

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: Tuesday, August 9, 2011 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. a. Meeting presided over by Board Chair Nelson. All Commissioners in attendance; County Administrator, Tom Mortenson, and Minute Taker, Cindy Courneya.
b. Pledge of Allegiance.
2. The Agenda was approved with the following addition: Under Information Technology: Add Number 2: Discussion of E-Doc Software Program for Human Services Case Management; Under Human Services: Number 2: Policy Approvals: Remove: b) Out-of-State Travel Policy. (Knutson, Okeson), carried.
3. It was moved and seconded to approve the amended minutes for July 26, 2011 with the following changes: Under County/City Update: Number 2: change to read, "Mr. Mortenson also noted that the County and Senior Level staff met to work out options, if needed, in reference to the Government State Shut Down and the halting of electrical inspections.". (Knutson, Okeson), carried.

Commissioners

1. Open Forum: No one was present.
2. Reports and Correspondence:
 - a. Commissioner Nelson:
 - i. Reported on the following meetings: Sunnyside and Human Services Committee.
 - b. Commissioner Skarie:
 - i. Reported on the following meetings: Sunnyside, Human Services Committee, Historical Society, Environmental Affairs Committee, and met with other counties to review options on electronic case management systems.
 - c. Commissioner Okeson:
 - i. Reported on the following meetings: Labor Negotiating Committee, Lake View Township Board, and met with the County Assessor, Steve Skoog, in reference to Abatement Policy.

d. Commissioner Knutson:

- i. Reported on the following meetings: Prairie Lakes Municipal Solid Waste Authority, Environmental Affairs Committee, Recreational Advisory Committee (RAC), Round Lake Township Board, and met with Patty Swenson from Planning and Zoning, Tom Mortenson, County Administrator, and local residents on Bad Medicine Lake issues.

e. Commissioner Schram:

- i. Reported on the following meetings: Mahube, Recreational Advisory Committee (RAC), and Becker County Council on Aging.

- f. County Administrator, Tom Mortenson reported on the meeting with the City and County and provided an update in reference to the Recycling Program.

- g. Board Chair Nelson reported that Jerome Deal from the Red River Retention Authority, will be at the August 23, 2011 Becker County Board of Commissioners meeting and presenting information to the Board.

- 3. Commissioner Appointments: There were none. Detroit Lakes/Becker County Airport Commission appointments will be needed in September 2011.

Auditor/Treasurer: Ryan Tangen presented:

- 1. It was moved and seconded to add Under Auditor-Treasurer: Item Number 2: Discussion of Appointing Committee Members to a Re-districting Committee, to attend the re-districting meeting with the City of Detroit Lakes. (Knutson, Schram), carried.

- 2. Licenses and Permits:

It was moved and seconded to approve a new Tobacco License for Michael Sanders, dba, Snellman Store in Wolf Lake Township. (Knutson, Schram), carried.

- 3. Discussion was held in reference to the invitation by the City of Detroit Lakes to attend the re-districting meeting. It was moved and seconded to approve the Board Chair, County Administrator, and Auditor-Treasurer attend the City re-districting meeting. (Skarie, Schram), carried.

Finance Committee Minutes: Auditor/Treasurer: Ryan Tangen presented:

- 1. It was moved and seconded to approve the regular claims, over 90 day claims, and Auditor's Warrants.
 - a. Over 90 Days:
 - i. Payment to Cole Paper in the amount of \$546.47 due to holding payment waiting for credits to be applied.
 - ii. Katherine Nguyen in the amount of \$14.00 due to size of claim.

- b. Auditor's Warrants (Tuesday Bills):
 - i. 07/27/11 in the amount of \$181,465.19
 - ii. 08/02/11 in the amount of \$36,462.96
(Okeson, Knutson), carried.
2. It was recommended to approve when presented the Human Services Claims.
3. Discussion was held in reference to out-of-state travel for Human Services. Mr. Tangen noted the complexity of this issue in fulfilling the requirements to provide out-of-state adoption services for children receiving foster care through the County. It is recommended to address a particular case for Human Services at this time, and to review the current County-wide out-of-state travel policy to coincide with the Human Services out-of-state travel.
4. An amended version of the County abatement policy was presented and it was recommended to continue discussion later in the meeting.
5. It was recommended to approve when presented, the purchase of eight (8) additional telephones, bringing the total to thirteen (13) telephones.
6. It was recommended to approve when presented, the out-of-state travel request from Human Services for a particular case requiring a Human Services employee to travel to South Dakota, over a period of time due to an adoption. The regular visits are required and South Dakota Human Services has declined management of the case. Board Chair Nelson noted the Human Services Committee recommendation to require the use of a county vehicle and that the Board be made aware of any out-of-state travel.
7. A general discussion was held about the budget year to date. The main focus of the discussion was revenues coming in over/under the budgeted amount. The Assessor, Steve Skoog and Auditor-Treasurer, Ryan Tangen will provide an update and information on the Market Value Credit at the next Board meeting.

Information Technology: Rick Kelsven presented:

1. Mr. Kelsven presented information in reference to the Becker County Computer Use Policy and requested approval of Resolution 08-11-1A, to approve the modified Computer Use Policy. It was moved and seconded to approve Resolution 08-11-1A, to approve the modified Computer Use Policy as provided and to add it to the Personnel Policy Manual. (Knutson, Okeson), carried.
2. Mr. Kelsven provided information to the Board on electronic human services case management software programs available.

Assessor: Steve Skoog presented:

1. The Assessor's Committee is requesting Board approval of a modified Abatement Policy. Discussion was held in reference to the modifications to the County Assessor Abatement Policy. It was moved and seconded to approve the amended Abatement Policy, as presented, with the modifications made under Number IX of the Abatement Policy. (Knutson, Okeson), carried.

Human Services: Nancy Nelson presented:

1. It was moved and seconded to add to the Human Services agenda, Item Number 4: Out-of-State Travel Exemption, and to move Claims to Number 5. (Knutson, Skarie), carried.
2. The Minnesota Department of Health extended the expiration of the grant for family planning to March 31, 2012, provided there were grant monies available. This agreement is to extend the agreement between Becker County Community Health as the receiver of the grant monies and Otter Tail-Wadena Community Action Council as the provider of services to March 31, 2012. It was moved and seconded to approve the agreement for the Extension of Family Planning Services Contract – Community Health and Otter Tail-Wadena Community Action Council. (Skarie, Knutson), carried.
3. Due to limited funds for Emergency Assistance the County's plan needs to be revised to state that once funds are exhausted, the program is closed and to limit Emergency Assistance use to once per calendar year. It was moved and seconded to approve the revised policy changes to the Becker County Emergency Assistance Program. (Knutson, Schram), carried.
4. It was moved and seconded to approve the out-of-state travel for a particular case requiring a Human Services employee to travel to South Dakota, to place foster children in an adoptive home, for the length of the case and with the use of a county vehicle. (Knutson, Schram), carried.
5. It was moved and seconded to approve the purchase of thirteen (13) 7960 Cisco telephones at a cost of \$3,250, with a 50% reimbursement of this cost. (Skarie, Schram), carried.
6. It was moved and seconded to approve the Human Services, Community Health, and Transit Claims. (Skarie, Okeson), carried.

Mahube Community Council, Inc.: Leah Pigatti, Executive Director and Marcia Otte, Family Development Director presented:

1. Ms. Pigatti and Ms. Otte presented information to the Board and requested approval of Resolution 08-11-1B, to support the Family Homeless Assistance and Prevention Program operated by Mahube Community Council, Inc. It was moved and seconded to approve Resolution 08-11-1B, that the Becker County Board of Commissioners support the Mahube Community Council, Inc., "Family Homeless Assistance and Prevention Program". (Knutson, Schram), carried.

Recreational Advisory Committee (RAC) Recommendations: County Administrator, Tom Mortenson; Auditor-Treasurer, Ryan Tangen; County Staff, Guy Fischer; and Jonathan Smith, City Manager for the City of Frazee presented:

County Administrator, Tom Mortenson, presented the Recreational Advisory Committee's recommendations for County Board consideration:

1. Transfer Lease of Lions Park from County to City of Frazee.
 - a. Frazee City Manager, Jonathan Smith spoke on behalf of the City of Frazee. The City of

Fraze is requesting to take over the lease of the Lions Park, including the insurance and liability with the possibility of eventually purchasing to own. The City is waiting for the official quote on liability, insurance, and electric costs and will need to meet with the Department of Natural Resources (DNR) before a final decision is made. Discussion was held and it is the consensus of the Board to move forward and to direct the County Administrator, Tom Mortenson, to continue the process.

2. Amend County Planning and Zoning Ordinance, Chapter 2, Section 2 to include/add Recreation Review Process.
 - a. County Administrator, Tom Mortenson, presented information to the Board and requested the Board approve and instruct the Planning and Zoning Administrator to proceed by including the recommendation to amend County Planning and Zoning Ordinance, Chapter 2, Section 2 to include/add Recreation Review Process, in the next ordinance amendment process (potentially within the next two months). This recommendation parallels those found in the recently adopted Becker County Recreational Plan and is considered to be essential in the start-up of the Recreational Review Process. It was moved and seconded to recommend the request to Amend County Planning and Zoning Ordinance, Chapter 2, Section 2 to include/add Recreation Review Process be reviewed by the Ordinance Review Committee with recommendations to the Board. (Skarie, Schram), carried.

3. Identification of and posting Aquatic Invasive Species (AIS) signage at County owned Water access site.
 - a. The RAC is recommending that all county owned water accesses get properly signed, that the County Board could choose to direct staff to apply for these signs and post them as soon as possible. This recommendation is an extension of the County's special alert on Zebra Mussels issues by the County Board. The RAC is requesting the County Board pass a motion authorizing the County Administrator proceed with having all county owned water access sites property signed with DNR Aquatic Invasive Species signage within thirty (30) days following receipt of said signage. It was suggested that there be a concerted effort to do all signage including those for Aquatic Invasive Species. It was moved and seconded to request the Coalition of Lakes Association (COLA) apply for AIS signage to post on County owned accesses, and to instruct the Natural Resource Management Committee to work on prioritizing postings at the NRM meeting next week and to report back to the Board at the August 23, 2011 Board of Commissioners meeting. (Schram, Knutson), carried.

It was moved and seconded to close the meeting for Union Negotiations. (Knutson, Okeson), carried.

Union Negotiations: Negotiation Team Members, Nancy Grabanski and Ryan Tangen presented on update on current status.

It was moved and seconded to open the session. (Knutson, Skarie), carried.

The meeting was adjourned.

/s/ Larry Knutson
Larry Knutson
Vice-Chair

/s/ Barry Nelson
Barry Nelson
Board Chair