

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS

DATE: Tuesday, March 12, 2013 at 8:15 a.m.

LOCATION: Board Room, Courthouse

Agenda/Minutes:

1. a. Meeting presided over by Board Chair Skarie. Present: Commissioners Don Skarie, John Okeson, Ben Grimsley, Barry Nelson and Larry Knutson; County Administrator, Jack Ingstad, and Minute Taker, Cindy Courneya.  
b. Pledge of Allegiance.
2. The agenda was approved with the following change: Under Commissioners: Add Number 8: Discussion on Possible Change from Certain Elected Offices to Appointed Offices. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve the minutes of February 26, 2013, with the requested changes. (Nelson, Knutson), carried.

Commissioners:

1. Open Forum: No one presented.
2. Reports and Correspondence: The commissioners reported on the following meetings:
  - a. Commissioner Okeson: Highway Engineer Interviews, Re-Design Committee, Finance Committee, and Radio Users Committee.
  - b. Commissioner Knutson: Prairie Lakes Municipal Solid Waste Authority (PLMSWA), Environmental Affairs Committee, Re-Design Committee, Recreational Advisory Committee (RAC), and met with a township supervisor.
  - c. Commissioner Nelson: Highway Committee, Highway Engineer interviews, Joint Powers Board.
  - d. Commissioner Skarie: State Community Health Services Advisory Committee (SCHSAC), Environmental Affairs Committee, Becker County Council on Aging, Human Services Committee, and met with County Administrator, Jack Ingstad, Commissioner Grimsley and Tom Muench, Fiscal Officer from Human Services.
  - e. Commissioner Grimsley: Heartland Multi-Purpose Recreational Trail, and regional meeting for the Heartland Multi-Purpose Recreational Trail, Becker County Historical Society, Recreational Advisory Committee (RAC), and met with County Administrator, Jack Ingstad, Commissioner Skarie, and Tom Muench, Fiscal Officer from Human Services. Also attended a taxpayer meeting and spoke with Hubbard County in reference to the Aquatic Invasive Species (AIS) issue.

3. Appointments:

- a. It was moved and seconded to appoint Commissioner Knutson as the delegate for the Association of Minnesota Counties (AMC) Public Safety Policy Committee, in place of Commissioner Okeson, and for the remainder of the AMC Policy Committee appointments to remain as approved. (Nelson, Grimsley), carried. It was noted that Commissioner Okeson was initially appointed to both the AMC Public Safety Policy Committee and Transportation Policy Committee, however, no policy committee member can serve on more than one policy committee.
- b. It was moved and seconded to appoint Harry Johnston, as an At-Large member for the Becker County Board of Adjustments, for a three-year term. (Knutson, Nelson), carried.
- c. It was moved and seconded to re-appoint Harry Johnston to the Becker County Planning Commission for District 2, for a three-year term. (Grimsley, Knutson), carried.

4. Board Retreat Discussion:

It was moved and seconded to approve a Board Retreat be held on Tuesday, April 9, 2013, following the regular Board of Commissioner's meeting and for the Board Chair and County Administrator, Jack Ingstad, to choose the location. (Knutson, Okeson), carried. Any items for the agenda should be provided to County Administrator, Jack Ingstad.

5. Centralized Accounting Discussion:

County Administrator, Jack Ingstad, presented information to the Board in reference to Centralized Accounting. Discussion was held with input from department heads and staff present. Following discussion, it was the consensus of the Board to direct the County Administrator, Jack Ingstad, to move forward with continued research on centralized accounting, coordinating with the Auditor-Treasurer, Ryan Tangen, interviewing staff, and developing a list of pros and cons and a flow chart, with different scenarios being presented.

6. Authorize Out-of-State Travel for Veteran's Treatment Court Training: County Attorney, Michael Fritz, and Veteran Services Officer, Lauri Brooke presented:

It was moved and seconded to approve the out-of-state travel for Attorney Michael Fritz and Veteran Services Officer, Lauri Brooke, to attend the Veteran's Treatment Court Training in Tulsa, Oklahoma from April 15 – 19, 2013, with no expense to the County. (Knutson, Okeson), carried. It was noted that Laurie Brooke has received a verbal commitment from several Veteran's organizations for funding.

7. Aquatic Invasive Species (AIS) Coordinator: County Administrator, Jack Ingstad, and Neil Powers, Chair of the AIS Advisory Panel presented:

- a. Jack Ingstad, County Administrator, noted that the County has been informed that the Cormorant Lakes Watershed District (CLWD) will not be able to hire or contract for the

- AIS position. Mr. Ingstad requested direction from the Board in moving forward with the process of hiring or contracting for an AIS Coordinator.
- b. Commissioner Nelson suggested consideration be given to combining the Emergency Management position with the AIS position, noting the pros and cons to this scenario as well.
  - c. Commissioner Okeson informed the Board that there may still be interest on the part of the Pelican River Watershed District Board to partner with the County in the hiring and/or contracting of the AIS position.
  - d. Commissioner Grimsley presented information from his conversation with Hubbard County, as they have designated \$35,000 for their AIS position, noting they also receive funding from the townships and lake associations. He questioned why there is not more support from the lake associations here.
  - e. Neil Powers, Chair of the AIS Advisory Panel, noted what the expectations of the panel are for the AIS coordinator, stressing the need for someone with the expertise and ability to work with the legislators and media in advocating for the County on AIS issues, etc..
  - f. Terry Kalil, member of the AIS Advisory Panel and Task Force, noted that the recommendation from the Task Force was to make this a full-time, broad-scope position, and to hire an individual with the skill set presented earlier by Neil Powers.
  - g. Following discussion, it was the consensus of the Board to pursue a partnership with either the Pelican River Watershed District (PRWD) and/or the City of Detroit Lakes. County Administrator, Jack Ingstad, was instructed to move forward with contacting the City of Detroit Lakes and the Pelican River Watershed District Board to meet with them to discuss the possibility of partnering with them in reference to the AIS position.
  - h. It was moved and seconded to approve moving forward with the advertising of the RFQ (Request for Qualifications) for an AIS Coordinator, and to instruct the County Administrator, Jack Ingstad, to coordinate with the Task Force to finalize the RFQ and to send out as requested. (Knutson, Grimsley), carried.
8. Request to Support Legislation to Allow Counties to Change Certain Elected Offices to Appointed Positions: Jack Ingstad presented:
- a. Discussion was held in reference to supporting House File Number H.F. 800, a bill introduced into the House, to support allowing counties to change certain elected offices to appointed positions. It was the consensus of the Board to adopt a resolution today in support of this bill, with the intent that Becker County will explore the possibility of making the offices of Auditor-Treasurer and Recorder appointed. The resolution was presented later in the meeting.
  - b. It was moved and seconded to approve Resolution 03-13-1E, in support of H.F. 800, for legislation to allow counties to change certain elected offices to appointed positions, and with the requested changes. (Grimsley, Knutson), carried.

Auditor-Treasurer: Ryan Tangen presented:

1. Licenses and Permits: There were none.

Finance Committee: Ryan Tangen presented:

1. It was moved and seconded to approve the regular claims, over 90-day claims, and Auditor's Warrants:
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 03/15/2013 in the amount of \$63,632.48.
  - b. Over 90-Days:
    - i. Ameripride in the amount of \$40.38 due to not receiving an invoice.
    - ii. Keaveny Pharmacy in the amount of \$7,700.56 due to invoice set-up.
    - iii. L&O Acres in the amount of \$10,392.64 due to missing bill of lading.
    - iv. Team Lab in the amount of \$108.65 due to missing invoice.(Knutson, Okeson), carried.
2. It was moved and seconded to accept the low quote from Krueger Water Wells to purchase and drill a new well at the Household Hazardous Waste Facility, with an anticipated cost of \$3,500. (Okeson, Knutson), carried.

Mahube-OTWA: Family Homeless Prevention and Assistance Program Grant Application:  
Resolution 03-13-1B: Leah Pigatti, Executive Director of Mahube-OTWA presented:

1. It was moved and seconded to approve Resolution 03-13-1B, to support the Mahube-OTWA Community Action Partnership, Inc. "Family Homeless Prevention and Assistance Program" Grant Application. (Knutson, Nelson), carried.

Emergency Management: Emergency Management Program Grant (EMPG) 2013 Funding Request: Guy Fischer presented:

1. Information was presented in reference to the Emergency Management position and options were discussed. It was moved and seconded to approve moving forward with the HSEM EMPG Funding Request for 2013, as presented. (Knutson, Okeson), carried.

Human Services: Nancy Nelson presented:

1. It was moved and seconded to approve Resolution 03-13-1A, to hire a part-time Transit Dispatcher. (Okeson, Grimsley), carried.
2. Discussion was held in reference to the Human Services Fiscal Officer position, noting that this position may evolve into a Centralized Accounting position at some point. It was reiterated that communication with staff will be very important during this process of exploring Centralized Accounting for Becker County. It was moved and seconded to approve Resolution 03-13-1D, to hire a full-time Fiscal Supervisor from the Minnesota Merit System. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit. (Knutson, Nelson), carried.

Information Technology (IT): Rick Kelsven presented:

1. It was moved and seconded to approve the NG911 Network Grant in the amount of \$10,000 for equipment, including installation, effective February 1, 2013 to June 30, 2013, as presented. (Okeson, Nelson), carried.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to approve Resolution 03-13-1C, to rescind Becker County Policy Manual Section 26.1, Sexual Harassment, and to approve the new Policy Section 26.1, Policy Against Discriminatory Harassment, as presented. (Nelson, Knutson), carried.
2. It was the consensus of the Board to move forward in obtaining a quote from the Public Employee Insurance Program (PEIP) through the State of Minnesota.

The meeting was adjourned by Board Chair Skarie.

/s/ Jack Ingstad  
Jack Ingstad  
Board Clerk

/s/ Don Skarie  
Don Skarie  
Board Chair