

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, December 16, 2014 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Okeson. Commissioners in attendance: Okeson, Grimsley, Knutson, Nelson, and Skarie; 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: Appointments: Number: 3A: County Coroner Position: Resolution 12-14-1A, Add: Discussion on adding a Deputy Coroner via the County Coroner and Remove: Number 5: Elected Official Salary Setting: Resolution 10-14-1D; Under Sheriff: Add: Number 4: Personnel Request: Chief Bailiff Position: Resolution 12-14-1N; and Under Planning and Zoning: Add: Number 2: Discussion Regarding Planning and Zoning Supervisor Position. (Grimsley, Nelson), carried.
4. It was moved and seconded to approve the minutes of November 18, 2014, as presented. (Knutson, Skarie), carried.
5. It was moved and seconded to approve the minutes of December 2, 2014, as presented. (Skarie, Knutson), carried.

Commissioners

1. Open Forum: There was no one present.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Okeson: Highway Committee, Heartland Multi-Purpose Recreational Trail meetings, Association of Minnesota Counties (AMC) 2014 Annual Conference, Sheriff's Committee, and Aquatic Invasive Species (AIS) Panel. He also announced that he was nominated to serve as Chair of the Transportation Policy Committee at the recent AMC Conference.
 - b. Commissioner Grimsley: Labor Management Committee (LMC), Lake Agassiz Regional Library (LARL), Sunnyside, Becker County Historical Society meetings, Heartland Multi-Purpose Recreational Trail meetings, AMC 2014 Annual Conference, Finance Committee, and attended a meeting with the City of Detroit Lakes and downtown business owners regarding the Washington Avenue project.
 - c. Commissioner Nelson: Highway Committee, Information Technology (IT), AMC 2014 Annual Conference, Natural Resources Committee, Economic Development/Housing Authority (EDA), and attended a meeting with officials from the City of Detroit Lakes, along with County Administrator, Jack Ingstad,

and Commissioner Okeson, in regards to the status of transferring of Housing to the Detroit Lakes HRA.

- d. Commissioner Skarie: Lakeland Mental Health (LMH), Becker County Fair Board, Safety Committee, Human Services Committee, AMC 2014 Annual Conference, and met with officials from Otter Tail County in regards to possible sharing agreement with Otter Tail County for Human Services Director position, and attended the Senior Council on Aging Holiday Lunch.
 - e. Commissioner Knutson: Recreational Advisory Committee (RAC), Prairie Lakes Municipal Solid Waste Authority (PLMSWA), and the AMC 2014 Annual Conference.
3. Appointments:
- a. It was moved and seconded to approve Resolution 12-14-1A, to re-appoint Dr. Knute Thorsgard as Becker County Coroner for a four-year term, effective January 1, 2015 through December 31, 2018, with the requested change to authorize Dr. Knute Thorsgard to designate and appoint a Deputy Coroner, to assist him with duties as deemed necessary, with no additional cost to the County. (Nelson, Knutson), carried.
 - b. It was moved and seconded to approve Resolution 12-14-1B, to appoint Roy Smith as Becker County Surveyor for a four-year term, effective January 1, 2015 through December 31, 2018, with the requested change to approve the 2015 Annual Salary for said position at \$9,600, as agreed upon by the County Surveyor, Roy Smith. (Nelson, Grimsley), carried.
 - c. It was moved and seconded to re-appoint Gene Olson to the Cormorant Lakes Watershed District Board of Managers for a three-year term, as presented. (Nelson, Skarie), carried.
4. It was moved and seconded to approve Resolution 12-14-1C, to establish the Board of Commissioner's Annual Salary at \$22,137, effective January 1, 2015, and to amend the Board Chair's salary, to reflect an increase in compensation to an additional \$1,200 more, for a total of \$23,337, and that the per diem for meeting attendance, other than regular Commissioners Meetings, be \$60 per meeting, with meetings over 4 hours at \$85. (Knutson, Grimsley), carried.
5. The Elected Official Salary Setting was removed from the agenda earlier. County Administrator, Jack Ingstad, explained that according to State Statute, the full board needs direct knowledge from the elected officials on their salary requests and has therefore recommended that the Board consider setting salaries at the next board meeting of January 6, 2015, to allow for each elected official to present their salary request formally to the Board.
6. It was moved and seconded to approve the payment of \$300, for the Greater Minnesota Parks & Trails 2015 membership dues, as presented. (Grimsley, Knutson), carried.

7. It was moved and seconded to approve the request for the closure of two (2) skilled nursing beds at Sunnyside Care Center, as presented, with a final review completed by Executive Director, Danielle Olson, before enacting. (Nelson, Grimsley), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits:
 - a. It was moved and seconded to approve Resolution 12-14-1L, to approve the Gambling Application for Exempt Permit to conduct a Raffle for the Cormorant Lions Club, on May 9, 2015, for operations at: Cormorant Community Center, 10929 County Highway 5, Pelican Rapids, Minnesota, in Cormorant Township. (Nelson, Knutson), carried.
2. A brief discussion was held in reference to the request to establish winter and summer hours for the Motor Vehicle Department. It was the consensus of the Board to form a committee to review the hours of the motor vehicle department for their recommendations.
3. It was moved and seconded to approve tabling the agenda item for 2007-2008 Uncollectable Landfill Fees, until a later date. (Nelson, Grimsley), carried.
4. Prior to the presentation of the 2015 Final Budget and Levy, there was a brief discussion on items related to the final adoption of the budget. County Administrator, Jack Ingstad, requested direction and clarification on designation of funds for the recently approved commitment to assist the local fire and rescue departments with the purchase of ARMER radios. It was the consensus of the Board to designate the use of Reserve Funds for said purchase, in the amount of \$273,904.00. There was also a suggestion made to possibly add another officer to the Sheriff's Department, to provide additional assistance for crimes related to sex trafficking. There was support for this, however, it was recommended to not amend the budget at this time, but to review again at a later date with consideration being given to designate these duties to the budgeted full-time position to be hired in June.
5. 2015 Final Budget/Levy Resolution: Resolution 12-14-1E:
 - a. Mr. Ingstad presented an overview and summary of the 2015 Final Budget, noting the final budget has not changed since the budget hearing was held on December 2, 2014, with the proposed general fund at \$18,817,616, a 1.44% increase.
 - b) He also referenced the following documents to be included with the budget and resolution:
 - i. Exhibit "A" - showing additional budgetary assumptions and administrative controls;
 - ii. Exhibit "B" - the Position Allocation List, which sets forth the number and classification of all positions for 2015;
 - iii. Exhibit "C" - the Final Budget by line item for 2015.
 - c) He thanked staff from the Auditor-Treasurer's office for the completion of the Position Allocation List, noting that this is a "living" document and will be amended as changes are made. He also thanked Rick Kelsven, Department

Head for the IT Department, for his assistance in “running” the numbers for the budget, and to Denise Warren for her assistance with the Human Services budget. He commended the Board on the AA bond rating the County received, commenting that this reflects well on the Board.

- d) It was moved and seconded to approve Resolution 12-14-1E, to approve the Final Budget for 2015, as presented, with total expenditures at \$51,755,970 and general tax levy at \$18,817,616, and EDA District Levy at an estimated \$160,748, and to approve Exhibits A, B, and C, as presented. (Knutson, Grimsley), carried.
6. It was moved and seconded to approve Resolution 12-14-1F, to adopt the categories for GASB 54 Fund Balance Commitments and estimated amounts, as presented, with final amounts determined after year-end activities are completed and brought back to the Board for approval. (Nelson, Skarie), carried.

Finance Committee: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor’s Warrants, and Over-90-Day Claims, as presented:
 - a. Auditor’s Warrants (Tuesday Bills):
 - i. 11/19/2014 in the amount of \$132,340.25.
 - ii. 11/25/2014 in the amount of \$18,294.88.
 - iii. 11/26/2014 in the amount of \$6,828,160.85 (Tax Distribution).
 - b. Over 90-Days:
 - i. Ameripride in the amount of \$38.09; Office Manager out of office, did not receive invoice from driver.
 - ii. Essentia Health in the amount of \$12,441.88; additional research was required.
 - iii. FleetPride in the amount of \$191.34; credits from August needed to wait for original invoices.
 - iv. 12/10/2014 in the amount of \$110.00; invoice was lost or misplaced.
- (Grimsley, Knutson), carried.
2. It was recommended to approve when presented, Resolution 12-14-1B, to authorize the appointment of the County Surveyor and to approve an annual salary amount of \$9,800.00.
3. It was recommended to have a full board discussion at the first meeting in January for consideration of setting the elected officials salaries for 2015.
4. It was recommended to approve when presented the request to close two (2) skilled nursing beds at the Sunnyside Care Center.
5. It was recommended to have a full board discussion on a request to fill the vacancy of Chief Bailiff due to an internal promotion.
6. Discussion was held in reference to the Human Services Contracts/Agreement renewals and two addendums needed, with a recommendation for a full board discussion and 90-day approval for all listed.

7. It was moved and seconded to approve the purchase of three desktop computers and one tablet at an estimated cost of \$3,089. (Nelson, Skarie), carried.
8. It was moved and seconded to approve the replacement of two UPS batteries for an estimated cost of \$1,160. (Nelson, Knutson), carried.
9. It was moved and seconded to approve the upgrades of eight (8) server licenses that are currently running 2003 to 2012, at an estimated cost of \$6,624.00. (Nelson, Skarie), carried.

Sheriff: Kelly Shannon and Todd Glander presented:

1. It was moved and seconded to approve Resolution 12-14-1J to hire one (1) full-time Sheriff Deputy Sergeant, due to a vacancy. (Nelson, Knutson), carried.
2. It was moved and seconded to approve Resolution 12-14-1K, to hire one (1) full-time Communications Officer, due to a retirement. (Knutson, Nelson), carried.
3. It was moved and seconded to approve the request to begin the process of advertising for a new deputy pool list, as presented. (Nelson, Knutson), carried.
4. It was moved and seconded to approve the ratification of Resolution 12-14-1S, to approve that Becker County enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2014 through September 30, 2016, and to authorize the Becker County Sheriff to execute such agreements and amendments as are necessary to implement the project and to be the fiscal agent and administer the grant. (Grimsley, Skarie), carried.
5. It was moved and seconded to approve Resolution 12-14-1N, to convert the part-time benefited Bailiff position to the position of part-time benefited Chief Bailiff and eliminate the position of part-time benefited Bailiff position, due to the current employee in the part-time benefited Bailiff position will assume the Chief Bailiff position, effective January 1, 2015. (Nelson, Skarie), carried.

Transit: 2015 Transit Operating Contract Update: Commissioner Okeson presented:

1. An update was provided on the 2015 Transit Operating Contract, noting that MnDOT will be providing the contract possibly today electronically.

Assessor: Steve Carlson presented:

1. It was moved and seconded to approve the following abatements:
 - a. PIN #06.0033.001 in Cormorant Township in the amount of \$686.00, due to homestead error.
 - b. PIN #17.1133.000 in Lake Eunice Township in the amount of \$968.00, due to fire abatement.
 - c. PIN #21.0242.001 in Osage Township in the amount of \$14.00, due to fire abatement.

- d. PIN #24.0078.000 in Richwood Township in the amount of \$1,484.00, \$1,612.00, and \$1,740.00, due to homestead error for tax years 2012, 2013, and 2014, respectively.
 - e. PIN #28.0046.001 in Shell Lake Township in the amount of \$576.00, due to fire abatement.
 - f. PIN #33.0239.000 in Toad Lake Township in the amount of \$124.00, due to fire abatement.
- (Knutson, Nelson), carried.

State of the County Address: Board Chair Okeson presented:

1. Board Chair Okeson presented the State of the County Address, reporting on the positive state of Becker County. A summary was provided listing reasons for this including the AA bond rating, the increase in population and decline in unemployment rate, the County's property tax levy remaining flat the last two budget years, and the adoption of the SMART Transportation Sales Tax. He thanked the employees for their dedicated work and welcomed the newly elected officials. He also thanked the Board members for their dedication and participation in County operations in 2014.

Recognition of outgoing Elected Officials: Board Chair Okeson presented:

1. Board Chair Okeson recognized and thanked Becker County Sheriff Kelly Shannon and Becker County Recorder, Darlene Maneval for their years of service to Becker County and presented a plaque to each, in honor of their dedication and commitment to Becker County over the years.

The Annual Holiday Tea was held during the meeting break and provided by the commissioners.

Planning and Zoning: Patty Swenson presented:

1. It was moved and seconded to concur with the Planning Commission (November 18, 2014), to approve the request as submitted by Thelen Holdings, for a Conditional Use Permit, in accordance with the plan submitted for a mining operation located at 32996 County Road 135 in Two Inlets Township. (Knutson, Skarie), carried.
2. It was moved and seconded to concur with the Planning Commission (November 18, 2014), to approve the Final Plat of Brolin Beach Condos (CIC #78), as submitted by Developer, Randy Gravelle. (Skarie, Knutson), carried.
3. The next informational meeting is scheduled for Thursday, December 11, 2014 at 8:00 a.m. in the Third Floor meeting room of the Courthouse.
4. A brief discussion was held in reference to moving forward with filling the upcoming vacancy of Patty Swenson's position in Planning and Zoning when she moves into the position of Recorder in January, with Ms. Swenson offering to assist with the transition. It was suggested that a Board Retreat be held immediately following the Board meeting of January 6, 2015, to continue discussions at that time.

Human Services: Lisa Rietsema and Denise Warren presented:

1. It was moved and seconded to add to the Human Services Agenda: Under Number 1: Contracts/Agreements: m) Renewal of the One-Year Contract of the MNSure Joint Powers Agreement. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve the renewal of the following contracts for 2015, as presented:
 - a. Family Resource Center: Relative Search Contract and SELF Contract;
 - b. Lakes Crisis and Resource Center: Positive Connections Parenting Time and Mentoring, and PSOP (Parent Support Outreach Services);
 - c. Lutheran Social Services;
 - d. Mahube Community Council: PSOP (Parent Support Outreach Services);
 - e. The Village Family Services;
 - f. Lakes Crisis and Resource Center: Agreement for Psychological Testing, Evaluation and Consultation;
 - g. Lakeland Mental Health Center;
 - h. Solutions Behavioral Health;
 - i. Stellher Human Services;
 - j. White Earth Tribal Mental Health;
 - k. Service of Process Cooperative Agreements: Robert Strand and Kevin Niemann;
 - l. Lakes & Prairies Community Action Partnership.
 - m. MN Sure Joint Powers Agreement (Skarie, Grimsley), carried.
3. A motion was made to approve the Addendums for the Family Resource Center – Family Group Decision Making and Rural Minnesota CEP, as presented. (Grimsley), motion died for lack of a second.
4. It was moved and seconded to approve the addendum of the Purchase of Service Agreement for providing services authorized under the Minnesota Family Investment Program (MFIP), including the Diversionary Work Program (DWP), with Rural Minnesota CEP, Inc., (effective January 1, 2014 to December 31, 2014), with an extension of the contract for one year, from January 1, 2015 to December 31, 2015, and as presented. (Skarie, Grimsley), carried.
5. It was moved and seconded to approve the year-long contract and addendum with the Family Resource Center for Family Group Decision Making, as presented. (Skarie, Nelson), carried.
6. It was moved and seconded to approve Resolution 12-14-1I, to hire one (1) part-time Accounting Clerk from the Merit System, due to a resignation. (Grimsley, Nelson), carried.
7. It was moved and seconded to authorize the purchase of four (4) ergonomic office chairs for Human Services, in the amount of \$1,440.00, as presented. (Nelson, Grimsley), carried.
8. It was moved and seconded to authorize the purchase of sixteen (16) Veridesk Keyboard/Monitor risers, at an estimated cost of \$6,236.98 for the Human Services Financial Unit, with the county's share at \$3,118.49. (Grimsley, Nelson), carried.

9. It was moved and seconded to approve the Human Services Claims for Human Services, Community Health, and Transit, as presented. (Grimsley, Knutson), carried.

Environmental: Steve Skoog presented:

1. It was moved and seconded to approve the payment of SCORE Funding to Becker County Townships and Cities for participation in the Becker County Recycling Program, as presented. (Knutson, Skarie), carried.
2. It was moved and seconded to approve the purchase of building materials, as presented, to insulate and install a metal liner in the Household Hazardous Waste (HHW) Building, at a cost of up to \$24,000. (Knutson, Skarie), carried.
3. It was moved and seconded to approve the purchase of a Caterpillar 938K Articulating Wheel Loader, including the trade-in of the Caterpillar 938G Loader, in the amount of \$172,384. (Knutson, Skarie), carried.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to approve the Transitional Reinsurance payment of \$18,211.42, with the current escrow at \$16,942.22, leaving a remaining balance of \$1,730.80 for the County to pay. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve the purchase of two (2) refurbished AED units for the Courthouse and Human Services Building, for a total cost of \$1,990. (Knutson, Nelson), carried.

MN Department of Natural Resources (DNR): Mandy Erickson, Fisheries Specialist: Request to Approve AMA Acquisition on Big Cormorant Lake: Resolution 12-14-1M:

1. It was moved and seconded to approve Resolution 12-14-1M, to approve the purchase of approximately 29 acres, with nearly 7,000 feet of shoreline on Big Cormorant Lake, as presented, by the MN Department of Natural Resources, in order to establish an Aquatic Management Area (AMA), with the area posted as a Restricted Use AMA, with hunting and trapping not allowed; however, with waterfowl hunting allowed adjacent to the parcel and within the interior pond. (Nelson, Knutson), carried.

Public Meeting: Becker County Highway Five-Year Plan (2015-2019): Jim Olson and Brian Sheppard presented:

1. It was moved and seconded to "Open" the Public Meeting for discussion and public input of the Becker County Highway Five-Year Plan (2015-2019). (Knutson, Grimsley), carried.
2. Becker County Highway Engineer, Jim Olson, provided an overview and summary on the presentation of the 2015-2019 Highway Five Year Plan, including a map designating the roads included in the five year plan and a map of 2015 SMART Projects for Phase II, as well as Highway Project List (2015 CIP Projects, approved SMART Phase I Projects and

SMART Phase II Projects). Discussion followed with public input received. City Administrator, Bob Louiseau, and City Engineer, Jon Pratt were also present and provided input.

3. It was moved and seconded to “Close” the Public Meeting. (Grimsley, Nelson), carried.

Highway: Jim Olson and Brian Sheppard presented:

1. It was moved and seconded to approve Resolution 12-14-1G, to approve the revocation of County Road 139 to Burlington Township, and that following the revocation and turnback to the Township, the road shall be known as 320th Avenue along the “north/south” portion and 130th Street along the “east/west” portion, and as outlined in said resolution. (Knutson, Skarie), carried.
2. It was moved and seconded to approve Resolution 12-14-1H, to approve the adoption of the Becker County Highway Department 2015-2019 Five-Year Construction Improvement Plan, as attached and as outlined in said resolution. (Nelson, Okeson), carried.
3. It was moved and seconded to approve the SMART Project candidate list, as presented. (Knutson, Nelson), carried.

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

Jack Ingstad
County Administrator

John Okeson
Board Chair