

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, September 20, 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 change: Following Sheriff: Number 2: Recognition of Officers: Add: Assessor: Number 1: Personnel Request: Chief Deputy Assessor/Deputy Assessor Position: Resolution: 09-16-2L. (Skarie, Okeson), carried.
4. It was moved and seconded to approve the minutes of September 6, 2016 with the requested changes. (Knutson, Grimsley), carried.

Commissioners:

1. Open Forum:
 - a. Clarence Suvanto addressed the Board in reference to a number of items including Becker County's current debt, the new jail site, the use of energy saving equipment, permit requirements for residential and farm projects, the Airport expansion project, and invasive species, specifically the Common Tansy.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Skarie: Becker County Extension Service, Safety Committee, and Human Services Committee.
 - b. Commissioner Knutson: Economic Development Authority (EDA), EDA Exit Audit Interview, Courthouse Committee, and Natural Resources Management (NRM).
 - c. Commissioner Okeson: He reported that he has received notification by Mead & Hunt that the State EIS Study for the Airport Expansion Project is considered adequate.
 - d. Commissioner Grimsley: Human Services Committee and Lake Agassiz Regional Library (LARL) Board.
 - e. Commissioner Nelson: Association of Minnesota Counties (AMC) Policy Committee meetings in Alexandria, MN.
3. Appointments: There were none.

4. County Attorney, Tammy Merkins and Assistant County Attorney, Kevin Miller provided an update on the Office of the MN State Auditor (OSA) Lawsuit. She reported that the Counties were successful with the lawsuit and noted that there is a good possibility of an appeal by the OSA. She also noted that there may be a possible avenue for reimbursement of legal fees through a Legislative Subcommittee, with Wright County interested in joining with Becker County in submitting a letter for reimbursement to the State. The Board was in agreement on seeking reimbursement from the Legislative Sub-committee.

It was moved and seconded to authorize to continue to incur expenses for the OSA Lawsuit, if and when there is an appeal, at an amount up to \$15,000.00, for continued legal costs. (Okeson, Knutson), carried. It was noted that the Finance Committee recommended to move forward as well.

5. There will be a joint meeting held between the Becker and Mahnomen County Commissioners, to discuss the Jail project and boarding of inmates, with the meeting scheduled for Tuesday, October 4, 2016 at 11:00 a.m., in the First Floor-Board Room of the Becker County Courthouse, during the commissioner's regularly scheduled board meeting.
6. County Administrator, Jack Ingstad, reported that he and Board Chair Nelson attended a Public Hearing with the Detroit Lakes City Council, in regards to the Petition for Annexation recently submitted by the County, for the county-owned property designated as the site for the new jail facility.
7. Mr. Ingstad also reported that Scott Fettig with Klein McCarthy Architects will be joining the commissioners, himself, Sheriff Todd Glander, and Chief Deputy Shane Richard for the Kanabec County Jail Facility tour on Wednesday, September 21st.
8. County Administrator, Jack Ingstad, provided information on the proposed budget for 2017 and discussion followed.

It was moved and seconded to approve Resolution 09-16-2A, to establish the Becker County Proposed Maximum Levy for 2017 at \$19,969,263, representing a 4.16% increase, with it recognized that the final levy will be established before December 31, 2016; and for the public meeting (Budget Hearing) to discuss the 2017 budget be held on December 8, 2016 at 6:01 p.m. in the Board Room of the courthouse. (Knutson, Okeson), carried.

9. It was moved and seconded to approve Resolution 09-16-2H, as presented, to approve the Becker County Economic Development Authority (EDA) Tax Levy in the amount of \$120,000.00 for the 2017 budget, for the purpose of funding housing and economic related activities of the EDA. (Knutson, Skarie), carried.

It was noted that the EDA Board passed a resolution recommending the tax levy in the amount of \$120,000.00 for the 2017 budget.

Finance Committee Minutes: 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. 09/07/2016 in the amount of \$ 11,946.37;
 - ii. 09/13/2016 in the amount of \$ 32,684.92;for a total amount of \$ 44,631.29
 - b. Over 90-Days:
 - i. Cummins Npower, in the amount of \$103.73 (sales tax due);
 - ii. Farnams, Detroit Lakes, for a total cost of \$65.74 (two invoices just turned in);
 - iii. Matthew Bender, in the amount of \$191.10 (invoice misplaced);
 - iv. Ramsey Flooring, Inc., in the amount of \$657.60 (invoice just received).
 - c. Additional Claims:
 - i. Becker County Historical Society – 2nd half appropriation, in the amount of \$33,750.00;
 - ii. MN State Board of Assessor's License Fee, in the amount of \$55.00;
 - iii. Meadowland Surveying for Verizon tower site, Forest Township, in the amount of \$795.00.(Knutson, Okeson), carried.
2. The cell phone request for the Recycling Truck was not acted on, with it noted that the County Administrator and Department Head are authorized to sign off on those requests.
3. It was moved and seconded to approve the purchase of 25 desktop computers, as presented, at a cost of \$629.00 each, for a total cost of \$15,725.00, and at State contract pricing from SHI, Somerset, New Jersey. (Okeson, Skarie), carried.
4. It was moved and seconded to approve the revised Becker County Cell Phone Policy, with the changes as noted, effective October 1, 2016. (Knutson, Okeson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. It was moved and seconded to approve the Tobacco License Renewals for the following:
 - a) Seven Sisters – Lake View Township;
 - b) Hoslers Two Inlets Country Store – Two Inlets Township;
 - c) Fair Hills, Inc., Wildflower Golf Course – Lake Eunice Township;
 - d) Community Co-ops of Lake Park – Lake Park Township.(Skarie, Okeson), carried.

2. It was moved and seconded to approve the Proposed Escrow Fee Increase of \$3.00 per parcel for escrow, as presented. (Skarie, Nelson), carried. It was noted that these fees will be used to help off-set the cost of the new proposed position for the Property Tax Specialist position. (Skarie, Nelson), carried.
3. It was moved and seconded to approve Resolution 09-16-2B, to create and hire one (1) full-time Property Tax Specialist/Elections position, and if filling this position creates another vacancy within the Auditor-Treasurer's office, then that vacancy may be filled. (Knutson, Skarie), carried.
4. It was moved and seconded to approve the purchase of one (1) additional DS200 ballot counter for the 2016 General Election, as presented, and at a cost of up to \$6,000.00, for absentee ballot processing at the Courthouse. (Knutson, Grimsley), carried.

Transit: Ryan Damlo presented:

1. It was moved and seconded to approve Resolution 09-16-2C, to enter into a grant agreement with the MN Department of Transportation, to provide Commuter Challenge Marketing for Becker County, with no direct cost to the County, as the State agrees to reimburse 100% of the costs, up to \$30,000.00; and to also authorize the Transit Director and the County Administrator to execute the aforementioned Agreement and any amendments thereto. (Grimsley, Okeson), carried. It was noted that the grant application is due September 30, 2016 and the "Challenge" is effective October 15, 2016 through December 31, 2017.

MN Department of Natural Resources – Mandy Erickson, DNR Fisheries presented:

1. It was moved and seconded to approve Resolution 09-16-2E, to approve the request by the MN DNR, for an Aquatic Management Area (AMA) acquisition, for Parcel Number: 120022000, located in Forest Township (Twp. 142N, Rng. 37W, Sec. 4), to include 4.4 acres of land, including 920 feet of shoreline along Bad Medicine Lake and adjacent to the State owned public access, as described in said resolution. (Skarie, Knutson), carried, 4-1. A Roll call vote was taken: Knutson, Yea; Grimsley, Nay; Okeson, Yea; Nelson, Yea; and Skarie, Yea.

Becker County Historical Society: Becky Mitchell, Director, and Cecil Ballard, President of the Historical Society presented:

1. Ms. Mitchell presented a summary of the past year for the Becker County Historical Society, including information on what the museum houses, current programming/offerings, future activities, and an update on the Building Campaign. She also requested financial support from Becker County for 2017, with the amount to stay the same as last year.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve Resolution 09-16-2I, to hire one (1) Full-Time Social Worker in the Adult Services Unit, due to a retirement, and if filling that position creates another Social Worker vacancy in the Human Services Department, to then fill that vacancy also. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve Resolution 09-16-2D, to hire one (1) Full-Time Community Health Supervisor. (Knutson, Grimsley), carried. It was also noted that the County Administrator, Jack Ingstad, and Human Resources Director, Nancy Grabanski, work together with Interim Human Services Director, Denise Warren, in developing the requirements for the position, to include “preferred qualifications”, and if there are not enough qualified applicants, to reduce the level of qualifications, as deemed appropriate.
3. It was moved and seconded to approve the new contract agreement with Health Partners to allow Becker County Transit to provide Non-Emergency Medical Transportation (NEMT) assisted transportation services, per the new state mandated requirements that became effective July 1, 2016. (Skarie, Grimsley), carried.
4. It was moved and seconded to approve the amendment to the current contract with UCARE, to provide case management services for MSHO and MSC+. (Skarie, Grimsley), carried.
5. It was moved and seconded to approve the purchase of the Electronic Data Management System (EDMS) for Social Services Edition-2017, with a cost to the County for 2017 at \$180,058 and total four-year overall cost at \$277,350.00, after federal reimbursements. (Grimsley, Skarie), carried.
6. It was moved and seconded to approve the purchase of four (4) Jet Packs, at a cost of \$35.00 per month for Human Services Assessments. (Knutson, Okeson), carried.
7. It was noted that the agenda item to request approval to apply for the MN Department of Human Services grant was removed.
8. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Knutson), carried.

Land Use Department – Planning & Zoning: Steve Skoog and Dylan Ramstad-Skoyles presented:

1. It was moved and seconded to concur with the Planning Commission (September 13, 2016), to approve the request as submitted by Kai W. Herbranson and Joan Barnes Trust, for a Certificate of Survey, for the project located at South Twin Drive, Height of Land Township, South Twin Lake, for one tract (Tract D) consisting of 14.6 acres with 9.7 useable acres, with a remainder of 77.2 acres in an agricultural zone, due to the request meets the criteria of the Ordinance. (Knutson, Skarie), carried.
2. It was moved and seconded to concur with the Planning Commission (September 13, 2016), to approve the request as submitted by Soo Pass Ranch, Inc., for the project located at 25526 County Highway 22 in Lake View Township, to rezone Agricultural to

Commercial for the first 150' along the east side of Highway 59, for the purpose of a commercial sign, and due to the request is not detrimental to the area. (Okeson, Knutson), carried.

3. It was moved and seconded to concur with the Planning Commission (September 13, 2016), to approve the request as submitted by Johanne Pardiac, for the project located at 21168 Klein Road, Detroit Lakes, MN, in Detroit Township, for a Conditional Use Permit for public horse boarding which includes riding in the indoor arena, an outdoor arena, training and riding lessons with future horse therapy, and due to the request is not detrimental to the area. (Knutson, Okeson), carried.
4. It was moved and seconded to concur with the Planning Commission (September 13, 2016), to approve the request as submitted by Steve Bolton, for the project located at 34196 East Boot Lake Road, Savannah Township, Boot Lake, for a Certificate of Survey for one (1) new lakeshore tract (Tract 1) consisting of 1.9 acres with 1.4 acres useable lot area, and the remainder lot (Tract 2) will be 5.0 acres with useable of 4.2 acres, due to the request meets the criteria of the Ordinance, and with the approval including a zone change from Agricultural to Residential for both parcels. (Knutson, Skarie), carried.
5. The applicant, Menno and Rebecca Schmucker, tabled their request for a Conditional Use Permit to install and operate a sawmill to do custom sawing for a pallet building business, until the next public hearing of October 11, 2016.
6. It was moved and seconded to concur with the Planning Commission (September 13, 2016), to approve the request as submitted by Jon Ewen Kemms Property, LLC, for the project located at 38852 Ada Beach Drive, Eagle View Township, Elbow Lake, for a Certificate of Survey for two tracts of land, with Tract A consisting of 56,100+/- (useable area of 53,760 +/-), Tract B consisting of 49,100 +/-, with a remainder of 16.5 +/-, due to the request meets the criteria of the Ordinance, and to include a zone change from Agricultural to Residential for the two smaller pieces of property, with the remaining larger tract staying Agricultural. (Knutson, Skarie), carried.

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

1. It was moved and seconded to approve Resolution 09-16-2F, to approve the appointment of Dan McLaughlin, Becker County Natural Resource Management Supervisor, as Becker County Land Commissioner, effective until his employment ceases with Becker County, at which time the position would then revert back to the Auditor-Treasurer; and/or until further action of the Board is taken. (Grimsley, Knutson), carried.

Land Use Department – Environmental Services: 2017 Solid Waste Fees: Resolution 09-16-2K: Steve Skoog presented:

1. It was moved and seconded to approve Resolution 09-16-2K, to approve the Solid Waste Fee Schedule changes to the Annual Solid Waste Assessment and Transfer Station

Tipping Fees, as outlined in Attachment A, "2017 Solid Waste Assessment Rates", with the change as discussed, and Attachment B, "Becker County Transfer Station Tipping Fees". (Knutson, Skarie), carried.

Highway: Jim Olson presented:

1. Highway Engineer, Jim Olson, reported on the recent bridge accident in Lake Park, noting that the State has been notified.
2. It was moved and seconded to approve Resolution 09-16-2J, to authorize the County Engineer to accept quotes for 20,000 Cubic Yards crushed gravel stockpile at Bad Medicine Pit in Forest Township, and to award the contract to Evanson Gravel, LLC, for the low bid of \$2.95 per Cubic Yard, for a total of \$59,000.00. (Okeson, Nelson), carried.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to accept the quote from Sunlife/Assurant Option 2 for Dental Insurance, the quote from Hartford Insurance for Life Insurance, and the quote from Cigna for Longer Term Disability, as presented. (Grimsley, Okeson), carried.
2. It was moved and seconded to add to the Human Resources agenda, "Request to Ratify the Purchase of a Circulator Pump at the Human Services Building" and also "Request to Advertise for a Probation Program Coordinator, Due to a Resignation". (Knutson, Skarie), carried.
3. It was moved and seconded to ratify the purchase and installation of a Circulator Pump for the Human Services Building, and to accept the low quote from Tweeton, Detroit Lakes, MN, in the amount of \$2,292.00. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the request to begin advertising for the Probation Program Coordinator position, due to a resignation, with the proposal and details of the position provided at the next Board meeting on October 4, 2016. (Okeson, Knutson), carried.

Assessor: Personnel Request: Resolution 09-16-2L: Steve Carlson presented:

1. It was moved and seconded to approve Resolution 09-16-2L,, to advertise for a Deputy Assessor due to a resignation, and a Chief Deputy Assessor simultaneously; and if there are an adequate number of qualified applicants for the Chief Deputy Assessor position, to approve to interview and hire for the Chief Deputy Assessor position and eliminate one (1) Deputy Assessor position; and if there are not an adequate number of qualified applicants for the Chief Deputy Assessor position, to approve to interview and hire for the Deputy Assessor position. (Skarie, Nelson), carried. It was also noted that if there are an adequate number of applicants for the Chief Deputy Assessor position, to have the Courthouse Committee review the applicants, to include Commissioners Nelson and Knutson, and County Administrator, Jack Ingstad.

2. It was moved and seconded to approve to advertise for a Property Tax Specialist position in the Assessor's Office, due to a resignation. (Knutson, Okeson), carried.

Sheriff: Todd Glander presented:

1. It was moved and seconded to approve Resolution 09-16-2G, to approve the MN Department of Public Safety/Office of Traffic Safety 2017 Toward Zero Deaths (TZD) Enforcement Grant for Federal Fiscal Year 2017, effective October 1, 2016 through September 30, 2017, in the amount of \$42,725.00. (Okeson, Knutson), carried.
2. Recognition of Officers/Life Saving Awards: Sheriff Todd Glander and Safety Director, Dick Goodmanson presented:

Sheriff Todd Glander recognized the following officers:

- a) Deputy Matt Gerving, Deputy Daran Borth, and Sgt. Ty Warren received Letters of Commendation for exemplary work in locating and disarming a suicidal individual, with the situation occurring on August 22, 2016 at approximately 5:39 p.m.
- b) Deputy Chad Peterson, Deputy Daran Borth, and Sgt. Ty Warren received Letters of Commendation for the successful disarming of a suicidal individual, with the situation occurring on August 22, 2016, at approximately 9:20 a.m.
- c) Chief Deputy Shane Richard, Sgt. Andrew Bachmann, Deputy Tony Christensen, and Deputy Adam Douglas each received a Certificate of Recognition for Outstanding Achievement Using Life Saving Measures. Board Chair Nelson presented the Lifesaver Awards to each of the officers and thanked them for their service and lifesaving efforts.

Sheriff Todd Glander and the Board of Commissioners congratulated and thanked all of the officers for their exemplary service and performance in the line of duty.

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

Lunch Bunch was held at the Transfer Station and provided by Commissioner Knutson.

Jack Ingstad
Jack Ingstad
County Administrator

Barry Nelson
Barry Nelson
Board Chair