

REGULAR MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: Tuesday, September 13, 2011 at 8:15 a.m.

LOCATION: Board Room, Courthouse

Agenda/Minutes

1. a. Meeting presided over by Board Chair Nelson. All Commissioners in attendance; Auditor-Treasurer and Clerk, Ryan Tangen; and Minute Taker, Cindy Courneya.
b. Pledge of Allegiance.
2. The Agenda was approved with the following addition: Under Commissioners: Reports and Correspondence: Add: Discussion on Association of Minnesota Counties (AMC) District 4 Meeting. (Knutson, Okeson), carried.
3. It was moved and seconded to approve the amended minutes for August 23, 2011 with the following changes: Under Commissioners: Reports and Correspondence: Commissioner Knutson: change to read, "Reported on the following meetings: Natural Resources Committee and attended Disaster Drill in Osage."; under Planning and Zoning: Number 4: change to read, "The next informational meeting is scheduled for Thursday, September 15, 2011, at 8:00 a.m., in the Third Floor Meeting Room of the Original Courthouse." and to approve the amended minutes for September 2, 2011, with the following changes: On Page 1: Paragraph Number 4: change to read, "Peter Balega, on behalf of Mr. Mortenson, requested the Board allow Mr. Mortenson to yield his time to the public."; and on Page 2: Paragraph Number 10: change to read, "Following the Open Forum, Board Chair Nelson proceeded with presenting Resolution 09-11-1S, to accept the Resignation of Tom C. Mortenson, as County Administrator of Becker County, effective August 30, 2011 and asked for any discussion, but noted to use caution with discussion, to comply with data privacy practices.". (Knutson, Skarie), carried.

Commissioners

1. Open Forum: No one was present.
2. Appointments: Mark Green was present and has applied for the position to replace Laurel Satran, who has requested to withdraw from the Commission.
 - a. It was moved and seconded to appoint Mark Green to the Detroit Lakes/Becker County Airport Commission. (Okeson, Schram), carried.
 - b. It was moved and seconded to re-appoint Dave Sherbrooke to the Detroit Lakes/Becker County Airport Commission. (Nelson, Knutson), carried.
3. Reports and Correspondence:
 - a. Commissioner Okeson:
 - i. Reported on the following meeting: West Central Transportation Alliance Annual Meeting in Alexandria, Minnesota, Highway Committee, Sheriff's Committee, Economic Development/Housing Authority (EDA) Special Meeting to discuss Levy for

2012 and Regular Meeting, West Central Initiative, Labor Negotiating Committee (Mediation), and Lakeview Township.

b. Commissioner Knutson:

- i. Reported on the following meetings: Prairie Lakes Municipal Solid Waste Authority, Safety Committee, Environmental Affairs Committee, and Recreational Advisory Committee (RAC) and noted the simulated disaster exercise involving an Anthrax release scheduled for September 16, 2011 from 10:00 a.m. to 2:00 p.m., at Minnesota State Community and Technical College (MSCTC).

Commissioner Knutson also made reference to a portrait done after 9/11, by local artist, Boyd Sharp, which has been donated by the artist and is displayed in the Veteran's Memorial Hallway. His portrait is now up for a position in the National Memorial for 9/11.

c. Commissioner Schram:

- i. Reported on the following meetings: Heartland Multi-Purpose Recreational Trail in Detroit Lakes with the Department of Natural Resources (DNR), Highway Committee, Sheriff's Committee, Land of the Dancing Sky Area Agency on Aging, Recreational Advisory Committee (RAC), Heartland Multi-Purpose Recreational Trail in Osage, and Economic Development/Housing Authority (EDA).

d. Commissioner Nelson:

- i. Reported on the following meetings: Becker County Extension Service and Joint Powers Board of Minnesota Counties.

e. Commissioner Skarie:

- i. Reported on the following meetings: Becker County Extension Service, Becker County Historical Society, Sunnyside, and Human Services Committee.

- f. Discussion was held in reference to the Association of Minnesota Counties (AMC) District IV Meeting to be held in Becker County on Friday, October 21, 2011. It was the consensus of the board to hold the meeting at either the Detroit Lakes Community and Cultural Center or the Becker County Courthouse.

Auditor-Treasurer: Ryan Tangen presented:

1. Licenses and Permits: There were none.

Finance Committee Minutes: Auditor-Treasurer: Ryan Tangen presented:

1. It was moved and seconded to approve the regular claims, Auditor's Warrants, and extra set of regular claims that Mr. Tangen brought to the meeting:
 - a. Over 90 Days:
 - i. Payment to Office Depot in the amount of \$137.52 due to missing invoice.
 - ii. Payment to HR Green in the amount of \$2,388.78 due to outstanding work.

- b. Auditor's Warrants (Tuesday Bills):
 - i. 08/23/11 in the amount of \$ 19,897.31
 - ii. 08/31/11 in the amount of \$ 279,970.87
 - iii. 09/06/11 in the amount of \$ 255,715.35
(Knutson, Schram), carried.
2. It was recommended to approve when presented the Human Services Claims.
3. It was moved and seconded to approve Resolution 09-11-1C, establishing the proposed total maximum tax levy for 2012 at \$18,050,915, which represents a 0.0% levy increase and recognizing that the final levy will be established before December 28, 2011, and the final levy for 2012 cannot exceed this proposed levy. (Skarie, Knutson), carried.
4. Board Chair Nelson thanked the department heads and all of the employees for their dedication and cooperation in working with the needs based budgeting.
5. Discussion was held in reference to the 2012 Budget Hearing, which needs to be held between November 25, 2011 and December 30, 2011. It was the consensus of the Board to set the Budget Hearing for Tuesday, December 13, 2011, at 6:00 p.m.
6. It was moved and seconded to approve Resolution 09-11-1D, to hire one (1) part-time Motor Vehicle Clerk. (Knutson, Okeosn), carried.
7. It was recommended to approve when presented, the purchase of Recycling Containers with the low quote from Wastequip, in the amount of \$13,300.11.
8. It was recommended to discuss and approve, when presented, Resolution 09-11-1F, establishing seasonal hours for the Osage Transfer Station.
9. An update was given on the progress of the Transfer Station project and will be discussed further.
10. It was recommended to approve when presented, Resolution 09-11-1I, to establish a Housing and Redevelopment Authority Tax Levy in the amount of \$245,499.00 for the purpose of funding housing and economic related activities of the Becker County Economic Development Authority.
11. It was recommended to approve when presented, Resolution 09-11-1E, to hire one (1) Highway Maintenance Worker.
12. It was recommended to approve when presented, Resolution 09-11-1H, to authorize the annual funding advance request to the State for up to \$450,000 for County State Aid Highway Project(s).
13. It was recommended to approve when presented, the FFY 2010 Hazardous Materials Emergency Preparedness Grant. The grant is an 80/20 split between the State and the County for up to \$6,688 and \$1,340, respectively.
14. It was recommended to accept when presented, an agreement to purchase time for Lakes Counseling Center staff to provide chemical use assessments as needed at a cost of \$100 per assessment.
15. It was recommended to approve when presented, an addendum to the existing agreement (January 1, 2011 to December 31, 2011) with White Earth Mental Health, for \$5,000 for grant funded respite services to children.
16. It was recommended to approve when presented, an amendment to the Community Health Grant Project Agreement in the amount of \$2,500 for Technical Assistance.
17. It was recommended to approve when presented, the establishment of sliding fee schedules for Mental Health Hold Orders and Detoxification.

18. It was recommended to approve when presented, an amendment to the Grant Project Agreement for Community Health (Family Planning).
19. It was moved and seconded to approve the Human Services Postage Machine Lease and to authorize Ryan Tangen, Auditor-Treasurer, to sign the lease. (Knutson, Skarie), carried.
20. It was recommended to approve when presented, a lease agreement with the State of Minnesota (DOT) and Becker County for the Holmesville Tower Site.
21. It was moved and seconded to approve the low quote of \$8,599.00 from Tweeton Refrigeration for the purchase of a Multiaqua Cooling System for the Information Technology (IT) Server Room. (Okeson, Schram), carried.

Assessor: Ryan Tangen presented:

1. It was moved and seconded to approve the abatements for:
 - a. PIN #33.0090.000 in Toad Lake Township for the amount of \$732.00.
 - b. PIN #49.8659.000 in the City of Detroit Lakes for the amount of \$60.00.(Knutson, Skarie), carried.

Environmental: Ryan Tangen presented:

1. It was moved and seconded to approve the purchase of Recycling Containers from Wastequip, in the amount of \$13,300.11. (Skarie, Knutson), carried.
2. It was moved and seconded to approve Resolution 09-11-1F, changing the hours that the Solid Waste Transfer Facility be open to the public, up to a maximum of twelve (12) hours per week, with the schedule to be determined by the Environmental Committee. (Schram, Okeson), carried.
3. An update was given on the Transfer Station Building Project. It is still in its infancy, however, the estimates for the new site plan including an office building and transfer station were \$350,000 and \$1,991,780, respectively.

Economic Development Authority (EDA): Jon Thomsen presented:

1. It was moved and seconded to approve Resolution 09-11-1A, to approve the Small Cities Development Program (SCDP) Program Income Plan. (Schram, Okeson), carried.
2. Discussion was held in reference to Resolution 09-11-1I, to approve the Housing and Redevelopment Authority Tax Levy in the amount of \$245,499.00 for the 2012 budget. This represents a 39.8% increase over 2011. Consideration was given to the amount of the EDA employee's time being dedicated to Parks and Recreation, which the EDA Board considers part of economic development. The Board is requesting further discussion and feels the economic times coupled with the Market Value Credit change also need consideration, and therefore is requesting that Resolution 09-11-1I be changed to reflect a 0% increase. It was moved and seconded to approve Resolution 09-11-1I, with the change in the amount to \$175,663.00, reflecting a 0% increase in the levy. (Okeson, Schram), carried.

Highway: Brad Wentz presented:

1. It was moved and seconded to approve Resolution 09-11-1H, to authorize the annual funding advance request to the State for up to \$450,000 for County State Aid Highway Project(s). (Schram, Okeson), carried.
2. It was moved and seconded to approve Resolution 09-11-1E, to hire one (1) Highway Maintenance Worker. (Okeson, Skarie), carried.
3. It was moved and seconded to approve the Highway Road Tour Date of Tuesday, September 20, 2011 at 10:30 a.m., following the Budget Work Session scheduled for 8:15 a.m.. (Knutson, Schram), carried.

Emergency Management: Rusty Haskins presented:

1. It was moved and seconded to accept and approve the FFY 2010 Hazardous Materials Management Emergency Preparedness Grant #2010-HMEP-00819, in the amount of \$6,688.00. (Schram, Knutson), carried.

Human Services: Nancy Nelson presented:

1. It was moved and seconded to accept and approve the Human Service Agreements for:
 - a. PERL Corporation, DBA Lakes Counseling Center to provide chemical use assessments as needed, at a cost of \$100 per assessment.
 - b. Minnesota Consortium for Advanced Psychology Training (MCARPT) for two (2) post-doctorate residents to be on site, at a cost of \$30,000.
 - c. Lakeland Mental Health Center and District #22 renewal to provide Children's Therapeutic Services and Supports (CTSS) at Roosevelt Elementary in the amount of \$10,000.
 - d. Stellher Human Services and District #22 renewal for Children's Therapeutic Services and Supports (CTSS) in the Detroit Lakes High School and Middle School, with \$23,700 being matched by \$70,160 from the School District.
 - e. Stellher Human Services and District #23 for Children's Therapeutic Services and Supports (CTSS) at the Frazee School, with \$15,204 being matched by \$18,892 from the School District.
 - f. Stellher Human Services to provide Adult and Children's Rule 79 Mental Health Case Management, not to exceed \$55,835.
 - g. Stellher Human Services for an array of services not to exceed \$48,994 for Children's Therapeutic Services and Supports (CTSS); \$17,779 for grant funded mobile crisis services and \$20,000 for grant funded respite services.
 - h. White Earth Mental Health addendum to agreement (January 1, 2011 to December 31, 2011) for \$5,000 for grant funded respite services to children.
 - i. Sanford Home Care for Home and Community Based waiver services such as home health aid, homemaker, and professional nursing services.
(Knutson, Skarie), carried.

2. It was moved and seconded to accept the Community Health Grant Project Agreement Amendments for:
 - a. Technical Assistance Agreement to complete the self-assessment and survey, in the amount of \$2,500.
 - b. Family Planning Agreement to extend the project grant for Family Planning to June 30, 2013 with an additional \$141,352 for a total of \$282,704. (Skarie, Okeson), carried.
3. It was moved and seconded to approve Resolution 09-11-1B, to enter into an agreement with the State of Minnesota Department of Public Transportation for the Becker County Transit Program to provide public transportation service in Becker County. (Schram, Skarie), carried.
4. It was moved and seconded to approve the addition to the Becker County Human Services Fee Policies and Procedures, with wordage to reflect that fees be charged for detoxification services and mental health order fees, and also the addition of a Detox Fee Policy and a Mental Health Hold Fee Policy, along with a corresponding fee schedule. (Skarie, Knutson), carried.
5. It was moved and seconded to approve the claims for Human Services, Community Health and Transit. (Knutson, Okeson), carried.

Sheriff: Tim Gordon presented:

1. It was moved and seconded to approve the Joint Powers Agreement with the State of Minnesota Courts and Becker County Sheriff Office pertaining to the ability to fulfill duties of Courts to properly access criminal histories of individuals requesting a name change. (Okeson, Schram), carried.
2. It was moved and seconded to approve Lease Agreement #98685 with the State of Minnesota (DOT) and Becker County, whereas the Department of Transportation will develop a site for a public safety radio communication system including the tower, access, security, power and heat, located at a land site referred to as Holmesville Tower Site, two (2) acres within Section 30 of Holmesville Township. (Schram, Okeson), carried.
3. It was noted by Sheriff Tim Gordon that there is a Fire Assistance Grant available for \$600,000, which will build infrastructure for the whole county for public safety and make the County compliant in 2012.

It was moved and seconded to close the session for Union Negotiations for Teamsters Deputies, Confidential and Sheriff Supervisors. (Knutson, Okeson), carried.

Union Negotiations: Nancy Grabanski and Ryan Tangen presented.

It was moved and seconded to open the session. (Knutson, Okeson), carried.

It was moved and seconded to accept and ratify the tentative agreements with the Teamsters Local 320 Deputies, Confidential and Sheriff Supervisor Units and to authorize the Board Chair to sign the contract. (Knutson, Okeson), carried.

Discussion was held in reference to interim administration duties and it was the consensus of the Board to move forward with a Team Approach. It was moved and seconded to support an Interim Team Approach in fulfilling the administration duties, and to allow Ryan Tangen, the Auditor-Treasurer, to establish and manage the team, and to authorize Ryan Tangen to sign legal documents as needed, in place of the County Administrator. (Knutson, Schram), carried.

County Work Session:

Department Heads, City Members and other local organization members met and held discussion in reference to the County Administration position, department structure, and space needs for the County. The next County Work Session is scheduled for Tuesday, September 20th at 8:15 a.m..

The meeting was adjourned.

/s/ Ryan Tangen
Ryan Tangen
Auditor-Treasurer

/s/ Barry Nelson
Barry Nelson
Board Chair