

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, December 19, 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, Nelson, 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 no changes. (Skarie, Okeson), carried.
4. It was moved and seconded to approve the minutes of November 21, 2017, with the requested changes. (Okeson, Nelson), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following:
  - a. Commissioner Okeson: Joint meeting with the West Central Regional Juvenile Center Board, Highway Committee, Detroit Lakes/Becker County Airport Commission, NW Regional Communications Board, and Association of Minnesota Counties (AMC) Annual Conference.
  - b. Commissioner Nelson: AMC Annual Conference, Highway Committee, Courthouse Committee, and attended a meeting with Becker County staff regarding Permitting Software options.
  - c. Commissioner Grimsley: Regional Economic Development Board, LARL (Lake Agassiz Regional Library) Board, Development Achievement Center (DAC) meetings, Sunnyside, AMC Annual Conference, Becker County Museum/Historical Society, Heartland Multi-Purpose Recreational Trail meeting, Joint meeting with the West Central Regional Juvenile Center Board, and Human Services Committee.
  - d. Commissioner Knutson: Prairie Lakes Municipal Solid Waste Authority (PLMSWA), Sheriff's Committee, Jail Construction Committee meeting, Recreational Advisory Committee (RAC), and Environmental Affairs Committee.
  - e. Commissioner Skarie: University of MN-Extension Committee, Lakeland Mental Health meetings, Review Board, Labor Negotiations, and AMC Annual Conference.

3. Appointments: It was moved and seconded to reappoint Barbara Hansen and Gene Olson to the Cormorant Lakes Watershed District Board of Managers for another three-year term each, effective January 1, 2018. (Nelson, Skarie), carried.
4. It was moved and seconded to approve any of the commissioner's attendance at the Clay County Joint Powers 49<sup>th</sup> Annual Intergovernmental Retreat, to be held on Friday, January 26, 2018 (8:30 a.m. – 3:00 p.m.), at the Courtyard by Marriott, Moorhead, MN, with per diem and mileage reimbursement, as approved. (Skarie, Okeson), carried.
5. It was moved and seconded to approve Resolution 12-17-1A, establishing the 2018 Becker County Board of Commissioner's meeting calendar, as presented. (Nelson, Okeson), carried.
6. It was moved and seconded to approve Resolution 12-17-1B, as presented, to establish the Becker County Board of Commissioner's annual salary for 2018 at \$23,417.16 plus an additional 2% COLA increase, for a total amount of \$23,885.50; and for the Board Chair to be compensated at \$1,200 more than the above stated total salary, effective January 1, 2018; and the per diem for meeting attendance, other than regular Commission meetings be at \$60 per meeting, with meetings over 4 hours at \$85. (Nelson, Skarie), carried.
7. It was moved and seconded to approve Resolution 12-17-1C, to approve the 2018 salaries for the elected officials as follows: Auditor-Treasurer, Mary Hendrickson, at \$84,897; County Recorder, Patty Swenson, at \$70,581; Sheriff Todd Glander, at \$98,078; and County Attorney, Tammy Merkins, at \$109,242. (Okeson, Skarie), carried.
8. It was moved and seconded to approve Resolution 12-17 -1D, establishing the 2018 Final Budget for Becker County, with total expenditures at \$75,146,284 and the general tax levy at \$20,587,490, an increase of 3.5% overall, and with the EDA Tax Levy at \$120,000, and including Exhibit "A" showing additional budgetary assumptions and administrative controls, Exhibit B, the position allocation list, and Exhibit C, the Final Budget by line item adopted by the Becker County Board of Commissioners. (Grimsley, Skarie), carried.
9. It was moved and seconded to approve Resolution 12-17-1E, as presented, to approve the Re-Affirmation of the Becker County Transit Sales and Use Tax for 2018, dedicated exclusively to Becker County Road and SMART Tax Projects at the rate of one-half of one percent (.5%) pursuant to M.S. 297A.993. (Okeson, Nelson), carried.
10. It was moved and seconded to approve Resolution 12-17-1F, adopting the Becker County Highway Department (2018-2022) Five-Year Construction Improvement Plan, as presented to the public and as attached. (Okeson, Nelson), carried.

11. It was moved and seconded to approve Resolution 12-17-1S, to authorize the termination of the prior West Central Regional Juvenile Center (WCRJC) Agreement and to adopt a new structure to ensure the economic viability and longevity of the relationship, and to execute the final agreement and continue Becker County's membership with the WCRJC Cooperative Services arrangement. (Okeson, Skarie), carried.
12. County Attorney, Tammy Merkins, spoke in regards to the Opioid Lawsuit, referencing the drug abuse crisis nationwide. She reported that law firms across the country are joining in a lawsuit against drug manufacturers, for the abuse of prescription medications, and are seeking reimbursement or retribution for what the counties and cities have incurred to fight the epidemic. It was noted that it will take a considerable amount of staff time to litigate if the County joins in the lawsuit. It was recommended that at some point, County Attorney, Tammy Merkins, return to the board with a recommendation and for continued discussion on how to proceed.

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. 11/21/2017 in the amount of \$ 365,803.69
    - ii. 11/28/2017 in the amount of \$ 7,020,624.04
    - iii. 12/05/2017 in the amount of \$ 23,695.68
    - iv. 12/06/2017 in the amount of \$ 278,839.14
    - v. 12/08/2017 in the amount of \$ 2,280.00
    - vi. 12/12/2017 in the amount of \$ 85,632.05
 for a total amount of \$ 7,776,874.60
  - b. Over 90-Days:
    - i. BC Environmental in the amount of \$26.00 (invoice was lost);
    - ii. Essentia Health: Two (2) invoices in the amount of \$2,111.32 (delay due to MA process – bills received 12/04/2017).
 (Skarie, Okeson), carried.
2. It was moved and seconded to approve the request by County Recorder, Patty Swenson, to hire US Records Midwest, LLC, to Restore 4 Tract Index Books for preservation, at a cost of \$2,968.00. (Nelson, Skarie), carried.
3. It was moved and seconded to approve the request by IT Director, Stacie White, for a three (3)-day VMware Training for staff, at a cost of \$2,995.00. (Okeson, Nelson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits: There were none.
2. It was moved and seconded to accept the October 2017 Cash Comparison and Investment Summary, as presented. (Okeson, Skarie), carried.
3. It was moved and seconded to approve Resolution 12-17-1G, to establish the categories for GASB 54 Fund Balance Commitments and estimated amounts as follows: New Jail, Airport, Highway Building in the amount of \$10,000,000 (Highway) and Recycling Facility Equipment in the amount of \$1,150,000 (Environmental Services), with amounts to be analyzed after year-end activities are completed and final amounts brought back to the Board for approval, with it noted that these committed funds cannot be used for any other purpose, unless the commitment is rescinded by Resolution of the Board. (Grimsley, Okeson), carried.
4. It was moved and seconded to approve the Audit Contract with CliftonLarsonAllen, LLP, Alexandria, MN, as presented, for services to complete Becker County's 2017 Audit, at the low quote of \$38,250.00. (Skarie, Nelson), carried. It was noted that a Request for Qualifications (RFQ) was utilized.
5. A motion was made by Commissioner Grimsley to approve the request submitted by Randy Burnside for an abatement of a tax penalty in the amount of \$86.00 for Parcel #49.1682.041, for tax year 2017. Motion died for lack of a second.

A draft tax policy is being reviewed referencing tax penalty abatements.

Assessor: Steve Carlson presented:

1. It was moved and seconded to approve the following abatements:
  - a. PIN #: 32.8005.201 in Sugar Bush Township in the amount of \$126.00, due to camper was removed.
  - b. PIN #: 32.9037.000 in Sugar Bush Township in the amount of \$2.00, due to cancelled DNR Lease.
  - c. PIN #: 49.0051.503 in the City of Detroit Lakes in the amount of \$6,454.00 for 2016 and \$6,502.00 for 2017, due to K-Mart Tax Court (2016 and 2017).with a total for abatements at \$13,084.00.  
(Grimsley, Nelson), carried.
2. It was moved and seconded to approve Resolution 12-17-1L, to modify and retitle the Property Tax Specialist and the Property Tax Specialist/Receptionist position and to fill the vacant position, due to a resignation, with either an Assessment Technician I or II position, based on the qualifications of the applicants. (Nelson, Skarie), carried.

Sheriff: Todd Glander presented:

1. It was moved and seconded to approve Resolution 12-17-1J, to authorize the renewal of the State of MN 2018-2019 Snowmobile Safety Enforcement Grant, with Becker County to receive \$6,737.00 per Fiscal Year, and to authorize the County Sheriff to execute said agreement and for the Board Chair and Sheriff to sign the agreement. (Okeson, Skarie), carried.
2. It was moved and seconded to approve Resolution 12-17-1K, for Becker County to enter into the State of MN Safe and Secure Courthouse Initiative Grant Agreement, with the State to pay for 50% of the services performed by the Grantee, in an amount not to exceed \$45,623.00 and for Becker County to provide a 50% match from the Recorder's fund, effective December 15, 2017, or when all signatures are fully executed, whichever occurs later, through December 31, 2018; and to authorize the County Sheriff and the Board Chair to sign said agreement. (Nelson, Okeson), carried.
3. It was moved and seconded to accept the low quote from MidStates Wireless in the amount of \$15,039.00, to relocate tower equipment in Holmesville Township, which includes both the existing fire repeater and the Highway antenna relocation to Holmesville Tower. (Okeson, Nelson), carried.
4. It was moved and seconded to approve the purchase of STS equipment, to accept the low quote from Swanson's Repair, Detroit Lakes, MN to replace a Pole saw at a cost of \$603.00 and a new Brushcutter at a cost of \$392.91. (Skarie, Grimsley), carried.
5. It was moved and seconded to accept the low quotes for the purchase of one (1) Transport Van, a 2018 Ford T350 from Webber Ford, Detroit Lakes, at a cost of \$29,627.00; one (1) Havis Prisoner Transport Insert including labor and the Watchguard Camera System including installation from Code 4 Services, LLC, Pelican Rapids, at a cost of \$23,451.54, for a total combined cost of \$53,058.54. (Grimsley, Okeson), carried.
6. It was moved and seconded to accept the low quote for the purchase of riot and crowd control protective gear from Streicher's, Minneapolis, at a cost of \$10,135.16. (Okeson, Skarie), carried.
7. It was moved and seconded to approve Resolution 12-17-1Q, to create and hire three (3) full-time Correctional Officer positions for the jail, to help offset current staffing to replace the Jail Transition Team, and if filling these positions creates a part-time Correctional Officer vacancy, to then fill that vacancy as well. (Okeson, Nelson), carried.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve Resolution 12-17-1I, to hire one (1) full-time Financial Eligibility Specialist position in the Financial Support Unit, due to a retirement,

and if filling that position creates another vacancy, to fill that position as well. (Skarie, Grimsley), carried.

2. It was moved and seconded to approve the following contracts (A-Z), as presented:
  - a. Enchanting Events (Willow Tree Stabilization Site increase)
  - b. Lakeland Mental Health Center
  - c. Lakes Counseling Center (Rule 25 Chemical Dependency Use Assessments)
  - d. Otter Tail County (new contract – to provide 12 hour per/month of Regional Behavioral Health Emergency Preparedness Coordination)
  - e. Solutions Behavioral Health
  - f. Stellher Human Services (Crisis Stabilization)
  - g. White Earth (CTSS, Respite, Crisis Coordination and Mobile Crisis Teams)
  - h. Lutheran Social Services (Adult Services)
  - i. Becker County DAC (Training for Persons with Disabilities)
  - j. Sjostrom Homes (Management of Becker County Sheltered Workshop)
  - k. Family Resource Center – Self
  - l. Family Resource Center – Relative Search
  - m. Family Resource Center – FGDM
  - n. Lakes Crisis Center – Positive Connections and Parent Support Outreach
  - o. Lutheran Social Services (Counseling)
  - p. Mahube Community Council (PSOP Services - Parent Support Outreach)
  - q. The Village Family Services (Home-Based Crisis Intervention Services)
  - r. Someplace Safe (Supervised Visitation and Exchange Services for Parents and Children in Perham and Fergus Falls)
  - s. Rural MN CEP (Employment Services)
  - t. Lakes & Prairies (Administration of All Child Care Administration Programs)
  - u. Kevin Niemann (Process Service for Child Support)
  - v. Robert Strand (Process Service for Child Support)
  - w. Father’s Resource Program
  - x. IV-D Agreement including: Becker Co. Attorney and Becker Co. Sheriff (Child Support Enforcement)
  - y. Generations, Inc. (Mental Health Consultative Services for Children)
  - z. Clay County – Electronic Data Management System (EDMS) (New Contract to Host Environment for Caseworks Software)

(Grimsley, Skarie), carried.

3. It was moved and seconded to approve the Addendums to the Purchase of Service Agreements between Becker County and the following:
  - a. Lutheran Social Services for additional Guardianship and Conservatorship Services, effective January 1, 2017 to December 31, 2017, at a cost not to exceed \$8,000 for a contract total of \$24,000; and
  - b. Kevin Niemann for additional Process Services, effective January 1, 2017 to December 31, 2017, at a cost not to exceed \$1,500 for a contract total of \$5,000.

(Skarie, Grimsley), carried.

4. It was moved and seconded to approve the Becker County Funeral Policy (Disposition Policy and Procedure, and Funeral Allowances), as presented, effective January 1, 2018. (Skarie, Grimsley), carried.
5. It was moved and seconded to approve the MN Department of Human Services Child Welfare/Juvenile Justice Screening Grant for 2018, in the amount of \$44,901.00. (Skarie, Grimsley), carried.
6. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Grimsley), carried.

Land Use Department – Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve entering into the Household Hazardous Waste Joint Powers Agreement with the State of MN and the PaintCare Indemnification Agreement with MCIT Counties, as presented, effective January 1, 2018 through December 31, 2022; and for the Board Chair to sign said agreements. (Skarie, Okeson), carried.
2. It was moved and seconded to approve Resolution 12-17-1R, to hereby approve the list of licensed haulers, as follows and as contained in Attachment A: “2018 Commercial Solid Waste Haulers”, with the provision that they must meet all of the licensing requirements of the Becker County Solid Waste Ordinance:

**License Number/Name:**

- #1 Waste Management, Inc.
  - #2 Ballard Sanitation
  - #4 White Earth Sanitation
  - #6 Hough, Inc.
  - #7 Minnkota Recycling
  - #9 Fuchs Sanitation
  - #13 City Sanitation Services
  - #15 Steve’s Sanitation
  - #16 Roll – Off Red, LLC
  - #17 Landmark Drainage
  - #18 Detroit Lakes Disposal (new ownership 2017)
- (Skarie, Nelson), carried.

3. It was moved and seconded to approve Becker County’s letter in support of Clay County’s request for state bonding assistance to help fund a new solid waste transfer station and hazardous waste facility in Clay County, and to authorize the Becker County Board Chair to sign said letter. (Nelson, Okeson), carried.

Land Use Department – Parks & Recreation: Guy Fischer and Jim Olson presented:

1. It was moved and seconded to approve the development of grant applications for the Federal Recreational Trail Program and the State Local Trail Connections Program, to create a multi-use trail connection between the Highway 10 and County Road 54 Intersection and the nearby Heartland Trail underpass, with the estimated cost at approximately \$108,000. (Grimsley, Okeson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve the purchase of a 2019 Mack Tandem Plow Truck Chassis from Nuss Truck and Equipment, Roseville, MN, at a cost of \$100,350 (includes tax on chassis only and \$18,000 trade-in value of 2006 plow truck) and all applicable plow equipment (hydraulic system, box, and snow/ice equipment) from Towmaster, Litchfield, MN, at a cost of \$112,035, for a total combined cost of \$218,908 (includes Tax, Title, and License Fees of \$6,523); and to authorize the Highway Committee to review the value of the trade-in and/or recommend to keep the used vehicle for back-up, with it noted that all pricing was obtained from State Bid. (Okeson, Nelson), carried.
2. It was moved and seconded to approve the proposal, as presented, from Oertel Architects to complete a Highway Department/Public Works Space Study, at a cost of \$3,700, to review County land for a future public works building. (Okeson, Nelson), carried.
3. It was moved and seconded to approve the purchase of SmartProcure (GovSpend), a software service for equipment/materials purchasing, at a cost of \$6,000 for two users for three years. (Nelson, Okeson), carried.
4. It was moved and seconded to approve Resolution 12-17-1N, to accept completed Project Number SAP 003-648-004 consisting of Aggregate Base and Bituminous Surfacing of County Highway 48, contracted by Hubbard County at \$1,740,759.35, with a final cost to Becker County at \$707,738.45, and to authorize final payment to Tri-City Paving, Little Falls, MN, prepared and processed by Hubbard County. (Okeson, Nelson), carried.
5. It was moved and seconded to approve Resolution 12-17-1O, to hereby approve and authorize the County Highway Engineer to execute a road maintenance agreement with Clay County for routine work to be performed on Clay County Road 119 by Becker County forces and with reimbursement provided by Clay County to Becker County for said work, in accordance with the agreement language. (Okeson, Nelson), carried.
6. It was moved and seconded to approve Resolution 12-17-1P, to authorize and direct the Becker County Board Chair and County Administrator, on behalf of Becker County, to



execute and enter into the State of MN Agency Agreement for Federal Participation in Construction Agreement, as presented. (Skarie, Nelson), carried.

7. It was moved and seconded to approve Resolution 12-17-1H, as presented, that Becker County agrees to act as sponsoring agency for the City of Frazee's Transportation Alternatives Project (TAP), identified as 2022 MnDOT Trunk Highway 87 Complete Streets Project, and that Becker County has reviewed and approved the project as proposed; and authorizes the Becker County Highway Engineer to act as agent on behalf of Becker County. (Okeson, Nelson), carried.

Planning & Zoning: Kyle Vareberg presented:

Planning Commission Recommendations: (December 12, 2017):

1. Planning & Zoning Director, Kyle Vareberg, explained the Buffer Ordinance, as referred to in Chapter 11 of the Becker County Zoning Ordinance, noting that the ordinance is bound by state statute. He referenced the removal of the Grandfathering Clause and reduction of non-conforming fines.

It was moved and seconded to concur with the Planning Commission (December 12, 2017), to approve the amendment to the Becker County Zoning Ordinance, as written, for the Buffer Ordinance. (Nelson, Okeson), carried.

2. It was moved and seconded to concur with the Planning Commission (December 12, 2017), to approve the request submitted by Becker County for a Conditional Use Permit (CUP) for public use, for the project located at 12739 County Highway 5, Lake Park, MN, along with the stipulation to keep people off of the neighboring property and to allow the Cormorant Watershed to review the project and grant any necessary permits. (Nelson, Skarie), carried.

Planning & Zoning: Decision on Need for an EIS (Environmental Impact Study): Kyle Vareberg presented:

1. It was moved and seconded to adopt the "Record of Decision, Findings of Fact, and Response to Comments Regarding the Mandatory EAW Prepared for the Long Shore Resource Project", as presented. (Skarie, Okeson), carried. Commissioner Grimsley abstained.
2. It was moved and seconded to approve Resolution 12-17-1M, as presented, that the Board of County Commissioners hereby makes a negative Declaration on the need for an Environmental Impact Statement to be prepared for the Long Shore Resource Project, a proposed Gravel Pit development in Detroit Township, and to further declare that the project does not pose the likelihood for significant environmental effects to

occur and that any potential environmental impacts created by the project can be reasonably anticipated, and effectively mitigated. (Skarie, Nelson), carried.

Commissioners: State of the County Address: Board Chair Knutson presented:

1. Board Chair Knutson presented the State of the County Address, reciting the Vision Statement for Becker County, noting that Becker County has been successful in meeting those goals for 2017. The levy was set at 3.5%, which will continue to allow the County to provide quality services.

He noted that 2017 was a busy and productive year for Becker County, highlighting the activities and accomplishments of the various departments, including the building of a new jail for Becker County, with completion set for hopefully the end of next year.

In closing, he thanked his fellow Board members, the County Administrator, elected officials, and all of the County employees for their dedication and commitment to serving Becker County.

The Annual Becker County Holiday Tea was held in the Board Room of the courthouse with the commissioners providing, followed by a closed session for union negotiations.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to Close the Session for Union Negotiations. (Grimsley, Skarie), carried.
2. Closed Session – Union Negotiations: Nancy Grabanski presented.
3. It was moved and seconded to Open the Session back into Regular Session. (Nelson, Grimsley), carried.

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

/s/ Jack Ingstad  
Jack Ingstad  
County Administrator

/s/ Larry Knutson  
Larry Knutson  
Board Chair