

OATH OF OFFICE, ORGANIZATIONAL, AND REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, January 6, 2015 AT 8:15 a.m.  
LOCATION: Board Room, Courthouse

Oath of Office/Organizational

1. Meeting was brought to order by Board Chair Okeson. All commissioners were in attendance, along with County Administrator, Jack Ingstad; and Minute Taker, Cindy Courneya.
2. Pledge of Allegiance.
3. The Honorable Judge Evans presided at giving the Oath of Office to the elected officials: Commissioner Larry Knutson (District 1) and Commissioner Ben Grimsley (District 2); County Attorney, Gretchen Thilmony; County Sheriff, Todd Glander; County Recorder, Patty Swenson; County Auditor-Treasurer, Mary Hendrickson; and Soil & Water District Supervisors, Jerome Flottesmesch (District 1) and Eugene Pavelko (District 4).
4. Election of the Board Chair was ordered by current Board Chair, John Okeson. Commissioner Nelson nominated Commissioner Grimsley. There were no other nominations. It was moved and seconded to appoint Commissioner Grimsley as Chair to the County Board for 2015. (Nelson, Knutson), motion carried unanimously. The meeting was then turned over to the newly appointed Board Chair, Commissioner Grimsley.
5. Board Chair Grimsley called for nominations for Vice-Chair. Commissioner Okeson nominated Commissioner Nelson. There were no other nominations. It was moved and seconded to appoint Commissioner Nelson as Vice-Chair for 2015. (Okeson, Skarie), motion carried unanimously.

Regular Business

Agenda/Minutes:

1. It was moved and seconded to approve the agenda with the following changes: Under Commissioners: Appointments: Add Number 4E: Lake Agassiz Regional Library Board (LARL), and under Commissioners: Add: Number 6: Joint Quarterly County, City, Schools, and Chamber meeting (January 13, 2015), Number 7: Meeting with MN Department of Corrections (January 8, 2015), Number 8: Registration for Aquatic Invaders Summit (January 20-21, 2015); and following Commissioners: Add: Emergency Management: CodeRed Discussion; and under Auditor-Treasurer: Add: Number 3: Acceptance of October 2014 Cash Comparison and Investment Summary presented at previous meeting. (Okeson, Knutson), carried.

2. It was moved and seconded to approve the minutes of December 16, 2014 with the requested changes, and to confirm that the Commissioner's salary reflects no increase from 2014, with the exception of the increase in the board chair's salary as stated. (Knutson, Skarie), carried.

Commissioners:

1. Open Forum:
  - a. Steve Lindow spoke in reference to the need to hire an AIS Coordinator and to fill the vacancy of the Natural Resources Management Director position, with the suggestion to explore the possibility of combining the AIS position and NRM position. He also recommended hiring someone with a forestry background for the NRM position.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
  - a.. Commissioner Grimsley: Finance Committee and Development Achievement Center.
  - b. Commissioner Nelson: Becker County Soil and Water Conservation District.
  - c. Commissioner Skarie: Lakeland Mental Health, Environmental, and Partnership4Health.
  - d. Commissioner Knutson: Environmental Affairs Committee, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), Sheriff's Committee, and Re-Design Committee.
  - e. Commissioner Okeson: Ag. Issues Forum in Callaway and Detroit Lakes/Becker County Airport Committee.
3. It was moved and seconded to approve the Committee Assignment List for 2015, with changes as discussed. (Nelson, Knutson), carried.
4. It was moved and seconded to approve Resolution 01-15-1D, to appoint Shane Richard as the Becker County Chief Deputy in the Sheriff's Department, as presented. (Okeson, Skarie), carried.
5. It was noted that as of January 1<sup>st</sup>, there are two openings on the EDA Board; one each for Districts 2 and 3.
6. It was moved and seconded to appoint Barbs Hansen as a member of the Cormorant Lakes Watershed District Board of Managers, for a three-year term. (Nelson, Okeson), carried.
7. It was moved and seconded to appoint Barbs Hansen to the Ordinance Review Advisory Board. (Nelson, Knutson), carried.

8. Notification has been received that the terms of office for Duane Erickson and John Austinson for the Wild Rice Watershed District Board of Managers is up for reappointment. Commissioner Nelson reported that these appointments are made by Clay County.
9. It was moved and seconded to approve the appointment of Paul Bursik to the Lake Agassiz Regional Library Board (LARL), as presented. (Grimsley, Nelson), carried.
10. It was moved and seconded to approve for any of the commissioner's attendance at the Clay County Joint Powers 46<sup>th</sup> Annual Intergovernmental Retreat on January 23<sup>rd</sup> at the Heritage Hjemkomst Interpretive Center in Moorhead, MN, with per diem and mileage reimbursement. (Okeson, Nelson), carried.
11. It was moved and seconded to authorize the meeting date of Tuesday, January 13<sup>th</sup> for the Joint Quarterly Governance meeting between the County, City, Schools, and Chamber, to be held at the Detroit Lakes City Hall at 7:00 a.m., with per diem and mileage reimbursement, as authorized. (Knutson, Nelson), carried.
12. It was noted that the meeting with the Department of Corrections for jail discussions is scheduled for Thursday, January 8, 2015 at 1:00 p.m., in the Board Room of the Courthouse.
13. It was moved and seconded to approve Commissioner Okeson's attendance at the 2015 Aquatic Invaders Summit on January 20-21, 2015 at the River's Edge Convention Center in St. Cloud, MN, with per diem and mileage reimbursement. (Nelson, Knutson), carried.

Emergency Management: Craig Fontaine presented:

1. It was moved and seconded to authorize to enter into a one-year contract with Emergency Communications Network, to send local alerts for the Code Red Program, at a cost of \$2,412, and to enter into said contract for a one-year trial period, with a review of the program again next year. (Okeson, Nelson), carried.

Other Committee Assignments for 2015:

1. It was moved and seconded to approve the designation of all of the commissioners as "alternate" members of the Regional Radio Board and West Central Regional Juvenile Center (WCRJC) Advisory Board, with the understanding that all of the commissioners be considered as "alternate" members for any other committees, as necessary, and to authorize that all commissioners be listed as AMC 2015 Delegates for Becker County, for the purpose of casting votes. (Knutson, Nelson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits: There were none.
2. It was moved and seconded to approve Resolution 01-15-1A, as presented, to designate the Detroit Lakes Sunday paper as the official county newspaper for 2015 and the Frazee Forum for the second publication of the Financial Statement. (Skarie, Okeson), carried.
3. It was moved and seconded to accept the Cash Comparison and Investment Summary for October 2014, as presented. (Knutson, Skarie), carried.

Finance Committee: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor's Warrants, and the Over-90-Day Claim, as presented, with the exception of the claim submitted for the reimbursement of the Ag. Issues Forum:
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 12/17/2014 in the amount of \$134,625.43
    - ii. 12/19/2014 in the amount of \$6,380.00
    - iii. 12/23/2014 in the amount of \$7,350.00
  - b. Over 90-Days:
    - i. Robert Bement in the amount of \$282.84 – receipt misplaced. (Knutson, Nelson), carried.

Commissioners:

1. Board Chair Grimsley thanked Commissioner Okeson for his leadership in serving as Chair for 2014 and presented him with a plaque in recognition of his service.

Environmental: Steve Skoog presented:

1. It was moved and seconded to approve Resolution 01-15-1G, to approve the Final Capital Assistance Program Grant Application and Agreement, as presented, to construct a Solid Waste Transfer Station and a Material Recovery Facility, and to authorize the Becker County Administrator to sign the application and agreement on behalf of Becker County, as outlined in said resolution. (Knutson, Skarie), carried.
2. The Regional Solid Waste Designation Plan and Waste Supply Agreement will be reviewed by the County Attorney and brought back to the Board at the next meeting for consideration and a request for approval.
3. It was moved and seconded to authorize County Administrator, Jack Ingstad, and Environmental Services Director, Steve Skoog, to sign the amended Minnesota Pollution Control Agency Household Hazardous Waste contract, to allow the county to report volumes collected electronically versus sending, and only with board approval. (Nelson, Okeson), carried.

4. It was moved and seconded to approve the renewal of the 2015 Solid Waste Haulers Licenses for the following businesses:
  - a. Ballard Sanitation
  - b. Fuchs Sanitation
  - c. Hough, Inc.
  - d. Jon & Son's Disposal
  - e. Metro Disposal
  - f. Minnkota Recycling
  - g. Waste Management, Inc.
  - h. White Earth Sanitation
  - i. Detroit Lakes Disposal Services
  - j. Northern Pines Sanitary Services
  - k. Terry Mackner(Skarie, Nelson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 01-15-1B, as presented, to authorize the County Highway Engineer to advertise for bids for highway construction as follows:
  - a. Initial advertisements in the Detroit Lakes Tribune stating the intent to utilize internet advertising.
  - b. All highway construction advertising for 2015 will be placed on the official Becker County web page and on the MnDOT site at [www.dot.state.mn.us/stateaid](http://www.dot.state.mn.us/stateaid) using the Eadvert link.(Nelson, Okeson), carried.
2. It was moved and seconded to approve Resolution 01-15-1C, as presented, to accept the completed projects for SAP 003-629-019, etc. consisting of Reclaiming, Aggregate Base, Bituminous Surfacing and Aggregate Shouldering, and to authorize final payment to Mark Sand & Gravel Company, in the amount of \$30,336.10, to be prepared and processed by the Highway Department. (Okeson, Nelson), carried.
3. It was moved and seconded to approve Resolution 01-15-1H, to support the development of MnDOT's Safe Routes to School Infrastructure Grant Application for the City of Audubon (Lake Park/Audubon School District), and that upon approval of said grant, the County may enter into an agreement with the State of Minnesota for the project, at an estimated cost of \$100,980, with an estimated cost to the County of up to \$18,762.00. (Okeson, Nelson), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve Resolution 01-15-1E, to hire one (1) full-time Sheriff Deputy Sergeant, due to a vacancy. (Knutson, Okeson), carried.
2. It was moved and seconded to approve Resolution 01-5-1F, with the requested changes, to authorize the Sheriff's Committee to modify the Assistant Chief Jailer position and to choose the avenue for the change, and to move forward with advertising for said

position, dependent upon information received at the meeting with the Department of Corrections on January 8, 2014, for discussion on the jail. (Nelson, Skarie), carried.

3. It was moved and seconded to approve the capital request, as presented, to purchase six (6) Sport Utility Vehicles (SUV's) for squad vehicles, at an amount up to \$161,417.70, with two (2) vehicles of the fleet guaranteed for use as AIS vehicles. (Okeson, Nelson), carried.
4. There was a brief discussion on disposing of vehicles and discussion will continue at the next board meeting on January 20<sup>th</sup>.

Human Services: Lisa Rietsema and Denise Warren presented:

1. It was moved and seconded to approve the Human Services claims, as presented, for Human Services, Community Health, and Transit. (Nelson, Knutson), carried.

Soil & Water Conservation: Peter Mead presented:

1. It was moved and seconded to accept the Becker County Agriculture Inspector 2014 Annual Report and Workplan Summary, and to authorize the Board Chair to sign said report, as presented. (Nelson, Skarie), carried.

Planning and Zoning: Julene Hodgson presented:

1. It was moved and seconded to concur with the Planning Commission (December 16, 2014), to approve the request by Richard Sherbrooke, as submitted, for a Conditional Use Permit (CUP), for an Amusement Park (Kiddie Land in Cormorant), with the project located at 10576 County Highway 11, and a change of zone from Residential to Agricultural, due to the fact the request would not be detrimental to the surrounding area. (Nelson, Okeson), carried.
2. It was moved and seconded to concur with the Planning Commission (December 16, 2014), to approve the request submitted by the Blanchard Family Trust, for a change of zone from Commercial to Agricultural, with the project located at 54807 Street, Highway 34, due to the fact the change will coincide with the use of the property. (Knutson, Skarie), carried.
3. It was moved and seconded to concur with the Planning Commission (December 16, 2014), to approve the request submitted by Richard Whiting, for a Conditional Use Permit (CUP) to purchase and sell used vehicles and ATV equipment, with the stipulation that there be no more than ten (10) operable units parked outdoors at one time and no inoperable units parked outdoors at any time, with the project located at 21431 U.S. Highway 10, due to the fact the request meets the criteria of the Ordinance. (Skarie, Okeson), carried.
4. It was moved and seconded to concur with the Planning Commission (December 16, 2014), to approve the request submitted by Michael Hjeldness, for a Conditional Use Permit (CUP) for two rental storage buildings, for the project located at 27300 125<sup>th</sup> Street, Abbey Lake Estates, with the stipulations that there will be no outside storage

- around the structures or on the property and all applicable permits obtained through Pelican River Watershed District regarding a stormwater management plan. (Nelson, Okeson), carried.
5. It was moved and seconded to concur with the Planning Commission (December 16, 2014), to approve the request submitted by Scott Erickson with SNE Properties, for a Conditional Use Permit (CUP) and preliminary plat for storage condominiums, with the project located at 20488 County Highway 20, due to the fact the request will not be detrimental to the surrounding area, and with the stipulation there be no outside storage around the structures or on the property. (Knutson, Skarie), carried.
  6. It was moved and seconded to concur with the Planning Commission (December 16, 2014), to approve the request submitted by Barry and Jim Shaw, to approve the change of zone from Agricultural to Residential for Tract C, for the project located at 15730 Snowshoe Beach Road, due to the fact the change will coincide with the use of the Property, with the remnant tract to remain zoned Agricultural. (Skarie, Knutson), carried.
  7. It was moved and seconded to concur with the Planning Commission (December 16, 2014), to approve the request submitted by Verizon Wireless on behalf of Grones Property, for a Conditional Use Permit (CUP) for a 259' Wireless Communications Facility Tower, for the project located at 31728 Rock Rice Road, due to the fact the request meets the criteria of the Ordinance. (Okeson, Nelson), carried.
  8. It was moved and seconded to concur with the Planning Commission (December 16, 2014), to approve the request submitted by Verizon Wireless on behalf of WeFest Property, for a Conditional Use Permit (CUP) for a 109' Wireless Communications Facility Tower, for the project located at 13294 260<sup>th</sup> Avenue, due to the fact the request meets the criteria of the Ordinance. (Okeson, Skarie), carried.
  9. It was moved and seconded to concur with the Planning Commission (December 16, 2014), to approve the request submitted by Verizon Wireless on behalf of Borash Property, for a Conditional Use Permit (CUP) for a 199' Wireless Communications Facility Tower, with the project located at 22858 County Highway 6, based on the fact the application meets the criteria of the Ordinance, contingent on FAA approval. (Knutson, Nelson), carried.
  10. The next informational meeting is scheduled for Wednesday, January 7, 2015 at 8:00 a.m. in the Third Floor Meeting Room of the Courthouse.

Board Priority Setting Discussion: County Administrator, Jack Ingstad presented:

1. Space Needs: Human Services Building/Community Health, Highway Department, and Jail Update:
  - a. Options were discussed in reference to the space needs for the Human Services Building and Community Health. It was reported that there is \$50,000 set aside for remodeling and it was the consensus of the Board to research this option further, with the supervisors to meet and then provide their recommendations to the Board.

- b. It was the consensus of the Board to continue to move forward with the process of working with the City on the proposed Highway building project. Highway Engineer, Jim Olson, will bring in the architect again and get appraisals completed, with the Highway Committee working on establishing an agreement to bring forward to the Board.
    - c. There will be a meeting on Thursday, January 8<sup>th</sup> with the MN Department of Corrections for continued discussions on the jail. It was suggested to delay building a jail for 3-5 years, or longer, if possible. In the short-term, it was recommended that the Sheriff's committees from Becker and Hubbard counties meet and work on establishing a contract to house inmates at Hubbard County, and in the meantime, to continue searching for a parcel of land to eventually construct a new jail.
2. Centralized Accounting: Human Services Accountant, Highway Accountant, and Payroll:
  - a. It was noted that centralized accounting has been achieved and it was suggested by the commissioners that the staff could be located wherever best fit; that they didn't necessarily need to be housed in the Auditor-Treasurer's office, with the Department Heads designated as supervisors for the positions, in cooperation with the Auditor-Treasurer's office.
3. Land Use Department Discussion: Steve Skoog and Mark Liedl, Land Services Director, Crow Wing County presented:
  - a. Mr. Liedl provided input on the consolidation of five separate Crow Wing County county departments into a single Land Services Department to improve services and reduce spending, noting that it has been a positive change. Steve Skoog and Patty Swenson were instructed to work on sharpening the model in reference to a reorganization for Becker County to include the consideration of a Land Services Department, and to return to the board for further consideration and discussion.
4. Recycling Building: Steve Skoog presented:
  - a. Mr. Skoog provided an update on the recycling building, referencing the CAP Grant Request for the Transfer Station and Recycling Facility and the timeline.
5. Software: Budget Software and Minute/Meeting Recording System: Tony Brahmer and Jack Ingstad presented:
  - a. Mr. Ingstad stressed the need for budget software, however, Mr. Brahmer reported that currently there is not a software program out there that will meet the needs. It was the consensus of the Board to continue researching and that the commissioners could bring this to AMC's attention as well.



- b. Mr. Brahmer provided costs on agenda/meeting software with an initial cost of \$10,000 and \$900/month for the software and support. However, the board noted that it was too costly for just the agenda piece.

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

Jack Ingstad  
Jack Ingstad  
County Administrator

Ben Grimsley  
Ben Grimsley  
Board Chair