



# Board of County Commissioners Agenda Request

4C  
Agenda Item #

**Requested Meeting Date:** September 26, 2017

**Title of Item:** Schedule Public Budget Hearing

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b>  <p>For the past few years we have scheduled the Public Budget Hearing at 6:05 p.m. on the last day of the AMC Annual Conference, and held a short Board meeting late in the afternoon, just prior to the Budget Hearing. In January, in anticipation of following the same schedule this year, the Board scheduled their December Board meeting dates for the first and third Tuesdays.</p> <p>This year the AMC Annual Conference is scheduled for December 4th and 5th. Staff recommends setting the 2018 Budget Hearing for 6:05 p.m. on Tuesday, December 5th.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Schedule the 2018 Budget Hearing for 6:05 p.m. on Tuesday, December 5th.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

# JOIN YOUR FRIENDS & COLLEAGUES AT THE COUNTY EVENT OF THE YEAR!

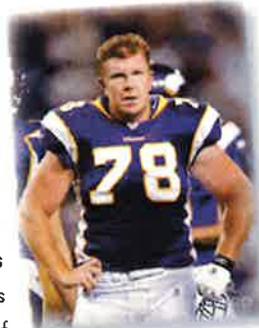


Each December for over 100 years, the Association of Minnesota Counties' (AMC) Annual Conference is where more than 600 county elected officials, department heads, and staff, come together to learn and discuss the important topics and trends affecting county government.

Minnesota's 87 counties have a long tradition of connecting with each other through AMC in order to work together toward finding solutions to common issues. There are always many challenges and opportunities facing counties, and continuing to learn new or improved ways to work and govern is more important now than ever before.

In order to give attendees a wide variety of subjects to learn more about during this two-day conference, our workshop schedule offers 20+ one-hour **WORKSHOPS** on a wide variety of topics over two days. There is literally something for everyone and then some!

This year's **OPENING SESSION** on Monday morning features keynote speaker **FORMER MINNESOTA VIKING MATT BIRK**. Matt is a six time NFL Pro Bowl center and 2013 Super Bowl winner. He grew up in St. Paul, Minnesota and is a graduate of Harvard University, with a degree in Economics. Since



hanging up his pads Matt has held several roles with the NFL, currently serving as a special advisor. He works with the Pro Football Hall of Fame, and serves as a board member of USA Football. Matt's book *All-Pro Wisdom* almost immediately went to the top of Amazon's best seller list when it was released. Matt loves the game of football for its values and the many lessons it can teach everyone



about how to achieve greatness in our lives. **Sponsored by the Minnesota Counties Intergovernmental Trust.**

AMC's **ANNUAL AWARDS BANQUET** Monday evening provides an opportunity to publicly recognize counties and individuals for outstanding achievements in government.

Nomination forms are available at [www.mncounties.org](http://www.mncounties.org). Deadline: October 27, 2017.

The **ELECTION** of AMC's 2018 officers will be held at breakfast on Tuesday morning. AMC's **BUSINESS MEETING** Tuesday afternoon is the final part of the conference where input from all county delegates is encouraged as we vote on our legislative platform for the coming year. The conference ends with the final **GRAND PRIZE DRAWING** so you can get on the road by mid-afternoon.

*See agenda inside for details and register today!*

## VENDOR FAIR!

Be sure to visit the more than 100 exhibits (open Monday and Tuesday) that showcase products and services that help county government do its business better!

## "SURPRIZE" DRAWINGS!

We will be holding several drawings for smaller items throughout the conference inside the Vendor Fair. Winners are drawn from the conference registration list and you must be present to win.

## GRAND PRIZE DRAWINGS!

Attendees are asked to complete a stamp-map inside the Vendor Fair and completed maps will go into one final Grand Prize Drawing at the conclusion of the conference on Tuesday afternoon. You must be present to win.

## SILENT AUCTION!

Place bids on great items and help a good cause, with all proceeds going toward the annual AMC Student Scholarship. Donated items range from gift certificates to iPods, from sporting event tickets to gift baskets, and everything in between!

## SUNDAY, DECEMBER 3

2:00 – 5:00 p.m.

**AMC Board of Directors**  
State/Sunwood (Kelly Inn)

4:00 – 6:00 p.m.

**Conference Registration Open**  
Convention Center Lobby

5:00 – 6:30 p.m.

**AMC Advisory Committees**

- Agriculture & Rural Development  
University A (Kelly Inn)
- Broadband  
Senate/Congress (Kelly Inn)
- Indian Affairs  
University B (Kelly Inn)

5:00 - 7:00 p.m.

**Minnesota Rural Counties (MRC)**  
Ballroom (Courtyard by Marriott)

7:00 - 10:00 p.m.

**Live Entertainment at DB Searle's**  
Wheelhouse Duo - Featuring  
Janelle Kendall (Stearns County Attorney)  
and Dan Witte.

## MONDAY, DECEMBER 4

7:00 a.m.

**Conference Registration Open**  
Convention Center Lobby

7:00 – 8:00 a.m.

**Education & Training  
Committee Breakfast**  
Board Room C (1st Floor - Convention  
Center)

8:00- 10:00 a.m.

**AMC Policy Committees**

- Environment & Natural Resources  
Fandel/Marsh (Part of the "Herberger  
Suite" - 2nd Floor - Convention Center)
- General Government  
University B (Kelly Inn)
- Health & Human Services  
Swishelm/Whitney (Part of the  
"Stockinger Suite" - 2nd Floor -  
Convention Center)
- Public Safety  
Weidner (Part of the "Opportunities  
Suite" - 1st Floor - Convention Center)
- Transportation & Infrastructure  
University A (Kelly Inn)

9:00 - 10:00 a.m.

**MCIT Board of Directors**  
Board Room C (1st Floor - Convention  
Center)

9:00 a.m. - 5:00 p.m.

**Vendor Fair Open**  
Terry Haws Exhibit Hall (1st Floor -  
Convention Center)

10:00 - 10:30 a.m.

**SurpriZe Drawing Break Inside  
Vendor Fair**  
Winners are drawn from the registration  
list and you must be present at the  
drawing to win.

10:00 a.m. – 3:00 p.m.

**Association of Minnesota  
Emergency Managers  
(AMEM)**  
Senate (Kelly Inn)

10:00 a.m. - 3:00 p.m.

**Minnesota Association of  
Professional County Economic  
Developers (MAPCED)**  
Congress (Kelly Inn)

10:30 a.m. - 12:00 p.m.

**Opening Session**  
Carlson Hall (Convention Center)

- National Anthem
- Host County Welcome  
Commissioner DeWayne Mareck,  
Stearns County Board Chair
- AMC President's Welcome  
Commissioner Gary Hendrickx,  
Swift County

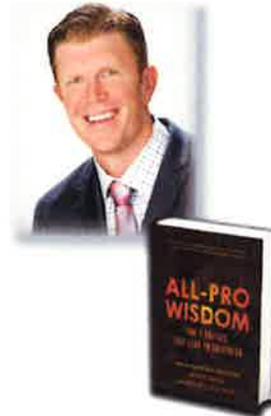
**KEYNOTE PRESENTATION:  
Matt Birk, Former Minnesota  
Viking**

Sponsored By MCIT

Matt is a six time NFL Pro Bowl center and 2013 Super Bowl winner. He grew up in St. Paul, Minnesota and is a graduate of Harvard University, with a degree in Economics. While in the NFL, Matt founded the HIKE foundation, which impacts the lives of at-risk children to improve their reading and literary skills. He was awarded the Walter Peyton NFL Man of the year for his contributions both on and off the football field.

Since hanging up his pads Matt has held several roles with the NFL, currently serving as a special advisor. He works with the Pro Football Hall of Fame, and serves as a board member of USA Football. Matt's book All-Pro Wisdom almost immediately went to the top of Amazon's best seller list when it was released.

Matt loves the game of football for its values and the many lessons it can teach everyone about how to achieve greatness in our lives.



12:00 – 2:00 p.m.

**MAGIC Fund Annual Meeting**  
Helgeson (Part of the "Herberger Suite" -  
2nd Floor - Convention Center)

12:00 – 1:00 p.m.

**Lunch Inside the Vendor Fair**  
Terry Haws Exhibit Hall (1st Floor -  
Convention Center)

12:00 - 1:00 p.m.

**Minnesota County Human  
Resource Management  
Association (MCHRMA)**  
Board Room (Kelly Inn)

12:00 - 1:30 p.m.

**Minnesota Association of  
County Administrators (MACA)**  
Wilson Suite (2nd Floor - Convention  
Center)

12:00 - 1:00 p.m.

**AMC Officer Candidate  
Screening**  
Board Room C (1st Floor - Convention  
Center)

1:00 - 3:30 p.m.

**Solid Waste Administrators  
Association (SWAA)**  
Clarke/Edelbrock (Part of the  
"Opportunities Suite" - 1st Floor -  
Convention Center)

12:30 - 2:00 p.m.

**Backpack Build Event – Kids In  
Need Foundation**  
Convention Center Lobby

The Kids in Need Foundation (kinf.org) is dedicated to providing those in need of school supplies with the tools necessary to be successful in the classroom. Through a US Communities sponsorship, AMC members are invited to assemble 425 backpacks with essential school supplies to be donated to Lincoln Elementary School in St. Cloud.

1:00 - 3:30 p.m.

**Minnesota County Engineers Association (MCEA)**

Mitchell (Part of the "Stockinger Suite" - 2nd Floor - Convention Center)

2:00 - 2:30 p.m.

**SurpriZe Drawing Break Inside Vendor Fair**

Winners are drawn from the registration list and you must be present at the time of the drawing to win.

2:30 - 3:30 p.m.

**Concurrent Workshops I**

**Parliamentary Procedure & Board Communication**

Fandel/Marsh (Part of the "Herberger Suite" - 2nd Floor - Convention Center)

Being "first among equals" is no easy task. Whether you have years of experience with the gavel - or you have yet to chair your first meeting - there's always opportunity to be more effective and efficient as a leader. This session will include an overview of parliamentary procedure and Roberts' Rules. We will also discuss the role of the Chair, building effective relationships with your elected official peers, and setting effective cultural norms for your elected body. The combination of these elements will result in meetings that are more effective - and more efficient.

**Economic Development Tools for Counties**

University B (Kelly Inn)

Counties can play a key role in expanding their tax base and creating jobs. This session will give you an overview of the tools Counties have at their disposal, including tax abatement, tax increment financing, and HRA's and EDA's. We will give a case study of how counties can strategically use these tools to leverage other resources and achieve their economic development goals.

**Mental Health - Community Collaboration**

Swishelm/Whitney (Part of the "Stockinger Suite" - 2nd Floor - Convention Center)

After receiving an appropriation from the Legislature, Beltrami County entered into a Jail Diversion Project centered on people with mental illness under arrest, or at risk of coming under arrest. Was there a better answer than the jail or the hospital emergency room? This workshop will show how a rural county pulled many community partners together to address the root issues and to give us options for people in a mental health crisis.

**Drainage Authority Responsibilities - Public Drainage Systems**

Weidner (Part of the "Opportunities Suite" - 1st Floor - Convention Center)

The presentation addresses the fundamental statutory obligations of Drainage Authorities (County and Joint County Boards) to the drainage systems for which they are responsible. The presentation will discuss basic statutory processes, administrative requirements and common pitfalls related to management of public drainage systems. Topics will include: inspections and maintenance; redeterminations of benefits; records management; finance and accounting; and joint drainage system management. The presentation will include ample time for Q&A.

**Empowering Minnesota Youth with Skills to Lead for a Lifetime**

University A (Kelly Inn)

Research shows that youth who are both highly engaged in enrichment activities and feel connected to caring adults are best equipped to lead successful lives. Unfortunately, a full 35% of Minnesota youth are missing these important experiences and connections. This workshop will explore how 4-H and other youth development organizations are partnering to meet the needs of all Minnesota youth. Attendees will discover how to ensure local youth have the skills they need to succeed.

3:30 - 5:00 p.m.

**MCIT Annual Meeting**

State/Sunwood (Kelly Inn)

Registration starts at 3:30 p.m. / Annual Meeting starts at 4:00 p.m.

3:45 - 4:45 p.m.

**Concurrent Workshops II**

**Creating an Employee Led Culture of Continuous Engagement**  
Fandel/Marsh (Part of the "Herberger Suite" - 2nd Floor - Convention Center)

Employee engagement is a term that has been around awhile, and for many of us we know it is the leading indicator/metric for measuring future success for an organization/team. However, it has also been a point of continued frustration for many leaders, but that does not need to be the case. Follow the journey Wright County's Social/Human Services has experienced by putting the EMPLOYEE back in Employee Engagement by creating an employee led program.

**The Choice of a Lifetime**

University B (Kelly Inn)

As employees approach retirement, they will likely face a host of decisions that could significantly impact their financial future. One of the critical decisions they will make is filing for Social Security, which plays a major role in their broader retirement income plan. The choice on when to file could increase your annual benefit by as much as 76%. Making a sound decision about Social Security is critical to ensuring a sound financial future. It also requires a greater understanding of how Social Security income fits into overall retirement planning.

**Jail Diversion: Yellow Line Project**

Swishelm/Whitney (Part of the "Stockinger Suite" - 2nd Floor - Convention Center)

The Yellow Line Project is designed to provide an early response to individuals with mental or chemical health problems who have become involved with law enforcement and are not a risk to the community. This project enhances the resources and tools available to law enforcement so that residents of Blue Earth County get the right services at the right time and have strong incentives to participate.

**Taking Off with Drones**

Weidner Room (Part of the "Opportunities Suite" - 1st Floor - Convention Center)

Drones have become a widely adopted and affordable mainstream technology which offer many useful applications to the transportation industry. But can we just buy a drone and go fly? This session will highlight a number of industry specific drone applications and give a detailed account of the rules & regulations governing drone operation in Minnesota. It will outline the licensure, registration and insurance requirements and considerations necessary before you ever leave the ground.

**Measles & Other Infectious Diseases: Local Public Health's Role in Preventing and Responding to Outbreaks**

University A (Kelly Inn)

In 2017, Minnesota experienced its worst measles outbreak since 1990, exceeding the number of cases in all of the U.S. last year. When outbreaks occur, local public health must respond quickly. Learn about local public health's role in preventing the spread of infectious disease from counties directly and indirectly affected by the 2017 outbreak, why communities remain vulnerable to other outbreaks, and what is needed to better protect the public's health in the future.



5:00 - 6:00 p.m.

**Past Presidents Reception  
Inside the Vendor Fair**  
Terry Haws Exhibit Hall

6:00 - 8:00 p.m.

**Dinner & Awards Banquet**  
Carlson Hall

- Presentation of MCIT's Annual Awards
- Presentation of AMC's Annual Awards
- Outgoing AMC President's Address
- Presentation of AMC President's Award

8:00 p.m.

**County Choir Practice**  
Carlson Hall - Immediately following the banquet.

## TUESDAY, DECEMBER 5

7:30 a.m.

**Breakfast Buffet**  
Carlson Hall

8:00 a.m.

**Amc Officer Elections**

- Screening Committee Reports
- AMC Officer Candidate Presentations
- Elections

8:00 a.m. - 12:00 p.m.

**Vendor Fair Open**  
Terry Haws Exhibit Hall

8:30 - 9:00 a.m.

**Break - Inside Vendor Fair**  
Complete your Grand Prize Booth Stamp Map and drop it in the box at the AMC Registration Desk before the Vendor Fair ends at Noon to be eligible for the drawing at the close of the conference!

9:00 - 10:00 a.m.

**Concurrent Workshops III**

**Performance Management Workshop - Part I**  
(Continues during the next workshop block)  
Fandel/Marsh (Part of the "Herberger Suite" - 2nd Floor - Convention Center)

Gary Weiers has worked as a consultant for David Drown Associates since 2013. In his consulting role, he has conducted approximately 35 executive searches and done management and organizational consulting to cities and counties throughout Minnesota. Prior to joining DDA, Gary served as the Rice County Administrator for over 10 years. Prior to being a County Administrator, he was a Social Services Director, Social Services Supervisor and a Child Protection Social Worker.

**What County Boards Need to Know**  
University B (Kelly Inn)

This session addresses the following topics: 1) The roles and responsibilities of governance (county boards); 2) How to read and interpret governmental financial statements; 3) How accounting standards affect the county's financial reporting; 4) How to know if your county is gaining or losing ground; and 5) How to spot signs of financial health, as well as red flags.

**Planning to Win in the Long Run: Best Practices in Multi-Year Financial Projections**  
Swishhelm/Whitney (Part of the "Herberger Suite" - 2nd Floor - Convention Center)

Multi-year planning is a critical exercise for local governments, focused on addressing the underlying challenges faced today while moving your community toward a financially healthier tomorrow. An interactive presentation illustrating best practice concepts around this process will be delivered on PFM's dedicated strategic planning platform for local governments.

Then There Were 5

Weidner (Part of the "Opportunities Suite" - 1st Floor - Convention Center)

Work-life expectancy is expanding and organizational careers don't look the way they did before. This presentation will cover the now 5 generations in the workplace, their attributes, their influences, what they expect from the workplace, how to prevent workplace tension and what different approaches managers can do to motivate them. A must for anyone who supervises or manages.

**Beyond The Right-Of-Way Line: Avoiding Drainage Missteps**  
University A (Kelly Inn)

More often than not, drainage related issues for roadway corridor managers are manifested as a result of drainage patterns outside of the Right-Of-Way. It is critical that drainage considerations are identified and evaluated during the project scoping and design phases. This presentation will identify numerous drainage related considerations that should be identified early in project development to avoid delays in design and construction, along with limiting long term liability.

9:00 - 11:30 a.m.

**Group/Affiliate Meetings**

- Minnesota Association of Community Corrections Act Counties (MACCAC)  
Sunwood (Kelly Inn)
- Minnesota Association of County Planning & Zoning Administrators (MACPZA)  
Congress (Kelly Inn)
- Minnesota Association of County Surveyors (MACS)  
Board Room (Kelly Inn)
- Northern Land Use Coordinating Board and Consolidated Conservation/Natural Resources Board  
State (Kelly Inn)

10:15 - 11:15 a.m.

**Concurrent Workshops IV**

**Performance Management Workshop - Part II**  
(Continued from previous workshop block)  
Fandel/Marsh (Part of the "Herberger Suite" - 2nd Floor - Convention Center)

Gary Weiers has worked as a consultant for David Drown Associates since 2013. In his consulting role, he has conducted approximately 35 executive searches and done management and organizational consulting to cities and counties throughout Minnesota. Prior to joining DDA, Gary served as the Rice County Administrator for over 10 years. Prior to being a County Administrator, he was a Social Services Director, Social Services Supervisor and a Child Protection Social Worker.

**Structure and Staffing Levels: Are You in Balance?**  
University B (Kelly Inn)

The recession is over; a tepid recovery is underway. Given the impacts to discretionary state and federal spending, local governments are pressured to perform as never before. This presentation discusses how to optimize and align your Human Resource practices with your organization's strategic goals by focusing on getting your best talent working on your greatest needs at the right time. Strategic Workforce Planning offers much opportunity for the public sector at this particularly demanding time.

**Getting It Right: Complying with Minnesota's Open Meeting Law**  
Swisshelm/Whitney (Part of the "Herberger Suite" - 2nd Floor - Convention Center)

Elected officials are legally required to conduct business in a public forum. A violation of the Open Meeting Law can affect the credibility of the organization and its leaders, as well as expose them to litigation, fines and penalties. Session covers components of the law that often trip up commissioners and county staff and provides tips for sidestepping these pitfalls.

**A County's Role In Creating A Successful Juvenile Justice Legacy**  
Weidner Room (Part of the "Opportunities Suite" - 1st Floor - Convention Center)

In 2015, Pine County partnered with the University of Minnesota and implemented a juvenile justice program based on the latest restorative justice research. The nationally-recognized program has been a success - reducing recidivism, decreasing county costs and engaging the community. The presenters will discuss how to build a successful juvenile restorative justice program through a partnership with the county board and other stakeholders. The presenters will also share examples of their program's successes.

**One Watershed One Plan: What's in it for Counties?**  
University A (Kelly Inn)

This workshop will address common questions and concerns Counties may have about participating in the One Watershed One Plan water planning process. The presentation will include topics such as planning and implementation grants, work load expectations, financial and local control issues, and other key considerations and benefits that are specific to Counties. You will also hear perspectives directly from a panel of County officials who have been through or are in the midst of the One Watershed One Plan process and will have ample opportunity to ask questions.

11:15 - 11:45 a.m.

**Break - Vendor Fair Finale!**  
Silent Auction Bidding Ends at 11:30 a.m.  
**SHARP!**

11:15 a.m. - 12:45 p.m.

**AMC Extension Committee**  
Coborn Room (Part of the "Herberger Suite" - 2nd Floor - Convention Center)

11:45 a.m.

**Lunch Served**  
Carlson Hall  
• Performance by AMC's County Choir

1:00 p.m.

**AMC Business Meeting**  
Carlson Hall  
• **Parliamentarian:**  
Commissioner Randy Maluchnik, Carver County  
• **Secretary/Treasurer Report**  
Commissioner Mary Jo McGuire, Ramsey County  
• **AMC Platform Amendments/Adoption**  
• **Federal Update**  
Dennis McGrann, Director of Federal Relations, Lockridge Grindal Nauen  
• **Executive Director's Report**  
• **2017 AMC President's Address**



3:00 p.m.

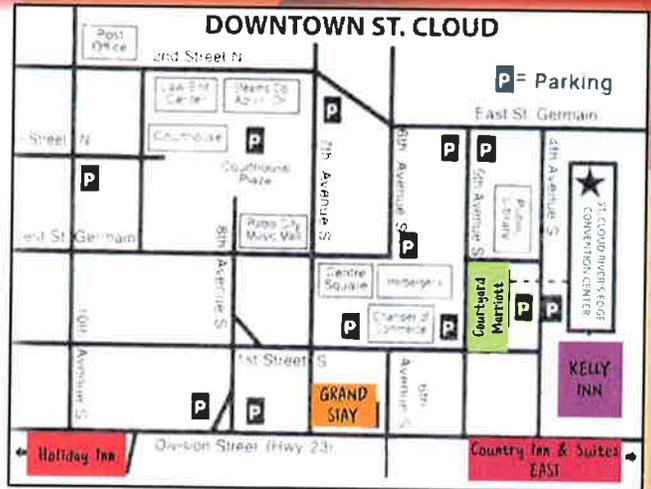
**Grand Prize Drawing/Adjourn**  
You must be present to win!

2017 ASSOCIATION OF MINNESOTA COUNTIES'  
AMC ANNUAL CONFERENCE

# LODGING

You are responsible for making your own hotel reservations, but you must mention the AMC room block to receive the group rates below.

**AMC's "Last Minute" Lodging Cancellation Policy:** In an attempt to have AMC members cancel their unneeded hotel rooms within a reasonable amount of time before the start of the conference so that AMC members on waiting lists have a chance to use cancelled rooms, AMC will invoice a \$100 cancellation fee for Best Western Kelly Inn or Courtyard Marriott cancellations made within the last week before the start of the conference (November 27 - December 4, 2017).



There will be shuttles again this year that continually circle between the Holiday Inn, Country Inn, GrandStay and the River's Edge Convention Center during conference hours.

## BEST WESTERN PLUS KELLY INN

100 4th Avenue S.,  
St. Cloud  
Phone: 320-253-0606  
or 1-800-528-1234  
[www.bestwesternstcloud.com](http://www.bestwesternstcloud.com)

Per Night Rate:  
\$91 Single/ \$101 Double  
(government rate) +tax

Reservation Deadline:  
11/3/17

## COURTYARD MARRIOTT

404 W. St. Germain,  
St. Cloud  
Phone: 320-654-1661  
[www.marriott.com/hotels/travel/stccy-courtyard-st-cloud/](http://www.marriott.com/hotels/travel/stccy-courtyard-st-cloud/)

Per Night Rate:  
\$142 Single  
or Double + tax

Reservation Deadline:  
11/3/17

## HOLIDAY INN & SUITES

75 S. 37th Avenue  
(at Hwys. 15 & 23), St. Cloud  
Phone: 320-253-9000  
[www.holidayinn.com](http://www.holidayinn.com)

Per Night Rate:  
\$91 Standard Room/  
\$104.95 Suite +tax

Reservation Deadline:  
11/3/17

## GRANDSTAY HOTEL

213 6th Avenue S.,  
St. Cloud  
Phone: 320-251-5400  
[www.grandstayhospitality.com](http://www.grandstayhospitality.com)

Per Night Rate:  
\$109 + tax

Reservation Deadline:  
11/3/17

## COUNTRY INN & SUITES EAST

120 7th Avenue S.E.,  
St. Cloud  
Phone: 320-252-8282  
[www.countryinns.com](http://www.countryinns.com)

Per Night Rate:  
\$95 + tax

Reservation Deadline:  
11/3/17