

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, MARCH 25, 2014 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Vice-Chair Grimsley. Present: Commissioners Knutson, Nelson, Grimsley, and Skarie; County Administrator, Jack Ingstad; and Minute Taker, Cindy Courneya. Absent: Commissioner Okeson.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following changes: Under Commissioners: Number 3: Appointments: add (a) Notification of Upcoming Appointments for Pelican River Watershed District Manager (PRWD) positions, and remove Number 13: Reorganization of NRM/Parks & Recreation and Highway: Transfer of Forestry Technician Position to Highway Department: Resolution 03-14-2C; and Under Human Services: Remove Number 1: Contracts/Agreements: (a) Lakes Crisis and Resource Center, and (b) White Earth Tribal Mental Health. (Knutson, Skarie), carried.
4. It was moved and seconded to approve the minutes of March 11, 2014, with the requested changes. (Knutson, Skarie), carried.

Open Forum:

1. Gerry Schram, resident of Erie Township, spoke in reference to the recent Minnesota Department of Corrections (DOC) inspection of the Becker County Jail and requested clarification on the differences between this inspection and the one completed two years ago. He suggested that if the State is requiring costly upgrades and improvements, then there should be State grant funding made available to assist counties with the costs.

Reports and Correspondence: The Commissioners reported on the following meetings.

1. Commissioner Grimsley: West Central Initiative (WCI), Heartland Multi-Purpose Recreation Trail Committee, Lake Agassiz Regional Library (LARL), and Development Achievement Center (DAC).
2. Commissioner Knutson: Environmental Affairs Committee, Natural Resources Committee, and attended the meeting with Clay County in reference to the Jail Facility.
3. Commissioner Nelson: Information Technology (IT), Minnesota Rural Counties Caucus (MRCC), Becker County Soil and Water Conservation District, and met with legislators to lobby for the combining of the Becker County Auditor-Treasurer and Recorder positions and to make the position appointed, and will be attending another meeting on Thursday, March 27th to continue the process.

4. It was moved and seconded to approve the per diem and mileage reimbursement for Commissioner Nelson's attendance at legislative meetings on March 20-21, 2014 and March 27, 2014, in reference to the combining of the Auditor-Treasurer and Recorder positions. (Skarie, Knutson), carried.
5. Commissioner Skarie: Review Board, West Central/Land of the Dancing Sky, Human Services Supervisor's meetings, Lakeland Mental Health, and attended the meeting with Clay County in reference to the Jail Facility and joint meeting with Clay and Ottertail Counties in reference to the Human Services Director position.

Appointments:

1. It was moved and seconded to re-appoint Jeff Moritz to the Planning Commission. (Nelson, Knutson), carried.
2. It was moved and seconded to appoint Leslie Holen to the Becker County Extension Committee for the At-Large position. (Nelson, Knutson), carried.
3. Notification has been received that the Pelican River Watershed District (PRWD) has two manager position terms expiring on May 25, 2014. The positions will be advertised with appointments being considered at the Board meeting on Tuesday, April 22, 2014.
4. Commissioner Grimsley reported that there will be an upcoming appointment needed for the Lake Agassiz Regional Library Board as well.

Notice of City/County/Schools and Chamber Quarterly meeting:

1. The next City/County/Schools and Chamber Quarterly meeting is scheduled for Tuesday, April 8, 2014 at 7:00 a.m. at M-State, Room C103, Detroit Lakes, with the Chamber of Commerce hosting.

Tour of Detroit Mountain Recreation Area:

1. The Commissioners and County Administrator, Jack Ingstad, are scheduled to tour the Detroit Mountain Recreation Area, with Mark Fritz, Coordinator of the project, on Tuesday, April 22, 2014, following the regular board meeting.

Discussion on Human Services Director position:

1. Commissioner Skarie and County Administrator, Jack Ingstad, attended a meeting with Clay and Ottertail Counties to discuss the Human Services Director position and the concept of utilizing a Regional Director for Human Services. County Administrator, Jack Ingstad, stressed the need for getting someone in place as soon as possible, either by contracting with Human Services Director, Ronda Porter from Clay County, or to begin the recruitment process to hire a Human Services Director.

2. It was moved and seconded to authorize the Human Services Committee to negotiate an agreement with Clay County to contract with Clay County Human Services Director, Rhonda Porter to assist Becker County with administrative efforts. (Nelson, Knutson), carried. It was noted that the agreement should be returned to the Board for final approval.

Public Notice Process Pending Legislation to Combine Auditor-Treasurer and Recorder positions and to Make Appointed: Resolution 03-14-2E.

1. The Board approved Resolution 02-14-2J on February 25, 2014 seeking legislation to combine the Auditor-Treasurer and Recorder positions, and to make the new position appointed, effective at the end of the current terms, with the positions not open for candidate filling in 2014. It was noted that the County Attorney's office has reviewed the public notice process.
2. A proposed resolution was presented today outlining the intention of Becker County to approve combining the Auditor-Treasurer and Recorder positions and to make the position appointed. In accordance with Minnesota State Statute, the resolution, if approved for content today, will be advertised once each week for two consecutive weeks prior to holding a public hearing for consideration by the Board to adopt said resolution.
3. It was moved and seconded to approve Resolution 03-14-2E, for content only and with the requested changes, outlining the intent of Becker County to combine the Auditor-Treasurer and Recorder positions, and to make the position appointed. (Nelson, Skarie), carried. It was noted that the proposed resolution will be advertised and a public hearing scheduled and if the resolution is adopted, implementation will be pending legislative approval.

Discussion and Direction on Appointment of Auditor-Treasurer to Fulfill Remaining Term of Ryan Tangen:

1. It was reported that an offer is ready to be made for the hiring of the Human Services Fiscal Supervisor, and that this person could potentially assume the Chief Deputy role of the Auditor-Treasurer's office. While the staff in the Auditor-Treasurer's office are qualified and competent to handle many of the day-to-day activities, it was stressed that with the resignation of the Auditor-Treasurer, Ryan Tangen, and upcoming election, there is a need to provide interim leadership as soon as possible. Options were discussed, including contracting with the Clay County Auditor, and/or Becker County outgoing Auditor-Treasurer, Ryan Tangen. County Administrator, Jack Ingstad, reported that he has received confirmation from the County Attorney's office that the County, if chooses to do so, may enter into a short-term contract with Ryan Tangen, to provide administrative services to the Auditor-Treasurer's office, for the interim.

2. It was moved and seconded to authorize the Finance Committee to pursue the concept of entering into an agreement with the Clay County Auditor-Treasurer and former Becker County Auditor-Treasurer, Ryan Tangen, to provide interim administrative services to the Becker County Auditor-Treasurer's office. (Knutson, Nelson), carried.

Discussion on Expansion of MOU with City of Detroit Lakes for the Joint Public Works Facility:

1. Discussion was held in reference to whether or not, based on the study that was completed, it is possible for Becker County to partner with the City of Detroit Lakes to build a Joint Public Works Facility. The cost estimate has come in at \$11 million for the building, with the City currently having allocated \$3 million for the project. It was the consensus of the Board that a joint meeting between the City of Detroit Lakes and Becker County should be scheduled.

Employee Survey Results Regarding County-Wide Training:

1. Funding for county-wide employee training was included in the 2014 budget and a survey was completed by county employees with 82.42% in favor of the training. There was consensus by the Board to move forward. County Administrator, Jack Ingstad, reported that this will be a mandatory training, unless an employee is exempted by their supervisor, with a morning and afternoon session offered to allow for staffing coverage of the courthouse on the day of the training.

Discussion on Jail and Possible Agreement with Hubbard County Concerning Jail Beds:

1. Sheriff Kelly Shannon presented information in reference to housing inmates at Hubbard County, noting that the total cost for 2013 was \$99,546.88, with the per diem at \$46.00. Hubbard County will be increasing the per diem rate to \$55.00. Becker County will need to increase the number of beds at Hubbard County as well, due to losing eight (8) beds as a result of the recent Minnesota Department of Corrections inspection of the Becker County Jail. Sheriff Shannon also provided an estimate on a list of repairs needed for the jail and a list of items that have been replaced. Options were discussed. It was the consensus of the Board to finalize the contract with Hubbard County for the increase in the number of beds and to continue exploring options at the next Board meeting.

Discussion and Direction on Appointment of County Surveyor:

1. Scott Walz from Meadowland Surveying was present on behalf of Roy Smith, Becker County Surveyor. He noted the advantages of appointing a surveyor and stressed the importance of appointing someone who knows the history and goals of Becker County.

2. It was moved and seconded to add to the agenda, the request to approve Resolution 03-14-2G, to approve changing the County Surveyor position from an elected to an appointed position. (Nelson, Knutson), carried.
3. It was moved and seconded to approve Resolution 03-14-2G, that the office of Becker County Surveyor be filled by appointment, and that the person currently elected to the position of Surveyor shall serve in that office and perform the duties of that office until completion of the term, and that the term of office for the first appointed Surveyor shall begin upon the expiration of the term of the incumbent and run for a period of four (4) years. (Skarie, Knutson), carried.

Auditor-Treasurer: Licenses and Permits: Mary Hendrickson presented:

1. It was moved and seconded to approve the New On-Sale Wine and Strong Beer License for Smokey Hills Wilderness Park, LLC - Chery L.J. Refsland – Carsonville Township. (Nelson, Knutson), carried.
2. It was moved and seconded to approve the New Seasonal Tobacco License for Phoenix Marketing at Soo Pass Ranch – William Bennett – Lake View Township. (Nelson, Knutson), carried.
3. It was moved and seconded to approve the Seasonal Tobacco License Renewal for Hotel Shoreham - Richard M. Lynch – Lake View Township. (Nelson, Skarie), carried.
4. It was moved and seconded to approve the On-Sale (Includes Sunday Sales) Liquor License Renewals for the following:
 - a. Hotel Shoreham – Richard M. Lynch – Lake View Township;
 - b. Ice Cracking Lodge – Rayna L. Tucker – Round Lake Township;
 - c. Randy’s Lake Eunice – Delhel Inc. – Lake Eunice Township;
 - d. The Pub – Patricia J. Maloney – Cormorant Township;
 - e. Bleachers (Swenson Mills Ltd.) – Aaron E. Swenson – Lake View Township;
 - f. Sunlite Bar & Grill – Wayne M. Crawford – Detroit Township;
 - g. Detroit Country Club –City Of Detroit Lakes – Lake View Township;
 - h. Cormorant Inn & Suites (Cormorant Enterprises, Inc.) – Kevin L. Karel – Cormorant Township;
 - i. Forest Hills Golf & R.V. Resort (Resort Management Corporation) – Robert B. Spizzo – Audubon Township;
 - j. Pit 611 (GR8 Investments, Inc.) – Jay B. Olness – Lake Eunice Township. (Knutson, Skarie), carried.
5. It was moved and seconded to approve the Combination On And Off-Sale (Including Sunday) Liquor License Renewals for the following:
 - a. Curley’s On Cotton Lake Inc. – Cari Hough, Personal Rep. – Erie Township;
 - b. Northern Inn – Lance P. Highman – Toad Lake Township;
 - c. County 17 Club, Inc. – Joy M. Mcnamara – Lake View Township;

- d. Charlie's Bar & Supper Club – Gerald L. Hanson – Height Of Land Township;
 - e. Toad Lake Store – Cynthia Lou Knoll – Toad Lake Township.
(Skarie, Nelson), carried.
6. It was moved and seconded to approve the Off-Sale Liquor License Renewals for the following:
- a. Cormorant Bottle Shop (The Cormorant Pub, Inc.) – Patricia J. Maloney – Cormorant Township;
 - b. Seven Sisters Spirits, LLC - Steven D. Larsen, General Mgr. – Lake View Township;
 - c. Lakes Corner Liquor, LLC - Aaron Aslesen – Erie Township;
 - d. Lakes Of Coffee & Liquor – Shanda Askland – Cormorant Township.
(Knutson, Nelson), carried.
7. It was moved and seconded to approve the Wine and Strong Beer License Renewal for Cedar Crest Resort – Fred W. Brower – Maple Grove Township. (Skarie, Knutson), carried.
8. It was moved and seconded to approve the Combination On And Off- Sale 3.2 Beer License Renewals for the following:
- a. Cedar Crest Resort – Fred W. Brower – Maple Grove Township;
 - b. Jolly Fisherman Resort – Anne E. Buelow – Round Lake Township;
 - c. The Hideaway Resort – Allen J. Chirpich – Shell Lake Township;
 - d. Hoslers Two Inlets Country Store – Susan M. Hosler – Two Inlets Township;
 - e. Four Corners – Richard J. Bartelt – Erie Township;
 - f. Elbow Lake Store & Bar (Loon Echo, Inc.) - Roger L. Nelson – Round Lake Township;
 - g. Green Valley Golf Course – Michael R. Levin – Cormorant Township;
 - h. Tamarac Resort and Campground – Randy A. Blanford – Sugar Bush Township.
(Nelson, Knutson), carried.
9. It was moved and seconded to approve the Off-Sale 3.2 Beer License Renewals for the following:
- a. Detroit Country Club, Inc. - City Of Detroit Lakes – Lake View Township;
 - b. Ice Cracking Lodge – Rayna L. Tucker – Round Lake Township;
 - c. Sunlite Bar & Grill – Wayne M. Crawford – Detroit Township;
 - d. Randy's Lake Eunice – DelhelN, Inc. – Lake Eunice Township;
 - e. County 6 Gas & Bait – Shirley A. Kalberer – Lake View Township;
 - f. Cormorant Store, Inc. - Richard B. Sherbrooke – Cormorant Township.
(Skarie, Nelson), carried.

Finance Committee: Tanya Hockett presented:

- 1. It was moved and seconded to approve the Regular claims, Auditor's Warrants, additional claims, and over 90-Day claims, as presented:
 - a. Auditor's Warrants (Tuesday bills):
 - i. 03/13/2014 in the amount of \$79,212.27.

- b. Over 90-Day Claims:
 - i. Essentia Health in the amount of \$955.80; timing of invoice.
 - ii. Larry Knutson in the amount of \$976.40; thought was previously submitted.
 - c. Additional Claims:
 - i. Toshiba in the amount of \$2,102.91.
 - ii. Ben Grimsley in the amount of \$1,131.44.
 - ii. Elan Financial Services in the amount of \$12,933.70.
- (Nelson, Knutson), carried.
2. It was recommended to approve the purchase of Hemoglobin Testers for WIC from HemoCue, in the amount of \$1,425. (Skarie, Knutson), carried.
 3. It was moved and seconded to approve the purchase of an automatic door opener for the Human Services employee entrance door from Central Door and Hardware in the amount of \$2,142.00. (Knutson, Skarie), carried.
 4. It was moved and seconded to approve the low quote from Thyssen Krupp in the amount of \$330 per month, for a 2-Year Service Contract for the three elevators in the Courthouse New Addition, as presented. (Knutson, Nelson), carried.
 5. It was moved and seconded to approve the emergency purchase and installation of a Water Heater for the jail from Modern Heating & Plumbing, with the low quote of \$7,762.82. (Knutson, Skarie), carried. It was noted that the heater was purchased and installed on Tuesday, March 18, 2014 after receiving two quotes and with approval from County Administrator, Jack Ingstad.
 6. It was moved and seconded to approve Resolution 03-14-2F, to post internally, interview, and hire one (1) full-time Chief Deputy Recorder and to backfill, if necessary. (Skarie, Nelson), carried.

Human Services: Christy Ramsey presented:

1. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit. (Nelson, Knutson), carried.

Environmental: Steve Skoog presented:

1. It was moved and seconded to approve the purchase of a new Automated External Defibrillator (AED) for the Transfer Station, at a cost of \$1,200.00. (Skarie, Knutson), carried.
2. It was moved and seconded to approve the purchase of architectural/engineering services from Bhh Partners, at an amount up to \$1,400, to assist in the design/build bidding process of a waste containment sorting slab and special wastes storage/processing building, as presented. (Skarie, Knutson), carried.
3. It was moved and seconded to approve the purchase of a cell phone for the recycling compactor truck, as presented at the Finance Committee meeting. (Skarie, Knutson), carried.

4. There will be an hour reserved on the regular Board Agenda of Tuesday, April 8, 2014, for a presentation and discussion of the Environmental Services Solid Waste Program and Transfer Station. County Administrator, Jack Ingstad, requested that agenda items be provided to Steve Skoog.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 03-14-2D, to approve the final payment in the amount of \$119,765.21 for Project Number SAP 003-601-016, etc. to Central Specialties, Inc. of Alexandria, MN, for Bituminous Surfacing and Aggregate Shouldering on CSAH 1, CSAH 5, CSAH 6, CSAH 149 and CR 147, and for the payment to be prepared and processed by the Highway Department. (Nelson, Skarie), carried.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to approve Resolution 03-14-2A, to hire one (1) full-time Lead Custodian, due to a resignation. (Skarie, Knutson), carried.
2. It was moved and seconded to approve Resolution 03-14-2B, with changes, to modify two (2) existing part-time custodian positions from a 25 hours/week position to a 10 hours/week and a 20 hours/week position and to then create an additional 20 hours/week position. (Knutson, Skarie), carried.

Planning & Zoning: Julene Hodgson presented:

1. It was moved and seconded to concur with the Planning Commission (March 18, 2014), to approve the request submitted by Jeffrey Haugrud for a Conditional Use Permit (CUP), for Auto Sales, located at 11092 Highway 10 in Lake Park Township, to include the sale of auto parts, signs, and accessories based on the fact that the request is not detrimental to the surrounding area, and with the stipulations that the auto sales be limited to 20 cars, there will be no food service on the property, that the property will not become a salvage yard, and any future proposal for an auto storage rental structure will require a different CUP request. (Knutson, Skarie), carried. It was noted that this was a tabled application from the February 18, 2014 Public Hearing.
2. It was moved and seconded to concur with the Planning Commission (March 18, 2014), to approve the request submitted by Kevin Dillenburg for a Certificate of Survey for a project located at 16171 County Highway 6 in Lake Park, MN, to allow one tract of land consisting of 2.90 acres, with the remainder of .61 acres to be attached to the neighboring parcel, and with a change of zone from agricultural to residential for the Tract A 1-1 only, based on the fact that the request meets the criteria of the Ordinance. (Nelson, Knutson), carried.
3. It was moved and seconded to concur with the Planning Commission (March 18, 2014), to approve the request submitted by Harvey and Susan Welnel, for a Certificate of Survey for a project located at 44229 Juggler Road SW, in Round Lake Township, Juggler

Lake, to allow two parcels of land consisting of 3.0 acres +/- and 3.60 acres +/-, with a change of zone from Agricultural to Residential for both parcels based on the fact that the request meets the criteria of the Ordinance. (Skarie, Nelson), carried.

4. It was moved and seconded to concur with the Planning Commission (March 18, 2014), to approve the Final Plat of Leaf Lake Acres, as submitted by the developer, Gary Schander. (Knutson, Skarie), carried. It was noted there have been no changes made from the preliminary plat approved in November 2012.
5. The next Informational Meeting will be held on Thursday, April 10, 2014 at 8:00 a.m. in the Third Floor Meeting Room of the Courthouse.

Vice-Chair Grimsley adjourned the meeting.

Jack Ingstad

Jack Ingstad
County Administrator

Ben Grimsley

Ben Grimsley
Vice-Chair