

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, October 18, 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 as presented. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the minutes of September 20, 2016 with the requested changes. (Knutson, Skarie), carried.
5. It was moved and seconded to approve the minutes of October 4, 2016 with the requested changes. (Okeson, Knutson), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following:
 - a. Commissioner Okeson: Heartland Multi-Purpose Recreational Trail, Association of Minnesota Counties (AMC) Board meeting, and Frazee City Council meeting.
 - b. Commissioner Grimsley: Human Services Committee and Recreational Advisory Committee (RAC).
 - c. Commissioner Nelson: Natural Resources Management (NRM) Committee.
 - d. Commissioner Skarie: Human Services Committee, Becker County Senior Council on Aging, Partnership4Health, Safety Committee, and West Central/Land of the Dancing Sky Area Agency on Aging.
 - e. Commissioner Knutson: Recreational Advisory Committee (RAC), Courthouse Committee, and Natural Resources Management (NRM) Committee.
 - f. The Board recognized and congratulated Commissioner Okeson on being named this year's recipient of the Transportation Alliance's "William Koniarski Public Sector Advocate Award". This award is presented to an individual, organization, or unit of government from the public sector who has shown outstanding leadership and commitment on behalf of improving Minnesota's transportation infrastructure. The award ceremony will be held during the Minnesota Transportation Alliance's 123rd Annual Membership Meeting on November 9, 2016 at the Minnesota Landscape Arboretum in Chanhassen, MN.

3. Appointments:
 - a. It was moved and seconded to approve the appointment of Denise Warren as the Department Head for the Health and Human Services Department and to authorize the Human Resources Department to extend a conditional offer letter to Ms. Warren for said position, with the salary as agreed upon. (Grimsley, Skarie), carried.
4. It was moved and seconded to approve Resolution 10-16-2A, to advertise, interview, and hire one (1) full-time Fiscal Supervisor for Centralized Accounting, due to a vacancy. (Knutson, Skarie), carried.
5. It was moved and seconded to approve Resolution 10-16-2B, to assign additional duties to the County Recorder, to include assisting the Planning and Zoning Department with new staff training, septic inspections, Planning Commission, executing permits and regulatory support, for the remainder of 2016; and to grant authority allowing the Finance Committee to extend these duties on a month-to-month basis; and to approve setting the additional compensation for the County Recorder during the time of these additional duties at \$3,000.00 per month, effective October 1, 2016. (Knutson, Skarie), carried.
6. It was noted that the fall meeting of the Becker County Association of Township Officers is scheduled for Thursday, October 20, 2016 at 7:00 p.m. in the Courthouse, 3rd Floor Jury Assembly Room, Detroit Lakes, with registration from 6:30-7:00 p.m.
7. County Administrator, Jack Ingstad, provided an update on the Jail Project. He reported that the Jail Committee met with another architect that had previously submitted a proposal, and will be receiving more information from them in about two weeks. In the meantime, he has contacted the architect, Scott Fettig, with Klein McCarthy Architects and is in the process of reviewing a contract with them to provide design services for the new jail. The Board confirmed that they are still interested in a design similar to the Kanabec County Jail facility.

Additional information will be provided at the next Board meeting, along with the recommendations of the Jail Committee.

Finance Committee Minutes: 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 Warrants (Tuesday Bills):
 - i. 10/04/2016 in the amount of \$ 19,031.97
 - ii. 10/11/2016 in the amount of \$ 206,194.58

for a total amount of \$ 225,226.55

- b. Over 90-Days:
 - i. Ameripride, in the amount of \$50.48 (bill was misplaced)
 - ii. Nardini, in the amount of \$57.50 (bill was misplaced)
 - iii. NL USA, in the amount of \$235.00 (bill was misplaced)
 (Knutson, Okeson), carried.

- 2. It was moved and seconded to approve the purchase of a Fujitsu Fi-7160 Color Desktop Scanner from Amazon.com at a cost of \$858.99, to scan recorded documents for the Recorder's office. (Knutson, Skarie), carried.

- 3. It was moved and seconded to approve the purchase of Hard Drive Expansion, as presented, from Marco, Detroit Lakes, MN, at a cost of \$9,787.93. (Skarie, Okeson), carried.

- 4. It was moved and seconded to approve the purchase of Cisco UCS Training – Two Day Webex, at a cost of \$1,995.00. (Knutson, Nelson), carried.

- 5. It was moved and seconded to approve the payment for MN.IT Internet Services invoices for billing period April 30, 2016 through August 31, 2016, at the State access monthly fee of \$1,700.00, for a total of \$8,500.00. (Knutson, Okeson), carried.

- 6. It was moved and seconded to approve the purchase of EMC VNXe Chassis Expansion (Option 2) from Marco, Detroit Lakes, MN, at a cost of \$24,276.58. (Skarie, Knutson), carried. It was noted that Option 1 was at a lower cost of \$18,879.61, however, the Finance Committee recommended Option 2, as it provides faster service.

- 7. It was moved and seconded to approve the two-year Elevator Services and Repairs Agreement with ThyssenKrupp, Fargo, ND, for three (3) elevators in the new court addition, at a cost of \$3,960.00 per year. (Knutson, Okeson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

- 1. It was moved and seconded to approve the Tobacco License Renewals for the following:
 - a) The Pub – Cormorant Township
 - b) Osage Bait & Tackle – Osage Township
 - c) Toad Lake Store – Toad Lake Township
 - d) Tri Lakes Roadhouse (Dirty Jeans, LLC) – Cormorant Township
 - e) Cormorant Store, Inc. – Cormorant Township
 - f) Richwood General Store – Richwood Township
 - g) Richwood Off-Sale, Inc. – Richwood Township
 (Okeson, Skarie), carried.

- 2. It was moved and seconded to approve Resolution 10-16-2M, to approve the Gambling Application for Exempt Permit to conduct a Raffle for the Sanford Health Foundation

North, on January 28, 2017, for operations at Roadhouse Bar & Grill, 11740 County Highway 5, Lake Park, MN, in Cormorant Township. (Knutson, Okeson), carried.

3. It was moved and seconded to accept the August 2016 Cash Comparison and Investment Summary, as presented. (Skarie, Nelson), carried.
4. It was moved and seconded to approve Resolution 10-16-2C, to hereby approve a private easement across tax forfeited land, to Keith Schwichtenberg and Joan Schwichtenberg, based on the 2016 surveyed legal description, to provide legal access from 190th Street to their private property in Section 21-139-036 of Green Valley Township, for Parcel #: 13.0129.003. (Knutson, Okeson), carried.
5. It was moved and seconded to approve Resolution 10-16-2D, to approve the "Option and Land Lease", "Memorandum of Option and Land Lease", and "Memorandum of Land Lease" for the Verizon cell tower site location, and based on a survey prepared by Meadowland Surveying, Inc. on August 17, 2016, for 4.34 acres in Section 03-142-37, being part of the SW1/4 of NW1/4 of Forest Township, for Parcel #: 12.7024.000; and to authorize the County Administrator to sign said documents. (Knutson, Skarie), carried.

Clay-Becker County Drug Court and Veterans' Court: Judge Michelle Lawson and Drug Court Administrator, Don Kautzmann presented:

1. Judge Michelle Lawson thanked Becker County for their support of the Clay-Becker Drug Court and asked for their continued support. She also read an excerpt of a letter sent from a participant to one of the probation agents, expressing her thanks and gratitude for the opportunity and how Drug Court saved her life. Drug Court Administrator, Don Kautzmann, provided an update on the Drug Court and Veterans Court, including an overview of the 2016-17 Budget. Becker County Attorney, Tammy Merkins, thanked the board for their support as well, noting what a good investment it is for Becker County. The Board also thanked everyone involved for their commitment and dedication to the programs.

Human Services: Denise Warren presented:

1. It was moved and seconded to accept the Human Services Donation List from January – September 2016, as presented, for the total amount of \$29,345.26. (Grimsley, Knutson), carried.
2. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Knutson), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve Resolution 10-16-2G, to hire one (1) Full-Time Communications Officer, due to a resignation. (Okeson, Knutson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 10-16-2L, to transfer \$295,121.00 from the Municipal Construction Account into the Regular Construction Account, as per Minnesota State Statute 162.08, Subd. 4 (3d). (Okeson, Knutson), carried.
2. It was moved and seconded to add to the Highway Agenda, "Discussion and Possible Project Award for CSAH 48 Spot Grading and Aggregate Surfacing". (Okeson, Grimsley), carried.
3. It was moved and seconded to award the project of CSAH 48 Spot Grading and Aggregate Surfacing to Cumber Construction of Park Rapids, MN, at the low quote of \$35,100.00. (Knutson, Okeson), carried.
4. It was moved and seconded to set the County Road Tour date for Thursday, November 3, 2016, with the commissioners planning to attend and for the tour to be publicized appropriately. (Knutson, Okeson), carried.

Land Use Department – Parks & Recreation: Steve Skoog and Guy Fischer presented:

1. It was moved and seconded to approve the agreement, as presented, to provide the Trailblazers Snowmobile Club right-of-way access to establish 20' wide two-way snowmobile trails upon applicable Becker County highway ditches and winter no-maintenance roads, as outlined in said agreement. (Grimsley, Okeson), carried. It was also noted that the NRM Committee has reviewed the agreement and recommended its approval.

Land Use Department - Natural Resources Management (NRM): Steve Skoog and Dan McGlaughlin presented:

1. It was moved and seconded to approve Resolution 10-16-2E, to approve the request to secure quotes for the procurement of tree seedlings for the 2018 planting season. (Knutson, Grimsley), carried.
2. It was moved and seconded to approve Resolution 10-16-2F, to approve the request to secure quotes for the planting of 91,000 trees for the 2017 tree planting season. (Knutson, Okeson), carried.

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

1. It was moved and seconded to concur with the Planning Commission (October 11, 2016), to approve the request submitted by Menno and Rebecca Schmucker, for a Conditional Use Permit (CUP) to install and operate a sawmill to do custom sawing for a

pallet building business, to include the use of a band sawmill for about one (1) load of logs per week, with the loading of lumber done with pallet jacks and no loaders, for the project located at 40226 160th Street, Frazee, MN; and with a change in stipulations for approval to include moving the building to the west of the grove, as discussed, with the blower motor on the north side, and a change in the hours of operation to 8:00 a.m. to 6:00 p.m. (Central DST), Monday through Saturday. (Knutson, Skarie), carried. It was noted that the owner, Mr. Schmucker, and neighbors, Gail and Johanna Alcott, were also present today and agreed to the stipulations, as approved.

2. It was moved and seconded to concur with the Planning Commission (October 11, 2016), to approve the request submitted by James Savig, for a Certificate of Survey, for the project located at County Highway 11, Audubon, MN, for three tracts of land with Parcel #1 consisting of 1.36 lot area, Parcel #2 consisting of 1.65 lot area, and Parcel #3 consisting of 1.16 lot area, with a remainder of 42.79 acres; and a change in zone from Agricultural to Residential for the smaller created tracts and the remainder tract to remain zoned Agricultural. (Knutson, Okeson), carried.
3. It was moved and seconded to concur with the Planning Commission (October 11, 2016), to approve the request submitted by Patrick Balsiger, for a Conditional Use Permit (CUP), for the project located at 26900 170th Avenue, Audubon, MN (Cuba Township), to allow a venue for hosting gatherings, reunions, and weddings utilizing an existing barn on 11.57 acres, Thursday through Saturday from 8:00 a.m. to 12:00 a.m. and Sunday from 8:00 a.m. to 6:00 p.m., along with holidays with the same hours, and with all food and beverages to be catered in and with no kitchen on site. (Okeson, Knutson), carried.
4. It was moved and seconded to approve Resolution 10-16-2H, to reorganize the Planning and Zoning office by eliminating the full-time Zoning Technician position and creating a Sewer Inspector/Zoning Technician position, and to then hire one (1) Sewer Inspector/Zoning Technician position from the current list. (Knutson, Skarie), carried.
5. It was moved and seconded to add to the agenda, "Purchase Request: Vanguard CAMA Licenses". (Knutson, Nelson), carried.
6. It was moved and seconded to approve the purchase of three (3) Vangaard CAMA Licenses for the Planning and Zoning Department, at a cost of \$1,200.00/year, along with three (3) two-year service fees at a cost of \$1,512.00, for a total cost of \$2,712.00. (Knutson, Okeson), carried.

Land Use Department – Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve Resolution 10-16-2I, to reorganize the Environmental Services Department by eliminating the vacant part-time Transfer Station

Operator position and creating a Part-Time Recycling Facility/Transfer Station Operator Position. (Knutson, Grimsley), carried.

2. It was moved and seconded to approve Resolution 10-16-2J, to approve a fee of \$20 per cubic yard for Mixed Building Demolition Materials and Mixed Municipal Solid Waste delivered to County waste collection facilities, effective January 2, 2017. (Knutson, Skarie), carried.
3. It was moved and seconded to approve Resolution 10-16-2K, to approve a reduction in the County Mixed Municipal Solid Waste tip fee of \$12.50 per ton for each ton of waste direct delivered by licensed waste haulers to the Perham Resource Recovery Facility, effective January 2, 2017. (Knutson, Grimsley), carried.

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

Lunch Bunch was held following the Board meeting at Curley's on Cotton Lake, with Commissioner Okeson providing.

Jack Ingstad
Jack Ingstad
County Administrator

Barry Nelson
Barry Nelson
Board Chair