

## REGULAR MEETING AS POSTED

### BECKER COUNTY BOARD OF COMMISSIONERS

DATE: Tuesday, February 14, 2012 at 8:15 a.m.

LOCATION: Board Room, Courthouse

#### Agenda/Minutes

1. a. Meeting presided over by Board Chair Knutson. Commissioners in attendance: Larry Knutson, Don Skarie, Gerry Schram, and John Okeson; Auditor-Treasurer/Clerk, Ryan Tangen; and Minute Taker, Cindy Courneya. Absent: Commissioner Barry Nelson.  
b. Pledge of Allegiance.
2. The Agenda was approved with the following changes: Under Natural Resource Management/Parks and Recreation: Remove: Number 1: GIS Trail Planning Toolbox and add: Number 1: Northwest Trail Reapers Snowmobile Club: Resolution 02-12-1K. (Okeson, Schram), carried.
3. It was moved and seconded to approve the minutes of January 24, 2012, with the requested changes. (Skarie, Schram), carried.

#### Commissioners

1. Open Forum:
  - a. Arland Wisted, speaking on behalf of Lanny Waalen, Becker County Taxpayer, presented a list of concerns and questions by Mr. Waalen and others, in reference to the All Terrain Vehicles (ATV) and recreation as it pertains to Becker County. Board Chair Knutson acknowledged and thanked Mr. Wisted for bringing this to the Board.
2. Reports and Correspondence:
  - a. Commissioner Okeson:
    - i. Reported on the following meetings: Safety Committee, Highway Committee, Economic Development/Housing Authority (EDA), Transit, and Heartland Multi-Purpose Recreational Trail.
  - b. Commissioner Knutson:
    - i. Reported on the following meetings: Environmental Affairs Committee, Recreational Advisory Committee (RAC), Natural Resources Committee, Planning and Ordinance Review Committee, Sheriff's Committee, and Joint Powers Meeting for Prairie Lakes Municipal Solid Waste Authority.
  - c. Commissioner Schram:
    - i. Ultra Snowmobile Club, Heartland Multi-Purpose Recreational Trail, Western Area City County Organization (W.A.C.C.O.), Becker County Council on Aging, Highway Committee, Sheriff's Committee, Mahube, and Recreational Advisory Committee.

- d. Commissioner Skarie:
  - i. Reported on the following meetings: Sunnyside, Becker County Extension Service, Human Services Committee, Environmental Affairs Committee, and Labor Management Committee.
- 3. Appointments:
  - a. Ryan Tangen noted that Dan Aune has resigned his position with the Economic Development Authority and that Commissioner Nelson will be searching for a replacement.
  - b. Ryan Tangen reported that a notification has been received by Clay County that a position on the Wild Rice Watershed District Board is open and explained the nomination process. Becker County does not vote, but does provide input. Clay County will advertise for applicants and will provide information to Becker County to review.
  - c. It was moved and seconded to appoint Commissioner John Okeson as the alternate member of the Western Area City County Cooperative. (Schram, Knutson), carried.
  - d. It was moved and seconded to re-appoint Mary Seaberg to the Planning Commission. (Schram, Skarie), carried.
- 4. Legislative Support for Heartland Trail Project: Commissioner Schram presented:
  - a. It was moved and seconded to approve Resolution 02-12-1F, to urge the Minnesota Legislature to help Becker County ensure economic development and the enhancement of health through exercise, by supporting the Heartland Trail Project. (Schram, Okeson), carried.
  - b. Commissioner Schram requested authorization to submit letters of support for the Heartland Trail Project to legislators. Board Chair Knutson asked that a sample letter be brought to the Board for their review.

Auditor-Treasurer: Ryan Tangen presented:

- 1. It was moved and seconded to approve Resolution 02-12-1I, to approve the Gambling Application for exempt permit to conduct a raffle for the Boys and Girls Club of Detroit Lakes, Inc., on August 4, 2012 at the We-Fest Concert Grounds at Soo Pass Ranch, 25526 County Highway 22, Detroit Lakes, Minnesota, in Lake View Township. (Okeson, Skarie), carried.

Finance Committee Minutes: Auditor-Treasurer, Ryan Tangen presented:

- 1. It was moved and seconded to approve the regular claims, over 90-day claims, addition of Elan credit card bill and Auditor's Warrants:
  - a. Elan Credit Card bill in the amount of \$6,453.39.
  - b. Over 90-Day Claims:
    - i. ACS in the amount of \$1,011.53 due to missing invoice.
    - ii. Office Depot in the amount of \$109.84 due to missing invoice.
    - iii. Modern Heating and Plumbing in the amount of \$112.50 due to missing invoice.

- c. Auditor's Warrants: (Tuesday Bills):
  - i. 01/24/12 in the amount of \$934,278.33
  - ii. 02/08/12 in the amount of \$22,516.77
  - iii. 02/09/12 in the amount of \$5,000(Schram, Okeson), carried.
- 2. It was recommended to approve when presented the Human Services Claims.
- 3. It was moved and seconded to accept the Cash Comparison and Investment Summary for December 2011. (Schram, Skarie), carried.
- 4. It was moved and seconded to approve the three month extension of the Child Protection Contract for Legal Services with Attorney Steven Beitelspacher, effective January 1, 2012 to March 31, 2012. (Skarie, Schram), carried.
- 5. It was recommended to approve when presented the purchase and upgrade of the current "IES/Casidian" 911 System, with an estimated cost for equipment and training at \$224,745, with the cost being funded from 911 designated funds.
- 6. It was recommended to approve when presented, the request to complete the last phase of the TAC 10 RMS, the computer system that is currently used by Becker County, which will allow information to be shared among surrounding counties and with cities within Becker County, also adding mobile access for Sheriff's Deputies. The estimated cost is \$43,108 and can be funded through 911 designated funds.
- 7. It was recommended to approve when presented the CY 2012 Children's Mental Health Combined Grant and the Parent Support Outreach Program (PSOP) Grant, totaling nearly \$350,000.
- 8. It was recommended to approve when presented the contracts with Mahube, Lakes Crisis and Resource Center for PSOP and Crisis Line, and White Earth Mental Health.
- 9. It was recommended to approve when presented Resolution 02-12-1A, to authorize the hiring of one (1) Full-Time Public Health Nurse, to fulfill the requirements of the Nurse Family Partnership Grant.
- 10. It was recommended to approve when presented Resolution 02-12-1G, to authorize the out-of-state travel for two (2) employees to attend training in Denver, Colorado, to fulfill the requirements of the Nurse Family Partnership Grant, with the cost included in the grant.
- 11. It was recommended to approve when presented Resolution 02-12-1H, to authorize the out-of-state travel for one (1) Human Services employee to attend training in Phoenix, Arizona, with the employee paying all expenses associated with the training.
- 12. It was recommended to approve when presented Resolution 02-12-1B, to authorize the purchase of "CaseWorks", an Electronic Data Management System (EDMS), for Human Services Income Maintenance, at an estimated cost of \$285,133, with 50% to be recovered.
- 13. It was recommended to approve when presented the purchase of twelve (12) scanners for EDMS implementation, with an estimated cost of \$10,922.
- 14. It was recommended to approve when presented the purchase of forty (40) desktop computers, plus Office 10 Software, for Human Services, at an estimated cost of \$37,018, with an approximate 50% Federal reimbursement.
- 15. It was recommended to approve when presented Resolution 02-12-1D, to authorize the Highway Department to purchase a new sign truck, with an estimated cost of \$186,720.

16. It was recommended to approve when presented Resolution 02-12-1C, to authorize the Highway Department to purchase a new patch trailer, with an estimated cost of \$34,345.
17. It was recommended to approve when presented Resolution 02-12-1E, to authorize the bidding of Highway Maintenance Contracts.
18. The Economic Development/Housing Authority (EDA) Board has authorized up to \$14,000 for the Extension remodeling project, but the actual cost may be in excess of that limit. No action was required at this time, however, the EDA Board may bring a request back to the board in the future.
19. It was recommended to approve when presented, the request by Guy Fischer and the Northwood Trail Reapers Snowmobile Club for the County to be a sponsor for snowmobile trail grants that the club would like to apply for. This was added to the Finance Agenda at the time of the meeting and a resolution will be presented later in the meeting.
20. It was recommended to approve when presented the Aquatic Invasive Species (AIS) Task Force recommendations.
21. Discussion of the GIS Trail Planning Toolbox was referred to the Recreational Advisory Committee (RAC) and will be noted in the Finance Committee minutes.

Northwoods Trail Reapers Snowmobile Club: Rayna and Steve Tucker, and Marty Wiley, Natural Resource Management/Recreational Director presented:

1. An update of the Northwoods Trail Reapers Snowmobile Club activities, budget, and a request for the County to support the club's grant procurement efforts was presented. It was moved and seconded to approve Resolution 02-12-1K, to support the four (4) grant procurement applications for the Northwood Trail Reapers Snowmobile Club, as outlined in said resolution, and for the County to provide oversight of these projects should grant funds be received. (Skarie, Schram), carried.
2. A request by Guy Fischer to support an application to the Department of Natural Resources (DNR) for a Public Awareness Project Grant was presented. It was moved and seconded to allow Guy Fischer to apply for the Department of Natural Resources Public Awareness Project Grant. (Okeson, Schram), carried.
3. Board Chair Knutson thanked the committee and the Trail Reapers Snowmobile Club for all of their efforts and dedication to the Snowmobile Trail System.

Sheriff: Tim Gordon presented:

1. It was moved and seconded to authorize the completion of the New Generation 911 equipment change over and expenditures, under the direction of Sheriff Tim Gordon, at an estimated cost for equipment and training at \$224,745, with the cost being funded through 911 designated funds. (Schram, Okeson), carried.
2. It was moved and seconded to authorize the completion of the computer system build with the TAC 10 RMS system, including mobile access, at an estimated cost of \$43,108, with the cost being funded through 911 designated funds. (Okeson, Skarie), carried.

Re-Districting: Ryan Tangen presented:

1. The four (4) re-districting scenarios previously presented were discussed. Mr. Tangen requested input from the Board and whether there were any other scenarios for further discussion and consideration. It was noted that the State will finalize their re-districting on February 21<sup>st</sup>, which will not have much of an effect on the County's re-districting, and the City of Detroit Lakes was close to being finalized as well. Mr. Tangen suggested narrowing down the options at this point. It was the consensus of the board that Options 1 and 4 were the best options, with the goal to keep it as seamless for the voters. With not all commissioners present for this meeting, Board Chair Knutson requested further thought be given and no motion was made at this time. Discussion on re-districting will continue at the next regularly scheduled board meeting on Tuesday, February 28, 2012.

Human Services: Nancy Nelson presented:

1. It was moved and seconded to add to the agenda, under Human Services, Number 2: Contracts/Agreements: i. Sjostrom Homes, Inc.. (Schram, Skarie), carried.
2. It was moved and seconded to approve the CY 2012 Children's Mental Health Combined Grant and the Parent Support Outreach Program (PSOP) Grant, totaling nearly \$350,000. (Skarie, Schram), carried.
3. It was moved and seconded to approve the contracts/agreements with Mahube, Lakes Crisis and Resource Center (PSOP), Lutheran Social Services of Minnesota, Family Resource Center, The Village Family Services, Lakes Crisis and Resource Center (Parenting Time), White Earth Mental Health, Lakes Crisis and Resource Center (Crisis Line), and Sjostrom Homes, Inc.. (Schram, Skarie), carried.
4. It was moved and seconded to approve Resolution 02-12-1A, to authorize to hire a Full-Time Public Health Nurse. (Skarie, Okeson), carried.
5. It was moved and seconded to approve Resolution 02-12-1G, to authorize the out-of-state travel for two (2) employees to attend training in Denver, Colorado, to fulfill the requirements of the Nurse Family Partnership Grant, with the cost included in the grant. (Skarie, Schram), carried.
6. It was moved and seconded to approve Resolution 02-12-1H, to authorize the out-of-state travel for one (1) Human Services employee to attend training in Phoenix, Arizona, with the employee paying all expenses associated with the training. (Skarie, Schram), carried.
7. It was moved and seconded to approve Resolution 02-12-1B, to authorize the purchase of "Case Works", an Electronic Data Management System (EDMS), at an estimated cost of \$285,133, and with the requested changes in said resolution to reflect the substantial cost-sharing savings by working with Clay and Otter Tail counties. (Skarie, Schram), carried.
8. It was moved and seconded to approve the purchase of 40 desktop computers, plus Office 10 Software, and 12 scanners for EDMA implementation. (Skarie, Okeson), carried.
9. It was moved and seconded to approve the Human Services, Community Health, and Transit Claims. (Skarie, Schram), carried.

Highway: Brad Wentz presented:

1. It was moved and seconded to approve the corrected version of Resolution 02-12-1D, to authorize the County Engineer to purchase a sign truck as outlined in the capital expenditure report. (Okeson, Schram), carried.
2. It was moved and seconded to approve the corrected version of Resolution 02-12-1C, to authorize the County Engineer to purchase a patch trailer as outlined in the capital expenditure report. (Schram, Okeson), carried.
3. It was moved and seconded to approve the corrected version of Resolution 02-12-1E, to authorize the County Engineer to prepare proposals and bidding documents, and to advertise for bids for gravel road maintenance contracts for the period of May 1, 2012 to April 30, 2013. (Schram, Okeson), carried. It was requested that the County Engineer host a pre-bidding meeting for new bidders and Mr. Wentz noted that he will add this step to the process.

Aquatic Invasive Species (AIS) Task Force Recommendations: Patty Swenson presented:

1. a. Patty Swenson provided an update on the Aquatic Invasive Species (AIS) Task Force and its recommendations. The committee has met regularly and created sub-committees consisting of Education, Communication, Inspection, Enforcement and Funding. Short-term priorities were identified to include an AIS Coordinator position (\$20,000 plus), Education (\$5,000 - \$10,000 for materials), Volunteer Inspector Program (this was rolled under the AIS Coordinator), and Decontamination Units (\$40,000 - \$45,000 and includes man hours of operation). Given time constraints, the AIS Task Force Committee's first short-term priority is to hire/contract for an AIS Program Coordinator (March 2012 – September 2012 or full year), with a list of tasks outlined. It was noted that Commissioner Schram is on the committee and concurs. The committee is requesting a commitment from the Board for \$20,000 to fund this position with a six (6) month contract to start, as there is no budget for a full-time position, with a return to the Board at a future date with further recommendations. The City may match whatever the County approves, but may be designated more for the decontamination units. Commissioner Okeson felt this was a good place to start. Commissioner Skarie noted it would speed up the process by contracting rather than going through the full hiring procedure.

The Board allowed time for the public to comment. After hearing from the public and being no further discussion, a motion was made and seconded to approve the proposal to move forward with an RFP for an Aquatic Invasive Species (AIS) Program Coordinator for six (6) months and to designate \$20,000 to fund this contracted position. (Schram, Okeson), carried.

- b. It was moved and seconded to authorize Guy Fischer to work with the city to search for any Aquatic Invasive Species (AIS) grant opportunities that would help with funding. (Okeson, Schram), carried.

Management Team: Ryan Tangen presented:

1. Ryan Tangen made reference to the letter of intent and the draft of the Park and Recreation Ordinance included in the Board packet, stating that it is the recommendation of the Steering Committee, Natural Resource Management Committee, and the Management Team to schedule a public hearing for public input and for the purpose and intent of enacting an ordinance. Discussion was held and it was the consensus of the Board to schedule the public hearing for Tuesday, March 27, 2012, at 7:00 p.m., in the Jury Room of the Courthouse, and to advertise in the official newspaper, for three (3) consecutive weeks prior to the hearing. It was also the consensus of the Board to allow the Information Technology (IT) Department to print public comments from the hearing on the County website.
2. Ryan Tangen addressed the Board in reference to the County Assessor/Environmental Services Director position re-organization due to the significant changes within the two departments. He noted the excellent job Steve Skoog has done with the County Assessor/Environmental Services Director position, and how splitting these positions will allow more time to devote to the continued growth and expansion of Environmental Services for Becker County, as it moves forward.

It was moved and seconded to approve Resolution 02-12-1J, to eliminate the County Assessor/Environmental Services Director position and to appoint the current County Assessor/Environmental Services Director, Steve Skoog, as the Environmental Services Director and to also appoint Steve Skoog as the County Assessor until the County Assessor position is filled, and to advertise, interview, and hire for the County Assessor position. (Schram, Skarie), carried.

Steve Skoog accepted the Environmental Director position and thanked the Board and others involved in this process for including him in the hiring process. He also thanked the staff of the Assessor's office for all their extra hard work and dedication over the past few years.

It was moved and seconded to adjourn the meeting. (Okeson, Skarie), carried.

The meeting was adjourned.

/s/ Ryan Tangen  
Ryan Tangen  
Auditor-Treasurer/Clerk

/s/ Larry Knutson  
Larry Knutson  
Board Chair