

**REGULAR MEETING OF CASS COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2006**

1. OATHS OF OFFICE

District Judge Douglas Herman administered the oath of office to newly re-elected commissioners, Darrell Vanyo and Vern Bennett.

2. MEETING CALLED TO ORDER

Chairman Vern Bennett called the meeting to order at 3:30 PM with all members present as follows: Scott Wagner, Ken Pawluk, Darrell Vanyo, Robyn Sorum and Vern Bennett.

3. PLEDGE OF ALLEGIANCE

Ken Pawluk led the Pledge of Allegiance.

4. MINUTES APPROVED

MOTION, passed

Mr. Vanyo moved and Mr. Wagner seconded that the minutes of the last regular meeting and minutes of the informal planning session held November 20, 2006, be approved as written. Motion carried.

5. AGENDA, Order approved

MOTION, passed

Mr. Wagner moved and Mrs. Sorum seconded to approve the order of the agenda as follows: 1) add nomination of the county engineer to National Association of County Engineers to the consent agenda; 2) add Resolution of Opposition to Recent Operational Change in Radar Approach Control Services at the Fargo Tower, Hector International Airport to the regular agenda; and 3) remove item h. from the consent agenda regarding adoption of new commission policy on county highways within annexed cities and ask the county engineer to provide information to cities that may be affected by the policy before final approval is given. Motion carried.

6. COMMISSION CHAIR AND VICE CHAIR, Elected for 2006-2007

MOTION, passed

Mr. Vanyo moved and Mrs. Sorum seconded to elect Commissioner Scott Wagner as Cass County Commission Chairman and to elect Commissioner Ken Pawluk as Vice Chairman for the period from December 4, 2006 to December 3, 2007. On roll call vote, the motion carried unanimously. Mr. Wagner conducted the remainder of today's meeting.

7. CONSENT AGENDA APPROVED

MOTION, passed

Mrs. Sorum moved and Mr. Vanyo seconded to approve the consent agenda as follows: On roll call vote, the motion carried unanimously.

- a. Adopt the 2007 Cass County Commission meeting schedule as the first and third Monday of each month (Tuesday if Monday is a holiday) at

3:30 PM, with rotational meetings at 2:00 PM on Commission meeting days, and special meetings as called, and to forward a copy of the meeting schedule to the Secretary of State and the County Auditor's Office; to adopt Robert's Rules of Order for conducting meetings; and to appoint Heather Worden as parliamentarian for Cass County Commission proceedings for 2007.

- b. Amend Personnel Policy Manual Section 1.30, Commissioner Portfolios as follows:

Administrative Services
(COMMISSIONER SCOTT WAGNER)
Auditor
Treasurer
Tax Assessor
County Recorder
Information Technology
County Coordinator
- Buildings and Grounds
- Personnel

Human Services
(COMMISSIONER VERN BENNETT)
Social Services

Public Safety Services
(COMMISSIONER ROBYN SORUM)
Sheriff
- Jail & Juvenile Center
- Emergency Management

Planning & Operation Services
(COMMISSIONER DARRELL VANYO)
Roads and Bridges
- Planning
- Weed
- Vector
- Water Resource Boards

Legal Services
(COMMISSIONER KEN PAWLUK)
State's Attorney
- Child Support Enforcement
Veterans Service
Extension Service

- c. Amend Commission Policy Manual Section 4.00, Advisory Boards, to reflect committee board assignments the county commissioners will serve in 2007 as follows:

Metropolitan Council of Governments
Darrell Vanyo
Ken Pawluk (alternate)

Fargo Cass County Economic Development Corporation
Robyn Sorum
Scott Wagner

Lake Agassiz Regional Development Corporation
Ken Pawluk
Vern Bennett (alternate)

Board of Health - County representation
Vern Bennett
Kathy Hogan (alternate)

Cass County Planning Commission
Darrell Vanyo, Road Portfolio Commissioner

- d. Renew county beer and liquor licenses for 2007 for the following applicants, subject to review and approval by the State's Attorney, the Sheriff, and the respective township boards:

Beer and Liquor

Brenda Hocking, Club 94, Casselton
 Wild Rice Bar & Grill, Inc., Wild Rice
 Richard and LaVonne Schroeder, Bronco Bar, Chaffee
 Jack Nick, LLC, Knickerbocker Liquor Locker, Hickson
 Leonard Country Club LLC, Leonard

Beer Only

Red River Valley Fair Association, West Fargo

Beer and Wine

Rodney Hogen, The Vineyard LLC, Buffalo

- e. Authorize the chairman and county auditor to sign county deeds for properties sold at the annual auction in the City of Tower City and City of West Fargo; and a county deed to the City of Fargo for unsold property from the auction.
- f. Approve omitted assessments according to notices sent to property owners by the county auditor.
- g. Authorize the Sheriff's Department to purchase three 2007 Dodge Ram patrol vehicles, three 2007 Chevrolet Impala patrol cars, and one 2007 Chrysler Sebring unmarked car for a total cost of \$143,851.00 to be paid from the 2007 budget.
- h. Authorize the chairman to sign the Certification of Award for Juvenile Accountability Block Grant (JABG) funds submitted by the Cass County Juvenile Crime Enforcement Coalition for the Federal Fiscal Year 2006; and authorize Chief Deputy Glenn Ellingsberg to act as the county's Authorized Organization Representative (AOR) and prepare an application for the Justice and Mental Health Collaborative Program on behalf of Cass County and further authorize him to complete and file any necessary documents or electronic submissions which may be required during the grant period.
- i. Authorize the chairman to sign a purchase order for the Information Technology Department in the amount of \$37,067.00 for a backup network data storage system for the county network.
- j. Authorize the chairman to sign the revised 2007-2008 Federal Aid program sheet as presented by the county engineer.
- k. Contract approval:
- Centre, Inc.—purchase of service agreement for housing Cass County jail inmates;
 - North Dakota State Auditor's Office—three-year engagement letter for audit services.
- l. Authorize Keith Berndt, County Engineer, to run for the North Central Regional Vice President of the National Association of County Engineers (NACE).

8. CABLE ONE FRANCHISE AGREEMENT, To be renewed in 2009

Scott Geston, General Manager of Cable One, was present. He said the current franchise agreement with the county is due for renewal on or before August 29, 2009. He said the first step in the renewal process is to ask the county about future cable television related needs and interests of the community. Cable One serves about 300 customers in the rural area.

Keith Berndt, County Engineer, suggested that in the next three years the county provide a legal review of the language in the agreement and possibly consider a franchise fee.

Mr. Pawluk discussed concerns with county right of way in regard to all utility providers and suggested “as built” plans be provided to the county that show where cable lines are located. Mr. Geston said electronic CAD drawings are available and will be provided upon request.

Mr. Vanyo asked that Mr. Geston and Mr. Berndt work together to determine how much a 5% franchise fee would generate to see if this would be worthwhile for the county to consider.

9. COURT FACILITIES IMPROVEMENT GRANT, Chairman authorized to sign application

Bonnie Johnson, County Coordinator, said the Court Facilities Improvement Advisory Committee was formed a few years ago for county projects to improve or maintain court facilities. Cass County received grant funding in the first round of applications to carpet courtrooms, repair sub-flooring and replace some jury chairs. The county did not receive any grant money in the second round of applications last year. The county allocated \$25,000 in matching funds from the 2007 budget for this project. The third round request is for \$76,500. She developed a priority list of needs with Rod Olson and Chris Iverson from District Court that include carpeting of office space, jury chair replacement and juvenile court referee office remodeling.

Rod Olson, East Central Judicial District Court Administrator, was present. He feels the plan for next year is satisfactory and feels that future needs of the courts have been taken into consideration.

MOTION, passed

Mr. Bennett moved and Mr. Vanyo seconded to authorize the chairman to sign the application for court facilities improvement grant funds for 2007.

On roll call vote, the motion carried unanimously.

10. RESOLUTION #2006-15, Opposition to Recent Operational Change in Radar Approach Control Services at the Fargo Tower, Hector International Airport

Mr. Pawluk said the Federal Aviation Administration (FAA) recently reduced the overnight staff to one person at Hector International Airport in Fargo and re-assigned radar approach control services to the Minneapolis air traffic control center. The Fargo Municipal Airport Authority and the City of Fargo passed a resolution in opposition of the change due to safety, efficiency and service concerns as well as possible overnight closure of the control tower in Fargo. The airport authority will be meeting with the FAA this Thursday to discuss the issue and to request full-time overnight hours be reinstated at the Fargo tower.

MOTION, passed

Mr. Vanyo moved and Mrs. Sorum seconded to authorize the chairman to sign a Resolution of Opposition to Recent Operational Change in Radar Approach Control Services at Fargo Tower, Hector International Airport. Motion carried.

11. SHERIFF AND RECORDER, Salaries for new department heads approved

Mr. Vanyo met with sheriff-elect Paul Laney and Mr. Bennett met with recorder-elect Jewel Spies to discuss salaries for the new county department heads. Both commissioners explained how they arrived at the recommended figures and said Mr. Laney and Mrs. Spies were agreeable to the salaries as follows:

MOTION, passed

Mr. Vanyo moved and Mrs. Sorum seconded to pay incoming Cass County Sheriff Paul Laney a salary of \$85,309 per year or a Step 10 of the sheriff's pay grade, effective January 1, 2007. On roll call vote, the motion carried unanimously.

MOTION, passed

Mr. Bennett moved and Mr. Vanyo seconded to pay incoming Cass County Recorder Jewel Spies a salary of \$56,776 per year or a Step 3 of the recorder's pay grade, effective January 1, 2007. On roll call vote, the motion carried unanimously.

12. VOUCHERS, Approved***MOTION, passed***

Mr. Bennett moved and Mr. Pawluk seconded to approve Voucher No. 213,054 through Voucher No. 213,356. On roll call vote, the motion carried unanimously.

13. JOINT DISPATCH MEETING; SAFETY TRAINING; LONGFELLOW SCHOOL CHOIR; MEETING UPDATES, Committee reports

Mrs. Johnson attended a regional joint dispatch meeting with area directors last week. The CAD RMS (record management system) was discussed. A committee will be established to work on necessary changes.

Mrs. Johnson said safety training meetings were held last week with 85% of county employees in attendance.

Mrs. Johnson also reported Longfellow School students will be singing in the Courthouse rotunda on Friday, December 8th.

Commissioners and staff reported on meetings they have attended in the past two weeks, as well as upcoming meetings.

14. ADJOURNMENT***MOTION, passed***

On motion by Mr. Pawluk, seconded by Mr. Vanyo and all in favor, the meeting was adjourned at 4:15 PM.

ATTEST:

APPROVED:

Michael Montplaisir – Auditor
Cass County, North Dakota

Scott Wagner, Chairman
Cass County Board of Commissioners