

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, December 13, 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: Reports & Correspondence: Add: Notice of Ag. Issues Forum – December 20, 2016; under Number 7: Commissioner’s Salary and Per Diem Setting 2017: Resolution 12-16-1F, add: Salary Survey, and under Number 8: Elected Official Salary Setting 2017: Resolution 12-16-1G, add: Salary Survey; Under Number 9: Jail Project, Add: B): Discussion and Possible Action of Development Agreement and Assessment Waiver for the County Jail with the City of Detroit Lakes; and under Sheriff: Remove: Number 2: Purchase Request: Lawn Mower for STS and Replace with Number 2: Donation Acceptance – Lawn Mower; Under Transit: Remove Number 1: Purchase Request: Shop Heater for Transit Building; and Under Highway: Add: Number 8: Support of Transportation Alternatives Program (TAP) Grant Application by the City of Detroit Lakes: Resolution 12-16-1U; and following 10:30: Land Use Department – Natural Resources Management (NRM): Add: under Recorder: Purchase Request: Copy Machine. (Knutson, Okeson), carried.
4. It was moved and seconded to approve the minutes of November 15, 2016 with the requested changes. (Okeson, Knutson), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following:
 - a. Commissioner Skarie: Attended Nursing Supervisor position interviews at Human Services, Lakeland Mental Health (LMH), Extension Committee, Elected Official Salary Setting Committee, Human Services, Association of Minnesota Counties (AMC) Annual Conference, and Environmental Affairs Committee.
 - b. Commissioner Knutson: Economic Development Authority (EDA), Environmental Affairs Committee, Natural Resources Management (NRM) Committee, Mahube-OTWA, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), and AMC Annual Conference.

- c. Commissioner Okeson: Highway Committee, Airport Committee, Elected Official Salary Setting Committee, Jail Committee, and AMC Annual Conference.
 - d. Commissioner Grimsley: Becker County Historical Society, Annual Historical Society Meeting, Lake Agassiz Regional Library (LARL) Board, Sunnyside Board, Development Achievement Center (DAC), Human Services Committee, DAC Negotiating Committee, AMC Annual Conference, and MCIT.
 - e. Commissioner Nelson: Extension Committee, NRM Committee, Highway Committee, and AMC Annual Conference.
 - f. Commissioner Grimsley also read the proclamation by Minnesota State Governor Mark Dayton, proclaiming Wednesday, December 14, 2016, as County Tribal and State Health and Human Services Worker Day.
 - g. Board Chair Nelson noted that an Ag. Issues Forum will be held on Tuesday, December 20, 2016 at the Lake Park American Legion Club, Lake Park, MN, with the doors opening at 8:30 a.m. and the forum beginning at 9:00 a.m.
3. Appointments:
- a. It was moved and seconded to re-appoint Ellis Peterson as a manager of the Cormorant Lakes Watershed District, for another three-year term. (Nelson, Knutson), carried.
 - b. It was moved and seconded to appoint Bradley Bender as a member of the Becker County Board of Adjustments (BOA), representing District 3, to fulfill the remainder of a three-year term expiring on December 31, 2017. (Okeson, Grimsley), carried.
4. It was moved and seconded to approve the renewal of the Civil Commitment Agreement for 2017 with Kitzmann Law Office, as presented, effective January 1, 2017 through December 31, 2017, and in the amount of \$1,450 per month. (Grimsley, Okeson), carried.
5. It was moved and seconded to approve the CHIPS Contracts for 2017-2018 with Attorney Nathaniel Welte and Attorney Stuart Kitzmann, at a rate of \$1,352.00 per month, effective January 1, 2017 through December 31, 2018, and with an option to extend each of said contracts for one year at the end of 2018. (Grimsley, Knutson), carried.
6. It was moved and seconded to approve Resolution 12-16-1C, to establish the 2017 Becker County Board of Commissioner's meeting calendar, as presented. (Okeson, Skarie), carried.
7. It was moved and seconded to approve Resolution 12-16-1F, to establish the Becker County Board of Commissioner's annual salary for 2017 at \$22,958, plus an additional 2% COLA increase, for a total amount of \$23,417.16, and for the Board Chair to be

compensated at \$1,200 more than the above stated total salary, effective January 1, 2017, and that the per diem for meeting attendance, other than regular Commission meetings be at \$60 per meeting, with meetings over 4 hours at \$85. (Skarie, Okeson), carried.

8. It was moved and seconded to approve Resolution 12-16-1G, to ratify the salaries of the following elected officials for 2017 as follows: County Recorder, Patty Swenson, at \$69,197; County Auditor-Treasurer, Mary Hendrickson, at \$83,232; County Attorney, Tammy Merkins, at \$107,100; and Sheriff Todd Glander at \$96,155. (Okeson, Skarie), carried.
9. It was moved and seconded to approve Resolution 12-16-1T, as presented, to authorize the Board Chair to execute an agreement with Klein McCarthy Architects for Architectural Design Services for Phase II of the Becker County Jail Construction Project, and to authorize the Board Chair and the County Administrator to sign said contract and any amendments. (Knutson, Okeson), carried.
10. It was moved and seconded to approve the Development Agreement for the Becker County Jail Construction Project with the City of Detroit Lakes; with the Developer (Becker County), the owner of all of that tract of land described in "Exhibit A", attached hereto, which is an approximately six (6) acre tract, to be used for construction of a County Jail, and with the following modifications to said agreement:
 - a) Removal of Section 2C: "The Developer agrees to enter into a purchase agreement to acquire a 7.5 acre tract of land from the City in the North Tower Road Industrial Park for \$187,500.00 with the closing to take place on or before June 30, 2017".
 - b) In Section 2D: to change the following to read as: "At minimum, improvements will include: 1) Hillcrest: Re-grading to a minimum width of 30-feet, with 30-foot paved surface consisting of 12-foot driving lanes, 4-foot south shoulder, and 2-foot north shoulder (with curb and gutter); and 2) Stony Road: Re-Grade to a minimum width of 32-feet width, with a 32-foot paved surface consisting of 12-foot driving lanes and 4-foot shoulders. All roads will be designed to MnDOT State-Aid design standards, and a 10-ton axel load capacity."
 - c) In Section 3B: to change the following to read as: "City agrees to grade and construct 32 feet wide, 6 inches of aggregate base on Stony Road (from Hillcrest to North Tower Road), to the width/standards prescribed by the Agreement, in conjunction with the City's proposed sanitary sewer and water improvement project that will be completed in 2017, in advance of the Developers street improvements"; andalso that the Developer (Becker County) agrees to sign the Agreement of Assessment and Waiver of Irregularity and Appeal, as presented, with the City of Detroit Lakes for sewer, water, and street improvements for said property; and authorizes the Board Chair and County Administrator to sign said agreements. (Okeson, Knutson), carried.

11. It was moved and seconded to approve Resolution 12-16-1D, to approve the 2017 Final Budget for Becker County, with total expenditures at \$60,233,187 and the general tax levy at \$19,891,294, with an increase of 3.75% overall; along with the EDA Tax Levy for 2017 at \$120,000. (Skarie, Knutson), carried. It is noted that included in the resolution are three exhibits: Exhibit "A" – Administrative Controls delegated/ authorized by the Becker County Board of Commissioners; Exhibit "B" – Position Allocation List approved by the Board of County Commissioners; and Exhibit "C" – Final Budget by Line Item, adopted by the Becker County Board of Commissioners.
12. It was moved and seconded to approve Resolution 12-16-1H, as presented, approving the Re-Affirmation of the Becker County Transit Sales and Use Tax for 2017, to be dedicated exclusively to Becker County Road and SMART Tax Projects, at the rate of one-half of one percent (.5%) pursuant to M.S. 297A.993. (Knutson, Okeson), carried.
13. It was moved and seconded to approve Resolution 12-16-1I, to adopt the Becker County Highway Department 2017-2021 Five-Year Construction Improvement Plan, as submitted. (Okeson, Knutson), carried.
14. The Board introduced and welcomed the new 4-H Program Coordinator, Leigh Edwards, and she provided a brief summary of her background and experience.

Finance Committee Minutes: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, and Over 90-Day Claims, as presented:
 - a. Auditor Warrants (Tuesday Bills):
 - i. 11/15/2016 in the amount of \$ 192,067.57
 - ii. 11/22/2016 in the amount of \$ 19,778.14
 - iii. 11/29/2016 in the amount of \$ 7,594,359.93
 - iv. 12/06/2016 in the amount of \$ 10,575.76
 for a total amount of \$ 7,816,781.40
 - b. Over 90-Days:
 - i. Aviands, in the amount of \$10.00 (invoice just received);
 - ii. Bolton & Mank, Inc., in the amount of \$8,717.86 (invoice just received);
 - iii. Central Specialties, in the amount of \$38,341.68 (final payment once project done);
 - iv. Greenshades, in the amount of \$12.32 (invoice for AIS Payroll was overlooked);
 - c. Additional Claims:
 - i. Four expense reports overcharged mileage when vehicle available;
 - ii. 11/15/2016 – NBS postage for Truth in Taxation notices, in the amount of \$13,300.00;

- iii. 11/29/2016 – Cost effective insurance – Angela Kukowski, in the amount of \$1,828.30
(Knutson, Skarie), carried.
2. It was moved and seconded to approve the Finance Committee meet, with the date to be determined, to authorize the payments for end-of-year claims, with the Board to ratify the claims after the first of the year. (Grimsley, Okeson), carried.
3. It was moved and seconded to approve the Transitional Reinsurance Program payment in the amount of \$7,327.80, to be paid in January 2017. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the replacement of an expansion tank for the new addition of the courthouse, and to accept the low quote from Johnson Controls for the BG same size replacement, in the amount of \$3,940.00. (Skarie, Okeson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits:
 - a. It was moved and seconded to approve the Tobacco License renewal for Hotel Shoreham in Lakeview Township, as presented. (Okeson, Knutson), carried.
2. It was moved and seconded to approve Resolution 12-16-1Q, to establish the categories for GASB 54 Fund Balance Commitments and estimated amounts, as follows: New Jail, in the amount of \$2,500,000 (General Fund) and Recycling Facility , in the amount of \$750,000 (Environmental Services); with final amounts to be determined after year-end activities are completed and then brought back to the Board for final approval; and with it noted that these committed funds cannot be used for any other purpose unless the commitment is rescinded by resolution of the Board of County Commissioners. (Grimsley, Knutson), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve Resolution 12-16-1K, to approve the 2016 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement, as presented, effective October 1, 2016 – January 31, 2017; and to authorize the Board Chair and the Becker County Administrator to sign on behalf of the County for an expenditure of up to \$5,857.00 for equipment, as stated in the grant application. (Okeson, Knutson), carried.
2. It was moved and seconded to approve Resolution 12-16-1J, to hire one (1) full-time Jail Administrator, due to a vacancy. (Knutson, Okeson), carried.
3. It was moved and seconded to accept the donation of one (1) Exmark Laser 60" Zero Turn Riding Lawn Mower, from Nationwide Insurance. (Okeson, Knutson), carried.

Transit: County Administrator, Jack Ingstad, presented:

1. It was moved and seconded to approve the Memorandum of Understanding (MOU), as presented, between Becker County and Wadena County for a shared Transit Director, at

a cost of \$4,212.00 for each county, and with a state grant of \$47,736.00. (Grimsley, Skarie), carried.

Probation:

1. It was moved and seconded to approve Resolution 12-16-1B, to hire one (1) Part-Time Secretary position in the Probation Department, due to a resignation. (Grimsley, Skarie), carried.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve Resolution 12-16-1A, to hire one (1) Full-Time Registered Nurse (R.N.) position, and if filling this position creates a part-time R.N. vacancy, to fill that vacancy also. (Grimsley, Skarie), carried.
2. It was moved and seconded to accept the MN Department of Human Services - Family Group Decision Making Grant (FGDM) award, as presented, in the amount of \$85,188 to Becker County for CY 2017. (Skarie, Grimsley), carried.
3. It was moved and seconded to approve the Human Services contracts and amendments as follows:
 - a) Enchanting Events (Preparation and Delivering Meals to the Willow Tree Stabilization Site);
 - b) Lakeland Mental Health Center (Outpatient Mental Health Services);
 - c) Lakes Counseling Center (Rule 25 Chemical Dependency Use Assessments);
 - d) Solutions Behavioral Health (Children's and Adult Mental Health Case Management);
 - e) Stellher Human Services - "as is" (for Crisis Stabilization Services);
* It was noted that there was a request from Stellher for a 30-day extension at this time, to allow more time for negotiations; however, it was discussed and the decision was made to approve "as is" at this point, with it suggested that Stellher could submit their full request at a later date for further consideration;
 - f) White Earth (CTSS, Respite, Crisis Coordination and Mobile Crisis Teams);
 - g) Lutheran Social Services (Guardianship/Conservatorship Services and Related Services for Indigent Persons who are vulnerable);
 - h) Becker County DAC (Day Training and Habilitation Services for persons with disabilities);
 - i) Sjostrom Homes (Managed Sheltered Workshop) –
* At this time, approval of a 30-day contract only, to allow for negotiating the removal of the mileage reimbursement, as discussed;
 - j) Medica Amendment to Amended and Restated MSHO/MSO+ Care Coordination Participation Agreement, as presented;
 - k) Family Resource Center (SELF Services);
 - l) Family Resource Center (Relative Search Services);
 - m) Family Resource Center (FGDM Services);
 - n) Lakes Crisis Center (Positive Connection Services);

- o) Lakes Crisis Center (PSOP Services);
 - p) Lutheran Social Services (Family-Based Counseling Family Life Skills, CTSS, Foster Family Support and Child Welfare Targeted Case Management);
 - q) Mahube Community Council (PSOP Services);
 - r) The Village Family Services (Home-Based Crisis Intervention Services);
 - s) Rural Minnesota CEP (Employment Services for Becker County clients);
 - t) Lakes & Prairies (Administration of all Child Care Administration Programs);
 - u) Kevin Niemann (Processing of Legal Papers for Child Support);
 - v) Robert Strand (Processing of Legal Papers for Child Support);
 - w) Father's Resource Program – Otter Tail County (Providing Services to parents needing assistance regarding child support, custody and parenting time issues).
- (Grimsley, Skarie), carried.
4. It was moved and seconded to approve the Human Service claims for Human Services, Community Health, and Transit, as presented. (Skarie, Grimsley), carried.
 5. It was moved and seconded to add to the Human Services agenda, "Approval of the Mental Health CSP Grant Award Contract". (Grimsley, Knutson), carried.
 6. It was moved and seconded to approve the Mental Health CSP Grant Award contract, as presented, in the amount of \$193,618.00. (Skarie, Grimsley), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 12-16-1L, to enter into a Joint Powers Agreement (JPA) with the Twelve (12) MnDOT District 4 counties of Becker, Big Stone, Clay, Douglas, Grant, Mahnommen, Otter Tail, Pope, Stevens, Swift, Traverse, and Wilkin for Project S.P. 056-072-011, a district wide federal highway safety project (Multi-County Road Edgeline Striping); and that the proper County officers be and hereby are authorized to execute such agreement and any amendments, and thereby assume for and on behalf of the County all of the obligations contained therein. (Okeson, Knutson), carried.
2. It was moved and seconded to approve the sale and disposal of the old Mechanics Service Truck and One-Ton Pick-up via public auction using GovDeals.com. (Knutson, Okeson), carried.
3. It was moved and seconded to approve Resolution 12-16-1M, to authorize and direct the County Engineer to replace existing shop lights in Shop 1 and Curry Shop with lights received from the Transfer Station, and as detailed in the Capital Expenditure Request, and to accept the low quote from Ace Electric and Lighting, Detroit Lakes, MN for the installation of the shop lights, in the amount of \$3,062.50. (Knutson, Grimsley), carried.
4. It was moved and seconded to approve Resolution 12-16-1N, to hereby authorize and direct the County Engineer to purchase a replacement heater for the Curry Shop, as detailed in the Capital Expenditure Request, and to accept the low quote from Tweeton Refrigeration and Heating, Detroit Lakes, in the amount of \$3,350.00. (Okeson, Grimsley), carried.
5. It was moved and seconded to approve Resolution 12-16-1O, to authorize and direct the County Engineer to purchase for replacement, an air conditioner for the Highway

Department office, as detailed in the Capital Expenditure Request, and to accept the low quote from Esser Plumbing and Heating, Inc., Perham, MN, in the amount of \$2,578.13. (Knutson, Okeson), carried.

6. It was moved and seconded to approve Resolution 12-16-1P, to authorize and direct the County Engineer to purchase a portable AED Unit for the Highway Maintenance Supervisor truck, from the AED Superstore, as detailed in the Capital Expenditure Request, and at an amount up to \$995.00. (Okeson, Skarie), carried.
7. It was moved and seconded to approve Resolution 12-16-1E, as presented, to support the City of Frazee's Transportation Alternative Program (TAP) Federal Grant Application in the amount of \$640,000.00, and for Becker County to act as the sponsoring agency for the Transportation Alternatives Project, identified as 2021 MnDOT Trunk Highway 87 Complete Streets Project, and to authorize the County Engineer, James Olson, to act as agent on behalf of Becker County. (Okeson, Grimsley), carried.
8. It was moved and seconded to approve Resolution 12-16-1U, as presented, to support the City of Detroit Lakes' Transportation Alternative Program (TAP) Federal Grant Application in the amount of \$400,000, for the construction of a proposed separated trail along CSAH 22/West Lake Drive between Legion Road and CSAH 6; and for Becker County to work cooperatively with the City to plan and develop a project to accommodate the proposed trail and necessary road construction. (Grimsley, Okeson), carried.

Land Use Department – Environmental: Steve Skoog presented:

1. It was moved and seconded to approve Resolution 12-16-1R, to approve the distribution of a portion of the annual SCORE grant, in the amount of \$56,871.96, to Becker County Townships and Cities that participate in the County recycling program, with the funds dispersed as proposed on the attached 2016 Township and City Recycling Payment Schedule. (Knutson, Grimsley), carried.
2. It was moved and seconded to approve a contract with Howard's Driveway, Inc., Menahga, MN, to apply the top coat of asphalt to the Transfer Station drive and parking area, at a cost of \$63,611.99, and for the Becker County Highway Department to inspect the project before final payment is made. (Knutson, Skarie), carried.
3. It was moved and seconded to approve Resolution 12-16-1S, to approve the 2017 Solid Waste Haulers licenses as follows, with the provision that they have met all the licensing requirements of the Becker County Solid Waste Ordinance:

License Number and Name:

- # 1 Waste Management, Inc.
- # 2 Ballard Sanitation
- # 3 Detroit Lakes Disposal Service
- # 4 White Earth Sanitation
- # 6 Hough, Inc.
- # 7 Minnkota Recycling
- # 8 Jon & Son's Disposal
- # 9 Fuchs Sanitation

- # 11 AAA Roll-Off Service
 - # 13 City Sanitation Services
 - # 14 Terry Mackner Excavating
 - # 15 Steve's Sanitation
- (Knutson, Skarie), carried.

4. There was discussion regarding the Prairie Lakes Municipal Solid Waste Authority (PLMSWA) billing procedure, with the Board in support of the proposal for each participating county to pay their pro-rated portion of the budgeted tip fee's based on estimated waste delivery by County in 2017, as outlined in a letter from the PLMSWA, with Becker County's cost at \$116,594 per month for a total 2017 cost of \$1,399,218.00.

Land Use Department – NRM/Parks & Recreation: Steve Skoog and Dan McLaughlin presented:

1. It was moved and seconded to accept a \$50.00 donation from the Wolf Pack Riders Snowmobile Club, for use of tax forfeited lands as part of their snowmobile trail system. (Okeson, Grimsley), carried.

Recorder's Office: Patty Swenson presented:

1. Discussion was held in reference to the request to purchase a copier for the Book Room, where historical records are stored, with it noted that a second quote will be coming. It was recommended to bring forward for further consideration at the End-of-the Year Finance meeting on December 29, 2016.

State of the County Address: Board Chair Nelson presented:

1. Chair Nelson presented the State of the County address, thanking the employees and welcoming the new department heads. He also provided an overview on the activities and accomplishments of the various departments over the past year, and thanked the County Administrator, Jack Ingstad, fellow commissioners, and the Becker County residents for their commitment and support of Becker County, as well as his family for their continued support.

Following the meeting, the Becker County Annual Holiday Tea was held in the Board Room of the Courthouse and provided by the commissioners.

 Jack Ingstad
 Jack Ingstad
 County Administrator

 Barry Nelson
 Barry Nelson
 Board Chair