

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, May 15, 2018 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Skarie. Commissioners in attendance: Skarie, Knutson, Nelson, Grimsley, and Okeson; 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 additions: Add: Highway: #2: Possible Change Order Request for CSAH Project; Land Use Department – Environmental: #2: Approval of Becker County Solid Waste Collection and Transportation License for License #22 – A&D Trash Collections, LLC; Human Services: #5: Personnel Request: Part-time Office Support Specialist (OSS) Position: Resolution 05-18-2E and #6: 2018 DHS Mobile Crisis Grant Contract – Renewal; at 10:00 a.m. County Attorney: #1: Personnel Request: Authorization for County Attorney to Hire Two (2) Full-Time Assistant County Attorneys for Vacant County Attorney Positions: Resolution 05-18-2F; and Human Resources: #1: Approval to Ratify Courthouse and Human Services Tentative Agreements. (Knutson, Nelson), carried.
4. It was moved and seconded to approve the minutes of May 1, 2018, with the requested changes. (Knutson, Grimsley), carried.

Commissioners

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Okeson: Sheriff’s Committee, Jail Construction meetings, and NW Regional Communications Board.
 - b. Commissioner Knutson: Natural Resources Management (NRM) Committee and Safety Committee.
 - c. Commissioner Nelson: “One-Watershed, One-Plan” Committee meeting.
 - d. Commissioner Grimsley: Human Services Committee and Development Achievement Center (DAC) Board.
 - e. Commissioner Skarie: Human Services Committee, Lakeland Mental Health, and attended the Planning & Zoning: In-Service Zoning Training Session.

3. Appointments:

- a. It was moved and seconded to approve Resolution 05-18-2D, to re-appoint Lauri Brooke as Becker County Veteran's Service Officer for another four-year term, effective September 23, 2018 through September 22, 2022. (Okeson, Knutson), carried.

Finance Committee Minutes: Auditor-Treasurer: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, and Over 90-Day Claims, as presented:

- a. Auditor's Warrants (Tuesday Bills):
 - i. 05/01/2018 in the amount of \$31,390.98;
 - ii. 05/08/2018 in the amount of \$48,175.31;for a total amount of \$79,566.29
- b. Over 90-Days:
 - i. Laursen Asphalt Repair Equipment in the amount of \$596.25 (2017 invoice included with March 2018 bill).

(Knutson, Okeson), carried.

2. It was moved and seconded to approve the on-site Jail Transition Training Session on June 19-21, 2018 at a cost of up to \$9,200.00. (Knutson, Nelson), carried

3. It was moved and seconded to approve the purchase of a split rail fence and concrete for Dunton Locks County Park, to protect septic systems, at the low quote of \$1,233.75 from Menards, Detroit Lakes, MN, and using Recreation funds. (Knutson, Nelson), carried.

4. It was moved and seconded to approve the Cisco Smartnet and Threat Defense – Firewall/Firewall Maintenance and Support Renewal for year three at a cost of \$12,743.48. (Okeson, Nelson), carried.

5. It was moved and seconded to approve the PDQ Remote Deploy Software Licenses at a cost of \$900.00. (Knutson, Nelson), carried. It was noted that this software is a 1 year subscription for 2 licenses.

6. It was moved and seconded to approve the (EIO) Electronic In-Out Board for Human Services at a cost of \$2,500.00 from Savance, Commerce, MI, to replace Scotland Yard System (no longer updated). (Knutson, Nelson), carried.

7. It was moved and seconded to approve the Microsoft Server Licensing for a three-year term, with the first year at a cost of \$12,576.00 from SHI, Somerset, NJ. (Nelson, Knutson), carried.
8. It was moved and seconded to approve the Microsoft User Licensing for a three-year term, with the first year at a cost of \$4,420.00 from SHI, Somerset, NJ. (Nelson, Knutson), carried.
9. It was moved and seconded to approve the alarm system upgrades from Simplex Grinnell for Human Services at a cost of \$3,169.00 and for the Courthouse at a cost of \$2,173.00. (Nelson, Okeson), carried.
10. It was moved and seconded to approve the elevator upgrades, to meet State Code guidelines, and to accept the low quote from Otis Elevator to perform code work, at a cost of \$3,085.38. (Knutson, Nelson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits:
 - a. It was moved and seconded to approve the Tubing License Renewals for the following:
 - i. Roger J. Klemm – K & K Tubing – Erie Township;
 - ii. James & Cathleen Pihlaja – Charlies Ottertail Tubing – Erie Township. (Okeson, Knutson), carried.

Assessor: Lisa Will presented:

1. It was moved and seconded to approve the following abatements, as presented:
 - a. PIN #: 13.0181.000 in Green Valley Township in the amount of -\$1,016.00 due to a Homestead Correction;
 - b. PIN #: 49.0923.000 in the City of Detroit Lakes in the amount of -\$678.00 due to a House Fire;
 - c. PIN #: 05.9015.000 in Carsonville Township in the amount of -\$34.00 due to Duplicate State Parcel;
 - d. PIN #: 22.9025.000 in Pine Point Township in the amount of -\$52.00 due to Duplicate State Parcel;
 - e. PIN #: 28.9030.000 in Shell Lake Township in the amount of -\$746.00 due to Duplicate State Parcel;
 - f. PIN #: 08.0365.000 in Detroit Township in the amount of -\$298.00 due to Contamination Tax Error;
 - g. PIN #: 02.8901.000 in Audubon Township in the amount of -\$19,890.00 due to Tax Court Settlement;

- h. PIN #: 02.8902.000 in Audubon Township in the amount of -\$1,436.00 due to Tax Court Settlement;
- i. PIN #: 03.8901.000 in Burlington Township in the amount of -\$11,782.00 due to Tax Court Settlement;
- j. PIN #: 03.8902.000 in Burlington Township in the amount of -\$2,044.00 due to Tax Court Settlement;
- k. PIN #: 03.8903.000 in Burlington Township in the amount of -\$7,050.00 due to Tax Court Settlement;
- l. PIN #: 07.8901.000 in Cuba Township in the amount of -\$9,890.00 due to Tax Court Settlement;
- m. PIN #: 08.8901.000 in Detroit Township in the amount of -\$17,300.00 due to Tax Court Settlement;
- n. PIN #: 18.8901.000 in Lake Park Township in the amount of -\$7,196.00 due to Tax Court Settlement;
- o. PIN #: 19.8901.000 in Lake View Township in the amount of -\$5,914.00 due to Tax Court Settlement;
- p. PIN #: 47.8901.000 in the City of Audubon in the amount of -\$4,698.00 due to Tax Court Settlement;
- q. PIN #: 47.8902.000 in the City of Audubon in the amount of \$410.00 due to Tax Court Settlement;
- r. PIN #: 47.8903.000 in the City of Audubon in the amount of \$434.00 due to Tax Court Settlement;
- s. PIN #: 49.8901.000 in the City of Detroit Lakes in the amount of -\$17,280.00
- t. PIN #: 50.8901.000 in the City of Frazee in the amount of -\$9,856.00 due to Tax Court Settlement;
- u. PIN #: 51.8901.000 in the City of Lake Park in the amount of -\$7,840.00 due to Tax Court Settlement;
- v. PIN #: 03.0237.000 in Burlington Township in the amount of -\$348.00 due to Missed Split;
- w. PIN #: 03.0237.003 in Burlington Township in the amount of \$322.00 due to Missed Split;
- x. PIN #: 09.0117.022 in Eagle View Township in the amount of -\$12.00 due to Missed Combination;
- y. PIN #: 26.0195.000 in Runeberg Township in the amount of \$542.00 due to Missed Combination;
- z. PIN #: 26.0195.001 in Runeberg Township in the amount of -\$582.00 due to Missed Combination;

With the total for abatements at -\$124,234.00.

(Knutson, Grimsley), carried.

Sheriff: Todd Glander presented:

1. It was moved and seconded to approve the purchase of Five (5) Squad Cars (4 Patrol and 1 Investigator) at a cost of \$161,584.25 from Hibbing Ford at State contract pricing. (Okeson, Knutson), carried.
2. It was moved and seconded to approve the purchase of Five (5) X-2 Model Tasers, to replace X-26 Tasers that are no longer supported, at a cost of up to \$8,710.00 from Axon, with the stipulation that other brands be researched and for the Sheriff's Committee to approve said purchase, if another comparable vendor is found for consideration. (Knutson, Nelson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 05-18-2A, to accept the low bid in the amount of \$789,970.00 and award Project SAP 003-658-001 to Dennis Drewes, Frazee, MN and authorize and direct the County Chair and County Administrator, on behalf of Becker County, to execute and enter into said contract. (Knutson, Okeson), carried.
2. Commissioner Nelson requested input and support from the board for a possible Change-Order for the CSAH 9 Project, to consider paving the shoulder along CSAH 9 starting from the City of Lake Park out to LaBelle Lake. Discussion followed with the Board supporting the request for a Change Order. Highway Engineer, Jim Olson, noted that the road currently has about a 5 foot gravel shoulder in this area and that the cost increase is estimated at \$41,000.00, based on contract prices.
3. Highway Engineer, Jim Olson, also provided a brief update on the schedule for paving CSAH 25, reporting that there is a possibility that the road will be paved before Memorial Weekend, with the contract completion date set for June 8th.

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

1. It was moved and seconded to award the Native Plant Community (NPC) Classification Professional Service Contract to Wolf Consulting, for 40 plots at \$220.00/plot for a total of \$8,800.00, and with it noted that there is no change from last year. (Nelson, Knutson), carried.

Land Use Department – Environmental: Steve Skoog presented:

1. It was moved and seconded to approve Becker County Solid Waste Collection and Transportation License #22 for A & D Trash Collection, LLC of Park Rapids, MN. (Knutson, Nelson), carried.

Becker County Soil & Water Conservation District (BCSWCD): Peter Mead presented:

1. It was moved and seconded to approve the Middle Cormorant Beach Improvements Cost Reimbursement, with a grant of \$28,000.00; County match of \$28,000.00 and additional cost of \$21,083.00 which also includes a 10% management fee to the BCSWCD, and paid with Park and Recreational funds. (Nelson, Knutson), carried.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve the Local County and Tribal Agency Biennial Health Care Access Services Plan, as presented. (Grimsley, Okeson), carried.
2. It was moved and seconded to approve the renewal of the Mahube-Otwa Memorandum of Understanding (MOU), as presented, relative to volunteer drivers who are dually enrolled in the RSVP Volunteer Program. (Grimsley, Nelson), carried.
3. It was moved and seconded to approve Resolution 05-18-2B, to eliminate the Full-Time (F-T) LPN position and to create an additional F-T Case Aide position, and to fill the F-T Case Aide position through the regular hiring process and to back-fill, if needed. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Grimsley, Okeson), carried.
4. It was moved and seconded to approve Resolution 05-18-2E, to fill the Part-Time Office Support Specialist (OSS) position for Human Services through the regular hiring process, due to a vacancy. (Nelson, Grimsley), carried.
5. It was moved and seconded to approve the renewal of the MN Department of Human Services (DHS) County Grant Contract, for Becker County to provide Mental Health Mobile Crisis Response Services, with total compensation and reimbursements to the County not to exceed \$372,000.00, effective January 1, 2018 through December 31, 2018, and as outlined in said contract agreement. (Grimsley, Knutson), carried.

County Attorney: County Administrator, Jack Ingstad, presented:

1. It was moved and seconded to approve Resolution 05-18-2F, to hire two (2) Full-Time Assistant County Attorney positions, due to resignations, and through the normal hiring process. (Knutson, Okeson), carried.

Planning & Zoning: Kyle Vareberg presented:

1. Planning Commission Recommendations (May 8, 2018):
 - a. It was moved and seconded to concur with the Planning Commission (May 8, 2018), to approve the application as submitted by Mike Ullmer for a Conditional Use Permit (CUP) to establish a boat and recreational repair shop, for the project located at 27201 County Highway 9, Lake Park, MN. (Knutson, Okeson), carried.
 - b. It was moved and seconded to concur with the Planning Commission (May 8, 2018), to approve the request submitted by Danny Olson for a Preliminary Plat, with the project located at County Highway 4, Lake Park, MN, for a 2-1/2 acre lot subdivision, with the corrected number of lots at 16 rather than 14. (Nelson, Knutson), carried.
 - c. The request submitted by applicant, Gould's Hearts Desire, LLC, to request a change of zone from Commercial (Parcel #34.0088.000) and Agricultural (Parcel #34.0216.000) to Residential, and a Change of Zone from Agricultural (Parcel #34.0216.000) to Commercial, and the approval of a Certificate of Survey, with the project located at 31376 County Highway 50, Park Rapids, MN was tabled by the applicant.
 - d. Long Shore Development, LLC, had submitted a request for a Conditional Use Permit (CUP) to allow for the development of a Sand and Gravel Pit Mining and Processing Operation at 3677 West Long Lake Road, Detroit Lakes, MN, with the request denied by the Planning Commission, as written. Attorney Scott Anderson directed Staff and Counsel to draft findings consistent with the denial.

The Planning Commission agreed to hold a special meeting at 7:00 a.m. on Tuesday, May 22, 2018 in the Third Floor Meeting Room of the original Courthouse, to consider the findings of fact drafted by staff and counsel.

2. Personnel Request: Office Support Specialist (OSS) Position: Resolution 05-18-2C:
 - a. It was moved and seconded to approve Resolution 05-18-2C, to fill the Part-Time Office Support Specialist (OSS) position for Planning and Zoning through the regular hiring process, due to a vacancy. (Knutson, Nelson), carried.

Human Resources - Request for Approval to Ratify Courthouse and Human Services Tentative Agreements: Nancy Grabanski presented:

1. It was moved and seconded to ratify and accept the tentative agreements for the Teamsters Courthouse and Human Services Units; and to authorize the Board Chair and/or County Administrator to sign said contracts. (Grimsley, Nelson), carried.

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

Following the meeting, at approximately 11:00 a.m., the Board of Commissioners, County Administrator, Jack Ingstad, and the department heads met for Lunch Bunch at the Becker County Transfer Station – Recycling Facility (MRF), with the meal provided by Commissioner Larry Knutson.

/s/ Jack Ingstad
Jack Ingstad
County Administrator

/s/ Don Skarie
Don Skarie
Board Chair