

REGULAR MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: Tuesday, August 10, 2004 at 8:15 a.m.

LOCATION: Board Room, Courthouse All Present

Agenda

1. It was moved and seconded to accept the Agenda as amended (Bristlin, Salminen), carried.
2. It was moved and seconded to approve the Minutes of July 27, 2004 as presented (Salminen, Seaberg), carried.

Commissioners

1. Reports & Correspondence:
 - a. Multi-County Board Meeting, Commissioner Seaberg
2. Appointments: None at this time. Commissioner Engebretson has an appointment to the Extension Committee, because of a resignation, for the next Board Meeting of August 24.
3. Open Forum – None at this time.
4. Multi-County Nursing Board Meeting. A MCNB Meeting was held, and it was decided at this meeting to extend a lease of the present building into 2005 for three months.
5. It was moved and seconded to authorize the County Attorney to send a letter to Multi-County Nursing, as other entities cannot obligate Becker County funds (Bristlin, Salminen), carried. Engebretson voting nay.
6. Commissioner Engebretson asked where we were in the Budget process and wanted a report. Roger Winter, Board Chair, stated that it appears we are following the schedule. Brian C. Berg, County Administrator, explained that the Departments had until the end of this day to send in their budgets. It was moved and seconded to set a Budget Meeting with the Department Heads for Tuesday, September 7, 2004 at 8:30 a.m. (Engebretson, Salminen), carried.
7. It was moved and seconded to approve Brian C. Berg, County Administrator's attendance at the following: American Society for Public Administration, Heritage Hjemkomst Interpretive Center, Moorhead on Thursday, August 12, 2004 from 8:30 to 1:30 p.m. and the 2004 MCHRMA/MACA Annual Fall Conference at Ruttger's Bay Lake Lodge from September 29 to October 1, 2004 (Engebretson, Salminen), carried.

8. County Board Per Diems were a topic for discussion. It was noted that on a regular board day, no Per Diem is paid as board days are included in a Commissioner's salary. Keith Brekken stated that it was past practice and will check further with Joseph Evans, County Attorney. Keith was asked to bring a copy of the proposed policy to the next board meeting for discussion. It was moved and seconded to make a correction to Roger Winter's Expense Report from March to remove the Per Diem from March 23 (Seaberg, Engebretson), carried.

Finance

1. It was moved and seconded to approve the Claims as presented (Bristlin, Salminen), carried.
2. It was moved and seconded to approve the initial minimum security payment via an emergency warrant due to unforeseen difficulties. This is for the August lease payment which is due on the 25th of the month. The difference of five days will be prorated, and when the lease payments are on track and due on the first of the month. The installment will be processed with the second A/P of the month (Bristlin, Salminen), carried.
3. It was moved and seconded to authorize the Auditor's Office to set up an automatic payment schedule for the minimum security lease. The lease shall be for a period of (10) years commencing from the August 2004 payment (Bristlin, Salminen), carried.
4. Capital Purchases:
 - a. It was moved and seconded to approve the request from Human Services to purchase an office cubicle for the additional adult services employee at the cost of \$5,756.92 (Bristlin, Salminen), carried.
 - b. It was moved and seconded to approve the request from Environmental Services to purchase a desktop computer, a laptop computer and a Palm Pilot in the amount of \$1,973 (Salminen, Engebretson), carried.
 - c. It was moved and seconded to approve the request from Environmental Services for continuation of the engineering contract with WSN for the remaining three cells for the demolition landfill at the quoted price of \$13,750 (Salminen, Engebretson), carried.
 - d. It was moved and seconded to approve the request from the Probation Office for (3) computers and monitors at the estimated cost of \$3,200 (Bristlin, Salminen), carried.
 - e. The Sheriff's request for approval of the MN Alcohol Compliance Grant will be under his agenda.

- f. It was moved and seconded to approve the request from the Space Needs Committee for additional funding in the amount of \$4,500 to proceed to Phase I of the Courthouse addition project. This agreement with Lightowler Johnson Associates will provide the preliminary plan for the addition (Bristlin, Salminen), carried. Commissioner Engebretson requested a print-out of what has been paid to Lightowler Johnson Associates.
- g. It was moved and seconded to approve increasing the Jail/Minimum Security Petty Cash Fund from \$500 to \$800 (Seaberg, Bristlin), carried.
- h. It was moved and seconded to approve the IT Department's request to contract with ACS for 5-years to provide phone service to Becker County. This contract will save the county \$10,500 a year, and the IT Department will use some of the savings to research a new phone system for the Courthouse (Salminen, Bristlin), carried.
- i. It was moved and seconded to approve the IT Department's request to update the RVI Software. The vendor is giving the update to the county, but it will cost approximately \$3,000 for installation from the IT Budget (Salminen, Bristlin), carried.
- j. Discussion was held on the consolidation of the Human Services and General Ledger and the June Cash Comparison and Investment Summary.

Auditor

- 1. It was moved and seconded to approve a Temporary 3.2 On/Sale Beer License for the Lions Club of Vergas for operations at the Daggett Trucking property on August 21 & 2, 2004, Burlington Twp. (Salminen, Bristlin), carried.

Sheriff

- 1. It was moved and seconded to approve the MN. Alcohol Compliance Grant (Salminen, Bristlin), carried.
- 2. A report was presented to the Board on the Minimum Security Open House and the recent WE-Fest Concert.

Planning & Zoning

- 1. It was moved and seconded to pass Resolution No. PZ 08-04-1A, Brush Lake residential Development Gov't Lots 1 & 2, Section 12, Green Valley Twp., resolving that based on the EAW Review Committee recommendation and findings of fact that the Board of County Commissioners declare the need for an EAW on Brush Lake Estates, Section 12, Green Valley Township (Salminen, Engebretson), carried.

2. It was moved and seconded to pass Resolution No. PZ 08-04-1B, Sauer Lake Highlands Residential Development Gov't Lot 1 & Part of Gov't Lot 2, Section 33, Lake View Twp., resolving that based on the EAW Review Committee recommendation and findings of fact that the Board of County Commissioners declare the need for an EAW on Sauer Lake Highlands, Section 33, Lake View Twp. (Salminen, Bristlin), carried.

Environmental Services was removed from the agenda and a presentation was given by LeRoy Heitz and Jim Marka, Building Codes & Standards Division of the MN Department of Administration, on establishing building codes and an inspector for Becker County. The presentation was for information only.

IT Department

1. It was moved and seconded to approve the Annexation Software at the cost of \$2,500. This will save the Auditor, Treasurer and the Assessor labor costs (Engebretson, Bristlin), carried.

Human Services

1. It was moved and seconded to approve the Transit Claims (Salminen, Bristlin), carried.
2. It was moved and seconded to approve the Purchase of Services Contract with the Waubun School District, Joint Program with Mahnomon County Collaborative and Stallher Human Services for Special Ed Students (Salminen, Seaberg), carried.
3. It was moved and seconded to approve the Purchase of Services Contract with the Smith Group for Adult Foster Home Services (Engebretson, Salminen), carried.
4. It was moved and seconded to approve the Purchase of Services Contract with the Frazee Care Center for Meals on Wheels and Assisted Living and Day Care (Salminen, Seaberg), carried.
5. It was moved and seconded to approve the Purchase of Services Contract with Multi-County for Long-Term Care Management (Salminen, Seaberg), carried.
6. It was moved and seconded to approve the Purchase of Services Contract with the Emmanuel Community for full-range care (Engebretson, Salminen), carried.
7. It was moved and seconded to approve the Purchase of Services Contract with Perham Memorial Care Center (Engebretson, Salminen), carried.
8. It was moved and seconded to accept the Family Services, Adult Services and Probation Placement Reports (Engebretson, Salminen), carried.

9. It was moved and seconded to approve the Human Services Claims (Engebretson, Bristlin), carried.

NRM

1. It was moved and seconded to award the contract for Site Preparation Contract for the preparation of spring planting sites to Future Forests of Askov, MN. at the bid of \$17,321. (Salminen, Seaberg), carried.
2. It was moved and seconded to put the Tax-forfeit Gravel Pit Lease with Forest Township on the Agenda (Engebretson, Seaberg), carried.
3. It was moved and seconded to approve the Tax-forfeit Gravel Pit Lease with Forest Township (Seaberg, Engebretson), carried.

Highway

1. Brad Wentz, County Engineer, gave an update on road construction in the County and an update on CSAH 6.
2. It was moved and seconded to approve to move the CSAH 6 Project to 2005 (Bristlin, Seaberg), carried.

Assessor

1. Steve Skoog, County Assessor, gave a presentation on the application of Crop Equivalency Ratings (CER's) for appraising property for taxation purposes.
2. The Abatement Policy on Personal Property Travel Trailers was discussed. The County Assessor is recommending that only abatement of Personal Property Tax be granted if the property owner can produce evidence that they:
 - 1) Did not own the property on the assessment date.
 - 2) The property owner can produce evidence that they did not have a license on the assessment date (new trailer).
 - No action was taken.

There being no further business, the meeting was adjourned at 1:00 p.m.

/s/ Brian C. Berg
Brian C. Berg
County Administrator

/s/ Roger Winter
Roger Winter
Board Chair