

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, September 18, 2018 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Skarie. Commissioners in attendance: Skarie, Okeson, Knutson, Nelson, 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: 5d: Sunnyside ECPN Contract and under: Land Use Department – Environmental Services: Remove: 1b: Capital Purchase Request: Purchase of a Skid Steer. (Knutson, Grimsley), carried.
4. It was moved and seconded to approve the minutes of September 4, 2018, with the requested changes. (Nelson, Knutson), carried.

Commissioners

1. Open Forum: Becker County Attorney, Brian McDonald, introduced new Assistant County Attorney, Rose Hanson. Ms. Hanson provided a summary of her background and experience, and the Board welcomed her.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Okeson: Sheriff's Committee and attended the kick-off meeting for the newly formed Jail Diversion Committee.
 - b. Commissioner Nelson: Natural Resources Management (NRM) Committee, Courthouse Committee, and Association of Minnesota Counties (AMC) Policy Committee meetings, along with MRC Meeting.
 - c. Commissioner Grimsley: Human Services Committee.
 - d. Commissioner Skarie: Land of the Dancing Sky, Jail Diversion Committee, Human Services Committee, and AMC Policy Committee meetings.
 - e. Commissioner Knutson: Safety Committee meeting.
3. Appointments: There were none; however, Commissioner Nelson reported on two upcoming manager appointments needed for the Cormorant Lakes Watershed District.
4. Discussion was held in reference to negotiating a new jail medical services contract for the remaining of 2018 and for 2019. County Administrator, Jack Ingstad, provided options as follows, along with a comparison of nursing and/or medical services offered by each and associated costs:

- a. Sunnyside Nursing Services – contract set to expire the end of October 2018 – option to contract for nursing services on a month-to-month basis for now.
- b. MEnD Correctional Care, PLLC - Proposal for Jail Clinical Services
- c. Advanced Correctional Healthcare, Inc.

It was suggested to contract with Sunnyside for continued nursing services on a month-to-month basis for now, until a final decision is made.

5. 2019 Budget Discussion: County Administrator, Jack Ingstad, presented:
 - a. Mr. Ingstad provided an overview of the proposed 2019 budget, reporting that the Finance Committee is recommending to set the 2019 Proposed Maximum Levy today at \$21,359,521, reflecting a 3.75% increase. Following discussion, it was recommended to set the proposed maximum levy at \$21,308,052, with a 3.50% increase.
 - b. The following items were also discussed:
 - i. The request to include in the budget, an increase of \$26,902.00, a 10% increase for Becker County's share to the Becker County Soil & Water Conservation District.
 - ii. The request for an additional half-time 4-H Coordinator position for Extension.
 - iii. Information Technology (IT) Department's request for an additional \$50,000 for computers for 2019.
 - iv. Possible additional expenses of \$65,396 for a new contract to provide nursing/medical services for inmates.
 - v. Possible additional expenses related to remodeling of the old jail.
 - c. It was moved and seconded to approve the Application for ECPN, as presented, to include an increase to the payment rate of \$5.00, not to exceed \$17.92 per resident day; and to authorize the Becker County Board Chair to sign said grant application. (Nelson, Okeson), carried.
 - d. It was moved and seconded to approve Resolution 09-18-1A, that the proposed 2019 Maximum Tax Levy for Becker County be established at \$21,308,052, a 3.50% increase, with it noted that this amount is not the final levy and that the final levy will be established before December 31, 2018, with a public meeting (Budget Hearing) to discuss the proposed 2019 budget to be held on December 13, 2018 at 6:01 p.m. in the Board Room of the Becker County Courthouse. (Nelson, Okeson), carried unanimously.
 - e. It was moved and seconded to approve Resolution 09-18-2B, to approve the Becker County Economic Development Authority (EDA) Tax Levy in the amount

of \$120,000 for the 2019 budget, as presented. (Knutson, Nelson), carried unanimously. It was also noted that the EDA levy is unchanged from last year.

Finance Committee Minutes: Auditor-Treasurer: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, Over 90-Day Claims, and Additional Claims, as presented:
 - a. Auditor's Warrants (Tuesday Bills):
 - i. 09/04/2018 in the amount of \$ 19,580.90
 - ii. 09/11/2018 in the amount of \$ 56,474.02
for a total amount of \$ 76,054.92
 - b. Over-90-Days:
 - i. Farnams Genuine Parts: two (2) invoices totaling \$7.22 from 2016 (invoices just turned in);
 - ii. Team Lab in the amount of \$475.24 (invoice from May 2018 was just received);
 - c. Additional Issues:
 - i. Todd Glander – a credit card charge in the amount of \$11.17 (no itemized meal receipt);
 - ii. Eric Bergren – a credit card charge in the amount of \$11.80 (no itemized meal receipt);
 - iii. Scott Sachs – a credit card charge in the amount of \$10.20 (no itemized meal receipt).

(Okeson, Knutson), carried.

2. It was moved and seconded to approve the upgrade of Johnson Controls software to the latest version of Metasys, from XP to virtual, at a cost of \$1,950.00. (Okeson, Knutson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits – License List:
 - a. It was moved and seconded to approve the following Tobacco License renewals:
 - i. Seven Sisters – Lake View Township;
 - ii. Hoslers Two Inlets Country Store – Two Inlets Township;
 - iii. Community Co-ops of Lake Park – Lake Park Township;
 - iv. Lakes Corner Liquors – Erie Township;
 - v. Elbow Lake Store & Bar – Round Lake Township.

(Okeson, Grimsley), carried.

2. It was moved and seconded to approve the ratification of the Professional Services Agreement with TriMin Systems, Inc. and the Minnesota Counties Computer Cooperative (MnCCC), for Integrated Financial System (IFS) County Financial Software (3-Year Support and Maintenance), at a cost of \$10,440.00 for 2019, \$10,814.00 for 2020, and \$11,192.00 for 2021. (Knutson, Okeson), carried.
3. Auditor-Treasurer, Mary Hendrickson, reported that REAL ID will begin statewide on October 1st and that the Motor Vehicle Department will be able to issue both Enhanced Driver's Licenses and REAL ID moving forward. She also noted that during the transition process, the office will not be able to issue any drivers licenses on Thursday, September 27th after 3 p.m., or Friday, September 28th all day; however, the office will be open for motor vehicle and DNR Renewals.

Assessor: Steve Carlson presented:

1. It was moved and seconded to approve the MN Energy Resources Corporation (MERC) Tax Court Settlement Abatements, for tax years 2009 through 2018, for the following Parcels, as presented:
 - a. #: 47.9025.000 – (\$3,782.00)
 - b. #: 02.9045.000 – (\$5,526.00)
 - c. #: 49.9125.000 – (\$51,288.00)
 - d. #: 08.9070.000 – (\$4,572.00)
 - e. #: 50.9025.000 – (\$7,704.00)
 - f. #: 03.9045.000 – (\$1,382.00)
 - g. #: 02.0102.000 – (\$4.00)
 - h. #: 49.0204.000 – (\$20.00)
 - i. #: 19.9051.000 – (\$3,446.00)
 - j. #: 03.9046.000 – (\$24.00)

with total abatements at (\$77,748.00), along with total interest at \$10,543.14.

(Grimsley, Nelson), carried.

Sheriff: Todd Glander presented:

1. It was moved and seconded to approve the purchase of five (5) patrol rifles and five (5) patrol shotguns at the low quote of \$5,125.00 from Lakes Sport Shop, Detroit Lakes. (Okeson, Knutson), carried.

Planning & Zoning: Planning Commission Recommendations/Minutes (September 11, 2018):
Kyle Vareberg presented:

1. Mr. Vareberg reported that the request submitted by Christopher and Heather Siverson for a Conditional Use Permit (CUP), for a vacation rental home located at 15916 Blackhawk Road, Lake Park, MN, was tabled by the applicant.
2. It was moved and seconded to concur with the Planning Commission (September 11, 2018), to approve the application submitted by EAP Gravel Hauling, LLC, for a Conditional Use Permit (CUP) for mining and portable crushing, as needed, for the project located at 11262 County Road 145, Pelican Rapids, MN, along with the stipulation that hours of operation be from 7 a.m. to 7 p.m., based on the fact that the use will be consistent with the surrounding properties. (Knutson, Okeson), carried.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve the Memorandum of Understanding (MOU) and Schedule A, as presented, with Sourcewell, for the Regional Licensing Specialist's position, at a cost not to exceed \$45,000.00. (Grimsley, Knutson), carried.
2. It was moved and seconded to approve Resolution 09-18-2G, to hire a full-time Case Aide in the Child Protection Unit, due to a resignation, and if filling that position creates another Case Aide vacancy, to then fill that vacancy as well. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve Resolution 09-18-2H, to hire a full-time Social Worker in the Child Protection Unit, due a resignation, and if filling that position creates another Social Worker vacancy, to then fill that vacancy also. (Grimsley, Okeson), carried.
4. It was moved and seconded to approve Resolution 09-18-2I, to hire a full-time R.N. in the Community Health Unit, due to a resignation, and if filling that position creates another R.N. vacancy, to then fill that vacancy also. (Nelson, Grimsley), carried.
5. It was moved and seconded to approve Resolution 09-18-2J, to hire a part-time Social Worker in the Adult Services Unit, due to a resignation. (Grimsley, Knutson), carried.
6. It was moved and seconded to approve the Human Services Claims for Community Health, Human Services, and Transit, as presented. (Grimsley, Okeson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 09-18-2D, as presented, to accept the low quote of \$99,500 from Vogt Dirt Services, Bemidji, MN for Gravel Crushing at Hensel Pit and Karkinen Pit. (Okeson, Knutson), carried.
2. It was agreed upon to schedule the Annual Highway Road Tour for Tuesday, October 30, 2018, and to meet and depart from the Highway Department at 8:00 a.m.

Land Use Department – Natural Resources Management (NRM): Steve Skoog and Guy Fischer presented:

1. It was moved and seconded to approve the request to offer ten (10) tracts, for a total of 277 acres, with a volume of 4,427 cords, and at an appraised value of \$93,420.00 at the Fall Timber Sale - Public Oral Auction to be held on October 5, 2018 at 10:00 a.m. (Nelson, Knutson), carried.
2. It was moved and seconded to approve the renewal of twenty-seven (27) Recreational Long-Term leases, as presented, for a 10-year term, with a termination date of 2029. (Knutson, Grimsley), carried.
3. It was moved and seconded to approve the request to change the terms of the Lakeshore leases from 10-year to 5-year terms, as they approach their respective termination dates. (Nelson, Grimsley), carried.
4. It was moved and seconded to approve the renewal of the three (3) Lakeshore Leases set to expire in 2019 and to change the terms from 10-year to 5-year terms, as discussed and approved. (Nelson, Knutson), carried.
5. It was moved and seconded to approve the request to consolidate all twenty-seven (27) recreational termination dates to match the 2019-2029 terms and all four (4) lakeshore termination dates to match and reflect a 2019-2024 termination date, as all leases approach their respective termination dates. (Nelson, Knutson), carried.

Land Use Department – Parks & Recreation: Steve Skoog and Guy Fischer presented:

1. It was moved and seconded to approve Resolution 09-18-2C, as presented, that Becker County will continue to sponsor and act as the legal fiscal agent for the Northwoods Trail Reapers, Wolf Pack, ULTRA Snowmobile Trails, and Midnite Riders Snowmobile Trail systems and enter into an agreement with the MN-DNR for the Snowmobile Trail Assistance Program and approve applications to said grant program, and to appoint the Land Commissioner to act as the fiscal agent on behalf of the local unit of government. (Knutson, Nelson), carried.

Land Use Department – Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve the request to construct a 30' x 70' concrete apron extension at the Becker County Material Recovery Facility and to accept the low quote of \$11,235.00 from Syvertson Construction, 15524 County Highway 12, Lake Park, MN. (Knutson, Grimsley), carried.
2. It was moved and seconded to approve Resolution 09-18-2E, to approve the 2019 Solid Waste Assessment Fee Schedule, as presented. (Knutson, Nelson), carried.
3. It was moved and seconded to approve Resolution 09-18-2F, to approve the 2019 Solid Waste Fee List, with the requested change for Electronic Screens. (Knutson, Okeson), carried.

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

1. Peter Mead provided an update on grants for years 2013 – 2018 for the BCSWCD, noting there are currently four (4) pending grant applications.
2. It was moved and seconded to approve the Middle Cormorant Swimming Beach cost Share and Project Voucher in the amount of \$34,820.10, to be paid from the Recreation Fund; and the County Road 21 Right-of-Way (ROW) Grade Stabilization Voucher, as presented. (Nelson, Okeson), carried.

Being no further business, Board Chair Skarie adjourned the meeting. Following the Board meeting, Lunch Bunch was held in the 3rd Floor (EOC) meeting room of the courthouse and provided by IT Director, Stacie White.

/s/ Jack Ingstad
Jack Ingstad
County Administrator

/s/ Don Skarie
Don Skarie
Board Chair