

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, August 18, 2015 at 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Grimsley. Commissioners in attendance: Grimsley, Nelson, Skarie, Okeson, and Knutson; 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: Forest Management Discussion and Number 7: State of Minnesota – Becker County Transit Application 2016; and under Human Services: Add: Number 2b: Personnel Request: Full-Time Enforcement Aide: Resolution 08-15-2F. (Knutson, Okeson), carried.
4. It was moved and seconded to approve the minutes of August 4, 2015, with the requested changes. (Nelson, Knutson), carried.

Commissioners

1. Open Forum:
  - a. Mary Kvebak, resident on Oakland Beach Lane, Detroit Township, reported that she frequently hears numerous gunshots lasting for an extended period of time in her neighborhood and with the area now more residential, she is concerned for the safety of the residents. She also commented on the noise level. She was directed to meet with Sheriff Glander, who was also present during the meeting.
  - b. Kelly Steele, a resident on Cozy Cove Road, was also present and supported her neighbor, Mary Kvebak, in reference to her concerns as stated. She also requested a decreased speed limit on the road, with so many more homes and residents living there, especially children. She was directed to contact Detroit Township, as it is a township road, and to request to be placed on their next meeting agenda.
  - c. Earl DeBates, a resident of Little Blueberry Lake voiced his concerns and frustration with boating practices on Little Blueberry Lake. He has a petition signed by some of the residents and requested direction on how to proceed to get the issue resolved. He was instructed to contact Eric Evenson-Marden, the Planning and Zoning Supervisor. Kevin Sweere and Ron Parvi also were present and voiced their concerns and frustration as well.

2. Reports and Correspondence: The Commissioners reported on the following meetings:
  - a. Commissioner Skarie: Human Services Committee, West Central Area Agency on Aging, Environmental Affairs Committee, and reported on a discussion held with Jay Richards of Maplelag in reference to Mountain Bike Trails.
  - b. Commissioner Knutson: Prairie Lakes Municipal Solid Waste Authority (PLMSWA) Budget Meeting and Natural Resources Committee.
  - c. Commissioner Okeson: NW Regional Emergency Communications Board joint meeting with the RAC.
  - d. Commissioner Nelson: Natural Resources Committee and Minnesota Rural Counties Caucus (MRCC) meeting in Moorhead, MN.
  - e. Commissioner Grimsley: Human Services Committee and Human Services Budget meeting, Budget Review, and Labor Negotiations meeting.
  - f. There was also a brief discussion on whether to keep or dissolve the Recreational Advisory Committee (RAC), with the suggestion made to invite RAC member, Karen Mulari to attend one of the next commissioner's board meetings for further discussion.
3. Appointments: There were none.
4. It was moved and seconded to approve any of the commissioner's attendance at the Prairie Lakes Municipal Solid Waste Authority (PLMSWA) Joint County meeting on October 5, 2015 at 3:00 p.m. at the Perham Resource Recovery Facility (PRRF), and to include time for a mini road tour, with per diem and mileage reimbursement, as approved. (Nelson, Okeson), carried.
5. Forest Management Discussion:
  - a. Discussion was held and options discussed for forest management.
  - b. It was moved and seconded to request the County Administrator, Jack Ingstad, to advertise for a Request for Qualifications (RFQ), to include posting it on the County website and through the MN Department of Natural Resources, and if cost-effective, other regional forestry related sites, and also to authorize Mr. Ingstad to create the RFQ, at his discretion. (Nelson, Knutson), carried.
6. State of Minnesota – Becker County Transit Application 2016:
  - a. It was moved and seconded to approve Resolution 08-15-2G, as presented, to approve the 2016 Transit Agreement with the State of Minnesota to provide public transportation service in Becker County; and to authorize the Board Chair or County Administrator to execute said agreement and any amendments. (Okeson, Skarie), carried.

Budget Discussion: County Administrator, Jack Ingstad, presented:

1. Mr. Ingstad provided a brief overview of the budget process to date, noting that the deadline for setting the maximum levy is September 15<sup>th</sup>. A few of the department heads presented on Personnel Requests including:
  - a. Sheriff – Requesting 2 part-time Transportation Officers.
  - b. Information Technology (IT) – Requesting one Part-Time to Full-Time position.
  - c. Planning and Zoning – Request to increase Part-Time person to Full-Time for an Office Support Specialist.
  - d. Mr. Ingstad also noted that the Highway Department and Auditor-Treasurer’s office each have a position vacancy.
  - e. Commissioner Nelson also commented that there has been a resignation in Natural Resources Management for a support position.
  - f. Commissioner Okeson reported that there is a Department of Corrections Full-Time Jailer position also vacant.
2. Mr. Ingstad reminded the Board of the capital campaign request from the Historical Society for funding from Becker County for a new museum and also of the Human Services Capital Request for Caseworks.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits:
  - a. It was moved and seconded to approve Resolution 08-15-2A, to approve setting the terms for the upcoming Tax Forfeited Land Sale to be held on October 3, 2015, as presented. (Knutson, Nelson), carried. A list of 41 parcels was presented and it was noted that Natural Resources Management has reviewed. It was noted that parcels may be pulled and a revised list will be completed with any changes by September 1<sup>st</sup>. Parcels 50-0407-000 through 50-0410-000 were removed at this time.

Finance Committee: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor’s Warrants, and Over 90-Day Claims as follows, with the exception of the over-90-day claim for Essentia Health in the amount of \$2,833.41 (for the Balance of 2014 Claims):
  - a. Auditor’s Warrants (Tuesday Bills):
    - i. 08/06/2015 in the amount of \$114,207.35
  - b. Over 90-Day Claims:
    - i. Larson Companies in the amount of \$23.06;
    - ii. Olympic Sales in the amount of \$571.63 (invoice just received).(Nelson, Knutson), carried.
  - c. It was also noted that the claim in the amount of \$2,833.41 for Essentia Health be reviewed by the Sheriff and County Attorney’s office.

2. It was moved and seconded to enter into a Professional Services Agreement (PSA) with Richard Larsen of Detroit Lakes, and to accept the quote of \$8,250.00, to provide construction administration assistance to the County for the new solid waste transfer station. (Skarie, Knutson), carried.
3. It was moved and seconded to approve the purchase of thirty (30) Desktop Computers at a cost of \$650.00 each and eight (8) 24 inch monitors at a cost of \$160.00 each, through the Minnesota State Contract, for a total cost of \$20,780.00. (Nelson, Okeson), carried.
4. It was moved and seconded to approve the purchase of a Cisco Catalyst 2960X Switch for the Human Services building as presented, and at a cost of \$1,850.00. (Nelson, Skarie), carried.

Human Services: John Dinsmore, Human Services Director; Christy Ramsey, and Donna Richgels presented:

1. It was moved and seconded to approve the Becker County Developmental Achievement Center Agreement for Day Training and Habilitation Services (DT&H), at a cost of \$64,692.00, effective January 1, 2015 through December 31, 2016. (Nelson, Skarie), carried.
2. It was moved and seconded to approve Resolution 08-15-2F, to fill the vacant full-time Support Enforcement Aide position through the Merit System and to backfill, if necessary. (Knutson, Nelson), carried.
3. It was moved and seconded to accept donations for the Foster Care Summer Camp Program, as presented, for a total of \$17,157.50 for 2014 and \$22,890.00 for 2015. (Okeson, Knutson), carried.
4. It was moved and seconded to approve the purchase of a Blister Sealing Machine for the Becker County Workshop and to accept the quote of \$2,279.00 from Packing Specialities of New Hope, MN. (Knutson, Nelson), carried.
5. It was moved and seconded to approve the draft letter to the Minnesota Department of Human Services, requesting reconsideration be given for the selection of the 2016 Managed Care Organizations (MCO) that will serve Becker County residents, and to authorize the Human Services Committee and County Administrator, Jack Ingstad, to work on finalizing the letter and sending the letter to DHS. (Skarie, Nelson), carried.
6. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Okeson), carried.
7. It was moved and seconded to approve the request to convert two (2) Part-Time Child Protection Social Workers to Full-Time and to create one (1) new Part-Time and one (1) new Full-Time Child Protection Social Worker positions, as presented. (Skarie, Okeson), Motion failed.
8. It was moved and seconded to approve the request to convert one (1) Part-Time Child Protection Social Worker to Full-time and to create one (1) new Part-Time Child Protection Social Worker position and one (1) Child Protection Supervisor position, as presented. (Grimsley, Knutson). A Roll Call Vote was called and taken (Knutson – Yea; Nelson – Nay; Skarie – Nay; Okeson – Yea; Grimsley – Yea). Motion carried.

9. A brief discussion was held in reference to the budget and additional personnel requests consisting of two (2) Financial Workers to become Lead Financial Workers, a Community Health Nurse, and a Social Worker for Adult Services.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve Resolution 08-15-2D, to fill the vacant Full-time Communications Officer position, as presented. (Nelson, Knutson), carried.

Assessor: Steve Carlson presented:

1. It was moved and seconded to approve the abatement for PIN #: 49.1756.000 in the City of Detroit Lakes, in the amount of \$176.00; taxpayer claims to have turned in the Homestead application twice with neither applications on file; now have application. (Nelson, Knutson), carried.

Natural Resources Management (NRM): John Vaida presented:

1. It was moved and seconded to accept the Becker County Bud Capping Quote for 2015 from Northwoods Forestry, Inc., in the amount of \$19,933.00, and as presented. (Knutson, Nelson), carried.

Veteran Services: Lauri Brooke presented:

1. It was moved and seconded to approve Resolution 08-15-2B, that Becker County enter into the MN Department of Veteran Affairs (MDVA) - County Veterans Service Office Operational Enhancement Grant Program agreement, as presented, and to authorize Becker County Veterans Service Officer, Lauri Brooke, to execute said grant contract, on behalf of Becker County. (Okeson, Knutson), carried.

Planning and Zoning: Eric Evenson-Marden presented:

1. It was moved and seconded to concur with the Planning Commission (August 11, 2015), to approve the proposed changes to Amend Chapter 5, Section 2, as submitted, for Subject Matter: "Nonconforming deck additions"; and to also concur with the MN Department of Natural Resources (MNDNR) to include their language as submitted, and with the following restrictions - "that the deck cannot exceed 240 square feet in size" and "Notwithstanding any existing impervious areas below a second story deck the ground underneath a deck must remain pervious". (Nelson, Knutson), carried.
2. It was moved and seconded to concur with the Planning Commission (August 11, 2015), to approve the proposed changes to Amend Chapter 8, Section 5, as submitted, for Subject Matter: "Amend Minimum Road Frontage to be consistent with Chapter 8, Section 4, which was amended in March 2012". (Okeson, Nelson), carried.

3. It was moved and seconded to concur with the Planning Commission (August 11, 2015), to approve to Amend Chapter 8, Section 5, Paragraph J., as submitted, for Subject Matter: "Amend the number of times a parent tract can be divided by a Certificate of Survey". (Nelson, Okeson), carried.
4. It was moved and seconded to concur with the Planning Commission (August 11, 2015), to approve the proposed changes to Amend Chapter 8, Section 5, Paragraph J(2), for Subject Matter: "Amend Administrative Review to be consistent with Chapter 8, Section 5, Paragraph A2(a)[1] which was amended in March 2012". (Knutson, Nelson), carried.
5. It was moved and seconded to table the request to Amend Chapter 8, Section 5, Paragraph M(4) for Subject Matter: "Amend the size of a non-riparian lot from a non-riparian lot having to be greater than five thousand (5,000) square feet", until the Board has received the requested clarification. (Nelson, Knutson), carried.
6. It was moved and seconded to concur with the Planning Commission (August 11, 2015), to approve a change of zone from Agricultural to Residential for three (3) tracts consisting of (Tract C-2) at 1.9 acres, (Tract C-3) at 2.0 acres, and (Tract C-4) at 1.77 acres, as submitted by Michael and Harriet Powers, for the project located at East Little Cormorant Road in Lake Eunice Township. (Skarie, Knutson), carried.
7. It was moved and seconded to concur with the Planning Commission (August 11, 2015), to approve a change of zone from Commercial to Residential to reflect the current use of the property, as submitted by Karen Nelson, for the project located at 10779 County Highway 5, Pelican Rapids, MN. (Nelson, Okeson), carried.
8. It was moved and seconded to concur with the Planning Commission (August 11, 2015), to approve a change of zone from Agricultural to Residential for one (1) tract consisting of (Tract B) at 1.41 acres, as submitted by Kelly Brackett, for the project located at 24062 Cherry Hill Road, Detroit Lakes, due to the request meets the criteria of the Ordinance. (Knutson, Skarie), carried.
9. It was moved and seconded to concur with the Planning Commission (August 11, 2015), to approve the request for a "negative declaration", as presented, based on an Environmental Assessment worksheet (EAW) review of the proposal "for gravel/aggregate extraction to exceed forty (40) acres on Parcel 06.0402.001, Section 29 S ½ of NW ¼ Cormorant Township with Contractors Leasing/Kost Materials". (Okeson, Knutson), carried.

Emergency Management: Craig Fontaine presented:

1. It was moved and seconded to approve entering into the MN Department of Public Safety 2015 Emergency Management Performance Grant Agreement, effective January 1, 2015 – December 31, 2015, and as presented. (Okeson, Knutson), carried.

Environmental: Steve Skoog presented:

1. It was moved and seconded to approve the Minnesota GreenCorps Host Site Agreement for the program year 2015-2016, as presented, and at no cost to Becker County. (Knutson, Nelson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 08-15-2E, to authorize and direct the County Highway Engineer to purchase Rt/Timecard Plus Software from RtVision.com in the amount of \$15,736.00 and for implementation and integration services into Greenshades Payroll from Implementation Specialists in the amount of \$4,500.00, for a total of \$20,236.00, and as detailed in the Capital Expenditure Request. (Okeson, Nelson), carried. It was noted that the IT Committee has approved the request.

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

Closed Session – Labor Negotiations: Nancy Grabanski and Mary Hendrickson presented.

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

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

Lunch Bunch was held at the Holiday Inn following the meeting and provided by Human Resource Director, Nancy Grabanski.

Jack Ingstad  
Jack Ingstad  
County Administrator

Ben Grimsley  
Ben Grimsley  
Board Chair