

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, July 8, 2014 AT 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Okeson. All commissioners in attendance; County Administrator, Jack Ingstad, and Minute Taker, Cindy Courneya.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following changes: Under Commissioners: Number 5: Jail Consultant Contract: Allen Brinkman, President – Opal Group, the addition of a Revised Contract and move Number 7: Discussion to Re-Open the Tram to follow Open Forum; under Human Services: Number 1. Agreements/ Contracts, remove 1b: Stellher Human Services Agreement; and add Sheriff: Number 1: Request to Begin Process to Develop a Roster for Vacant Deputy Positions, to follow Environmental Services. (Knutson, Grimsley), carried.
4. It was moved and seconded to approve the minutes of June 24, 2014, with the requested changes. (Knutson, Skarie), carried.

Commissioners

1. Open Forum:

Several residents were present and spoke in reference to the upcoming agenda item, the Discussion to Re-Open the Tram. Those in favor of re-opening the tram included: Roger Demers, resident of Lake Sallie, and George Haugo, resident of Barbara Beach on Lake Sallie. Those opposed were Barb Halbakken-Fischburg, President of the Lake Detroiters Association, and Steve Lindow, Vice-President of the Bad Medicine Lake Association.

E-mail letters were also received from the following that were opposed to re-opening the tram: Harold and Jean Rebenitsch, Odean Olson, Paul M. Bursik, Tom Risdal, Laurie J. Olson, and Stan and Natalie Adler.

2. Discussion to Re-Open the Dunton Locks Tram:

Board Chair Okeson provided an explanation of why discussion to re-open the tram was taking place today. He reported that the tram was closed last week, due to the announcement by the MN DNR that Lake Melissa was infested with Zebra Mussels. However, at the time, there was no information from the DNR that Lake Sallie had been inspected, or that upon inspection, no evidence of zebra mussels was found. Discussion then followed in reference to re-opening the tram.

It was moved and seconded to close the tram indefinitely. (Grimsley, Skarie), carried.

3. Reports and Correspondence: The Commissioners reported on the following meetings:

- a. Commissioner Nelson: Highway Committee and attended a meeting with the City of Lake Park, along with Highway Engineer, Jim Olson, in reference to the Bridge Project.
- b. Commissioner Skarie: Review Board, Fair Board, and Human Services Committee.
- c. Commissioner Okeson: Highway Committee, Re-Design Committee, Finance Committee, and attended a plant tour of Pet Care Systems, Inc. (makers of Swheat Scoop Natural Wheat Litter) in Detroit Lakes, with area legislators.
- d. Commissioner Grimsley: Human Services Committee and Finance Committee.
- e. Commissioner Knutson: Prairie Lakes Municipal Solid Waste Authority (PLMSWA) and Mahube-OTWA.

4. Appointments:

- a. County Administrator, Jack Ingstad, reported that the re-appointment of the Veteran Services Officer is required every four years and that this individual reports to the County Administrator. He met with Ms. Brooke for her performance review, along with Board Chair Okeson and Vice-Chair Grimsley and based on their review, they are recommending her re-appointment. Mr. Ingstad also provided a list of her accomplishments including being nominated as “County Veteran’s Service Officer of the Year” for the State of Minnesota, and noted her goal of seeking out more state funding for transportation. Mr. Ingstad has also recommended a 360 Performance Review for next year and Ms. Brooke has consented.
- b. It was moved and seconded to approve Resolution 07-14-1F, to re-appoint Lauri Brooke as Becker County Veteran’s Services Officer for a four-year term, beginning on September 3, 2014 and expiring on September 22, 2018. (Grimsley, Nelson), carried.

5. Review Board: Band and Grade Approval – Veteran’s Services Officer Position:

- a. The Review Board met on June 27, 2014 and has approved the Band and Grade Change of the Veteran’s Service Officer from B31(0) to C41(0), due a change in duties and is recommending board approval.
- b. It was moved and seconded to concur with the Review Board to approve the Band and Grade Change of the Veteran’s Service Officer from B31(0) to C41(0), as presented. (Nelson, Skarie), carried.

6. Jail Consultant Contract: Allen Brinkman, President – Opal Group:
 - a. County Administrator, Jack Ingstad, presented a “revised” Jail Consultant Contract with Allen Brinkman, noting the changes under Compensation for Services Provided. The Finance Committee has reviewed the contract and is recommending approval.
 - b. It was moved and seconded to approve the Revised Consulting Services Agreement with Allen J. Brinkman, Brinkman Consulting Group (BCG), (“Consultant”), of St. Cloud, Minnesota, as presented. (Grimsley, Knutson), carried.

7. Potential Sales of County Wetland Credits:

- a. It was moved and seconded to pursue selling wetland credits for a minimum of up to .40 per square foot and to review and approve each application individually. (Nelson, Grimsley), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits: There were none.
2. It was moved and seconded to approve Resolution 07-14-1A, to hire one (1) Full-Time Licensing Coordinator/Cashier position and to backfill for a part-time cashier position, if necessary. (Grimsley, Skarie), carried.
3. Deputy Auditor-Treasurer, Mary Hendrickson, and County Administrator, Jack Ingstad, provided an update on Centralized Accounting and requested feedback from the Board. It was the consensus of the Board that the process to move to centralized accounting appears to be on track. They stressed the importance of cross-training and support the Department Heads working with Administration to determine where the accounting positions are located and to complete the implementation of centralized accounting. Jack Ingstad reported that he will refer to Denise Warren, Fiscal Supervisor, and Mary Hendrickson, Deputy Auditor-Treasurer, for their direction and how best to continue, along with having discussions with the department heads.

Finance Committee: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular claims, Auditor’s Warrants, Over-90-Day Claims, and additional claims, as presented:
 - a. Auditor’s Warrants (Tuesday Bills) for a combined total amount of \$7,315,380.24.
 - b. Over 90-Day Claims for a combined total amount of \$4,511.08.
 - c. Additional Claims for a combined total amount of \$2,450.12 and less \$-26.40 for credit of tax paid on invoice.(Grimsley, Nelson), carried.

2. It was moved and seconded to approve two (2) cell phone reimbursement requests, as presented; one (1) for a Human Services Supervisor and one (1) for a Highway Shop Foreman. (Grimsley, Nelson), carried.
3. It was moved and seconded to approve the request to solicit bids for the purchase and removal of a 20' and 24' cabin, located on the parcel acquired from Mark Erickson for access to Shell Lake Public Land Block. (Skarie, Nelson), carried.

Assessor: Steve Carlson presented:

1. It was moved and seconded to approve the following abatements:
 - a. PIN #15.0233.000 - Height of Land Township, due to assessment errors for 2012 and 2013 taxes, in the amount of \$38.00 and \$30.00, respectively (road acres were assessed a taxable value).
 - b. PIN #50.0462.533 - City of Frazee, due to Tax Forfeit, in the amount of \$106.00 (abate 2014 tax per Auditor's Office – property went tax forfeit). (Grimsley, Nelson), carried.

Highway: Jim Olson presented:

1. Bid Review/Award – Washington Avenue Project:
 - a. Discussion was held in reference to the Washington Avenue Project Re-Bid for S.A.P. 003-622033. Bid opening began on Thursday, July 3, 2014 at 10:00 a.m. at Detroit Lakes City Hall. There were two possible project start dates including either July 21st after the Carnival Parade, or August 11th, after We-Fest. Highway Engineer, Jim Olson, presented a "Summary and Comparison of Original Bids versus Modified Bids versus Re-Bid", noting that the bids actually came in 10% higher, with the County's portion increasing from 1.53 million to an estimated 1.64 million.
 - b. City Engineer, Jon Pratt, reported that one of the main reasons for the increase was due to the planned use of concrete and with a later start date, there would be extra costs involved to prepare the concrete. City Administrator, Bob Louiseau reported that there would be a \$50,000 increase if the project begins after We Fest, which would be split amongst all those assessed.
 - c. Business owners were present and provided input, including Dawn Olson, Washington Square Mall Manager, who would like the project to be done this summer, with a request to not start until after We Fest; Mr. Norby noted that due to the businesses paying for a large part of this project, their opinions should be taken into consideration; and Roger Price of Price's Fine Jewelry, would prefer that the project now be postponed, to start the re-bidding in the winter.
 - d. The commissioners reported that due to the increase in cost to the County, it is difficult to justify moving forward this year.

- e. It was moved and seconded to reject all bids for the Washington Avenue Project, as presented. (Grimsley, Knutson).
2. Walworth Township Bridge Fund Request: Resolution 07-14-1B:
 - a. It was moved and seconded to approve Resolution 07-14-1B, as presented, to replace a series of 3 metal culverts at 150th Street, crossing over Moccasin Creek with a single concrete box culvert (Sections 1 & 2, T142N, R43W), using Town Bridge Funds; and to request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law. (Nelson, Knutson), carried.

Human Services: Christy Ramsey presented:

1. It was requested that an additional claim be added to the Human Services claims for approval, to include a claim for Sheila Ojala, for payment of her normal monthly salary that was inadvertently not submitted. This will be included with the request for approval of the Human Services claims.
2. It was moved and seconded to approve the amendment to the Medica Transportation Agreement, changing the effective dates and the increased rates of reimbursement, as presented. (Skarie, Nelson), carried.
3. It was moved and seconded to approve Resolution 07-14-1G, to hire one (1) part-time Office Support Specialist (OSS), due to an internal promotion. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the Human Services Claims for Human Services, Community Health, Transit, and the additional claim for the monthly salary of Sheila Ojala, as presented. (Nelson, Grimsley), carried.

Transit: 2015 Public Transit Participation Program Grant Application: Resolution 07-14-1C:

1. It was moved and seconded to approve Resolution 07-14-1C, to enter into an agreement with the State of Minnesota to provide public transportation service in Becker County and for Becker County to provide a local share of 15% of the total operating cost and 20% of the total capital costs, and to authorize the Board Chair or County Administrator to execute said agreement and any amendments to the agreement. (Grimsley, Nelson), carried.

U.S. Fish & Wildlife Service – Lynn Sebek, Realty Specialist: Request for Certification of Easement: Jason Crabtree Wetland Easement Acquisition:

1. Lynn Sebek, Realty Specialist with the U.S. Fish and Wildlife Service presented the request for certification of a recently acquired wetland easement from Jason and Janelle Crabtree, in accordance with a Procedural Agreement between the MN Department of Natural Resources and the U.S. Fish and Wildlife Service, dated May 23, 1962. Ryan

Frohling, Assistant Manager of the Detroit Lakes Wetland Management District, and Jason Crabtree were also present.

2. It was moved and seconded to approve the request as presented by the U.S. Fish & Wildlife Service for certification of a wetland easement acquired from Jason and Janelle Crabtree, located in Lake Park Township, Section 1, 11.6 Wet Acres (T. 139 N., R. 43 W., 5th P.M.), and as presented. (Nelson, Skarie), carried.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to appoint Angela Aakre as a member of the Review Board Committee. (Skarie, Nelson), carried.
2. It was moved and seconded to approve the modifications to the appeals process, as presented, and to use Fox Lawson for the independent review, with the cost for each job description at \$350.00. (Skarie, Grimsley), carried.
3. It was moved and seconded to accept the low quote from Tweeton Refrigeration for the replacement of one (1) compressor on the Jail two-stage Trane air conditioning unit, at a cost of \$2,192, to include one (1) new Trane compressor, contactor, suction filter, liquid filter, labor and freight to replace compressor. (Nelson, Knutson), carried.

Environmental Services: Jack Ingstad presented:

1. It was moved and seconded to approve Resolution 07-14-1D, to hire one (1) full-time, Temporary Transfer Station Attendant, as presented. (Knutson, Skarie), carried.
2. It was moved and seconded to table the request for approval of Resolution 07-14-1E, to approve the amendment to the Prairie Lakes Municipal Solid Waste Authority (PLMSWA) Joint Powers Agreement (JPA). (Knutson, Nelson), carried.
3. The draft of the Becker County Aquatic Invasive Species (AIS) Plan was presented. It was reported that Becker County's funding allocation from the State to use for combating AIS is expected to be approximately \$143,600 in 2014 and \$319,100 in 2015. With the recent zebra mussel infestation in both Lake Melissa and Pickerel Lake, and with the additional funding, the Department is requesting direction from the Board on expectations of the department in meeting the County AIS Prevention Plan. Commissioner Nelson suggested obtaining quotes for decontamination units and possibly hiring another deputy for the summer. Sheriff Kelly Shannon responded that currently there aren't enough cars available, but this may change in a month or so. Commissioner Grimsley would like to see expansion of the ambassador program. Barb Halbakken-Fischburg suggested continued discussion, to gather information, and to keep moving forward. Board Chair Okeson recommended forwarding any other suggestions to Steve Skoog and having continued discussions with the AIS Panel.

Sheriff: Sheriff Kelly Shannon presented:

1. Sheriff Kelly Shannon wanted to publicly commend the two tubing businesses, K&K Tubing and Charlie's Tubing for their cooperation over the 4th of July weekend, noting that they were very helpful and as a result, there were very few problems.
2. He also read a letter he received yesterday from a gentleman, expressing his thanks and appreciation for the assistance he received from Sergeant Todd Glander and crew, when he became stuck on the Vergas Trail Road during a blizzard in January, with temperatures at minus 20 degrees. The other crew members consisted of Deputies Cody Bouchie and Adam Kumpula. Also included with the letter was a check for \$100 for a donation to the Sheriff's Department.
3. Commissioner Skarie, on behalf of the Fair Board, requested the assistance of the Sentence to Service (STS) crew for the Becker County Fair (July 30th – August 3rd).
4. It was moved and seconded to authorize to advertise for the Deputy Roster List, due to two upcoming resignations. (Knutson, Nelson), carried.

Preliminary 2015 Budget Presentation: Jack Ingstad and Mary Hendrickson presented:

1. County Administrator, Jack Ingstad, provided an overview of the preliminary budget presentation for 2015, including the timeline for the budget process. He reported that the Preliminary Maximum Levy will be set on September 12th, with the final adoption of the budget for December 16th.

Being no further business, Board Chair Okeson adjourned the meeting.

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Jack Ingstad	John Okeson
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County Administrator	Board Chair