

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, December 15, 2015 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Grimsley. Commissioners in attendance: Grimsley, Nelson, Skarie, Okeson, and Knutson; 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: Under Commissioners: Add: Number 9: Planning and Zoning Discussion. (Okeson, Knutson), carried.
4. It was moved and seconded to approve the minutes of December 1, 2015, as presented. (Knutson, Skarie), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following meetings.
 - a. Commissioner Skarie: Human Services and Environmental Affairs Committee.
 - b. Commissioner Knutson: Environmental Affairs Committee and Mahube-OTWA.
 - c. Commissioner Okeson: Joint Transit Meeting with Wadena County and MnDOT in Wadena, MN, Highway Committee, and Association of Minnesota Counties (AMC) Annual Conference in St. Cloud.
 - d. Commissioner Nelson: Highway Committee, Information Technology (IT) Committee, and the AMC Annual Conference in St. Cloud.
 - e. Commissioner Grimsley: Sunnyside, Becker County Historical Society, Labor Negotiating Committee, Joint Transit meeting with Wadena County and MnDOT in Wadena, and AMC Annual Conference in St. Cloud.
 - f. It was noted that the cell phone policy will be discussed later in the meeting.
3. Appointments:
 - a. It was moved and seconded to appoint Kenneth Heide to the Sunnyside Board for a four-year term. (Nelson, Skarie), carried.

4. It was moved and seconded to approve Resolution 12-15-2E, to approve establishing the Commissioners' annual salary for 2016 at \$22,358, and for the Board Chair to be compensated with an additional \$1,200 more, at \$23,558, effective January 1, 2016 and with the per diem for meeting attendance, other than regular Commission Meetings, at \$60.00 per meeting, with meetings over 4 hours at \$85.00. (Nelson, Skarie), carried.
5. Each of the elected officials were present and spoke to the Board in reference to their salary requests for 2016, including County Attorney, Gretchen Thilmony; County Recorder, Patty Swenson; County Auditor-Treasurer, Mary Hendrickson; and County Sheriff, Todd Glander.
 - a. It was moved and seconded to approve setting County Attorney, Gretchen Thilmony's salary for 2016, with a rate increase of 1%, or at the rate that is negotiated with the Courthouse Bargaining Unit, whichever is higher. (Knutson, Okeson), carried.
 - b. It was moved and seconded to approve setting the County Recorder, Patty Swenson's salary for 2016, with a rate increase of 1%, or at the rate that is negotiated with the Courthouse Bargaining Unit, whichever is higher. (Knutson, Nelson), carried.
 - c. It was moved and seconded to approve setting the County Auditor-Treasurer, Mary Hendrickson's salary for 2016, with a rate increase of 1%, or at the rate that is negotiated with the Courthouse Bargaining Unit, whichever is higher. (Nelson, Knutson), carried.
 - d. It was moved and seconded to approve setting the County Sheriff, Todd Glander's salary for 2016, with a rate increase of 1%, or at the rate that is negotiated with the Deputies Bargaining Unit, whichever is higher. (Nelson, Knutson), carried. It was also recommended that a comparison study be completed next year prior to setting the salary for the Sheriff for 2017.
6. County Administrator, Jack Ingstad, presented information in reference to the 2016 budget, noting that the County is in strong financial condition, with a AA bond rating, and has sufficient reserves and funds set aside for special upcoming projects. He also presented an overview of the position allocation list, outlining the Department Head requests and asked for direction from the board, prior to approving the final budget and levy for 2016.
 - a. Position Allocation List Discussion:
 - i. Auditor-Treasurer's Department – request to remove the Deputy-Auditor position (1 FTE).
 - ii. Environmental Services - request to add 1 Transit Station Officer at a .6 FTE. This position is not currently in the 2016 budget and it was recommended that it not be included at this point, but to consider it when needed.

- iii. Economic Development Authority (EDA) – request to remove two positions from the list; the Department Head and the Fiscal Manager positions, which are vacant due to retirements, and due to the MMCDC now overseeing and operating the Becker County Housing Program.
 - iv. Information Technology (IT) – requesting support to increase the Part-Time IT position to Full-Time, and to change the position to an Information Services (IS) position. A brief discussion was held. This item is on the agenda and will be discussed later in the meeting as well.
 - v. Natural Resources Management (NRM) – request to keep the Natural Resources Director position in the budget, with options discussed and to include the EDA Coordinator position, with the location to be determined. Mr. Ingstad also noted that one of the Forestry Technician positions was recently eliminated, due to lack of work.
 - vi. Human Services – request to remove the Human Services Director position from the allocation list, with that role now filled by a contract between Becker and Otter Tail County with John Dinsmore.
 - vii. Sheriff – request to add two Transportation Officers at .73 FTE each, with the recommendation to include in the budget, due to the increased demand in transporting inmates during jail construction.
- b. Discussion was held in reference to the budget and levy setting, with options presented. Auditor-Treasurer, Mary Hendrickson, reported that an estimated 2.5 million of revenue will be collected from the SMART Tax by year-end.
 - c. It was moved and seconded to approve Resolution 12-15-2J (Option 2), approving the Final Budget for 2016, with total expenditures at \$53,683,556 and the general tax levy at \$19,172,550, with an increase of 1.9% overall. (Knutson, Skarie), carried. It was also noted that there are three exhibits included with the resolution: Exhibit “A” – Administrative Controls delegated/authorized by the Becker County Board of Commissioners; Exhibit “B” – Position Allocation List; and Exhibit “C” – Final Budget by Line Item, adopted by the Becker County Board of Commissioners.
7. It was moved and seconded to approve Resolution 12-15-2D, as presented, approving the Re-Affirmation of the Becker County Transit Sales and Use Tax for 2016, to be dedicated exclusively to Becker County Road Projects and SMART, at the rate of one-half of one percent (.5%) pursuant to M.S. 297A.993. (Okeson, Skarie), carried.
8. It was moved and seconded to approve Resolution 12-15-2C, to adopt the Becker County Highway Department 2016-2020 Five-Year Construction Improvement Plan, as presented. (Nelson, Okeson), carried. There was discussion on the addition of base and bituminous for CSAH 13, with the County Highway Engineer reporting that this was added following the public hearing held on December 1, 2015.

9. Darin Halvorson from the Auditor-Treasurer's office suggested that the SMART Tax revenue amount to be collected by year-end is an estimated 2.1 million, rather than 2.5 million as stated earlier.
10. Due to time constraints, the Planning and Zoning Discussion and Cell Phone Policy will be discussed later in the meeting, time allowing.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits:
 - a. It was moved and seconded to approve the New Liquor On-Sale License (including Sundays) for M & K Enterprises – DBA Pit 611 (New Owner) – Lake Eunice Township. (Nelson, Okeson), carried.
2. Discussion was held regarding the request to approve Resolution 12-15-2A, for the approval of the establishment of Shipman Road and the Settlement Agreement between Bruce C. Petersen and Becker County. Auditor-Treasurer, Mary Hendrickson reported that the Highway Department has not seen the property at this point and the item was tabled for now.
3. It was moved and seconded to approve Resolution 12-15-2K, to adopt the categories for GASB 54 Fund Balance Commitments and estimated amounts, as presented, and to include an additional category for Public Safety in the amount of \$3,000,000 for Jail Construction, with final amounts determined after year-end activities are completed and then brought back to the Board for approval. (Nelson, Knutson), carried.

Finance Committee: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular claims, Auditor Warrants, Over-90 Day claims, and Additional Claims, as presented:
 - a. Auditor's Warrants (Tuesday bills):
 - i. 12/04/2015 in the amount of \$176,046.41;
 - ii. 12/11/2015 in the amount of \$4,011.42;for a total of \$180,057.83
 - b. Over-90 Days:
 - i. Fegely Services - in the amount of \$3,000.00; invoice just received.
 - ii. Locaters & Supplies – in the amount of \$210.21; sent to wrong department.
 - iii. WSC, Inc. – in the amount of \$520.15; invoice misplaced.
 - c. Additional Claims:
 - i. Commissioner Nelson, in the amount of \$644.45;
 - ii. Commissioner Okeson, in the amount of \$1,038.79.(Skarie, Knutson), carried.

Sheriff: Todd Glander and Cody Boucher presented:

1. Sheriff Todd Glander provided an update on donations received for the K-9 Program, with one (1) donor wishing to remain anonymous. He reported that \$31,366 has been raised to date, with another \$1,000 promised. He also recognized Cody Boucher for the great job he has done in promoting the program. The Board thanked them for all of their efforts, as well as the donors for their generosity.
2. The Radio System Build Cost and Disbursement report will be presented at a later date.

Becker County Soil & Water Conservation District: Peter Mead presented:

1. Peter Mead provided an overview and summary of the 2015 Becker County Agriculture Inspector Annual Report and Workplan Summary, as presented.

Human Services: John Dinsmore presented:

1. John Dinsmore reported that a Request for Qualifications (RFQ) process was completed for the following contracts, with the exception of the Family Resource Center – Family Group Decision making Contract. Discussion followed.
 - a. It was moved and seconded to approve the 2016 Family Resource Center – Family Group Decision-Making contract renewal, as presented. (Skarie, Nelson), carried. It was noted that this is an existing contract where Becker County Human Services functions as the fiscal host on behalf of an 11 county collaborative, in conjunction with White Earth Nation.
 - b. It was moved and seconded to approve the new Managed Care Organization (MCO) partner's 2016 HealthPartners Contract, as presented; to include case management for adults experiencing Serious and Persistent Mental Illness (SPMI) and case management for families with children experiencing Serious Mental Illness (SMI). (Skarie, Okeson), carried.
 - c. It was moved and seconded to approve the 2016 Lakes and Prairies Community Action Partnership, Inc. Contract, for Lakes and Prairies to administer all Child Care Administration Programs (CCAP) for residents of Becker County. (Nelson, Skarie), carried. The Administrative costs have been reduced to a maximum of \$34,768, a reduction of \$1,495 over last year.
 - d. It was moved and seconded to approve Resolution 12-15-2L, to grant authority to the Becker County Human Services Director, John Dinsmore, to sign the 2016 Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies, on behalf of Becker County Human Services and to bind the entity to the agreement. (Skarie, Okeson), carried.

- e. It was moved and seconded to approve the 2016 Medica Amended and Restated MSHO/MSC+ Care Coordination Participation Agreement and the 2015 Medica Amended and Restated SNBC Case Management Participation Agreements, to change the payment rate for home and community based services, as presented, and with an addendum to include performance measures. (Skarie, Nelson), carried.
- f. It was moved and seconded to approve the 2016 Rural Minnesota Concentrated Employment Program (CEP), Inc. Contract, to provide employment services as mandated by the MFIP (Minnesota Family Investment Program) and DWP (Diversionary Work Program) for Becker County. (Skarie, Nelson), carried.
- 2. It was moved and seconded to approve the request to purchase the early bird premium package enhancements, as presented, for the Nightingale Software used by Community Health for billing and time tracking purposes, in the amount of \$5, 995, and with a yearly increase of \$1,199 for annual support bringing that total to \$9,080 starting January 1, 2017. (Skarie, Okeson), carried. The purchase request has been reviewed by the Finance Committee and the IT Director, Rick Kelsven, is in support of the purchase, with funding through the Community Health Grants.
- 3. It was moved and seconded to approve Resolution 12-15-2I, to accept the Family Group Decision Making Grant from the Minnesota Department of Human Services, in the amount of \$85,188 for calendar year 2016. (Skarie, Nelson), carried.
- 4. It was moved and seconded to approve the Human Services Claims for Human Services, Community Health and Transit, as presented. (Skarie, Knutson), carried.

Human Resources: Nancy Grabanski presented:

- 1. It was moved and seconded to approve the Transitional Reinsurance Program Payment In the amount of \$12,241.68, to be paid in January 2016. (Knutson, Okeson), carried.

Information Technology (IT): Rick Kelsven and Nancy Grabanski presented:

- 1. Discussion was held in reference to the Personnel Request to convert the current part-time IT Support Tech position to a full-time IS position.
 - a. It was moved and seconded to approve Resolution 12-15-2B, to hire a full-time Information Services (IS) Technician, and to advertise both internally and externally for said position. (Skarie, Knutson). Discussion followed.
 - b. It was moved and seconded to amend the original motion to approve Resolution 12-15-2B, as follows: to reorganize the Information Technology (IT) Department by eliminating the current part-time IT Support Technician position and to create and advertise both internally and externally, for a full-time IS Technician position. (Skarie, Knutson), carried. The original motion carried with the amendment, as approved.

- c. It was moved and seconded to amend the Position Allocation List by removing the one (1) Part-Time IT Technician position and adding one (1) Full-Time IS Technician position, as approved. (Skarie, Knutson), carried.

Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve the purchase of fifteen (15) recycling dumpsters from Fabwurx, at the low quote of \$16,410 and as presented. (Nelson, Knutson), carried.
2. It was moved and seconded to approve Becker County's participation in a Regional Recycling Study, along with Clay, Otter Tail, Todd, and Wadena counties, and with the Prairie Lakes Municipal Solid Waste Authority (PLMSWA) acting as the fiscal agent for the group; with funding partially from the Minnesota Pollution Control Agency and the participating counties; and to authorize that Becker County commit to their cost-share, as long as the counties in the PLMSWA Joint Powers Agreement agree to participate as well. (Knutson, Nelson), carried.
3. It was moved and seconded to approve Resolution 12-15-2G, to approve the list of waste hauler licenses, as presented, for 2016 (January 1 – December 31, 2016), provided they have met all requirements of the Becker County Solid Waste Ordinance:
 - a) Waste Management, Inc.
 - b) Ballard Sanitation
 - c) Detroit Lakes Disposal Service
 - d) White Earth Sanitation
 - e) Hough, Inc.
 - f) Minnkota Recycling
 - g) Jon & Son's Disposal;
 - h) Fuchs Sanitation
 - i) AAA Roll-Off Services
 - j) Northern Pines Sanitary Services
 - k) City Sanitary Services
 - l) Terry Mackner
 - m) Steve's Sanitation(Skarie, Knutson), carried.
4. It was moved and seconded to approve Resolution 12-15-2H, as presented, to approve the distribution of a portion of the annual SCORE grant to Becker County Townships and Cities that participate in the County recycling program, with the funds dispersed as proposed on Attachment A, "Township & City Recycling Payment 2015". (Knutson, Skarie), carried.
5. It was moved and seconded to approve the low quote from Wenck & Associates to provide professional assistance for renewal of the Transfer Station Five-Year Permit, in the amount of \$5,750.00. (Skarie, Knutson), carried.

Planning & Zoning: Eric Evenson-Marden presented:

1. It was moved and seconded to concur with the Planning Commission (December 8, 2015), to approve the request as submitted by Matthew Mohr, for a Conditional Use Permit, to allow a gunsmithing shop on the property located at 39220 State Highway #34, Height of Land Township, Height of Land Lakes, due to the request meets the criteria of the Ordinance and would not be detrimental to the surrounding area. (Knutson, Nelson), carried.
2. It was moved and seconded to concur with the Planning Commission (December 8, 2015), to approve the request as submitted by Raymond and Kristine Johnston, for a Conditional Use Permit, to operate rental storage from an existing building for monthly rental on an Agricultural zoned property, with the project located at 23400 County Highway #21, Richwood Township, due to the request meets the criteria of the Ordinance and would not be detrimental to the surrounding area. (Skarie, Knutson), carried.
3. It was moved and seconded to concur with the Planning Commission (December 8, 2015), to approve the request as submitted by Roger Priewe, for a preliminary plat of Priewe Evergreen Terrace, for the project located at Evergreen Terrace Road, Cormorant Township, Priewe Evergreen Terrace, due to the request meets the criteria of the Ordinance. (Knutson, Okeson), carried.
4. It was moved and seconded to concur with the Planning Commission (December 8, 2015), to approve the request as submitted by Roger Priewe, for a final plat of Priewe Evergreen Terrace, for the project located at Evergreen Terrace Road, Cormorant Township, Priewe Evergreen Terrace, due to the request meets the criteria of the Ordinance. (Knutson, Nelson), carried.
5. It was moved and seconded to concur with the Planning Commission (December 8, 2015), to approve the request as submitted by Daron and Heather Schleske, for a Certificate of Survey for one (1) Tract of land consisting of 10 acres, more or less, on a riparian lot with a remainder tract of 30.05 acres, more or less, in an Agricultural zoned area, for the project located at 29091 Schram Road, Erie Township, due to the survey request meets the criteria of the Ordinance. (Nelson, Knutson), carried.
6. It was moved and seconded to concur with the Planning Commission (December 8, 2015), to approve the request as submitted by John and Patricia Swiers, for a Certificate of Survey for three (3) Tracts of land: (Tract A) consisting of 5.9 acres, more or less; and (Tract B) consisting of 14.8 acres, more or less; and (Tract C) consisting of 8.0 acres, more or less, on a natural environmental lake, for the project located at 28996 Blackberry Road, Sugar Bush Township, Blackberry Lake, due to the survey request meets the criteria of the Ordinance. (Skarie, Okeson), carried.
7. The next Informational Meeting is scheduled for Wednesday, January 6, 2016 at 8:00 a.m. in the Third Floor meeting room of the Courthouse.

Public Hearing: Intent to Create a Solid Waste Designation Ordinance: Steve Skoog presented:

1. a. Chair Grimsley opened the Public Hearing.
- b. A public hearing was held in accordance with State Statute, for the purpose of hearing testimony in response to the intent of the participating counties in the Prairie Lakes Municipal Solid Waste Authority (PLMSWA) to create a solid waste designation ordinance. Two citizens were present, Brad Holm, Manager of Minnkota Recycling and Ron Solberg with D.L. Disposal. Mr. Solberg commented on the Ordinance and Environmental Services Director, Steve Skoog, provided information and clarification on the proposed ordinance. There was no opposition to the creation of an ordinance, with overall support received.
- c. A timeline was provided with the plan for the Counties to adopt ordinances in July or August 2016, and for the designation to go into effect August, 2016.
- d. Chair Grimsley closed the public hearing.

State of the County Address: Chair Grimsley presented:

1. Chair Grimsley presented the State of the County address, outlining the many accomplishments this past year for Becker County including the County receiving a AA bond rating, and the partnerships created with the MMCDC to manage the county's housing program and with our local Soil and Water Conservation District to restrain the spread of invasive species. He also provided a list of current projects in the works including the plan to begin construction next fall for a new county jail and the construction of a new solid waste transfer station. He thanked the County employees and fellow board members for another year of dedicated service, and the taxpayers for the funds to provide the many services Becker County has to offer.

Becker County's Annual Holiday Tea was held in the Board Room of the Courthouse and provided by the Commissioners and County Administrator, Jack Ingstad.

Commissioners:

1. It was moved and seconded to approve the reduction in the EDA levy to \$80,480.00 and for Resolution 12-15-2J to be revised to reflect the change. (Nelson, Knutson), carried.
2. It was moved and seconded to authorize the County Administrator, Jack Ingstad, to approve the end-of-year claims, with the board ratifying the claims after the first of the year in 2016. (Knutson, Nelson), carried.

Being no further business, Chair Grimsley adjourned the meeting.

Jack Ingstad
Jack Ingstad
County Administrator

Ben Grimsley
Ben Grimsley
Board Chair