

REGULAR MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: Tuesday, October 25, 2011 at 8:15 a.m.

LOCATION: Board Room, Courthouse

Agenda/Minutes

1. a. Meeting presided over by Board Chair Nelson. All Commissioners in attendance; Auditor-Treasurer and Clerk, Ryan Tangen; and Minute Taker, Cindy Courneya.
b. Pledge of Allegiance.
2. The Agenda was approved with the following additions: under Finance Committee Minutes: add: Number 2: Grant Application for North Country Trails; under Environmental: add: Number 4: Disposal of Sheds; and under Natural Resource Management (NRM) Update: add: Number 3: Grant Application for Snowmobile Trails. (Skarie, Knutson), carried.
3. It was moved and seconded to approve the amended minutes of October 11, 2011, with the following changes: under Commissioners: Reports and Correspondence: d. Commissioner Okeson: change from, "West Central Minnesota Transportation Alliance," to read, "West Central Minnesota Heartland Multi-Purpose Recreational Trail,"; under e. Commissioner Knutson: change from, "Environmental Affairs Committee, Park and Recreation Board, Mahube, Prairie Lakes Municipal Solid Waste Authority, and attended Safety Drill on Anthrax at M-State.", to read, "Environmental Affairs Committee, Recreational Advisory Committee (RAC), Mahube, Prairie Lakes Municipal Solid Waste Authority, and Safety Committee."; and under i. change "Ag. Country" to "Chamber of Commerce Agri-Business Committee". (Knutson, Okeson), carried.

Commissioners

1. Open Forum:
 - a. James Kovala of Carsonville Township came to the meeting to publicly thank and commend employee, Tracy Loreth from the Assessor's Office, and noted that he was very impressed with the service he received from her in respect to her willingness and efficient, timely manner of assisting him with his request. Board Chair Nelson thanked Mr. Kovala for his acknowledgement of this employee's dedication and service.
 - b. John Dalen, who resides at 21560 County Road 117 in Becker County, referenced a high water incident that occurred in July 2010, where he and his neighbors properties and vehicles were flooded. He voiced concern over two plugged culverts that are sinking and noted he has brought this issue to the attention of the County Engineer. He is requesting this be cleaned up as these culverts have basically collapsed.
 - c. Willis Mattison spoke in reference to a presentation recently given by Dr. Bernstein on the importance of having biological diversity. He further explained the difficulty in conveying the intricacies, or the practical importance as it relates to human health. He had recorded the presentation and offered to supply it for commissioners and

employees to review. He also spoke in reference to the upcoming agenda item with the ATV Grant coming forward.

2. Reports and Correspondence:

a. Commissioner Nelson:

i. Reported on the following meeting: Finance Committee, Natural Resources Committee, Association of Minnesota Counties (AMC) District 4 Meeting, and Becker County Soil and Water Conservation District.

b. Commissioner Skarie:

i. Reported on the following meetings: Becker County Children's Initiative, Lakeland Mental Health, Becker County Fair Board Meeting, and also attended the dedication of the Audubon Elementary School.

c. Commissioner Okeson:

i. Reported on the following meetings: Economic Development/Housing Authority (EDA), Sheriff's Committee, West Central Juvenile Detention Center, Transit Meeting, Detroit Lakes/Becker County Airport Committee, Association of Minnesota Counties (AMC) District 4 Meeting, and Township Association Meeting.

d. Commissioner Knutson:

i. Reported on the following meetings: Natural Resource Committee, Association of Minnesota Counties (AMC) District 4 Meeting, Township Association Meeting, and attended the North Country Trail Association Dinner. He also noted that one of the volunteers recognized at the dinner had donated 4,000 hours to the North Country Trail Association for the year.

e. Commissioner Schram:

i. Reported on the following meetings: Wild Rice Watershed Districts Advisory Board, Economic Development/Housing Authority (EDA), Land of the Dancing Sky Area Agency on Aging, Sheriff's Committee, and the Association of Minnesota Counties (AMC) District 4 Meeting.

f. Ryan Tangen presented Resolution 09-11-2F, to support the Association of Minnesota Counties policy to support legislation in reference to the Aquatic Invasive Species, approved at the September 27th Board meeting, for the Board's final review before sending to AMC.

g. Mr. Tangen noted that he has spoken with Lauri Brooke from Veteran Services and she is willing to serve as a member on the Selective Service Board, for this region, if the Becker County Board of Commissioners would like to nominate her. This will be on the agenda for the next meeting on November 8, 2011.

- h. The 2011 Annual Meeting of the Minnesota Counties Intergovernmental Trust (MCIT) is scheduled for Monday, December 5, 2011 at the Hyatt Regency in Minneapolis, Minnesota. It was noted that the MCIT Board of Directors is looking for interested candidates, to fill two seats on the board.
 - i. Mr. Tangen noted that a motion is needed to sign the letter of support for the PartnerSHIP4Health and will be presented later in the meeting.
3. Appointments: It was noted that the Cormorant Lakes Watershed District Manager positions have been advertised and will be on the agenda for discussion at the next meeting on November 8, 2011.

Auditor-Treasurer: Ryan Tangen presented:

1. Licenses and Permits: It was moved and seconded to approve the Annual Tobacco License Renewals for November 1, 2011 for:
- a. Richard B. Sherbrooke, dba Cormorant Store, Inc. in Cormorant Township.
 - b. Karen and Chris Heinz, dba Heinz Operations, Inc.-59er in Detroit Township.
 - b. Joy M. McNamara, dba County 17 Club in Lake View Township.
 - c. Peggy Branstrom, dba Osage Bait and Tackle in Osage Township.
 - d. Cynthia Lou Knoll, dba Toad Lake Store in Toad Lake Township.
 - e. Roger L. Nelson, dba Elbow Lake Store and Bar in Round Lake Township.
 - f. Michelle Marie Schave, dba Osage Convenience and Service, LLC in Osage Township.
 - g. Jody A. Beaudine, dba Lakes One Stop Shop in Cormorant Township.
 - h. Rand F. Levy, dba Horseshoe, Inc.- Soo Pass Ranch in Lake View Township.
 - i. Patricia J. Maloney, dba The Cormorant Pub, Inc. in Cormorant Township.
 - j. Randy Blanford, dba Tamarac Resort and Campground in Sugar Bush Township.
 - k. Wayne M. Crawford, dba Sunlite Bar and Grill in Detroit Township.
 - l. Timothy J. Eischens, dba Two Inlets Country Store in Two Inlets Township.
 - m. Rayna L. Tucker, dba Northwoods Rec., LLC-Ice Cracking Lodge in Round Lake Township.
 - n. Michael D. Sanders, dba Snellman Store in Wolf Lake Township.
 - o. Matthew L. Anderson, dba Tri-Lakes Roadhouse Bar and Grill in Cormorant Township.
- (Okeson, Knutson), carried.

Finance Committee Minutes: Auditor-Treasurer: Ryan Tangen presented:

1. It was moved and seconded to approve the regular claims, over 90-day claims, and Auditor's Warrants:
- a. Over 90 Days:
 - i. Payment to Meadowland Surveying in the amount of \$1,495 due to land owner negotiations.
 - ii. Payment to St. Mary's EMS in the amount of \$932.12 due to billing process for inmates.
 - iii. Payment to Sanford in the amount of \$1,048.50 due to billing process for inmates.

- b. Auditor's Warrants (Tuesday Bills):
- i. 10/11/11 in the amount of \$20,443.90
 - ii. 10/14/11 in the amount of \$2,343.43
 - iii. 10/18/11 in the amount of \$44,076.65
- (Knutson, Skarie), carried.
2. It was recommended to approve when presented the Human Services Claims.
 3. It was recommended to approve when presented Resolution 10-11-2A, to accept Minnesota ATV Grant #0-034-484, for grant period October 1, 2011 through June 30, 2013.
 4. It was recommended to approve when presented the purchase of a new jail transport car from Nereson Motors, with the low quote of \$20,025.00.
 5. It was recommended to approve when presented Resolution 10-11-2C, to accept the Minnesota Department of Public Safety Safe and Sober Grant Agreement, effective October 2, 2011 through September 30, 2014.
 6. It was recommended to approve when presented Resolution 10-11-2B, to authorize the submission of a short-form grant application to the Department of Employment and Economic Development (DEED), for an additional \$51,000, to be used for administration.
 7. It was recommended to approve when presented, the renewal of the agreement with Rural Minnesota CEP, for employment services for MFIP (Minnesota Family Investment Program) and DWP (Diversionary Work Program).
 8. It was recommended to approve when presented, the low quote of \$46,770 from Titan Machinery of Fargo for a 2011 Case SV300 Skid Steer for the Transfer Station.
 9. It was recommended to approve when presented, the low quote from Atkins in the amount of \$1,600 for a rock bucket attachment, needed to process steel and glass.
 10. It was recommended to approve when presented, Resolution 10-11-2E, to authorize the North Country Trail to utilize the County as the sponsor for a Legacy Grant, with further discussion to follow.
 11. It was recommended to approve when presented, a letter of support for continued grant funding to our region, for PartnerSHIP4Health, the Minnesota State-Wide Health Improvement Program (SHIP) grantee of Becker, Clay, Otter Tail, and Wilkin counties.
 12. PartnerSHIP4Health Staff members, Patrick Hollister, Active Living Planner, and Karen Nitzkorski, Community Organizer, presented an overview of the program initiative and funding, and also noted the impact it has on the community with respect to reducing childhood obesity and tobacco use, and City infrastructure and transportation to facilitate more active living initiatives. It was moved and seconded to approve the letter of support for the PartnerSHIP4Health for grant funding to our region. (Okeson, Schram), carried.
 13. Implementation of the \$5,000 deductible health insurance plan with a Health Savings Account (HSA) requires an administration agreement. The request is to use the same level of service currently in place for the Voluntary Employee's Beneficiary Association Plan (VEBA). It was moved and seconded to utilize Select Account to administer the HSA Plan Design and to authorize the Human Resources Director to complete the application process. (Okeson, Knutson), carried.
 14. It was moved and seconded to authorize the change to Dearborn National for dental coverage. (Knutson, Okeson), carried.
 15. Ryan Tangen and Matthew Davis, Regional Trail Coordinator for Minnesota and North Dakota, North Country Trail Association presented information in reference to Resolution 10-11-2E, and the request to support the Legacy Trail Grant Application for the North

Country Trail. Discussion was held and Mr. Tangen noted that the Finance Committee is recommending to approve. It was moved and seconded to approve Resolution 10-11-2E, that Becker County will apply for a Legacy Trail Grant on behalf of the Laurentian Lakes Chapter, North Country Trail Association, and provide project funding prior to reimbursement, and oversight as needed to meet grant requirements. (Knutson, Skarie), carried.

Assessor: Steve Skoog presented:

1. It was moved and seconded to approve the abatements for:
 - a. PIN #06.0500.302 in Cormorant Township for the amount of \$56.00.
 - b. PIN #06.0500.302 in Cormorant Township for the amount of \$584.00.
 - c. PIN #33.0259.000 in Toad Lake Township in the amount of \$104.00 (Knutson, Schram), carried.

Sheriff: Tim Gordon presented:

1. It was moved and seconded to approve Resolution 10-11-2A, to accept Minnesota ATV Grant #0-034-484, for grant period October 1, 2011 through June 30, 2013, in the amount of \$8,820 annually. (Skarie, Schram), carried.
2. It was moved and seconded to accept the lowest quote of \$20,025.00 from Nereson Motors for the purchase of a vehicle, with the desired equipment. (Knutson, Okeson), carried.
3. It was moved and seconded to approve Resolution 10-11-2C, to accept the Minnesota Department of Public Safety Safe and Sober Grant Agreement, effective October 2, 2011 through September 30, 2014. (Schram, Okeson), carried.

Planning and Zoning: Patty Swenson presented:

1. It was moved and seconded to concur with the Becker County Planning Commission (October 18, 2011), to approve a Conditional Use Permit for storage condominiums based on the fact that the request meets the criteria of the Ordinance, for Jerry and Brenda Reep/Enget at project location of Morton Oaks Road in Lake Eunice Township, across the road from Lake Maud. (Knutson, Schram), carried.
2. It was moved and seconded to concur with the Becker County Planning Commission (October 18, 2011), to approve a Conditional Use Permit to allow a temporary second dwelling for elderly care on one parcel of land, with the stipulation that one home will be removed within six (6) months after the need for elderly care no longer exists, based on the fact that the use will not be detrimental to the area, for Loren Jepson, at project location 44720 Co. Rd. 151 in Toad Lake Township. (Okeson, Skarie), carried.
3. It was moved and seconded to concur with the Becker County Planning Commission (October 18, 2011), to approve a Certificate of Survey to allow one tract of land consisting of 200 feet of lakeshore and 2.5 acres, plus or minus, based on the fact that a variance was granted on October 13, 2011 for substandard lot size and the Certificate of Survey meets the criteria of the Ordinance, for Citizens National Bank of Park Rapids, at project location 17005 480th Ave. in Wolf Lake Township. (Schram, Knutson), carried.

4. There will be no informational meeting in November.

Economic Development Authority: Jon Thomsen presented:

1. It was moved and seconded to approve Resolution 10-11-2B, to authorize the County Board Chair and County Auditor-Treasurer to submit a short form application to the Department of Employment and Economic Development (DEED) on behalf of Becker County and the Cities of Callaway, Mahnomon, and Waubun, to re-apply for additional funds of \$51,000, for Becker County's share, to be used for administration, in continuation of the existing grant. (Schram, Okeson), carried.

Jim Kovala inquired of the Board if the County had received FEMA funding for spring road repairs because the townships have not received their reimbursements yet.

Becker County Adult Mental Health Local Advisory Council (LAC):

Don Janes, Supervisor at Becker County Human Services and Ann Zick, Chair of the Becker County Adult Mental Health Local Advisory Council (LAC) presented an overview of the Becker County Adult Mental Health Grant Plan, including a list of priorities and unmet needs as identified by the LAC, with the plan being presented for approval later in the meeting. It was noted that there are open appointments for the LAC. The council meets four times a year with the new members meeting scheduled for January and invited interested board members and/or anyone from the public to apply, with applications being made available. There is also an open house for A Place to Belong, located in the Graystone Building in Detroit Lakes for Wednesday, October 26, 2011 from 11:00 a.m. – 3:00 p.m..

Human Services: Nancy Nelson presented:

1. It was moved and seconded to approve the renewal of the annual agreement with Rural Minnesota CEP, for employment services for MFIP (Minnesota Family Investment Program) and DWP (Diversionary Work Program). (Skarie, Schram), carried.
2. It was moved and seconded to approve the addendum to the Minnesota Consortium for Advanced Rural Psychology Training agreement. (Skarie, Okeson), carried.
3. It was moved and seconded to approve the Becker County Adult Mental Health Grant Plan, as presented by the Becker County Adult Mental Health Advisory Council (LAC). (Knutson, Schram), carried.
4. It was moved and seconded to approve the Human Services reports for Child and Family, Financial Support, Adult Services, Mental/Chemical Dependency (MCD), Community Health and Transit. (Knutson, Skarie), carried.
5. It was moved and seconded to approve the Human Services Claims for Human Services, Community Health, and Transit. (Skarie, Knutson), carried.

Independent Audit Exit Interview:

Colleen Hoffman, CPA, Independent Auditor for Hoffman, Dale, and Swenson, PLLC, presented copies of the completed audit to the Board and provided a verbal report and feedback of the audit. Ms. Hoffman explained the meaning of an unqualified opinion and noted that the County has an A1 bond rating. She stated that the county employees are doing a great job making the audit efficient. She did also mention the need to create procedures to tighten controls with collections at the Transfer Station.

Environmental: Steve Skoog presented:

1. It was moved and seconded to approve the purchase of a 2011 Case SV300 Skid Steer Loader from Titan Machinery, with the low quote of \$46,770. (Knutson, Skarie), carried.
2. It was moved and seconded to approve the purchase of a rock bucket attachment from Atkins with the low quote of \$1,600. (Knutson, Okeson), carried.
3. It was moved and seconded to approve the distribution of SCORE Funding for Local Units of Government, based on last year's same funding. (Okeson, Knutson), carried.
4. It was moved and seconded to approve the sale of 12 sheds using a sealed bid process, with the sale being advertised and the forms posted on the Becker County website. (Knutson, Skarie), carried.

Aquatic Invasive Species (AIS) Session:

Terry Kalil, Vice-President of the Coalition of Lakes Association (COLA), Moriya Ruffer, RMB Labs and Terra Gutter, Pelican Water Shed District, gave a presentation on the Spread of Aquatic Invasive Species. A lengthy discussion was held in reference to this issue and specifically to the recent Zebra Mussel infestation at Rose Lake in Ottertail County. Board Chair Nelson thanked everyone for attending the meeting and expressed the Board's recognition of the problem and commitment to this issue and is recommending further discussion at the next Department Head meeting and Finance Committee meeting, to brainstorm what options are available, i.e. assigning staff and/or funding for a decontamination unit. The formation of a taskforce will be revisited at the next board meeting.

Natural Resource Management: Ryan Tangen presented:

1. It was moved and seconded to approve Becker County as the sponsor for four snowmobile trail grant applications for the Ultra Snowmobile Club and for Ultra Snowmobile Club to receive these legacy funds. (Okeson, Schram), carried.
2. It was moved and seconded to approve Resolution 10-11-2D, to authorize an easement across unsold tax-forfeited land to provide access to the property at Section 19-142-039 Government Lots 2, 3, and 4 and SW1/4 of NE1/4, Parcel # 09.0136.000, with the requested easement for a one rod by one rod, corner to corner, in the southwest corner of Government Lot 5, known as Parcel # 09.7123.000, for Kenneth A. Mitchell, Scott A. Timm, Dennis R. Dreyer, Michael J. Livingston, and Gregory L. Thomas. (Schram, Skarie), carried.

3. In reference to Resolution 01-11-2C approved on January 25, 2011, Mr. Tangen is requesting the next Timber Sale date be changed to November 18, 2011. It is moved and seconded to approve the change to Friday, November 18, 2011 for the next Timber Sale date, to be held at 10:00 a.m., in the Becker County Courthouse. (Skarie, Knutson), carried.

Management Team Update: Ryan Tangen presented.

1. Ryan Tangen reported on key issues including the county administrator position, land commissioner position, space needs, and assessor position. Board Chair Nelson requested recommendations from the team in reference to the County Administrator position. The Management Team is recommending the formation of a committee to make final recommendations. It was moved and seconded to form a committee to re-examine and hire for the County Administrator position, and to include Commissioners Knutson, Commissioner Skarie and two staff members. (Okeson, Schram), carried.

Human Resources: Non-Union Personnel: Nancy Grabanski and Ryan Tangen presented.

It was moved and seconded to approve the changes for non-union employees, as proposed by the Human Resources Director. (Okeson, Knutson), carried.

It was moved and seconded to close the session for Minimum Security Building Negotiation. (Knutson, Okeson), carried.

Closed Session: Minimum Security Building Negotiation: Ryan Tangen and Sheriff Tim Gordon presented.

It was moved and seconded to open the session. (Knutson, Skarie), carried.

The Closed Session scheduled for Union Negotiations was not necessary at this time.

The meeting was adjourned.

/s/ Ryan Tangen
Ryan Tangen
Auditor-Treasurer

/s/ Barry Nelson
Barry Nelson
Board Chair