

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: Tuesday, May 13, 2003 at 8:30 a.m.
LOCATION: Board Room, Courthouse All Present

Agenda

1. It was moved and seconded to approve the Agenda as amended (Bristlin, Salminen), carried.
2. It was moved and seconded to approve the Minutes of April 22, 2003 as corrected (Engebretson, Salminen), carried.
3. It was moved and seconded to approve the Minutes of April 28, 2003 as presented (Engebretson, Salminen), carried.

Finance Committee Minutes

1. It was moved and seconded to accept the findings of the State Auditor and to authorize the signature of the Board Chair and the County Administrator on the letter to the State Auditor confirming the 2002 Audit information (Bristlin, Salminen), carried.
2. The County Treasurer updated the board on the Management's Discussion and Analysis (MD&A) Statement that is a requirement of the GASB provisions.
3. It was moved and seconded to amend a previous motion (see November 12, 2002 Board Mts.) to read "to continue to have the Finance Committee review the Capital Purchases."
4. Capital Purchases:
 - a. It was moved and seconded to concur with the Finance Committee to approve the request by Human Services for purchase of (19) NEC Monitors and (20) Intelli-mouses for Financial Services in the amount of \$4,114.47, 50% to be paid by the State of MN. (Bristlin, Salminen), carried.
 - b. It was moved and seconded to concur with the Finance Committee to approve the request by Human Services for the purchase of (6) NEC Monitors and (10) MS Mice, in the amount of \$1,352.59 (Bristlin, Salminen), carried.
5. Regular Claims:
 - a. Expense Claims from Dave Seaberg – St. Mary's Senior Meeting, 4-11-03; Roger Winter – Shooting Star Casino Conference, 4-7-03 and Tax Forfeit Meeting, 4-23-03. These meetings were approved by the Board (Engebretson, Bristlin), carried.
 - b. It was moved and seconded to concur with the Finance Committee to approve the Payments submitted over 90-days old/Park Board Re-imbusement. Gordon Brekken \$20.11; Don Harsh \$143.80, Dave Jones \$32.19; Lester Kertscher \$74.60; Howard Tyberg \$15.37; James Varno \$97.80 (Salminen, Engebretson), carried.
5. It was moved and seconded to approve the Regular Claims as corrected and the Human Services Transit Claims (Salminen, Bristlin), carried.

Auditor

1. The County Auditor will be sending reminders for Agenda information on Expense Account Claims and vouchers will be returned for personal payment when SSN's are not supplied.
2. It was moved and seconded concur with the Finance Committee to establish (2) Special Revenue Funds for 2002 (Engebretson, Bristlin), carried.

1. Tax-Forfeit
2. Gravel Tax

3. It was moved and seconded to concur with the Finance Committee to set the Gravel Tax Fund Budget as recommended by the State Auditors:

Revenues		\$170,000
Expenditures		
Inter-Governmental Payments	\$ 51,000	
Becker County Highway	102,000	
Retained for Reserve	<u>17,000</u>	
Total		\$170,000

4. Commissioner Winter reported on the Reclamation Claim. It was discussed at the Highway Committee Meeting on Monday and decided to leave the money in Reclamation.
5. Taylor/Swift/Railroad Easement. It was moved and seconded to advertise this property on the Tax-Forfeit Land Auction and list the minimum bid as \$63,000, with additional R/R Lease amount of \$12,000, so it could be sold either way (Bristlin, Engebretson), carried.

Assessor

1. The Finance Committee approved the Personnel request from the Assessor to fill the Chief Deputy Assessor Position internally, and a part-time Property Tax Specialist. It was moved and seconded to concur with the Finance Committee to pass Resolution 05-03-1B filling these positions (Engebretson, Bristlin), motion was withdrawn for more information. Nancy Grabanski will be on the Commissioner Agenda and bring the information.

IT Department. Request for Expense Recovery Service/Phones was denied.

Sheriff's Office – Information Only

1. Joe McArthur, Sheriff's Department, will give a 20-minute Power Point presentation on the Smart PSS Software.

Auditor – No Licenses & Permits.

Assessor

1. It was moved and seconded to approve the following Abatements (Engebretson, Salminen), carried.

2003 Tax Payable

Parcel #	TwN/Cty	Amount	Reason
01.0026.000	Atlanta	\$418	Clerical Error
03.0583.006	Burlington	260	Homestead
08.8825.000	Detroit	208	Detroit
11.0133.002	Evergreen	76	Split Class
13.0058.001	Green Valley	54	Homestead
17.0844.000	Lake Eunice	112	Homestead
17.0865.000	Lake Eunice	0	Homestead
17.0866.000	Lake Eunice	0	Homestead
19.1224.000	Lake View	494	Homestead
21.0081.000	Osage	+140	Homestead
21.0231.000	Osage	0	Homestead
27.0178.000	Savannah	+210	Homestead
29.0023.000	Silver Leaf	98	Homestead
30.0118.000	Spring Creek	+ 48	Homestead
34.0217.000	Two Inlets	+278	Homestead
47.0050.003	Audubon City	304	Homestead
47.0119.000	Audubon City	70	Homestead
49.2524.378	Detroit Lakes	30	Correction

2002 Tax Payable

19.1224.000	Lake View	0	Abatement Denied
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Sheriff's Department

1. It was moved and seconded to approve the Department of Corrections/ Sentencing to Service Agreement, effective July 1, 2003 until June 30, 2005, and authorize the Board Chair and County Administrator to sign the Agreement (Engebretson, Salminen), carried.
2. Joe McArthur gave a Power Point presentation of the new software, with Doug Conway assisting. It was moved and seconded to approve the purchase of the SMART PSS Software for use of the Becker County Sheriff's Department and the Letter Memorandum of Understanding with the W.E. Tribal Council and authorize the Board Chair and the County Administrator to sign on behalf of Becker County. Becker County will pay for the one time conversion fee of \$4,000 and \$15,205 yearly maintenance fee for 5-years. W. E. Tribal will pay for the CAD Software System, cost of \$25,505, and Becker County Sheriff's CAD Software System, cost of \$53,037 (Engebretson, Bristlin), carried.
3. Menahga Students. A presentation was made by the students concerning a project they are working on for a Contemporary Issues Class. The Board was impressed by the presentation and by consensus gave them an "A." Commissioner Salminen will inform Chip Lohmeier, NRM, of this presentation.

Lutheran Social Services gave an Annual Report of Services.

Highway

1. It was moved and seconded to approve the Agenda as amended (Engebretson, Salminen), carried.
2. The Highway Department presented the Annual Report for 2002. Brad Wentz thanked Kim Kildal for her work on the report. The signed banner for the troops is the focal point on the cover of the report.
3. It was moved and seconded to pass Resolution No. DOH 05-03-1J, approving a Cooperative Agreement between Becker County and Wolf Lake Township for the improvement of Wolf Pack Road as a recreational access road under the jurisdiction of the Township and authorizing the Board Chair and the County Administrator to sign on behalf of Becker County (Engebretson, Bristlin), carried.
4. It was moved and seconded to pass Resolution No. DOH 05-03-1F, Project SAP 03-622-20, awarding the bid to Sherbrooke Asphalt, Inc., low bidder in the amount of \$810,202.56, and authorizing the Board Chair and the County Administrator to sign on behalf of Becker County (Bristlin, Salminen), carried.
5. It was moved and seconded to pass Resolution No. DOH 05-03-1E, Project SAP 03-638-09, awarding the bid to Central Specialties, Inc., low bidder in the amount of \$833,414.60, and authorizing the Board Chair and the County Administrator to sign on behalf of Becker county (Engebretson, Bristlin), carried.
6. It was moved and seconded to pass Resolution No. DOH 05-03-1K, concurring with the Review Board to approve reclassifying the combined position of the County Safety Director and Highway Maintenance Technician be changed from a B-3-2 (1) to the classification of C-4-1 (1). This change will begin with the June 2003 pay period (Salminen, Bristlin), carried.
7. A request for Highway Maintenance Superintendent reclassifying was discussed and sent back to the Review Board.
8. A request to remove a cedar fence from a Retention Pond was discussed. Brad Wentz, Highway Engineer was asked to put together a policy on Retention Ponds and report back to the Board.

Human Services

1. It was moved and seconded to approve the Agenda as amended (Salminen, Bristlin), carried.
2. Transit Claims were approved in Finance
3. It was moved and seconded to authorize Matt Casey to start negotiating for the Transit Grant for 2004 (Salminen, Bristlin), carried.
4. It was moved and seconded to pass Resolution No. 05-03-1N, approving to enter into and execute a grant contract through BTM Manufacturing, Inc., to receive an award to Becker County Human Services for summer camps for foster care children and economically deprived children (Salminen, Bristlin), carried.

5. It was moved and seconded to approve the Inner Agency Service Agreement and authorize the Board Chair and the County Administrator's signatures (Engebretson, Bristlin), carried.
6. It was moved and seconded to approve participating in a Child Care Research Grant with Hennepin and Brown Counties, Minnesota Department of Children Families and Learning, and the University of Minnesota (Engebretson, Salminen), carried.
7. It was moved and seconded to approve the Human Services Claims (Engebretson, Salminen), carried.
8. It was moved and seconded to accept the Family Services, Adult Services and Probation Placements Reports (Salminen, Bristlin), carried. Engebretson non-voting.
9. It was moved and seconded to accept the Human Services Budget Reductions Amount of \$165,500 from Human Services (Bristlin, Seaberg), carried.

Bill & Bea Purdy – Birchmere Resort

A signup sheet was passed to those in attendance. Bill & Bea Purdy were the spokespersons for the group of concerned citizens regarding taxes on resorts. Bill and Bea made a presentation of how their taxes have increased. Commissioner Winter thanked Bill and Bea for coming to the Board and suggested that a meeting could be held to discuss these issues further some time in August. Commissioner Engebretson said the Legislators would be receptive to meeting with resort owners.

Commissioners

1. Reports & Correspondence:

County/City Managers Conference, Brian C. Berg
 Union Stewards Meeting, Brian C. Berg
 Talked with Governor Plawenty, Commissioner Salminen

2. Appointments:

- a. It was moved and seconded to approve the re-appointment of Orin Okeson, District 5, to the Pelican River Watershed District Board; and
- b. The re-appointment of Dave Brainerd, District 4, to the Pelican River Watershed Board (Bristlin, Engebretson), carried.
- c. It was moved and seconded to consider appointments of others to help the County Administrator to look at rental spaces adjacent to the Courthouse. Commissioners Winters and Bristlin are appointed to the Committee (Salminen, Seaberg), carried.

3. Performance Appraisals:

- a. It was moved and seconded to pass Resolution No. 05-03-1B, abolishing the present Department Head/Supervisor Performance Pay Policy and create a new police due to the proposed changes in the system (Salminen, Engebretson), carried.

- b. It was moved and seconded to pass Resolution No. 05-03-1C, establishing pay adjustment perimeters due to the newly created Department Head/Supervisor Performance Appraisal Policy (Salminen, Bristlin), carried.
4. It was moved and seconded to not allow or freeze any pay increases for county employees (Bristlin, Seaberg), motion was withdrawn. It was the Consensus of the Board that the County Administrator and Department Heads keep a watch on pay increases.
5. Emergency Management Grant Acceptance: It was moved and seconded to pass Resolution No. 05-03-1M, authorizing execution of a Sub-Grant agreement with the Division of Emergency Management and authorizing the Board Chair and the County Administrator to sign on behalf of Becker County (Salminen, Engebretson), carried.
6. It was moved and seconded to pass Resolution No. 05-03-1G, enacting a minimum fee charge of \$500, payable by the benefited person(s) or other entities to the Auditor's Office for placement in the Board of Commissioner's Budget (Salminen, Bristlin), carried.
7. It was moved and seconded to accept the resignation of Scott Wilson, Director, EDA/HRA (Salminen, Bristlin), carried. Commissioner Winter requested a letter of appreciation be sent for work done and projects on-going.
8. Approved Meetings:
 - a. Any may attend a Summer Tour, MN Assoc of Watershed Districts, June 19 – 21, 2003, St. Cloud (Salminen, Bristlin), carried.
 - b. Any may attend a Law Enforcement Sunday, May 18, 2003 at 10:30 a.m. (Salminen, Bristlin), carried.
 - c. It was moved and seconded to approve (2) Commissioners attendance at a meeting of the W.E Investment Group, Commissioners Salminen and Bristlin), carried.
9. It was moved and seconded to approve the 2003 Budget Reductions from the Extension Dept., amount of \$6,800; Multi-County, reduced to 2002 amount (Bristlin, Seaberg), carried.
10. Assessor/Personnel. It was moved and seconded to pass Resolution No. 05-03-1H, approving to fill the Chief Deputy Assessor Position through an internal posting and create and hire a part-time Property Tax Specialist II, due to a resignation and an organizational restructuring (Bristlin, Salminen), carried.
11. Assessor/Personnel. It was moved and seconded to pass Resolution No. 05-03-1I to approve the band/grade change for the Assessor Secretary do to the changes in job duties (Bristlin, Salminen), carried.

Parks & Recreation

1. It was moved and seconded to approve a Personnel request for a Part-time Seasonal Tramway Operator (Engebretson, Bristlin), carried.
2. It was moved and seconded to pass Resolution No. 05-03-1D, supporting the Park and Recreation's application for funding through the State of Minnesota's Grant-in-aid (G-I-A) Snowmobile Trail Assistance Program (Seaberg, Salminen), carried.

3. It was moved and seconded to award the Groundskeeping bid for several parks, public accesses, recreation trails, county maintenance shops, retention ponds, and a beach (Engebretson, Seaberg), motion withdrawn for further information.
4. Frazee Lions Park. It was moved and seconded to have Chip Lohmeier check with the City of Frazee to see if they will take over the lease (Salminen, Seaberg), carried.
5. Sunnyside Care Center. It was moved and seconded to accept the low bid from Robert Gibb & Sons (Bristlin, Salminen), carried.

There being no further business, it was moved and seconded to Adjourn (Salminen, Seaberg), carried.

/s/ Brian C. Berg
Brian C. Berg
County Administrator

/s/ Roger Winter
Roger Winter
Board Chair