

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
January 7, 2014**

- 1A. Chairman Downham convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, January 7, 2014, 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 Deputy Auditor
John Ringle	ESD Director	Sharon Anderson	Auditor-Treasurer
Reno Wells	HHVS Director	Michele Piprude	HHVS
Steve Pitzen	HHVS	Tom Burch	Sheriff
Camille Bessler	Court Administration	Wendy Cline	Court Administration
Abbi Burch	Student	Gail Leverson	Cass County EDC
Joe Sherman	Pilot-Independent	Doreen Nelson	Pilot-Independent
Monica Lundquist	Brainerd Dispatch	Gail DeBoer	Pilot-Independent
Allan Olson	Cass Lake Times	Linda Husby	County Administrator's Office

- 1B. Chairman Downham requested County Administrator Yochum to conduct elections for the 2014 Vice Chair, and 2014 Chair of the Cass County Board of Commissioners. Mr. Yochum called for nominations.

M/S/P Dowson, Downham - To cease nominations and cast a unanimous ballot for Commissioner Gaalswyk to serve as the Vice Chair of the Cass County Board of Commissioners for the year 2014. Unanimous.

M/S/P Dowson, Gaalswyk - To cease nominations and cast a unanimous ballot for Commissioner Kangas to serve as the Chairman of the Cass County Board of Commissioners for the year 2014. Unanimous.

Commissioner Kangas accepted the Chair from Commissioner Downham and the Board reseated itself in order of succession to the Chair.

- 1C. M/S/P Dowson, Peterson – To approve the agenda items for discussion as presented and the addition of Item 1D. (recognition of staff retirements) and Item 2F. (Assistant County Attorney continuation of benefits). Unanimous.

- 1D. On behalf of the Cass County Board of Commissioners Board Chairman Kangas presented Wendy Cline a Certificate of Appreciation recognizing her twenty-seven years of outstanding service to Cass County Court Administration.

On behalf of the Cass County Board of Commissioners Board Chairman Kangas presented Steve Pitzen a Certificate of Appreciation recognizing his twenty-five years of outstanding service to Cass County Health, Human, and Veteran Services.

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

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

Approve - Board Minutes of December 17, 2013.

Approve - Auditor warrants dated December 12, 2013 in the amount of \$144,384.40.

Approve - Auditor warrants dated December 19, 2013 in the amount of \$668,564.72.

Approve - HHVS Commissioner warrants dated December 20, 2013 in the amount of \$264,505.64.

Approve - HHVS Auditor warrants dated December 20, 2013 in the amount of \$135,027.37.

Approve Personnel Items - Budgeted positions scheduled for replacement: A. 1. Receive & file – Proposed court order regarding Cass County Probation Director, Team Leader and Probation Officers in compliance with Cass County salary table, grade, and step plan. 2. Receive & file - Notice of the separation of Eligibility Worker Lori Stein effective December 26, 2013. Receive & notice - Intent to fill vacated Eligibility Worker position Grade 22. 3. Receive & file - Notice of appointment

of Danielle Tretbar to Community Health Specialist, Grade 21, Step 01, effective January 15, 2014. 4. Receive & file - Notice of appointment of Denise Flicker, Collections Officer, to Eligibility Worker, Grade 22, Step 04, effective January 18, 2014. 5. Receive & file - Notice of intent to fill vacated Collections Officer position, Grade 20. B. Positions scheduled for no replacement at this time: None. C. Other – 1. Receive & file - Notice of probation completion for Hannah Bloom, Probation Officer, grade 28, step 2, on December 18, 2013. 2. Receive & file - Notice of probation completion for Edy Asell, Administrative Assistant, grade 15, step 4, on July 29, 2013. 3. Receive & file - Notice of probation completion for Valerie Kuschel, Deputy Auditor-Treasurer I, grade 18, step 2, on December 3, 2013. 4. Receive & file - Notice of probation completion for Joey Kellogg, County Agency Team Leader, Grade 35, Step 01, on December 24, 2013. Approve licenses – Gambling - Walker Area Community Center at Charlie's Up North - Gretchen Gribbin; Shingobee. On & Off Sale 3.2 Beer - McArdle's - McArdle's Resort, Inc., Unorganized; Grand Vu Lodge - Grand Vu Lodge, Inc., Turtle Lake.

M/S/P Downham, Gaalswyk – To approve the following daily meal and incidental expense (M&IE) maximum reimbursement rates effective January 1, 2014: no overnight travel outside Cass County up to \$20.00, overnight travel up to \$46.00 except Olmstead County up to \$51.00, Dakota and St. Louis County up to \$56.00, Hennepin County and Ramsey County up to \$71.00, and locations outside Minnesota are the federal rates on file in the Auditor-Treasurer office; all eligible reimbursements are actual costs and must be accompanied by an itemized receipt. Unanimous.

Receive & file - Timber auction results of December 19, 2013 totaling 5,046.00 cords plus 72.30mbf saw timber totaling \$101,456.00.

Approve - Issuance of check to James Kopachek in the amount of \$221.34 previously cancelled by board action on September 17, 2013.

Authorize - Payments to Mark J. Beard in the amount of \$675.00, Solus LED in the amount of \$31,416.06 (Inv. #300329), Anderson Heating & Air Conditioning in the amount of \$7,500.00 (Invoice#2419); WSN(Invoice #94057) in the amount of \$7,910.50 for remodel Highway Shops & Pine River Govt. Bldg. (source of funds from Capital Fund – Garages & Capital Outlay Bldgs.)

Approve - Use of Conservation Fund #73 for Shingobee Connection Trail Project Phase IV in the amount of \$68,246.93.

Receive & file - FY2013 Secure Rural Schools funding from the US Forest Service.

Authorize - Sheriff's Office to accept donations of \$1,000.00 from Amy L. Scott Family for Boat & Water Program; HHVS - Gift cards - City of Walker – Chamber of Commerce -\$100.00; Angels of St. Agnes – St. Agnes Church-\$1,900.00.

Accept - FY2014 MN Dept. of Public Safety grant (#3-22270) in the amount of \$113,700.00 to support the Cass County/Leech Lake Wellness Court - Cass County Probation Office.

Approve - Snowmobile Safety Enforcement Grant (#72158) with MN Department of Natural Resources in the amount of \$7,183.00 from Nov. 30, 2013 through June 30, 2014 and \$7,183.00 from July 1, 2014 through June 30, 2015.

Receive & file - FY 2013 Region Five Development Commission Audit.

Receive & file - FY Annual Report ending June 30, 2013 Rural MN CEP, Inc.

Approve - Financial contribution for FY2014 – County Agricultural Assoc. (Pine River) in the amount of \$5,000.00.

Approve - Out of state travel for Stephen Sether to attend VSO Annual Conference on June 8-14, 2014 Grand Rapids, MI, and out of state travel for Jeff Woodford or Stephen Sether to attend quarterly continuing education training at Fargo VA Medical Center.

Approve - Ten HHVS purchase of service contracts from January 1, 2014 through December 31, 2014 - Child and Teen Check Up Pillager Area Family Council; Pat Cortese; Child and Teen Check Up Northland Family Resource Center; Teresa Watson Physical Therapy; Nystrom and Associates, Ltd.; Robin Hewitt, LMFP; James Jarmuskewicz; Geri Wilimek, LICSW; Pillager Area Family Center; Walker H.O.W.A. Family Center.

Approve - Grant application submission for HHVS to receive car seats from Minnesota's Child Passenger Safety Program.

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

Receive & file - Quarterly litigation report.

Approve - Pay requests for Cass County ARMER project to MidStates Wireless (Remer School) \$5,227.08.

Receive & file - Deep Portage Conservation Reserve audit ending August 31, 2013, and 2012.

Approve - Cass County/Leech Lake Reservation Children's Initiative Collaborative Agreement.

- 2B. Administrator Yochum presented the 2014 Meeting Rules of Business and reported no requests from the public, Board, or staff for amendments to the 2013 rules.

Commissioner Gaalswyk offered Resolution No. 01-14 and moved its adoption, Commissioner Peterson 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 7, 2014
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 Office shall vote last.

Rule 13. Calling Vote. The ayes and nays shall be called upon the passage of ordinances. Unless a member requests, other items will be by voice vote. When a vote is called for and a Board member is silent, the Board member will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

Rule 14. Ordinances. Procedure – Requests for consideration of an ordinance or ordinance amendment shall be submitted in writing to the County Board. Every proposed ordinance shall be considered at two public hearings referred to as first reading and second reading. Requests related to land use shall be referred by motion of the County Board to the Planning Commission for the purpose of conducting the first reading public hearing and adopting a singular recommendation for submittal to the County Board. The County Board will conduct the first reading public hearing in all other matters. Any ordinance drafts referred by the Board to the Planning Commission or others shall be posted on the Cass County website; and written notice of a 30 day comment period for all proposed ordinances or amendments thereto shall be provided to all county departments, all municipalities in Cass County, adjacent counties, the Leech Lake Band of Ojibwe,

the Minnesota Departments of Natural Resources and Transportation, the Mississippi Headwaters Board, and any individual, agency or organization requesting such notice. All proposed ordinances or amendment thereto shall be posted on the Cass County website for viewing. Within 60 days of the close of the comment period the first reading public hearing shall be held. Written notice of time, place and purpose of the public hearings shall be published in the official County newspaper designated by the Board and posted on the County website at least ten (10) days prior to the hearing date. Amendments may be offered at either first or second reading public hearings when the ordinance is under consideration, however shall not be acted upon until the next regular meeting. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of all ordinances. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session. (May 3, 2005 amendment) (February 19, 2008 amendment).

Rule 15. Absent Member. Every member of the Board which anticipates being absent for a Board Meeting shall notify the Administrator.

Rule 16. Journal. It shall be the duty of the Administrator to keep the journal of the proceedings of the Board and perform such duties as may be required by the Board of Commissioners. The Administrator shall not allow the official journal of the County to be taken from the custody of the Administrator without the knowledge and consent of the Board. Audio taping or video taping of the board meetings may be made for reference by the Administrator, but approved minutes shall be the official record of board meetings.

Rule 17. Robert's Rules of Order. The rules of parliamentary practice, embraced in Robert's Rules of Order shall govern the Board in all cases in which they are applicable, and in which they not inconsistent with State Statute or the Standing Rules of the Board.

Rule 18. Board Committees. Any member of a Board Committee may call a committee meeting. Committee meetings shall be called with a 24-hour advance notice to all members, posted at the courthouse, and time permitting public notice provided on the "web site". Items to be studied by a Board Committee shall be those items contained in the notice and any other item may be presented that is within the scope of the Committee's description. Committees shall report to the Board of Commissioners within 90 days after the item has been referred to committee. The Board shall then act on the item referred or request the Committee to continue the study. (January 16, 2007 amendment)

Rule 19. Suspension or Amendment of Rules. No rule of the Board shall be suspended, altered, or rescinded except upon the affirmation vote of four members of the Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

Rule 20. Publication of Minutes. The regular Board of Commissioners Meeting minute summary shall be published in the official county newspaper so as to provide the public with timely and accurate notice of the regular County Commissioners Board Meeting action.

Rule 21. Agenda is Public. Any member of the public or the news media requesting copies of any regular or special meeting agenda shall be provided the same pursuant to M.S. 13D. (January 8, 2008 amendment)

Rule 22. Board Appointments. In effort to maximize citizen participation in County government, all citizen appointments by the Board of Commissioners shall be subject to term limits. No reappointment shall be considered for any individual that has served three (3) consecutive terms or nine (9) consecutive years, whichever is more. In the event that no qualified successor is available for appointment, the term limit may be waived by the Board in one (1) year increments until a successor is appointed. (January 16, 2007 amendment)

Rule 23. Room Rental Payments. No rental payments shall be made for the use of space utilized for meetings of Cass County without specific approval of the Board. (January 2, 2007 amendment)

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. 01-14 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

2C. Chief Financial Officer Larry Wolfe presented the 2014 annual printing and publishing bids results.

	<u>Pilot-Independent</u> (per 1.8"SAU)	<u>Press Citizen</u> (per 1.8"SAU)	<u>Cass Lake Times</u> (per 1.8"SAU)
Financial Statement	\$4.00 Camera ready	\$8.75 Camera ready	\$4.25 Camera ready
Financial Statement (2 nd insert)	\$7.44 Camera ready	\$7.35 Camera ready	\$4.25 Camera ready
Delinquent Tax List	\$4.00 Camera ready	\$7.35 Camera ready	\$4.25 Camera ready
Expiration of Redemption	\$4.00 Camera ready	\$7.35 Camera ready	\$4.25 Camera ready
Proceedings (Summary)	\$3.20 Camera ready	\$8.75 Camera ready	\$4.25 Camera ready
Legal Notices	\$3.86 Camera ready	\$8.75 Camera ready	\$4.25 Camera ready
Additional Publication's	\$3.78 Camera ready	\$8.75 Camera ready	\$6.00 Camera ready
Classified Display	\$4.25 Camera ready	\$8.75 Camera ready	\$4.25 Camera ready

Commissioner Downham offered Resolution No. 02-14 and moved its adoption, Commissioner Dowson seconded:

BE IT RESOLVED, the Cass County Board of Commissioners hereby accepts the low bid for 2014 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 – Classified Section, Item 8. Legal Notices-Additional Publications. And Item 9. On Line Services.

BE IT RESOLVED, and that the Cass County Board of Commissioners hereby accepts the low bid for 2014 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, 2014, shall be published.

Resolution No. 02-14 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays:

2D. Administrator Yochum presented responses to request for proposals for labor counsel services. Reference checks were made with Aitkin, Beltrami, and Crow Wing Counties and the MCIT (no negative findings). Mr. Yochum recommended that preference be given to Pam Galanter and Dyan Ebert due to their strong presence in our market area. Sheriff Burch requests access to specialty counsel Bill Everett as needed. Mr. Yochum would continue to coordinate all general labor counsel contact and the personnel committee of the Board will recommend to the full Board when mediation, arbitration, or litigation services are necessary, and no minimum billings or exclusivity are required by any of the firms. Board members acknowledged positive experiences with the responding firms.

M/S/P Gaalswyk, Downham – To approve lead labor counsel services from Madden, Galanter, & Hansen (Pam Galanter), and specialty services from Quinlivan & Hughes (Dyan Ebert), and Everett & VanderWiel (Bill Everett) as needed. Unanimous.

<u>Law Firm & Lead Attorney</u>	<u>Office Location</u>	<u>Billing Rates</u>	
<u>Quinlivan & Hughes</u> Dyan Ebert	St. Cloud	Shareholders	\$185.00/hr.
		Associates	\$155.00/hr.
		Law Clerks/Paralegals	\$90.00/hr.
<u>Madden Galanter Hansen,LLP</u> Pam Galanter	Plymouth	Labor relations	\$128.00/hr.
		Impasse/Grievance arbitration cases	\$135.00
		Litigation/Appellate cases	\$160.00
		Photocopy costs	\$0.15 per copy
		Facsimile transmissions	\$0.50 per page

<u>Ratwik, Roszak & Maloney, P.A.</u>	Mpls	Negotiation	\$120.00
Ann Goering		Misc.	\$165.00
		Negotiation	\$120.00
Terrence J. Foy		Misc.	\$165.00
		Negotiation	\$120.00
Associate Attorneys		Misc.	\$150.00
<u>Pemberton Law</u>	Fergus Falls/Wadena/Detroit Lakes		
Mike Rengel		Standard Rates	\$210.00
Kristi Hastings		Standard Rates	\$195.00
Josh Heggem		Standard Rates	\$185.00
		First two years	\$150.00
		General office costs extra	

- 2E. Administrator Yochum presented the updated 2014 Committee appointment list as approved by the Board at the regular meeting of Tuesday, December 17, 2013. The Board tabled or deleted appointments to committees that have not met for at least one year and approved the most recent citizen application. Upon Board approval staff will post the most current list on the County website.

M/S/P Dowson, Peterson – To approve amendments to the 2014 Committee appointment list as presented. Unanimous.

- 2F. Mr. Yochum requested approval to continue certain benefits to the Assistant County Attorney's formerly required in a union contract with a bargaining group that has since decertified.

M/S/P Dowson, Gaalswyk – To approve the continuation of benefits to Assistant County Attorney's as follows: The County shall pay for a minimum of fifteen (15) hours of department head approved continuing legal education per year for a minimum of forty-five (45) hours in a three (3) year period to cover continuing education requirements. Should the continuing education requirements change according to State law, the minimum continuing education hours provided by the County shall be adjusted in accordance with this change. The County shall also pay the State Bar Association fee and the Attorney license fee. Each Assistant County Attorney shall receive \$600.00 per year payable the 1st pay period in January as a professional maintenance allowance. Unanimous.

- 3A. Sheriff Tom Burch presented a proposed agreement with the Family Safety Network (FSN) that would purchase services for violence prevention education, consultation with law enforcement at the scene of domestic violence, and assisting victims through any related initial court proceedings. The recommended contract amount is \$5,000.00 per calendar year for the years 2014, 2015, and 2016. The 2014 source of funds would be the general fund operating budget contingency.

M/S/P Downham, Peterson – To approve a service agreement with the Family Safety Network as presented and authorize the source of funds for 2014 to be the general fund operating budget contingency. Ayes: Downham, Dowson, Kangas, Peterson. Nays: Gaalswyk.

- 4A. ESD Director John Ringle updated the Board on the status of updating the subsurface septic treatment systems (SSTS) standards. MN State law establishes February 2014 as the timeline for consideration of new State rules and allows Local Alternative Standards for SSTS under 2,500 gallons per day. Mr. Ringle presented a draft SSTS ordinance that reflects input from Crow Wing County and over 20 private SSTS licensed contractors. Upon Board approval the draft ordinance will be referred to the Planning Commission for first reading during the Monday, February 10, 2014 meeting in Backus, will be distributed for public review, and will be scheduled for second reading during the Tuesday, February 18, 2014 Commissioner's meeting in Backus. If approved, the Cass County SSTS draft Ordinance No. 2014-01 would take effect 30 days following (March 20, 2014).

M/S/P Gaalswyk Downham – To refer the SSTS draft Ordinance No. 2014-01 to the Planning Commission for first reading during the Monday, February 10, 2014 meeting in Backus, to authorize distribution of the draft for public review, and to schedule second reading during the Tuesday, February 18, 2014 Commissioner's meeting in Backus. Unanimous.

5A. Auditor-Treasurer Sharon Anderson discussed the need to establish minimum salaries for elective Department Head positions scheduled for general election on November 4, 2014 with terms of office beginning January 5, 2015. Ms. Anderson also reported filing periods begin on May 20, 2014 through June 3, 2014 for Commissioner Districts 1 and 4, and Soil and Water Conservation Districts of 1, 4 and 5. Ms. Anderson presented Resolution No. 03-14.

Commissioner Peterson offered Resolution No 03-14 and moved its adoption, Commissioner Gaalswyk seconded:

Resolution establishing minimum salary for elected county officers

Whereas the County Board of Commissioners is required to set the minimum salary for elected county officers for the next term following pursuant to the following state statutes:

County Attorney	MN Statutes 388.18
County Recorder	MN Statutes 386.015
County Sheriff	MN Statutes 387.20

Whereas, each of these elective positions are scheduled for general election on November 4, 2014 with terms of office beginning January 5, 2015, and

Whereas Cass County has an adopted grade and step pay plan as the basis for salary compensation.

Now, Therefore, Be It Resolved:

1. The minimum salaries are hereby established as follows:

County Attorney	Grade 50, Step 1	\$86,153.60
County Recorder	Grade 34, Step 1	\$53,664.00
County Sheriff	Grade 45, Step 1	\$74,297.60

Resolution No. 03-14 was adopted by majority vote: Ayes: Downham, Dowson, Gaalswyk, Kangas, Peterson. Nays: None.

5B. Ms. Anderson reviewed a government entity checklist indicating the status of Cass County's compliance with the Minnesota Government Data Practices Act (MGDPA). Auditor-Treasurer Anderson presented a "Guide to Requesting Information from Cass County". The guide establishes policies and procedures that have been written to comply with the MGDPA, but more importantly, explains a process for conveniently obtaining accurate information in a reasonable amount of time from Cass County.

M/S/P Dowson, Peterson – To approve the "Guide to Requesting Information from Cass County" as presented and to post the same on the Cass County Website. Unanimous.

5C. Auditor-Treasurer Anderson explained the County Board actions related to the Cass County EDC project application to the MN Investment Fund (MN Dept. of Employment and Economic Development) for American Surplus & Manufacturing to be located in Wilson Township.

Executive Director of the Cass County Economic Development Corporation Gail Leverson provided a project summary, benefits to the community, and needs for the project. American Surplus and Manufacturing, Inc. of Montevideo, MN proposes to manufacture and sell Ice Castle fish houses and retail sales of fish house accessories at the site of a former car dealership located on Highway #371 in Wilson Township. The project estimates a minimum of 20 employees during the first two years of operations at a minimum of \$12.45 per hour including benefits. Ms. Leverson requested board approval for the Cass County EDC to apply for \$107,500 of Minnesota Investment Funds from the Minnesota Department of Employment and Economic Development (DEED) to help with financing, as the grant that would go to Cass County and the EDC will provide all administration duties through a "Local Development Organization (LDO)." Ms. Leverson added that Wilson Township is in support of the business, and that the current zoning is satisfactory and no conditional use permit will be required for this project. Ms. Leverson respectfully requested board approval to set a public hearing on Tuesday January 21, 2014, to review the project, and finalize the LDO agreement, and report on the status of the state grant process.

M/S/P Kangas, Peterson – To establish a public hearing on Tuesday, January 21, 2014 during the regular board meeting beginning at 9:00 a.m. in the Public Meeting Room, of the Cass County Land Department, Backus, Minnesota to receive public comment regarding proposed loan funding through the Minnesota Investment Fund for business development in Wilson Township, Cass County, Minnesota by American Surplus and Manufacturing, Inc. Unanimous.

6. County Administrator Yochum discussed upcoming meetings including the Commissioners Board meeting 2014 summer schedule and a joint meeting with the Leech Lake Band of Ojibwe. No action was necessary at this time.
7. Chairman Kangas adjourned the meeting at 10:00 a.m.

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

ATTEST: _____
Robert H. Yochum
Cass County Administrator