

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, April 18, 2017 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes:

1. Meeting was brought to order by Board Chair Knutson. Commissioners in attendance: Knutson, Skarie, Grimsley, Okeson, and Nelson; 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 Finance Committee Minutes: Add: Number 2. Abatements; under Auditor-Treasurer: Add: 1b: Gambling Permit: Resolution 04-17-2H; and under Highway: Add: Number 2: Discussion on Sale of Wetland Credits. (Grimsley, Skarie), carried.
4. It was moved and seconded to approve the minutes of February 21, 2017, with the requested changes. (Okeson, Nelson), carried.
5. It was moved and seconded to approve the minutes of April 4, 2017, with the requested changes. (Okeson, Skarie), carried.

Commissioners:

1. Open Forum:
 - a. Brad Refsland was present for the upcoming agenda item, the appointments for the Pelican River Watershed District Board of Managers, and noted that he has submitted a letter expressing his interest on serving and will be available when the appointments will be considered at today's meeting.
2. Reports and Correspondence: The Commissioners reported on the following:
 - a. Commissioner Grimsley: Human Services Committee.
 - b. Commissioner Nelson: Natural Resources Management (NRM) Committee, Courthouse Committee, and the Economic Development Authority (EDA) Audit Exit Interview.
 - c. It was noted that the Becker County Association of Township Officers will be held on Thursday, April 27, 2017 at 7:00 p.m. in the 3rd Floor Jury Assembly Room,

Courts Addition, at the courthouse in Detroit Lakes, with registration from 6:30 p.m. to 7:00 p.m.

- d. Commissioner Knutson: Tri-Powers meeting in Frazee, Prairie Lakes Municipal Solid Waste Authority (PLMSWA) Budget meeting, and attended a joint meeting between the Sheriff's Committee and the City of Detroit Lakes regarding the possible partnership between the City Police Department and the Becker County Sheriff's Office, to share office space at the current county Sheriff's office, once the new jail is complete.
 - e. There was also discussion on the upcoming Jail Construction meetings, with it recommended that any and/or all of the commissioners attend either one or both of the next two meetings which are scheduled for May 3rd and May 17th, and with the meetings advertised.
 - f. Commissioner Skarie: Safety Committee, Becker County Children's Initiative, Finance Committee, and attended the Association of Minnesota Counties (AMC) Leadership Summit and a town hall meeting with area legislators.
 - g. It was moved and seconded to approve the commissioners' attendance at any of the upcoming AMC Regional Trainings offered beginning in May 2017, with per diem and mileage reimbursement. (Skarie, Nelson), carried.
 - h. Human Resources Director, Nancy Grabanski, introduced Brent Bristlin, the new Building Maintenance Supervisor, and the Board welcomed him.
 - i. Commissioner Okeson: Attended the joint meeting between the Sheriff's Committee and the City of Detroit Lakes, along with Commissioner Knutson, as noted above.
3. Appointments – Pelican River Watershed District Board Manager Positions:
- a. Brad Refsland provided a summary of his background and experience and requested consideration by the Board for an appointment to the Pelican River Watershed Board of Managers.
 - b. It was moved and seconded to re-appoint Ginny Imholte to the Pelican River Watershed District Board of Managers, to serve another three-year term. (Grimsley, Okeson), carried.
 - c. Currently there are two applicants requesting an appointment to the PRWD Board of Managers, Lowell Deede and Lynn Hendricks, to fulfill the remainder of a term set to expire in May 2018, with neither of the applicants present at today's meeting.

It was moved and seconded to appoint Lowell Deede to the Pelican River Watershed (PRWD) Board of Managers, to fulfill the remainder of a term expiring in May 2018. (Skarie, Okeson), motion failed, with Commissioners Knutson, Grimsley and Nelson abstaining.

It was moved and seconded to table the item, until the next Board meeting of Tuesday, May 2, 2017, to allow any interested candidates to meet with the Board prior to the appointment being made. (Nelson, Grimsley), carried.

4. It was moved and seconded to appoint Bradley Refsland to the Pelican River Watershed District Board of Managers, to serve a three-year term. (Okeson, Skarie), carried.

Finance Committee Minutes: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, Over 90-Day Claims and Additional Claim, as presented:

- a. Auditor Warrants (Tuesday Bills):

- i. 04/04/2017 in the amount of \$ 14,572.34
04/11/2017 in the amount of \$ 23,220.57
for a total amount of \$ 37,792.91

- b. Over 90-Day Claims:

- i. Itasca Mantrap, in the amount of \$68,274.65 (held for verification of charges).
- ii. Keefe Supply Co., in the amount of \$474.56 (invoice just received).

- c. Additional Claim:

- i. Mark Flemmer, in the amount of \$14.86 (submitted signature receipt for Joe's Sport's Bar).

(Skarie, Okeson), carried.

2. It was moved and seconded to approve the ESRI Maintenance Renewal for GIS servers for one (1) year, at a cost of \$9,300.00. (Grimsley, Nelson), carried.
3. It was moved and seconded to approve the purchase of a Lenovo laptop for the new Child Protection worker, as presented, from SHI of Somerset, New Jersey, at a cost of \$940.00. (Grimsley, Nelson), carried.
4. It was moved and seconded to approve the purchase of VG204XM Analog Gateway for Cisco phone network fax machines, at a cost of \$1,026.68. (Nelson, Okeson), carried.
5. It was moved and seconded to approve the Vmware Renewal/Upgrade for servers from SHI of Somerset, New Jersey, at a cost of \$9,716.00. (Skarie, Okeson), carried.

6. It was moved and seconded to approve the Implementation Specialists – Greenshades Renewal for the payroll system, at a cost of \$12,020.25. (Nelson, Grimsley), carried.
7. It was moved and seconded to accept the low quote of \$4,380.00 from IES for elevator repairs at Human Services (Elevator ID #: 00325). (Grimsley, Nelson), carried.
8. It was moved and seconded to accept the low quote of \$400.00 from IES for elevator repairs at the original courthouse (Elevator ID #: 19327). (Nelson, Okeson), carried.
9. It was moved and seconded to accept the low quote of \$1,618.21 from OTIS for elevator repairs at the Jail (Elevator ID #: 06191). (Nelson, Skarie), carried.
10. Carpet replacement for both the Recorder’s and Assessor’s office was discussed with the item to be postponed for now.
11. It was moved and seconded to approve the abatements (2017 taxes), as follows:
 - a. PIN #: 06.0840.000 – In Cormorant Township, due to clerical error w/homestead, in the amount of \$50.00; and
 - b. PIN #: 51.0251.000 – In the City of Lake Park, due to a parcel owned by Becker County that should have been exempt, in the amount of \$118.00; and
for a total amount of abatements at \$168.00.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits:
 - a. It was moved and seconded to approve Resolution 04-17-2H, the Gambling Application for Exempt Permit to conduct a Raffle for the Patriot Assistance Dogs, on June 17, 2017, for operations at the Becker County Sportsman’s Club, 29333 Highway 10, Detroit Lakes, MN in Burlington Township. (Okeson, Grimsley), carried.
 - b. It was moved and seconded to approve the New On-Sale (Includes Sunday Sales) Liquor License for Shady Hollow Flea Market – DBA as Shady Hollow Grill and Pizzeria – Lakeview Township, pending approval by Zoning. (Okeson, Skarie), carried.
 - c. It was moved and seconded to approve the Combination On/Off Sale (Includes Sunday Sales) Liquor License Renewals as follows:
 - i. Dirty Jean, LLC – DBA Tri-Lakes Roadhouse – Cormorant Township;
 - ii. Deep Woods Entertainment – DBA Charlie’s Place – Height of Land Township;

- iii. Curley's on Cotton Lake, Inc. – Erie Township, pending township approval.

(Grimsley, Nelson), carried.

- d. It was moved and seconded to approve the On-Sale (Includes Sunday Sales) Liquor License Renewals for the following:

- i. Detroit Country Club, Inc. – Gregory Selbo, President – Lakeview Township;
- ii. Cormorant Enterprises, Inc. – Cormorant Inn & Suites – Cormorant Township;
- iii. Northwoods Recreation, LLC – Ice Cracking Lodge – Round Lake Township;
- iv. Peggy L. Branstrom – Osage Bait & Tackle – Osage Township;
- v. LP Holding – DBA Hooligan's Lakeside – Lake Eunice Township.

(Nelson, Okeson), carried.

- e. It was moved and seconded to approve the Off-Sale Liquor License Renewals for Byer's Liquors, LLC – DBA Byer's Liquors – Osage Township. (Grimsley, Nelson), carried.

- f. It was moved and seconded to approve the 3.2 Off-Sale Renewal as follows:

- i. Northwoods Recreation, LLC – Ice Crackin Lodge – Round Lake Township;
- ii. Peggy L. Branstrom – Osage Bait & Tackle – Osage Township.

(Okeson, Grimsley), carried.

- 2. It was moved and seconded to accept the March 2017 Cash Comparison and Investment Summary, as presented. (Grimsley, Nelson), carried.

Sheriff: Sheriff Todd Glander presented:

- 1. It was moved and seconded to approve Resolution 04-17-2A, as presented, to authorize the Becker County Board Chair and County Administrator to sign on behalf of the County, the 2017 State of Minnesota Annual County Boat and Water Safety Grant Agreement, in the amount of \$25,714.00, effective January 1, 2017 through June 30, 2018. (Okeson, Nelson), carried.

- 2. It was moved and seconded to approve Resolution 04-17-2B, as presented, to authorize the Becker County Board Chair and County Administrator to sign an agreement with the State of Minnesota, to apply for the 2017 State of Minnesota Federal Supplemental Boating Safety Patrol Grant, with an allocation of \$7,625.00, effective May 12, 2017 through September 4, 2017. (Okeson, Grimsley), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 04-17-2C, as presented, to accept the low quote of \$59,325.52 from Superior Sawing and Sealing, Inc. of Mora, MN for Project SAP Number 003-622-035, for Clean and Seal Concrete Joints, and Surface Seal Color Concrete on North Washington Avenue/CSAH 22; with the City of Detroit Lakes agreeing to participate in the contract and pay for the color concrete sealing, which will be approximately 52% of the total estimated contract cost; and to direct the County Engineer to proceed with the work, as detailed in the specifications of the quote proposal. (Okeson, Skarie), carried.
2. It was moved and seconded to sell wetland credits of 10 acres at \$0.70 per square foot to the Board of Water and Soil Resources (BWSR), and to authorize the Highway Engineer, Jim Olson, to prepare said proposal. (Nelson, Okeson), carried.

It was also recommended to reserve wetland credits for possible purchase by the Becker County/Detroit Lakes Airport Commission for future airport needs. This will be discussed further with the City at the next Board of Commissioner's meeting on Tuesday, May 2nd.

Veteran Services – Lauri Brooke presented:

1. Becker County Veteran Services officer, Lauri Brooke, presented an overview of the "Stand Down for Veterans" for 2017 being held on Wednesday, April 26th from 8:00 a.m. to 2:00 p.m. in the Kent Freeman Arena at the Becker County Fairgrounds of Detroit Lakes, with all veterans welcome. She also reported that she will be participating in the "Celebrate Aging Expo" on Wednesday, May 3rd from 9:00 a.m. to 2:00 p.m. at the Holiday Inn, Detroit Lakes.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve Resolution 04-17-2D, to hire one (1) part-time Social Worker in the Adult Services Unit of Human Services. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve Resolution 04-17-2E, to hire one (1) full-time Social Worker in the Adult Services Unit, and if filling that position creates another Social Worker vacancy in the Human Services Department, then to fill that vacancy also. (Grimsley, Nelson), carried.
3. It was moved and seconded to approve Resolution 04-17-2F, to reorganize the Child Support Unit by converting two (2) part-time Support Enforcement Aide positions to one (1) full-time Support Enforcement Aide position. (Skarie, Nelson), carried.

4. It was moved and seconded to approve Resolution 04-17-2G, to hire the current Social Worker intern for the Child Protection Unit as the temporary full-time Emergency Social Worker. (Grimsley, Okeson), carried.
5. It was moved and seconded to approve the amended agreement with Blue Cross/Blue Shield of Minnesota for Elderly Waiver Services, to comply with State changes. (Skarie, Grimsley), carried.
6. It was moved and seconded to approve the Partnership4Health Walkability Study Agreement, with the study seven (7) months in duration, and with compensation to Becker County at \$1,000.00 from the MN Department of Health. (Skarie, Grimsley), carried.
7. It was moved and seconded to approve for up to 30 Human Services staff to participate in the University of Minnesota's "Person Centered Thinking Training" for September 2017 in Becker County, with the arrangements to be determined, at a total cost of \$2,000 plus mileage and lodging for the presenter and manuals for the participants. (Grimsley, Skarie), carried.
8. It was moved and seconded to approve the Donation List from October 2016 through March 2017 for a total of \$22,175.00 in camp donations and another \$100.00 as a community donation, with clarification requested on the community donation. (Grimsley, Skarie), carried.

*Following the Board meeting, Human Services Director, Denise Warren, provided clarification on the community donation, noting that the account number was incorrect and has been changed to Account Number: 11-430-701-4100-5830, a Child Protection unit revenue account. She also noted that the donation was received from the Becker County Childcare Provider Association to benefit foster children. An updated donation list has been provided.

9. It was reported that the Becker County Human Services Income Maintenance Unit has received a certificate of recognition by the MN Department of Human Services for achieving a 96% or higher timeliness rate in both SNAP Expedited and 30-Day processing of applications for one year (January 1, 2016 through December 31, 2016). The Board congratulated the Income Maintenance Unit for a job well done.
10. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Okeson), carried.

Land Use Department – Natural Resources Management (NRM): Dan McLaughlin and Guy Fischer presented:

1. Dan McLaughlin provided a summary on the 2017 Spring Timber Sale held on April 14, 2017, noting there were a total of nine tracts sold for a total amount of \$173,760.00.
2. It was moved and seconded to approve the purchase of a 14'-16' open Utility Trailer for the Natural Resources Management Department, with the total cost not to exceed \$3,500.00. (Nelson, Okeson), carried.
3. Discussion was held in reference to the Forest Township Survey with it noted that two quotes were received, one from Lindow Surveying and one from Meadowland Surveying, with Lindow Surveying the low quote; however, the original quote from Lindow Surveying did not include the Lindstrom property. Lindow Surveying was given the opportunity to submit a revised quote with the Lindstrom property included, with it now suggested to allow Meadowlands Surveying to submit a quote without the Lindstrom property, so as to compare the quotes evenly.

It was moved and seconded to authorize the NRM Committee to award the contract for the surveyor after receipt of the revised quote from Meadowland Surveying, to complete the Forest Township Survey, as discussed, at an amount not to exceed \$6,500.00 for professional services; and for the Board Chair to sign said agreement. (Nelson, Grimsley), carried.

4. It was moved and seconded to continue the membership with Greater MN Parks and Trails, and to approve the payment in the amount of \$300.00 for 2017 membership dues. (Grimsley, Okeson), carried.
5. It was moved and seconded to award the contract for supply and maintenance of portable toilets to be located at five (5) select public accesses and/or parks in Becker County, as presented, to Potty Shacks in Park Rapids, MN, at the low quote of \$4,804.00. (Nelson, Grimsley), carried.

Land Use Department – Environmental Services: County Administrator, Jack Ingstad, presented:

1. It was moved and seconded to approve the purchase of a John Deere 2017 310SL Backhoe from John Deere, Moorhead, MN, at the low quote of \$78,973.75, to replace the 2009 Caterpillar 420F2 Backhoe for Environmental Services. (Okeson, Skarie), carried.

Land Use Department – Planning & Zoning: Dylan Ramstad-Skoyles presented:

1. It was moved and seconded to concur with the Planning Commission (April 11, 2017), to approve the request submitted by Briard’s Hog Farm for a Conditional Use Permit to build a wireless facility which includes a 199 foot self-supported lattice tower, a 10’x14’ equipment platform and a 41’x48’ chainlink fence, for the project located at 38501 County Highway 56, Frazee, MN, and to include the adoption of the following findings:

Briard’s Hog Farm has submitted a Conditional Use Application to build a wireless facility. Chapter eight section eleven part F of the zoning ordinance outlines six findings and criteria for approving a conditional use. Staff has reviewed the application and makes the following recommendations:

- a. **Affect on surrounding property.** That the conditional use will not harm the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity.

The construction of the tower will not increase traffic in the area nor will it change the fundamental use of the property. Staff feels that this construction should not change any of the current activities and uses of the properties in the area.

- b. **Affect on orderly, consistent development.** That establishing the conditional use will not impede the normal, orderly development and improvement of surrounding vacant property for uses predominant in the area.

Nothing should change due to the construction of the tower.

- c. **Adequate facilities.** That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Yes, the property is easily accessible.

- d. **Adequate parking.** That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Parking is not an issue with this application as it is construction of a tower and parking is not needed for this use.

- e. **Not a nuisance.** That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so none of these will

constitute a nuisance, and to control lighted signs and other lights so that no disturbance to neighboring properties will result.

The construction of a tower should not create a nuisance as none of the potential nuisances listed nor can the staff think of any others will be created by its construction.

(Nelson, Skarie), carried.

- 2. It was moved and seconded to concur with the Planning Commission (April 11, 2017), to approve the request submitted by Iron Eagle, LLC to rezone from Agriculture to Residential, because it fits with the surrounding area, with the project located at 20664 County Highway 21. (Skarie, Okeson), carried.
- 3. It was moved and seconded to concur with the Planning Commission (April 11, 2017), to approve the request submitted by Susan Carr for a Certificate of Survey and to rezone from Agriculture to Residential as it meets the requirements of the ordinance, with the project located at 20705 West Toad Lake Drive in Osage, MN. (Skarie, Okeson), carried.
- 4. It was noted that the revised minutes from the Planning Commission meeting of February 14, 2017 were approved by the Planning Commission at their meeting of April 11, 2017.

Lunch Bunch was held following the board meeting at Bleachers in Detroit Lakes and provided by County Attorney, Tammy Merkins.

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

/s/ Jack Ingstad
 Jack Ingstad
 County Administrator

/s/ Larry Knutson
 Larry Knutson
 Board Chair