation Assistance Planning from Homeland Security through the State of MN in the amount of \$26,000.00.

Approve - Payment for 2012 second half contributions to the Cass County/Leech Lake Reservation Children's Initiative Collaborative Inc. upon receipt of invoices, payment not to exceed \$16,500 for the Children's Mental Health Coordinator and payment not to exceed \$12,500 for Mental Health Services.

Receive & file HHVS Cash Account Balance Comparison and Child Service Costs through October 2012.

M/S/P Dowson, Gaalswyk – To award a bid for the Cut Lake Ski Trail System repair damaged by heavy rains, to Northfork Boulders & Excavating not to exceed \$1,250.00 (source of funds from Land Department Recreation Account). Unanimous.

<u>Bidder</u>	<u>Bid Amount</u>
Schruup Excavating	No time
Sawyer Timber	No time
Northfork Boulders & Excavating	\$1250.00

Approve - Transfer of funds from Unorganized Twp. to Highway Dept. in the amount of \$128,717.78 for road maintenance for August 2012, through October 2012.

Approve - Use of Conservation Fund 73 for Shingobee Connection Trail Project Phase 3 to Northern Engineering & Consulting, Inc. in the amount of \$27,123.62 (Invoice#2011-1574) and \$15,120.18 (Invoice#2012-1901).

Receive & file - Cass County HHVS Educational Neglect and Truancy Diversion Guide (report back).

Approve - Resolution No. 59 -12 for MN DNR Trail Assistance Program for cross country ski trail permit #144-07-1600 located in Section 36 of Pine Lake Township.

Commissioner Dowson offered Resolution No. 59-12 and moved its adoption; Commissioner Gaalswyk seconded:

BE IT RESOLVED, that the Cass County, through its Board of Commissioners, shall act as sponsor for the Minnesota Trails Assistance Program, commonly referred to as Grant-In-Aid Program. This sponsorship is for the cross country ski trail permit #144-17-1600 and will commence this day of January 1, 2013 to December 31, 2018.

Resolution No. 59-12 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Peterson. Nays: None. Absent: Kangas.

Approve - Michael B. McGee M.D. Medical Examiner contract renewal effective January 1, 2013-December 31, 2013.

2B. Administrator Yochum discussed the Association of MN Counties Conference of December 3 – 4, 2012. Mr. Yochum reported on attendance at policy committee meetings and training sessions. As announced at a prior Board meeting Cass County was a recipient of an AMC County Achievement Award for the work of the Cass County/Iatasca County/Leech Lake Band of Ojibwe Wellness Court. No action necessary.

3A. State Senator Tom Saxhaug and State Representative John Persell discussed the upcoming legislative session, the budget forecast, and the MN Legislature committee structure for the 2013-2014 session. The Board and County staff commented on the State sales tax exemption for ARMER radio equipment, payment in lieu of tax payments to the County, MPCA wetland penalties on road projects, property tax reform, election rules, public land exchanges, possible HHVS demonstration project allowing residents of Cass, the option to be served in Crow Wing or Todd Counties for selected benefits, and support for disaster assistance in 2012. Administrator Yochum presented the legislators with the public information Truth-In-Taxation budget materials and invited them to attend the hearing beginning at 6:00 p.m. this evening. The Board thanked the legislators for the update. No action necessary.

4A. Executive Director Paula West of the Leech Lake Area Watershed Foundation reported that the Eggers family has informed the Leech Lake Area Watershed Foundation (LLAWF) and MN DNR of their intention to sell 105 acres of land on Roosevelt Lake on the border of Crow Wing and Cass County (Section 33, Crooked Lake Township). Ms. West added that the land meets criteria described in Minnesota Statute 86A.05 Subdivision 14, and if acquired the land would become a general use State Aquatic Management Area (AMA) open to fishing, hunting, trapping and wildlife observation while protecting 5,810 feet of critical near shore aquatic habitat in an unaltered condition. Crooked Lake Township Supervisors have voted to support the acquisition. It is proposed to use Reinvest In Minnesota - Critical Habitat Match funds for the acquisition and the Cass County Board approval will be sought before the transaction is executed. The Board thanked Ms. West for the update. No action necessary.

NW DNR Regional Director Lori Dowling-Hanson reported that Steve Judd, James Patterson and family members have informed the MN DNR of their intention to sell 8 acres of land in Section 5, Crooked Lake Township, on Washburn Lake to the MN DNR. The property is located on the tip of the Patterson Point, or the Patterson Lakeshore lots subdivision, parcel numbers 12-355-0131 and 0132. The land meets the criteria described in Minnesota Statute 86A.05 Subdivision 14, and if acquired the parcel would become a general use State Aquatic Management Area (AMA) open to fishing, hunting, trapping and wildlife observation while protecting 2,500 feet of critical near shore aquatic habitat in an unaltered condition. Crooked Lake Township Supervisors have voted to support the acquisition. It is proposed to use Reinvest In Minnesota - Critical Habitat Match funds for the acquisition and the Cass County Board approval will be sought before the transaction is executed. The Board thanked Regional Director Dowling-Hanson for the update. No action necessary.

5A. Director of Public Health Nursing Jamie Richter and County Team Leader Jeri Seegmiller informed the Board that Cass County Public Health Home Care is the recipient of the 2012 HHCAHPS (Home Health Customer Assessment of Health Care Providers & Systems) Award from Deyta for achieving a ranking in the top 20 percent of over 1,800 home health agencies as measured from the patient's point of view from April 2011 to March 2012. Ms. Seegmiller presented the home care statistics by zip code, by service level, number of clients, and number of client visits. April 2011 through March 2012 a total of 160 clients received 6,871 visits throughout Cass County. The Board congratulated Cass County Public Health Home Care staff.

5B. Ms. Richter requested approval for the Maternal, Infant and Early Childhood Home Visiting Program Expansion Grant Project Agreement (CFDA#93.505) with the MN Department of Health in the amount of \$210,668.00 beginning December 1, 2012 through March 30, 2015. Director of Public Health Nursing Jamie Richter explained that the monies would allow Cass County to incorporate the Nurse-Family Partnership (NFP) program which is an evidenced-based community health program that helps transform the lives of vulnerable mothers pregnant with their first child. Independent research shows that communities benefit from this relationship as every dollar invested in Nurse-Family Partnership can yield up to five dollars in return.

M/S/P Dowson, Downham – To approve MIECHV2 (Maternal, Infant and Early Childhood Home Visiting Program) Expansion Grant Project Agreement (CFDA#93.505) with the MN Department of Health in the amount of \$210,668.00 beginning December 1, 2012 through March 30, 2015. Unanimous.

6A. Chairman Peterson requested Board action to conduct the election of the Vice Chair of the Board of Commissioners for calendar year 2013.

M/S/P Dowson, Gaalswyk - To waive nominations, and to elect Commissioner Robert Kangas as the 2013 Board Vice Chairman. Unanimous.

6B. Chairman Peterson requested Board action to conduct the election of the Chair of the Board of Commissioners for calendar year 2013.

M/S/P Dowson, Gaalswyk - To waive nominations, and to elect Commissioner Dick Downham as the 2013 Board Chairman. Unanimous.

6C. Administrator Yochum presented a list of 2013 Committee vacancies and related citizen appointment applications. After discussion, the Board took the following action:

M/S/P Dowson, Downham – To approve the following 2013 Committee appointments, and further, to present Certificates of Appreciation for any citizens 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, 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 – Dick Downham

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; Committee recorder, open; At Large – Carol Lovro; District 1 – Greg Booth; District 2 – Sue Wiese; District 3 – Barb Frederick; District 4 - Samantha Croatt; District 5 – Susan Wake

ECONOMIC DEVELOPMENT CORPORATION - Bob Kangas, Neal Gaalswyk, 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

GREATER MINNESOTA ADVISORY PANEL– Neal Gaalswyk

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: 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 – Paul Ritter

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 - Dick Downham, 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 – William Brown; 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 - 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 – Dick Downham, Bob Kangas (alternate) (Ex-officio, non-voting); District 1 - Tim Moore; District 2 - Bill Fitch; District 3 - Mike Froehlig; District 4 - Jim Bliss; District 5 - Susan Sundberg; At Large – Ken Kostial; SWCD – Ken LaPorte; At Large Alternate – Jim Ballenthin; At Large Alternate – Jim Weizenegger
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 – Gary Siltman, Open seat; City of Chickamaw Beach - Robert Hobson
 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
UPPER MISSISSIPPI FLOOD MITIGATION TASK FORCE – Neal Gaalswyk, John Ringle (alternate)

- 7. County Administrator Yochum confirmed the upcoming meeting schedule.
- 8. M/S/P Downham, Peterson – To recess the meeting at 4:50 p.m. and reconvene at 6:00 p.m. for the scheduled public hearing on the 2013 Cass County budget. Unanimous.
- 9A. Chairman Peterson convened the Truth-N-Taxation public hearing on the proposed 2013 Cass County budget and property tax levy at 6:00 p.m. on Tuesday, December 6, 2012 in the Commissioners Board Room of the Courthouse, Walker, MN. Commissioners present: Downham, Dowson, Gaalswyk, 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	Mark Peterson	Assessor
Penny Vikre	Assessor's Office	Reno Wells	HHVS Director
Melanie Wolfe	HHVS		

- 9B. County Administrator Yochum acknowledged that notice of the Truth-In-Taxation hearing was provided for 38,695 parcels as provided by State law. Mr. Yochum briefly explained the exhibits provided to those in attendance including: 1.) sample hearing notices. 2.) a summary of 2013 proposed tax notices parcel by parcel comparison – all taxing jurisdictions, and with county levy only, 3.) schedule of all taxing districts (94 taxing districts and 113 unique tax areas) and local tax rates for Cass County for taxes payable in 2013, 4.) the 2013 Cass County Budget, and 5.) proposed area county budget, levy, and rates for 2013 for surrounding counties.

Chief Financial Officer Larry Wolfe gave an overview of the County budget process and summarized the 2012 budget as recommended by the Citizen Budget Committee to date. CFO Wolfe added that no written comments have been received related to the hearing notices and that County staff are available at the Assessor's Office adjacent to the Board Room to assist citizens with any questions regarding values or tax classifications. Prior to the hearing Paul & Udam Mitchell had been referred to the Assessor's Office for a clarification on valuation.

- 9C. Chairman Peterson requested public comments on the 2013 Cass County Budget. No one requested to be heard.
- 9D. M/S/P Downham, Dowson - To close the hearing and table adoption of the 2013 Cass County Levy & Budget until Tuesday, December 18, 2012, at the regular Cass County Board of Commissioners meeting, beginning at 10:00 a.m., Board Room, Courthouse Annex, Walker, MN. Unanimous.
- 10. Chairman Peterson adjourned the meeting at 6:11p.m.

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

ATTEST: _____
 Robert H. Yochum
 Cass County Administrator