

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: Tuesday, June 28, 2011 at 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. a. Meeting presided over by Board Chair Nelson. All Commissioners in attendance; County Administrator, Tom Mortenson, and Minute Taker, Cindy Courneya.
- b. Pledge of Allegiance.
2. The Agenda was approved with the following additions: Under Auditor-Treasurer: Add Number 3: Discussion on City Parking Special Assessments as applied to County and Under County Administrator: Add Number 8: Discussion in Preparation of Potential State Shutdown. (Knutson, Okeson), carried.
3. It was moved and seconded to approve the minutes for June 14, 2011 with no changes. (Knutson, Okeson), carried.

Commissioners

1. Open Forum:
  - a. John Postovit, representing Becker County Coalition of Lake Associations (COLA), presented information in reference to Lake Shore Septic Systems Compliance Policy Review.
  - b. Barb Halbakken-Fischburg, representing Becker County COLA and Lake Detroiters was pleased the Recreational Plan was moving forward.
  - c. Terry Kalil, representing Becker County COLA and who is a resident of Shell Lake Township, noted that she is pleased with the Becker County Recreational Plan and thanked all staff involved for their time and hard work.
  - d. Willis Mattison, representing the Becker County Citizens for Responsible Recreation, expressed his appreciation for the time and effort put forth by the County and while he does not feel this is an actual Recreational Plan at this point, it does form the structure and system.
2. Reports and Correspondence:
  - a. Commissioner Okeson
    - i. Reported on the following meetings: Detroit Lakes/Becker County Airport Committee, Highway Committee, Senior Fest, and Pelican River Watershed District.
  - b. Commissioner Knutson
    - i. Reported on the following meetings: Annual Law Library Board of Trustees, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), and Mahube.

c. Commissioner Schram

- i. Reported on the following meetings: Mahube, Highway Committee, Becker County Historical Society and invited all the Commissioners to the Alive at Five Event which takes place every Friday evening at 5:00 p.m. on Main Street in Frazee featuring different businesses.

d. Commissioner Nelson

- i. Reported on the following meetings: Lake Agassiz Regional Library Board, Natural Resource Management Committee (NRM), met with the County Administrator, Tom Mortenson, and Mayor of Detroit Lakes, Bob Louiseau.

e. Commissioner Skarie

- i. Reported on the following meetings: 4 County Public Health Planning Initiative, Labor Management Committee, Lakeland Mental Health, and Becker County Fair Board.

Tom Mortenson, County Administrator, commented in reference to the State Budget/Potential Shutdown. Upon review, it was determined that the Board could hold a Special Session with a three day public notice.

3. Commissioner Appointments:

- a. Tom Mortenson, County Administrator, announced that Commissioner and Citizen appointments for the Recreational Advisory Committee would need be made later in the meeting, subject to approval of the Recreation Plan.

Auditor/Treasurer: Ryan Tangen Presented:

1. Licenses and Permits: There were none.
2. County Board of Appeal and Equalization Report/Approval of Minutes: Mr. Tangen will present later in the meeting.
3. City Parking Special Assessments for the County were discussed. The Board recommended paying the \$20,550.00, rather than paying over a period of time with interest.

Finance Committee Minutes: Auditor/Treasurer: Ryan Tangen Presented:

1. It was moved and seconded to approve the regular claims, over 90-day claims and Auditor's Warrants.
  - a. Over 90 Days Past Due:
    - i. Sandy Gunderson in the amount of \$18.36 due to size of claim.

- ii. Al Chirpich in the amount of \$140 due to timing issues.
  - iii. Minnesota Sheriff's Association in the amount of \$1,747.50 due to invoice timing.
  - iv. Wasteequip in the amount of \$34,929.43 due to holding of payment until work was complete.
- b. Auditor's Warrants (Tuesday Bills):
- i. 06/14/11 in the amount of \$16,324.58
  - ii. 06/21/11 in the amount of \$6,613,178.20 for tax distribution (Knutson, Skarie), carried.
2. The Human Services claims were reviewed and it was recommended to approve when presented.
  3. It was moved and seconded to accept the Cash Comparison and Investment Summaries Report for May 2011. (Skarie, Okeson), carried.
  4. Mr. Tangen reported the on the results from the Other Post Employment Benefits study. The County's liability from implicit rate subsidy decreased from \$1,571,170 to \$1,159,017. The County does not offer any Post Employment Benefits.
  5. Mr. Tangen reported the steel cable necessary to operate the tram needs to be replaced. MACS had the low of two quotes in the amount of \$673.31. It was moved and seconded to approve the purchase of the steel cable needed to operate the tram by July 1, 2011 in an amount up to \$1,000.00. (Knutson, Schram), carried.
  6. Discussion on the Abatement Policy was held concentrating on the definition/clarification of an assessment error versus clerical error. The discussion will be continued later in the meeting, when the Assessor reports.
  7. An update on the status of Green Acres and the implementation of the Rural Preserve Program will be presented later in the meeting during the Assessors report.
  8. It was moved and seconded to accept the low bid for electrical work necessary for the installation of the newly acquired recyclables baler from BM Electric in the amount of \$1,427.69. (Okeson, Skarie), carried.
  9. It was recommended to approve when presented, Resolution 06-11-2B, to authorize Bridge Bond Grant Project S.A.P. 003-612-005; Bridge 03501 in the amount of \$137,190.
  10. It was recommended to approve when presented, Resolution 06-11-2C, to authorize Bridge Bond Grant Project S.A.P. 003-635-005; Bridge L8192 in the amount of \$64,613.
  11. It was recommended to approve when presented, Resolution 06-11-2D, to authorize final acceptance of the work completed on Project S.A.P. 003-622-030 and final payment in the amount of \$8,545.45 to Sellin Brothers, Inc..
  12. It was recommended to accept when presented, the human services grant and contract with Mosaic Consulting to administer Crisis Response test kits and training. The County will receive \$5,000 for test kits and \$7,500 for training.
  13. It was recommended to approve when presented the request from Information Technology to purchase additional licenses for imaging software needed at the Highway Department. The cost for a five pack of licenses is \$1,500, plus tax. (Skarie, Schram), carried.
  14. It was moved and seconded to approve the NW Regional Radio Board 2012 Budget and funding request of \$2,200, payable in January 2012. The contribution amount is down slightly from last year because of new members. (Knutson, Okeson), carried.
  15. Mr. Tangen reported that the 2012 budget year has begun and the State has offered a tool for setting levies. The tool is a Performance Measurement System and if adopted by the County, would provide the County with \$.014 per resident (\$4,550) and would exempt the

County from levy limits. Nearly all ten objectives are already being met by Becker County. It was moved and seconded to declare that Becker County will implement and develop a system for measurement of the ten performance measures developed by the Council on Local Results and Innovation. (Knutson, Okeson), carried.

16. Discussion was held in reference to the Minnesota Legislatures consideration of ending the Market Value Homestead Credit and replacing it with a Market Value Homestead Exclusion.
17. Discussion in preparing for the State Shutdown will be addressed as Item Number 8 under County Administrator.

Assessor: Steve Skoog Presented:

1. It was moved and seconded to approve the abatements for:
  - a. PIN #37.0107.000 in Wolf Lake Township for the amount of \$82.00
  - b. PIN #49.9220.000 in the City of Detroit Lakes for the amount of \$740.00(Skarie, Schram), carried.
2. Mr. Skoog presented information and requested direction from the Board in reference to the current Becker County Abatement Policy. It was the consensus of the Board to recommend the policy be reviewed by the Assessor's Committee and Finance Committee, and then to return their findings to the Board.
3. Discussion was held in reference to the Rural Preserve Program, an extension of the Green Acres Program. Currently there are approximately 575 property owners enrolled in the Green Acres Program and there are approximately 1,786 properties in Becker County that may benefit from enrolling into the Rural Preserve Program. Mr. Skoog requested direction from the Board on how active a role to take in notifying property owners. It was the consensus of the Board to advertise on websites, postings, mailings to the townships, and through the media.

Highway: Brad Wentz Presented:

1. It was moved and seconded to approve Resolution 06-11-2B, to authorize Bridge Bond Grant Project S.A.P. 003-612-005, for the construction of County Bridge No. 03501 on CSAH 12 with grant monies from the Minnesota State Transportation Fund in the amount of \$137,190.00, by reason of the lowest responsible bid. (Schram, Okeson), carried.
2. It was moved and seconded to approve Resolution 06-11-2C, to authorize Bridge Bond Grant Project S.A.P. 003-635-005 for the construction of County Bridge No. L8192 on CSAH 35, with grant monies from the Minnesota State Transportation Fund in the amount of \$64,613.00, by reason of the lowest responsible bid. (Schram, Okeson), carried.
3. It was moved and seconded to approve Resolution 06-11-2D, for final acceptance of completed Project S.A.P. 003-622-030 and to authorize final payment in the amount of \$8,545.45, to Sellin Brothers, Inc.. (Okeson, Schram), carried.
4. Mr. Wentz provided a construction update to the Board.

Human Services: Nancy Nelson Presented:

1. It was moved and seconded to approve the Waiver Service Agreement with Greenwood Connections. (Skarie, Knutson), carried.
2. It was moved and seconded to approve the Crisis Response Services Grant Addendum with Mosaic Consulting, to provide additional duties to develop training for crisis providers in the amount of \$7,500 and the purchase of testing materials in the amount of \$5,000. (Skarie, Okeson), carried.
3. It was moved and seconded to accept the reports for Family and Child Services, Adult Services, Financial Assistance, and MCD (Mental/Chemical Dependency). (Knutson, Skarie), carried.
4. It was moved and seconded to approve the Human Services Claims. (Schram, Knutson), carried.
5. It was moved and seconded to accept the Community Health Report. (Skarie, Schram), carried.
6. It was moved and seconded to approve the Community Health Claims. (Schram, Okeson), carried.
7. It was moved and seconded to accept the Transit Ridership Report. (Knutson, Okeson), carried.
8. It was moved and seconded to approve the Transit Claims. (Knutson, Okeson), carried.

Planning and Zoning: Patty Swenson Presented:

1. It was moved and seconded to concur with the Becker County Planning Commission (June 21, 2011), to approve to amend Chapter 3, Section 7, Subp. B. Subject Matter: Setback Averaging and to amend Chapter 5, Section 2, Subp. C. Subject Matter: Setback Averaging as submitted. (Skarie, Schram), carried.
2. It was moved and seconded to concur with the Becker County Planning Commission (June 21, 2011), to approve the proposal to amend Chapter 6, Section 3, Subject Matter: Water-Oriented Accessory Structures as submitted. (Schram, Okeson), carried.
3. It was moved and seconded to concur with the Becker County Planning Commission (June 21, 2011), to approve to amend Chapter 6, Section 10, Subp. D Subject Matter: Impervious Surface Coverage for Zoning Districts. (Knutson, Skarie), carried.
4. It was moved and seconded to concur with the Becker County Planning Commission (June 21, 2011), to amend the existing Conditional Use Permit #585930 to approve a conditional use permit to operate an off sale liquor store, in an unspecified structure, with approval from Planning and Zoning on structure size and lot coverage according to the Ordinance regulations, in an agricultural zone, based on the fact that it meets the criteria of the Becker County Zoning Ordinance, for DBA Seven Sisters Property, LLC located at 25275 South Melissa Drive, Detroit Lakes, Minnesota. (Okeson, Skarie), carried.
5. It was moved and seconded to concur with the Becker County Planning Commission (June 21, 2011), to approve the request for an amendment of the existing Conditional Use Permit #412799 by Wayne and Beverly Thorson, at project location of Becker County Highway 6, West of Detroit Lakes, Minnesota, to install a wash plant with sediment ponds for removal of impurities from the rock materials on industrial zoned property as submitted. (Schram, Okeson), carried.

6. It was moved and seconded to concur with the Becker County Planning Commission (June 21, 2011), to approve an amendment to the existing Conditional Use Permit #540529 for Erlene and Jack Davis, at project location of 11463 U.S. Highway 59, Detroit Lakes, Minnesota, to include a wedding venue on agricultural zoned property as submitted. (Okeson, Skarie), carried.
7. Ms. Swenson noted that the next informational meeting is scheduled for Thursday, July 14, 2011 at 8:00 a.m. in the Third Floor Meeting Room of the Original Courthouse.

County Administrator: Tom Mortenson Presented:

1. Mickey Okeson, University of Minnesota Extension Service, 4-H Coordinator, introduced Becker County 4-H members who will be traveling to Washington, D.C., as 4-H Youth Ambassadors and representing Becker County at the Citizenship Washington Focus in Washington, D.C., during the week of July 1-9, 2011. Board Chair Nelson presented each of the youth a certificate in recognition of their service and for representing Becker County at this event.
2. County Administrator, Tom Mortenson, also presented a proclamation to the Board to designate these Becker County 4-H Members as Becker County Ambassadors. It was moved and seconded to approve the Proclamation to designate these young citizens, members of Becker County 4-H, as official Becker County Ambassadors and to charge each of them to continue their education and efforts. (Knutson, Okeson), carried.

West Central Initiative (WCI): Tom McSparron, Donor Services Officer and Greg Wagner, Economic Development Planner Presented:

1. Mr. Wagner presented information to the Board in reference to the Comprehensive Economic Development Strategy Executive Summary. The CEDS is both a regional Economic Development Plan developed as a tool for the region and a compliance document for the Federal Economic Development Administration. He gave a brief summary of statistics pertaining to the region, and specifically to Becker County and requested approval of Resolution 06-11-2A, to support the 2011-2016 Comprehensive Economic Development Strategy for West Central Minnesota.
2. It was moved and seconded to approve Resolution 06-11-2A, to approve and support the 2011-2016 Comprehensive Economic Development Strategy for West Central Minnesota. (Schram, Okeson), carried.
3. Mr. McSparron gave an update on West Central Initiative activities and the partnership with Becker County. West Central Initiative, over the past 24 years, has generated support and cooperation within the nine counties served by the foundation. West Central Initiative's investments in Becker County since 1986 includes 368 Grants totaling \$2,770,247 and 62 Loans totaling \$2,672,388. Becker County Component Funds and Donor-Advised Funds, established in cooperation with WCI, have generated \$3,279,000 in assets and extended loans and grants in excess of \$5,406,447. Mr. McSparron requested Becker Counties continued support with a commitment of \$6,000 in fiscal year 2012. Discussion was held and it was the consensus of the Board that Becker County would continue its support in the amount of \$6,000 to West Central Initiative (WCI).

County Administrator: Tom Mortenson Presented:

1. County Administrator, Tom Mortenson, presented a revised Becker County Recreational Plan final draft, dated June 27, 2011 to the Board and gave a summary of noted changes and made reference to the plan being a “living document”, with changes and updates done periodically as new data and/or technology evolves. Mr. Mortenson requested, on behalf of the staff, and after receiving citizen input, to approve the revised Resolution 06-11-2F, to adopt the Becker County Recreational Plan final draft, dated June 27, 2011.
2. The Board Chair thanked staff and citizens for their commitment in getting the Recreational Plan to this point and felt it was a good base to move forward. It was moved and seconded to approve revised Resolution 06-11-2F, that the Board for Becker County upon careful consideration and review approves the Becker County Recreational Plan final draft, dated June 27, 2011, with the realization that no guiding vision can remain static and that this plan is a living document, subject to change over time, as new realities require new goals and strategies to address them, done in close consultation with the owners of the plan, the citizens of Becker County. (Knutson, Schram), carried.
3. County Administrator, Tom Mortenson, addressed the need to dissolve the Park and Recreation Board in order to create the Recreational Advisory Committee. It was moved and seconded to approve Resolution 06-11-2G, that the Becker County Board of Commissioners upon careful consideration and review, approves the dissolution of the Becker County Parks and Recreation (Advisory) Board, and whereas the steering committee recommends the replacement of the Park and Recreation Board with the creation of a Recreational Advisory Committee to ensure the long term recreational sustainability of County administered lands by protecting our natural resources and balancing recreational activities among all user groups County-wide to create a high quality recreational experience for all. (Schram, Okeson), carried.
4. It was moved and seconded to approve Resolution 06-11-2E, that the Board for Becker County upon careful consideration and review, approves the establishment of the Recreational Advisory Committee whose creation replaces the Becker County Parks and Recreation Board forthwith, and Attachment A, an outline of the Recreational Advisory Committee Bylaws, dated June 28, 2011. (Schram, Knutson), carried.
5. It was moved and seconded to approve the appointments of Commissioner Larry Knutson and Commissioner Gerry Schram to the Recreational Advisory Committee. (Skarie, Okeson), carried.
6. It was moved and seconded to approve the appointments of existing Park and Recreation Board Members Ray Vlasak, Dennis Hopman, Hank Ludtke, Del Bergseth, Arthur Baker and Karen Mulari, and new appointee, Keven Anderson of Lake Park, Minnesota, to replace existing Park and Recreation Board Member, Donald Ackerman who has requested to withdraw. (Skarie, Okeson), carried.
7. County Administrator, Tom Mortenson, addressed the need to dissolve and disband the Winter Trails Advisory Committee, as the Becker County Board of Commissioners established this committee to advise the County Board on the management of the Winter Trails in Becker County, and further review of the need for a special advisory Committee on the Winter Trails was no longer required and would duplicate many of the functions of the Recreational Advisory Committee. It was moved and seconded to approve Resolution 06-11-2H, that Becker County does hereby disband and dissolve the Winter

Trails Advisory Committee and that the Becker County Board of Commissioners hereby express their appreciation for their contribution, advice, and input of those who have served on the Winter Trails Advisory Committee. (Knutson, Schram), carried.

8. County Administrator, Tom Mortenson, and Human Services Director, Nancy Nelson, presented information and a list of services that will be suspended effective July 1, 2011 and remaining until resolved, in the event of a state government state shutdown and added that the list is continually evolving. The State of Minnesota has made no guarantees that any state funded programs will be reimbursed until the date a new budget is signed by the Governor; and a court determination of which programs are deemed critical or essential has not been released. It was moved and seconded to approve Resolution 06-11-2I, that Becker County will not assume vendor liabilities or fund services that are not deemed critical or essential as deemed by a court ruling. (Knutson, Skarie), carried.

Auditor-Treasurer: Ryan Tangen Presented:

1. Item #2, under Auditor-Treasurer: County Board of Appeals and Equalization Report/ Approval of Minutes was deferred to the next Board meeting.
2. Mr. Tangen presented Resolution 06-11-2J, for the Adoption of Performance Measurement Program Participation with the Council on Local Results and Innovation for its approval. The Board requests Resolution 06-11-2J, be attached to the motion made under Agenda Item: Finance Committee Minutes: #15.

The meeting recessed for lunch, and following was adjourned.

/s/ Tom Mortenson  
Tom Mortenson  
County Administrator

/s/ Barry Nelson  
Barry Nelson  
Board Chair