

REGULAR MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: Tuesday, November 26, 2013 at 8:15 a.m.

LOCATION: Board Room, Courthouse

Agenda/Minutes:

1. a. Meeting presided over by Board Chair Skarie. Present: Commissioners Don Skarie, John Okeson, Larry Knutson, Barry Nelson, and Ben Grimsley; County Administrator, Jack Ingstad; and Minute Taker, Cindy Courneya.  
b. Pledge of Allegiance.
2. The agenda was approved with the following changes: Under Commissioners: Add Number 4: Request for Authorization to Close Courthouse on Christmas Eve at noon and Number 5: Support for Additional Transportation Investments: Resolution 11-13-2D. (Okeson, Knutson), carried.
3. It was moved and seconded to approve the minutes of November 12, 2013 with the requested changes. (Knutson, Grimsley), carried.

Commissioners:

1. Open Forum:
  - a. Duane Erickson, resident of Walworth Township in Becker County and Manager of the Wild Rice Watershed District (WRWD) informed the Board that he has 1 year and 5 months left of his appointment. He informed the Board he would like to resign from his position by December 31, 2013, or as soon as possible, but will not do so without a replacement. He suggested the Board communicate with the Minnesota Board of Water and Soil Resources (BWSR) to request that Becker County be able to appoint their own representative. It was the consensus of the Board to direct County Administrator, Jack Ingstad, to contact John Jaschke, Executive Director of BWSR, to inquire as to when Becker County will have the authority to appoint a representative and the process to use.
2. Reports and Correspondence: The commissioners reported on the following meetings:
  - a. Commissioner Nelson: Celebration of the 100th Anniversary of the Lake Agassiz Regional Library (LARL), and Economic Development/Housing Authority Committee meeting.
  - b. Commissioner Skarie: Becker County Extension Service, Lakeland Mental Health, and West Central/Land of the Dancing Sky Area Agency on Aging.
  - c. Commissioner Grimsley: West Central Initiative (WCI) in Fergus Falls, and Becker County Historical Society.
  - d. Commissioner Okeson: Economic Development/Housing Authority Committee.
  - e. Commissioner Knutson: Planning and Zoning, Natural Resources Committee, and Mahube-OTWA.

3. Appointments
  - a. It was moved and seconded to re-appoint Ellis Peterson as a Manager of the Cormorant Lakes Watershed District, for a 3-year term, effective January 1, 2014. (Nelson, Knutson), carried.
  - b. Commissioner Okeson noted that there will be upcoming appointments needed for the Economic Development Authority and Senior Council on Aging.
4. It was moved and seconded to approve closing the Courthouse at noon on December 24, 2013, with employees using vacation, comp or furlough time, or if choose to work may do so, however, this is not a paid holiday. (Knutson, Nelson), carried.
5. It was moved and seconded to approve Resolution 11-13-2D, to support and urge the 2014 MN State Legislature to pass and the Governor to sign a bill that provides for a long range comprehensive transportation investment plan, as outlined in said resolution, and to add to the resolution that Becker County supports the Association of Minnesota Counties (AMC) funding formula. (Okeson, Nelson), carried.

Auditor-Treasurer: Ryan Tangen presented:

1. Licenses and Permits: There were none.

Finance Committee: Ryan Tangen presented:

1. It was moved and seconded to approve the regular claims, over-90 day claims, additional claims, and Auditor's Warrants as follows:
  - a. Over 90 Days:
    - i. G & R Controls in the amount of \$15,620.17 due to insurance claim.
    - ii. Tweeton Refrigeration in the amount of \$412.00 due to late billing.
  - b. Additional Claims:
    - i. Payment to Elan in the amount of \$12,570.28.
    - ii. Payment to Ben Grimsley in the amount \$988.94.
  - c. Auditor's Warrants:
    - i. 11/13/2013 in the amount of \$24,628.11
    - ii. 11/19/2013 in the amount of \$54,887.46
    - iii. 11/22/2013 in the amount of \$300.05
    - iv. 11/25/2013 in the amount of \$500.00

(Knutson, Nelson), carried.
2. It was moved and seconded to accept the Cash Comparison and Investment Summary for September 2013, as presented. (Grimsley, Okeson), carried.
3. It was noted that the preliminary 2014 budget is reflecting a decrease of \$83,235 or .45%. Further discussion of the budget is on the agenda for later in the meeting today.
4. It was moved and seconded to authorize additional Finance meetings be held on December 10<sup>th</sup> and 30<sup>th</sup>, 2013, to review and pay claims, with a summary of the claims provided to the Board.
5. A brief discussion was held in reference to the process of hiring temporary workers through agencies such as Kelly Services. It was the consensus of the Board that further discussion

on the process used to hire temporary workers be reviewed, with the understanding that currently the policy authorizes the County Administrator to approve these requests from the Department Heads on an individual basis.

Assessor: Steve Carlson presented:

1. It was moved and seconded to approve the three abatements, as presented:
  - a. PIN # 13.0157.000 in Green Valley Township in the amount of \$314.00 due to a fire that destroyed all buildings on May 14, 2013;
  - b. PIN # 18.0154.000 in the City of Lake Park in the amount of \$718.00 due to a fire that destroyed the home on July 5, 2013;
  - c. PIN # 20.0603.000 in Maple Grove Township in the amount of \$60.00 due a fire that destroyed the home on July 17, 2013.(Okeson, Grimsley), carried.

Sheriff: Sheriff Kelly Shannon presented:

1. It was moved and seconded to approve the out-of-state travel request for two office staff to attend the 2-day TAC.10 Software RMS University Training in Cedar Falls, Iowa on December 4-5, 2013, to include a cost of \$60.00 each for the class, hotel accommodations, meals, and mileage reimbursement. (Nelson, Knutson), carried.

Natural Resources Management: Marty Wiley presented:

1. It was moved and seconded to approve Resolution 11-13-2A, that the Board of Commissioners of Becker County agrees with the newly surveyed location and with moving forward with a Quit Claim Deed for Gov't. Lot 1, Section 30, Township 141, Range 37, less .38 acres for public access, and as outlined in said resolution. (Knutson, Nelson), carried.

Human Services: Nancy Nelson presented:

1. It was moved and seconded to approve to enter into a Purchase of Service Agreement and Mental Health Grant Allocation with Lakeland Mental Health Center, Inc., Fergus Falls, Minnesota, as presented, effective January 1, 2014 through December 31, 2014. (Grimsley, Knutson), carried.
2. It was moved and seconded to approve the Human Services Claims for Human Services, Community Health, and Transit. (Okeson, Grimsley), carried.
3. The Board requested that Ms. Nelson research a \$6,000 claim for a tub installation. She stated that the cost probably also includes labor and installation, but will research further.
4. Commissioner Nelson voiced his frustration with the information he received previously from Nancy Nelson in reference to the Foster Care Shortage in Becker County, noting that he had questioned whether or not Becker County was experiencing a shortage of foster care homes and was given misleading and inaccurate information.

Emergency Management: Craig Fontaine presented:

1. Craig Fontaine, Emergency Management Manager, presented a Revised Becker County-Wide Emergency Operations Plan (EOP), dated October 24, 2013, noting that this is a living document. He commented on changes he has made to the document and is requesting approval of the document, including the MN Walk Revisions. Once the document has been signed off on, it will be submitted to Mary Hilbrand, Regional Program Coordinator for Homeland Security and Emergency Management (HSEM) for final review.
2. It was noted that the Finance Committee recommended to accept the 2013 EMPG Agreement and reviewed the 2013 budget and discussed some changes to ensure the entire grant is utilized.
3. It was moved and seconded to accept the Emergency Management Performance Grant: A-EMPG-2013-BECKERCO-00189 and to authorize the Board Chair to sign said agreement. (Grimsley, Okeson), carried.
4. Discussion followed in reference to the EOP, along with the MN Walk Revisions, which are required to be included in the EOP. It was recommended to postpone approving the EOP, as submitted, until a meeting is held to review the revised document, to include Jack Ingstad, Ryan Tangen, Craig Fontaine, and Guy Fischer.
5. It was moved and seconded to approve the MN Walk Revisions to the EOP, as submitted. (Knutson, Okeson), carried.
6. Mr. Ingstad also recommended that Mary Hilbrand be invited to meet with the Board for a 10 minute work session on the EOP.
7. It was also recommended that the radios be ordered as soon as possible to be funded in 2013 under the grant.

Highway: Jim Olson presented:

1. It was moved and seconded to approve the request to convert one (1) current Part-Time Highway Secretary/Receptionist position to full-time, as presented. (Nelson, Okeson). Discussion continued and the motion was amended to include the addition of Resolution 11-13-2E, outlining the position request, and with the requested change to the resolution. Motion carried.
2. It was moved and seconded to approve Resolution 11-13-1C, to hire one (1) Part-Time Secretary/Receptionist for the Highway and the NRM/Parks and Recreation Department, due to a resignation, with a reduction in hours from 28 to 24 hours per week as recommended by the Finance Committee. (Okeson, Nelson), carried.

Planning and Zoning: Patty Swenson presented:

1. It was moved and seconded to concur with the Planning Commission (November 19, 2013), to approve the request as submitted by Matthew and Christin Mohr, for a Conditional Use Permit (CUP) for a gunsmithing shop located in the basement of the existing home, in an Agricultural zone, located at 15019 320<sup>th</sup> Avenue in Burlington Township, as the request is not detrimental to the surrounding area. (Knutson, Nelson), carried.

2. It was moved and seconded to concur with the Planning Commission (November 19, 2013), to approve the request as submitted by Doug LeSage with Prairie Lakes Properties, to amend the existing Conditional Use Permit, Document #458776, to include forty (40) RV sites in a Commercial zone known as Smoky Hills Wilderness Park, LLC, with the location at 53014 State Highway 34 in Carsonville Township, as the request meets the criteria of the Ordinance. (Okeson, Knutson), carried.
3. It was moved and seconded to concur with the Planning Commission (November 19, 2013), to approve the request submitted by Randy and Alisa Wold, for a Conditional Use Permit for a taxidermy business in an Agricultural zone and a sign for advertising on the property located at 26259 County Road 140 in Detroit Township, as the request is not detrimental to the surrounding area. (Knutson, Okeson), carried.
4. It was moved and seconded to concur with the Planning Commission (November 19, 2013), to approve the request submitted by Daniel Finn with DKF Investments, LLC, to amend an existing Conditional Use Permit, Document #534781, to relocate Lot #5, within a CIC, due to groundwater issues, with the project located at Utopia Bay Lane in Round Lake Township, as the request meets the criteria of the Ordinance. (Knutson, Nelson), carried.
5. The request as submitted by Central Specialties, Inc., on behalf of Dean and Janice Haverkamp, for a Conditional Use Permit to allow aggregate extraction/mining and processing, located at Field North of 19172 230<sup>th</sup> Avenue in Audubon Township, was tabled to allow the applicants to come back to the Board with clarified information regarding total length of the CUP requested, hours of operation, and road/access information.
6. The next informational meeting is scheduled for Thursday, December 12, 2013 at 8:00 a.m. in the Third Floor meeting room of the Courthouse.

Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve Resolution 11-13-2B, to approve the changes to the annual Solid Waste Assessment and Transfer Station Tipping Fees, as outlined on Attachment A, "2014 Solid Waste Assessment Rates" and Attachment B, "Becker County Transfer Station Tipping Fees". (Knutson, Okeson), carried.
2. It was moved and seconded to approve the payments of 2013 SCORE funding to Becker County Townships and Cities for participation in the Becker County Recycling Program, as presented. (Knutson, Grimsley), carried.
3. Mr. Skoog noted that the Environmental Affairs Committee has reviewed the Solid Waste Report and that he has provided the Commissioners and Mr. Ingstad each with a copy for their review.
4. It was moved and seconded to approve the budget allocation for all four (4) position requests for Environmental Services, as presented, with no approval at this time for the actual hiring of these positions. (Knutson, Okeson), carried.

2014 Budget Discussion: County Administrator, Jack Ingstad, and Auditor-Treasurer, Ryan Tangen, presented:

It was noted that the 2014 Proposed Budget was discussed at the regular Board meeting on November 12<sup>th</sup>, with the Budget Hearing scheduled for December 5<sup>th</sup> and the adoption of the final budget for 2014 scheduled for the regular Board meeting of December 17, 2013.

Mr. Tangen reported that there is a total amount of \$83,235 unallocated and requested direction from the Board. Commissioner Grimsley would like to see a decrease in the levy, especially given the proposed implementation of the transportation sales tax (SMART Proposal) coming forward. It was suggested that a split be made by decreasing the levy by \$40,000 and earmarking the remaining \$40,000 for a Public Works Facility.

It was moved and seconded to close the session for Union Negotiations. (Knutson, Skarie), carried.

Closed Session: Union Negotiations: Nancy Grabanski and Ryan Tangen presented.

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

Board Chair Skarie adjourned the meeting.

Lunch Bunch was held at the Cormorant Pub and provided by Commissioner Nelson.

/s/ Jack Ingstad  
Jack Ingstad  
County Administrator

/s/ Don Skarie  
Don Skarie  
Board Chair