

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
November 5, 2013**

- 1A. Chairman Downham convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, November 5, 2013, with the flag pledge, in the Board Room of the Courthouse Annex, Walker, MN. Commissioners present: Downham, Dowson, Gaalswyk, Kangas, and 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 Financial Officer
Sharon Anderson	Auditor-Treasurer	Josh Stevenson	Land Commissioner
David Enblom	Highway Engineer	John Ringle	ESD Director
Kris Lyytinen	Asst. Highway Engineer	Terry Freeman	Surveyor's Office
Reno Wells	CCAT – Chair	Christopher Strandlie	County Attorney
Tom Burch	Sheriff	Jim Bedell	ACCL
John Eaton	LLA & ACCL	Dale Setterholm	MN Geologic Survey
Scott Wilson	Cass County HRA	Sandy Shade	Cass County HRA Board
Douglas Knapp	Portage Lake resident	Will Pehling	Cass SWCD Board
Monica Lundquist	Brainerd Dispatch	Gail DeBoer	Pilot Independent
Allan Olson	Cass Lake Times		

- 1B. M/S/P Peterson, Kangas – To approve the agenda items for discussion as presented. Unanimous.

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

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

Approve - Board Minutes of October 15, and October 22, 2013.

Approve - Auditor warrants dated October 17, 2013 in the amount of \$1,421,353.97.

Approve - Auditor warrants dated October 24, 2013 in the amount of \$244,987.69.

Approve - HHVS Commissioner warrants dated October 18, 2013 in the amount of \$191,453.80.

Approve - HHVS Auditor warrants dated October 18, 2013 in the amount of \$104,199.20.

Approve - HHVS Auditor warrants dated October 18, 2013 in the amount of \$18,600.26.

Approve Personnel Items - A. Budgeted positions scheduled for replacement – 1. Receive & file - Notice of appointment of Adam Mykkanen to full time (from part-time) Correction Officer, grade 21, effective October 12, 2013. 2. Receive & file - Notice of appointment of Mike Germain, Sheriff's Ofc.- Deputy Sheriff, Grade 27, Step 1 effective October 1, 2013. 3. Receive & file - Notice of appointment of Luke Abraham, Highway Dept. - Motor Equipment Operator (Pine River Maintenance Shop), Grade 21, Step 1 effective October 28, 2013. 4. Receive & file - Notice of resignation of Naomi Vredenburg, Accounting Technician, effective October 28, 2013, and receive & file the notice of intent to fill budgeted Accounting Technician position, Grade 19. 5. Receive & file - Notice of retirement of Steve Pitzen, County Agency Social Worker, effective January 24, 2014, and receive & file the notice of intent to fill budgeted County Agency Social Worker position Grade 28. B. Positions scheduled for no replacement at this time: None. C. Other. 1. Approve - Local #49 Highway Letter of Understanding regarding the Central Pension Fund employee contribution. (No county contribution). 2. Approve - Certificate of Appreciation for Tom Fitzpatrick contract labor counsel upon his retirement effective December 31, 2013

Approve - Intoxicating On Sale liquor including Sunday - Pestellos Off 371 - Michael Pestello, Powers. On & Off Sale 3.2 Beer -Sah-Kah-Tay Beach Resort - Sah-Kah-Tay Properties, LLC., Pike Bay; Shores of Leech Lake RV, Yacht Club & Cottages - Mara Loomis, Shingobee. Off Sale 3.2 Beer -Orton's Y-Mart - Orton Motor, Inc., Shingobee. On Sale 3.2 Beer - Ski Gull - Ski Gull, Inc., Fairview. Tobacco - Remer Junction - Northern Star Cooperative Services, Remer City; Holiday Stationstore #164 - Holiday Stationstores, Inc., Pine River (City); Holiday Stationstore #191 - Holiday Stationstores, Inc., Walker; Godfrey's, Inc. - Godfrey's, Inc., Powers; Pine River Family Market - PRFM, Inc., Pine River (City); Holters Grocery - Holters Super Valu, Inc., Remer (City); Anchorage Inn - JLANchorage, LLC., Inguadona; Super One Foods - Miner's Inc., Walker; Mule Lake Store - Big Thunder Enterprises, LLC., Wabedo; Station 371, Inc. - Paul Andrew Sasse, Pine River

(City); Walker Bay Spirits - City of Walker, Walker; Anderson's Horseshoe Bay Lodge - Anderson's Horseshoe Bay, LLC., Turtle Lake; Woby's Off-Sale Liquor - Woby's, Inc., Pillager; Madden's on Gull - Madden Brothers, Inc., East Gull Lake; The Classic at Madden's - Madden Brother, Inc., East Gull Lake; Orton's Walker BP - Orton Motor, Inc., Walker; Orton's Y-Mart - Orton Motor, Inc., Shingobee; Y Bottle Shop - TGL, Corp., Shingobee; Outing Station - Roosevelt Lake, Crooked Lake; Winnie Store - Winnigoshish Historical Ctr., Unorganized. Gambling - NWTF Leader Wild Toms - Jeffery Baert, Meadow Brook.

Report - Department Head performance evaluations of Tuesday, October 22, 2013 concluded that County Administrator Robert Yochum, Auditor-Treasurer Sharon Anderson, Central Services Director Tim Richardson, Land Commissioner Josh Stevenson, ESD Director John Ringle, County Assessor Mark Peterson, Chief Financial Officer Larry Wolfe, County Engineer Dave Enblom, and HHVS Director Reno Wells achieve the requirements of their positions.

Receive & file - South Country Health Alliance final payment of \$429,978.58.

Receive & file - MN Counties Intergovernmental Trust (MCIT) 2010 Annual Report, and designate Sharon K. Anderson voting delegate and Commissioner Bob Kangas as alternate.

Approve - Resolution No. 49-13 for 2013/2014 Grant In Aid trail applications.

Commissioner Kangas offered Resolution No. 49-13 and moved its adoption, Commissioner Gaalswyk seconded:

BE IT RESOLVED, that Board of Commissioner of Cass County, Minnesota, hereby approved applications for the 2013-2014 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
- Emily-Outing Trail

Resolution No. 49 -13 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

Accept - Donation Sheriff's Office \$100.00 from Curt & Connie Harris for safety equipment for the Boat & Water Program.

Receive & file - EDC Activity Report for September 2013.

Award - Bid to Lester Parker for stump & debris removal in an attempt to block access to public land not to exceed \$400.00, source of funds from the trail maintenance account.

Approve - Contract withdrawal for election services with Northland Community Schools due to postponement of referendum to 2014.

Approve - Partial payment of \$3,000 to Gas Service for sale/delivery of 8-1000 gallon tanks at highway shops not to exceed a total cost of \$15,009.75 (source of funds highway department capital project).

Approve - Bid specifications for annual printing & publishing for year 2014.

Receive & file - 3rd quarter planning and zoning activity report for fiscal year 2013.

Receive & file - 3rd quarter 2013 analysis of foreclosure and sales activity report.

Accept - Crime Victim Services Grant (A-CVS-2014-CASSAO-00017/3-21895) in the amount of \$43,000.00 from Oct. 2013 - Sept. 30, 2014.

Receive & file - HHVS Cash Account Balance Comparison and Child Service Costs through September 2013.

Approve - Evidence room remodel project not to exceed \$4,700.00 - 2013 capital maintenance program.

Receive & file - Township Association Fall Conference presentation - CFO financial data.

Authorize - 25% Fund use of \$1,250.00- Deep Portage-Northland/Remer School (24 students); Pine & Lake Home School(25 students)-\$500.00.

<u>Bidder</u>	<u>Site 1</u>	<u>Site 2</u>	<u>Site 3</u>	<u>Site 4</u>	<u>Site 5</u>	<u>Site 6</u>	<u>Site 7</u>	<u>Combined Bid</u>
Grinning Bear Roll Off	425.00	500.00	480.00	575.00	500.00	500.00	525.00	\$3,105.00
Midwest Enviro. Consulting LLC	374.00	483.00	483.00	483.00	483.00	483.00	483.00	\$3,272.00
Twin Ports Testing	597.00	822.80	822.80	822.80	822.80	822.80	822.80	\$5,534.60

M/S/P Kangas, Gaalswyk – To accept apparent low bid for demolition contracts for asbestos and regulated materials inspections at: Project 1- PIN# 29-004-2311- 6456 167th St NW, Cass Lake, MN 56633; Project 2- PIN# 85-337-0550 - 205 Central Ave NW, Cass Lake, MN 56633; Project 3 - PIN#85-341-1180 - 104 Norway Ave NE, Cass Lake, MN 56633; Project 4 - PIN#85-341-1240 - 25 First St NE, Cass Lake, MN 56633; Project 5 - PIN# 85-347-0130 - 420 Grant Utley Ave NW, Cass Lake, MN 56633; Project 6 - PIN# 95-001-2103 - 603 First Ave NE, Remer, MN 56672; Project 7- PIN# 94-380-0460- 524 Second St N, Pine River, MN 56474 recently tax forfeit properties to Grinning Bear Roll-Off Service not to exceed \$3,105.00. Unanimous.

Approve - Request to add Andrew & Sheri Allen, Michael & Rebecca Eggleston, and Charles Johannes to an existing easement over state deeded county administered land located in Sec. 31, Unorg. Twp. 143 N, Range 30 West.

- 2B. Administrator Yochum presented the 2013 committee list with the 2014 Committee appointment openings noted. Mr. Yochum explained the past process included: website posting of openings, publication of the same in area newspapers, and requesting applicants including incumbents to express their interest utilizing a committee appointment application form. Mr. Yochum added that department heads are invited to express any recommended changes in committee structure, staff appointments and any potential candidates for citizen appointments.

M/S/P Kangas, Peterson – To approve the 2014 committee appointment process including: website posting of openings, publication of the same in area newspapers, and request applicants including incumbents to express their interest utilizing the committee appointment application form by November 26, 2013, further that the Board will review the committee list at the November 19, 2013 regular Board meeting and consider appointments at the December 17, 2013 regular Board meeting. Unanimous.

- 2C. Administrator Yochum summarized the Association of MN Counties District II meeting of Wednesday, October 30, 2013. Attending were Commissioners Downham, Dowson, Administrator Yochum and County Engineer Enblom. Consensus was reached among the six counties that the 2014 legislative priorities for AMC should be no changes to shoreland rule making, worker’s compensation reform in cooperation with the MN Counties Intergovernmental Trust, elimination of the County chemical dependency cost share, State of MN human services administrative simplification and increased transportation funding. County Engineer David Enblom explained the AMC transportation funding concept. No action required at this time.

- 2D. Administrator Yochum presented Resolution 50–13 and respectfully requested reappointment.

Commissioner Kangas offered Resolution No. 50 -13 and moved its adoption, Commissioner Dowson seconded:

Resolution Appointing the County Administrator

WHEREAS, The Cass County Board of Commissioners adopted a job description for the County Coordinator/Administrator position dated June 18, 1996, and
 WHEREAS, Robert H. Yochum was appointed as Cass County Coordinator/Administrator effective November 18, 1996, and
 WHEREAS, Resolution 74A-97 appointed Robert H. Yochum as Cass County Administrator through November 18, 2001, and
 WHEREAS, Resolution 75-01 appointed Robert H. Yochum as Cass County Administrator through November 18, 2005, and
 WHEREAS, Resolution 60-05 appointed Robert H. Yochum as Cass County Administrator through November 18, 2009, and
 WHEREAS, Resolution 63-09 appointed Robert H. Yochum as Cass County Administrator through November 18, 2013, and
 WHEREAS, The Cass County Board of Commissioners conducted a performance evaluation of the County Administrator October 22, 2013.

NOW, THEREFORE, BE IT RESOLVED, That Robert H. Yochum is hereby reappointed to the position of Cass County Administrator pursuant to Minnesota Statutes 375A.06 through November 18, 2017.

Resolution No. 50 -13 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 3A. Robert Yochum reported that personal service notice and published notice has been provided of the public hearing scheduled for Tuesday, November 5, 2013, beginning at 9:15 a.m., Commissioners Boardroom, 1st Floor, Cass County Courthouse Annex, Walker, MN to consider the road vacation of that part of Lake View Avenue lying southerly of Blackmar Road NE located in Unorganized Township 145 Range 29.

Mr. Yochum informed the Board that no related written comments from the public have been received to date, however, noted that owners Chester P. Iverson & Sherri A. Iverson provided a copy of a recently recorded easement demonstrating proof of access to parcel 74-427-0270. Responding to Chairman Downham's opening of the public hearing property owner Douglas Knapp stated he had no comment.

Commissioner Dowson offered Resolution No. 51 -13 and moved its adoption, Commissioner Peterson seconded:

RESOLUTION VACATING A TOWN ROAD

WHEREAS, the town board of Unorganized Township, Cass County, Minnesota received a petition calling for the vacation of the following described road pursuant to Minn. Stat. § 164.07:

All of Lakeview Avenue in the Plat of Portage Lake dated March 4, 1926, south of Blackmar Road NE in the Certificate of Survey dated November 3, 2008, the names of the owners over which the (proposed) road passes, All of Lakeview Avenue in the Plat of Portage Lake dated March 4, 1926, south of Blackmar Road NE in the Certificate of Survey dated November 3, 2008;

WHEREAS, said petition was signed by not less than eight voters of the town who own real estate, or occupy real estate under the homestead or preemption laws or under contract with the state, within three miles of the road;

WHEREAS, the road passes over the following described tract of land in Cass County, Minnesota, owned by the following names owners:

<u>Owner</u>	<u>Description of Land</u>
<u>Douglas C. Joyce S. Knapp</u>	<u>74-427-0230</u>
<u>William H. & Miriam F. Novosad</u>	<u>74-427-0241</u>
<u>Judy Blackmarr-Stejskal & Jerome G. Stejskal</u>	<u>74-427-0251, 74-427-0260, 72-030-3106</u>
<u>Chester P. Iverson & Sherri A. Iverson</u>	<u>74-427-0270</u>
<u>Bradley K. Hadsall</u>	<u>72-030-3104</u>

WHEREAS, the town board conducted a public hearing on the petition on the 5th day of November, 2013, after personal notice, posted notice, and published notice was provided by the town board;

WHEREAS, the affidavits of the referenced notices will be kept on file as proof that the required notice was given;

WHEREAS, the town board examined the road, heard the interested parties, and considered the matter;

WHEREAS, the town board determined that the petitioned for action is consistent with the public interest;

WHEREAS, the town board has examined the ditches lateral to the road and determined that said ditches are not essential for surface drainage of adjacent lands or highways in support of the general health and welfare of the public;

WHEREAS, the Owners listed herein must release the town from any damages related to the vacation of the road prior to execution and filing of the order by the town board to do so;

NOW, THEREFORE, BE IT RESOLVED, that the town board of Unorganized Township, Cass County, Minnesota hereby vacates a town road legally described as follows:

All of Lakeview Avenue in the Plat of Portage Lake dated March 4, 1926, south of Blackmar Road NE in the Certificate of Survey dated November 3, 2008, the names of the owners over which the (proposed) road passes, All of Lakeview Avenue in the Plat of Portage Lake dated March 4, 1926, south of Blackmar Road NE in the Certificate of Survey dated November 3, 2008;

BE IT FURTHER RESOLVED, that the town board chair and town clerk are hereby authorized and directed to execute a town road order vacating said town road and to record the same with the county recorder of Cass County only after receipt of the release of damages attached hereto as Appendix "A".

BE IT FINALLY RESOLVED, that the town clerk is authorized and directed to provide a copy of this resolution to each of the affected owners listed above.

Discussion of the motion to adopt the resolution included whether or not all parcels affected by the requested road vacation have filed proof of access to their land if the vacation is granted. Administrator Yochum and County Surveyor Freeman reported that it was not required as part of the notice to the affected property owners to date.

M/S/P Gaalswyk, Kangas – To table Resolution No. 51-13 and request proof of access for all parcels affected by the requested road vacation. Unanimous.

- 4A. Highway Engineer Dave Enblom explained Resolution No. 52-13 that amends the past formula for the distribution of the Town Road Allotment funds. Mr. Enblom explained changes in Statute and reported that the potential changes were discussed at the Cass County Townships annual meeting of October 3, 2013. Reno Wells expressed the support of the Cass County Association of Townships as presented.

Commissioner Dowson offered Resolution No. 52-13 and moved its adoption, and Commissioner Kangas seconded:

WHEREAS, a portion of the State Transportation Users Fund is to be distributed to the Towns of Minnesota, and

WHEREAS, said distribution is to be apportioned to each County so that each County receives the percentage that the total miles of Town Roads in that County bears to the total miles of Town Roads in the State, and

WHEREAS, said distribution shall be in accordance with a formula adopted by the Board of Commissioners taking into account each Town's levy for Road & Bridge purposes, its population and Town Road mileage and other factors as the Board of Commissioners deems advisable in the interest of achieving equity among the Towns.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Cass County, Minnesota establishes the following formula for the distribution of Cass County's share of the Town Road Account.

25%	Market Value - 25% of the total dollars received to be distributed equally among the eligible Towns
0%	Levy Consideration - 0% of the total dollars received to be distributed to an eligible Town on the percentage that its mill levy bears to the total mill levy of all eligible towns in the County
50%	Mileage - 50% of the total dollars received to be distributed on the basis of a percentage that a Town's miles of Town Road bears to the total qualifying miles of Town Roads in Cass County
25%	Population - 25% of the total dollars received to be distributed on the basis of a percentage that a Town's population bears to the total eligible Town population in Cass County

BE IT FURTHER RESOLVED that the County Highway Engineer and County Auditor shall take all action required or appropriate in complying with the Law and the distribution of the Town Road Account.

Resolution No. 52-13 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 4B. Mr. Enblom and Assistant Highway Engineer Kris Lyytinen discussed the need for replacement of the heating and cooling system at the Pine River Post Office/Extension Service Building owned by Cass County. Mr. Enblom requested authorization to proceed with budget authority not to exceed \$30,000.00. Chief Financial Officer Larry Wolfe recommended that the source of funds would be General Fund operating budget recognizing that accumulated rental proceeds have been received there.

M/S/P Kangas, Gaalswyk – To approve improvements of the heating and cooling system at the Pine River Post Office/Extension Service Building not to exceed \$30,000.00 from the General Fund operations. Unanimous.

- 5A. Land Commissioner Josh Stevenson presented quotes from qualified bidders for a Certificate of Survey and monumentation in Sections 26 – 28, 33 and 34 of Moose Lake Township; Sections 4 - 6 of Smoky Hollow Township; Sections 1 and 2 of Meadowbrook Township; and Section 24 of Deerfield Township. A certificate of survey is needed in the identified areas to determine property lines necessary for timber management and property line discrepancy.

	Project #29	Project #30	Project #31	Project #32
<u>Bidder</u>	<u>Moose Lake</u>	<u>Smoky Hollow</u>	<u>Meadow Brook</u>	<u>Deerfield</u>
Clark Engineering Corporation	\$24,900.00	\$16,800.00	\$12,800.00	\$ 5,400.00
Karvacko Engineering	\$34,100.00	\$29,700.00	\$20,170.00	\$10,200.00
Kohout Surveying	\$32,900.00	\$22,050.00	\$10,890.00	\$ 4,580.00
No. Engineering & Consulting, Inc.	No Bid	\$16,210.00	\$14,080.00	\$ 5,510.00
Short Elliott Hendrickson, Inc.	\$51,250.00	No Bid	\$31,200.00	\$16,600.00
Stonemark Land Surveying	\$16,775.00	\$13,325.00	\$10,400.00	\$ 4,840.00

M/S/P Peterson, Kangas – To approve contracts with the apparent low proposers: Project #29(Moose Lake) to Stonemark Land Surveying not to exceed \$16,775.00 and Project #30(Smoky Hollow) to Stonemark Land Surveying not to exceed \$13,325.00 and Project #31(Meadow Brook) to Stonemark Land Surveying not to exceed \$10,400.00 and Project #32(Deerfield) to Kohout Surveying not to exceed \$4,580.00. Unanimous.

- 5B. Mr. Stevenson presented Resolution No. 53-13 and explained the circumstances for requesting an unlawful detainer action due to the lack of progress of removal of the Jensen private cottage located on state deeded county administrated land on IXL Lake in Woodrow Township. Land Commissioner Stevenson estimated the cost for a special prosecutor could be from \$3,500.00 to \$30,000.00. By consensus, the Board requested the Land Department to submit progress reports to the Board on the special prosecutors plan.

Commissioner Gaalswyk offered Resolution No.53-13 and moved its adoption, Commissioner Kangas seconded:

Resolution Appointing Special Prosecutor

Whereas, The Cass County Land Department has an obligation to protect and manage tax forfeit property on behalf of the trust.

Whereas, The Cass County Attorney has appointed Steven Baker as a special prosecutor for the purpose of commencing an action requiring the removal of a private cottage located on County administered tax forfeit land located on IXL Lake in Woodrow Township, Cass County, Minnesota.

Whereas, Cass County recognizes and assigns Joshua Stevenson, Cass County Land Commissioner who will act as a fiscal agent on behalf of Cass County

Now therefore be it, resolved that Cass County agrees to pay Steven Baker from the forfeited tax sale fund for all expenses associated with this matter as specified in MN Statute 284.12.

Resolution No. 53-13 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 6A. ESD Director John Ringle and SWCD Board member Will Pehling reported that they have been working as a task force with the MNDNR and local stakeholders to develop a plan for Aquatic Invasive Species management in the waters of Cass County. After local open house meetings with interested constituents held in August, 2013 a draft plan is completed which includes an offer by the Cass SWCD to take the lead on plan implementation. Both the task force and SWCD have endorsed the draft plan. Jim Bedell of the Association of Cass County Lakes encouraged the Board to take the next steps. By consensus, the Board requested on going pursuit of funding sources.

Gaalswyk, Kangas – To approve the Cass County Aquatic Invasive Species Prevention and Management Plan as presented and delegate the implementation thereof to the Cass County Soil and Water Conservation District. Unanimous.

- 6B. Mr. Ringle introduced Geologist and Assistant Director of the MN Geologic Survey Dale Setterholm. Mr. Setterholm explained the benefits of a comprehensive geologic mapping of Cass County. Director Ringle added that the project does not involve any transfer of funds between the county and the MGS, and can be accomplished with existing County staff. In addition it is anticipated that MNDNR will then follow with hydrologic and aggregate resource mapping to assist in further documentation of natural resources in Cass County.

M/S/P Dowson, Peterson – To approve a letter of intent to participate in the Cass County Geologic Atlas Program of the Minnesota Geological Survey, with Cass County allocating 0.75 – 1.0 FTE of cumulative county staff time over 2 years to provide verification of locations of 12,000 established water wells and direct Cass County ESD to work toward completion of the project. Unanimous.

- 7A. Auditor-Treasurer Sharon Anderson presented a draft tax increment financing policy prepared by the Ad Hoc Business Subsidy Committee (Neal Gaalswyk & Bob Kangas) with input from the Assessor, Auditor-Treasurer, EDC Director, HRA Director, and HRA Board (Sandy Shade). In addition, the committee recommends that the related application fees in the amount of \$500.00 to \$2,000.00 be considered when the County next updates its general fee schedule.

M/S/P Dowson, Kangas – To approve the tax increment financing policy as presented and consider related application fees when the County next updates its general fee schedule. Unanimous.

- 7B. Ms. Anderson requested approval to submit a grant application to the MN Department of Revenue to contribute funding to the costs of system enhancements necessitated by the State of MN PRISM project. If approved the grant is estimated to cover 37% of the estimated costs for the Minnesota Counties Information Systems (MCIS) counties to implement.

M/S/P Kangas, Gaalswyk – To approve submitting a grant application to the MN Department of Revenue to contribute funding to the costs of system enhancements necessitated by the State of MN PRISM project. Unanimous.

- 7C. Auditor-Treasurer Anderson presented an update on County Ditch No. 9 including; trappers are nearly done, a debris removal plan has been filed with the DNR, and a report of hazardous materials in the area was investigated and resolved. Ms. Anderson reported that a LIDAR analysis indicates that 19 of the formerly identified 100 benefitting parcels are eligible to be removed from the district assessment and requested a public hearing on the same November 19, 2013.

M/S/P Dowson, Kangas – To establish a public hearing at 9:15 a.m at the regular board meeting of Tuesday, November 19, 2013, at Land Department Building, Backus, MN to consider removing 19 parcels from the County Ditch No. 9 district assessment roll. Unanimous.

- 8A. County Administrator Yochum confirmed no additions to the upcoming meeting schedule.

9. Chairman Downham adjourned the meeting at 10:35 a.m.

SIGNED: _____
Dick Downham, Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator