

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: Tuesday, April 24, 2012 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. a. Meeting presided over by Board Chair Knutson. 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 changes: under Natural Resource Management (NRM)/Parks and Recreation: add: Number 4: Letter to DNR Regarding AIS Training and Number 5: Authorization to Sign Contract for North Dakota State University (NDSU) for Needs Survey. (Okeson, Schram), carried.
3. It was moved and seconded to approve the minutes of April 10, 2012, with the requested changes. (Schram, Skarie), carried.

Commissioners

1. Open Forum:
 - a. Dave Brainard requested to be reappointed to the Pelican River Watershed District . He also gave an update on projects in progress.
2. Reports and Correspondence:
 - a. Commissioner Okeson:
 - i. Reported on the following meetings: NW Regional Radio Board, Heartland Multi-Purpose Recreational Trail, Assessor interviews, Highway Committee, West Central Juvenile Detention Center, and Transit.
 - b. Commissioner Knutson:
 - i. Reported on the following meetings: Planning and Zoning, Natural Resources Committee, Environmental Affairs Committee, and Management Team meetings.
 - c. Commissioner Schram:
 - i. Reported on the following meetings: Sheriff's Committee, Highway Committee, Coalition of Lakes Association (COLA), Development Achievement Center (DAC), Regional DNR Snowmobile Trail meeting, Heartland Multi-Purpose Recreational Trail, Aquative Invasive Species (AIS) Task Force, and Recreational Advisory Committee.
 - d. Commissioner Nelson:
 - i. Reported on the following meetings: Natural Resources Committee, Lake Agassiz Regional Library Board, and Economic Development/Housing Authority (EDA).

- e. Commissioner Skarie:
 - i. Reported on the following meetings: Labor Management Committee (LMC), Lakeland Mental Health, Environmental Affairs Committee, and Becker County Fair Board.
3. Appointments:
- a. It was moved and seconded to re-appoint Orrin Okeson to the Pelican River Watershed District Board of Managers. (Nelson, Schram), carried.
 - b. It was moved and seconded to re-appoint Dave Brainard to the Pelican River Watershed District Board of Managers. (Schram, Okeson), carried.
 - c. It was moved and seconded to appoint Lonnie Neuner to the Recreational Advisory Committee, representing District 5. (Nelson, Schram), carried.

Human Services: Nancy Nelson presented:

- 1. It was moved and seconded to accept the Human Services reports for Human Services. (Schram, Okeson), carried.
- 2. It was moved and seconded to accept the Human Services reports for Community Health and Transit. (Nelson, Skarie), carried.
- 3. It was noted that the University of Minnesota-Extension Service will be moving out of the Human Services building into their new location in the Workshop Building on Thursday of this week.
- 4. Child protection cases have increased across the state, with a higher increase seen in Becker County. Ms. Nelson thanked the Board for making Child Protection a priority.

Auditor-Treasurer: Licenses and Permits: Ryan Tangen presented:

- 1. It was moved and seconded to approve Resolution 04-12-2A, to approve the Gambling Application for exempt permit to conduct a raffle for the Alumni Association of the University of North Dakota on July 19, 2012 at the Detroit Country Club, 24591 Co. Hwy. 22, Detroit Lakes, MN. (Okeson, Nelson), carried.
- 2. It was moved and seconded to approve Resolution 04-12-2B, to approve the Gambling Application for exempt permit for the Minnesota Flyers Gymnastics for Operations at Schmitty's Landing, 17574 Co. Hwy. 6, Lake Park, MN. (Schram, Okeson), carried.
- 3. It was moved and seconded to approve the new On Sale Liquor License (Including Sunday Sales) for:
 - a. Brad Jernberg, J & S Landing LLC, Schmitty's Landing – Lake Eunice Township. (Skarie, Nelson), carried.
- 4. It was moved and seconded to approve the New Off Sale 3.2 License for:
 - a. Brad Jernberg, J & S Landing LLC, Schmitty's Landing – Lake Eunice Township. (Nelson, Schram), carried.
- 5. It was moved and seconded to approve the New Tobacco License for:
 - a. Brad Jernberg, J & S Landing LLC, Schmitty's Landing – Lake Eunice Township. (Skarie, Okeson), carried.

6. It was moved and seconded to approve the On Sale Liquor License Renewal for:
 - a. Matthew L. Anderson – Tri-Lakes Roadhouse Bar & Grill – Cormorant Township. (Skarie, Okeson), carried.
7. It was moved and seconded to approve the Combination On and Off Sale Liquor License Renewals for:
 - a. Joy M. McNamara – County 17 Club Inc. – Lake View Township.
 - b. Cynthia Lou Knoll – Toad Lake Store – Toad Lake Township. (Okeson, Nelson), carried.
8. It was moved and seconded to approve the Off Sale Liquor License Renewals for:
 - a. Deforest Malstrom III - Seven Sisters Spirits LLC – Lake View Township.
 - b. Eugene Forbes, Forbes LLC – Osage Liquor – Osage Township. (Okeson, Skarie), carried.
9. It was moved and seconded to approve the Combination On and Off Sale 3.2 Beer License Renewals for:
 - a. Karen & Chris Heinz – 59er – Detroit Township.
 - b. Elaine E. Palmer – Frazee Golf Inc. – Burlington Township.
 - c. Bradley L. Swanson – Swanies Resort – Cormorant Township.
 - d. Roger L. Nelson, Loon Echo Inc. – Elbow Lake Store & Bar – Round Lake Township. (Nelson, Okeson), carried.
10. It was moved and seconded to approve the Off Sale 3.2 Beer License Renewal for:
 - a. Matthew L. Anderson – Tri-Lakes Roadhouse Bar & Grill – Cormorant Township. (Nelson, Skarie), carried.
11. It was moved and seconded to approve the Annual Tubing License Renewal for:
 - a. Ben Garlie – Ed’s River Run - Erie Township. (Schram, Okeson), carried.

Finance Committee Minutes: 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-Day Claims:
 - i. Cristy Francis for Human Services in the amount of \$182.02 due to size of claim.
 - ii. Kelly Services in the amount of \$228.80 due to missing invoice.
 - iii. Mark’s Electric in the amount of \$55.00 due to research.
 - iv. Office Depot in the amount of \$268.74 due to lack of invoice.
 - b. Auditor’s Warrants:
 - i. 4/10/12 in the amount of \$18,002.94
 - ii. 4/17/12 in the amount of \$40,377.17
 (Nelson, Okeson), carried.
2. It was recommended to approve when presented the Human Services Claims. These were approved earlier in the meeting.
3. Mileage reimbursements are high and it is sometimes difficult to determine why the expense was incurred. It was the consensus of the Board to request more information from department heads on mileage reimbursements in excess of \$300. The explanations would be a requirement for the Finance Committee.

4. It was recommended to approve when presented to accept the lowest quote for the replacement of the control unit for the Sally Port garage door opener.
5. It was recommended to approve when presented to accept the lowest quote from Culligan Water Conditioning of Fargo in the amount of \$7,212 to purchase a water softener for the minimum security facility.
6. It was recommended to approve when presented the replacement of the rescue snowmobile with funding from the current snow patrol budget.
7. It was recommended to approve when presented Resolution 04-12-2D, to accept the low bid for SAP 003-639-015, etc. from Mark Sand and Gravel Company.
8. It was recommended to approve when presented, an increase of the beaver bounty from \$30 to \$50 per beaver.
9. It was recommended to approve when presented the funding request of \$1,420 for program materials and equipment necessary for Aquatic Invasive Species (AIS) education and inspections. This will be funded out of the Parks and Recreation Budget.
10. Becker County is currently in the running for a \$7,500 grant from the Minnesota Department of Natural Resources for Aquatic Invasive Species (AIS) efforts. It was recommended to approve when presented, to authorize Mr. Wiley to accept and sign the grant when it becomes available.
11. The request from Environmental Services for consideration on Concrete and Class 5 Crushing Quotes will be presented at a later time.

Assessor: Steve Skoog presented:

1. It was moved and seconded to approve the abatements for:
 - a. PIN #49.0847.000 in the city of Detroit Lakes for the amount of \$286.00 due to clerical error.
 - b. PIN #49.0847.000 in the city of Detroit Lakes for the amount of \$270.00 due to clerical error.(Nelson, Schram), carried.

Sheriff: Tim Gordon presented:

1. It was moved and seconded to accept the lowest quote for the replacement of the control unit for the Sally Port garage door opener, from Detroit Lakes Overhead Door Services, at a cost of \$1,000. (Schram, Okeson), carried.
2. It was moved and seconded to accept the lowest quote to purchase a water softener for the minimum security facility from Culligan Water Conditioning of Fargo, at a cost of \$7,212, plus tax. (Nelson, Skarie), carried.
3. It was moved and seconded to authorize Sheriff Tim Gordon to sign the Interoperability Agreement with the NW Minnesota Regional Radio Board and the State of Minnesota, Department of Transportation (MnDOT). (Okeson, Schram), carried.
4. Sheriff Tim Gordon requested to replace the 1998 Polaris Rescue Snowmobile and provided quotes, including trade-in of the existing snowmobile. The patrol budget for fiscal 2012 has a balance of \$3,628.69, which needs to be utilized by June 30th. It was moved and seconded to accept the low quote of \$3,200 (with trade-in) from Seaburg Power Sport for a snowmobile. (Schram, Skarie). Chair Knutson asked for any

discussion. Commissioner Nelson, in consideration of the mileage on the proposed snowmobile and the \$2,800 price difference for a snowmobile with year-end incentives available, suggested exploring the possibility of purchasing a newer model. Following, Commissioner Schram requested to withdraw his earlier motion and Commissioner Skarie concurred. It was moved and seconded to authorize the Sheriff's Committee to research options and expend up to \$6,000, plus tax (including trade-in), on a snowmobile, at the discretion of the Sheriff's Committee. (Nelson, Okeson), carried.

5. It was noted that the Fair Board is asking for confirmation on whether or not Sentence-to-Serve will be utilized for mowing this year. Sheriff Tim Gordon will check on availability.

Public Hearing on Proposed Capital Improvement Plan and On Intent to Issue Capital Improvement Bonds: Auditor-Treasurer, Ryan Tangen and Bruce Kimmel, Senior Financial Advisor for Ehlers, presented:

1. Bruce Kimmel provided an overview on the proposed Capital Improvement Plan and the General Obligation Capital Improvement Plan Bonds.
 - a. It was moved and seconded to approve Resolution 04-12-2H, giving preliminary approval for the issuance of the County's General Obligation Capital Improvement Plan Bonds in an amount not to exceed \$5,600,000 and adopting the County's Capital Improvement Plan of 2012 through 2016. (Schram, Okeson), carried.
 - b. It was moved and seconded to approve Resolution 04-12-2G, to authorize Ehlers & Associates, Inc., Roseville, MN to solicit proposals for the sale of the County's \$5,550,000 General Obligation Capital Improvement Bonds, Series 2012A, as outlined in said resolution. (Schram, Skarie), carried.
 - c. It was the consensus of the Board, to authorize Ehlers to complete the Post Issuance Compliance Policy, at a cost of \$500, as noted in the bond issuance summary.
 - d. The Board will meet at the courthouse at 11:30 a.m. on June 12, 2012, for the purpose of considering sealed proposals for and awarding the sale of the Bonds.

Minnesota Counties Intergovernmental Trust (MCIT) Annual Report 2012: Jeff Holubar, Loss Control Consultant presented:

1. Mr. Holubar presented the Annual Report for 2012 for Becker County. He provided an update and review of the dividends and costs to Becker County and noted that Becker County is doing well.

Planning and Zoning: Patty Swenson presented:

1. Daniel Hittle and Rhonda Hopkins addressed the Board with their request for a Fine Abatement on parcel No. 03.0155.005, located at 31249 150th Street, Frazee, MN. Due to a misunderstanding and economic hardship, they are asking the Board to consider forgiveness of the fines, which would enable them to pay to bring their septic system into compliance. It was moved and seconded to reduce the penalty to 3 times

the amount, due to economic hardship, resulting in a total of \$1,576, and to authorize a payment plan be arranged. (Schram, Okeson), carried.

2. It was moved and seconded to concur with the Planning Commission (April 17, 2012), to approve the request from Aggregate Industries - Rollag Facility, for an amendment to the existing Conditional Use Permit document #512706, to add a ready mix concrete batch plant to the existing Rollag Sand and Gravel Facility in Pit #52 with project location at 11700 Co. Hwy. 2, Pelican Rapids, MN, and based on the fact that the application meets the criteria of the ordinance. (Okeson, Skarie), carried.
3. The next Planning and Zoning informational meeting is scheduled for Thursday, May 10, 2012 at 8:00 a.m. in the First Floor Commissioner Room of the courthouse.
4. It was the consensus of the Board to concur with the Planning Commission, that the Zoning Ordinance Advisory Committee review and make amendment recommendations on Zoning Ordinance Chapter 7, Section 6 for Extraction of Materials and Minerals.
5. On April 17, 2012, LTK – Mickelson Farms, LLC submitted a Construction Short-Form Permit Application to the MPCA for an expansion of their Evergreen Line feedlot located in the SW ¼ of Section 6, Spruce Grove Township, Becker County. The purpose of this meeting today is to provide the public opportunity to comment on the proposed expansion of the feedlot. The facility expansion is permitted by the zoning ordinance and no conditional use permit is required. There was no comment from the public and no formal action is required by the County Board.

ProAct, Inc.: Prescription Discount Card Program for Uninsured Residents: Karin Eckdahl, Account Executive presented:

1. A presentation was provided by Karin Eckdahl, Account Executive of ProAct, Inc., a Pharmacy Benefit Management Company, in reference to a Prescription Discount Card Program available to residents, at no cost to the County or the participants. Ms. Eckdahl explained that ProAct, Inc. would send a card in the mail to every resident initially, and is requesting the Board's support by authorizing the use of the County logo on the card. It was the consensus of the Board to refer to the Human Services Committee for their input and recommendations. No action was taken at this meeting.

Highway: Brad Wentz presented:

1. It was moved and seconded to approve Resolution 04-12-2D, to accept the low bid received from Mark Sand and Gravel Company, Fergus Falls, for Project SAP 003-639-0156, Etc., in the amount of \$2,416,647.91, and to execute and enter into said contract pending approval from the MnDOT EEO office. (Nelson, Okeson), carried.
2. It was moved and seconded to approve Resolution 04-12-2I, to approve the beaver bounty increase to \$50 per beaver, for pre-authorized trappers as established by County Highway Department Policy. (Nelson, Schram), carried.

Natural Resource Management/Parks and Recreation: Marty Wiley and Moriya Rufer presented:

1. It was moved and seconded to approve the additional funding request in the amount of \$1,420, for Aquatic Invasive Species (AIS) educational materials needed by May 1, 2012, for the watercraft inspection program, and to authorize Moriya Rufer, AIS Coordinator, to expend as outlined in said request. (Nelson, Okeson), carried.
2. It was moved and seconded to accept the State of Minnesota Grant Agreement with the Department of Natural Resources, to help prevent the spread of Aquatic Invasive Species (AIS), and to authorize Marty Wiley to sign said agreement and to authorize Moriya Rufer, Becker County AIS Coordinator, to register Becker County as a partner in the national "Stop Aquatic Hitchhikers!" campaign. (Nelson, Okeson), carried.
3. It was moved and seconded to approve a letter to request an earlier volunteer watercraft inspection training for our region and to send to Steve Hirsch, Director of the Division of Ecological and Water Resources for the Department of Natural Resources; Tom Landwehr, Commissioner for the DNR; and to requested legislators, and to authorize the County Board Chair to sign said letter, on behalf of the commissioners, and to include in the letter a notation that this letter received unanimous support from the Board. (Nelson, Schram), carried.
4. It was moved and seconded to approve Resolution 04-12-2C, to authorize that Becker County act as the legal sponsor for the Winter Wonderland Snowmobile Trail and Wolf Pack Trail Systems, as outlined in said resolution, and to appoint the County Auditor-Treasurer to act as the fiscal agent on behalf of Becker County. (Schram, Okeson), carried.
5. It was moved and seconded to authorize Marty Wiley to sign the contract with the North Dakota State University Data Center to provide a Recreational Needs Survey for Becker County, pending review and approval by the County Attorney's office. (Nelson, Schram), carried.

Enactment of Park and Recreation Ordinance: Ryan Tangen presented:

1. It was moved and seconded to approve Resolution 04-12-2F, to approve the enactment of Parks and Recreation Ordinance Number XVIII (18). (Nelson, Skarie), carried. Board Chair Knutson thanked everyone involved for their persistence and commitment to the process and ultimately in the completion of the Park and Recreation Ordinance for Becker County.

Management Team Update: Ryan Tangen presented:

1. Ryan Tangen thanked the Board for the opportunity to serve in the capacity that he has during this interim period, and noted it was an honor, however, due to time constraints and the upcoming election, he will not be able to commit the time needed any longer. He noted that he has met with Chair Knutson, Vice-Chair Schram, and the Management Team to explore options to fulfill the duties of the County Administrator position during the vacancy and a summary of assignments was presented. It was moved and seconded to approve Resolution 04-12-2E, to appoint Patty Swenson, a member of the management team, as Clerk to the Board, during the vacancy. (Schram, Skarie), carried. Chair Knutson expressed his thanks and appreciation to Ryan Tangen and the Management Team for their ongoing dedication and commitment during this time.

It was moved and seconded to adjourn the meeting. (Skarie, Okeson), carried.

The meeting was adjourned. Lunch Bunch was provided by Commissioner Nelson and held at The Cormorant Pub in Cormorant Village.

/s/ Ryan Tangen
Ryan Tangen
Auditor-Treasurer/Clerk

/s/ Larry Knutson
Larry Knutson
Board Chair