

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, November 21, 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, Okeson, and Nelson; County Administrator, Jack Ingstad; and Minute Taker, Cindy Courneya. Absent: Commissioner Grimsley.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following change: Under Land Use Development: Add: Number 2: Environmental – Personnel Request: Full-Time Transfer Station Operator: Resolution 11-17-2I. (Nelson, Okeson), carried.
4. It was moved and seconded to approve the minutes of November 7, 2017, with the requested changes. (Nelson, Okeson), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following:
  - a. Commissioner Skarie: Human Services Committee and Safety Committee.
  - b. Commissioner Okeson: Jail Construction meeting, Pelican River Watershed District meeting, and Heartland Trail meeting.
  - c. Commissioner Nelson: Economic Development Authority (EDA) and Becker County Soil & Water Conservation District meeting.
  - d. Commissioner Knutson: Economic Development Authority (EDA), Jail Construction meeting, Natural Resources Management (NRM), and Courthouse Committee meeting.
3. Appointments: There were none.
4. It was moved and seconded to approve the West Central Regional Juvenile Center Cooperative Agreement for 2018, as presented, with the cost of three (3) beds for the year at \$20,875 per month, for an annual cost of \$250,500; and if the need exceeds the designated usage and there is room available, to pay the 2018 per diem rate of \$270.00 per day. (Skarie, Nelson), carried.

5. It was moved and seconded to approve the 2018 Budget Hearing, Highway 5-Year Plan (2018-2022) and 2018 SMART Tax Sales Appropriation Plan Meeting to be held on Thursday, December 14, 2017 at 6:01 p.m., in the Board Room of the Courthouse. (Nelson, Okeson), carried.
6. It was noted that the Ag. Issues Forum will be held on Wednesday, December 20, 2017 from 8:30 a.m. to 12:00 p.m., at the American Legion Club in Lake Park, MN.
7. It was moved and seconded to authorize the Finance Committee to approve the November 2017 end-of-month claims and end-of-year claims, with ratification by the full Board following. (Okeson, Skarie), carried.
8. There was a brief discussion in reference to a vacancy in the Assessor's office.

It was moved and seconded that moving forward, to allow the County Administrator to authorize advertising for any core function related job replacements, as deemed necessary, and with ratification by the Board following. (Nelson, Okeson), carried.

9. It was moved and seconded to approve moving forward with the notification to the current Becker County employees health insurance carrier, Lakes Country Service Cooperative, of the County's intent to contract with Minnesota Public Employees Insurance Program (PEIP), at the discretion of the Board Chair, and to execute the health insurance agreements and/or other necessary documents. (Skarie, Nelson), 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. 11/07/2017 in the amount of \$ 4,127.19
    - ii. 11/17/2017 in the amount of \$ 19,732.08for a total amount of \$ 23,859.27
  - b. Over 90-Days:
    - i. Minnkota Enviro Services in the amount of \$369.00 (invoice just turned in).(Skarie, Nelson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits:
  - a. It was moved and seconded to approve the Gambling Permits for the Humane Society of the Lakes, as follows:
    - i. Resolution 11-17-2A, for operations at Toad Lake Store in Toad Lake Township;

- ii. Resolution 11-17-2B, for operations at Charlies Place in Height of Land Township;
- iii. Resolution 11-17-2C, for operations at Bleachers in Lakeview Township;
- iv. Resolution 11-17-2D, for operations at TJ's Booze & Bistro in Lake Eunice Township.

(Nelson, Skarie), carried.

- 2. It was moved and seconded to approve the Wine/Strong Beer License (New Owner) for Cedar Crest Resort – Brian and Celia Schneck – Maple Grove Township. (Nelson, Okeson), carried.
- 3. It was moved and seconded to approve the 3.2 On/Off License (New Owner) for Cedar Crest Resort – Brian and Celia Schneck – Maple Grove Township. (Nelson, Okeson), carried.
- 4. It was moved and seconded to approve Resolution 11-17-2E, to authorize the Auditor-Treasurer to execute the Election Equipment Grant Application through the Office of the MN Secretary of State, in the amount of \$143,500.00, with a 50% County match and With grant funds used to purchase voting equipment (two-year program). (Nelson, Skarie), carried.
- 5. It was moved and seconded to accept the September 2017 Cash Comparison and Investment Summary, as presented. (Skarie, Okeson), carried.
- 6. It was moved and seconded to approve the 2017-2018 Becker County Audit Proposals and to accept the low quote from Clifton, Larson, Allen, at a cost of \$55,500.00 for 2017 audits and \$57,050.00 for 2018 audits, to include Becker County and the Becker County EDA. (Nelson, Skarie), carried.
- 7. It was moved and seconded to approve the request to secure bids for tree seedling production for the 2019 tree planting season, as presented. (Okeson, Nelson), carried.
- 8. It was moved and seconded to approve Resolution 11-17-2I, to hire one (1) full-time Transfer Station Operator, due a resignation, and if filling this position creates another vacancy within the department, to fill that position also. (Okeson, Skarie), carried.

County Attorney: Request for Approval of MCAPS Support Agreement: Assistant County Attorney, Kevin Miller, presented:

- 1. It was moved and seconded to approve the ratification of the Professional Services Agreement between MN Counties Computer Cooperative (MNCCC) and Strategic Technologies, Inc., for the maintenance and support of the Minnesota County Attorney

Practice System (MCAPS), for five (5) years at a cost of \$9,655.00 in 2017, with average increases of \$300.00 per year, effective January 1, 2018 through December 31, 2022. (Skarie, Nelson), carried.

Emergency Management: Craig Fontaine presented:

1. It was moved and seconded to approve the ratification of the 2017 Emergency Management Performance Grant – Number A-EMPG-2017-BECKERCO-003, in the amount of \$26,793.00 and with a County match of \$26,793.00, effective January 1, 2017 through December 31, 2017. (Skarie, Okeson), carried.

Transit: County Administrator, Jack Ingstad, presented:

1. It was moved and seconded to approve Resolution 11-17-2H, as presented, to advertise and hire additional Variable Hour Transit Bus Drivers through the normal hiring process. (Okeson, Nelson), carried.

Highway: Jim Olson presented:

1. Highway Engineer, Jim Olson, recognized and congratulated Becker County Highway employee, Mike Bellanger, on his recent fourth place finish in the 2017 Minnesota Fall Maintenance Expo's Annual Snowplow "Rodeo", noting that he placed in the Top 10 with over 90 other State, County, and City Competitors. Board Chair Knutson and the other Board members congratulated him on this accomplishment and also extended their thanks to him for his positive attitude and the work that he does for Becker County.

Human Services: Denise Warren and presented:

1. It was moved and seconded to approve Resolution 11-17-2F, to convert the vacant part-time Case Aide position to full-time in the Behavioral Health Unit, and to fill the position due to a vacancy and the work load, and if filling the position creates another vacancy in the Human Services Department, then to fill that vacancy also. (Nelson, Skarie), carried.
2. It was moved and seconded to approve the purchase of one (1) HP ProBook Laptop and Docking Station, at a cost of \$1,046.38 from Morris Electronics, Inc., Morris, MN, to fulfill the new MN Department of Human Services requirements for Child Care Licensors, specifically electronic checklists. (Nelson, Skarie), carried.
3. It was moved and seconded to approve the Secondary Trauma Training for Child Protection Staff, at a cost of \$1,750.00. (Skarie, Nelson), carried.
4. It was moved and seconded to approve the Purchase of Service Contract Addendum with the Lakes Crisis and Resource Center, for additional supervised visitation and parent coaching for the "Positive Connections Parenting Time Program", effective

January 1, 2017 through December 31, 2017, at a cost not to exceed \$30,000 for a contract total of \$240,000. (Skarie, Okeson), carried.

5. It was moved and seconded to approve the Human Services Claims for Community Health, Human Services, and Transit, as presented. (Skarie, Okeson), carried.

Crow Wing River Healthy Waters Partnership – Todd Holman, Mississippi Headwaters Program Director, The Nature Conservancy, presented, along with Becker County Soil and Water Conservation Director, Peter Mead:

1. Mr. Holman presented information to the Board in reference to a new regional partnership initiative designed to implement local county water plan and agency goals by using Reinvest in MN easements. He presented the information to create awareness and to receive feedback from the commissioners on the initiative as it relates to Becker County, and also offered to return to the Board anytime for policy directive, or for further discussions. The Board offered their support and thanked him for his presentation.

Planning and Zoning: Kyle Vareberg presented:

Planning Commission Recommendations (November 14, 2017):

1. It was noted that the Planning and Zoning Department received a written request from the applicant, Kevin Karel, to table the application for Cormorant Inn, to request a Conditional Use Permit (CUP) for approval of 16 overnight RV sites, for the project located at 10510 County Highway 5, Pelican Rapids, MN.
2. It was moved and seconded to concur with the Planning Commission (November 14, 2017), to approve the request submitted by Doug Coen, for a change of zone from Agricultural to Residential, for the project located across the street from 20306 County Road 131, Detroit Lakes, MN, due to the fact that the request meets Chapter Eight, Section Thirteen of the Becker County Zoning Ordinance. (Okeson, Skarie), carried.
3. It was moved and seconded to concur with the Planning Commission (November 14, 2017), to approve the request submitted by Noah Borntreger, for a Conditional Use Permit (CUP) to operate a retail store, for the project located at 40407 Street, Highway 87, Frazee, MN, due to the fact the request meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance. (Skarie, Okeson), carried.
4. It was moved and seconded to concur with the Planning Commission (November 14, 2017), to approve the request submitted by Timothy and Christine Erickson, for a Conditional Use Permit (CUP) to construct a Verizon wireless facility and tower on their property, for the project located at Snowshoe Beach Lane, Pelican Rapids, MN, due to

the fact the request meets Chapter Eight, Section Eleven of the Becker County Zoning Ordinance, and with the stipulation to include an FAA approved dual-lighting system at the site, as discussed. (Nelson, Okeson), carried.

Rick Adams was present and spoke on behalf of Verizon and the applicants, Timothy and Christine Erickson, noting that there would be no issue with installing an FAA approved dual-lighting system at the site.

5. It was noted that the Planning and Zoning Department received a written request from the applicant, Laurie Perlmutter, to table the application to request a Conditional Use Permit (CUP) for a tent and RV campground, for the project located at 21391 Cozy Cove Road, Detroit Lakes, MN.
6. It was moved and seconded to concur with the Planning Commission (November 14, 2017), to approve the request submitted by Todd Simison/Sno & H2O, LLC (T.S. Recreational), for a change of zone from Residential to Commercial, for the project located at 28955 U.S. Highway 10, Detroit Lakes, MN, due to the fact the request meets Chapter Eight, Section Thirteen of the Becker County Zoning Ordinance. (Skarie, Okeson), carried.
7. It was moved and seconded to concur with the Planning Commission (November 14, 2017), to approve the request submitted by Donald Heston, for a change of zone from Agricultural to Residential and a Certificate of Survey, for the project located at 45162 Maple Shores Lane, Osage, MN, due to the fact the request meets Chapter Eight, Section Thirteen and Section Five of the Becker County Zoning Ordinance. (Okeson, Skarie), carried.
8. It was noted that the next informational meeting is scheduled for Wednesday, December 6, 2017 at 8:00 a.m. in the Third Floor Meeting Room of the Courthouse.

#### Permitting Software Discussion - Presentations by The Schneider Corporation and RtVision:

1. Representatives from The Schneider Corporation and RtVision were present and provided Power Point presentations outlining what each company has to offer Becker County, relative to permitting software and also answered questions from the Board. The following presented:
  - a. Ryan Smith, Business Development Manager, from The Schneider Corporation, Ankeny, Iowa; and
  - b. Marc Rood, Director, National Business Development and Jonathon Blissenback, Vice-President of Strategic Partnerships from RtVision, Little Falls, MN.

The Board thanked each of the presenters for attending the meeting and for the information they provided. Discussion followed.

It was noted that further discussion will be held with a committee to include Commissioners Knutson and Nelson; Highway Engineer, Jim Olson; Becker County Soil & Water Conservation District Director, Peter Mead; Planning and Zoning Director, Kyle Vareberg; County Recorder, Patty Swenson; and IT Director, Stacie White, and staff members, Tony Brahmer and Joni Pace. Following, the item will be brought forward to the Courthouse Committee and then to the full Board with recommendations, for further discussion and consideration.

Sheriff: Todd Glander presented:

1. Sheriff Todd Glander announced the upcoming retirement of Maureen Storey and noted his thanks and appreciation for her years of service to Becker County.

It was moved and seconded to approve Resolution 11-17-2G, to hire a part-time Jail Secretary position, due to a resignation. (Nelson, Okeson), carried.

2. Sheriff Todd Glander and Safety Director, Dick Goodmanson, presented Lifesaver Awards to Becker County Sergeant Daniel May and Deputy Daran Borth, and Frazee Police Chief Tyler Trieglaff, in recognition of their quick response and extraordinary efforts to successfully rescue two individuals found struggling in a lake, following a motor vehicle crash that occurred on August 13, 2017, near Eagle Lake, west of Frazee, MN.

The Board congratulated the recipients and thanked them for their exemplary service.

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

Following the meeting, the Board of Commissioners attended Lunch Bunch at the Sunlite Bar and Grill, Detroit Lakes, MN, provided by Sheriff Todd Glander.

---

Jack Ingstad  
Jack Ingstad  
County Administrator

---

Larry Knutson  
Larry Knutson  
Board Chair