

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, February 2, 2016 at 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Nelson. Commissioners in attendance: Nelson, Okeson, Skarie, Knutson, and Grimsley; 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: Add: Number 7: Discussion on Planning and Zoning Vacant Position. (Knutson, Okeson), carried.
4. It was moved and seconded to approve the minutes of January 19, 2016 with the requested changes and to approve the Amendment to the Minutes of October 20, 2016, as presented. (Knutson, Okeson), carried.

Commissioners

1. Open Forum:
  - a. Bruce Hein, President and Becker County Representative for the Board of Directors of the Minnesota Red River Valley Development Association (RRVDA), provided a summary of his background and years of service to the MN RRVDA, along with his request for reappointment, with his term set to expire in April 2016. He also invited the commissioners to attend the next Annual Meeting-Banquet of the MN RRVDA, scheduled for April 2, 2016 at noon at the University of Minnesota-Crookston (Bede Hall).
  - b. Residents of Lake Sallie including Wanda Roden and Rick Mickelson spoke in reference to the Dunton Locks Tram and were in support of it re-opening. Ms. Roden also reported that a "group" has met and an e-mail has been sent to the commissioners, with their recommendation and support to reopen the tram.
  - c. Barb Halbakken-Fischburg provided an update on the Statewide Aquatic Invasive Species (AIS) Advisory Committee and reported that both she and Tera Guetter have been re-appointed to serve another term.
  - d. Willis Mattison offered to formalize a citizens advisory group, to have a collaborative discussion regarding Natural Resources Management issues in Becker County. He also referenced a letter he had submitted that was included in the Board packet, at his request, and also asked that the letter be included as an agenda item. There were no questions or comments from the Board at this time.

- e. Tera Guetter, District Administrator for the Pelican River Watershed District, provided an update on Aquatic Invasive Species (AIS) and her input in reference to the upcoming agenda item for the SSMAP Program and grant agreement.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
- a. Commissioner Grimsley: Becker County Historical Society, Lake Agassiz Regional Library Board (Finance and Regular Board), Sunnyside, Transit Committee, Heartland Multi-Purpose Recreational Trail, and attended a meeting with the City of Detroit Lakes and the Detroit Mountain Recreation Area (DMRA), along with Commissioner Okeson.
  - b. Commissioner Knutson: Prairie Lakes Municipal Solid Waste Authority (PLMSWA), Economic Development Authority (EDA), Sheriff's Committee, and attended a meeting with Marty Wiley and County Administrator, Jack Ingstad, regarding the NRM Service Contract.  
  
He also referenced correspondence he had received from Ruth Bergquist of the Stewardship Association and the aforementioned letter from Willis Mattison and asked the Board for their input in regards to the request. Commissioner Grimsley supported the request and Commissioner Knutson noted that there has been citizen input and participation, with opportunities provided for such. There were no other comments provided.
  - c. Commissioner Okeson: Detroit Lakes/Becker County Airport Committee, NW Regional Emergency Communications Board, Sheriff's Committee, Transit Committee, and Heartland Multi-Purpose Recreational Trail.
  - d. Commissioner Nelson: Economic Development Authority (EDA) and Becker County Soil and Water Conservation District (BCSWCD).
  - e. Commissioner Skarie: Lakeland Mental Health meetings, Becker County Children's Initiative, and Becker County Fair Board.
3. Appointments:
- a. It was moved and seconded to re-appoint Commissioner Skarie to the Lakeland Mental Health Board to serve another three-year term, beginning February 22, 2016. (Okeson, Grimsley), carried.
  - b. It was moved and seconded to re-appoint Bruce Hein, to represent Becker County on the Board of Directors of the Minnesota Red River Valley Development Association, for another three-year term, effective April 2016. (Skarie, Okeson), carried.
  - c. Commissioner Grimsley reported that there is a vacant position on the Sunnyside Board and asked that the position be advertised on the website.

4. It was moved and seconded to approve Resolution 02-16-1C, to endorse the revised County Program Aid formula developed by the Association of Minnesota Counties' County Program Aid Work Group, as presented. (Okeson, Knutson), carried.
5. Discussion was held in regards to the Dunton Locks Tram Operation for 2016. Commissioners Okeson and Knutson and County Administrator, Jack Ingstad, recently met for discussion on the tram. Commissioner Okeson provided a list of suggestions for the Tram opening in 2016 and stressed the need to move forward now in preparation to open the tram on June 1<sup>st</sup>.

It was moved and seconded to authorize the reopening of the Dunton Locks Tram and for an operational plan to be brought forward to the Board for review and approval prior to the tram opening in the spring of 2016. (Okeson, Knutson). Discussion followed.

Chair Nelson clarified with Commissioners Okeson and Knutson that the motion as presented, would require an operational plan be approved by the Board prior to the tram opening. They were in agreement and the motion carried.

6. Discussion was held in reference to the vacant Planning and Zoning position, with the recommendation to advertise for a department head at this point and if this does not generate a good pool of candidates to choose from, to then re-evaluate.

It was moved and seconded to authorize the County Administrator, Jack Ingstad, to move forward with advertising for the recruitment of a Planning and Zoning Department Head. (Grimsley, Okeson), carried.

7. Finance Committee Minutes:

It was moved and seconded to approve the Regular Claims, Auditor's Warrants, and Over 90-Day Claims, with the addition of the removal of the claim to Douglas County, as presented:

- a. Auditor's Warrants (Tuesday Bills):
  - i. 01/19/2016 in the amount of \$516,221.21;
  - ii. 01/26/2016 in the amount of \$19, 806.41;For a total of \$536,027.62
- b. Over 90-Days:
  - i. Court Administrator, in the amount of \$63.00 (invoice just received);
  - ii. Employee Expense Report resubmitted for Probation, in the amount of \$44.85 (original was lost);
  - iii. Additional issues: 3 charges for meals on credit card bill with no receipts from Sheriff's Department;
  - iv. Business Essentials: Human Resources request to pull claim for \$124.91 (paid by credit card);

- v. Lunde Blading for Highway Department, in the amount of \$313.25 (invoice was already paid);
- c. Removal of the purchase order/warrant for Douglas County Social Services, in the amount of \$6,322.00 (removed by Sheriff). (Knutson, Okeson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

- 1. Licenses and Permits: There were none.
- 2. It was moved and seconded to accept the November 2015 Cash Comparison and Investment Summary, as presented. (Grimsley, Skarie), carried.

Becker County Soil & Water Conservation District (BCSWCD): Peter Mead presented:

- 1. Discussion was held in regards to the Single Site Multi-Agency Permitting (SSMAP) program), an online interface permitting and tracking system. Peter Mead, District Administrator for the BCSWCD and Tera Guetter from the PRWD were in support of the program, and Joni Pace from IT was impressed with the program, however, did note some concerns as far as cost and long-term set up process. Peter Mead offered for BCSWCD to act as the fiscal agent for the grant.

It was moved and seconded to accept the FY 2016 State of Minnesota Board of Water and Soil Resources Competitive Grant Program Agreement for the Single Site Multi-Agency Permitting (SSMAP) Program, as presented, in the amount of \$75,000, with a required 25% in-kind match, and to authorize Peter Mead, Director of the BCSWCD as the authorized signor for said grant agreement. (Skarie, Okeson), carried. Peter Mead also reported that a Request for Qualifications (RFQ) will be implemented.

MN Department of Corrections (MN DOC): Brian Rubenstein and Melanie Walberg presented:

- 1. Brian Rubenstein introduced a number of his staff and provided an overview of the MN Department of Corrections presentation on Probation/Parole Services within Becker County. Melanie Walberg also provided information in regards to Child Welfare-Targeted Case Management Juvenile Outcomes for 2015 and Diversion Program Outcomes for 2010-2015. Chair Nelson thanked them for the presentation and information provided.

Human Services: Denise Warren and Christy Ramsey presented:

- 1. It was moved and seconded to approve Resolution 02-16-1A, to approve to hire the two current interims as the Child Protection Supervisors, due to the need to fill two vacant Child Protection Supervisor positions. (Grimsley, Skarie), carried.

2. It was moved and seconded to approve Resolution 02-16-1B, to approve to hire two (2) full-time Child Protection Social Workers through the Merit System and if this posting creates another Social Worker vacancy to fill that vacancy through the Merit System List. (Grimsley, Skarie), carried.
3. It was moved and seconded to accept the Human Services Reports for Adult Services, Child and Family Services, Child Support, Community Health, Financial Services, Mental/Chemical Dependency (MCD), and Transit, as presented. (Okeson, Knutson), carried.
4. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Knutson), carried.

Becker County Attorney’s Office: Assistant County Attorney, Kevin Miller, presented:

1. It was moved and seconded to approve the out-of-state travel request for Assistant County Attorney, Kevin Miller, to attend the National Computer Forensics Institute (NCFI) - Computer Forensics in Court for Prosecutors training in Hoover, Alabama on March 21-25, 2016. (Okeson, Skarie), carried. It was noted that the 20<sup>th</sup> is a travel date and there will be no cost to the county.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to approve the Pay Equity Compliance and Implementation reports, as presented, and to authorize the Board Chair to sign the reports. (Knutson, Okeson), carried.

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

Jack Ingstad  
 Jack Ingstad  
 County Administrator

Barry Nelson  
 Barry Nelson  
 Board Chair