

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: Tuesday, December 17, 2013 at 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda/Minutes:

1. a. Meeting presided over by Board Chair Skarie. All commissioners in attendance; County Administrator, Jack Ingstad; and Minute Taker, Cindy Courneya.  
b. Pledge of Allegiance.
2. The agenda was approved with the following changes: Under Commissioners: Add Number 6: Establishment of Elected Official Salary Setting Committee and Under Environmental: Add Number 2: Discussion on Transfer Station Tipping Fees and Number 3: Contract for Grinding Woody Biomass and Under Sheriff: Remove Number 1: Request to Purchase Rhino Air Boat and Trailer: Resolution 12-13-1I and under Human Services: Remove Number 3: Personnel Request: b): Part-Time Case Aide – Community Health: Resolution 12-13-1L. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve the minutes of November 26, 2013 with the requested changes. (Knutson, Grimsley), carried.

Commissioners:

1. Open Forum:
  - a. Clarence Suvanto commented on a number of items including the fundraising by the City for the Detroit Mountain Recreation Area and the effect this may have on County revenues. Board Chair Skarie reported that this should not have an effect on County revenues. He also spoke against the proposed partnership with the City of Detroit Lakes for a Joint Public Works Facility. He requested a later start time for the commissioner's meetings and inquired as to the past Sheriff's investigation. He voiced concerns in reference to horse buggies from the Amish Community traveling on Highway 87 and the safety issues this may present. County Administrator, Jack Ingstad, recommended that the Highway Department and MnDOT meet to look at forming a committee to address this at both a local and state level.
2. Reports and Correspondence: The commissioners reported on the following meetings:
  - a. Commissioner Skarie: Association of Minnesota Counties (AMC) Annual Conference, (Human Services Policy Committee and Indian Affairs Advisory Committee), Human Services Committee, and Environmental Affairs Committee.
  - b. Commissioner Grimsley: AMC Annual Conference (General Government Policy and MCIT meeting), Sunnyside Care Center, Historical Society, Heartland Trail Committee, and Human Services Committee.
  - c. Commissioner Okeson: AMC Annual Meeting (Transit), Safety Committee, Heartland Trail meeting, and Economic Development Authority. He reported that he was nominated as Vice-Chair of Transportation at the AMC Annual Conference.

- d. Commissioner Knutson: Three separate meetings with PLMSWA, Environmental Affairs Committee, and Tri-Powers meeting.
  - e. Commissioner Nelson: AMC Annual Meeting (MRCC meeting), Sunnyside, Highway, and Economic Development Authority. He also noted that he received a phone call from a constituent who voiced frustration with the slow response time and lack of adequate assistance provided to him/her by the Human Services Department.
3. Appointments
    - a. Commissioner Nelson noted that he has received a list of upcoming appointments needed in January 2014 for Planning and Zoning from Patty Swenson.
  4. It was moved and seconded to approve Resolution 12-13-1A, to approve the Commissioner's salaries for 2014, without an increase from 2013, and with the per diem for meeting attendance, other than regular Commissioner's meetings, to remain at \$60, with meetings over 4 hours at \$85, and with a change to said resolution to reflect the salaries remaining at \$22,137, and for the Board Chair to receive \$600 more at \$22,737. (Grimsley, Nelson), carried.
  5. It was moved and seconded to approve Resolution 12-131B, to approve the Becker County Board of Commissioner's schedule of meetings for 2014, as presented. (Okeson, Knutson), carried.
  6. It was moved and seconded to approve establishing the Elected Official Salary Setting Committee, using the Finance Committee members to include the two commissioners currently on the committee, Commissioner Skarie and Commissioner Okeson. (Knutson, Grimsley), carried.

2014 Final Budget/Levy Resolution: Resolution 12-13-1C: County Administrator, Jack Ingstad and Auditor-Treasurer, Ryan Tangen presented:

1. The Final Budget and Levy Resolution (Resolution 12-13-1C) was presented and it was reported that the final budget and levy has not changed since the last presentation was made, with the levy at \$18,549,962.
2. The Economic Development Authority (EDA) budget has decreased by \$15,000, with an estimated tax levy of \$160,748.
3. A List of Administrative Rules (Exhibit A), compiled by staff and department heads was presented. This list was designed to provide the County Administrator the authority to approve and/or execute various types of transactions, requests, and decisions in reference to Personnel and Operational issues, through the authority granted from the County Commission.
4. A Position Allocation List (Exhibit B) was also presented to the Board providing a detailed breakdown of positions approved by the Board, to be included in the budget for 2014. A resolution will be presented to the Board when adding a new position but the allocation list will be referred to at the time the request to hire is made.
5. A Line Item Budget (Exhibit C) was presented and a brief discussion was held noting that the Human Services budget was broken down and provided in detail. Commissioner

Nelson suggested that in the future, it would be helpful to provide funding information as well. It was noted that the budget planning process for 2014 was very transparent, including discussion on the Reserves.

6. County Administrator, Jack Ingstad, reported that in January the Board will be provided a PDF version and hard copy of the Final Budget, which will also include other items such as employee suggestions and budget narratives from the Department Heads.
7. It was moved and seconded to approve Resolution 12-13-1C, to approve the Final Budget for 2014, as presented, setting the levy at \$18,549,962 with the EDA District Levy at an estimated \$160,748 and to approve Exhibits A, B, and C, as presented, with the requested change in said resolution referencing Exhibit A (Number 4), by removing the verbage, "showing additional budgetary assumptions, and". (Nelson, Knutson), carried.

Auditor-Treasurer: Ryan Tangen presented:

1. It was moved and seconded to approve Resolution 12-13-1N, approving the Gambling Application for Exempt Permit to conduct a Raffle for the Sanford Health Foundation North, on January 25, 2014 at Roadhouse Bar & Grill, 11740 Co. Highway 5, Lake Park, MN 56554, in Cormorant Township. (Nelson, Okeson), carried.
2. It was moved and seconded to approve the band and grade change to C51-0 for the hiring of the Fiscal Supervisor position. (Nelson, Grimsley), carried.
3. It was moved and seconded to approve the Office Structure for the Auditor-Treasurer's office, as presented. (Knutson, Grimsley), carried.
4. It was moved and seconded to approve Resolution 12-13-1J, to adopt the categories for GASB 54 Fund Balance Commitments and estimated amounts as outlined in said resolution, and with the final amounts being determined after year-end activities are completed. (Nelson, Okeson), carried.

Finance Committee: Ryan Tangen presented:

1. It was moved and seconded to approve the regular claims, over-90 day claims, and Auditor's Warrants as follows:
  - a. Over 90 Days:
    - i. Mark's Electric in the amount of \$119.00, due to late billing.
    - ii. Rolyan Buoys in the amount of \$738.51, due to late billing.
  - b. Auditor's Warrants:
    - i. 11/26/2013 in the amount of \$8,592,910.86
    - ii. 12/03/2013 in the amount of \$22,814.77
    - iii. 12/05/2013 in the amount of \$150.00
    - iv. 12/10/2013 in the amount of \$56,231.94
    - v. 12/11/2013 in the amount of \$264,218.66(Nelson, Okeson), carried.
2. It was moved and seconded to accept the Cash Comparison and Investment Summary for October 2013, as presented. (Grimsley, Knutson), carried.

3. It was moved and seconded to approve Resolution 12-13-1M, to approve the set of guidelines to be used in determining the Voluntary Employees' Beneficiary Association (VEBA) Contributions, as outlined in said resolution. (Okeson, Knutson), carried.

Assessor: Abatements: Steve Carlson presented:

1. It was moved and seconded to approve the following abatements, as presented:
  - a. PIN # 06.8298.010 in Cormorant Township in the amount of \$12.00 due to the wrong person was assessed;
  - b. PIN # 06.8830.000 in Cormorant Township in the amount of \$14.00 due to the wrong person was assessed;
  - c. PIN # 12.8025.000 in Forest Township in the amount of \$26.00 due to the porch and desk were incorrectly assessed;
  - d. PIN # 23.8004.000 in Riceville Township in the amount of \$22.00 due to a duplicate assessment, mobile also on RE 23.0004.001;
  - e. PIN # 28.8173.000 in Shell Lake Township in the amount of \$8.00 due to a deck was incorrectly assessed;
  - f. PIN # 28.8178.000 in Shell Lake Township in the amount of \$20.00 due to a duplicate assessment of parcel 28.803.000.  
(Nelson, Knutson), carried.

Lifesaver Award Presentation to Becker County Deputy Jon Peterson: Sheriff Kelly Shannon presented:

1. Commissioner John Okeson presented an overview of the Lifesaver Award and the criteria used to determine eligibility in receiving the award. Sheriff Kelly Shannon presented the Becker County Lifesaver Award to Deputy Jon Peterson for his selfless and quick lifesaving response to an incident on August 16<sup>th</sup> involving a possible attempted suicide. He removed the unresponsive person from the residence where there was a strong odor of natural gas and then called Life Flight, ultimately saving the person's life. It was noted that Deputy Jon Peterson has been with the Sheriff's office for less than 6 months at the time of the incident and that Sgt. Ty Warren nominated Deputy Peterson for the Becker County Lifesaver Award.

State of the County Address: Board Chair Skarie presented:

1. Board Chair, Commissioner Don Skarie presented the State of the County address highlighting the economic condition of the County, with unemployment at 4.1 percent, well below the state average, and Becker County remaining financially strong with more than \$20 million in County reserves and a bond rating of AA-. In fulfilling the mission of Becker County, he attributed the outstanding customer service provided by staff and the County's \$42 million 2014 priority-based budget, which will improve County services while decreasing the property tax levy. He noted the accomplishments for 2013 and the priorities for the coming year and into the future for Becker County. He thanked the

County Administrator, Jack Ingstad, for assisting the County in moving forward. He also thanked each of the Board members for their dedication and participation in County operations for 2013.

The meeting recessed for the annual Holiday Tea.

Planning and Zoning: Patty Swenson presented:

1. It was moved and seconded to concur with the Planning Commission (December 16, 2013), to approve the request as submitted by Central Specialties, Inc., on behalf of Dean and Janice Haverkamp, for a Conditional Use Permit (CUP) for a Site Operations Plan to allow aggregate extraction/mining and processing including crushing, screening, washing, and storage, on an as needed basis for area road construction projects in an Agricultural Zone, with the project located at Field N of 19172 – 230<sup>th</sup> Avenue in Audubon Township, as it will not be detrimental to the neighborhood. (Knutson, Okeson), carried.
2. It was moved and seconded to concur with the Planning Commission (December 16, 2013), to approve the request as submitted by Kendall Nygard, for a preliminary plat consisting of five (5) lots, with the project located at 34191 – 323<sup>rd</sup> Avenue in Maple Grove Township, as it would not be detrimental to the character of the neighborhood. (Okeson, Knutson), carried.
3. The next informational meeting is scheduled for Thursday, January 16, 2013 at 8:00 a.m. in the Third Floor Meeting Room of the Courthouse.

SMART Presentation (Safe, Multi-Modal, Active, Responsible Transportation) Presentation: Ryan Tangen and Jim Olson presented:

1. An overview of the proposal to implement a ½ cent sales tax to fund county, city and township transportation projects over the next ten years was provided, with a request to the Board for direction. Discussion was held with comments from City Administrator, Bob Louiseau, and the public. County Administrator, Jack Ingstad, noted that staff have requested that two (2) commissioners serve on the committee to define and set priorities. Following, a public hearing will be scheduled and then a return to the Board with additional information. It was the consensus of the Board to nominate two (2) commissioners to the committee at the next meeting on January 7, 2014.

Support of Clay/Becker County Veteran's Treatment Court: Resolution 12-13-1D: Becker County Attorney, Mike Fritz, Judge Lawson from Clay County, Don Kautzmann, Veteran's Treatment Court Coordinator, and Lauri Brooke, Becker County Veteran's Service Officer presented:

1. Staff has completed the required national training to begin the Clay/Becker Veterans Treatment Court. The Judicial Court requires a resolution of support from Becker County. It was moved and seconded to approve Resolution 12-13-1D, that the County of Becker certifies that the Clay/Becker Veterans Treatment Court being located within

our jurisdiction, has Becker County's approval to begin a Veterans Treatment Court. (Okeson, Grimsley), carried.

Human Services: Nancy Nelson presented:

1. It was moved and seconded to approve the MNSure Agreement as presented, for Becker County to provide Navigator and In-Person Assistance to individuals in the completion of the MNSure Application, with reimbursement of \$70.00 per applicant, per successful enrollment into a qualified health plan. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve the contracts and/or agreements as follows:
  - a. Lutheran Social Services of Minnesota for Family Based Services with the total cost of the contract not to exceed \$482,000;
  - b. The Village for Family Based Crisis Services in the amount of \$81,291.00, with \$75,600 for Intensive In-Home Therapy and \$5,691.00 for 0-3 mental health diagnostic assessments;
  - c. Renewal of the Family Resource Center contract for relative search activities, to be reimbursed at \$50.00 per hour up to a maximum of \$80,000;
  - d. Lakes Crisis and Resource Center/Positive Connections Parenting Time Program for supervised visitations, mentoring or exchanges for families referred by BCHS Children's Services Unit, with the amount of the agreement not to exceed \$200,000.00;
  - e. West Central Regional Family Group Decision-Making Collaborative agreement between the counties of Becker, Clay, Crow Wing, Grant, Morrison, Norman, Otter Tail, Pope, Todd, Wadena and Wilkin Counties and the White Earth Tribal Services and Family Resource Center for calendar year 2014, with the amount of the contract not to exceed \$144,000.00 and to cover the coordination and facilitation of Family Group Decision Making;
  - f. Child and Teen Checkup Administrative Services Budget Agreement for 2014 for child and teen checkups, with the budget request at \$94,976.00.  
(Grimsley, Okeson), carried.
3. It was moved and seconded to approve the Joint Powers Agreement between the Counties of Becker, Clay, Otter Tail, and Wilkin to establish a Joint Entity Community Health Board, as presented, with a change made on Page 2, under Section IV – Governing Board Composition, Appointment of Terms, under A.2., to read, "One at Large community member shall be appointed by the governing boards of each of the Joint Participants, those being Becker, Clay, Otter Tail, and Wilkin Counties". (Grimsley, Nelson), carried.
4. It was moved and seconded to approve the Addendum to the Stellher Human Services Contract to increase the contract by \$13,170 for this calendar year, to cover Children's Therapeutic Support Services and Respite Care. (Grimsley, Knutson), carried.
5. It was moved and seconded to approve Resolution 12-13-1K, to approve the hiring of one (1) part-time Nurse and one (1) part-time Social Worker for the implementation of the MNChoices Program. (Grimsley, Skarie), carried.
6. It was moved and seconded to approve the Human Services Claims for Human Services, Community Health, and Transit. (Okeson, Knutson), carried.

Environmental: Steve Skoog presented:

1. It was moved and seconded to approve the 2014 Solid Waste Hauler Licenses, upon each applicant fulfilling all licensing requirements of the Becker County Solid Waste Ordinance. (Nelson, Knutson), carried.
2. It was moved and seconded to approve a two-day experimental brush grinding of wood biomass, as discussed, and if specifications are met, to enter into a contract with a wood fuel buyer. (Nelson, Knutson), carried.
3. It was moved and seconded to delay the implementation of the changes for the Transfer Station Tipping Fees as previously approved, until April 1, 2014 for compacted commercial haulers, due to timeliness. (Knutson, Grimsley), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 12-13-1E, to authorize and direct the County Engineer to purchase, off State bid, a 2015 International Tandem Plow truck chassis with all applicable plowing equipment, for a total of \$182,464 (tax included on chassis and includes \$30,000 trade-in of 2003 plow truck), and as outlined in said resolution. (Nelson, Okeson), carried.
2. It was moved and seconded to approve Resolution 12-13-1F, to authorize and direct the County Engineer to purchase one 2014 John Deere 644K Wheel Loader for a total of \$132,560 (exempt from sales tax), and to order the loader before January 1, 2014, as per the capital outlay request. (Okeson, Nelson), carried.
3. It was moved and seconded to approve Resolution 12-13-1G, to authorize and direct the County Engineer to purchase Navistar ServiceMaxx Engine Software and Laptop Computer, at an amount of \$2,952 (tax included) with a \$310 annual renewal fee after the first year, which will include all necessary updates for the purposes of maintaining the County plow truck fleet. (Okeson, Nelson), carried.
4. It was moved and seconded to approve Resolution 12-13-1H, to adopt the Becker County Highway Department 2014-2018 Five Year Construction Improvement Plan as was presented to the public and as outlined in said resolution and hereby approved as attached. (Knutson, Okeson), carried.

Becker County Soil & Water Conservation District (SWCD): Peter Mead and Marsha Watland presented:

1. It was moved and seconded to approve the FY 2014 & 2015 State of Minnesota, Board of Water and Soil Resources, Natural Resources Block Grant Agreement in the amount of \$68,047. (Nelson, Knutson), carried.
2. It was moved and seconded to add to the agenda, the Becker County Agricultural Inspector's 2013 Annual Report and Workplan Summary. (Nelson, Knutson), carried.
3. Marsha Watland from the SWCD presented an overview of the 2013 Annual Report and Workplan Summary and requested approval of the report.
4. It was moved and seconded to approve the Becker County Agricultural Inspector's 2013 Annual Report and Workplan Summary, as presented. (Nelson, Knutson), carried.

Board Chair Skarie adjourned the meeting.

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Jack Ingstad  
Jack Ingstad  
County Administrator

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Don Skarie  
Don Skarie  
Board Chair