

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
January 8, 2013**

1A. Vice Chairman Kangas convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, January 8, 2013, with the flag pledge, in the Board Room of the Courthouse, Walker, MN. Commissioners present: Dowson, Gaalswyk, Kangas, and Peterson. Commissioners absent: Downham.

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
John Ringle	ESD Director	Paul Fairbanks	Solid Waste Ofcr. /County Planner
Tom Burch	Sheriff	Mark Peterson	Assessor
Chris Strandlie	County Attorney	Josh Stevenson	Land Commissioner
Dave Enblom	Highway Engineer	Kris Lyytinen	Highway Department
Laura Hadrava	Highway Department	Kelly Felton	Working Together Coalition
Gail Leverson	Cass County EDC	Diane Chmielewski	Pilot Independent
Joe Sherman	Pilot Independent	Jim Townsdin	Gravel pit
Dave Felton	Felton Bros.	Allan Olson	Cass Lake Times
Sara Felton	Felton Bros.	Dennis King	Citizen committee
Lee Theisen	Self	Sandi Theisen	Self
Tom Lund	Wabedo Twp. Planning Comm.	Ron Wickham	Anderson Bros. Const.
Mike Eisbrenner	Mike's Sand & Gravel	George Young	Young Exc.
Jim Rice	Northern Exc.	Marc J. Ruyak	Ruyak Enterprises, Inc.
Butch Bader	W.C. Peterson Exc.	Rusty Lilquist	Rusty's Up North Realty
Jan Schultz	Schultz Excavating LLC.	Bill Herheim	Lott Excavating
Sandi Krueger	Citizen Committee	Gail DeBoer	Pilot Independent
Monica Lundquist	Brainerd Dispatch		

1B. M/S/P Dowson, Peterson – To approve the agenda items for discussion as presented and move Item 9A. (Confirm upcoming meeting schedule) to Item 8A. Unanimous.

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

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

Approve - Board Minutes of December 18, 2012 and Special Meeting of January 2, 2013.

Approve - Auditor warrants dated December 13, 2012 in the amount of \$488,625.27.

Approve - Auditor warrants dated December 20, 2012 in the amount of \$334,393.95.

Approve - Auditor warrants dated December 27, 2012 in the amount of \$387,519.64.

Approve - Auditor warrants dated December 31, 2012 in the amount of \$1,819.00.

Approve - HHVS Commissioner warrants dated December 21, 2012 in the amount of \$190,890.36.

Approve - HHVS Auditor warrants dated December 21, 2012 in the amount of \$111,590.91.

Approve - HHVS Commissioner warrants dated December 31, 2012 in the amount of \$40,359.38.

Approve - HHVS Auditor warrants dated December 31, 2012 in the amount of \$20,903.22.

Approve Personnel Items - Budgeted positions scheduled for replacement – 1. Approve - Appointment of Denise Flicker to Collections Officer, Grade 20, step 04, effective January 7, 2013. 2. Receive & file - Resignation of Jodi DeSkeere - Probation County Team Leader effective January 25, 2013 and Receive & file - Intent to fill budgeted Probation County Team Leader, grade 35 vacancy. B. Positions scheduled for no replacement at this time: None. C. Other: None.

Approve licenses – On & Off Sale 3.2 Beer - River View RV Parks - Jeff Chlebecek, Wilson.

Receive & file - Timber auction results of December 20, 2012 totaling 2,131.45 cords in the amount of \$36,627.00.

Approve - Assessor's Office Abatements, and receive and file annual abatement summary report (34 parcels, 2009/2010 \$2,258.12, 2010/2011 \$3,306.26, 2011/2012 \$9,078.25).

<u>Year & Name</u>	<u>Parcel ID</u>	<u>Action</u>	<u>Current</u>	<u>Proposed</u>	<u>Tax \$ Change</u>
2012 Mike Tibbetts	83-337-0820	Value Reduction	\$14,500	\$5,400	(\$62.00)
2011 Mike Tibbetts	83-337-0820	Value Reduction	\$17,000	\$7,000	(\$82.00)
2010 Mike Tibbetts	83-337-0820	Value Reduction	\$17,000	\$7,000	(\$90.00)

Receive & file - Deep Portage Conservation Foundation Audit for the period ending August 31, 2012 and 2011.

Accept - Donations: MN Sheriff's Association in the amount of \$200.00 - Sheriff's Office Honor Guard; HHVS - St. Agnes Church in the amount of \$1,500.00; HHVS - Anonymous member of Hope Lutheran Church in the amount of \$750.00.

Approve - Payment to Deep Portage Conservation Reserve in the amount of \$877.00 for annual insurance cost on solar panels, solar tubes, wind turbine, & observation tower.

M/S/P Dowson, Peterson - To approve the daily meal and incidental expense reimbursement for FY2013 - 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, 2013. Unanimous.

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

Approve - Conservation Easement granted by Rebecca Lyng, Timothy Lyng, Benjamin Lyng, and Daniel Lyng for 5.2 acres and 930 ft. of shoreline on Ten Mile Lake in Section 5 and Section 32 of Hiram Twp., Cass County, Minnesota.

Approve - HHVS Purchase of Service contracts from January 1, 2013 through December 31, 2013: Family Safety Network, Pine River - no financial change; Pine River SLS - no financial change; Little Sand Group Homes, Inc. - financial change from \$164.88/hr. to \$183.70/hr.

Authorize - 25% Fund use of \$4,700.00 for environmental education at Deep Portage - WHA Elementary School (70 students, 20 chaperones, 4 staff) on Dec. 19-20, 2012.

Approve - Out of state travel for David Enblom, County Engineer - National Association of County Engineers in Des Moines, IA on April 22-26, 2013.

Approve - City of Walker appointment of Donna Kurtz - Deputy Registrar #125.

Approve - AMC 2013 Policy Committee appointments.

Appoint - Commissioner Jim Dowson to BI-COUNTY CAP term ending December 31, 2013.

Approve - Superfund site affidavit for sale of tax forfeited lots in Cass Lake.

Receive & file - Quarterly report of litigated claims.

Appoint - Ad-Hoc Committee of the Board (Commissioners Kangas, and Peterson) property tax exemptions.

2B. Administrator Yochum presented Resolution No. 01-13 establishing the 2013 Conduct of Meetings - Business Rules.

Commissioner Peterson offered Resolution No. 01-13 and moved its adoption, Commissioner Gaalswyk 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 8, 2013

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 2013 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 Officer 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. 01-13 was adopted by majority vote: Ayes: Dowson, Gaalswyk, Kangas, Peterson. Absent: Downham. Nays: None.

2C. Administrator Yochum discussed the 2013 Board of Commissioners regular board meeting schedule as well as the 2013 summer meeting schedule.

M/S/P Gaalswyk, Dowson – To approve the 2013 Cass County Board of Commissioner’s regular Board Meeting schedule, and further request Commissioners to report back with recommendations for the 2013 summer meeting locations. Unanimous.

2D. Robert Yochum presented the annual printing and publishing bids results.

	<u>Pilot-Independent</u> <u>(per 1.8"SAU)</u>	<u>Press Citizen</u> <u>(per 1.8"SAU)</u>	<u>Cass Lake Times</u> <u>(per 1.8"SAU)</u>
Financial Statement	\$4.00 Camera ready	\$9.19 Camera ready	\$4.00 Camera ready
Financial Statement (2 nd insert)	\$7.44 Camera ready	\$8.14 Camera ready	\$4.00 Camera ready
Delinquent Tax List	\$4.00 Camera ready	\$9.19 Camera ready	\$4.00 Camera ready
Expiration of Redemption	\$4.00 Camera ready	\$9.19 Camera ready	\$4.00 Camera ready
Proceedings (Summary)	\$3.20 Camera ready	\$8.14 Camera ready	\$4.00 Camera ready
Legal Notices	\$3.86 Camera ready	\$8.14 Camera ready	\$4.00 Camera ready
Additional Publication's	\$3.78 Camera ready	\$8.14 Camera ready	\$5.50 Camera ready

Commissioner Dowson offered Resolution No. 02–13 and moved its adoption, Commissioner Peterson seconded:

BE IT RESOLVED, the Cass County Board of Commissioners hereby accepts the low bid for 2013 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 2013 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, 2013, shall be published.

Resolution No. 02-13 was adopted by majority vote: Ayes: Dowson, Gaalswyk, Kangas, Peterson. Absent: Downham. Nays: None.

3A. Administrator Yochum discussed the Board action to date regarding the second reading of revisions to the Land Use Ordinance No. 2005-01, Environmental Definitions Ordinance No. 2007-04, and Cass County Subdivision & Platting Ordinance No. 2009-02.

At the request of the Board, Vice Chairman Kangas called for a five minute recess to provide the audience with copies of a January 3, 2013 related memorandum that was included in the Commissioners Board packet.

At the request of Vice Chairman Kangas, Robert Yochum summarized the amendments scheduled by the Board on December 18, 2012 for possible action today. After discussion the Board took the following actions.

M/S/P Peterson, Dowson – To delete from the recommended revisions any amendments to the existing Land Use Ordinance Section 1107 Extractive Use. Unanimous.

M/S/P Gaalswyk, Peterson – To amend the recommended revisions to the Land Use Ordinance Section 1126.10 Fences by requiring fences to be similarly finished on both sides. Unanimous.

M/S/P Gaalswyk, Peterson – To amend the recommended revisions to the Land Use Ordinance Section 1104.9 Resorts by deleting paragraph 3 of Section I. Resort Compliance Reporting. Unanimous.

M/S/P Dowson, Peterson - To amend the recommended revisions to the Land Use Ordinance as follow: Section 903.2 by renaming the Urban Growth land use zone to Municipal Growth, Section 1126.1 by standardizing setbacks for structures at 20 feet from roadways, and the addition of Appendix "D" List of Acronyms. Unanimous.

Vice-Chairman Kangas asked the Board and audience for any other comments or amendments to the revisions of the Land Use Ordinance No. 2005-01, Environmental Definitions Ordinance No. 2007-04, and Cass County Subdivision & Platting Ordinance No. 2009-02.

Lee Theisen requested an amendment to the recommended revisions to the Land Use Ordinance Section 1128.4 Shoreland Impact - Zone 2 by maintaining the existing limits on vegetation removal. County Planner Paul Fairbanks explained the Planning Commission's recommendation for underdeveloped lots and the opportunity of a variance. No action was taken.

Additional questions and comments relating to the recommended Ordinance revisions were heard from Jan Schultz, Bill Herheim, Rusty Lilyquist, and Ron Wickham. No action was taken.

M/S/P Dowson, Kangas - To adopt as amended on second reading and therefore final adoption of Land Use Ordinance #2013-01 - Amending Cass County Land Use Ordinance No. 2005-01, Environmental Definitions Ordinance #2013-02 – Amending Environmental Definitions Ordinance No. 2007-04, and Subdivision & Platting Ordinance #2013-03 – Amending Subdivision & Platting Ordinance No. 2009-02, and further that Ordinance No. 2013-01, Ordinance No. 2013-02, and Ordinance No. 2013-03 shall be effective February 15, 2013 after their publication and filing as provided by law. Unanimous.

- 4A. Land Commissioner Josh Stevenson discussed the work with the LSOHC in the acquisition of strategic parcels that provide access to inaccessible public land and protect critical forest habitat. Mr. Stevenson explained that the MNDNR recently changed the appraisal process requiring a higher level of Certified Appraiser than the County has been using in the past. The first round of RFP's produced prices almost triple than services in the past, and after consulting with the MNDNR, and a second round of RFP's produced prices closer to historical costs. Mr. Stevenson requested approval to award the contract to Lawrence Valuation Service LLC for all identified parcels not to exceed \$10,800.

<u>Township & Parcel Number</u>	<u>Ludenia</u>	<u>LVS</u>	<u>Hosch</u>
Homebrook Parcel – 17-006-3200	\$2500	\$0	\$3995
McKinley Parcel – 25-010-3300	NA	\$0	\$3995
Wilson Parcel – 50-019-4300	NA	\$0	\$3995
Powers (Island Lake) Parcel – 34-018-2400	NA	\$0	\$3995
Woodrow Parcel – 51-033-1102	\$3000	\$0	\$5395
Deerfield Parcel – 13-001-1400	NA	\$0	\$3995
Kego Parcel's - 19-028-4102; 19-027-3204; 19-027-3205; 19-028-4100	\$3,500	\$0	\$4395
<u>Total</u>	NA	\$10,800	\$19,995

M/S/P Peterson, Gaalswyk – To approve a contract with Lawrence Valuation Service LLC for appraisals of: Homebrook Parcel – 17-006-3200; McKinley Parcel – 25-010-3300; Wilson Parcel – 50-019-4300; Powers (Island Lake) Parcel – 34-018-2400; Woodrow Parcel – 51-033-1102; Deerfield Parcel – 13-001-1400; Kego Parcel's - 19-028-4102, 19-027-3204, 19-027-3205, 19-028-4100 not to exceed \$10,800. Unanimous.

M/S/P Dowson, Kangas – To discuss the DNR appraisal standards with the Cass County State legislative delegation at the AMC Legislative Meetings in March 2013. Unanimous.

- 4B. Mr. Stevenson requested action on Resolution No. 03-13 establishing annual Grant In Aid (GIA) Trail status by the MNDNR.

Commissioner Peterson offered Resolution No. 03-13 and moved its adoption, Commissioner Gaalswyk seconded:

BE IT RESOLVED, that Board of Commissioners of Cass County, Minnesota, hereby approve applications for the 2013-2014 grant-in-aid assistance for:

Cass County Ski Trails

- Hiram
- Goose Lake
- Washburn Lake
- Cut Lake

Snowmobile Trails

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

All-Terrain Vehicle

- Soo Line

Resolution No. 03-13 was adopted by majority vote: Ayes: Dowson, Gaalswyk, Kangas, Peterson. Absent: Downham. Nays: None.

- 5A. Sheriff Tom Burch requested Board action on a contract with Working Together Coalition through the Pine River/Backus Family Center to provide alcohol beverage training and compliance inspections. Mr. Burch added that the overall goal of the WTC and the compliance check program is to prevent underage drinking through educating the public. Administrator Yochum reported that the 2013 adopted budget includes up to \$7,000.00 for this purpose.

M/S/P Dowson, Peterson – To approve as presented the Memorandum of Understanding with the Working Together Coalition through the Pine River/Backus Family Center to provide Countywide alcohol beverage training and compliance inspections for 2013 up to \$7,000.00. Unanimous.

- 6A. Cass County Economic Development Director Gail Levenson presented two letters of intent (Boser Construction Inc. & Russ Wood, Walker MN) regarding the purchase of property for residential development at the former Ah-Gwah-Ching site in Walker. The Board discussed next steps in preparing a response.

M/S/P Dowson, Peterson – To establish an Ad-Hoc Committee of the Board (Commissioners Dowson and Peterson) to prepare a County response to the letters of intent to purchase property for residential development at the former Ah-Gwah-Ching site and report back to the full Board. Unanimous.

- 7A. County Engineer David Enblom and Construction/Design Engineer Laura Hadrava presented an updated bridge priority list. They explained the rating process and requested Board approval as the first step for construction programming including seeking related financing.

Commissioner Dowson offered Resolution No. 04-13 and moved its adoption, and Commissioner Gaalswyk seconded:

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

<u>County State Aid Highways</u>	<u>Bridge No.</u>	<u>Sufficiency Rating</u>
CSAH 1	11501	90.8
CSAH 1	7171	79.4
CSAH 1	7223	69.9
CSAH 25	5711	27.5

<u>County Highways</u>	<u>Bridge No.</u>	<u>Sufficiency Rating</u>
C.R. 103	88243	46.3
C.R. 161	1660	75.6
C.R. 107	88245	67.8
C.R. 129	7439	68.8

<u>Township Roads</u>	<u>Bridge No.</u>	<u>Sufficiency Rating</u>
Wabedo Twp.	L5880	75.0

<u>City Streets</u>	<u>Bridge No.</u>	<u>Sufficiency Rating</u>
Lake Shore	L5920	22.0
East Gull Lake	7435	60.2

Resolution No. 04-13 was adopted by majority vote: Ayes: Dowson, Gaalswyk, Kangas, Peterson. Absent: Downham. Nays: None.

- 7B. Assistant County Engineer Kris Lyytinen reported back on the sale of the 3 diesel fuel tanks from the Cass Lake, Remer and Walker maintenance shops as previously approved by the Board. Gross sale proceeds totaled \$4,850.00 for each tank using online web site service from McLaughlin Auctioneers. Net sale proceeds totaled \$13,741.98. Mr. Lyytinen added that there are four more diesel fuel tanks that will become available for sale in 2013. The Board complimented the Department on the follow-up.
8. County Administrator Yochum requested the Board to consider process improvement training for Cass County Department Heads, and other management staff. Land Commissioner Josh Stevenson explained the "Lean Training" sponsored by the State Office of Continuous Improvement of the Department of Administration. Mr. Yochum reported the State will provide the training at no charge.

M/S/P Gaalswyk, Peterson – To approve County Board, Department Head, and other management staff participation in "Lean Training" sponsored by the MN Department of Administration on Tuesday, March 26, 2013 beginning at 9:00 a.m., at the Deep Portage Conservation Center, Hackensack, MN. Unanimous.

9. M/S/P Peterson, Gaalswyk - To close the meeting to the public pursuant to M.S. 13D.05 to discuss pending litigation – MPCA wetland violation. Unanimous.

The meeting was closed at 11:00 A.M. Present for the closed session were Board members Dowson, Gaalswyk, Kangas, and Peterson, Administrator Robert Yochum, County Attorney Christopher Strandlie, Chief Financial Officer Larry Wolfe, County Engineer Dave Enblom, Construction/Design Engineer Laura Hadrava, and Assistant County Engineer Kris Lyytinen.

M/S/P Peterson, Kangas – To re-open and adjourn the meeting at 11:15 A.M. Unanimous.

SIGNED: _____
 Bob Kangas, Vice-Chairman
 Cass County Board of Commissioners

ATTEST: _____
 Robert H. Yochum
 Cass County Administrator