

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, August 12, 2014 AT 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Okeson. All commissioners in attendance; County Administrator, Jack Ingstad, and Minute Taker, Cindy Courneya.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following change: Remove: Assessor: Personnel Request – Property Tax Specialist: Resolution 08-14-1C. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the minutes of July 22, 2014, with the requested changes. (Knutson, Nelson), carried.

Commissioners

1. Open Forum:
  - a. Willis Mattison spoke in reference to the proposed Enbridge Sandpiper crude oil pipeline route, noting the proposed change in the route, with the route to now dip to the south, going through Becker County. He reported that the proposal has been accepted, with the next step in the process for the completion of an environmental analysis and then public hearings to follow, with final approval set for next April or May.
  - b. Patrick Hollister with the PartnerSHIP4Health invited the commissioners and the public to attend the Detroit Lakes Bikeable Communities Workshop to be held on Monday, August 18<sup>th</sup>, from 9:00 a.m. – 3:00 p.m. at the Detroit Lakes City Hall.
  - c. Barb Halbakken-Fischburg, President of the Lake Detroiters Lake Association, reported that a resolution from the Board is needed authorizing Becker County to accept the state funding for AIS and to designate the use of the funds. She also referenced a pilot project, with the Initiative Foundation planning to award a total of 3.6 million to fund a limited number of pilot projects. She also provided handouts on the AIS Pilot Project and on decontamination units.
  - d. Steve Lindow, President of the Bad Medicine Lake Association, requested additional dollars to help the lake associations pay for ambassadors for the remaining season; to cover the rest of August and the first two weeks in September. In moving forward, he also requested budgeting for one full-time and one seasonal position to work with inspectors and requested that additional funding be designated for training of Level 1 inspectors.

2. Reports and Correspondence: The Commissioners reported on the following meetings:
  - a. Commissioner Skarie: Lakeland Mental Health, PartnerSHIP4Health, Fair Board, Human Services Committee, Environmental Affairs Committee, and met with a representative from Enterprise Fleet Management, along with County Administrator, Jack Ingstad.
  - b. Commissioner Okeson: Highway Committee, Finance Committee, Frazee City Council Meeting, Lakeview Township Meeting, and participated in an Airport teleconference with other entities. He also noted that the Highway Committee is recommending a joint meeting be held with the City of Detroit Lakes at the next Board meeting on August 26<sup>th</sup>, to continue discussions on the Washington Avenue Project. It was also noted that a public hearing will be needed in September to discuss the SMART Project, for budget planning purposes.
  - c. Commissioner Grimsley: Heartland Multi-Purpose Recreational Trail meeting, Sunnyside Board, Human Services Committee, Finance Committee, and also met with Hubbard County commissioners, along with County Administrator, Jack Ingstad, for continued discussion on jail options.
  - d. Commissioner Nelson: Highway and Sunnyside.
  - e. Commissioner Knutson: Environmental Affairs Committee, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), and Mahube-OTWA.
3. Appointments: There were none.
4. Budget Discussion: County Administrator: Jack Ingstad Presented:
  - a. Mr. Ingstad reported that the initial budget worksheets and narratives have been completed and that staff have been very active with the budget process. Prior to the budget presentation and discussion, two videos were shown; "Life, Well, Run" a video accessible through the County website promoting Becker County and another video, showing a compilation of the county's accomplishments for 2014.
  - b. Mr. Ingstad provided a presentation of the Becker County 2015 Budget, outlining the 2014 budget accomplishments and the continuation of the 2015 budget priorities. Items for discussion included the Becker County Fleet, SMART Tax, position requests, Re-Design Committee recommendations, jail options, ARMER Radio/E911 Funds, the purchase of a software program that would tie into the county's finance system, and Centralized Accounting.
  - c. The Board requested a representative from Enterprise Fleet Management be invited to the next Board meeting, to provide a presentation on leasing vehicles for Becker County's fleet.
  - d. It was the consensus of the Board to authorize the County Administrator, Jack Ingstad, to use his own discretion on budget recommendations.
  - e. Commissioner Nelson suggested continuing to include the public works building in the budget planning process, so as to not lose sight of it.

- f. Budget discussions will continue at each consecutive board meeting now into December, with the preliminary max levy set on September 9<sup>th</sup> and adoption of the final budget on December 16<sup>th</sup>. Mr. Ingstad also reported that the draft of the budget will be posted on the county website, to allow for transparency of the budget process.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits: There were none.
2. According to State Statute 204C.31, two commissioners who are not candidates at the election, must serve on the County Canvassing Board, with the Canvassing of Results scheduled for Friday, August 15, 2014 at 9:30 a.m., in the 2<sup>nd</sup> Floor meeting room of the Courthouse. Discussion followed and Commissioners Nelson and Okeson will attend.
3. It was moved and seconded to approve Resolution 08-14-1E, with changes, to re-write and re-title the Highway Accountant/Office Manager position to Accountant I and to begin advertising for the full-time position. (Nelson, Skarie), carried. Commissioner Nelson also suggested that Highway Engineer, Jim Olson, and Deputy Auditor-Treasurer, Mary Hendrickson contact other area counties to research the possibility of contracting for a part-time accountant in the interim, noting that this person may also be able to provide assistance and/or expertise in completing the transition to Centralized Accounting.

Finance Committee: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor's Warrants, and Over-90-Day Claims, as presented:
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 07/22/2014 in the amount of \$5,000.00.
    - ii. 07/30/2014 in the amount of \$23,540.80.
    - iii. 08/05/2014 in the amount of \$232.77
  - b. Over 90-Days:
    - i. Streicher's – just received invoice: \$409.98
    - ii. Essentia Health – just received invoices: \$11,375.21
    - iii. Regions Hospital – received late from examiner: \$147.00
    - iv. Teiken Road Maintenance – received late from vendor: \$16,456.25
    - v. Thorwaldsen & Malstrom PLLP – original invoice misplaced: \$806.97(Grimsley, Skarie), carried.
2. It was reported that the Auditor-Treasurer's office has designated the White Earth Reservation Tribal Council (RTC), located at 35500 Eagle View Road in Ogema, MN, as an additional satellite absentee polling location for the General Election, with total costs incurred by the County to be reimbursed by the White Earth RTC.
3. It was moved and seconded to approve the expenditure for the service request of the Primary Election Equipment, for M100 Battery Replacement on 48 machines, to be completed by a service technician, at an estimated cost of \$1,730, and to authorize the

County Administrator to approve up to an additional \$200.00 for any applicable sales tax. (Grimsley, Nelson), carried.

Housing/EDA: Jon Thomsen presented:

1. It was recommended to continue discussion in reference to the transition of Becker County Housing to the Detroit Lakes HRA, with the city officials in attendance, at the next Board meeting on August 26<sup>th</sup>.
2. It was moved and seconded to move the EDA office over to the Courthouse. (Grimsley, Skarie), carried.
3. County Administrator, Jack Ingstad, was directed to contact City Administrator, Bob Louiseau, to invite the City Council to attend the Board meeting on August 26<sup>th</sup> for continued discussion of the Washington Avenue Project and also on the transition of Becker County Housing to the Detroit Lakes HRA.
4. It was also recommended to arrange for another Re-Design meeting to be held prior to the meeting of August 26<sup>th</sup>, to include Gordy Grabow, HRA Director for the City of Detroit Lakes; Jack Ingstad, County Administrator; Commissioners Okeson and Knutson; and Becker County EDA Director, Jon Thomsen.

Human Services: Christy Ramsey and Don Janes presented:

1. It was moved and seconded to add to the Human Services agenda, discussion on exploring the possibility of entering into a joint contract with Hubbard County for a Human Services Director. (Grimsley, Knutson), carried.
2. It was moved and seconded to approve the agreement with Lakeland Mental Health Center and the Detroit Lakes Public School District #22, for Becker County to cover costs for Children's Therapeutic Services, for support and counseling intervention that Lakeland provides at Roosevelt Elementary School, and to cover costs that are not covered by a third party, with both the County and the District providing funding to cover these costs. (Knutson, Nelson), carried.
3. It was moved and seconded to approve the agreement with Stellher Human Services, to cover Stellher's mobile crisis teams for adults and children and to cover costs for delivery of community-based Children's Therapeutic Services, as presented. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve Resolution 08-14-1A, to approve to interview and hire two (2) part-time Transit Bus Drivers, due to resignations and to increase the pool of applicants. (Grimsley, Nelson), carried.
5. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Grimsley, Knutson), carried.
6. Mr. Ingstad reported that Hubbard County may be interested in entering into a joint contract with Becker County, to "share" the position of Human Services Director. Otter Tail County may be interested as well. It was the consensus of the Board to direct County Administrator, Jack Ingstad, to move forward with exploring this option further.

Probation: Brian Rubenstein presented:

1. It was moved and seconded to approve Resolution 08-14-1B, to advertise, interview, and hire one (1) full-time Program Coordinator position. (Grimsley, Nelson), carried.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to approve that Becker County elect a Majority Vote procedure for the Public Employee Retirement System (PERA)/Social Security upcoming referendum vote for all active Correctional plan members, to be conducted between December 1, 2014 and December 31, 2014. (Grimsley, Knutson), carried.

Environmental: Steve Skoog presented:

1. It was moved and seconded to approve the Aquatic Invasive Species (AIS) Prevention Delegation Agreement between the MN Department of Natural Resources (DNR) and Becker County, as presented, pending review and approval by the Becker County Attorney's office. (Nelson, Grimsley), carried.
2. It was moved and seconded to incur an expenditure of up to \$25,000 for the purchase of a decontamination unit and to use AIS funds for the purchase. (Nelson, Grimsley), carried.
3. Discussion was held in reference to the development of a County AIS Inspector Program and options were presented. It was asked whether some of the AIS funding could be designated to the lake associations to assist them with lake shore ambassador inspection costs. It was recommended that a formal request be brought forward to the Board with more detailed information. It was also recommended that the AIS Advisory Panel research further, the proposed AIS Pilot Project referenced earlier by Barb Halbakken-Fischburg.
4. It was moved and seconded to approve the amended Prairie Lakes Municipal Solid Waste Authority (PLMSWA) Joint Powers Agreement (JPA), as presented. (Grimsley, Skarie), carried.
5. It was moved and seconded to approve the request to purchase engineering services from Wenck & Associates, to provide engineering and construction oversight services in the construction of the new solid waste transfer station and recycling facility, as presented, and at a total cost of up to \$21,140. (Knutson, Skarie), carried. It was noted that the Environmental Affairs Committee has approved the concept and the Finance Committee approved the purchase, up to an amount of \$21,140, with Becker County eligible for a 75% State cost-share under the Capital Assistance Program (CAP) grant. (Knutson, Skarie), carried.
6. Discussion was held in reference to the request for consideration and direction of funding for Solid Waste Disposal, with the Environmental Services Committee recommending to increase the solid waste assessment on residential type properties, which includes houses, cabins, farm houses, and mobile homes to \$25 per structure and

per apartment for 2015. It was recommended to continue further discussion at the next Board meeting on August 26, 2014.

7. It was moved and seconded to approve Resolution 08-14-1D, to accept the AIS designated funding from the State of Minnesota, in the amount of \$143,610 and to designate these funds specifically for AIS prevention only. (Nelson, Skarie), carried.

Natural Resources Management (NRM): Marty Wiley presented:

1. It was moved and seconded to accept the high bid of \$808.00 by Michael P. Stearns, for the sale of the Shell Lake Land Block cabin, as presented. (Knutson, Nelson), carried.
2. It was moved and seconded to accept the quote from Joe Stenger as presented, for the Shell Lake Land Block Road Construction, and to approve the expenditure of up to \$15,000 for the three crossings and for the gravel capping, as outlined in the bid request. (Nelson, Knutson), carried.
3. It was moved and seconded to allow an amount up to \$4,700 for thistle control, as presented. (Knutson, Skarie), carried.

West Central Initiative (WCI): WCI Update: Greg Wagner, Economic Development Planner and Tom McSparron, Donor Services Officer, presented:

1. Mr. Wagner and Mr. McSparron presented an overview of the 2013 Annual Report and on WCI's investments in Becker County. A request was made for Becker County to consider continuing their support with WCI, with a commitment of \$6,000 in 2015.

Resource Stewardship Association: Ruth Bergquist, Willis Mattison, and Matt Davis presented:

1. A presentation was given in reference to timber sales, with a request to the Board for a temporary postponement of timber auctions until a county forest management plan is established for Becker County. It was reported that due to not having a plan in place, Becker County now has about 60% Aspen and the group is suggesting a broader look at additional values. The Board thanked the group for their presentation and requested a return to the Board with more detailed information to support their request. Mr. Mattison reported they will return to the Board in September.

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Jack Ingstad

Jack Ingstad  
County Administrator

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John Okeson

John Okeson  
Board Chair