

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS

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

LOCATION: Board Room, Courthouse

Agenda/Minutes:

1. a. Meeting presided over by Board Vice-Chair Okeson. Present: Commissioners John Okeson, Larry Knutson, Barry Nelson, and Ben Grimsley; County Administrator, Jack Ingstad; and Minute Taker, Cindy Courneya. Absent: Commissioner Skarie.  
b. Pledge of Allegiance.
2. The agenda was approved with the following changes: Under Commissioners: Add Number 5: Sunnyside Contract and Number 6: Discussion on Holiday Tea. (Knutson, Grimsley), carried.
3. It was moved and seconded to approve the minutes of October 22, 2013, with the requested changes. (Grimsley, Knutson), carried.

Commissioners:

1. Open Forum:
  - a. Clarence Suvanto spoke in reference to the budget and commented on the proposed ½ cent transportation sales tax the County is considering and suggested the County charge more for gravel leaving the County and to use this revenue for a new Public Works Facility, rather than implementing the sales tax. He also reported that he is not in favor of a partnership between the County and the City on a Joint Public Works Facility. Commissioner Knutson commented on the gravel issue noting that state statute dictates what fees can be collected and also reported that Commissioner Grimsley is working with the legislators on this issue.
2. Reports and Correspondence: The commissioners reported on the following meetings:
  - a. Commissioner Knutson: Environmental Affairs Committee, Law Library Board of Trustees, and Mahube-OTWA.
  - b. Commissioner Nelson: Association of Minnesota Counties (AMC) District 4 Fall Meeting in Elbow Lake, Minnesota and Highway Committee.
  - c. Commissioner Grimsley: Human Services Budget Committee, Human Services Committee, Development Achievement Center (DAC), and Community Co-op meeting in Fergus Falls, Minnesota.
  - d. Commissioner Okeson: Association of Minnesota Counties (AMC) District 4 Fall Meeting in Elbow Lake, Minnesota, Heartland Multi-Purpose Recreational Trail meeting with legislative group, and Detroit Lakes/Becker County Airport Committee. Commissioner Okeson also requested that a resolution to support a larger transportation legislative bill be brought forward to the Board for approval.

3. Appointments:
  - a. Commissioner Okeson noted that there will be a couple of upcoming appointments needed for the Senior Council on Aging and Economic Development Authority (EDA).
  - b. Commissioner Nelson requested that a list be provided with any upcoming appointments and/or re-appointments needed for the Board of Adjustments and the Planning Commission.
4. It was moved and seconded to approve the proclamation to support the Detroit Lakes Public Library Centennial Celebration scheduled for November 13-14, 2013. (Okeson, Knutson), carried.
5. It was moved and seconded to approve the Sunnyside Care Center and Becker County Jail Contract Agreement, as amended, with a 3% increase to the existing contract with all other stipulations remaining the same, effective November 1, 2013 through October 31, 2014, at a contract price of \$41,196, and monthly billing rate of \$3,433 per month. (Knutson, Nelson), carried.
6. It is the consensus of the Board for each board member to contribute to the cost of the Holiday Tea scheduled for Tuesday, December 17, 2013.

Transmittal of Proposed Budget for 2014: "Our County, Our Budget, Our Vision":

Ryan Tangen, Auditor-Treasurer, and Jack Ingstad, County Administrator Presented:

1. Jack Ingstad and Ryan Tangen provided an overview of the Proposed Budget for 2014. Mr. Ingstad reported on the budget process used year-to-date, identified priorities and implemented priorities, and presented the budget revenues and expenditures for 2014. It was noted that the budget, as presented, does not require any additional levy dollars, leaving a remaining balance of \$169,535 to be used to fund priorities not in the budget, with an additional \$471,300 available in new levy dollars and the possibility of additional revenues with the proposed implementation of a transportation sales tax of \$1,900,000 per year. He also requested consideration and direction from the Board for additional position requests.
2. Discussion was held on the legislative opportunity presented which allows Minnesota counties to adopt a Sales Tax for Transportation. The staff is proposing a \$25 million, 10 year plan for Transportation named SMART (Safe, Multi-Modal, Active, Responsible Transportation). Mr. Ingstad reported that bringing in revenue by utilizing a ½ cent sales tax would need to be project specific, but rather than name one specific project, it could be used for one 10-year project that could include a number of projects, and would not necessarily have to be used only for a Public Works Facility. Discussion followed and it was noted that a public hearing would be needed before moving forward with making any final decision on the proposed sales tax for transportation.
3. The Highway Department is requesting to hire a part-time maintenance position to replace two annual temporary positions and an increase of a part-time secretarial position to full-

time. With two employees having transferred over to the Auditor-Treasurer's office for Centralized Accounting duties, there is a need to increase the Highway Receptionist position from part-time to full-time. It was the consensus of the Board to approve the request for a part-time maintenance position, however, the Board is requesting additional, detailed information to support the request for the secretarial position, along with a flow chart. It was also recommended to research other staffing options for the secretarial position, including the possibility of increasing the two current part-time positions at the Highway Department.

4. It was also the consensus of the Board to move forward with adding another part-time position for Information Technology.
5. Human Resources is requesting to increase one part-time position to full-time, due to the anticipated increased workload with the implementation of the Health Care Reform Act . It was the consensus of the Board to budget for this, however, the Board is requesting additional, detailed information to support the request and to explore other staffing options, with the possibility of adding another part-time position.
6. It was the consensus of the Board to deny the request to hire a ¼ FTE GIS position for the Natural Resources Management Department and to research other staffing options, including the possibility of the IT Department taking on more of the GIS duties.
7. Commissioner Grimsley noted that at this time it was the decision of the Human Services Committee to not add anymore positions to the Human Services Department.
8. It was recommended that Environmental Services Director, Steve Skoog, present information at the next Board meeting to show the justification for increased staffing needs.
9. Overall, the Board is requesting detailed information for every position request if the Department Heads would like these requests approved at budget time. Mr. Ingstad noted that there is one more regular meeting, the Budget Hearing now scheduled for December 5, 2013, and then final adoption of the Budget for 2014 scheduled for December 17, 2013.

Auditor-Treasurer: Licenses and Permits: Ryan Tangen presented:

1. It was moved and seconded to approve Resolution 11-13-1D, to approve the Annual Premises Permit Gambling Application to conduct Gambling by the Detroit Lakes Youth Hockey Association, for operations at BJ's Barbecue Shack, 15857 U.S. Highway 59, Detroit Lakes, MN in Detroit Township. (Knutson, Nelson), carried.
2. It was moved and seconded to approve the regular claims, as presented. (Nelson, Knutson), carried.

Law Library: Law Library Activity Report: Bill Wilson, Law Librarian, presented:

1. The Becker County Law Library is in the process of contracting with Legal Services of Northwest Minnesota in Moorhead to provide services in the form of a legal assistant, attorney, and/or paralegal to come to the Becker County Law Library two (2) hours a week initially, to assist individuals representing themselves in court. They will not be offering any legal advice and will be available only to assist with form completion, to allow for a more efficient and effective court process. There will be no cost to the County as the Law Library funds itself through fees collected. They are negotiating a contract in which they will pay an administrative fee one (1) year in advance and a monthly fee of \$250.00 per month, with the understanding that they can withdraw from the contract at any time, with no cause.

Human Services: Nancy Nelson presented:

1. It was moved and seconded to approve the renewal of the Rule 36 Limited Partnership Waiver Agreement (Beacon House, Bayview, Seashore, Lighthouse) for purchased waiver services for Foster Care and Independent Living Skills. (Grimsley, Nelson), carried.
2. It was moved and seconded to approve the Minnesota Department of Health (MDH) Early Hearing Detection and Intervention Follow-up (EDHI) and Birth Defects Grant Agreement , effective January 1, 2014 to December 31, 2016. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve the renewal of the MDH Master Grant Contract, with an amendment to extend it for another year, with the expiration date of December 31, 2014 and applies to all grants that MDH distributes to Community Health Boards. (Grimsley, Nelson), carried.
4. It was moved and seconded to approve the MDH 2014 Assurance and Agreements for Local Public Health Act, Title V and TANF Family Home Visiting, as presented. (Grimsley, Knutson), carried. It was moved and seconded to approve the renewal of the MFIP Biennial Service Agreement 2014-2015 Certifications and Assurances for employment services for MFIP and DWP (Diversionary Work Program), Emergency Services, and other services provided to facilitate employment, as presented. (Grimsley, Knutson), carried.
5. It was moved and seconded to approve the Renewal of the agreement with Rural Minnesota CEP, Inc., to provide services authorized under the Minnesota Family Investment Program (MFIP), including the Divisionary Work Program (DWP), with this agreement to follow the allocation of the MFIP Biennial Service Agreement. (Grimsley, Nelson), carried.
6. It was moved and seconded to approve the addendum to the purchase of service agreement between Becker County, Detroit Lakes Schools and Lakeland Mental Health, to update the required general amount of liability insurance to the existing agreement that was signed by the Board on August 27, 2013. (Grimsley, Knutson), carried.
7. It was moved and seconded to approve the Human Services Claims for Human Services, Community Health, and Transit, contingent upon review and approval by County Administrator, Jack Ingstad. (Nelson, Knutson), carried.
8. Commissioner Nelson questioned whether Becker County is experiencing a shortage of available foster homes and referenced an example of the barriers facing potential foster parent(s). He requested that the County do more to promote and also reinforced the need to create less barriers.

Natural Resources Management (NRM): Ryan Tangen and Mary Hendrickson presented:

1. It was moved and seconded to approve Resolution 11-13-1A, to approve the Settlement Agreement as presented, between Dennis Kemmesat and Becker County regarding the location of the SW Juggler Lake Road right of way and the public water access to Juggler Lake. (Knutson, Nelson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 11-13-1C, to enter into an agreement, as presented, between Becker County, the City of Detroit Lakes, and Oertel Architects, Ltd., for professional services with Oertel Architects, Ltd., to prepare a Needs Assessment Study for a proposed Joint Shared Public Works Facility, effective November 12, 2013 through April 30, 2014, and not to exceed an amount of \$27,000, and to hereby authorize and direct, on behalf of Becker County, the County Chair and County Administrator to execute the agreement and any amendments to the agreement. (Nelson, Knutson), carried.

Emergency Management: 2013 Emergency Management Performance Grant Agreement (EMPG):

1. It was moved and seconded to table the agenda item for the Emergency Management: 2013 EMPG Agreement until the next Board meeting on Tuesday, November 26, 2013. (Grimsley, Nelson), carried.

Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve the Change Order from Landwehr Construction for an amount up to \$33,100 for additional preliminary earth work to create the roads and a building pad for the future Transfer Building Project, as presented. (Knutson, Nelson), carried. It was noted that Landwehr has indicated that they would try to use any suitable soils being extracted on site and adjust the cost accordingly.

Central Services: Purchase Request: Control Board for Heating and Cooling Controls for New Addition of the Courthouse: G & R Controls, Inc.: Nancy Grabanski presented:

1. It was moved and seconded to approve the payment of \$15,620.17 to G & R Controls for the replacement of the main control board for the new addition of the courthouse, with the insurance company having paid \$13,120.17, leaving the balance for the deductible at \$2,500. (Nelson, Knutson), carried. It was noted that it was determined that lightening had caused the damage to the control boards.

It was moved and seconded to close the session for Union Negotiations. (Grimsley, Knutson), carried.

Closed Session: Union Negotiations: Nancy Grabanski and Ryan Tangen presented.

It was moved and seconded to open the session. (Grimsley, Nelson), carried.

Vice-Chair Okeson adjourned the meeting.

/s/ Jack Ingstad  
Jack Ingstad  
County Administrator

/s/ John Okeson  
John Okeson  
Vice-Chair