

**TRANSCRIPT AND REPORT OF PROCEEDINGS  
CASS COUNTY BOARD OF COMMISSIONERS  
COUNTY OF CASS  
December 17, 2013**

- 1A. Chairman Downham convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, December 17, 2013, with the flag pledge, in the Board Room of the Courthouse, 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
Kerry Swenson	Emergency Mgmt. Coord.	Monica Lundquist	Brainerd Dispatch
Josh Stevenson	Land Commissioner	Reno Wells	HHVS Director
Wanda Reed	HHVS	Sarah Smythe	HHVS
Jeff Woodford	VSO	Tim Richardson	Central Services Director
Scott Wilson	Executive Director HRA	David Enblom	Highway Engineer
Jeri Seegmiller	HHVS	Lori Muller	HHVS
Melanie Wolfe	HHVS	Michael Nethercutt	Cass County HRA
Gail DeBoer	Pilot Independent	Allan Olson	Cass Lake Times

- 1B. M/S/P Kangas, Peterson – 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 Gaalswyk, Kangas – To waive reading and approve the consent agenda as presented. Unanimous.

Approve - Board Minutes of December 3, 2013.

Approve - Auditor manual warrants dated November, 2013 in the amount of \$4,005,463.50.

Approve - Auditor warrants dated November 27, 2012 in the amount of \$418.00.

Approve - Auditor warrants dated November 27, 2012 in the amount of \$279,623.78.

Approve - Auditor warrants dated December 5, 2012 in the amount of \$160,738.94.

Receive & file - Monthly Budget Reports.

Approve - HHVS Commissioner's warrants dated November 27, 2013 in the amount of \$759.00.

Approve - HHVS Commissioner's warrants dated November 27, 2013 in the amount of \$2,359.00.

Approve - HHVS Auditor warrants dated December 6, 2013 in the amount of \$84,468.25.

Approve - HHVS Commissioner's warrants dated December 6, 2013 in the amount of \$71,812.87.

Approve Personnel Actions - 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 Nicole Mankowski, County Agency Social Worker, Grade 28, Step 01, on December 3, 2013.

Approve Licenses – On & Off Sale 3.2 Beer - Riverview RV Parks - Jeff Chlebeczek, Wilson; Nodak Lodge - Roger J Croaker, Unorganized. Off Sale 3.2 Beer - Huddle's South Shore Resort - Huddle's South Shore Resort, Inc., Pine Lake. Tobacco - Pillsbury Junction - Staples Express, LLC, Pillager; Lone Wolf Liquors - Lone Wolf Outpost, Remer Twp.; 64 Stop - Gary Dauer, Meadow Brook. Tobacco licenses listed are contingent upon receiving proper documentation & fees: ABE'S - Lorina Campbell, Federal Dam; Anderson's Grand Vu Lodge - Jeffery Anderson, Turtle Lake.

Receive & file - Auditor -Treasurer's interest income report for November 2013.

Approve - Medical Contract Agreement with Dr. M.B. McGee from January 1, 2014 through December 31, 2014.

Approve - Transfer from Unorganized Twp. to the Road & Bridge Fund in the amount of \$71,963.71 for road maintenance & administrative costs from August – Oct. 2013.

Authorize - Payment to Widseth Smith Nolting & Assoc. in the amount of \$1,825.50 (Inv. #93684) facility renovation energy upgrades and exterior improvements; Mark Beard - \$50.00 (source Capital Fund – garages & capital outlay bldgs.).

Receive & file - November 2013 EDC activity report.

Approve - Amendment LCCMR work plan subcontract - Leech Lake Area Watershed Foundation from \$72,000 to \$76,200.

Authorize - 25% Fund use of \$3,700.00 for environmental education at Deep Portage – WHA School (60 students, 14 Adults) on Dec. 5-6, 2013.

M/S/P Gaalswyk, Kangas – To authorize per diem payment to Board appointed citizen committees for FY2014, in the amount of \$75.00 per day (same as County Board members) and mileage per Personnel Rules & Policies. Unanimous.

M/S/P Gaalswyk, Kangas – To approve the 2014 standard mileage rate for miles driven after December 31, 2013: full rate (no county department vehicle available) at \$.56 per mile, adjusted rate (County department vehicle available and not used) 28.0¢ per mile. Unanimous.

Approve - Out of state travel for David Enblom Highway Engineer 2014 National Assoc. Co. Engineers – Baton Rouge, LA on Apr.13 - 16, 2014.

Approve – Highway department rental rates to townships, municipalities, and individuals/others at \$100.00 per hour effective February 1, 2014 after a thirty day notice of the same.

Approve - Resolution No. 57-13 final payment on Contract No. 59914 (project SAP 011-599-014) Wilson Township bridge replacement.

Commissioner Gaalswyk offered Resolution No. 57-13 and moved its adoption, Commissioner Kangas seconded:

WHEREAS: Contract No. 59914 (project SAP 011-599-014) has in all things been completed, and the County Board being fully advised in the premises,

NOW THEN BE IT RESOLVED, that we do hereby accept said completed project for and in behalf of the County of Cass and authorize final payment as specified herein.

Resolution No. 57-13 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

Accept - Donations to HHVS Office: \$300.00 – Sons of Am. Legion #202; \$100.00 – Salem Lutheran Church; \$100.00 Boy River American Legion, for Veterans Transportation; Public Health - \$1,900.00 from Angels of St. Agnes Church, Walker.

Approve - Twelve HHVS Purchase of Service contracts from January 1, 2014 through December 31, 2014 with no financial changes: Northland Counseling; Northern Pines Mental Health; Pequot Lakes Physical Therapy; Lynette Wagner, LICSW; Little Sand Group Homes, Inc.; Mark Haugen, Ph.D.; Charles Chmielewski, Ph.D.; Mark Wildgen, M.D.; Jay Wilimek, Ph.D.; Jan Dickson, PMHMP; Miriam Tell, CNP; John Parkin, M.D.

Approve - Request to increase to the Public Health fee schedule - Skilled Nurse visit fee from \$165 to \$170 as recommended by HHVS Advisory Committee effective February 1, 2014.

Approve - Amendments to the 2014 Employee Benefit Plan document (IRS regulatory changes).

- 2B. Administrator Yochum presented a list of 2014 Committee vacancies and related citizen appointment applications. After discussion, the Board took the following action:

M/S/P Kangas, Peterson – To approve the following 2014 Committee appointments, and further to table Board appointments that haven't met in the past year. Unanimous.

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

AMC Futures Task Force - Board Member - Neal Gaalswyk

BI-COUNTY CAP – Sharon Anderson; Citizen – Vicki Peterson, 1 OPEN SEAT

BRAINERD LAKES REGIONAL BUSINESS COUNCIL – Neal Gaalswyk - TABLED

BUDGET COMMITTEE - Board Members 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 - TABLED

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; Patty Muscovitz (replaces A-T as Committee Recorder); 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 HOME VISITOR COMMITTEE – Neal Gaalswyk

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

FEMA FOOD SHELF BOARD (BI-CAP) – Citizen - OPEN

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) Schluter; Members that represent providers of services: School Administrator: Cathy Bettino ;Practicing Physician: Burton Haugen; Leech Lake Reservation: Registered Nurse: Shirley Hovey;EMS Task Force: Wilma Griffin;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); Representing MI, DD and Elderly - OPEN; 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 - SWCD Board - District 1– Thomas Kuschel; District 2 – Kenneth LaPorte; District 3 – James Ballenthin District 4 – Clifton Peterson; District 5 – Willard Pehling

NW MN HOUSEHOLD HAZARDOUS WASTE MANAGEMENT BOARD - Dick Downham

NW JUVENILE TRAINING CENTER - Jim Schneider; Tom Burch

PAUL BUNYAN EXPRESSWAY – Bob Kangas

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 Dick Downham, Bob Kangas (alternate)(Ex-officio, non voting)

District 1 - Tim Moore; District 2 - Bill Fitch; District 3 - Mike Froehlig; District 5 - Susan Sundberg; At Large – Ken Kostial; SWCD – Ken LaPorte; At Large Alternate – Jim Ballenthin; At Large Alternate – 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 – (Unorganized Township) – Dick Downham

PINE RIVER SANITARY DISTRICT - City of Pine River: Randolph Larsen, Gary Siltman; City of Chickamaw Beach: Robert Hobson; Barclay Township: Marvin Ryan; Wilson Township: Alan Johnson; County Board (ex-officio): Bob Kangas

SHINGOBBE ISLAND SANITARY DISTRICT - 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)

- 2C. County Administrator Robert Yochum presented Resolution No. 58-13 establishing elected Department Head salaries for 2014.

Commissioner Dowson offered Resolution No. 58-13 and moved its adoption, Commissioner Gaalswyk seconded:

Resolution establishing compensation for elected department heads

Whereas: Minnesota Statute 386.015 provides in part for the establishment of the annual compensation of the County Recorder, and

Whereas: Minnesota Statute 387.20 provides in part for the establishment of the annual compensation of the County Sheriff, and

Whereas: Minnesota Statute 388.18 provides in part for the establishment of the annual compensation of the County Attorney, and

Whereas: All labor settlements, and non-union adjustments for 2014 have been determined at this time, and  
Whereas: That the adoption of the foregoing annual salaries is consistent with labor settlements and budgetary guidelines for 2014.

Now, Therefore, Be It Resolved:

1. That the year 2014 salaries for the individuals indicated are hereby established as follows:

	<u>01/01/14</u>	<u>07/01/14</u>
County Attorney – Christopher Strandlie		
Grade	50	50
Step	10	10
Monthly rate	9,365	9,365
Annual rate	112,403	112,403
County Sheriff – Tom Burch		
Grade	45	45
Step	10	10
Monthly rate	8,079	8,079
Annual rate	96,949	96,949
County Recorder – Katie Norby		
Grade	34	34
Step	10	10
Monthly rate	5,837	5,837
Annual rate	70,034	70,034

2. That all positions are additionally eligible for an annual longevity payment in accordance with the current Cass County Personnel Policy Rules.

Resolution No. 58-13 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 2D. Administrator Yochum presented for discussion Resolution No. 59-13 that establishes the Cass County Board members compensation for 2014.

Commissioner Kangas offered Resolution No. 59 -13 moved its adoption, Commissioner Dowson seconded:

WHEREAS, County Commissioners may receive per diem payment and reimbursement for necessary expenses in performing the duties of the office as set forth by this resolution of the County Board pursuant to legal authority of Minnesota Statutes 375.055-375.065, 471.665 and 475.06, and

WHEREAS, Cass County Board Resolution No. 29-94 (Amended), dated June 7, 1994 recognizes the Attorney General opinion regarding the interpretation and intent of laws governing county commissioner compensation per diem allowance.

NOW, THEREFORE, BE IT RESOLVED that the Cass County Board of Commissioners hereby reaffirms the following per diem payment policy for 2014 in compliance with applicable state statutes:

The rate of per diem payment shall be \$75.00 per day for attendance at one or more of the following: county board meetings, (except the first regular monthly board meeting, board of auditors, board of equalization, or canvassing board); for service by individual county commissioners on any board, committee or commission of county government including committees of the board pursuant to the official list of committee and board assignments adopted in January of each year; while acting on any committee or attending a meeting under the direction of the board; or for the performance of services by individual county commissioners when required by law.

BE IT FURTHER RESOLVED that Cass County Commissioner annual salary compensation for 2014 is hereby established at \$23,596.50.

In lieu of county provided per diems nothing herein shall be construed to prohibit the receipt of per diem payments by commissioners that might serve on other bodies of government for which additional compensation is separately authorized by statute in the performance of duties for a statutorily separate body with independent authority to compensate its members.

The foregoing resolution is effective for the calendar year 2014 effective January 01, 2014.

Resolution No. 59-13 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

- 2E. Mr. Yochum presented for discussion the policy committee agenda's from the AMC Conference held December 10 – 11, 2013. Highway Engineer David Enblom discussed the Transportation and Infrastructure policy platform including the consensus reached at the referenced AMC conference that additional transportation investments are needed throughout the State. Engineer Enblom also commented on possible funding implications to Cass County.

Commissioner Kangas offered Resolution No. 57A-13 and moved its adoption, Commissioner Dowson seconded:

#### SUPPORT FOR ADDITIONAL TRANSPORTATION INVESTMENTS

WHEREAS, our State's transportation system should support Minnesota businesses, support our state's ability to compete for jobs, align with our growing and changing population, be up to date in design and safety features, and be able to compete with other region of our country, and

WHEREAS, the State of Minnesota has thru the results of the Minnesota GO 50 Year Vision for Transportation, the Minnesota State Highway Investment Plan 2014-2033 (MN SHIP) and the Transportation Financing Advisory Committee (TFAC) has identified needs for additional investments in the State system, and

WHEREAS, these needs represent investments across the State including roads, bridges transit, trails and support for freight, and

WHEREAS, there are also needs for additional investments in transportation systems under the jurisdiction of local Minnesota governments, and

NOW THEREFORE BE IT RESOLVED THAT: the Cass County Board of Commissioners support the need for a long range comprehensive transportation investment plan that is multi modal, includes all jurisdictions, is indexed for future inflation, and addresses the varying needs across the state, and

BE IT FURTHER RESOLVED THAT: the Cass County Board of Commissioners urges the 2014 MN State Legislature to pass and the Governor sign a bill that provides for this long range comprehensive transportation system investment.

Resolution No. 57A-13 was adopted by majority vote: Ayes: Downham, Dowson, Peterson, Kangas. Nays: Peterson.

- 3A. Chief Financial Officer Larry Wolfe presented the GASB 45 Post-Employment Benefit Valuation Report prepared by Hildi Inc. and discussed related cost trends.

M/S/P Kangas, Gaalswyk - To receive and file the GASB 45 Post-Employment Benefit Valuation Report as presented. Unanimous.

- 3B. Mr. Larry Wolfe presented the FY 2013 year end fund transfers.

M/S/P Peterson, Kangas - To approve the 2013 year end fund transfers as follows: transfer from Land Department to General Fund for indirect costs \$90,000.00, and transfer from ESD Zoning & Solid Waste to General Fund for indirect costs \$155,000.00. Unanimous.

- 3C. Mr. Wolfe presented the proposed 2014 budget and proposed county levy changes by area counties and cities.

Commissioner Dowson offered Resolution No. 60-13 and moved its adoption, Commissioner Gaalswyk seconded:

WHEREAS, A County Board shall conduct a public hearing prior to the adoption of its final property tax levy, and

WHEREAS, after proper public notice said public hearing was held on December 3, 2013, and

WHEREAS, M.S. 275.07 requires the County Board to adopt a property tax levy prior to December 30, 2013, and

WHEREAS, M.S. 275.50 to 275.56 define the levying authority of the County Board, and

WHEREAS, the 2014 Budget Committee has evaluated said financial information and formulated recommendations.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Commissioners does hereby approve the following individual fund tax levies for 2014 in the stated amounts:

General Revenue	\$10,196,701
Library	342,336
Road and Bridge	3,992,855

Welfare – PH/SS/VS	4,635,690
Welfare - Public Assistance Administration	1,233,100
Longville Ambulance Subordinate Service District	<u>461,000</u>
Gross Levy	\$20,861,682
Less County Program Aid	<u>(815,069)</u>
Certified Levy	<u>\$20,046,613</u>

BE IT FURTHER RESOLVED: That the Cass County Auditor-Treasurer is hereby authorized and directed to spread the levy on the tax rolls of the County.

Resolution No. 60-13 was declared adopted upon the following vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

3D. CFO Larry Wolfe presented Resolution No. 61-13 establishing the 2014 Cass County budgeted revenues and expenditures by fund.

Commissioner Dowson offered Resolution No. 61-13 and moved its adoption, Commissioner Peterson seconded:

WHEREAS, The Board considered the relevant information regarding the 2014 Cass County Budget, and WHEREAS, The budget requests, revenue projections, levy data and needs of Cass County have been duly considered.

NOW, THEREFORE, BE IT RESOLVED: That on the recommendation of the Cass County Budget Committee as amended, the Board of Commissioners do hereby approve the 2014 budget as follows:

	<u>Revenues</u>	<u>Expenditures</u>
General Revenue	19,053,412	18,534,941
Self Insurance	4,705,000	4,705,000
Road & Bridge	10,034,855	10,034,855
Health, Human, & Veterans Services	13,252,345	13,252,345
Unorganized Towns	290,000	290,000
Land Department	2,972,800	2,972,800
Environmental Trust	70,000	70,000
Kitchigami Library	<u>342,336</u>	<u>342,336</u>
Total	<u>50,720,748</u>	<u>50,202,277</u>

details of which are available in the office of the Cass County Chief Financial Officer for public inspection during normal business hours.

Resolution No. 61-13 was declared adopted upon the following vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

3E. Mr. Wolfe presented Resolution No. 62-13 establishing the Unorganized Levy and Revenues/Expenditures.

Commissioner Dowson offered Resolution No. 62-13 and moved its adoption, Commissioner Peterson seconded:

WHEREAS, the Cass County Board of Commissioners acts as township authority for unorganized areas of Cass County and,

WHEREAS, the Cass County Board has considered revenue projections, levy data, and budget needs of the unorganized areas of Cass County for 2014.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners do hereby approve the following tax levy and budget for 2014 for Cass County Unorganized Townships:

Certified Net Levy	\$245,000.00
Revenue Budget	\$290,000.00
Expenditure Budget	\$290,000.00

Resolution No. 62-13 was declared adopted upon the following vote: Ayes: Downham, Dowson, Gaalswyk, Kangas,

Peterson. Nays: None.

- 3F. CFO Larry Wolfe presented the 2014 budgeted capital equipment list and requested authorization for departments to make related purchases based upon solicitation of competitive prices per State law.

M/S/P Dowson, Kangas – To approve the 2014 equipment list in the budgeted amount of \$1,366,025.00 and to authorize purchases based upon solicitation of competitive prices pursuant to applicable law. All technology purchases to receive prior approval from the Central Services Director and all other equipment list purchases require prior approval from the County Administrator and Chief Financial Officer. Unanimous.

- 4A. Emergency Management Coordinator Kerry Swenson reported that the Pillager tower upgrades are completed and the anticipated coverage has already been accomplished. Signal strength in the downtown Pillager area along with the in building coverage has been significantly improved. The overall project should be completed by the end of January, with a final step to update coverage in the Pine River and Remer Schools. No action necessary.

- 5A. Central Services Director Tim Richardson presented the 2014 capital maintenance program proposing to allocate budgeted funds not to exceed \$100,000.00 for twelve maintenance projects in 2014.

M/S/P Peterson, Kangas – To approve the 2014 capital maintenance program as presented, further, that all projects will be evaluated for competitive pricing, and all related contracts will be submitted to the County Administrator and Chief Financial Officer for review and approval. Unanimous.

- 5B. Mr. Richardson and Kerry Swenson discussed the LEC operations management systems. The present system (Positron) will not be supported after October 2014, and staff has begun looking at replacements and possible upgrades. Cass, Itasca, and Aitkin County are working together to coordinate common specifications and a potentially a group purchase. The preliminary cost estimate is \$240 - \$300K with \$120K from E-911 and any the balance from grant, or capital sources. The present plan is a report back on recommendations by the end of 1<sup>st</sup> quarter 2014. No action necessary at this time.

- 5C. Mr. Richardson discussed the need for HHVS heat improvements. As reported in the approved Capital Plan the lack of perimeter heat on the outside walls to the north of the new addition at HHVS has been a problem since the addition was occupied in 2000/2001. The original project proposal was to add hot water heat to the perimeter but that option has some construction concerns as well as doubts related to boiler capacity. Director Richardson presented an alternate plan to install ten to eleven baseboard electric heat units as phase one on the first floor at an estimated cost of \$7,000.00. If the first floor installation is successful the project will go to the next two floors. The total alternate plan cost is estimated at \$25,000 instead of the original project estimate of \$60,000.00 in the 2013-2017 Capital Plan.

M/S/P Peterson, Kangas - To approve installation of electric baseboards on the HHVS Building addition (first floor) not to exceed \$7,000.00. Unanimous.

- 6A. HRA Executive Director Scott Wilson discussed the history and current activities of the Cass County Housing and Redevelopment Authority provided in Cass and Hubbard County. No action necessary.

- 6B. Mr. Wilson and HRA Board Secretary/Treasurer Michael Nethercutt requested a new building lease or an amendment to the current building lease at the County owned facility at Backus by amending the termination notice to 24 months instead of the current 90 day notice to the other party. Administrator Yochum explained the initial term of the building lease expires December 31, 2013 and is renewed annually thereafter absent termination notice.

M/S/P Dowson, Kangas – To table the request and refer the same to an Ad-Hoc committee of the County Board (Commissioners Peterson and Gaalswyk) and a committee of the HRA Board, and further, report related recommendations back to the full Board. Unanimous.

- 6C. Mr. Wilson explained the Federal sequestration impact to housing programs and HRA administration fees. Director Wilson requested a committee to review future funding. By consensus, the Board referred this request to the Ad-Hoc Committee of the Board (Commissioners Peterson and Gaalswyk) referred to in item 6B. of this meeting.

- 7A. Land Commissioner Josh Stevenson explained a request from several timber permit holders to change the existing policy on timber extensions to waive the provision that requires the sale to be paid in full before an extension is granted (consistent with our Forest Resource Management Plan). Mr. Stevenson informed the Board of his attendance at the SWCD Board meeting on Wednesday, December 11, 2013 at which time the SWCD Board (a.k.a. Natural Resource Advisory Committee) made the recommendation to leave the current policy unchanged.

M/S/P Dowson, Kangas - To approve the SWCD Board recommendation to leave the current timber sale extension policy in place, and continue to rely on the Land Commissioner to request weather related extensions when appropriate. Unanimous.

7B. Mr. Stevenson reported that Enbridge LLC. will be conducting public information meetings regarding the Sandpiper project on January 8, 2014, 7:00 p.m., at Trelpe Township Town Hall, 3669 Co. 55 NE, Remer, MN, and January 14, 2014 8:00 p.m., Bull Moose Township, at the Cass County Land Department Bldg., 218 East Washburn Ave, Backus, MN. No action necessary.

8. HHVS Director Reno Wells introduced County Agency Team Leaders Jeri Seegmiller and Lori Muller who presented the AMC County Achievement Award to the Board. The Board congratulated the staff and by consensus returned the plaque to Ms. Seegmiller and Ms. Muller for display at the HHVS facility. No action necessary.

8A. Director Reno Wells reported recent contact with the Leech Lake Band of Ojibwe Human Services Director regarding the Leech Lake Band's participation in the 2014 Children's Initiative collaborative agreement. Mr. Wells requested that the agreement be tabled at this time.

M/S/P Gaalswyk, Kangas – To table the 2014 Cass County/Leech Lake Reservation Children's Initiative collaborative agreement until January 7, 2014. Unanimous.

8B. Veteran Service Officer Jeff Woodford discussed the November, 2013 activity including 45 walk-in contacts, 5 home visits, 159 phone calls at the Backus Office and 9 calls for the Walker Office. The transportation program provided 35 rides totaling 8,368 miles. Mr. Woodford also commented on the suggestion from the Board to send Certificates of Appreciation to local organizations who donate to the VSO Transportation Program. The congratulated staff on activity levels and requested quarterly reports in 2014.

M/S/P Dowson, Gaalswyk – To approve issuing Certificates of Appreciation to local organizations recognizing their donations to the VSO Transportation Program. Unanimous.

8C. Director Wells introduced IMU Financial Assistant Supervisors Wanda Reed and Sarah Smythe. Ms. Smythe presented enrollment applications and discussed criteria for seven of the fifteen programs administered by the HHVS Income Maintenance Unit. Ms. Reed discussed case load trends including a recent average of 274.62 cases for each of the present Eligibility Workers. Process times are averaging three weeks.

Director Wells requested Board action to fill the 2014 budgeted Eligibility Worker, Grade 22 for IMU and eliminate the tabled Case Aide position. Director of Business Management Melanie Wolfe reported that upon Board approval of the request the IMU Unit will end up with one additional FTE position compared to the 2013 budget.

M/S/P Dowson, Peterson – To approve filing the budgeted Eligibility Worker position in the Income Maintenance Unit, and further eliminate the tabled IMU Case Aide position. Unanimous.

9A-B. Administrator Yochum the confirmed upcoming schedule: Commissioner's Board Meeting on Tuesday, January 7, 2014, beginning at 9:00 a.m., Board Room, 1<sup>st</sup> Floor Ctse. Annex, Walker, MN; Commissioner's Board Meeting on Tuesday, January 21, 2014, beginning at 9:00 a.m., Land Department Meeting Room, Backus, MN.

9C. M/S/P Kangas, Gaalswyk - To approve Board attendance at the AMC Leadership Conference on Jan. 23-24, 2014, Arrowhead Resort & Conference Center, Alexandria, MN. Unanimous.

10. Chairman Downham adjourned the meeting at 11:20 a.m.

SIGNED: \_\_\_\_\_  
Dick Downham, Chairman  
Cass County Board of Commissioners

ATTEST: \_\_\_\_\_  
Robert H. Yochum  
Cass County Administrator