

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, April 19, 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: Add: Number 7: Discussion on Access to the County System through the Recorder's Office through the DocuPro System, and Number 8: Discussion on Possible Amendment to the Ordinance for "Average Setback, Plus 20". (Okeson, Knutson), carried.
4. It was moved and seconded to approve the minutes of April 5, 2016 with the requested changes. (Knutson, Skarie), carried.

Commissioners

1. Open Forum:
 - a. John Postovit spoke in reference to the upcoming Land Use Department discussion and received clarification from the Board in regards to possible changes, should the Board approve the proposal today. He also requested the public be given an opportunity to provide input in regards to the possible amendments to the "Average Setback, Plus 20" Ordinance, before a final decision is made.
 - b. Kalcey Klemm introduced himself as the new City Administrator for the City of Detroit Lakes, replacing Bob Louiseau following his recent retirement. The Board welcomed him and invited him to stay for the Board meeting.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Grimsley: Human Service Committee.
 - b. Commissioner Knutson; Planning and Zoning, Zoning Ordinance Review Subcommittee, Natural Resources Management (NRM) Committee, Sheriff's Committee, and attended a Tri-Powers meeting in Frazee.
 - c. Commissioner Okeson: Sheriff's Committee, West Central Regional Juvenile Center (WCRJC), and attended AMC's Board of Directors meeting.
 - d. Commissioner Nelson: NRM Committee, Courthouse Committee (Information Technology and Highway), and attended AMC's Board of Directors meeting.

- e. Commissioner Skarie: Human Services Committee, Becker County Council on Aging, Partnership4Health Board, and Safety Committee.
3. Appointments:
- a. There were none, however, notification has been received from Tera Guetter, Administrator for the Pelican River Watershed District (PRWD) that there are three (3) managers whose terms are set to expire on May 25, 2016, and they have each expressed an interest in being reappointed. The notice has been published and the positions are currently scheduled for consideration at the May 3, 2016 Board of Commissioner's meeting.
4. County Administrator, Jack Ingstad, presented information on the proposed contract renewal with the Midwest Minnesota Community Development Corporation (MMCDC), to continue managing Becker County's housing operation. He reported that MMCDC is requesting an increase from the Becker County HRA/EDA, with the total amount requested now at \$145,000 for 12 months, beginning May 1, 2016. It was noted that no action is needed by the Board, with the EDA Board making the final decision.
5. County Administrator, Jack Ingstad, provided information on possible sites for the new jail and reported that he is waiting to receive a final report from the architect, but it does not appear that using the existing jail is either feasible or cost-effective. Other options were discussed with the recommendation to obtain an appraisal in the meantime on a parcel of county owned property.

It was moved and seconded to hire Rodger K. Tinjum, Tinjum Appraisal Company, Inc., Detroit Lakes, MN to provide an appraisal of County owned property on Highway 59 (PID 08.7018.003), for a fee not to exceed \$1,500.00. (Okeson, Knutson), carried.

6. There was discussion on the proposal to create a Land Use Department with it noted that concerns have been addressed and the Board is able to re-evaluate at any time and make changes, if needed.

It was moved and seconded to approve Resolution 04-16-2N, to approve the restructuring and consolidation of the Planning and Zoning, Environmental Services, Natural Resources Management, and the Park and Recreational Planning/Economic Development Authority into a Land Use Department; and to authorize and direct the County Administrator, Jack Ingstad, to implement the organizational plan; and to appoint Steve Skoog to serve as the first Director of the Land Use Department, until further action of the Board. (Knutson, Skarie). A roll call vote was called and taken: Commissioner Knutson – Aye; Commissioner Grimsley – Nay; Commissioner Okeson – Aye; Commissioner Skarie – Aye; and Commissioner Nelson – Aye. Motion carried 4-1.

7. It was moved and seconded to discontinue privileged network access to outside businesses to the County network and DocuPro System, effective no later than May 1, 2016. (Knutson, Okeson), carried.
8. There was a brief discussion on the proposed amendments to the “Average Setback, Plus 20” Ordinance, with options presented. Chair Nelson announced that the item will be back on the agenda for the next board of commissioner’s meeting on May 3, 2016, for discussion and possible action, with time allowed for public input.
9. It was moved and seconded to add to the agenda, “Discussion on the Dunton Locks Tram Start-Up Cost”. (Grimsley, Knutson), carried.
10. It was moved and seconded to authorize the County Administrator, Jack Ingstad, and County Highway Engineer, Jim Olson, to spend up to \$12,500.00 for Dunton Locks Tram improvements. (Okeson, Knutson). A roll call vote was called and taken: Commissioner Knutson – Aye; Commissioner Okeson – Aye; Commissioner Grimsley – Nay; Commissioner Nelson – Aye; and Commissioner Skarie – Aye. Motion carried 4-1.

Public Hearing: Auditor-Treasurer, Mary Hendrickson, and Gabriel Line, Owner of the Tri-Lakes Roadhouse presented:

1. Chair Nelson opened the public hearing to hear testimony and receive any public input on the request to approve a new Combination On-Off Sale Intoxicating Liquor License for Dirty Jeans, LLC, DBA Tri-Lakes Roadhouse at 11740 County Road 5, Lake Park, MN, in Cormorant Township.
2. Chair Nelson asked the public if anyone wished to speak in regards to the request and no one spoke for or against the request.
3. Auditor-Treasurer, Mary Hendrickson, reported that if the State approves the license, they will then do an on-site inspection. She also noted that Cormorant Township has approved and signed the application.
4. Chair Nelson closed the public hearing.
5. It was moved and seconded to approve the request, as presented, for a new Combination On-Off Sale Intoxicating Liquor License for Dirty Jeans, LLC, DBA Tri-Lakes Roadhouse, located at 11740 County Road 5, Lake Park, MN in Cormorant Township. (Knutson, Skarie), carried.

Finance Committee Minutes: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims and Auditor’s Warrants, as presented:

- a. Auditor's Warrants (Tuesday Bills):
 - i. 04/05/2016 in the amount of \$11,358.38;
 - ii. 04/12/2016 in the amount of \$22,224.75for a total of \$33,583.13
(Skarie, Knutson), carried.
2. It was moved and seconded to approve the request for the Sheriff's Department to auction off four (4) forfeited vehicles at the Mid-States Auto Auction in New York Mills on Friday, April 22, 2016. (Okeson, Knutson), carried.
3. It was moved and seconded to approve entering into a 5-year new printer lease for the Environmental Services and Planning and Zoning Departments, with Toshiba of Fargo, ND, at an annual cost of \$3,406.08. (Grimsley, Skarie), carried.
4. It was moved and seconded to approve the purchase of Win2Pdf Software for Windows 10 for Caseworks conversion, at a cost of \$1,000.00 for fifty (50) licenses. (Grimsley, Skarie), carried.
5. It was moved and seconded to approve the 2016-2nd quarter payment for CAMAUSA Software Maintenance and Support to Minnesota Counties Computer Cooperative (MCCC), in the amount of \$3,132.00. (Skarie, Okeson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. It was moved and seconded to approve Resolution 04-16-2B, to approve the New Gambling Application for Exempt Permit to conduct Gambling (Pull Tabs, Bingo, and Tipboards) by the Minnesota Flyers Gymnastics, MFG – Gaming, for operations at Toad Lake Store, 17259 County Highway 39, Frazee, MN in Toad Lake Township. (Knutson, Okeson), carried.
2. It was moved and seconded to approve the Tobacco License Renewal for Fair Hills, Inc., Wildflower Golf Course in Lake Eunice Township. (Grimsley, Okeson), carried.
3. It was moved and seconded to approve the New Owner Off-Sale Liquor License for Byer's Liquors, LLC, DBA Byer's Liquors in Osage Township (new owner, same location). (Knutson, Grimsley), carried.
4. It was moved and seconded to approve the 3.2 On-Sale License Renewal for Detroit Mountain Recreation Area, Inc. – Detroit Mountain Recreation Area in Erie Township. (Okeson, Grimsley), carried.
5. It was moved and seconded to approve the Wine/Strong Beer License Renewal for Detroit Mountain Recreation Area, Inc. – Detroit Mountain Recreation Area in Erie Township. (Okeson, Grimsley), carried.

6. It was moved and seconded to approve the Combination On-Off Sale (Including Sunday) Liquor License Renewal for Deep Woods Entertainment – DBA Charlies Place in Height of Land Township. (Knutson, Skarie), carried.
7. It was moved and seconded to accept the February 2016 Cash Comparison and Investment Summary, along with the Becker County Sales and Use Tax Report, as presented. (Knutson, Skarie), carried.
8. It was moved and seconded to approve Resolution 04-16-2E, as presented, to authorize the Becker County Auditor-Treasurer to establish and administer an Absentee Ballot Board for all county conducted elections and to compensate trained Election Judges not employed by Becker County at the rate of \$10.00 per hour and mileage. (Grimsley, Skarie), carried.
9. It was moved and seconded to accept the donation from the Becker County Agricultural Society for a total of \$4,100.00, in two payments, to be used toward the salary of the 4-H Summer Support Staff position in the Becker County Extension Office. (Grimsley, Skarie), carried.
10. It was moved and seconded to approve Resolution 04-16-2P, to hire one (1) part-time temporary Office Support position in the Extension Office, due to work load. (Knutson, Okeson), carried.
11. It was moved and seconded to approve Resolution 04-16-2O, as presented, to approve the application for Re-purchase of Tax Forfeited Lands for Bridget Nickolauson for Parcel Number 49.1270.000, at a repurchase price of \$10,832.71 (delinquent tax and fees), to be paid in full upon approval. (Knutson, Grimsley), carried.

Natural Resources Management (NRM): John Vaida and Guy Fischer presented:

1. Guy Fischer presented the request to approve a Special Use Permit for Detroit Mountain Recreation Area (DMRA) to hold a Mountain Bike Race, “Detroit Mountain Shakedown”, to include the Mountain View Recreation Area on Saturday, June 4, 2016 from 1:00 – 3:00 p.m.. Jeff Staley and Tony Schmitz from DMRA were present and provided information on the race.

It was moved and seconded to approve the amended Special Use Permit, for Detroit Mountain Recreation Area to hold the Detroit Mountain Bike Race, as presented, to include the use of the Mountain View Recreation Area, on June 4, 2016 from 1:00 – 3:00 p.m., with the fee changed to \$125.00 to cover traffic control by the Becker County Sheriff’s Office. (Okeson, Grimsley), carried.

2. It was moved and seconded to approve the request by Natural Resources Management to solicit bids for 2016 Site Prep and Bud Capping, as presented. (Knutson, Skarie), carried.

Human Services: Denise Warren and Christy Ramsey presented:

1. It was moved and seconded to approve Resolution 04-16-2H, to hire one (1) full-time Office Support Specialist (OSS) position, due to an internal promotion, and if this posting creates another OSS vacancy, to fill that vacancy through the Merit System. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve Resolution 04-16-2I (Option 1), to create two additional full-time Child Protection Social Worker positions and to also approve converting two (2) part-time Child Protection Social Worker positions to full-time; and to therefore hire four (4) full-time Child Protection Social Workers utilizing the Merit system and if this posting creates another Social Worker vacancy to fill that vacancy through the Merit System List; and to utilize new state funding designated for Child Protection Services. (Skarie, Grimsley), carried.

If the State decreases funding, the positions will be reviewed and may be eliminated.

3. It was moved and seconded to accept the donations to Human Services, as presented for: Camp Gifts and Donations in the amount of \$50.00; Children's Community Donations in the amount of \$150.00; and WE Care/BCCI Gifts and Donations in the amount of \$37,619.75, for a total amount of \$37,819.75. (Grimsley, Skarie), carried.
4. It was moved and seconded to approve the quotes and bids for the Human Services Child Protection and Adult Services Office Space renovations, to include the purchase of new equipment, as presented, at a total cost of up to \$38,120.00. (Grimsley, Skarie), carried. It was noted that the cost includes the total cubicle costs of \$23,635.00 and that a total amount of \$28,061.00 will be from the Child Protection allocation.
5. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Grimsley), carried.

Sheriff: Todd Glander and Shane Richard presented:

1. It was moved and seconded to approve Resolution 04-16-2C, to create and fill two (2) part-time Transportation Officer positions, due to workload and efficiency. (Skarie, Okeson), carried.
2. It was moved and seconded to approve Resolution 04-16-2D, to fill the vacant full-time Communications Officer position, due to a resignation. (Okeson, Knutson), carried.

3. It was moved and seconded to approve Resolution 04-16-2M, to authorize the Board Chair and Becker County Administrator to sign on behalf of Becker County the Annual County Boat and Water Safety Grant agreement, in the amount of \$22,009.00, effective January 1, 2016 – June 30, 2017. (Okeson, Skarie), carried.
4. It was moved and seconded to accept the BNSF Railway Foundation contribution in the amount of \$10,000.00 for Mobile Computers for Sheriff Patrol Vehicles, as presented. (Knutson, Okeson), carried.
5. It was moved and seconded to approve the purchase of a new dryer for Minimum Security, to accept the low quote from Boedy Appliance, Perham, MN in the amount of \$651.00, and to also include any applicable fees. (Knutson, Okeson), carried.
6. It was moved and seconded to accept the Minnesota Department of Public Safety, Office of Traffic Safety (OTS) computer grant award in the amount of \$35,082.00 (matching funds), for the purchase of twelve (12) in-squad computers, printers, license readers, docking stations and data boosters to electronically file citations with Court by July 1, 2016, at a cost of \$51,479.00, less the \$10,000.00 BNSF donation, bringing the total amount to \$41,479.00. (Knutson, Grimsley), carried. It was noted that funds are budgeted and still available from 2015 and 2016 for computer purchases.

Planning and Zoning – Planning Commission Recommendations (April 12, 2016): Julene Hodgson presented:

1. It was moved and seconded to concur with the Planning Commission (April 12, 2016), to approve the Conditional Use Permit (CUP), as submitted by Janaya and Jeff Davis, to operate a seasonal garden boutique with custom planting and flower maintenance, for the project located at 33637 State Highway 34 in Erie Township, and with a change of zone from Residential to Agricultural for the entire 2.85 acre parcel, as the request meets the criteria of the Ordinance and would not be detrimental to the surrounding area. (Grimsley, Okeson), carried.
2. It was moved and seconded to concur with the Planning Commission (April 12, 2016), to approve the request submitted by Mark LaBarre for a Certificate of Survey for two tracts of land, with Tract A consisting of 5.6 acres +/- and Tract B consisting of 47,900 square feet +/-, for the project located at 44319 SW Juggler Road, Round Lake Township, Juggler Lake and with a change of zone from Agricultural to Residential for both tracts, due to the request meets the criteria of the Ordinance. (Grimsley, Okeson), carried.
3. It was moved and seconded to concur with the Planning Commission (April 12, 2016), to approve the request submitted by Island Lake Irrevocable Trust - Ralph Blomquist, on behalf of Ron McMartin, for a Certificate of Survey for two tracts of land, with Tract A consisting of 2.3 acres +/- and Tract B consisting of 16.5 acres +/-, and with a remnant

tract of 29.2 tracts +/-, for the project located at 41106 County Road 126 in Shell Lake Township, Island Lake, with a change of zone from Agricultural to Residential on all three tracts. (Knutson, Okeson), carried.

4. It was noted that the applicant, Verizon Wireless, requested to table the proposal, on behalf of SBA Communications and Verizon Wireless, for a Conditional Use Permit for a 310' communications tower until further notice, to gather additional information regarding possible alternate locations.
5. The next informational meeting is scheduled for Wednesday, May 4, 2016 at 8:00 a.m. in the Third Floor meeting room of the Courthouse, pending any applications being submitted.

Transit: Transit Director, Ryan Damlo, presented:

1. It was moved and seconded to approve Resolution 04-16-2G, to approve the Board Chair or County Administrator execute the State of Minnesota Amended Public Transportation Service Agreement #1001751, as presented, and with Becker County in agreement to provide a local share of 15% of the total operating cost and 20% of the total capital costs. (Grimsley, Okeson), carried.
2. It was moved and seconded to approve the Memorandum of Understanding (MOU) Extension between Becker County and Wadena County to retain and continue sharing Transit Director position duties and responsibilities for the two counties with Transit Director, Ryan Damlo, effective April 1, 2016 – January 1, 2017; and to authorize the Becker County Board Chair to sign said MOU. (Okeson, Skarie), carried.

Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve Resolution 04-16-2A, that Becker County hereby agrees to enter into and sign the grant agreement with the Minnesota Pollution Control Agency (MPCA) for the FY16-17 Environmental Assistance Grant Program for Recycling; to carry out the project specified therein, and to comply with all the terms, conditions, and matching provisions of the grant agreement; and to authorize and direct the Becker County Administrator to sign the grant agreement on its behalf, if awarded. (Knutson, Skarie), carried.
2. Steve Skoog presented an overview on the Capital Equipment Purchase Request for a Trade-In of the 2012 Case SV300 Skid Steer for a CAT 262D Skid Steer, at a cost of \$18,900.00, after trade-in, from Ziegler Cat of Fargo, ND, and at State contract price. Discussion followed and no action was taken at this time. It was recommended to return to the Board with additional information for further discussion and consideration.

Highway: Jim Olson and Guy Fischer presented:

1. It was moved and seconded to approve Resolution 04-16-2J, to accept the low bid from Swanston Equipment, as presented, and to authorize the County Engineer to award the contracts for delivery of Bituminous Materials to Swanston Equipment; and to also authorize and direct the County Engineer, on behalf of Becker County, to execute and enter into said contract. (Okeson, Knutson), carried.
2. It was moved and seconded to approve Resolution 04-16-2K, to accept the low bid from Tri-City Paving, Inc., Little Falls, MN, as presented and to authorize and direct the County Engineer to award the contract for Calcium Chloride Dust Control to Tri-City Paving, Inc., and to execute and enter into said contract, on behalf of Becker County. (Knutson, Okeson), carried.
3. It was moved and seconded to approve Resolution 04-16-2L, as presented, to approve that Becker County enter into Minnesota Department of Transportation (MNDOT) Agency Agreement Number 1002891 for CSAH 18 federal funding; and to authorize and direct the County Board Chair and County Administrator, for and on behalf of Becker County, to execute and enter into said agreement. (Okeson, Grimsley), carried.
4. Jim Olson and Guy Fischer presented an overview on the results of the Becker County Trail Routing Feasibility Study to connect Detroit Mountain and the Mountain View Recreational Area to the Heartland Trail, with the study completed by Ulteig Engineers. No action was taken today, however, it was noted that they will be returning to the Board in the future for the Board's consideration and approval to apply for grants.
5. Discussion was held in regards to the request for Becker County to approve Resolution 04-16-2F, to support Becker County and the City of Detroit Lakes submitting the Regional Trail Designation Application for Greater Minnesota, for a Regional Multi-Use Trail Connection to the Heartland Trail (7.2 miles of trail), with the City of Detroit Lakes the lead applicant organization. No action was taken today, with it noted that more time was needed to review the application before the Board could make a final decision.

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

Following the meeting, Lunch Bunch was held at the Brew Ales & Eats in Detroit Lakes and provided by Commissioner Grimsley.

Jack Ingstad
Jack Ingstad
County Administrator

Barry Nelson
Barry Nelson
Board Chair