

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, September 19, 2017 at 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda/Minutes:

1. Meeting was brought to order by Board Chair Knutson. Commissioners in attendance: Knutson, Skarie, Grimsley, Okeson, and Nelson; 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 6: Contract for Jail Transition Plan and Number 7: Mahube-OTWA – Certification of Local Government Approval for Non-Profit Organizations Receiving ESG Funds from State Recipients. (Okeson, Grimsley), carried.
4. It was moved and seconded to approve the minutes of September 19, 2017 with the requested changes. (Nelson, Skarie), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following:
  - a. Commissioner Okeson: West Central Juvenile Center Special Advisory Board Meeting, Transit Committee, Jail Committee (Jail Site meeting with McGough Construction at the new jail site), NW Regional Radio Board, Association of Minnesota Counties (AMC) Annual Policy Committee meetings.
  - b. Commissioner Nelson: AMC Annual Policy Committee meetings, and attended AMC Subcommittee meetings for Extension/Soil & Water and Extension Advisory Board.
  - c. Commissioner Grimsley: Human Services Committee, Transit Committee, and Development Achievement Center (DAC) meeting.
  - d. Commissioner Knutson: Courthouse Committee, Jail Committee (Jail Site meeting with McGough Construction at the new jail site), and attended the Audit Exit Interview.
  - e. Commissioner Skarie: Human Services Committee and attended the AMC Annual Policy Committee meetings.

3. Appointments: Becker County/Detroit Lakes Airport Commission: Airport Commission members, Mark Hagen and Dave Sherbrooke, were present.
  - a. It was moved and seconded to appoint Mark Hagen to the Becker County/Detroit Lakes Airport Commission. (Okeson, Skarie), carried.
  - b. It was moved and seconded to appoint Howard Hanson to the Becker County/Detroit Lakes Airport Commission. (Okeson, Grimsley), carried.
4. It was moved and seconded to approve the Stormwater Management Facilities Maintenance Agreement, as presented, between Becker County and the City of Detroit Lakes, relative to the Becker County new jail construction project located at 1411 Highway 59 North, Detroit Lakes. (Nelson, Okeson), carried.
5. 2018 Budget: County Administrator, Jack Ingstad presented:
  - a. It was moved and seconded to approve Resolution 09-17-2A, that the proposed Becker County Maximum Tax Levy for 2018 be established at \$20,587,490.00, representing a 3.5% increase, with the final levy to be established before December 31, 2017 and not to exceed this proposed levy, and that the public meeting (Budget Hearing) to discuss the 2018 budget will be held on December 14, 2017 at 6:01 p.m. in the Board Room of the Becker County Courthouse. (Nelson, Skarie), carried.
  - b. It was moved and seconded to approve Resolution 09-17-2B, to approve an Economic Development Authority (EDA) Tax Levy in the amount of \$120,000.00 in the 2018 Budget, for the purpose of funding housing and economic development related activities of the Becker County EDA. (Nelson, Okeson), carried.
6. Contract for Jail Transition Plan: County Administrator, Jack Ingstad, presented:
  - a. It was moved and seconded to authorize Becker County to negotiate and enter into a contract to hire a consultant, Joanne Nelson, former Kanabec County Jail Administrator, to assist with the development of a Jail Transition Plan, relative to the new Becker County Jail Construction Project; and with ratification of said contract by the Board. (Nelson, Skarie), carried.
7. Mahube-OTWA: County Administrator, Jack Ingstad, presented:
  - a. It was moved and seconded to approve the Certification of Local Government Approval for Non-Profit Organizations Receiving ESG Funds from State Recipients, as presented; to approve the emergency shelter activities as proposed by Mahube-Otwa Community Action Partnership, Inc., which are to be

located in Mahnomen, Hubbard, Becker, Otter Tail, and Wadena Counties.  
(Okeson, Skarie), carried.

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. 09/05/2017, in the amount of \$ 2,094.74
    - ii. 09/12/2017, in the amount of \$ 52,408.60for a total amount of . . . . . \$ 54,503.34
  - b. Over 90-Day Claims:
    - i. Beug's Ace Hardware, in the amount of \$7.48 (receipt was lost);
    - ii. Lindsey Software Systems, in the amount of \$1,143.00 (invoices just turned in);
    - iii. Sanford, in the amount of \$704.93 (held for MA rate reduction approval).

(Skarie, Nelson), carried.

2. It was moved and seconded to approve the purchase of a Server and Storage for Watchguard Videos and Evidence Library, at a cost of \$11,400.00 from High Point Networks, LLC, Fargo, ND. (Okeson, Nelson), carried.
3. It was moved and seconded to approve the Extension on Timber Tract 15-26A, for Robert Olson Logging, and for Mr. Olson to pay a 10% fee of \$2,793.68. (Nelson, Grimsley), carried.
4. It was moved and seconded to accept the low quote, at a cost of up to \$1,000.00, from Burn Boiler & Mechanical, Fargo, ND, for maintenance service for the Human Services boiler. (Nelson, Grimsley), carried.
5. It was moved and seconded to approve the purchase to replace the Scan Station Computer for the Recorder's Office, at a cost of \$900.40, from Morris Electronics, Morris, MN. (Grimsley, Skarie), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. It was moved and seconded to approve the Tobacco License renewals for the following:
  - a. Fisher Properties of Cormorant – Cormorant Bottle Shop – Cormorant Township;
  - b. Toad Lake Store – Toad Lake Township;
  - c. Sunlite Bar & Grill – Detroit Township.(Grimsley, Okeson), carried.

2. It was moved and seconded to accept the July 2017 Cash Comparison and Investment Summary, as presented. (Nelson, Grimsley), carried.

Assessor: Abatements: Steve Carlson presented:

1. It was moved and seconded to approve the following abatements, as presented:
  - a. PIN #: 17.8481.000 – Lake Eunice – Clerical error: \$32.00;
  - b. PIN #: 06.8567.000 – Cormorant Township – Camper has current tabs: \$230.00;
  - c. PIN #: 06.8806.000 – Cormorant Township – No Value-Over paid taxes: \$8.00;
  - d. PIN #: 08.8849.000 – Detroit Township – Mobile removed 12/16: \$30.00;
  - e. PIN #: 17.8485.000 – Lake Eunice – Clerical error: \$184.00;
  - f. PIN #: 28.8138.000 – Shell Lake Township – No value-Over paid taxes: \$14.63;
  - g. PIN #: 32.8005.040 – Sugar Bush Township – Camper was removed 12/16: \$164.00;
  - h. PIN #: 32.8033.318 – Sugar Bush Township – Camper has current tabs: \$60.00;
  - i. PIN #: 32.8033.106 – Sugar Bush Township – Camper has current tabs: \$248.00;
  - j. PIN #: 33.8055.000 – Toad Lake Township – Camper has current tabs: \$464.00;
  - k. PIN #: 49.2450.000 – City of Detroit Lakes – Clerical error: \$196.00;
  - l. PIN #: 49.8580.000 – City of Detroit Lakes – Camper has current tabs: \$144.00for the total in Abatements at \$1,774.63. (Grimsley, Nelson), carried.

Buffalo-Red River Watershed District (BRRWD): Bruce Albright, BRRWD Administrator, presented, along with BRRWD Board Members, Chair, Gerald Van Amburg (Clay County), and Secretary, John Hanson (Becker County):

1. Bruce Albright presented the BRRWD 2016 Annual Report and provided a summary and overview of the watershed's activities/projects, accomplishments, and financial statements for the year ending December 31, 2016. He commented on the good working relationship the watershed has with the Becker County Soil and Water Conservation District. He also extended an invitation to the Board of Commissioners to attend the upcoming Fall District Tour scheduled for Thursday, September 28, 2017, with the bus leaving The 34 (former Galaxie Supper Club) in Barnesville at 1:30 p.m.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve Resolution 09-17-2G, to hire a full-time Adult Services Supervisor through the regular hiring process through the Merit System, due to a resignation, and if filling the position creates a Social Worker vacancy in the Human Services Department, to then fill that vacancy also. (Skarie, Grimsley), carried.
2. It was moved and seconded to approve the purchase of headsets, mice, and scanners for the Financial Department, as presented, at a cost of \$5,735.00 from Amazon and using SNAP bonus funds. (Grimsley, Skarie), carried.

3. It was moved and seconded to approve the Human Services claims for Community Health, Human Services, and Transit, as presented. (Skarie, Grimsley), carried.

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

1. It was moved and seconded to offer ten (10) Timber Tracts on Tax-Forfeited Lands, as presented, for the Becker County Timber Auction to be held on Friday, October 13, 2017 at 10 a.m., at the Becker County Courthouse, Detroit Lakes, MN. (Nelson, Okeson), carried.

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

1. It was moved and seconded to approve the Shell Lake Block Access and Parking Lot Project Quotes received September 8, 2017, and to approve the contract and accept the low quote of \$7,500.00 from Reino Hendrickson. (Nelson, Grimsley), carried.

Human Resources: Health Insurance – Request for Proposal (RFP) – Nancy Grabanski presented:

1. It was moved and seconded to approve moving forward with the process to develop a Request for Proposal (RFP), to provide a quote for matching or near matching Becker County's employee-offered health insurance benefits, or to provide other plan designs, due to a 19% increase in Becker County's share towards employee health insurance. (Grimsley, Skarie), carried.

Planning & Zoning: Patty Swenson and Kyle Vareberg presented:

1. It was moved and seconded to concur with the Planning Commission (September 12, 2017), to deny the request submitted by Ryan Haugrud, for a Conditional Use Permit (CUP) to store no more than twenty-five (25) collector cars on a five (5) acre wooded lot, for the project located at 17556 County Highway 11, Audubon, MN, based on the testimony of Audubon Township and the fact it is located in a residential area. (Skarie, Nelson), carried.
2. It was moved and seconded to concur with the Planning Commission (September 12, 2017), to approve the request submitted by Steve Bolton for a Conditional Use Permit (CUP) for approval of a 7-8 foot high fence, for the project located at 34196 East Boot Lake Road in Park Rapids, MN, due to the fact it meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance, and with the stipulation that all things are to be kept inside the fence. (Okeson, Nelson), carried.

3. It was noted that the applicant, Kevin Karel, chose to table his request for a Conditional Use Permit (CUP) to allow sixteen (16) overnight RV sites for the project located at Cormorant Inn, 10510 County Highway 5, Pelican Rapids, MN.
4. It was moved and seconded to concur with the Planning Commission (September 12, 2017), to approve the request submitted by Doyle and Lori Thompson, for a Conditional Use Permit (CUP) for approval of converting an existing turkey production facility to a boat, pontoon, camper, and other recreational vehicle storage over the next 1-5 years, for the project located at 22181 County Highway 21, Detroit Lakes, MN, due to the fact it meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance. (Okeson, Skarie), carried.
5. It was moved and seconded to concur with the Planning Commission (September 12, 2017), to approve the request submitted by Rodger Allen Joseph Klemm Rev. Living Trust, for a Conditional Use Permit (CUP) for a gravel mining operation, for the project located at 12542 Rew Lane, Frazee, MN, due to the fact it meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance, and with the stipulation that calcium Chloride be placed on the road during dusty times. (Okeson, Nelson), carried.
6. It was moved and seconded to concur with the Planning Commission (September 12, 2017), to approve the request submitted by Rodger Allen Joseph Klemm Rev. Living Trust, for a Conditional Use Permit (CUP) for a gravel mining operation, for the project located at 31538 County Highway 10, Frazee, MN, due to the fact the request meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance, and with the stipulations that the use of the permit be strictly for strip mining with no gravel screening or crushing. (Okeson, Nelson), carried.
7. It was moved and seconded to concur with the Planning Commission (September 12, 2017), to approve the request submitted by K&A Enterprises, for approval of a final plat for a common interest community with fifteen (15) lots, for the project located at 12144 County Highway 4, Lake Park, MN, due to the fact the request meets Chapter Eight, Section Nine of the Becker County Zoning Ordinance. (Nelson, Okeson), carried.
8. It was moved and seconded to concur with the Planning Commission (September 12, 2017), to approve the request submitted by Wetli Properties, LLC, for approval of a final plat consisting of twenty-one (21) lots, for the project located at 10909 Townline Road, Audubon, MN, due to the fact the request meets Chapter Eight, Section Five of the Becker County Zoning Ordinance. (Okeson, Skarie), carried.
9. It was moved and seconded to concur with the Planning Commission (September 12, 2017), to approve the request submitted by Gill Gigstead, Jr., for a Conditional Use Permit (CUP) for approval of a family cemetery in accordance with MN Statute Chapter

307, for the project located at 17296 County Highway 29, Detroit Lakes, MN, due to the fact the request meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance. (Okeson, Skarie), carried.

10. It was moved and seconded to approve Resolution 09-17-2H, to hire a full-time Sewer Inspector/Zoning Technician through the normal hiring process, due to a resignation. (Skarie, Grimsley), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 09-17-2C, as presented, to accept the low bid in the amount of \$2,840,334.80 from Robert R. Schroeder Construction, Inc., Glenwood, MN for Project SAP 003-607-022, for bridge replacement, approach grading, bituminous surfacing, utilities, and lighting for the Lake Park Bridge project; and to authorize and direct the County Board Chair and County Administrator to execute and enter into said contract, on behalf of Becker County. (Nelson, Okeson), carried.
2. It was moved and seconded to approve Resolution 09-17-2D, as presented, that Becker County agrees to the terms and conditions of the MN State Transportation Fund Grant Agreement with the MN Commissioner of Transportation, in the amount of \$1,036,144.79, for the construction of Bridge No. 03513, and that Becker County will pay any additional amount by which the cost exceeds the estimate and return to the MN State Transportation Fund any amount appropriated for the bridge, but not required; and that the County Board Chair and County Administrator are authorized to execute the grant agreement with the Commissioner of Transportation concerning said grant. (Okeson, Nelson), carried.
3. It was moved and seconded to approve Resolution 09-17-2E, as presented, that Becker County enter into a cooperative agreement with the City of Lake Park for reconstruction of County State Aid Highway Number 7 (2<sup>nd</sup> Street) including Bridge over BNSF Railway; to define the rights and obligations of the agencies with respect to the repair and replacement of the bridge, street, and utilities located on CSAH 7 within the City Corporate Limits (on 2<sup>nd</sup> Street from approximately 150 feet north of Canfield Street to Front Street); and to authorize and direct the County Board Chair and County Administrator, on behalf of the County, to execute the agreement and any amendments to said agreement. (Nelson, Okeson), carried.
4. It was moved and seconded to approve the execution of BNSF Utility Permit Agreements, as presented, at a cost of \$7,050.00 plus insurance. (Nelson, Okeson), carried.
5. It was moved and seconded to approve Resolution 09-17-2F, to sell wetland banking credits to the City of Detroit Lakes at the unit sale price of \$0.55 per square foot, plus any applicable transaction fees, and that Becker County agrees to sell 0.59 acres of

wetland banking credits to Credit User; and that James Olson, Becker County Highway Engineer, is hereby authorized to act as agent on behalf of Becker County. (Nelson, Okeson), carried.

Commissioners: Closed Session (Winczewski v. Becker County):

1. It was moved and seconded to approve Resolution 09-17-2I, to hereby close the meeting pursuant to the attorney-client privilege, according to MN State Statute 13D.05, subd. 3(b), to specifically discuss the features of the County's litigation posture as a party in Winczewski v. Becker County. (Grimsley, Skarie), carried.
2. Closed Session.
3. It was moved and seconded to approve to open the meeting. (Nelson, Skarie), carried.

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

Lunch Bunch was held following the Board meeting in the 3<sup>rd</sup> Floor (EOC) meeting room of the courthouse and provided by Commissioner Nelson.

/s/ Jack Ingstad  
Jack Ingstad  
County Administrator

/s/ Larry Knutson  
Larry Knutson  
Board Chair