

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, May 19, 2015 at 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Grimsley. Commissioners in attendance: Grimsley, Nelson, Skarie, Okeson, and Knutson; 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 Recorder: Number 1a and 1b: Personnel Requests: Add: The Submission of Revised Resolution 05-15-2C; under Human Services: Add: Introduction of newly hired Mental/ Chemical Dependency Supervisor, Emma Wartman; and under Sheriff: Remove Number 3: Purchase Requests: Ten (10) Channel Marker Buoys, Ten (10) Solar Lights for the Buoys, and One (1) Theft Proof Screwdriver. (Okeson, Knutson), carried.
4. It was moved and seconded to approve the minutes of May 5, 2015, with the requested changes. (Knutson, Skarie), carried.

Commissioners

1. Open Forum:
  - a. Clarence Suvanto spoke in reference to the proposed new jail and expressed his support of building a new jail in town. He also spoke against selling public land to pay for the building of a new jail and addressed the board on issues for consideration, prior to a final decision being made on location of a new jail. He also stressed the importance of the public having access to knowledge of projects going on in the community, both for projects with and without permits required.
2. Reports and Correspondence: The Commissioners and County Administrator reported on the following meetings:
  - a. Commissioner Okeson: Highway Committee, Sheriff's Committee meeting with Bob Bristlin regarding the jail, Transit meeting with Ryan Damlo, Transit Director for Becker and Wadena Counties, along with County Administrator, Jack Ingstad, and Commissioner Grimsley.
  - b. Commissioner Nelson: Highway Committee, Minnesota Rural Counties Caucus (MRCC), Information Technology (IT) Committee, and Sheriff's Committee.
  - c. Commissioner Skarie: Human Services Committee, West Central Area Agency on Aging, and Environmental Affairs Committee.

- d. Commissioner Knutson: Environmental Affairs Committee, Natural Resources Committee, Zoning Ordinance Review Committee, and Prairie Lakes Municipal Solid Waste Authority (PLMSWA) tour.
- e. Commissioner Grimsley: Becker County Historical Society, Development Achievement Center (DAC), and Finance Committee.
- f. County Administrator, Jack Ingstad, provided an update on the jail, noting the good response received for Request for Qualifications (RFQ's). He reported that the selection process is on hold for now, pending a decision on location of the jail. He also commented that building a third floor onto the existing facility can now be considered as an option.

A meeting was held with Tim Thompson from the Minnesota Department of Corrections (DOC) and he suggested that it could take up to four years to complete the project. It was recommended to contact other counties that have built similar structures, to discuss possible obstacles which could create delays. He also noted that Mr. Thompson commented that every facility is different and that the DOC will work with Becker County throughout the process.

The Board recommended that a committee be established to include the Sheriff, all jailers, a deputy, custodian, etc., to provide a broader perspective on the building of a new jail. Board Chair Grimsley instructed Sheriff Glander to begin organizing a committee, as discussed.

3. Appointments: There were none.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits:
  - a. It was moved and seconded to approve Resolution 05-15-2A, to approve the Gambling Application for Exempt Permit to conduct Gambling by the Minnesota Flyers Gymnastics, MFG - Gaming for operations at DRock City, 15857 Highway 59 South, Detroit Lakes, MN, in Detroit Township. (Okeson, Knutson), carried.
  - b. It was moved and seconded to approve the Annual Tubing License for James and Cathleen Pihlaja – Charlie's Ottertail Tubing – Erie Township. (Okeson, Nelson), carried.

Finance Committee: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor's Warrants, and Over 90-Day Claims for the following:
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 05/07/2015 in the amount of \$28,386.17;
    - ii. 05/13/2015 in the amount of \$18,100.49;for a total of \$46,496.66.

- b. Over 90-Day Claims:
  - i. Essentia Health: \$138.38 and \$357.41 – Invoice just received for a total of \$495.79;
  - ii. Software House International - \$1,902.00 – Payment withheld until merchandise was received.
 (Knutson, Skarie), carried.
- 2. Discussion was held with a recommendation to approve the hiring of two (2) part-time Vital Statistic positions for the Recorder’s office, when presented.
- 3. It was recommended to have full board discussion on the two training requests from Human Services, when presented.
- 4. Jack Ingstad, County Administrator, notified the committee of a recent retirement for a Miechv Nurse and requested full board discussion on recruitment for the position. He also added that Emma Wartman’s current position as a Social Worker will now be vacant due to her recent acceptance of the Mental/Chemical Dependency Supervisor position and he requested direction on recruitment for her position as well. Discussion followed.
  - a. It was moved and seconded to authorize the Human Services Committee to move forward with the recruitment of a nurse, as presented, due to a retirement, and to then bring forward to the Board for ratification. (Nelson, Skarie), carried.
  - b. It was moved and seconded to authorize the Human Services Committee to meet and discuss the recruitment for the upcoming vacant social worker position, as presented, and for the committee to move forward with the recruitment when ready. (Nelson, Skarie), carried.

Minnesota Counties Intergovernmental Trust (MCIT) – Bob Goede, Risk Management Consultant presented:

- 1. Mr. Goede presented an overview and summary of the 2015 MCIT Member Report for Becker County. He also provided information on the 2015 Training Programs being offered through MCIT, to help manage risks and reduce losses. The Board thanked Mr. Goede for his presentation and a brief discussion was held on the recent change with Becker County contracting with Midwest Minnesota Community Development Corporation (MMCDC) for the management of the housing program.

Assessor: Abatements: Steve Carlson presented:

- 1. It was moved and seconded to approve the following abatements, as presented:
  - a. PIN #: 03.0583.004 in Burlington Township, in the amount of \$184.00, due to relative homestead modifier was entered in the wrong tax year;
  - b. PIN #: 16.0206.000 in Holmesville Township, in the amount of \$2.00 and PIN #: 16.0206.002 in Holmesville Township, in the amount of \$50.00, due to buildings assessments corrected between the two parcels; Ag. Credit adjustments;

- c. PIN #: 29.0140.000 in Silverleaf Township, in the amount of \$262.00, due to Otter Tail County gave Becker County an incorrect cross-County value;
  - d. PIN #: 49.0051.560 in Detroit Lakes, in the amount of \$2,192.00 and PIN #: 49.0051.562 in Detroit Lakes, in the amount of \$960.00, due to the buildings should have went to Detroit Lakes City (exempt) when split was done;
  - e. PIN #: 49.9230.000 in Detroit Lakes, in the amount of \$4,340.00, due to assessment on lease was also State assessed to Burlington Northern Railroad;
  - f. PIN #: 50.0462.674 in Frazee, in the amount of -\$114.00, due to exempt modifier was not removed when purchased by the current owner;
- and with the total for abatements at an amount of \$7,876.00. (Nelson, Knutson), carried.

Recorder: Patty Swenson presented:

1. It was moved and seconded to approved revised Resolution 05-15-2C, to advertise, interview, and hire two (2) Part-Time Deputy Recorders, as presented, with the location for the Deputy Recorder position that assists with the passport processing to be determined at a later date. (Knutson, Okeson), carried.

Human Services: Michael Walther, Compassion House Coordinator; Christy Ramsey; Jon Iwen; Donna Richgels; and Emma Wartman presented:

1. The Board introduced and congratulated Emma Wartman on her recent acceptance of the position of Mental/Chemical Dependency Unit Supervisor at Becker County.
2. Michael Walter, Compassion House Coordinator, presented information and a request for Becker County to submit a letter of need to support the application for Compassion House to become licensed by the State of Minnesota as a Rule 31 Residential Chemical Dependency Treatment Facility. He also provided letters from the MN Department of Corrections Officer in Hubbard County, Mahnomen County Social Services, and Otter Tail County Human Services. Emma Wartman from Becker County Human Services supported the request, but reported that the Human Services Department would need to complete a needs assessment internally prior to submitting a letter.
3. It was moved and seconded to approve Resolution 05-15-2D, as presented, to hereby support the recommendation by Becker County Human Services to approve Blue Cross-Blue Shield, Media, UCare, and Health Partners as Managed Care Organizations (MCO's), to provide managed health care services in Becker County. (Nelson, Skarie), carried.
4. It was moved and seconded to approve the training request for two (2) Human Services staff members from Adult Services to attend the Minnesota Age and Disabilities Odyssey Conference in Duluth, MN on June 15 - 16, 2015, and to incur expenses, as approved; and to also authorize the Human Services Committee to make the decision on whether to approve the attendance of four (4) Human Services staff members from Community Health at said conference; and if a decision can't be reached, to return to the Board for further consideration. (Knutson, Skarie), carried.

5. It was moved and seconded to approve the training request for two (2) Human Services staff members from Child Protection to attend the Non-Violent Crisis Intervention Training Program in Wahpeton, ND from June 2-5, 2015, at a cost of \$5,088.00, with the "Train the Trainer" DVD included. (Nelson, Skarie), carried.
6. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Nelson), carried.

Sheriff: Todd Glander presented:

1. Sheriff Todd Glander provided information regarding an incident that occurred on Friday, May 15<sup>th</sup> in Detroit Lakes, and commended the Detroit Lakes City Police and Dave Sherbrooke, a volunteer pilot, for their very quick response, efforts, and assistance in working together with the Sheriff's office.
2. It was moved and seconded to add to the Sheriff's agenda, "Discussion and Authorization to Incur Expenses for Jail Administrator Interview". (Nelson, Knutson), carried.
3. It was moved and seconded to authorize the Sheriff's Committee to incur and authorize expenses to interview for the Jail Administrator position, at up to an amount for actual travel expenses, and at the discretion of the committee. (Nelson, Skarie), carried.
4. It was moved and seconded to approve Resolution 05-15-2I, to advertise and hire one (1) Part-Time Bailiff, due to a promotion. (Nelson, Okeson), carried.
5. It was moved and seconded to approve Resolution 05-15-2J, to hire one (1) Full-Time Communications Officer utilizing the current list, or to advertise, if needed, and to fill any Communications Officer position, due to a resignation received within the next three months. (Knutson, Nelson), carried.
6. It was moved and seconded to approve Resolution 05-15-2K, to approve the Amended Joint Powers Agreement with the West Central MN Drug and Violent Task Force, amending the dates listed in Article 4.1 and Article 9; removing the end date and for Becker County to continue membership on the Task Force, as presented, with the amended agreement commencing on June 1, 2015. (Nelson, Knutson), carried.
7. It was moved and seconded to approve Resolution 05-15-2L, to authorize the Board Chair and Becker County Administrator to sign an agreement with the State of MN to apply for the 2015 Federal Supplemental Boating Safety Patrol Agreement with an allocation of \$7,625.00, effective May 8, 2015 – September 7, 2015. (Nelson, Skarie) carried.

Planning and Zoning: Julene Hodgson and Eric Evenson-Marden presented:

1. It was moved and seconded to concur with the Planning Commission (May 12, 2015) to amend Ordinance Chapter 5, Section 2, Table 5-5 Subject Matter, as submitted, to amend Non-riparian lot sizes on Natural Environment Lakes; Non-riparian lots 400 feet and greater from the ordinary high water mark of the lake will be reduced to 2.5 acres of lot area and 200 feet of lot width from 200,000 square feet of lot area and 400 feet of lot width. (Knutson, Nelson), carried.

2. It was moved and seconded to concur with the Planning Commission (May 12, 2015) to refer the following proposed amendments to the Ordinance back to the Planning and Zoning Office and possibly the Zoning Ordinance Review Committee for further discussion and review:
  - a. Purpose – To Amend Chapter 3, Section 8, Subject Matter: Amend Setback Average plus 20 feet to Setback Average plus a lot width ratio, etc.
  - b. Purpose – To Amend Chapter 3, Section 11, Subject Matter: Amend Setback Average plus 20 feet to Setback Average plus a lot width ratio, etc.
  - c. Purpose – To Amend Chapter 5, Section 2, Paragraph C, Subject Matter: Amend Setback Average plus 20 feet to Setback Average, plus a lot width ratio, etc. (Knutson, Okeson), carried.
3. It was moved and seconded to concur with the Planning Commission (May 12, 2015), to approve the Property Owner Petition form, as presented, to be utilized for any future citizen petition for a Surface Water Use Ordinance. (Knutson, Skarie), Motion Failed. Further discussion was held, with a request for more information and clarification on specific rules for the process to initiate a surface water use ordinance. It was the consensus of the Board to direct Planning and Zoning Supervisor, Eric Evenson-Marden to contact the Minnesota Department of Natural Resources (DNR) for more detailed information, as discussed, and to return to the next board meeting for further review. Gary Larson was present and commented that the form and process should be available for all users of the lakes, rather than only for the property owners of the lakes.
4. It was moved and seconded to concur with the Planning Commission (May 12, 2015), to approve the request for a Conditional Use Permit (CUP), as submitted by Mikki Groft, for a Small Engine Repair Shop, located at 18847 230<sup>th</sup> Avenue, due to the fact the request meets the criteria of the Ordinance and is not detrimental to the area, and with the proposal to include the use of an existing building and a sign at the end of the driveway and on the building. (Skarie, Okeson), carried.
5. It was moved and seconded to concur with the Planning Commission (May 12, 2015), to approve the request for a Conditional Use Permit (CUP), as submitted by Brookside Resort (Stevens Property), located at 31490 County Hwy. 50, to use an existing dwelling on an individual lot as an additional rental cabin for Brookside Resort, due to the fact the request meets the criteria of the Ordinance and is not detrimental to the surrounding area, and for this to remain a separate parcel from the resort. (Knutson, Okeson), carried.
6. It was moved and seconded to concur with the Planning Commission (May 12, 2015), to approve the request for a Conditional Use Permit (CUP), as submitted by The Wilds Resort, Inc. (Barry Wilde), with the project located at 45120 Maple Shores Lane, to expand an existing resort by 31 seasonal RV units, due to the request meets the criteria of the Ordinance; with the expansion being proposed within the 2<sup>nd</sup> tier, and the resort then consisting of 4 existing cabins, 14 existing seasonal RV units and then the proposed 31 seasonal RV units, for an overall total of 49 units. (Okeson, Skarie), carried.

7. The request for a Conditional Use Permit, submitted by Rebecca Hass, for the project located at 55789 County Hwy. 44, to use an existing dwelling for Transitional Housing with Recovery Counseling Services for Veterans only, was tabled by the applicant until further notice.
8. It was moved and seconded to concur with the Planning Commission (May 12, 2015), to approve the request for a Conditional Use Permit (CUP), as submitted by Greater Minnesota and Viking Gas Companies (Fisher Property), for the project located at 15464 County Hwy. 19, to install a natural gas regulator station on property zoned Agricultural, for essential services. (Okeson, Knutson), carried.
9. The next informational meeting is scheduled for Wednesday, June 3, 2015 at 8:00 a.m. in the Third Floor meeting room of the courthouse.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 05-15-2E, as presented, to award the contract for Project SAP 003-633-004 and Project SAP 003-647-010, for Reclaiming, Milling, Bituminous Surfacing and Aggregate Shouldering to Tri-City Paving, Inc., Little Falls, MN, at the low bid of \$1,304,484.89; and to authorize and direct the Board Chair and County Administrator, on behalf of Becker County, to execute and enter into said contract. (Okeson, Knutson), carried.
2. It was moved and seconded to approve Resolution 05-15-2F, as presented, to award the contract for Projects SP 003-636-008, Etc., for Milling, Bituminous Surfacing, and Aggregate Shouldering to Central Specialties, Inc., Alexandria, MN, at the low bid of \$1,544,494.01; and to authorize and direct the County Engineer to execute into said contract, pending approval from the MnDOT EEO Office. (Okeson, Nelson), carried.
3. It was moved and seconded to approve Resolution 05-15-2G, to advertise and hire one (1) Full-Time Mechanic I employee to replace the current position, due to a retirement. (Nelson, Okeson), carried.
4. It was moved and seconded to approve Resolution 05-15-2H, to hereby request MnDOT conduct speed studies on CSAH 5, CSAH 6, and CSAH 22, due to requests for speed limit changes, as presented, and for the Commissioner of Transportation to review and approve a change in the regulatory speed limits on said roads, if necessary. (Nelson, Knutson), carried.
5. It was moved and seconded to approve Resolution 05-15-2M, to hereby accept completed Project Number SAP 003-596-002, consisting of the construction of Raider Road in Lake Park, MN, contracted with Hough, Inc., and to authorize final payment in the amount of \$14,038.93, to be prepared and processed by the Highway Department. (Nelson, Okeson), carried.

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

Lunch Bunch was held at noon at Bleachers in Detroit Lakes, MN and provided by Commissioner John Okeson.

Jack Ingstad  
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Jack Ingstad  
County Administrator

Ben Grimsley  
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Ben Grimsley  
Board Chair