

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, January 19, 2016 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Nelson. Commissioners in attendance: Nelson, Okeson, Skarie, Knutson, and Grimsley; 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 changes: Under Finance Committee Minutes: Add one (1) Additional Claim for Northwoods Trail Reapers Snowmobile Club; and under Auditor-Treasurer: Add: Licenses and Permits: b) Gambling Permit: Cormorant Lion's Club: Resolution 01-16-2D. (Knutson, Grimsley), carried.
4. It was moved and seconded to approve the minutes of December 15, 2015 and January 5, 2016, with the requested changes. (Okeson, Knutson), carried.

Commissioners

1. Open Forum:
 - a. Several citizens were present and offered to volunteer and/or encouraged the board to utilize the expertise of those individuals, to assist the county in regards to the management of natural resources in Becker County, including the process of possibly restructuring the Natural Resources Department and Planning and Zoning Departments. Those individuals included John Postovit, Bob Merritt, Ruth Bergquist, Kay Grignon, and Willis Mattison.
 - b. Willis Mattison also asked for clarification on protocol for submission of a letter for inclusion in the board packet. He also commented on the proposed Sandpiper Pipeline, reporting that Becker County will be back on the map as far as the route for the pipeline.
 - c. Gerry Schram, resident of Erie Township, addressed the Board on behalf of the snowmobile clubs in regards to the difficulty they have been experiencing in receiving the pass-thru grant funds.
 - d. Bryan Klabunde, candidate for the Minnesota House of Representatives, representing District 2B, introduced himself and provided information on his background and experience. He also requested and received feedback from the Board on current issues for Becker County, with the Board referencing the need for transportation and infrastructure financing for long-term sustainability and also broad band internet service.

2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Grimsley: Human Services Committee.
 - b. Commissioner Knutson: Environmental Services Committee, Natural Resources Management (NRM) Committee, Central Services (Courthouse) Committee, and met with Commissioner Okeson and County Administrator, Jack Ingstad, in regards to the Dunton Locks Tram.
 - c. Commissioner Okeson: NW Regional Emergency Communications Board, and attended a joint meeting with Becker, Mahnomen, and Clearwater County Sheriff's offices and White Earth Police/Sheriff's office; and a joint meeting with the Becker County Highway Department and the City of Detroit Lakes.
 - d. Commissioner Nelson: Highway Committee, Natural Resources Management Committee, and Central Services (Courthouse) Committee.
 - e. Commissioner Skarie: Safety Committee.

3. Appointments: There were none.

4. It was moved and seconded to authorize the County Administrator, Jack Ingstad, to move forward with a contract for service with Marty Wiley (Wiley's Forest Land Services), to provide the 2016 Stand Exam List to direct foresters in the selling of the County's Timber and also an updated forest inventory GIS shape file containing the data and map polygons, as presented. (Knutson, Okeson), carried.

It was also reported that Mr. Wiley will need access to the county's computer and software, and the use of a county vehicle for the Stand Exam, with it recommended that authorization be obtained for the vehicle use through MCIT.

5. Discussion was held on restructuring of the Natural Resources and Planning and Zoning Departments, with options presented. There was overall support to continue moving forward with Option 3, with changes as discussed. Board Chair Nelson recommended that the NRM Committee review and provide their recommendations to the Board at the next meeting, before moving forward with a plan.

6. It was moved and seconded to approve the Regular Claims, Auditor's Warrants, Over 90-Day Claims, and additional claim, as presented:

- a. Auditor's Warrants (Tuesday Bills):
 - i. 01/05/2016 in the amount of \$13,605.92;
 - ii. 01/13/2016 in the amount of \$801,710.08;For a total of \$815,316.00
- b. Over 90-Days:
 - i. Essentia Health, in the amount of \$774.00 (invoice just received);
 - ii. Mn Department of Corrections, in the amount of \$7,533.19 (delayed for correction);
 - iii. Sanford Health, in the amount of \$1,389.00 (invoice just received);

- iv. Sanford Health, in the amount of \$1,242.00 (invoice just received);
 - v. Office Depot, in the amount of \$19.19 (credit correction).
 - c. Additional Claim:
 - i. Northwoods Trail Reapers, in the amount of \$14,346.05 for Snowmobile Trail Assistance Program pass-thru grant funds, as presented. (Knutson, Skarie), carried.
7. It was moved and seconded to amend the county procurement procedure to authorize the inclusion of pass-thru snowmobile grant funds in the “Tuesday warrants” moving forward, as discussed. (Knutson, Okeson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits:
 - a. It was moved and seconded to approve Resolution 01-16-2A, to approve the Gambling Application for Exempt Permit to conduct Bingo on January 23, 2016 by the Detroit Lakes Breakfast Rotary, for operations at Bleachers Bar and Grill, 25807 County Road 22, Detroit lakes, MN, in Lakeview Township. (Knutson, Skarie), carried.
 - b. It was moved and seconded to approve Resolution 01-16-2D, to approve the Gambling Application for Exempt Permit to conduct a Raffle for the Cormorant Lions Club, on May 14, 2016, for operations at the Cormorant Community Center, 10929 County Highway 5, Pelican Rapids, MN, in Cormorant Township. (Knutson, Okeson), carried.
2. It was moved and seconded to approve Resolution 01-16-2B, as presented, to approve the agreement between Becker County and Bruce C. Petersen, as Personal Representative of the Estate of Victor J. Petersen, establishing a boundary line between the Shipman Lake Public Access and private land, based on the 2015 survey and location of the access easement to the private land from County Road 125. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve Resolution 01-16-2C, to approve that Becker County formally accept the two year extension granted by the State Auditor’s technical correction, as stated; to allow adequate time to review and update Becker County’s existing Procurement Procedures Policy. (Grimsley, Okeson), carried.
4. It was moved and seconded to accept the October 2015 Cash Comparison and Investment Summary, as presented. (Skarie, Knutson), carried.

Highway: Jim Olson presented:

1. Tom Nixon from MnDOT provided an overview of the West Central Minnesota Toward Zero Death Local Government Presentation. State Highway Patrol Brian Cheney also spoke in reference to DUI arrests, reporting a decrease in the last three years, and attributing this to many factors including more education and an increase in trooper presence.

2. It was moved and seconded to approve Resolution 01-16-2F, as presented, to authorize and direct, the Board Chair, on behalf of Becker County, to execute the Easement Agreement and Memorandum of Easement Agreement on BNSF property to reconstruct the CSAH 7 Bridge over the BNSF railroad corridor in the City of Lake Park, for Project SAP Number: 003-607-022; and that BNSF agrees to grant a permanent easement to Becker County for \$26,000.00, plus a \$2,000.00 processing fee. (Okeson, Skarie), carried.
3. Rena Tucker, representing the snowmobile clubs, was present and addressed the Board in reference to the agenda item to install a recreational bridge on Chippewa Trail, and also the need to hire a NRM person, reporting that deadlines are not being met, resulting in the need for her to file extensions.

It was moved and seconded to approve Resolution 01-16-2G, as presented, to support the grant application by the Northwoods Trail Reapers Snowmobile Club to the MN Department of Natural Resources, for the Federal Recreational Trail Program, to replace a recreational bridge on the Chippewa Snowmobile Trail near Little Bemidji Lake; and if awarded the grant, that Becker County and the Club will accept the grant award and may enter into an agreement with the State of Minnesota for the project. (Knutson, Okeson), carried.

Human Services: John Dinsmore presented:

1. It was moved and seconded to approve the following contracts and agreements, as presented:
 - a. Enchanting Events - not to exceed \$5,200.00 (covered by grant)
 - b. Lakeland Mental Health – in the amount of \$345,149.00 (no change to contract)
 - c. Solutions Behavioral Health – in the amount of \$66,464.00
 - d. Stellher Human Services – in the amount of \$258,480 (covered by grant)
 - e. White Earth Tribal Mental Health – in the amount of \$125,000 (no changes)
 - f. Lutheran Social Services – Guardianship/conservatorship services, \$55.50/hour, not to exceed \$13,000 (no change in contract)
 - g. Sjostrom Homes – a 2% increase, for an annual cost of \$61,739.00
 - h. Family Resource Center - SELF Services, not to exceed \$15,000.00 (covered by grant)
 - i. Family Resource Center – Relative Search Services, not to exceed \$80,000.00
 - j. Family Resource Center – FGDM (Family Group Decision-Making) Services, Collaboration of 11 counties and White Earth ICW, at a cost of \$155,000.00
 - k. Lakes Crisis Center – Positive Connection Services, up to \$210,000.00
 - l. Lakes Crisis Center – PSOP (Parent Support Outreach) Services, not to exceed \$8,727.00
 - m. Lutheran Social Services – Child Protection, up to \$450,000.00 (no changes)
 - n. Mahube Community Council – PSOP Services, not to exceed \$8,727.00, a decrease of \$606.00 from 2015

- o. The Village Family Services – in the amount of \$80,000.00 (no change in contract)
(Knutson, Skarie), carried.
2. It was moved and seconded to approve Resolution 01-16-2E, to approve the hiring of two (2) full-time Financial Eligibility Workers through the Merit System, due to an internal promotion and resignation, and if this posting creates other vacancies in the agency, this could include Office Support Specialist or Account Technician, to fill those vacancies through the Merit System List. (Skarie, Grimsley), carried.
3. It was moved and seconded to approve the Human Services Claims for Human Services, Community Health, and Transit, as presented. (Skarie, Knutson), carried.

Natural Resources Management (NRM):

1. It was moved and seconded to approve awarding the 2017 Containerized Tree Seedling contract to PRT, USA, Inc., and to accept the low bid of \$14,027.50, as presented.
(Knutson, Skarie), carried.
2. It was moved and seconded to approve awarding the 2016 Tree Planting contract to Superior Forestry Service, and to accept the low bid of \$45.60 per 1,000 trees, as presented. (Okeson, Skarie), carried.

Assessor: Steve Carlson presented:

1. It was moved and seconded to approve Resolution 01-16-2H, to eliminate the Officer Manager position and create an additional full-time Property Tax Specialist position and then advertise, interview, and hire for that position, and if filling this position creates another vacancy in the office, to then advertise, interview, and hire for that position.
(Okeson, Knutson), carried.

Emergency Management: Craig Fontaine presented:

1. It was moved and seconded to authorize the payment for the renewal of the CodeRED Services Extension Agreement and CodeRED Warning Extension Agreement with Emergency Communications Network, LLC, effective January 1, 2016 through December 31, 2016, for a total amount of \$18,999.00. (Okeson, Nelson), carried.

Sheriff: Courthouse Security: Sheriff Todd Glander, Shane Richards, and Dick Goodmanson presented:

1. Sheriff Todd Glander presented a list of recommendations to the Board pertaining to Courthouse Security, for discussion purposes mainly. The Board provided their input and feedback, with support given for many of the items presented, with the exception of the recommendation to only have one access point to the courthouse. Board Chair Nelson recommended surveying the employees and polling citizens, to receive their input.

Commissioners:

It was moved and seconded to add to the agenda, the Discussion for the IT Director position and the Request to Appoint Delegates to the Minnesota Counties Computer Cooperative (MCCC). (Okeson, Knutson), carried.

It was moved and seconded to authorize the County Administrator, Jack Ingstad, to begin advertising for the IT Director position. (Knutson, Skarie), carried.

It was moved and seconded to appoint the County Administrator, Jack Ingstad, as the interim delegate for the Minnesota Counties Computer Cooperative (MCCC). (Skarie, Knutson), carried.

Being no further business, Board Chair Nelson adjourned the meeting.

Following, Lunch Bunch was held at the Human Services Building, Lake Melissa Meeting Room and provided by Board Chair Nelson.

Jack Ingstad
Jack Ingstad
County Administrator

Barry Nelson
Barry Nelson
Board Chair