

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, August 16, 2016 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes:

1. Meeting was brought to order by Board Chair Nelson. Commissioners in attendance: Nelson, Okeson, Skarie, Knutson, and Grimsley; 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 4: Master Subscriber Agreement for MN Court Data Services for Governmental Agencies: Resolution 08-16-2J; and Remove the Agenda Item at 9:00 a.m. for Bad Medicine Lake Area Foundation. (Knutson, Grimsley), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Grimsley: Human Services Committee.
 - b. Commissioner Nelson: University of Minnesota-Extension Service 4-H position interviews, Pelican River Watershed District (PRWD) 50th Anniversary Celebration, Courthouse Committee, and Natural Resources Committee.
 - c. Commissioner Skarie: Human Services Committee, Environmental Affairs Committee, and Prairie Lakes Municipal Solid Waste Authority (PLMSWA).
 - d. Commissioner Knutson: Natural Resources Committee, Environmental Affairs Committee, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), and Courthouse Committee.
 - e. Commissioner Okeson: Frazee City Council Meeting and the Pelican River Watershed District (PRWD) 50th Anniversary Celebration.
3. Appointments: There were none.
4. It was moved and seconded to approve Resolution 08-16-2J, that the Board of County Commissioners of Becker County grants authority to the Becker County Administrator, Jack Ingstad, or his successor, to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies, on behalf of Becker County, and to bind the entity to the agreement. (Grimsley, Knutson), carried.

5. Land Use Department Director, Steve Skoog, introduced the new Planning and Zoning Supervisor, Dylan Ramstad-Skoyles, and the Board welcomed him. Mr. Ramstad-Skoyles provided a brief summary of his background and experience.

Finance Committee Minutes: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, and Over-90 Claims, as presented:
 - a. Auditor's Warrants (Tuesday Bills):
 - i. 08/02/2016 in the amount of \$ 10,892.81;
 - ii. 08/09/2016 in the amount of \$ 30,538.00;for a total amount of \$ 41,430.81
 - b. Over 90-Days:
 - i. AmeriPride, in the amount of \$126.35 (invoice just turned in);
 - ii. Nardini, in the amount of \$1,693.00 (invoice just turned in);
 - iii. Beug's Ace Hardware, in the amount of \$142.30 (invoice just turned in);
 - iv. Feldt Plumbing, in the amount of \$1,750.00 (balance due on account);
 - v. Mr. Sign Co., Inc., in the amount of \$209.13 (invoice misplaced);
 - vi. Tucker Nundahl, in the amount of \$168.00 (invoice misplaced);
 - vii. MMCDC, in the amount of \$4,918.36 (invoice misplaced);
 - viii. Software House, at a cost of \$750.00 (invoice misplaced).(Knutson, Skarie), carried.
2. It was moved and seconded to approve the Geolynx Mapping Maintenance Renewal for eight (8) months, at a cost of \$2,750.00, to replace the TAC 10 Mapping Software for the 911 system. (Knutson, Okeson), carried.
3. It was moved and seconded to approve the Vanguard Annual Support/Maintenance Renewal for the Assessor's Department, at a cost of \$13,350.00. (Knutson, Skarie), carried.
4. It was moved and seconded to approve the purchase of a Unitrends Back-up Appliance Server, at a cost of \$89,750.00 plus shipping, from Marco of Detroit Lakes, which includes a three (3) year license and three (3) year pledge for recovery; and to use the Recorder's Enhancement Fund and Recorder's Technology Fund. (Knutson, Okeson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. It was moved and seconded to approve Resolution 08-16-2B, to approve the Gambling Application for Exempt Permit, to conduct Gambling by the Wolf Lake – Wolf Pack Baseball Club, for operations at Hosler's Two Inlets Country Store, 55735 County Highway 44, Park Rapids, MN, in Two Inlets Township. (Grimsley, Knutson), carried.
2. It was moved and seconded to approve Resolution 08-16-2F, to approve the Gambling Application for Exempt Permit, to conduct a Raffle for the Cormorant Lions Club on September 30, 2016, for operations at Cormorant Community Center, 10929 County Highway 5, Pelican Rapids, MN, in Cormorant Township. (Okeson, Grimsley), carried.

3. It was moved and seconded to accept the June 2016 Cash Comparison and Investment Summary, as presented. (Grimsley, Okeson), carried.
4. The request to purchase one (1) additional DS200 Ballot Counter for the 2016 General Election was removed and will be brought forward to the next Courthouse Committee meeting for consideration.
5. It was moved and seconded to approve Resolution 08-16-2E, that the Becker County Board of Commissioners adopts the proposed Election Emergency Plan, as presented. (Knutson, Grimsley), carried.
6. It was moved and seconded to allow the County Administrator, Jack Ingstad, and Auditor-Treasurer, Mary Hendrickson, to respond to the request from the United States Department of the Interior – Bureau of Indian Affairs, to provide comments and answer the questions, as submitted, in regards to the proposed acquisition of land by the United States, with the land held in trust for the benefit of the White Earth Band of the Minnesota Chippewa Tribe, for Parcels # 36-0299-000 and # 20-0361-000, and with it noted that Becker County does not object to the proposed acquisition, as these parcels were purchased through the White Earth Land Settlement Act (WELSA) and are not on Becker County's tax base. (Knutson, Skarie), carried.

County Attorney: Personnel Request: Legal Secretary: Resolution 08-16-2A: County Attorney, Tammy Merkins presented:

1. It was moved and seconded to approve Resolution 08-16-2A, to hire one (1) Full-Time Legal Secretary for the County Attorney's office, due to a resignation. (Grimsley, Knutson), carried.

Buffalo-Red River Watershed District (BRRWD): Bruce Albright, Office Administrator presented:

1. Mr. Albright was present, along with the BRRWD Manager/Chair, Gerry Van Amburg, and representing Becker County, BRRWD Manager/Secretary, John Hanson. Mr. Albright presented the BRRWD 2015 Annual Report and Financial Audit and provided a brief summary and overview. Board Chair Nelson thanked them for the information and the BRRWD for their support of the watershed.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve Resolution 08-16-2H, to hire one (1) Full-Time Financial Eligibility Specialist position for the Financial Unit of Human Services through the Merit System, due to a resignation. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve the purchase of eight (8) Wireless Headsets with handset lifter, as presented, from Amazon.com at a cost of \$217.32 each, for a total cost of \$1,738.56, to be paid with Child Protection Allocation funds. (Grimsley, Skarie), carried.
3. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Grimsley), carried.

Assessor: Steve Carlson presented:

1. It was moved and seconded to approve the following abatements:
 - a. PIN #: 08.0012.000 in Detroit Township, in the amount of \$1,768.00, due to Clerical Error/Classification (a residential barn was mistakenly placed in the commercial classification).
 - b. PIN #: 17.0268.001 in Lake Eunice Township, in the amount of \$112.00, PIN #: 19.0355.007 in Lake View Township, in the amount of \$110.00, PIN #: 19.0369.000 in Lake View Township, in the amount of \$106.00, due to Ag. Homestead % Error (a 50% homestead was granted and after researching, it was corrected to 100%).
 - c. PIN #: 25.8186.000 in Round Lake Township, in the amount of \$8.00, due to Clerical Error (duplicate personal property assessment).
 - d. PIN #: 49.8040.000 in Detroit Lakes, in the amount of \$352.00, due to an Assessment Error (personal property camper was taxed; license plate had actually fallen off and was on the ground beneath camper).
 - e. PIN #: 49.8059.000 in Detroit Lakes, in the amount of \$484.00, due to an Assessment Error (personal property camper has a ND lifetime license).
 - f. PIN # 51.0171.000 in Lake Park – in the amount of \$47,446.00, with the value set at \$100,000, due to a change in building use, and for 2016 payable only.with the total abatements at \$50,386.00.
(Knutson, Okeson), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve the purchase of four (4) office chairs and one (1) Deputy Chair from Reardon's of Fargo, ND for the Sheriff's Department, to include three (3) task chairs at \$340.60 each, one (1) mesh back chair at \$405.00, and one (1) officer chair at \$620.70, for a total of \$2,047.50. (Skarie, Okeson), carried.
2. It was moved and seconded to approve the purchase of three (3) chairs from Business Essentials of West Fargo, ND for the Jail, at a cost of \$531.60 each, for a total of \$1,594.80. (Okeson, Knutson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve selling the 1978 Load King Belly Dump Trailer through an online auction service (Govdeals.com), and to advertise locally via the County website and other online advertising sites. (Okeson, Knutson), carried.

Transit: Rusty Haskins presented:

1. It was moved and seconded to approve Resolution 08-16-2C, as presented, that Becker County approves entering into an agreement with the State of Minnesota, to provide

public transportation service in Becker County; and agrees to provide a local share of 15% of the total operating cost and 20% of the total capital costs; and also approves the ratification of the signature of County Administrator, Jack Ingstad, on said agreement. (Grimsley, Okeson), carried.

2. It was moved and seconded to approve the Becker County Transit Display Advertising Contract and Guidelines, as presented. (Grimsley, Knutson), carried. It was noted that the County Attorney has reviewed and signed off on the document.
3. It was moved and seconded to approve Resolution 08-16-2D, to hire one (1) Part-Time Transit Driver, due to a resignation. (Knutson, Okeson), carried.

Land Use Department: Planning & Zoning: Steve Skoog and Julene Hodgson presented:

1. It was moved and seconded to concur with the Planning Commission (August 9, 2016), to approve the request as submitted by Verizon Wireless for a Conditional Use Permit (CUP) for a 310' communication tower, to include fence, equipment platform with cabinets, and transformer and equipment for essential services, with the project located north of East Bad Medicine Lake Road in Forest Township, due to the request meets the criteria of the Ordinance. (Knutson, Okeson), carried.
2. It was moved and seconded to concur with the Planning Commission (August 9, 2016), to approve the request as submitted by Justin Aschnewitz, for an after-the-fact Conditional Use Permit (CUP) for sawmilling of logs, building of pallets, sale of firewood and processing of firewood, with the project located in Silver Leaf Township on two parcels, at 39600 State Highway 87 and at 40545 State Highway 87, and with approval granted due to the request would not be detrimental to the surrounding area. (Grimsley, Okeson), carried.
3. It was moved and seconded to approve Resolution 08-16-2G, to hire one (1) Full-Time Zoning Technician/E911 Coordinator, due to a resignation, and if this creates another vacancy within the department, to fill through the normal hiring process. (Knutson, Grimsley), carried.
4. It was moved and seconded to approve Resolution 08-16-2I, to approve the reorganization of the Planning and Zoning Office by eliminating the Supervisor of Inspectors position and once it is vacant, create a Sewer Inspector/Zoning Technician position and if after the new position has been reviewed and the band/grade is determined to be less than the current band/grade (B32-0), to move forward and hire a Sewer Inspector/Zoning Technician position, and if this creates another vacancy within the department then that vacancy may be filled through the normal hiring process. (Knutson, Okeson), carried.

Land Use Department: Natural Resources Management (NRM): Steve Skoog and Guy Fischer presented:

1. It was moved and seconded to approve setting the Fall Timber Tour for Wednesday, August 31, 2016, from 7:30 a.m. – 1:30 p.m., with departure from the courthouse at

- 7:30 a.m., and to approve advertising for the tour and the commissioner’s attendance, with per diem and mileage reimbursement, as approved. (Grimsley, Knutson), carried.
2. It was moved and seconded to approve to request quotes for asbestos removal of the former Gary’s Furniture Building, as presented. (Okeson, Knutson), carried.
 3. It was moved and seconded to approve the request for a Special Use Permit for the Dick Beardsley Marathon, to be held on September 10, 2016 from 7:30 a.m. – 9:30 a.m., using the Dunton Locks Trail (from the Bowling Alley to Dunton Locks County Park, as part of the 10k run), with no permit fee, but liability insurance required and cost of traffic control. (Grimsley, Okeson), carried.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to close the session for Union Negotiations. (Knutson, Grimsley), carried.
2. Closed Session – Union Negotiations.
3. It was moved and seconded to open the session. (Knutson, Skarie), carried.
4. It was moved and seconded to ratify and accept the tentative agreements for the AFSCME Highway Unit and to authorize the Board Chair and/or County Administrator to sign the contracts. (Skarie, Nelson), carried.
5. It was moved and seconded to approve the salary increase of 2% for non-union employees, effective January 1, 2016 and January 1, 2017. (Okeson, Skarie), carried.

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

Lunch Bunch was held following the Board meeting in the 3rd Floor meeting room of the Courthouse and provided by County Administrator, Jack Ingstad.

Jack Ingstad
 Jack Ingstad
 County Administrator

Barry Nelson
 Barry Nelson
 Board Chair