

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: Tuesday, February 8, 2011 at 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda:

1. Meeting presided over by Board Chair Nelson. Commissioners in attendance; Administrator, Tom Mortenson and, Minute Taker, Kathy Ohman.
2. It was moved and seconded to approve the agenda with the addition of Lakeland Mental Health under Appointments and delete Personnel Request under Environmental Services. (Knutson, Okeson), carried.
3. It was moved and seconded to approve the Minutes of January 25, 2010 with the following changes: under Reports and Correspondence for Commissioner Skarie ii. The sentence should read 'Alexandria needs new space.' And 'GMAC will be starting in March, which will save money.' (Knutson, Schram), carried.

Commissioners:

1. Open Forum:
  - a) There were no individuals in attendance for Open Forum.
2. Reports and Correspondence:
  - a) Commissioner Knutson
    - i) Attended the Parks and Recreational meeting where the members were asked to prioritize the recreational list of activities and why they feel their activity is in the forefront with the needs assessment. The tabulation will be discussed at the next meeting.
    - ii) Attended the Environmental Affairs meeting where sales appear to be up with the East site being open with a fair number of customers. An average was taken concerning customers at the local site versus the East site for the duration of one hour with the local site seeing 6.5 customers and the East site seeing 4.5 customers. George Zimmerman representing the White Earth Tribe discussed recycling and what Becker County is presently doing. They are interested in talking to us concerning our recycling program as well as our solid waste disposal. White Earth Tribe's solid waste is presently being sent to Gwinner, North Dakota. Reviewed the quotes for the purchase of a dump trailer that could be utilized for demolition and collection sites. Discussed the hiring of personnel for a truck driver, which will be discussed at a later time.
    - iii) Attended the Joint Powers meeting where they discussed the bonding issue.
  - b) Commissioner Schram
    - i) Attended the Winters Trails Committee meeting. Two groomers were down this last week. Mr. Fisher will soon apply for the snowmobile groomer grant. Steve and Rayna Tucker owners of Ice Cracking Lodge are forming a new snowmobile club that wanted to take over trail number 400 of the Chippewa Trails or Height of Land to Island to Ice Cracking Lake area which connects to the Wolf Pack Trails. After consideration by them they realized 40 miles of the original trail number 400 would be more realistic. They will receive grant in aid monies as well as gambling permits from the tribe. They have located storage and maintenance facilities as well as refueling stations. They think a trail can be established eliminating Cotton and Height of Land Lakes crossings, which will be a benefit for snowmobilers. These extensions will have to be approved by the DNR, which has a temporary moratorium on trail extensions. Ultra Snowmobile club

- questioned the needs and goals of a new snowmobile club. Discussed asking Natural Resources to help pay for suggested reroutes on Rat Lake Trail and trail number 400 that was paid for by Winter Trails. These trails are used as forest access for logging and other activities. At one point it was thought we needed to move off trails on tribal lands but now it appears we don't have to.
- ii) Attended the Becker Agricultural Business meeting. It was decided they needed to entice legislators to attend their annual meeting. They discussed the possible relocation of the meeting or changing the meeting date. Decided to have the tractor parade at the Becker County Fair. Had some discussion concerning the Farmer's Market about food safety and whether the marketer is a local producer.
  - iii) Attended the Sheriff's Committee meeting. The Sheriff's department has at least five cars that will need to be P25 radio equipped in 2011. Radio purchases will be made through the Minnesota Radio Board. Three will be equipped in February that will be funded through the "equipment fund" which utilizes forfeiture and seizure funds as well as a grant. Soon the Sheriff's department will have 16 of the necessary 20 portable radios needed. These were also funded by the equipment fund.
  - iv) Attended the Becker County Council on Aging. Becker County Community Health reports 1 H1N1 case from the college. Mahube tax preparation aid is in full swing with 75 individuals taking advantage of this service. Rhonda Stock from Community Health stated the Mothers & Children and Nutrition Assistance for Seniors or MAC/NAP program is in trouble. It is run by donations and serves women with children under the age of 5 and seniors over the age of 60 with income guidelines. They are given a box of staple foods once per month. She asked if I knew of any organizations that might be able to help with a donation.
  - v) Attended the Highway Committee meeting. There will be bid letting for one-year contracts for gravel road maintenance. Discussed the benefits of rejoining WACCO (West Central Area Cooperative) primarily because of the savings in purchasing road salts without the commitment required of purchases on the state bid. Discussed purchasing a second washer to open culverts. Will advertise for bids for bituminous and calcium chloride as well as quotes for lesser items such as signs or posts.
- c) Commissioner Nelson
- i) Attended Becker County Children's Initiative meeting where we discussed current funding strategies as well as looking for new ideas. They currently have \$100,000 as a balance with a total budget for the year of \$120,000. The April meeting will be to set a budget and elect new officers. Discussed having a kindergarten readiness week at the end of the school year for the next years' kindergarten students. Also discussed the topic of bullying which could be handled through Extension or Human Services.
  - ii) Attended the Planning and Zoning Ordinance Committee meeting. Discussed the point of sale versus shore impact zones. Realtors don't necessarily like the point of sale. They would like to prioritize the lakes, address concerns and establish a way we can accomplish our end goal. Discussed the string line setback. Roy Smith, Becker County Surveyor would like to bring the setback back an additional 20' from the string line.
  - iii) Attended the Human Services Committee meeting. Sam Pierson explained MA and the role of government in the future. Would like to streamline the volunteer drivers to eliminate the call to human services for authorization and just call transit for authorization. Nancy Nelson would like to have a team building for her department.
- d) Commissioner Skarie

- i) Attended the Environmental Services Meeting. He complimented Steve Skoog on the great job he has done after taking over this department. He feels recycling will bring money into the county.
  - ii) Attended the Human Services Committee Meeting. The increase in MA will cover a lot of people.
  - iii) Attended Sunnyside meeting. The new administrator is very personable and Commissioner Skarie feels he will do a great job. The facility is not large but has a real homey environment. Sunnyside would like to establish a marketing plan and would like input from the board. Because the hospital has their own nursing home, Sunnyside doesn't always attract those patients but gets some of their patients from the Fargo/Moorhead area. They also discussed the problems they encountered with staff that had to work an extended period of time because of weather problems that occurred over New Years. They talked to Sheriff Gordon to see if there was any solution to this problem when we have inclement weather conditions. The staff has been working additional hours to assure the smooth transition for the new financial director.
- e) Commissioner Okeson
- i) Attended the Sheriff Committee meeting and met with Sheriff Gordon and went over the past history of funding on equipment, radios and other training equipment with the monies that are received from forfeitures of seized cars etc. Discussed his proposal of updating several squads with 2012 compliance radios. Discussed the purchase of a P-25-800 megahertz portable radio with \$5,623.00 from RAC grant. Also talked about the out of state transports the department did last year, which totaled 743.
  - ii) Attended the Highway Committee meeting. We reviewed the changes in the gravel road maintenance contract. The proposal is for four employees at the present time, which is consistent with the past years but discussed the possible need to hire up to six seasonal employees. Discussed the seasonal bids for bituminous oils and dust control materials. Discussed building repairs to the Lake Park shop. Discussed the possible width of paved shoulders on several overlay projects. Also started a discussion on membership to WACCO and the benefits and cost savings for the purchase of road salt.
  - iii) Attended the Government 101 Commissioner Training in St. Paul on January 26<sup>th</sup> and 27<sup>th</sup>. The sessions were very informative with a lot of good information on county issues and problems. County Administrators including Brian Berg and two commissioners facilitated the session. We had very good interaction with fellow commissioners, AMC and MCIT staff as well as a tour of the AMC offices.

### 3. Commissioners Appointments

- a) It was moved and seconded to allow Commissioners to attend the Lakeland Mental Health Center Board meeting on February 28, 2011 with mileage and per diem. (Skarie, Schram), carried.
- b) It was decided to wait until the next scheduled board meeting on February 28<sup>th</sup> to make an appointment to the Lakeland Mental Health Center Board.

### Auditor/Treasurer

- 1. It was moved and seconded to pass Resolution 02-11-1F to approve the Gambling application for Exempt Permit to conduct a raffle for the Height of Land Sportsmen's Club on May 7, 2011 at the Height of Land Sportsmen's Club located at 20985 East Height of Land Drive, Detroit Lakes, MN, 56501, in Height of Land Township. (Schram, Knutson), carried.

2. It was moved and seconded to pass Resolution 02-11-1G to approve the Gambling Application for Exempt Permit to conduct a raffle for the Cormorant Lions Club on May 14, 2011 at the Cormorant Community Center, 10929 County Highway #5, Lake Park, MN 56554, in Cormorant Township. (Okeson, Skarie), carried.

Finance Committee Minutes:

1. It was moved and seconded to approve the regular Claims, over 90 day claims (1) BCSW in the amount of \$66.00 due to missing invoice (2) City of Menahga in the amount of \$25.00 due to billing issue (3) Toshiba in the amount of \$252.19 due to incorrect address on the invoice, the Auditor's Warrants for 1/25/2011 in the amount of \$371,283.10, and 2/1/11 in the amount of \$17,217.76. (Knutson, Skarie), carried.
2. The Human Services claims were reviewed and it was recommended to approve when presented.
3. It was recommended by the Finance Committee to accept when presented the \$40,000 grant for Children's Mental Health Respite Care Services.
4. It was recommended by the Finance Committee to accept when presented the application for a Public Health Response Grant for safety, signage and other equipment to be used in a mass vaccination.
5. It was recommended by the Finance Committee to accept when presented a \$1,893 supplemental grant for WIC Training.
6. It was recommended by the Finance Committee to accept when presented a supplemental grant in the amount of \$38,247 for WIC administration.
7. It was recommended by the Finance Committee to continue the process to fill a vacancy in a Transit Bus Driver position by passing Resolution 02-11-1A.
8. It was recommended to approve when presented Resolution 02-11-1B for maintenance contract bid letting for gravel road maintenance.
9. It was recommended to approve when presented Resolution 02-11-1C for personnel request for temporary seasonal employees.
10. It was recommended to approve when presented Resolution 02-11-1D authorizing advertisement for bids for Calcium/Magnesium Chloride and bituminous oils.
11. It was recommended to approve the correction to Resolution 08-10-2D authorizing a final payment for a highway project. The original amount of \$84,631.28 needs to be changed to \$84,911.00.
12. The public auction for the Wolf Lake and Ponsford sites will be held on February 24<sup>th</sup> at 10:00 for the Wolf Lake site and 1:00 for the Ponsford site. There is a minimum bid of \$31,120 for the Wolf Lake property and \$32,400 for the Ponsford property.
13. It was moved and seconded to approve a contract with RMB Labs for prioritizing Becker County lakes for SSTS surveys. The contract is in the amount of \$900 and will be funded using the Clean Water Legacy Grant. (Knutson, Okeson), carried.
14. It was recommended to accept the low quotes of \$1,979.07 for recycling signage when presented.
15. It was recommended to approve when presented the five-year agreement with Manatron for our tax program.
16. It was moved and seconded to approve the preventive maintenance contract for the courthouse mechanical equipment with Manning Mechanical for the 2011 spring and fall cycle in the amount of \$6,363.20. (Knutson, Skarie), carried

17. It was moved and seconded to approve the annual contract with Otis Elevator for monthly maintenance on the Jail, Courthouse and Human Services elevators in the amount of \$8,566.20. (Okeson, Knutson), carried.
18. It was recommended to approve when presented a proposal for the purchase of one portable and three squad radios from the State bid listing.
19. It was recommended to approve when presented the acceptance of the intoxilyzer from the Bureau of Criminal Apprehension and provide the network connection.
20. A discussion was held on the October 28, 2011 land sale. In the absence of a Land Manager a large sale will not be feasible so the sale will be comparatively small compared to the other years.
21. It was recommended to approve when presented a policy update to set the fee for a lost load ticket to an amount equal to the heaviest load from that sale at the highest price timber on the sale plus 10%.
22. Mr. Tangen discussed the cuts from the State and the procedure for accepting and reporting per diems.
23. Mr. Mortenson requested a further analysis concerning the issue of storage in the facilities be done.

Assessor: Steve Skoog Presented:

1. There were no abatements.

Environmental Services:

1. It was moved and seconded to approve purchasing recycling and waste dumpsters decals from Recycle across America for the low quote of \$1,979.07 plus tax. (Skarie, Okeson), carried.

Becker County Taxpayers Association:

1. Les Ristinen, President of the Becker County Taxpayers Association presented site values for various properties in the Wolf Lake Township and cited inconsistencies concerning various properties owned by township officers. He stated people in Becker County want to be comparably assessed and somebody on the board should be concerned about correct assessments in Becker County. He and other members from the taxpayers association will be going to the Capitol on Thursday, February 10<sup>th</sup> and the message he will bring to them will be his concern over computer manipulation of computer cards concerning various properties in Wolf Lake Township. He feels he has a valid solution to this problem. He feels Wolf Lake Township especially the lakeshore should be reassessed using a County that has County wide assessing practices. Commissioner Nelson thanked Mr. Ristinen for his concerns and stated the Township needs to come to the Board if they want countywide assessing. Mr. Ristinen did not provide any of the information he was presenting to the board members either prior to or at the meeting. It was suggested Mr. Ristinen meet with the County Administrator.

County Highway, Brad Wentz Presented:

1. It was moved and seconded to add to the agenda Resolution 02-11-1E which is a correction to Resolution 08-10-2D. (Okeson, Skarie), carried.
2. It was moved and seconded to pass Resolution 02-11-1B to authorize the County Engineer to prepare proposals and bidding documents and advertise for bids for the several area gravel road maintenance contracts for the period of May 1, 2011 to April 30, 2012. Bids to be opened on March 17, 2011 at 10:00 a.m. and presented to the County Board for action on March 22, 2011. (Okeson, Schram), carried.

3. It was moved and seconded to pass Resolution 02-11-1C authorizing the Highway Department to hire up to six seasonal employees with a maximum six-month term for maintenance and for construction, hired to fill in as needed to assist in summer road construction and maintenance duties including one auto body student from NWTC. (Schram, Okeson), carried.
4. It was moved and seconded to pass Resolution 02-11-1D to authorize the County Engineer to prepare proposals and bidding documents and advertise for bids for Calcium/Magnesium Chloride and Bituminous Oils. Bids to be opened on March 17, 2011 at 10:00 and presented to the County Board for action on March 22, 2011. (Okeson, Schram), carried.
5. It was moved and seconded to pass Resolution 02-11-1E which replaces Resolution 08-10-2D with the final payment being amended from \$84,631.28 to \$84,911.28 and that the Becker County Board of Commissioners do hereby accept said completed projects S.A.P. 03-639-16 and S.A.P. 03-654-03 for and on behalf of the County of Becker and authorize final payment in the amount of \$84,911.28 be prepared by the County Engineer. (Knutson, Okeson), carried.

Human Services, Presented by Nancy Nelson.

1. There were no changes to the agenda.
2. It was moved and seconded to approve the purchase of Service Agreements with White Earth Tribal Mental Health, Sheila Ojala, Sjostrom Homes, Inc., Lakeland Mental Health Center, Inc., and amendment to an agreement with Lutheran Social Services of Minnesota. (Knutson, Skarie), carried.
3. It was moved and seconded to accept the grant from the Department of Human Services for Children's Mental Health Respite Care Services. (Skarie, Knutson), carried.
4. It was moved and seconded to approve the Human Services Claims. (Knutson, Skarie), carried.

Community Health, Nancy Nelson presented:

1. It was moved and seconded to accept the Public Health Response Grant, the WIC CPA Training Activities Grant, and the WIC Supplemental Funds. (Skarie, Schram), carried.
2. It was moved and seconded to approve the Community Health Claims. (Skarie, Schram), carried.

Transit, Nancy Nelson presented:

1. It was moved and seconded to pass Resolution 02-11-1A to advertise, interview and hire a part-time bus driver. (Schram, Okeson), carried.
2. It was moved and seconded to approve the Transit Claims. (Skarie, Schram), carried.

IT Department, Rick Kelsven Presented:

1. It was moved and seconded to approve the 5-year Software Maintenance Agreement between MANATRON and the Minnesota Counties Computer Cooperative. This Agreement will be effective January 1, 2011 through December 31, 2015. (Okeson, Schram), carried.
2. It was moved and seconded to approve the Remote Connectivity Policy for Becker County to establish guidelines to ensure department consistency and protection of data. (Schram, Skarie), carried.

Sheriff's Department, Tim Gordon Presented.

1. It was moved and seconded to approve the request to accept and utilize \$5,623.78 to purchase additional P25-800 mghz portable radios for FCC 2012 compliance and to utilize funding to purchase 3 squad radios for compliance of FCC 2012 requirements. (Okeson, Schram), carried.

2. It was moved and seconded to add 'Joint Powers Minnesota BCA Agreement' to the agenda under the Sheriff's Department. (Knutson, Okeson), carried.
3. It was moved and seconded to strike the motion to add 'Joint Powers Minnesota BCA Agreement' to the agenda because it already appears on the agenda. (Knutson, Okeson), carried.
4. It was moved and seconded to sign the 'Minnesota Bureau of Criminal Apprehension' 'Joint Powers Agreement' to accept an Intoxilyzer replacing existing equipment with new models and provide the network connection. (Okeson, Schram), carried.

Natural Resources Management, Ryan Tangen Presented:

1. The land sale scheduled for October 28, 2011 was discussed and the probability of holding a large sale will not be feasible due to the absence of the Natural Resource Management Department Head so the sale will be comparatively small compared to the other years.
2. It was moved and seconded to pass a policy to address the fee for lost load tickets from a timber harvest to be an amount equal to the heaviest load from that sale at the highest price timber on the sale plus 10%. (Skarie, Okeson), carried.

Closed Session

1. It was moved and seconded to go into a closed session. (Knutson, Okeson), carried.
2. Union Negotiations
3. It was moved and seconded to open the closed session. (Knutson, Okeson), carried.

There being no further business, the meeting was recessed for the Commissioners to tour the Minimum Security, DAC and Workshop facilities and following the tour to adjourn.

/s/ Tom Mortenson \_\_\_\_\_  
Tom Mortenson  
County Administrator

/s/ Barry Nelson \_\_\_\_\_  
Barry Nelson  
Board Chair