

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, May 16, 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 Commissioners: Add: Number 5: Association of Minnesota Counties (AMC) Spring District 4 Meeting and under Human Resources: Add: Number 2: Personnel Request: Human Resources (HR) Part-Time Assistant. (Grimsley, Skarie), carried.
4. It was moved and seconded to approve the minutes of May 2, 2017, with the requested changes. (Grimsley, Okeson), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following:
 - a. Commissioner Knutson: Natural Resources Management (NRM) Committee, Courthouse Committee, and met with the City of Detroit Lakes and BKV Group.
 - b. Commissioner Skarie: Human Services Committee, Senior Council on Aging, and Lakeland Mental Health (LMH).
 - c. Commissioner Okeson: Heartland Multi-Purpose Recreational Trail meeting, Transit Committee, and Highway Committee.
 - d. Commissioner Grimsley: Heartland Multi-Purpose Recreational Trail meeting, Human Services Committee, and Transit.
 - e. Commissioner Nelson: Highway Committee.
3. Appointments:
 - a. It was moved and seconded to appoint Priscilla Bowman to the Sunnyside Board of Directors, to serve a two-year term. (Nelson, Grimsley), carried.
 - b. It was moved and seconded to re-appoint Roger Boatman to the Becker County Board of Adjustments, to serve another three-year term. (Nelson, Skarie), carried.

- c. The Board of Adjustments Member-at-Large position will be re-posted on the County website and bulletin board.
4. It was moved and seconded to approve Resolution 05-17-2C, to approve the ratification of Becker County's support for the Becker County/Detroit Lakes Airport Runway/Taxiway Extension Project, at an amount up to \$ 1 million for the County's share of the total project; and if the amount exceeds the estimated \$1 million, to return to the Board for further review and consideration. (Grimsley, Okeson), carried.
 5. It was moved and seconded to approve the commissioner's attendance at the following Association of Minnesota Counties (AMC) meetings, with per diem and mileage reimbursement, as approved:
 - a. Spring District 4 meeting (June 16, 2017) and Fall District 4 Meeting (October 27, 2017) - Otter Tail County Government Services Building, Fergus Falls, MN;
 - b. Fall Policy Conference (September 14-15, 2017) – Breezy Point (Pre-conference September 13, 2017);
 - c. AMC Annual Conference (December 4-5, 2017) – River's Edge Convention Center, St. Cloud, MN.
(Nelson, Okeson), carried.

Finance Committee Minutes: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, and Over 90-Day Claims, as presented:
 - a. Auditor Warrants (Tuesday Bills):
 - i. 05/2/2017, in the amount of \$ 13,734.27
 - ii. 05/04/2017, in the amount of \$ 3,165.11
 - iii. 05/09/2017, in the amount of \$ 138,279.15
for a total amount of \$ 155,178.53
 - b. Over 90-Day Claims:
 - i. North Shore Fiberglass Repair and Storage, in the amount of \$ 552.44 (invoice from 2016 just received).
 - ii. Stenerson Lumber, in the amount of \$ 23.31 (invoice was lost).
(Skarie, Okeson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits:
 - a. It was moved and seconded to approve the Tubing License renewals for the following:
 - i. Roger J. Klemm – K & K Tubing – Erie Township;
 - ii. James & Cathleen Pihlaja – Charlie's Otter Tail Tubing – Erie Township.
(Okeson, Nelson), carried.

- b. It was moved and seconded to approve the Off-Sale Liquor License Renewal for LP Holding – DBA Hooligans Lakeside – Lake Eunice Township. (Nelson, Okeson), carried.

Assessor: Abatements: Steve Carlson presented:

1. It was moved and seconded to approve the following abatements, as presented:
 - a. PIN #: 24.0270.000 – in Richwood Township, due to a house fire, in the amount of \$120.00; and
 - b. PIN #: 08.1255.402 – in Detroit Township, due to a clerical error, in the amount of \$708.00; and
 - c. Multiple – in Audubon Township (Forest Hills), due to a clerical error, in the amount of \$3,954.00; and
 - d. PIN #: 06.0799.000 – in Cormorant Township, due to fire (buildings gone), in the amount of \$1,266.00; and with these total abatements at \$6,048.00; and
 - e. PIN #: 49.0871.319 – additional tax owed to Becker County for Lost JOBZ exclusion for payable years 2013 in the amount of \$5,696.46 and for 2014 in the amount of \$ 5,547.89.(Nelson, Grimsley), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve the REAM (Remote Electronic Alcohol Monitoring) Grant Agreement Renewal for Fiscal Years 2018-2019 (July 1, 2017 – June 30, 2019), in the amount of \$15,000 per year. (Okeson, Skarie), carried.
2. It was moved and seconded to approve Resolution 05-17-2B, to hire two (2) full-time Correctional Officer positions and to backfill as necessary, which may include a part-time Correctional Officer. (Okeson, Nelson), carried.
3. It was moved and seconded to approve entering into a Memorandum of Understanding (MOU) with the Federal Bureau of Investigation (FBI) Headwaters Safe Trails Tasks Force, as presented. (Okeson, Nelson), carried.
4. It was moved and seconded to approve the sale of older or abandoned trailers and two (2) older boats, as presented. (Nelson, Okeson), carried.

Human Resources:

1. It was moved and seconded to approve Resolution 05-17-2D, to hire a part-time Custodian position, due to a resignation. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve Resolution 05-17-2E, to hire a part-time HR Assistant position. (Grimsley, Okeson), carried.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve Resolution 05-17-2A, to hire a full-time Registered Nurse in the Community Health Unit, due to a retirement, and if filling that position creates another Registered Nurse vacancy then to fill that vacancy also. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve the Fraud Prevention Investigation Agreement with Clay County Human Services, effective July 2, 2017 through June 30, 2019. (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.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Change Order #1 for CP 003-113-00, for work on CR 113; to grade and lower the crest of two hills, to improve the sight distance and safety of the road, at a cost of \$86,387.25, payable to Central Specialties, Inc., with the total amount of the contract at \$1,927,867.18. (Okeson, Skarie), carried. It was also noted that there is sufficient funds in the Road and Bridge Fund to cover the extra costs of Change Order #1.
2. Mr. Olson also provided a brief update on the status of road projects and the jail site bidding process.

Land Use Department – Natural Resources Management (NRM): Dan McLaughlin and Steve Skoog presented:

1. It was moved and seconded to approve awarding the 2017 Site Preparation Contract to Future Forests of Askov, MN, to prep 90 acres at a cost of \$8,558.70. (Nelson, Okeson), carried.
2. It was moved and seconded to approve awarding the Native Plant Community (NPC) Classification Professional Service Contract to Wolf Consulting, for 40 plots at \$220.00/plot for a total of \$8,800.00. (Nelson, Skarie), carried.
3. The discussion on the swim raft was briefly discussed earlier, with it noted that there is consideration being given to placing a dock now instead of a swim raft at Middle Cormorant, with grant funding options to be explored.

Planning & Zoning: Planning Commission Recommendations (May 9, 2017): Patty Swenson presented:

1. It was moved and seconded to concur with the Planning Commission (May 9, 2017), to approve the request submitted by Steve Jones, for a Conditional Use Permit (CUP), to replace an old timber retaining wall that is starting to show signs of failure, for the project located at 15841 W. Little Cormorant Road, due to the fact it meets Chapter

Eight, Section Eleven of the Becker County Zoning Ordinance, and with the stipulation that an approved mitigation plan from Becker County Planning and Zoning is installed. (Skarie, Okeson), carried.

2. It was moved and seconded to concur with the Planning Commission (May 9, 2017), to approve the request submitted by Vernon Mast, for a Conditional Use Permit (CUP), for sawing pallet lumber, for the project located at 4189 Co. Road 122, Frazee, MN, due to the fact the request meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance, and with the stipulation the use of the permit be incidental to custom sawing and all sawing be done in an enclosed area. (Okeson, Skarie), carried.
3. It was moved and seconded to concur with the Planning Commission (May 9, 2017), to approve the request submitted by Luke Weidermann for a Conditional Use Permit (CUP) to fix vehicles on the property, for the project located at 18856 335th Avenue, Detroit Lakes, MN, due to the fact it meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance, with the stipulation that only two (2) cars be visible around the building and with the motion contingent on the approval of a variance for the building from the Board of Adjustment, or Mr. Weidermann moves the proposed building site to meet the Otter Tail River setback. (Okeson, Skarie), carried.
4. It was moved and seconded to concur with the Planning Commission (May 9, 2017), to approve the request submitted by Guy and Anna Tietz for a Conditional Use Permit (CUP) to have horse coaching practice in a horse barn, for the project located at 23657 Upsala Church Road, Detroit Lakes, MN, due to the fact it meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance. (Skarie, Okeson), carried.
5. It was moved and seconded to concur with the Planning Commission (May 9, 2017), to approve the request submitted by Tim Hestdalen for a Conditional Use Permit (CUP) to replace an old retaining wall that is starting to show signs of failure, for the project located at 14998 East Muson Drive, Detroit Lakes, MN, due to the fact the finding meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance, and with the stipulations to gutter the house in a manner to direct water away from the lake and into a catch drain and for the dimensions of the rain garden to be a mandatory size of at least twenty-six by twelve (26X12). (Okeson, Skarie), carried.
6. It was moved and seconded to concur with the Planning Commission (May 9, 2017), to approve the request as submitted by Daniel Brenneman for a Conditional Use Permit (CUP) to have a retail feed store, with the project located at 16195 440th Avenue, Frazee, MN, due to the fact it meets Chapter Eight, Section Eleven of the Becker County Ordinance. (Skarie, Nelson), carried.
7. It was moved and seconded to concur with the Planning Commission (May 9, 2017), to approve a full refund to the applicants, Travis and Tanya Gary, for their request to re-zone from Agriculture to Residential and for a Certificate of Survey for two tracts of land, for the project located at 377th Street, Waubun, MN, as the request was not required. (Nelson, Okeson), carried.
8. It was moved and seconded to concur with the Planning Commission (May 9, 2017), to approve the request submitted by Lutheran Brethren Bible Camp for a Conditional Use Permit (CUP) to operate a Bible camp and family retreat center, for the project located

at 42273 Highway 34, Osage, MN, due to the fact it meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance. (Skarie, Okeson), carried.

9. It was moved and seconded to concur with the Planning Commission (May 9, 2017), to approve the request as submitted by Kevin Kowalczyk for a Certificate of Survey for three tracts of land with Parcel #1 consisting of 3.82 acres, Parcel #2 consisting of 8.5 acres, and Parcel #3 consisting of 5 acres, for the project located at 32349 Mary Yellowhead Road, due to the fact it meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance. (Nelson, Skarie), carried.
10. Discussion was held in reference to the short and long-term structure and timeline for the Planning and Zoning Department, with it suggested that long-term planning will require full board discussion.

Land Use Department – Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve Becker County Solid Waste Collection License #17 to Landmark Drainage, LLC, as presented. (Nelson, Skarie), carried.
2. It was moved and seconded to approve Becker County Solid Waste Collection License #18 to Detroit Lakes Disposal Services, as presented. (Okeson, Nelson), carried.
3. Steve Skoog provided an update on the Single Stream Recycling Program and requested approval of the Becker County Recycling Container Agreement. He also reported that the County will retain ownership of the containers and that the agreement has been reviewed by the County Attorney's office.
It was moved and seconded to approve the Becker County Recycling Container Agreement, as presented and with a change in Section 4 of said agreement, as requested by the Finance Committee. (Skarie, Nelson), carried.
4. Steve Skoog provided Recycling Program Market and Cost Information updates.
5. It was moved and seconded to approve the request to advertise for bids for a new Recycling Facility, as presented. (Skarie, Okeson), carried.

Lunch Bunch was held following the board meeting in the 3rd Floor (EOC) meeting room of the courthouse and provided by Auditor-Treasurer, Mary Hendrickson.

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

/s/ Jack Ingstad
Jack Ingstad
County Administrator

/s/ Larry Knutson
Larry Knutson
Board Chair