

REGULAR MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: Tuesday, January 13, 2004; 7:00 a.m. - City, County, School District Meeting at City Chambers. 8:30 a.m. - County Board Meeting All Present

Agenda

1. It was moved and seconded to approve the Agenda as amended (Engebretson, Seaberg), carried.
2. It was moved and seconded to approve the Minutes of December 23, 2003, and January 08, 2004 as presented (Salminen, Bristlin), carried.

Finance Committee Minutes

1. It was moved and seconded to concur with the Finance Committee to approve the Claims from the December 30, 2003 Finance Committee Meeting to pay final run 2003 and for January 13, 2004, with the addition of the MCNS (Engebretson, Bristlin), carried.
2. It was moved and seconded to concur with the Finance Committee to approve the Capitol Purchase request of a Plat Cabinet in the amount of \$4,651.92 and Plat Envelopes in the amount of \$1,000 (Bristlin, Engebretson), carried. Commissioner Engebretson questioned if this should be paid from the Recorder's Equipment Fund.
3. Capital Purchase request from the Highway Department will be addressed later in the Agenda.
4. The County Treasurer discussed the 2004 Depository and Brokerage List and Delinquent Personal Property, including mobile home tax. It was moved and seconded to concur with the Finance Committee to approve Intra-County billing between the Treasurer's Office and Human Services (Salminen, Bristlin), carried.
5. Space Needs of the County were discussed. Questions were asked by Commissioner Engebretson about previous studies that have been done on space needs. Commissioner Bristlin stated that this architectural study is centered on evaluating adding on options to the Human Services Building and the Courthouse. It was moved and seconded to concur with the Finance Committee to proceed with the study in the phases necessary at the cost of \$5,900 for preliminary architectural and engineering services (Bristlin, Seaberg), carried.
6. Personnel Request/Sheriff's Department will be addressed later in the Agenda.
7. Personnel Request/Transit/Human Services will be addressed later in the Agenda.

8. It was moved and seconded to direct Becker County Heads to send justification of Budget Line Items that came in over or under 10% to the County Administrator. This should be done as soon as the books are closed for 2003. A report will be provided to the Board at the February 24, 2004 Meeting if completed (Engebretson, Seaberg), carried.

NRM

1. It was moved and seconded to pass Resolution No. 01-04-1A, setting aside (30%) of the proceeds of the tax-forfeited sales fund for the year 2004 to be used for improvements to tax-forfeited lands and memorial forests and (20%) of the tax-forfeited sales fund for the year 2004 to be used for the acquisition and maintenance of county parks and recreation areas (Engebretson, Salminen), carried.
2. It was moved and seconded to pass Resolution No. 01-04-1B, authorizing and directing the NRM Administrator and the Becker County Auditor to advertise, conduct (for the year 2004) public oral auctions for the purpose of selling tracts of timber from Becker County Tax-forfeited lands on the following dates: Friday, February 20; Friday, July 23; Friday, October 22, 2004 (Salminen, Bristlin), carried.
3. It was moved and seconded to pass Resolution No. 01-04-1C, accepting the responsibility to act as the sponsoring agent for the Winter Wonderland Snowmobile Trails (Salminen, Bristlin), carried.
4. It was moved and seconded to approve to contract with Lake Runners Trail association from January 14 through March 31, 2004 for Snowmobile trail Grooming (Engebretson, Salminen), carried.

Highway

1. It was moved and seconded to approve the Agenda as amended (Bristlin, Engebretson), carried.
2. It was moved and seconded to pass Resolution No. DOH 01-04-1D, authorizing the County Engineer to prepare proposals and bidding documents and advertise for bids for the following annual maintenance material requirements: Bituminous Materials and Asphalt Crackfiller, Corrugated Steel Pipe Culvert and Metal End Section, Dust Control-Calcium Chloride (Engebretson, Seaberg), carried.
3. It was moved and seconded to pass Resolution No. DOH 01-04-1E, authorizing the County Engineer to prepare documents to compile and advertise for quotes for the following annual maintenance material requirements: Bituminous Mix, Aggregate Material, Maintenance Overlays, Equipment Rental, Traffic Control Signs & Devices, Steel Sign Posts (Engebretson Salminen), carried.

4. It was moved and seconded to pass Resolution No. DOH 01-04-1F, authorizing the County Engineer to prepare proposals and bidding documents and to advertise for bids for the several area gravel road maintenance contracts for the period April 1, 2004 to March 31, 2007 (Engebretson, Salminen), carried.
5. It was moved and seconded to pass Resolution No. DOH 01-04-1G, authorizing the County Engineer to prepare proposals and bidding documents and to advertise for bids for (6) area roadside mowing maintenance (3) year contract for the period of May 1, 2004 to November 15, 2007. Bids to be opened on March 11, 2004 at 10:00 a.m. and presented to the County Board on March 24, 2004 (Salminen, Bristlin), carried.
6. It was moved and seconded to pass Resolution No. DOH 01-04-1H, authorizing the County Engineer to purchase from the State Bid or written quote the following equipment: Hydraulic System, Hoist, Gravel Box, One Way Snowplow, Underbody Blade, Snow Wing, Tailgate Sander, Pre-wet System and Warning Light System to be compatible with said Diesel Tandem Truck (Engebretson, Bristlin), carried.
7. It was moved and seconded to pass Resolution No. DOH 01-04-1I, authorizing and direct the County Engineer to purchase one HP Large Format Plotter, not to exceed \$7,500 (Salminen, Seaberg), carried.
8. It was moved and seconded to pass Resolution No. DOH 01-04-1J, Memorandum of Understanding and Agreement with Mn/DOT, creating guidelines for the turnback of Trunk Highway #224 to Becker County and authorizes the County Engineer to sign the said Memorandum of Understanding (Seaberg, Engebretson), carried.
9. It was moved and seconded to pass Resolution No. 01-04-1K, approving to enter into an Engineering Service Agreement with Larson-Peterson of Detroit Lakes, MN for the reconstruction of TH 224 from TH 59 to CSAH 34 (Engebretson, Salminen), carried.
10. It was moved and seconded to pass Resolution No. DOH 01-04-1L, resolving that the Commissioner of Transportation be and is hereby requested to approve this advance for financing the approved County State Aid Highway projects of Becker County in an amount up to the available limit if needed, in accordance with MN Rules 8820.1500, Sub. Para. 9, and to authorize repayments from the following year's accruals to the Regular Construction Account of the County State Aid Highway fund for Becker County (Engebretson, Bristlin), carried.
11. It was moved and seconded to pass Resolution No. DOH 01-04-1O, adopting the Becker County Highway Department 2004-2008 Five-Year Construction Improvement Plan as presented to the public (Salminen, Engebretson), carried.
 - 1) That the County Engineer is hereby directed and authorized to advance the 2004 projects to the bid letting state;

- 2) That the County Engineer is hereby directed and authorized to take such steps as may be necessary to advance the 2004 program to completion of the design construction plans and any right-of-way acquisition work required to achieve the goals of the program;
- 3) That the County Engineer is hereby directed and authorized to take such steps as may be necessary to advance the 2004 to 2008 program to the preliminary survey and preliminary engineering design of the projects listed in order to achieve the goals for the program;
- 4) And that the Five-Year Construction Improvement Plan be subject to annual review and require County Board authorization.

Sheriff

1. It was moved and seconded to pass Resolution No. 01-04-1N, to approve to fill temporarily, one full-time STS Crew Leader, one full-time and one part-time Correctional Officer position in the County Sheriff's Department due to three leaves of absence and resolving to hire from the pool list two temporary part-time correctional officers and to extend one emergency temporary Correctional Offices position's length of services for up to 6-months (Bristlin, Engebretson), carried.
2. METH Ordinance. Tim Gordon, Becker County Sheriff, presented information to the Board on how METH violations are handled. He stated that the discussion could be put into three categories: 1. How the Sheriff's Department handles the cases; 2. Agencies; 3. Legal Issues. Rollie Oelfke, Becker County Jail, gave a Jail report of prisoners with a METH addiction. Gretchen Thilmony, Assistant County Attorney, gave an update to the Board on issues and recommended that a committee be formed. It was moved and seconded to approve to form a METH Ordinance Committee. Joe Evans, County Attorney, Tim Gordon, County Sheriff and Brian C. Berg, County Administrator will meet to make a recommendation to the Board of members that should be on the Committee (Bristlin, Seaberg), carried.

Human Services

1. It was moved and seconded to approve the Agenda as amended (Seaberg, Salminen), carried.
2. It was moved and seconded to pass Resolution No. 01-04-1M, approving to hire (5) part-time Bus Driver positions and (1) part-time Bus Dispatched position due to an organizational restructuring of the transit unit at Human Services (Bristlin, Salminen), carried.
3. It was moved and seconded to approve the Transit Claims as presented (Salminen, Bristlin), carried.

4. It was moved and seconded to approve to extend the following Purchase of Service Contracts (Salminen, Seaberg), carried.

Extend the Port contract for 6-months until July 1, 2004

Lakes Crisis Center	Lutheran Social Services
The Village Family Services	Merit Care Home Health Care
Rural Minnesota CEP	Lakeland Mental Health

5. It was moved and seconded to approve the Human Services Claims as presented (Engebretson, Salminen), carried.
6. It was moved and seconded to accept the Family Services, Adult Services, and Probation Placement Reports (Bristlin, Salminen), carried.

Human Resources

1. It was moved and seconded to appoint Jon Thomsen to full-time status as the Housing Director and to recognize his temporary status towards his benefit accrual (Bristlin, Seaberg), carried.
2. It was moved and seconded to carry over 72-vacation hours to 2004 for Dean Haverkamp, Transfer Station (Salminen, Bristlin), carried.

Commissioners

1. Reports & Correspondence.
2. Appointments:
 - a. It was moved and seconded to appoint Don Lefebvre to the WesMin RC&D Council for 2004 (Engebretson, Salminen), carried.
 - b. It was moved and seconded to re-appoint Marj Johnson to the Multi-County Board of Health (Salminen, Engebretson), carried.
 - c. Adeline Retz has resigned from the Multi-County Board of Health Advisory Committee from the Eastern part of Becker County. An appointment needs to be made to replace her.
 - d. It was moved and seconded to re-appoint Duane Wething as a Community Representative to the Multi-County Board of Health Advisory Committee (Engebretson, Salminen), carried.
 - e. It was moved and seconded to re-appoint Jeff Moritz to a three year term as a manager to the Cormorant Watershed District (Salminen, Bristlin), carried.

3. The Cormorant Lakes Watershed District requests a letter of support on (2) Resolutions that were endorsed by the Minn. Assoc of watershed District at the annual convention held in Alexandria, MN. on December 2003. Commissioner Salminen asked to table the requests for support for more information. Jeff Moritz updated the board on the intent of these (2) Resolutions. Commissioner Salminen now felt the requests could be supported. Barry Nelson stated that the Cormorant Watershed District works with Planning & Zoning in watching projects in the area.
 - a. It was moved and seconded to send a letter of support to allow authorized agents of a watershed district to enter lands inside or outside the watershed district to make surveys and investigations to accomplish the purposes of the watershed district (Salminen, Engebretson), carried.
 - b. It was moved and seconded to send a letter of support to allow enforcement of administrative cease and desist orders by the County Sheriff's Department for a limited period until a restraining order or temporary injunction may be obtained from the County District Court (Engebretson, Salminen), carried.
4. It was moved and seconded to approve any Commissioners attendance at the Becker County Employees Holiday Celebration held on January 22, 2004 at the Speak Easy Restaurant at 6:00 p.m. (Engebretson, Bristlin), carried.
5. It was moved and seconded to approve any Commissioners attendance at the Soup Fest Friday event on Friday, January 16, 2004 from 11:30 a.m. to 1:30 p.m. (Seaberg, Bristlin), carried.
6. It was decided by Consensus to not attend the 2004 NACo Legislative Conference in Washington, DC in February, 2004.
7. It was moved and seconded to send (1) representative to the Transportation Alliance 6th Annual Drive-In on Thursday, February 26, 2004. Commissioner Winter will be attending this meeting (Engebretson, Salminen), carried.
8. Attendance at the "Day at the Capitol" in February was discussed. It was approved by consensus to move forward with this by checking with other government entities to see if we could share transportation to attend this function. Commissioner Winter will check with the Township Board; the County Administrator will check with the School District and County Departments; Commissioner Bristlin will check with the City; Commissioner Seaberg will check with the Ag Committee; and Commissioner Salminen will check with the resorts.
9. Commissioner Engebretson asked for input from the Board and the Department Heads for agenda items to bring to AMC for Legislative Issues.

10. County Board Committee Assignments were added to the Agenda. Commissioner Winter, Chair, Becker County Board, passed out the Committee List to the Board members. It was moved to accept the Committee Assignment by Commissioner Bristlin. Commissioner Engebretson stated that she wanted to look at the assignments before approving. Commissioner Seaberg seconded the motion to accept the Committee Assignments, and it was carried.

11. There being no further business, the meeting was Adjourned after lunch.

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

/s/ Roger Winter
Roger Winter
Board Chair