

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, March 15, 2016 at 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Nelson. Commissioners in attendance: Nelson, Okeson, Skarie, Knutson, 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 the following changes: Under Highway: Remove: Number 4: Dunton Locks Tram Operational Plan Approval. (Knutson, Okeson), carried.
4. It was moved and seconded to approve the minutes of March 1, 2016 with the requested changes. (Knutson, Skarie), carried.

Commissioners

1. Open Forum:
  - a. Jack Misson, a resident of Fox Lake spoke in reference to the upcoming agenda item under Planning and Zoning, the request from Cornerstone Land Company for a change of zone from Agricultural to Residential. He voiced his concerns on possible future requests for this property and will be present later in the meeting when the item will be considered.
  - b. Willis Mattison was present to speak in reference to the upcoming agenda item under Natural Resources Management (NRM) regarding the Timber Auction, but stated he would wait until the agenda item is addressed later in the meeting.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
  - a. Commissioner Nelson: Highway Committee, Natural Resources Management (NRM) Committee, Association of Minnesota Counties (AMC) Legislative Conference, and Minnesota Rural Counties Caucus (MRCC) meeting.
  - b. Commissioner Skarie: Environmental Affairs Committee, Human Services Committee, Safety Meeting, and AMC Legislative Conference.
  - c. Commissioner Grimsley: Human Service Committee, Heartland Multi-Purpose Recreational Trail meeting, Human Services Interview Committee, and General Government Policy Committee meeting at the AMC Legislative Conference.
  - d. Commissioner Knutson: Environmental Affairs Committee, Zoning Ordinance Review Committee and Subcommittees, Sheriff's Committee, and attended a meeting with Minnesota State Representative, Paul Marquart.

- e. Commission Okeson: Sheriff's Committee, Highway Committee, and AMC Legislative Conference.
  - f. County Administrator, Jack Ingstad provided an update on the status of the jail construction project. Options were discussed, with it reported that there is no final recommendation available yet on either the downtown remodel versus a stand-alone jail facility.
3. It was moved and seconded to add to the agenda: Greater MN Regional Parks and Trails Membership Renewal and Dues. (Grimsley, Okeson), carried.
  4. It was moved and seconded to approve the renewal of the membership to the Greater MN Regional Parks and Trails and the payment of \$300.00 for 2016 dues. (Grimsley, Knutson), carried.
  5. Appointments:
    - a. It was moved and seconded to re-appoint Harry Johnston to the Planning Commission. (Grimsley, Okeson), carried.
    - b. It was moved and seconded to appoint Bob Merritt to the Planning Commission. (Grimsley, Nelson), carried.

Finance Committee Minutes: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, and Additional Claims, as presented:
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 03/01/2016 in the amount of \$8,654.26;
    - ii. 03/01/2016 in the amount of \$320.00;
    - iii. 03/07/2016 in the amount of \$28,497.51;
    - iv. 03/08/2016 in the amount of \$651,294.21;
 for a total amount of \$688,765.98.
  - b. Additional Claims:
    - i. Darin Borth in the amount of \$9.00 from Super Buffet (signature receipt);
    - ii. Kayla Jones – gas charge in the amount of \$15.69 (she was unable to print a receipt);
    - iii. American Changer & Hoffman Mint, Fort Lauderdale, FL – Transit tokens at a cost of \$1,246.00.
 (Knutson, Skarie), carried.
2. It was moved and seconded to accept the low quote from Government Management Group of Lakeville, MN for a 3 year contract (2015-2017), to prepare Becker County's 2015, 2016, and 2017 Central Services Cost Allocation Plans, at a cost of \$4,475.00 per year, with the total cost at \$13,425.00. (Skarie, Knutson), carried.
3. It was moved and seconded to approve entering into a 60-month lease agreement with Toshiba, Fargo, ND for a new copier/printer (S284590), for the Transfer Station, at a cost of \$500.00 per year. (Okeson, Skarie), carried.

4. The request for a shared copier/printer for the Planning and Zoning and Environmental Services Departments was tabled until the next Board meeting.
5. It was moved and seconded to approve the request from Steve Skoog, Environmental Services Director, to cover the costs associated with his continuing education requirements to maintain the Senior Accredited Minnesota Assessor (SAMA) licensure, at a cost of \$570.00, plus lodging, food, and mileage. (Knutson, Skarie), carried.
6. It was moved and seconded to approve the renewal of the Annual Maintenance Agreement for all the ESRI products used for Becker County's GIS system, at a cost of \$10,300.00 and for the LINK Web application, at a cost of \$2,650.00. (Knutson, Okeson), carried.
7. It was moved and seconded to approve the purchase of two (2) new Tablet Computers/ Accessories for new social workers at Human Services, at a cost of \$1,163.08 per unit, for a total cost of \$2,326.16, using Minnesota State contracting pricing. (Skarie, Knutson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits:
  - a. It was moved and seconded to approve the Wine/Strong Beer License Renewal for Ella Marie's Café & Collectibles – Ella Marie's LLC – Cormorant Township (No Strong Beer). (Okeson, Knutson), carried.
  - b. It was moved and seconded to approve the On-Sale (Includes Sunday Sales) Liquor License Renewal for Resort Management Corp. – Forest Hills Golf & RV Resort – Audubon Township. (Skarie, Knutson), carried.
  - c. It was moved and seconded to approve the On/Off Sale (Includes Sunday Sales) Liquor License Renewal for Curley's on Cotton Lake, Inc. – Erie Township. (Okeson, Skarie), carried.
  - d. It was moved and seconded to approve the 3.2 On/Off License Renewal for Loon Echo Inc./Elbow Lake Store & Bar – Round Lake Township. (Knutson, Grimsley), carried.
  - e. It was moved and seconded to approve the New On-Sale (Includes Sunday Sales) Liquor License for T&J Randy's, Inc. – DBA Randy's – Lake Eunice Township. (Okeson, Skarie), carried.
  - f. It was moved and seconded to approve the New Tobacco License for T&J Randy's, Inc. – DBA Randy's – Lake Eunice Township. (Okeson, Knutson), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve the purchase of one (1) Motorola APX6000 Mobile Squad Radio with 09 Control Head, at a cost of \$5,593.75. (Okeson, Knutson), carried.

2. It was moved and seconded to accept the low quote from Swanson's Repair, Detroit Lakes, MN for the purchase of two (2) Midwest Stihl Chainsaws for Sentence-to-Serve work, at a cost of \$279.95 each, and at a total cost of \$503.91. (Okeson, Knutson), carried.
3. It was moved and seconded to purchase two (2) Microsoft Surface Pro 4 notebooks and covers, at a total cost of \$2,006.18. (Knutson, Okeson), carried.

MN Department of Natural Resources (DNR): Mandy Erickson, Detroit Lakes Fisheries Office presented:

1. It was moved and seconded to approve Resolution 03-16-2F, as presented, to approve the MN DNR proposed State Land - Aquatic Management Area (AMA) acquisition (Parcel 15 -Bad Medicine Lake – AMA 00304) for Parcel Numbers 12-0207-000 and 12-0208-001. (Skarie, Nelson), carried.

Becker County Food Pantry - Presentation of LMCBay (Labor Management Committee) Auction Donation: Dick Goodmanson, Safety Director, presented:

1. The commissioners presented Becker County Food Pantry Director, Jack Berenz, a check in the amount of \$2,051.00 for the food pantry, collected from the recent employee fundraiser event, the LMCBay Auction.

Human Services: Director, John Dinsmore, and Denise Warren presented:

1. Denise Warren was introduced as the new acting Interim Director of Human Services.
2. It was moved and seconded to approve Resolution 03-16-2E, to hire one (1) full-time Nutrition Coordinator through the Merit System, due to an internal promotion, and if this creates a Registered Nurse vacancy, to fill that vacancy through the Merit System list. (Grimsley, Skarie), carried.
3. It was moved and seconded to approve the following training requests, as presented:
  - a. Ranae Niemi, R.N., Community Health - "Under One Roof Emergency Preparedness" Training on May 17-18, 2016 in Duluth, MN;
  - b. Renee Malchow, Kris Bausman, and Ronda Stock, Community Health – "Managing Challenging Patient & Family Behaviors" Training held on March 8, 2016 in Fargo, ND;
  - c. Janis Weets, L.P.N., Community Health - Mandatory IPI (Immunization Practices Improvement) Annual Program Training on April 5, 2016 in Fergus Falls, MN;
  - d. Shannon Funk, Human Services – MAXIS New Mentor Training on April 26, 2016 in St. Paul, MN.(Grimsley, Skarie), carried.

4. It was moved and seconded to approve the submission of the Becker County Human Services Request for Qualifications (RFQ) to the public, for the solicitation of service providers to provide Behavioral Health and Social Service Programs to Adults and Children in Becker County; and with final review by the Human Services Committee. (Grimsley, Skarie), carried.
5. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Okeson), carried.

Natural Resources Management: John Vaida presented:

1. Chair Nelson reported that outside sources will be assisting with the interview process for the NRM Supervisor position, to include the MN DNR, and anticipates the position being filled soon.
2. It was moved and seconded to approve the 2016 Timber Auction List, as presented, and to set the date of the 2016 Timber Sale Auction for Friday, April 22, 2016 at 10:00 a.m.. (Okeson, Knutson), carried. It was noted that tracts could be removed from the list yet, if feasible, and if done in a timely fashion. It was also suggested that the "Timber Auction List" be reviewed by the NRM Committee, prior to being sent out to the public.
3. It was moved and seconded to approve the request for a refund for Timber Permit: 13-09A, to Olson Logging, Bagley, MN, in the amount of \$9,864.21, due to the site being inaccessible for harvest due to wet conditions. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the request from Kimball's Logging, Inc., Park Rapids, MN for a free one-year extension on Timber Sale 14-09, as the site was not harvestable due to the mild winter. (Knutson, Okeson), carried.

Planning and Zoning: Deb Moltzan presented:

1. Deb Moltzan provided an overview of the 6-Year Comparison Report for 2010-2015 for Planning and Zoning Department activity in regards to applications, permits, and fees received.
2. It was moved and seconded to concur with the Planning Commission (March 7, 2016), to approve the request by Randy Gravelle, for a Conditional Use Permit (CUP), as submitted, to allow the sale and extraction for material/black dirt for the project located at 25575 Brolin Beach Road in Detroit Township, due to the request meets the criteria of the Ordinance and would not be detrimental to the surrounding area. (Skarie, Okeson), carried.
3. Discussion was held in regards to the request from the Cornerstone Land Company to approve a zone change from Agricultural to Residential, for the project located at North Fox Lake, in Lakeview Township for 3.18 acres. A number of people spoke in reference to the project including Jack Misson, resident of Fox Lake; Willis Mattison; Scott Walz of Meadowland Surveying; Mark Schultz, owner of Cornerstone Land Company, and Tera Guetter, District Administrator for the Pelican River Watershed District.

- It was moved and seconded to concur with the Planning Commission (March 7, 2016), to approve the request by Cornerstone Land Company, to approve a zone change from Agricultural to Residential for 3.18 acres, for the project located at North Fox Lake land in Lake View Township, in the S/W corner of the property, with the remainder of the property to remain zoned Agricultural, due to the request meets the criteria of the Ordinance and would not be detrimental to the surrounding area. (Knutson, Skarie), carried.
4. It was moved and seconded to approve the amendments to the Becker County Zoning Ordinance, as follows:
    - a) To amend Chapter 3, Section 1, Subject Matter: Non-conformities of certain classes of property; to add this section, as presented: Non-Conforming Structures and Uses Allowed to Continue, in order to bring the Ordinance in compliance with MN State Statute 394.36;
    - b) To amend Chapter 3, Section 8, Paragraph C, Subject Matter: to remove this paragraph to be in compliance with the addition of Chapter 3, Section 1.1.;
    - c) To amend Chapter 3, Section 5, Subject Matter: to amend this paragraph, as presented, to be in compliance with the addition of Chapter 3, Section 1.1. (Knutson, Skarie), carried.
  5. It was moved and seconded to approve the amendment to the Becker County Zoning Ordinance; to amend Chapter 10, Definitions, Subject Matter: to add a definition for Buffer; Buffer, Natural; Expansions of Non-Conforming Structures; and Habitable Residential Dwelling, as presented. (Okeson, Knutson), carried.
  6. It was moved and seconded to approve the amendment to the Becker County Zoning Ordinance; to amend Chapter 7, Section 22, Paragraph C – Mass Gathering Fees, Subject Matter: to remove the dollar amount of the license and bond and replace with phrase “amount set by the County Board of Commissioners”. (Knutson, Grimsley), carried.
  7. It was moved and seconded to table the request to amend the Becker County Zoning Ordinance, to Amend Chapter 7, Section 6, Paragraph B, Subject Matter: to add additional conditions that must be followed in order for extraction sites to be exempt from a conditional use permit, to allow time for rewording of the Ordinance, as discussed. (Okeson, Skarie), carried.
  8. It was moved and seconded to amend the Becker County Zoning Ordinance; to Amend Chapter 7, Section 6, Paragraph E, Subject Matter: to make existing language consistent within the paragraph (“may” instead of “shall”). (Knutson, Okeson), carried.
  9. It was moved and seconded to table the requests to amend the Becker County Zoning Ordinance, to Amend Chapter 3, Section 8, Paragraph B, Subject Matter: to amend setback average plus twenty (20) feet to setback average plus ten (10) feet; as well as the request to Amend Chapter 5, Section 2, Paragraph C, Subject Matter: to amend setback average plus twenty (20) feet to setback average plus ten (10) feet. (Skarie, Grimsley), carried. It was recommended that these requests be brought back to the Board for further discussion at the next Board of Commissioners meeting and at a future board meeting for consideration and approval.
  10. The next informational meeting is scheduled for Wednesday, April 6<sup>th</sup> at 8:00 a.m. in the Third Floor meeting room of the Courthouse.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 03-16-2A, to authorize and direct the County Engineer to purchase one (1) used 2010 R-Way Belly Dump Trailer (Model #: T4221TRI) from K&K Trucking, Detroit Lakes (Roger Klemm), in the amount of \$29,500.00, plus all applicable taxes, and as detailed in the Capital Expenditure Request. (Okeson, Knutson), carried.
2. It was moved and seconded to approve Resolution 03-16-2B, to authorize the County Engineer to advertise for and hire Seasonal Workers, due to a need to hire part-time Seasonal Maintenance Workers in the Highway Department. (Okeson, Skarie), carried.
3. It was moved and seconded to approve Resolution 03-16-2C, to approve the Bid Awards for Road Maintenance Contracts, as outlined in said resolution; and to authorize the County Engineer to award the maintenance contracts, as presented, and to execute and enter into said contracts, on behalf of Becker County. (Knutson, Okeson), carried.
4. It was moved and seconded to approve Resolution 03-16-2D, to approve the Bid Awards for Roadside Mowing Contracts, as outlined in said resolution; and to authorize the County Engineer to award the various roadside mowing contracts to said contractors; and to execute and enter into said contracts, on behalf of Becker County. (Okeson, Skarie), carried.
5. It was moved and seconded to add to the agenda, the request to purchase nineteen (19) First Aids Kits, in the amount of \$1,500.00. (Grimsley, Knutson), carried.
6. It was moved and seconded to approve the purchase of nineteen (19) First Aid Kits, at a total cost of \$1,500.00. (Knutson, Okeson), carried.

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

Lunch Bunch was held following the meeting at the Holiday Inn, Detroit Lakes, and provided by Human Services, Director, John Dinsmore.

Jack Ingstad  
Jack Ingstad  
County Administrator

Barry Nelson  
Barry Nelson  
Board Chair