

**TRANSCRIPT AND REPORT OF PROCEEDINGS
CASS COUNTY BOARD OF COMMISSIONERS
COUNTY OF CASS
January 6, 2015**

- 1A. Chairman Kangas convened the regular meeting of the Cass County Board of Commissioners at 9:00 a.m. on Tuesday, January 6, 2015, with the flag pledge, in the Board Room of the Courthouse, Walker, MN. Commissioners present: Bruns, Downham, Gaalswyk, Kangas, 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
David Harrington	Ninth District Judge	Christopher Strandlie	County Attorney
Kathryn Norby	Recorder	Gail Leverson	Cass County EDC
Erick Hoglund	Chief Deputy Sheriff	Reno Wells	HHVS Director
John Ringle	ESD Director	Josh Stevenson	Land Commissioner
Jim Schneider	Probation Director	Kevin Dahlman	Asst. Land Commissioner
David Enblom	Highway Engineer	Wanda Reed	HHVS
Sarah Smythe	HHVS	Craig Nathan	Rural MN CEP, Inc.
Doug Stark	Auditor-Treasurer's Ofc.	Joe Sherman	Pilot-Independent
Terri Fierstine	Pilot-Independent	Gail DeBoer	Pilot-Independent
Monica Lundquist	Brainerd Dispatch	Allan Olson	Cass Lake Times
Linda Husby	County Administrator's Office		

- 1B. Ninth District Judge David Harrington administered an Oath of Office to Commissioner's Scott Bruns, and Neal Gaalswyk; County Attorney Christopher Strandlie and County Recorder Kathryn Norby.
- 1C. Chairman Kangas requested County Administrator Yochum to conduct elections of Board Officers for calendar year 2015. After a call for nominations the following actions were taken.

Commissioners Downham and Kangas nominated Commissioner Peterson as Vice Chairman.

M/S/P Kangas, Downham - To cease nominations and cast a unanimous ballot for Commissioner Peterson to serve as the Vice Chair of the Cass County Board of Commissioners for the year 2015. Unanimous.

Commissioners Kangas and Peterson nominated Commissioner Gaalswyk as the 2015 Board Chairman.

M/S/P Kangas, Downham - To cease nominations and cast a unanimous ballot for Commissioner Gaalswyk to serve as the Chairman of the Cass County Board of Commissioners for the year 2015. Unanimous.

Commissioner Bob Kangas handed over the gavel to Commissioner Gaalswyk as he accepted the position of Chairman and reseated the Board in order of succession to the Chair.

- 1D. M/S/P Kangas, Peterson - To amend the agenda items for discussion by the addition of consent agenda Item 2A.24 (Approve contract partial payment in the amount of \$50,000.00 to Vredenburg Construction for construction of a 55 ft. x 84 ft. Highway Department storage bldg. in Hackensack, source of funds from capital fund balance). Unanimous.

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

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

Approve - Board Minutes of December 16, 2014.

Approve - Auditor warrants dated December 11, 2014 in the amount of \$258,123.88.

Approve - Auditor warrants dated December 18, 2014 in the amount of \$368,927.28.

Approve - Auditor warrants dated December 24, 2014 in the amount of \$154,607.27.

Approve - HHVS Commissioner warrants dated December 19, 2014 in the amount of \$249,968.92.

Approve - HHVS Auditor warrants dated December 19, 2014 in the amount of \$67,749.48.

Approve Personnel Items – A. Budgeted positions scheduled for replacement: 1. Approve appointment of Lee Chambers, Motor Equipment Operator - Remer, grade 21, step 3 effective January 5, 2015. 2. Receive & file - Notice of appointment of

Margaret "Maggie" Mellby, Collection Officer, grade 20, step 2 to Eligibility Worker, grade 22, step 1 effective January 10, 2015, and Receive & file - Notice of intent to fill budgeted Collection Officer position, grade 20. 3. Receive & file - Notice of intent to fill budgeted ESD Resource Specialist, position vacated by Retta Freeman, grade 26 in 2015. 4. Receive & file - Notice of retirement of Larry Day, Assistant Hwy. Shop Manager Walker Shop, effective December 16, 2014. 5. Receive & file - Notice of temporary appointment of Shannon Rettke, Assistant Hwy. Shop Manager Walker Shop, grade 26, step 8, effective December 29, 2014. 6. Receive & file - Notice of retirement of Albert Disterhaupt, Pillager/Pine River Hwy. Area Maintenance Foreman, effective December 31, 2014. B. Positions scheduled for no replacement at this time: None. C. Other. None.

Approve licenses – Gambling - Northland Lions @ Pickled Loon Saloon - Howard Prushek, Remer Twp; Northstar Sportsmen's Club @ Moondance - Brian Degrote, Turtle Lake. On & Off Sale 3.2 Beer - Riverview RV Parks - Jeff Chlebecek, Wilson. On Sale 3.2 Beer - Cass Lake Lodge - 2 Balls, Inc., Pike Bay. On Sale Intoxicating including Sunday - Pickled Loon Saloon - Larsons Restaurants, LLC, Remer Twp.

Approve - 2015 standard mileage rate for miles driven after December 31, 2014 – Full rate (No county department vehicle available) at \$.57.5 per mile, adjusted rate (County department vehicle available and not used) 28.0¢ per mile.

Approve - Daily meal and incidental expense reimbursement for FY2015 - 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, 2015.

Accept - Donation to Probation Dept. - \$952.00 from Drive Right 365 to purchase two (2) Alco-Sensor FST units; Sheriff's Ofc.-\$100.00 for the care of K9 Yankee from Margaret Brown.

Receive & file - Timber auction results of December 18, 2014 totaling 9,365.00 cords plus 139.50 mbf saw timber totaling \$243,609.00.

Receive & file - Quit Claim Deed from Stockman Trucking LLC of parcel #31-026-2204 (land transfer to Cass County per operations agreement).

Approve - Reimbursement of HRA per diem and mileage expense in the amount of \$2,900.00 from August 1, 2014 – December 31, 2014.

Approve - Out of state travel for County Recorder Kathryn Norby – PRIA Winter Symposium, Arlington, VA on Feb. 17-20, 2015.

Receive & file - Quarterly report of litigated claims.

Approve - Submission for HHVS to apply to the MN Child Passenger Safety Program requesting 10 car seats.

Approve - Capital project payments: Anderson Brothers Construction (Inv. #133095) – Pine River Post Ofc. - \$2,920.00; Hackensack Highway Shop upgrades-\$1,950.00; Walker Recycling Center grade & pavement – ESD - \$22,500.00.

Receive & file - Pine River Joint Airport Zoning Board Notice of hearing on Jan. 12, 2015 to consider adoption of Airport Zoning Ordinance.

Approve - Financial contribution for FY2015 – County Agricultural Association (Pine River) in the amount of \$5,000.00.

Approve - Cardboard collection (OCC) form of agreement to Waste Partners thru December 31, 2017.

Receive & file - HHVS Cash Account Balance Comparison and Child Service Costs through November 2014.

Approve - HHVS Purchase of Service contracts from January 1, 2015 through December 31, 2015: Kristi Lind Wheatley, dba Mental Health Services of Bemidji, Inc. - No change; Peggy Dolney, Interpreter Services - No change; Burton Haugen, M.D. Medical Consultant - No change; Pequot Lakes Physical Therapy Services, Inc. - No change; Lynette Wagner, LICSW - No change; Pat Cortese, Ph.D. - No change; Nystrom and Associates, Ltd. – No change; Receive and file: Family Safety Network of Cass County for funds obtained from Annual Radiothon; Receive and file: Families in Transition Services, Inc. to provide Supervised Visitation for families in transition.

Approve - Contract partial payment in the amount of \$50,000.00 to Vredenburg Construction for construction of a 55 ft. x 84 ft. Highway Department storage bldg. in Hackensack, source of funds from capital fund balance.

- 2B. County Administrator Yochum presented the draft 2015 meeting rules of business and reported no requests to date from the public, Board, or staff for amendments to the 2014 rules.

Commissioner Kangas offered Resolution No. 01-15 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 following County Board Meeting Rules of Business are hereby adopted:

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 2015 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. 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)

Section 2. That 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. 01-15 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

2C. Administrator Yochum presented the 2015 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)
1. Financial Statement	\$4.00 Camera ready	\$9.20 Camera ready	\$4.50 Camera ready
2. Financial (2 nd insert)	\$7.44 Camera ready	\$7.75 Camera ready	\$4.50 Camera ready
3. Delinquent Tax List	\$4.00 Camera ready	\$7.75 Camera ready	\$4.50 Camera ready
4. Expiration of Redemption	\$4.00 Camera ready	\$7.75 Camera ready	\$4. 50 Camera ready
5. Proceedings (Summary)	\$3.44 Camera ready	\$9.20 Camera ready	\$4.50 Camera ready
6. Legal Notices	\$4.00 Camera ready	\$9.20 Camera ready	\$4.50 Camera ready
7. Additional Publication's	\$4.00 Camera ready	\$9.20Camera ready	\$6.00 Camera ready
8. Classified Display	\$4.35 Camera ready	\$9.20 Camera ready	Not submitted

Commissioner Peterson offered Resolution No. 02-15 and moved its adoption, Commissioner Kangas seconded:

BE IT RESOLVED, the Cass County Board of Commissioners hereby accepts the low bid for 2015 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, Item 7. - Additional Publications and Item 8. - Classified Display.

BE IT RESOLVED, and that the Cass County Board of Commissioners hereby accepts the low bid for 2015 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, 2015, shall be published.

Resolution No. 02-15 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

- 2D. Administrator Yochum presented a list of 2015 Committee vacancies and related citizen appointment applications. After discussion of each appointment the Chair requested a single motion to approve the list as established by consensus of the Board.

M/S/P Kangas, Downham – To approve the following 2015 Committee appointments. Unanimous.

AMC DELEGATES - All County Board Members (5), Robert Yochum, Sharon K. Anderson, Dave Enblom.

AMC FUTURES TASK FORCE - Neal Gaalswyk

BI-COUNTY CAP - Sharon K. Anderson, Lorraine Mix, **Citizen - OPEN**

BUDGET COMMITTEE - Jeff Peterson, Neal Gaalswyk, District 1 - Earl North, District 2 - Chris Hanneken, District 3 - Dan Meier, District 4 - Jim Lohr, District 5 - Rick Baird, staff advisors, non-voting - Robert Yochum, Larry Wolfe, Mark Peterson, Sharon K. Anderson

CAMP RIPLEY ADVISORY BOARD - Neal Gaalswyk

CASS COUNTY/LEECH LAKE WELLNESS COURT STEERING COMMITTEE - Dick Downham

CENTRAL MN COUNCIL ON AGING - Jeff Peterson

CENTRAL MN EMS REGION - Neal Gaalswyk, Bill Bernhjelm (Advisory), Bonnie Jepson (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, Scott Bruns, Ex-Officio Robert Yochum

FAMILY CENTER HOME VISITOR COMMITTEE - Neal Gaalswyk, Jamie Richter

FAMILY SERVICE COLLABORATIVE BOARD - Neal Gaalswyk, Bob Kangas (alternate), Jamie Richter

FEMA FOOD SHELF BOARD (BI-CAP) - Lorraine Mix

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 Schluter; Representing providers of services - School Administrator - Cathy Bettino, Practicing Physician - Burton Haugen, **Leech Lake Reservation- Open** Registered Nurse - Shirley Hovey, EMS Task Force - Wilma Griffin, Rural MN CEP - Susan Hilgart; Representing those receiving services - Veteran - Wayne LaDuke, Veteran - Don Fowler, Low Income - Deb Allison, Family Centers - Betty Doss, **MI, DD, Elderly – Open**, Families/Children - Cynthia Carlson, Sr. Transportation - Bernadette Miller

HOUSING & REDEVELOPMENT AUTHORITY -District 1 - Sandra Shade, District 2 - Jean Kline, District 3 - Michael Nethercutt, **District 4 – OPEN**, District 5 - Paul Ritter

OUT-OF-HOME PLACEMENT SCREENING TEAM - Chair - James Schneider, County Board Member - Jeff Peterson, Cass County Sheriff or designee, County Attorney or designee, Social Services Manager or designee, Probation Director or designee, Leech Lake Band Appointee, Mental Health Professional, Guardian Ad Litem designee, Health, Human, & Veterans Services Director or designee

INSURANCE COMMITTEE - Dick Downham, Scott Bruns

JUDICIAL WORK GROUP - Neal Gaalswyk, Dick Downham (alternate)

KITCHIGAMI LIBRARY - Neal Gaalswyk, Scott Bruns (alternate)

LAW LIBRARY - Neal Gaalswyk, Robert Yochum (alternate)

LEECH LAKE BAND LIAISON COMMITTEE - Dick Downham, Scott Bruns

MEDICAL CONSULTANT CONTRACT - Burton Haugen, M.D.

MEDICAL EXAMINER - Dr. Michael McGee

MISSISSIPPI HEADWATERS BOARD - Neal Gaalswyk, Scott Burns (alternate), 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 - Tabled

NATURAL RESOURCE ADVISORY COMMITTEE - SWCD Board - District 1 - Thomas Kuschel, District 2 - Kenneth LaPorte, District 3 - James Ballenthin, District 4 - Clifton Peterson, District 5 - Jane Ekholm

NW MN HOUSEHOLD HAZARDOUS WASTE MANAGEMENT BOARD - Scott Bruns

NW JUVENILE TRAINING CENTER - Jim Schneider, Tom Burch

PAUL BUNYAN EXPRESSWAY - Bob Kangas

PERSONNEL COMMITTEE OF THE BOARD - Dick Downham, Neal Gaalswyk, Scott Burns (alternate)

PLANNING COMMISSION - Board Chair Neal Gaalswyk, Jeff Peterson (alternate) (Ex-officio, non-voting), District 1 - Tim Moore, District 2 - Bill Fitch, District 3 - Mike Froehlig, District 4 - Willard Pehling, District 5 - Susan Sundberg, At Large - Ken Kostial, SWCD - Ken LaPorte, At Large Alternate - Jim Ballenthin, **At Large Alternate - Open**

NE REGIONAL ARMER BOARD - Dick Downham, Tom Burch (alternate)

REGION 5 DEVELOPMENT COMMISSION - Bob Kangas

RURAL FIRE ASSOCIATION JOINT POWERS (UNORGANIZED TOWNSHIP) - Dick Downham

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

SWCD - LIAISON COMMITTEE - Jeff Peterson, Neal Gaalswyk, SWCD Supervisors Chair and Vice-Chair

- 3A. Chief Deputy Sheriff Erick Hoglund presented an agreement to provide law enforcement services by the Cass County Sheriff's Office as requested by the City of Cass Lake. The agreement extends present services commencing January 1, 2015 until December 31, 2019 with a renewal date of January 1, 2020 and every five years thereafter unless terminated as provided in the contract. Mr. Hoglund also commented the budget will be reviewed annually under the contract terms.

M/S/P Downham, Peterson – To authorize the Board Chair and Sheriff to execute the City of Cass Lake Law Enforcement Contract commencing January 1, 2015 until December 31, 2019 with a renewal date of January 1, 2020 and every five years thereafter unless terminated as provided in the contract. Unanimous.

- 4A. Assistant Land Commissioner Kevin Dahlman explained that County Board policy has allowed the Land Department to waive the “pay in full requirements” on timber sale extensions every year for the past four years (most have been weather related). Consistent with the Forest Resource Management Plan Mr. Dahlman reported the SWCD Board was consulted on December 18, 2014 and presented their recommended policy.

M/S/P Downham, Kangas – To accept the SWCD Board recommendation as presented and approve the timber sale extension policy as follows: No permit shall be extended except for good and sufficient reason. In the event an extension is granted, it shall be for one (1) additional year with an increase in the down payment equal to 25% of the bid up price. An additional one (1) year extension will require the permit to be paid in full. No extension will be granted on any sale that is two years past the original expiration date. Unanimous.

- 5A. Highway Engineer Dave Enblom presented Resolution No. 03-15 for final payment on Contract No. 14375 Project CP 2013-1 (CR #143) reconstruction project, CP 2013-2 (CR #75) trail project, and CP 2013-4 (CR #143) surfacing project. Upon receipt of all final documentation Mr. Enblom requested authority to make final payment in the amount of \$1,345,024.51 (approximately \$18,000 contract underrun).

Commissioner Peterson offered Resolution No. 03-15 and moved its adoption, Commissioner Kangas seconded:

WHEREAS: Contract No. 14375 Project CP 2013-1 (CR #143) reconstruction project, CP 2013-2 (CR #75) trail project, and CP 2013-4 (CR #143) surfacing project 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 in the total contract amount of \$1,345,024.51 for and in behalf of the County of Cass and upon receipt of all final documentation authorize final payment.

Resolution No. 03-15 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

- 5B. Mr. Enblom presented Resolution No. 04-15 for final payment on Contract No. 11936 Project SP 1119-36 and CP 011- 2013 (TH 371 widening and Shingobee Connection Trail Phase V). Upon receipt of all final documentation Mr. Enblom requested authority to make final payment in the amount of \$935,129.92 (approximately \$14,000 contract overrun).

Commissioner Bruns offered Resolution No. 04-15 and moved its adoption, Commissioner Gaalswyk seconded:

WHEREAS: Contract No. 11936 Project SP 1119-36 and CP 011- 2013 (TH 371 widening and Shingobee Connection Trail Phase V) 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 in the amount of \$935,129.92 for and in behalf of the County of Cass and upon receipt of all final documentation authorize final payment.

Resolution No. 04-15 was adopted by majority vote: Ayes: Bruns, Downham, Gaalswyk, Kangas, Peterson. Nays: None.

- 6A. HHVS Director Reno Wells introduced Director of Field Operations Craig Nathan from Rural MN CEP (Concentrated Employment Program Inc.) to respond to discussion at the December 16, 2014 board meeting. Mr. Nathan thanked the Board for renewing a service contract at the referenced meeting. Field Director Nathan reviewed the historical role of Rural MN CEP in the Minnesota Family Investment Program (MFIP) and regional demographics. Financial Assistance Supervisor I Sarah Smythe reported that in year 2014 Rural MN CEP helped Cass County exceed the three year self-support index (percent of MFIP cases off cash assistance or working 30 or more hours per week three years after baseline quarter) goal 65% to 73.9%. Ms. Smythe also reported that Cass County did not meet the work participation rate (percent of non-exempt MFIP adults who met the state work participation requirements). Mr. Nathan described the additional strategies to meet the contracted goals. No action necessary at this time.
- 7A. Chairman Gaalswyk and Commissioner Peterson confirmed a SWCD Liaison Committee Meeting on Thursday, February 5, 2015 beginning at 11:30 a.m. Board Room, Courthouse Annex, Walker, MN.
- 7B. M/S/P Peterson, Downham – To approve a joint meeting with the Leech Lake Band of Ojibwe Tribal Council on Friday, February 27, 2015 beginning at 10:00 a.m. Northern Lights Event Center, Walker, MN. Unanimous.
- 7C. By consensus the Board tabled adoption of the 2015 summer meeting schedule to the January 2015 meeting.
8. M/S/P Kangas, Peterson - To close the meeting at 10:30 a.m. pursuant to MN Statutes 13D.03 to discuss labor negotiation strategy and to reconvene without any additional Board action at this meeting. Unanimous.

Present at the closed meeting: all County Board members, County Administrator Robert Yochum, Chief Financial Officer Larry Wolfe, Land Commissioner Josh Stevenson, Auditor-Treasurer's Office Doug Stark, Chief Deputy Sheriff Erick Hogle, and County Engineer David Enblom.

M/S/P Kangas, Peterson – To reopen the closed meeting at 11:09 a.m. Unanimous.

9. M/S/P Downham, Kangas – To adjourn the regular meeting at 11:10 a.m. Unanimous.

SIGNED: _____
Neal Gaalswyk, Chairman
Cass County Board of Commissioners

ATTEST: _____
Robert H. Yochum
Cass County Administrator