

REGULAR MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: Tuesday, December 13, 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; Auditor-Treasurer and Clerk, Ryan Tangen; and Minute Taker, Cindy Courneya.
b. Pledge of Allegiance.
2. The Agenda was approved with the following additions: under Environmental: Purchase of Service Agreement with Mahube for a Building Inspector. (Skarie, Schram), carried.
3. It was moved and seconded to approve the minutes of November 22, 2011, with the requested changes. (Knutson, Skarie), carried.

Commissioners

1. Open Forum: There was no one present.
2. Reports and Correspondence:
 - a. Commissioner Knutson:
 - i. Reported on the following meetings: Environmental Affairs Committee, Mahube, Safety Committee, Recreational Advisory Committee (RAC), Northwood Trail Keepers Snowmobile Club, and public meeting for Prairie Lakes Municipal Solid Waste Authority at Perham City Hall.
 - b. Commissioner Schram:
 - i. Reported on the following meetings: Aquatic Invasive Species (AIS) meetings, Heartland Multi-Purpose Recreational Trail, Highway Committee, Economic Development/Housing Authority (EDA), Mahube, and Commissioner's Conference at the Association of Minnesota Counties (AMC) Annual Conference.
 - c. Commissioner Nelson:
 - i. Reported on the following meetings: Association of Minnesota Counties (AMC) Annual Conference, and Information Technology/GIS Committee.
 - d. Commissioner Skarie:
 - i. Reported on the following meetings: Lakeland Mental Health, Becker County Fair Board, Human Services Committee, Sunnyside, Health and Human Services Policy Committee, Environmental Affairs Committee, and Association of Minnesota Counties (AMC) Annual Conference.

- e. Commissioner Okeson:
 - i. Reported on the following meetings: Association of Minnesota Counties (AMC) Annual Conference, Labor Negotiating Committee, Re-Design Committee, Economic Development/Housing Authority (EDA), and Highway Committee.
- f. It was noted that there is an Ag. Forum scheduled for Thursday, December 15, 2011 from 9:00 a.m. until noon, at the Callaway Community Center.

3. Appointments: There were none.

Auditor-Treasurer: Ryan Tangen presented:

- 1. Licenses and Permits: There were none.
- 2. Mr. Tangen referenced the Becker County 2010 Redistricting Map included in the board packet and the need for ongoing discussion on this issue with input from the commissioners. County Re-districting cannot be finalized until the State and city of Detroit Lakes have completed their districts. It was the consensus of the Board to continue these discussions at the next and subsequent regularly scheduled Becker County Board of Commissioners meetings with Mr. Tangen to provide a report with the states findings, when this has been completed.
- 3. It was recommend by the Management Team to move forward with splitting the Assessor and Environmental position. There was also continued discussion on building options, looking at the second floor and combining services, but it is felt that a County Administrator needs to be in place before options can be developed and reviewed.
- 4. The Re-Design Committee is recommending the split of the Assessor and Environmental position as noted. It was moved and seconded to authorize the separation of the Assessor and Environmental position into two separate positions, with separate job descriptions created. (Knutson, Okeson), carried.
- 5. It was moved and seconded to approve Resolution 12-11-1C, to set the Commissioner's salaries for 2012, with the amounts staying the same as 2011, at an annual salary of \$22,137, with the Board Chair receiving \$600 more at \$22,737, and with a per diem of \$50 for assigned committee meeting attendance, other than regular Commissioner meetings, effective January 1, 2012. (Knutson, Skarie), carried.
- 6. It was noted that the 2012 Board Meeting Dates need to be set and that this will be presented in resolution form at the next regularly scheduled board meeting. It was the consensus of the board to continue to schedule the Board of Commissioner meetings on the second and fourth Tuesdays of the month. Other meetings that have been determined and set in the resolution have included the Organizational meeting, Board of Equalization, Budget Review, Association of Minnesota Counties (AMC) Annual Conference, and Budget Hearing. Mr. Tangen recommended including the Highway Fall Road Tour as well.

Assessor: Steve Skoog presented:

- 1. It was moved and seconded to approve Resolution 12-11-1H, to authorize to hire one (1) full-time Property Tax Specialist. (Skarie, Schram), carried.

Environmental: Steve Skoog presented:

1. It was moved and seconded to approve Resolution 12-11-1I, to authorize that Becker County, as a member of the Prairie Lakes Municipal Solid Waste Authority, may resolve that the Authority will agree to own and operate the Resource Recovery Facility in Perham, and that Becker County shall provide necessary local financing, and to accept and exercise the governmental powers necessary to develop and operate the project. (Knutson, Schram), carried.
2. It was moved and seconded to approve the renewal of the 2012 Becker County Waste Haulers Licenses, to include the four that have not submitted the required paperwork, and with a review of the liability limits. (Okeson, Skarie), carried.
3. It was moved and seconded to approve the Purchase of Service Agreement with Mahube Community Council, Inc., to provide a State of Minnesota Licensed Building Official/Inspector to oversee and inspect the construction of the Environmental Services landfill buildings, located at the Transfer Station, as outlined in said agreement. (Knutson, 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 Tweeton Refrigeration in the amount of \$148.00 due to lack of an invoice.
 - ii. Payment to Region I in the amount of \$1,293.75 due to missing invoice.
 - b. Auditor's Warrants (Tuesday Bills):
 - i. 11/22/11 in the amount of \$1,985,195.83
 - ii. 11/29/11 in the amount of \$5,949,568.44
 - iii. 11/30/11 in the amount of \$1,126,273.97
 - iv. 12/06/11 in the amount of \$29,324.31(Knutson, Okeson), carried.
2. It was recommended to approve when presented the Human Services Claims.
3. It was recommended to approve Resolution 12-11-1H, to authorize to hire one (1) full-time Property Tax Specialist. This was addressed earlier in the meeting and approved.
4. It was noted the gate at the Transfer Station will be installed later this week or next week and to complete the process there is a \$1,750 Occupational Safety and Health Administration (OSHA) fee.
5. It was recommended to approve Resolution 12-11-1I, to establish Becker County's involvement in the Perham Resource Recovery Facility. This was addressed earlier in the meeting and approved.
6. It was recommended to approve the list of 2012 Solid Waste Haulers Licenses, with review of the liability limits. This was addressed earlier in the meeting and approved.
7. Plans for the Transfer Station redevelopment will be completed soon. There is a need for an expert in building codes to be involved. A contract with Mahube for services was the low of three quotes at \$60/hour, plus mileage. It was recommended to approve. This was addressed earlier in the meeting and approved.

8. It was moved and seconded to increase the change fund at the Detroit Lakes Transfer Station to \$700. (Knutson, Okeson), carried.
9. It was recommended to approve when presented Resolution 12-11-1D, to authorize the final payment for Project Number S.A.P. 003-606-17; S.A.P. 003-617-007; S.A.P. 003-622-031 in the amount of \$43,262.27.
10. It was recommended to approve when presented Resolution 12-11-1E, to authorize the final payment for Project Number S.A.P. 003-612-005; S.A.P. 003-599-027; S.A.P. 003-635-005 in the amount of \$33,539.53.
11. It was recommended to approve when presented Resolution 12-11-1F, to adopt the Becker County 2012 Five Year Construction Improvement Plan (2012-2016), as outlined.
12. It was noted that Resolution 12-11-1G, to approve the Highway Department Vehicle Policy has been rescinded and will be presented at a later meeting.
13. It was moved and seconded to approve the purchase of two (2) additional desktop computers for Human Services and one (1) laptop for the Jail, at an estimated cost of \$3,200. (Knutson, Schram), carried.
14. It was noted that to support Virtual Desktop implementation, there is a need to increase the number of virtual servers and to increase performance. It was moved and seconded to approve the purchase of VMware, VCenter Server and two (2) VSphere Enterprise Server Licenses at an estimated cost of \$13,300. (Okeson, Skarie), carried.
15. It was moved and seconded to approve the purchase of an additional 48 Port Switch for the Sheriff's Office and 24 Port Switch for the Server Room, at an estimated cost of \$3,200. (Skarie, Knutson), carried.
16. It was moved and seconded to approve the purchase of one (1) replacement copy/printer for the Highway Department, at a cost of \$217/month for the life of the five-year contract. (Schram, Okeson), carried.
17. It was recommended to approve when presented the Medica Participation Agreement, to provide care coordination services for the Special Needs Basic Care population for Medica clients at a reimbursement rate of \$103.00 per client/per month.
18. It was recommended to accept when presented the 2012 Local Public Health Act (LPH Act) award for calendar year 2012 (January 1, 2012 through December 31, 2012), with an award amount of \$235,175.
19. It was recommended to approve when presented the purchase of updated transit tokens at an estimated cost of \$1,600, plus shipping.
20. It was recommended to approve when presented Resolution 12-11-1A, to move forward in the hiring of two (2) part-time social worker/RN positions: one to fill a vacancy and the other to administer the Medica program.
21. It was recommended to approve when presented the FY 2012 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement, for grant period September 1, 2011 to June 30, 2013, in the amount of \$66,989.
22. It was moved and seconded to accept the proposal from Johnson Controls, for an annual contract for mechanical maintenance, in the amount of \$6,350 per year. (Knutson, Skarie), carried.
23. It was moved and seconded to approve not to grandfather in the existing health plans since two of the four plans no longer qualify. (Schram, Okeson), carried.
24. It was moved and seconded to approve the proposal to transfer \$1,125,000 from Human Services to the Jail account. (Skarie, Schram), carried.

25. It was noted that there is a need for a porta potty at the Mountain View Recreation Area. Two quotes were received and the lowest was \$105 per/month but more service may be necessary. This will be brought back in two weeks.
26. Discussion was held on the 2012 budget. The budget is balanced at a 0% increase for 2012.
27. It was noted that at the last meeting there was a discussion on Aquatic Invasive Species (AIS) funding. While it is recognized that there is support for funding, there is no money in the current budget. If approved, it would have to be specifically a one-time funding, preferably with matching funds, not ongoing costs.

Greater Minnesota Regional Parks & Trails Coalition (GMRPTC): Brad Green, City of Detroit Lakes Public Works Director presented and Jonathan Smith, City Administrator for the City of Frazee was present:

Brad Green gave an overview of the Greater Minnesota Regional Parks and Trails Coalition (GMRPTC). He noted that there is not legacy money available, however, will be eligible to apply for grants. The cities need the help of the county to be able to access this money, which will help with economic development. The cities are requesting that the county pay the \$150.00 for the 2012 Annual Membership to the GMRPTC. It was moved and seconded to approve Resolution 12-11-1B, that the Board of County Commissioners of Becker County approve the 2012 Greater Minnesota Regional Parks and Trails Coalition Annual Membership, at a cost of \$150.00. (Schram, Okeson), carried.

The meeting recessed at 10:00, for one-half hour, for the Becker County Annual Holiday Tea, hosted and paid for by the County Commissioners.

Human Services: Nancy Nelson presented:

1. It was moved and seconded to approve the renewal of the yearly agreement with Lakeland Mental Health Center for outpatient services, adult day treatment, pre-school day treatment, case management-children, case management-adult, and Rule 14 Community Support Program (CSP). (Skarie, Knutson), carried.
2. It was moved and seconded to approve the Medica Participation Agreement, to provide care coordination services for the Special Needs Basic Care population for Medica clients at a reimbursement rate of \$103.00 per client/per month. (Knutson, Skarie), carried.
3. It was moved and seconded to accept the 2012 Local Public Health Act (LPH Act) award for calendar year 2012 (January 1, 2012 through December 31, 2012), with an award amount of \$235,175. (Schram, Knutson), carried.
4. It was moved and seconded to approve the purchase of updated transit tokens at an estimated cost of \$1,600, plus shipping. (Knutson, Okeson), carried.
5. It was moved and seconded to approve Resolution 12-11-1A, to move forward in the hiring of two (2) part-time social worker/RN positions; one to fill a vacancy and the other to administer the Medica program. (Schram, Skarie), carried.
6. It was moved and seconded to approve the Human Services Claims for Human Services, Community Health, and Transit. (Skarie, Knutson), carried.

Becker Soil and Water Conservation District: Brad Grant presented:

1. It was moved and seconded to approve the FY 2012 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement, for grant period September 1, 2011 to June 30, 2013, in the amount of \$66,989. (Okeson, Schram), carried.
2. It was moved and seconded to accept the 2011 Annual Report and Workplan Summary, as submitted. (Schram, Okeson), carried.
3. Brad Grant presented an overview of the Becker Soil and Water Conservation District/Natural Resources Conservation Service Field Office 2011 projects. He thanked the Information Technology (IT) Department for purchasing and setting up computers in the office and noted his appreciation for the support of the county.

Highway: Brad Wentz presented:

1. It was moved and seconded to approve Resolution 12-11-1D, to authorize the final payment for Project Number S.A.P. 003-606-17; S.A.P. 003-617-007; S.A.P. 003-622-031 in the amount of \$43,262.27. (Okeson, Schram), carried.
2. It was moved and seconded to approve Resolution 12-11-1E, to authorize the final payment for Project Number S.A.P. 003-612-005; S.A.P. 003-599-027; S.A.P. 003-635-005 in the amount of \$33,539.53. (Schram, Okeson), carried.
3. It was moved and seconded to approve Resolution 12-11-1F, to adopt the Becker County 2012 Five Year Construction Improvement Plan (2012-2016), as outlined in said resolution. (Okeson, Schram), carried.
4. Resolution 12-11-1G, to approve the Highway Department Vehicle Policy was rescinded. It was presented to the Finance Committee and a request was made to re-word the intent and present at a later meeting.

It was noted that the new Board Chair will need to make the committee assignments at the first meeting in January.

There will be a meeting on December 22, 2011, with the Recreational Advisory Committee (RAC) and the County Attorney in the County Attorney's office in reference to the Ordinance.

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

Closed Session: Union Negotiations: Nancy Grabanski and Ryan Tangen presented:

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

Open Session: Human Resources: Courthouse Contract: Nancy Grabanski and Ryan Tangen presented:

1. It was moved and seconded to accept and ratify the Courthouse Contract, as presented. (Okeson, Schram), carried. Board Chair Nelson expressed the Board's thanks and appreciation for all of the hard work put forth in reference to the labor negotiations and

contracts. He also noted that this is a “win-win” situation for the taxpayers of Becker County and the employees.

The meeting recessed until 6:00 p.m., at which time the meeting re-convened for the Budget and Levy Discussion with public input, held in the Board Room of the Courthouse. Following, the meeting was adjourned.

/s/ Ryan Tangen
Ryan Tangen
Auditor-Treasurer

/s/ Barry Nelson
Barry Nelson
Board Chair