

KREGULAR MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: Tuesday, December 27, 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; Auditor-Treasurer and Clerk, Ryan Tangen; and Minute Taker, Cindy Courneya.  
b. Pledge of Allegiance.
2. The Agenda was approved with the following addition: under Auditor-Treasurer add number 3.5: Fund Balance Commitment: Resolution 12-11-2L. (Knutson, Okeson), carried.
3. It was moved and seconded to approve the minutes of December 13, 2011, with the requested changes. (Knutson, Schram), carried.

Commissioners

1. Open Forum: There was no one present.
2. Reports and Correspondence:
  - a. Commissioner Schram:
    - i. Reported on the following meetings: Highway, Sheriff, Aquatic Invasive Species (AIS) Task Force, Becker County Council on Aging, and noted upcoming Association of Minnesota Counties (AMC) Leadership Training on January 26-27, 2012 in St. Paul.
  - b. Commissioner Nelson:
    - i. Reported on the following meetings: Lake Agassiz Regional Library, Becker County Soil and Water Conservation District, Natural Resources Committee, and Ag. Forum in Callaway.
  - c. Commissioner Skarie:
    - i. Reported on the following meetings: Labor Management Committee, Becker County Historical Society, and Lakeland Mental Health.
  - d. Commissioner Okeson:
    - i. Reported on the following meetings: WesMin Resource Conservation and Development, Ag. Forum in Callaway, Quarterly Transit, Detroit Lakes/Becker County Airport Committee, Highway Committee, Sheriff's Committee, and Pelican River Watershed District.
  - e. Commissioner Knutson:
    - i. Reported on the following meetings: Prairie Lake Municipal Solid Waste Authority and Natural Resources Committee.

- f. Board Chair Nelson requested that if any of the commissioners are interested in attending the Association of Minnesota Counties (AMC) Leadership Conference on January 26-27, 2012 in St. Paul, to notify the Board Chair to request the item be placed on the agenda for the next meeting on January 10, 2012.
  - g. It was noted that the Organizational meeting is scheduled for Tuesday, January 3, 2012 at 8:15 a.m. in the Becker County Courthouse, Board Room.
3. Appointments:
- a. It was moved and seconded to approve Resolution 12-11-2G, to appoint Dr. Knute Thorsgard as Becker County Coroner for a one year term beginning on January 1, 2012 and expiring on December 31, 2013. (Knutson, Schram), carried.
4. It was moved and seconded to approve Resolution 12-11-2C, to replace Resolution 12-10-2E, to establish the Becker County Board of Commissioners Meeting schedule for 2012, as listed in said resolution and that Resolution 12-11-2C is considered an official posting of these meetings. (Schram, Okeson), carried.

Auditor-Treasurer: Ryan Tangen presented:

1. Licenses and Permits:
- a. It was moved and seconded to approve Resolution 12-11-2D, to approve the Gambling Application for exempt permit to conduct a raffle for Sanford Health Foundation North on January 28, 2012 at Tri-Lakes Roadhouse Bar and Grill, 11740 County Highway #5, Lake Park, Minnesota, in Cormorant Township. (Knutson, Okeson), carried.
2. It was moved and seconded to approve Resolution 12-11-2H, to adopt and approve the Fiscal Year 2012 Budget, as presented. (Knutson, Skarie), carried.
3. It was moved and seconded to approve Resolution 12-11-2A, to adopt the Governmental Accounting Standards Board (GASB) 54 Fund Balance Policy. (Knutson, Okeson), carried.
4. It was moved and seconded to approve Resolution 12-11-2L, to adopt the categories of Committed Funds as outlined, with the change from "Highway Building" to "Public Works Building", and the addition of "Road Project Catch-up". (Okeson, Skarie), carried.
5. Mr. Tangen noted that Synergy Graphics provides the ballots and programming for our election equipment. The four year agreement establishes pricing per unit for the next four years. Discussion was held and the agreement will be presented for approval at the next regularly scheduled Board of Commissioner's meeting on Tuesday, January 10, 2012.

Finance Committee Minutes: Auditor-Treasurer, Ryan Tangen presented:

1. It was moved and seconded to approve the regular claims, over 90-day claim, and Auditor's Warrants:
- a. Over 90 Days:
    - i. Payment to Minnesota County Attorney Association in the amount of \$51.30, due to lack of an invoice.

- b. Auditor's Warrants (Tuesday Bills):
  - i. 12/13/11 in the amount of \$23,098.02
  - ii. 12/21/11 in the amount of \$32,665.57(Knutson, Okeson), carried.
- 2. It was recommended to approve when presented the Human Services Claims.
- 3. It was recommended to approve when presented Resolution 12-11-2I, to authorize the purchase of a wood chipper for the Highway Department with an estimated cost, after trade-in, of \$26,500.
- 4. It is recommended to bring Resolution 12-11-2J, to adopt the Highway Vehicle Policy, to the next department head meeting for purposes of consistency across departments.
- 5. It was recommended to approve when presented, Resolution 12-11-2K, to authorize the sale of the Ponsford Shop by sealed bid followed by allowing the top five bidders to participate in an oral auction.
- 6. Discussion was held in reference to the Natural Resource Management All Surface Vehicle (ASV) and repairs needed. It was recommended to complete the repairs estimated at \$3,000 and to explore rental rates, and to see if there is some revenue available to offset the cost.
- 7. It was recommended to approve when presented, to accept the Family Home Visiting Grant for Community Health, in the amount of \$120,000 each year for three (3) to five (5) years. Acceptance of the grant will require hiring two (2) part-time employees.
- 8. It was recommended to approve when presented, Resolution 12-11-2B, to authorize the acceptance of the 2011-2012/2012-2013 Minnesota Department of Natural Resources Snowmobile Grant, with the grant funded at \$5,167 per year.
- 9. It was recommended to approve when presented, to utilize a Minnesota Radio Grant to obtain three (3) mobile radios, with the county portion at \$5,700 of the \$21,750 total purchase price.
- 10. It was recommended to approve when presented, the Sheriff Department's request to secure the judicial side of the courthouse. A final plan has been developed and can be implemented for just over \$3,200.
- 11. It was recommended to approve when presented the low quote from Land Design Consultants, to survey a tax-forfeited parcel in section 27 of Spruce Grove Township, in the amount of \$4,000.
- 12. It was recommended to approve when presented the low quote from Art Anderson Septic Pumping, to install and maintain a porta potty at the Mountain View Recreation Area, in the amount of \$105 per month, with the agreement effective January 2012 through April or May 2012.
- 13. The annual contract for the coroner is up for renewal. It was recommended to extend the contract with the same terms for one year. Resolution 12-11-2G, to approve the appointment of Dr. Knute Thorsgard as Becker County Coroner, was presented and approved earlier in the meeting.
- 14. It was recommended to approve when presented, Resolution 12-11-2F, to authorize to hire three part-time Building Maintenance Custodians, and if filling these positions creates any internal part-time custodian vacancies, to fill those positions also.
- 15. It was recommended to approve when presented Resolution 12-11-2H, to adopt and approve the 2012 budget, setting the levy at a 0% increase. This was presented and adopted earlier in the meeting.

16. It was recommended to approve when presented Resolution 12-11-2A, to adopt the Governmental Accounting Standards Board ("GASB) 54 Fund Balance Policy. This was presented and adopted earlier in the meeting.
17. It was recommended to approve when presented, Resolution 12-11-2L, to establish the categories for the 12-31-2011 GASB 54 Fund Balance Commitments, with final amounts being determined after year-end figures are available. This was presented and adopted earlier in the meeting, with the requested changes noted.
18. It was recommended to approve the four year agreement with Synergy Graphics to provide ballots and programming for election equipment. Discussion was held earlier in the meeting and will be presented at the next regularly scheduled Board of Commissioner's meeting on Tuesday, January 10, 2012, for approval.
19. It was moved and seconded to approve the authorization for Auditor-Treasurer, Ryan Tangen, to pay the necessary year-end bills and to provide a summary to the Board at the next regularly scheduled Board of Commissioner's meeting on Tuesday, January 10, 2012. (Knutson, Skarie), carried.

Assessor: Ryan Tangen presented:

1. It was moved and seconded to approve the abatements for:
  - a. PIN #06.0083.004 in Cormorant Township for the amount of \$ 306.00.
  - b. PIN #10.0220.000 in Erie Township for the amount of \$540.00.
  - c. PIN#19.0688.000 in Lake View Township for the amount of \$70.00.
  - d. PIN #36.0134.990 in White Earth Township for the amount of \$164.00.
  - e. PIN #49.0249.000 in the City of Detroit Lakes for the amount of \$86.00.(Okeson, Schram), carried.

Human Services: Nancy Nelson presented:

1. It was moved and seconded to approve the acceptance of the Family Home Visiting Grant for Community Health, in the amount of \$120,000 each year for three (3) to five (5) years. (Skarie, Knutson), carried.
2. It was moved and seconded to accept the Human Services reports for Adult Services, Children and Family Services, Community Health, Financial Services, Mental/Chemical Dependency (MCD), and Transit. (Schram, Skarie), carried.
3. It was moved and seconded to approve the claims for Human Services, Community Health and Transit. (Skarie, Knutson), carried.

Community Health: Public Health Regionalization: Ronda Stock, Supervisor, Community Health, Becker County presented, along with Diane Thorson, Public Health Director, Otter Tail County; Deb Jacobs, Public Health Director, Wilkin County; Matt Casey, Community Representative, Becker County, and Kathy McKay, Public Health Director, Clay County.

1. An overview was presented on the Becker, Clay, Otter Tail, and Wilkin Counties Public Health Planning Initiative. There is a focus on regional planning and multi-county collaboration at the state and national levels in striving for efficiencies and effectiveness. Clay, Otter Tail, and Wilkin County Boards have unanimously approved the process. The

Planning Committee requested approval of Resolution 12-11-2E, to support the process to move forward into a multi-phased planning initiative that would allow for continued progress towards the potential merger of community health boards and public health departments, with planning efforts to include Becker County Human Services. Discussion was held and it was the consensus of the Board that this request be presented to the Human Services Committee prior to returning to the Board for approval.

Sheriff: Tim Gordon presented:

1. It was moved and seconded to approve Resolution 12-11-2B, to authorize the acceptance of the 2011-2012/2012-2013 Minnesota Department of Natural Resources Snowmobile Safety Enforcement Grant, with the grant funded at \$5,167 per year, for a total of \$10,334. (Okeson, Schram), carried.
2. It was moved and seconded to approve to utilize a Minnesota Radio Grant to obtain three (3) mobile radios at a total cost of \$21,750, with the county portion at \$5,700, from the Cost Share 207 Fund. (Schram, Knutson), carried.
3. It was moved and seconded to accept the lowest quote to purchase the proposed equipment for court security, from Hayward Turnstiles, Inc., in Milford, Connecticut at a total cost of \$1,794. (Schram, Okeson), carried. Sheriff Tim Gordon thanked the Board for recognizing and supporting the need for improved court security.

Planning and Zoning: Patty Swenson presented:

1. It was moved and seconded to concur with the Becker County Planning Commission (December 20, 2011), to approve a Certificate of Survey for Tony Nistler, to allow a lot line adjustment (Tract A) to be attached to the neighbor, Tract B, consisting of 1.50 acres with a remnant tract of 8.20 acres and a change of zone from Agricultural to Residential for Tract B only, located at 13609 Rosman Erickson Road in Cormorant Township, based on the fact that the request meets the criteria of the Ordinance. (Knutson, Skarie), carried.
2. It was moved and seconded to concur with the Becker County Planning Commission (December 20, 2011), to approve to amend existing Conditional Use Permit #367913 for Chad Stenerson, Shady Hollow, located at 12672 County Highway 17, in Lake View Township, to allow the retail sales of crafts, antiques, and food with soft drink vendors and to eliminate the previous stipulation that all structures will face State Highway 59, based on the fact that the use will not be detrimental to the area, and to deny the request to have camping on the above described property based on the fact the request does not meet the criteria of the Ordinance and would affect surrounding properties. (Okeson, Schram), carried.
3. It was moved and seconded to concur with the Becker County Planning Commission (December 20, 2011), to approve a Certificate of Survey for Shane and Tamera Heille, to allow one (1) tract (Tract A) consisting of 12.6 acres with a remainder tract (Tract B) consisting of 17.7 acres on agricultural zoned property, located at Broadway Avenue in Holmesville Township, Spring Lake, based on the fact the Certificate of Survey meets the criteria of the Ordinance. (Knutson, Schram), carried.

4. It was noted that there are no Planning Commission applications for the month of January and therefore there will be no informational meeting in January.
5. It was moved and seconded to approve a fine reimbursement of \$450.00 to Robert and Malinda Deitchler, for failure to obtain a Conditional Use Permit to operate a heavy truck repair shop located at 27500 County Highway 48; Section 4, in Osage Township. (Knutson, Okeson), carried. It was determined that there was hardship caused by the county due to lack of notification of certain requirements.

Highway: Brad Wentz presented:

1. It was moved and seconded to approve Resolution 12-11-2I, to authorize and direct the County Engineer to purchase a wood chipper, for right-of-way maintenance and emergency tree removal operations, at a cost of \$26,476.66. (Okeson, Schram), carried.
2. Discussion was held in reference to Resolution 12-11-2J, to approve the Highway Department Vehicle Policy, as submitted. The Board requested some minor changes to the policy and to present this policy at the next Department Head meeting for their review, as this may be a county-wide vehicle policy.
3. It was moved and seconded to approve Resolution 12-11-2K, to approve the minimum bid be set at \$20,000 for the sale of the Ponsford Shop, and to recommend moving forward with the sealed bid process, with a change in said resolution to read, "to allow the top five (5) bidders meeting the minimum requirements to have an auction meeting to raise their bids.". (Schram, Okeson), carried.

Ryan Tangen presented:

1. Mr. Tangen reported on the findings from the Secretary of State in reference to redistricting and noted that there are a few more issues to work out with the City, and he also requested direction from the Board. Discussion was held and Board Chair Nelson requested that each of the Commissioners draw a map, based on the criteria presented and on what is in the best interest for the County, and to bring their maps to the next meeting on January 10, 2012, to review the concepts for drawing of the districts.
2. It was moved and seconded to approve the low quote from Land Design Consultants, to survey a tax-forfeited parcel in section 27 of Spruce Grove Township, in the amount of \$4,000. (Knutson, Okeson), carried.
3. It was moved and seconded to approve the request by Forest Rider Snowmobile Club for a three (3) mile trail re-route, as presented. (Knutson, Okeson), carried. It was noted that future requests for re-routes on tax-forfeited property should be referred to the Recreational Advisory Committee (RAC).
4. It was moved and seconded to approve the low quote from Art Anderson Septic Pumping, to install and maintain a porta potty at the Mountain View Recreation Area, in the amount of \$105 per month, with the agreement effective January 2012 through April or May 2012.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to approve Resolution 12-11-2F, to authorize to hire three part-time Building Maintenance Custodians, and if filling these positions creates any internal part-time custodian vacancies, to fill those positions also. (Knutson, Skarie), carried.

State of the County Address: Board Chair Nelson presented:

Board Chair Nelson presented the State of the County Address, highlighting the challenges and accomplishments for Becker County over the year, and credited the teamwork of the department heads and all of the employees in addressing and resolving these issues. He also noted the ongoing projects for 2012, as the County continues to move forward, working with Federal, State, Townships, Cities, Schools, Watersheds, and the White Earth Tribe. In closing, he thanked the County “dream team” of department heads for their leadership and willingness to go above and beyond and noted that Becker County will continue to operate in the most fiscally responsible manner considering cost effectiveness in all decisions.

On behalf of the Becker County Board of Commissioners, employees of Becker County, and the community, Commissioner Larry Knutson presented Board Chair Nelson with a plaque and thanked him for his contribution to Becker County, serving as Chair of the Becker County Board of Commissioners for 2011.

The meeting was adjourned. Following the meeting, Lunch Bunch was held at Burnside’s Charhouse in Detroit Lakes.

/s/ Ryan Tangen  
Ryan Tangen  
Auditor-Treasurer

/s/ Barry Nelson  
Barry Nelson  
Board Chair