

ORGANIZATIONAL AND REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, January 5, 2016 AT 8:15 a.m.  
LOCATION: Board Room, Courthouse

The Board of Commissioners attended the Joint Quarterly Governance Meeting at 7 a.m., prior to the start of the Organizational and Regular Board of Commissioner's meeting held at the City Council Chambers in Detroit Lakes.

Organizational Meeting

1. Meeting was brought to order by Board Chair Grimsley. All commissioners were in attendance, along with County Administrator, Jack Ingstad; and Minute Taker, Cindy Courneya.
2. Pledge of Allegiance.
3. Election of the Board Chair was ordered by current Board Chair, Ben Grimsley. Commissioner Skarie nominated Commissioner Nelson. Chair Grimsley called for any other nominations and there were none. It was moved and seconded to appoint Commissioner Nelson as Chair to the Becker County Board for 2016. (Skarie, Okeson), carried. The meeting was then turned over to the newly appointed Board Chair, Commissioner Nelson.
4. Board Chair Nelson called for nominations for Vice-Chair. Commissioner Grimsley nominated Commissioner Knutson. Chair Nelson called for any other nominations and there were none. It was moved and seconded to appoint Commissioner Knutson as Vice-Chair to the Becker County Board for 2016. (Grimsley, Skarie), carried.
5. Board Chair Nelson thanked Commissioner Grimsley for serving as Board Chair for 2016 and presented him a plaque in recognition of his service.
6. There was also a brief discussion regarding the upcoming agenda item to establish committee assignments for 2016, with Chair Nelson providing his recommendations. He also reported that a proposal from the Becker County Soil and Water Conservation District would be coming forward, outlining possible restructuring options for the Natural Resources Management and Planning and Zoning Departments.

Regular Business

Agenda/Minutes:

1. It was moved and seconded to approve the agenda with the following changes: Under Commissioners: Add: Number 6: Natural Resources Management (NRM) Position Discussion, Number 7: Planning and Zoning Position Discussion, Number 8: Information Technology (IT) Position, and Number 9: Motor Vehicle Pool Discussion; and under Highway: Remove: Number 1: Audubon Safe Routes to School Project: Resolution 01-16-1D. (Grimsley, Knutson), carried.

2. The minutes from the December 15, 2015 meeting will be brought forward to the Board for approval at the next Board meeting held on January 19, 2016.

Commissioners:

1. Open Forum:
  - a. Terry Kalil was present to address the Board in reference to the Lake Agassiz Regional Library Board appointment on the agenda for today. She will present at that time, her request to be considered for the appointment.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
  - a.. Commissioner Grimsley: Becker County Historical Society, Finance Committee, and Interview Committee for Human Services – Financial Supervisor position.
  - b. Commissioner Knutson: Economic Development Authority (EDA) public meeting, Recreational Advisory Committee (RAC), and Zoning Ordinance Review Committee.
  - c. Commissioner Okeson: Ag. Issues Forum in Lake Park, Detroit Lakes/Becker County Airport Committee, Pelican River Watershed District Advisory Board, Sheriff’s Committee, Joint Meeting with White Earth, Clearwater, and Mahnomon counties in regards to software for In-House Reporting System, and Heartland Multi-Purpose Recreational Trail Joint meeting with Clay County and area legislators.
  - d. Commissioner Nelson: Becker County Soil & Water Conservation District, Ag. Issues Forum in Lake Park, and preliminary EDA Audit Meeting with the State Auditor.
  - e. Commissioner Skarie: West Central Area on Aging and Lakeland Mental Health. He noted the Lakeland Mental Health Annual meeting is scheduled for February 22<sup>nd</sup> at 11:00 a.m. in Fergus Falls.
3. Discussion was held in regards to the Committee Assignment List for 2016. Chair Nelson recommended the following:
  - a. Reorganize the Assessor’s, Re-Design, Information Technology, and Aquatic Invasive Species (AIS) committees.
  - b. Create a “Central Services” Committee to include the reorganization of the Assessor’s, Re-Design, and Information Technology (IT) committees and for the following departments to attend the meetings as needed: Recorder’s Office, Planning & Zoning, Human Resources/Building Maintenance, Veteran Services, and Auditor-Treasurer’s Office; and to appoint himself and Commissioner Knutson to the committee, with meetings held monthly on the second Thursday of the month; and for the Aquatic Invasive Species (AIS) Committee to be managed through the Becker County Soil & Water Conservation District.

- c. Appoint Commissioner Skarie to the Labor Negotiating Committee to replace Commissioner Grimsley.
  - d. Add a Salary Review Board Committee for 2016 for the Department Heads and Elected Officials, and to appoint Commissioners Skarie and Okeson to the committee. Chair Nelson also requested that a compression study be initiated, with the committee bringing forward a proposal once the study has been completed.
  - e. Remove Commissioner Okeson from the West Central Initiative Regional Transportation Board as his term has expired and eliminate the Assessor's Hardship Committee.
  - f. It was moved and seconded to approve the Committee Assignment List for 2016 with the changes as recommended by Chair Nelson and as discussed. (Grimsley, Knutson), carried.
4. Terry Kalil presented a summary of her background and experience in relationship to the LARL Board and expressed her interest in serving on the board once again. It was noted that there was one other individual who had requested consideration; however, no other information was received. It was moved and seconded to appoint Terry Kalil as a member of the Lake Agassiz Regional Library Board. (Nelson, Skarie), carried.

The Board expressed their thanks and appreciation to Ms. Kalil for serving and also recognized outgoing LARL Board President, Paul Bursik, for his years of service. A letter of thanks and appreciation will be sent to Mr. Bursik, on behalf of the Board of Commissioners.

5. It was moved and seconded to approve any of the commissioners' attendance at the Clay County Joint Powers 47<sup>th</sup> Annual Intergovernmental Retreat on January 22, 2016 at the Hjemkomst Center, Moorhead, MN, with per diem and mileage reimbursement, as approved. (Knutson, Okeson), carried.
6. Natural Resources Management/Planning and Zoning Discussions:
- a. Discussion was held in regards to the Department Head vacancies in the Natural Resources Department and Planning and Zoning Department, with options presented, including the proposal by the Becker County Soil & Water Conservation District regarding restructuring. It was suggested that the County authorize today to move forward with the advertising for a Natural Resources Management Supervisor, and to work out the structure for the position as soon as possible.
  - b. It was moved and seconded to authorize advertising for a Natural Resources Management Supervisor, based on the Natural Resources Management (NRM) Committee's recommendations. (Knutson, Okeson), carried.

- c. There was also discussion on contracting with someone to organize the timber/land sale for this spring and to finish the inventory plan.

7. Information Technology (IT) Director Position Discussion:

- a. It was reported that IT Director, Rick Kelsven, has submitted his notice of resignation, effective January 29, 2016 and will be working for Otter Tail County. Chair Nelson commented that Mr. Kelsven is agreeable to helping out Becker County, as needed, but Otter Tail County is requesting him full-time at this point. There may be a possibility of “sharing” the position in the future. Chair Nelson would like to discuss further the option of “sharing” before moving forward with hiring for the position.

8. Motor Vehicle Pool Discussion: County Administrator, Jack Ingstad, presented:

Discussion was held regarding the motor vehicle pool, with it recommended that the County Administrator, Jack Ingstad, oversee the pool at this time, to jumpstart the program, with additional vehicles needed.

It was moved and seconded to authorize the County Administrator, Jack Ingstad, to enter into a lease agreement with Enterprise Fleet Management for three (3) additional vehicles. (Skarie, Grimsley), carried.

The County Administrator, Jack Ingstad, was also directed to meet with the Human Services Committee to discuss the vehicle needs for the Human Services Department.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits: There were none.
2. It was moved and seconded to approve Resolution 01-16-1A (Option 1), as presented, that the Detroit Lakes Sunday paper is hereby designated as the official county newspaper for 2016 and in which the following shall be published; the notice and list of real estate taxes remaining delinquent on the first Monday of January 2106, the proceedings and other notices of the County board, and the first publication of the financial statement; and the Frazee Forum paper is hereby designated as the newspaper in which the second publication of the financial statement will be published, as required by Minnesota State Statute. (Grimsley, Skarie), carried.
3. It was moved and seconded to approve Resolution 01-16-1B, as presented, to hereby approve the application for Conditional Use of Tax Forfeited Lands for the City of Ogema, to be used for a parking lot, on Parcel Number: 52.0074.000. (Grimsley, Okeson), carried.

4. It was moved and seconded to approve Resolution 01-16-1C, as presented, to hereby approve the application for Re-purchase of Tax Forfeited Lands for Joseph A. Lundberg and William R. Mayberry, Co-Personal Representatives in the Estate of Jeanette Dolores Mayberry, for Parcel Number: 49.2217.000. (Grimsley, Knutson), carried.

Finance Committee:

1. It was moved and seconded to approve the Regular Claims and Auditor's Warrants, as presented:
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 12/15/2015 in the amount of \$153,910.21
    - ii. 12/21/2015 in the amount of \$360,065.56
    - iii. 12/22/2015 in the amount of \$21,173.27
    - iv. 12/29/2015 in the amount of \$2,455.00for a total of \$537,604.04(Skarie, Grimsley), carried.

White Earth Reservation Tribal Council (RTC) – Dual Language Signage Request: Merlin Deegan, White Earth Cultural Coordinator presented:

1. Merlin Deegan provided information from the White Earth RTC in regards to their request for Dual Language Signage on lake signs for county roads in Becker County. He explained that the tribe has received legacy grant funds and that there would be no cost to the county, with White Earth staff ordering, installing, and maintaining the signs. The request also included that the Ojibwe language be placed at the top of the sign, with English on the bottom. Discussion followed with some concerns for doing this noted.

It was moved and seconded to direct the White Earth RTC to provide a location map in regards to their Dual Signage request, to discuss the project and the possibility of an Encroachment Easement with the Becker County Highway Engineer, and for the request to then be brought forward to the Highway Committee for their consideration and approval. (Okeson, Skarie).

Discussion followed and Commissioners Okeson and Skarie withdrew their original motion.

It was the consensus of the Board that Highway work with Mr. Deegan and other White Earth staff to collect more detailed information including location and size of the signs and an encroachment easement and to then return to the Board for further consideration and approval.

Sheriff: Sheriff Todd Glander and Shane Richards presented:

1. It was moved and seconded to approve the purchase of a police K-9 dog, to include patrol and narcotics training (10-12 week course) from Mark McDonough, Anoka, MN at a cost of \$12,900.00. (Okeson, Skarie), carried. It was noted that the cost will be paid with donation funds.
2. It was moved and seconded to approve the purchase of K-9 Squad Equipment from Emergency Automative Technologies, Inc., Oakdale, MN, at the low quote of \$3,220.88 and Patrol and Investigator Squad Equipment, as presented, from Code4 of Pelican Rapids, MN, at the low quote of \$39,524.03. (Knutson, Okeson), carried.
3. It was moved and seconded to authorize the Sheriff's Department to send out a Request for Proposal (RFP) for the purchase of an In-House Reporting System for upgrading or replacement of the software and hardware, installation, training, and maintenance cost of the Sheriff's Department TAC 10 system. (Knutson, Okeson), carried.
4. It was moved and seconded to approve the renewal of the one-year A'Viand's Food Service Agreement, as presented, effective January 1, 2016 - December 31, 2016, reflecting a 2.9% increase. (Okeson, Skarie), carried.

Human Services: John Dinsmore presented:

1. It was moved and seconded to approve the Human Services claims, as presented, for Human Services, Community Health, and Transit. (Grimsley, Skarie), carried.

Becker County Soil and Water Conservation District (SWCD): Director, Peter Mead presented:

1. Mr. Mead provided an overview and summary of the 2015 Becker County SWCD Aquatic Invasive Species (AIS) Program Report. Per MN State Statute, the report provides an outline of Becker County's efforts regarding the prevention and spread of AIS using 2015 State funds.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 01-16-1E, as presented, to hereby support the efforts of the City of Detroit Lakes in its application for TAP grant funds and to work cooperatively with the City to plan and develop a project to accommodate a proposed trail and necessary road construction along CSAH 22/West Lake Drive between Legion Road and CSAH 6. (Okeson, Grimsley), carried.
2. It was moved and seconded to approve Resolution 01-16-1F, to authorize the County Engineer to advertise as follows: initial advertisements in the Detroit Lakes Tribune stating the intent to utilize internet advertising and that all highway construction advertising for 2016 will be placed on the official Becker County web page and on the MNDOT site: [www.dot.state.mn.us/stateaid](http://www.dot.state.mn.us/stateaid) using the EAdvert link. (Knutson, Okeson), carried.

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

/s/ Jack Ingstad  
Jack Ingstad  
County Administrator

/s/ Barry Nelson  
Barry Nelson  
Board Chair