

REGULAR MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: Tuesday, October 23, 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; County Administrator, Jack Ingstad, and Minute Taker, Cindy Courneya.
- b. Pledge of Allegiance.
2. The agenda was approved with the following changes: under Commissioners: add Number 5: Association of Minnesota Counties (AMC) District 4 Meeting; under Sheriff: add Number 2: Staffing Discussion. (Okeson, Schram), carried.
3. It was moved and seconded to approve the minutes of October 9, 2012, with the requested changes. (Skarie, Schram), carried.

Commissioners:

1. Open Forum: There was no one present.
2. Reports and Correspondence:
 - a. Commissioner Schram:
 - i. Reported on the following meetings: West Central/Land of the Dancing Sky Area Agency on Aging, Sheriff's Committee, and Highway Committee.
 - b. Commissioner Nelson:
 - i. Reported on the following meetings: Economic Development/Housing Authority, Becker County Soil and Water Conservation District, and Natural Resources Committee (NRM).
 - c. Commissioner Skarie:
 - i. Reported on the following meetings: Development Achievement Center (DAC), Becker County Children's Initiative, Lakeland Mental Health, and Becker County Fair Board.
 - d. Commissioner Okeson:
 - i. Reported on the following meetings: NW Regional Radio Board, West Central Regional Juvenile Detention Center, Detroit Lakes/Becker County Airport Committee, Highway Committee, Economic Development/Housing Authority, and met with County Administrator Jack Ingstad, Auditor-Treasurer Ryan Tangen, Sheriff Tim Gordon and Highway Engineer Brad Wentz in reference to the Radio Build Out.
 - e. Commissioner Knutson:
 - i. Reported on the following meetings: Natural Resources Committee (NRM), and Becker County Association of Township Officers meeting.

3. Appointments: There were none.
4. Discussion on Sheriff's Position Replacement and Appointment:
 - a. Sheriff Tim Gordon noted that due to restructuring approved by Resolution 03-10-1B, on March 9, 2010, and in accordance with Minnesota State Statute 387.145, the Chief Deputy may assume all duties of the Sheriff. Options were discussed and Chief Deputy Kelly Shannon was present. Mr. Shannon reported he has no plans to run for Sheriff in two years, and if the Board requests him to fulfill the duties of the Sheriff until a decision is made, he is willing to do so.
 - b. There was further discussion and Commissioner Nelson requested that County Administrator, Jack Ingstad, look at responsibilities and pay grade for Chief Deputy Shannon, if he were to assume the duties of the Sheriff in the interim.
 - c. A request was made to County Administrator, Jack Ingstad, to attempt to find out information related to a possible investigation in the Sheriff's Office. Mr. Ingstad noted that due to privacy issues, information may not be releasable.
 - d. It was the consensus of the Board to replace the Sheriff's position internally, but no action was taken at this meeting, other than noting that Chief Deputy Kelly Shannon is statutorily authorized to act as Sheriff, until a decision is made. There will be continued discussion at the next Board meeting on November 13, 2012.
5. Association of Minnesota Counties (AMC) District 4 Meeting:
 - a. It was moved and seconded to approve any commissioner to attend the AMC District 4 meeting on Friday, October 26, 2012 in Long Prairie, MN with per diem and mileage reimbursement. (Skarie, Okeson), carried.

Auditor-Treasurer: Ryan Tangen presented:

1. It was moved and seconded to amend the agenda to include "Independent Audit Exit Interview with Hoffman, Dale, & Swenson, PLLC" at approximately 10:50 a.m., following Central Services. (Skarie, Schram), carried.
2. Licenses and Permits:
 - a. It was moved and seconded to approve the new Tobacco License for Lee M. Horstman – Snellman Convenience – Wolf Lake Township. (Okeson, Skarie), carried.
 - b. It was moved and seconded to approve the Tobacco License Renewals for:
 - i. Peggy L. Branstrom – Osage Bait and Tackle – Osage Township.
 - ii. Aaron A. Aslesen – Lakes Corner Liquors – Erie Township.
 - iii. Community Co-ops of Lake Park – C Store – Lake Park Township.
 - iv. Cynthia Lou Knoll – Toad Lake Store – Toad Lake Township.
 - v. Seven Sisters Spirits LLC – Seven Sisters Spirits – Lake View Township.
 - vi. Bradley J. Jernberg – Schmitty's Landing – Lake Eunice Township.
 - vii. John P. Johnson – Richwood Off-Sale, Inc. – Richwood Township.
 - viii. Shirley Kalberer – County 6 Gas and Bait – Lake View Township.
 - ix. John P. Johnson – Richwood General Store – Richwood Township.

- x. Rand F. Levy, Horseshoe, Inc. – Soo Pass Ranch – Lake View Township.
- xi. Wayne M. Crawford – Sunlite Bar and Grill – Detroit Township.
- xii. Rayne L. Tucker, Northwoods Recreation, LLC – Ice Cracking Lodge – Round Lake Township.
- xiii. Karen and Chris Heinz, Heinz Operations, Inc. – 59er – Detroit Township.
- xiv. Joy M. McNamara – County 17 Club, Inc. – Lake View Township.
- xv. Michelle Schave – Osage Convenience and Service, LLC – Osage Township.
- xvi. Timothy J. Eischens – Two Inlets Country Store – Two Inlets Township.
(Schram, Nelson), carried.

Finance Committee: Ryan Tangen presented:

1. It was moved and seconded to approve the Regular Claims, Over-90 Day Claims, and Auditor's Warrants (Tuesday Bills):
 - a. Over 90-Day Claims:
 - i. Farnam's in the amount of \$49.23 due to wrong address on invoice.
 - ii. Matthew Bender in the amount of \$120.24 due to misplaced invoice.
 - iii. Hennepin Healthcare in the amount of \$125.00 due to billing process.
 - iv. Tweeton Refrigeration in the amount of \$338.05 due to not receiving an invoice.
 - b. Auditor's Warrants (Tuesday Bills):
 - i. 10/17/12 in the amount of \$52,722.03.
 (Skarie, Nelson), carried.
2. It was moved and seconded to accept the low quote of \$17,600 from North Central Reforestation for the 2014 tree seedling order of 150,000 seedlings. (Okeson, Skarie), carried.
3. It was moved and seconded to accept the low quote of \$3,389.40 from Star Forestry for bud capping of 80 acres. (Nelson, Okeson), carried.
4. It was moved and seconded to approve the purchase of twenty (20) computers and two (2) laptops for various departments, for a total amount of \$40,000. (Skarie, Schram), carried.

Sheriff: Approve Funding Mechanisms for Radio Build Out: Resolution 10-12-2A: Sheriff Tim Gordon presented:

1. It was moved and seconded to approve Resolution 10-12-2A, approving the expenditure of existing grant funds for the purpose of purchasing narrowband radios, with the purchase existing as a cache to be maintained at the Becker County Sheriff's office in the event of an emergency, as outlined in said resolution. (Nelson, Schram), carried.
2. It was the consensus of the Board to move forward with utilizing funds as outlined in Resolution 05-05-1A, adopted May 10, 2005, to purchase additional narrowband radios in the future.
3. It was moved and seconded to approve the plan to purchase additional narrowband radios at an amount up to approximately \$580,000, as outlined in the Radio Build Out Plan inclusive of 16 portable narrowband radios, main tower with four (4) additional towers, and mobile/portable equipment. (Okeson, Nelson), carried.

Sheriff: Staffing Discussion: Sheriff Tim Gordon presented:

1. It was moved and seconded to approve to advertise for a pool list of security screeners. (Nelson, Skarie), carried.

Human Services: Nancy Nelson presented:

1. It was moved and seconded to approve the renewal of the Home and Community Based Waiver Services Purchase of Agreement with Smith Group Home to provide adult foster care and other related services. (Schram, Skarie), carried.
2. It was moved and seconded to accept the Department of Human Services grant to purchase Lexis Nexis software, and to expend the funds. (Skarie, Schram), carried.
3. It was moved and seconded to accept the Human Services reports for Adult Services, Child and Family Services, Financial Services, and Transit. (Skarie, Okeson), carried.
4. It was moved and seconded to approve the Human Services Claims for Human Services, to include over-90 day claims totaling \$2,961.54, for reimbursement to an employee for past expenses incurred that were not submitted. (Nelson, Skarie), carried.
5. It was moved and seconded to approve the Human Services Claims for Community Health and Transit. (Skarie, Nelson), carried.

Highway: Brad Wentz presented:

1. It was moved and seconded to approve Resolution 10-12-2B, to advertise and hire one (1) winter seasonal employee. (Schram, Okeson), carried.
2. It was moved and seconded to approve Resolution 10-12-2C, to authorize and direct the County Engineer to enter into a one-year lease agreement for a 721F Case Wheel Loader from Kinetic Leasing, Inc. of Fargo, North Dakota. (Okeson, Schram), carried.
3. Commissioner Nelson requested that Mr. Wentz advocate, on the County's behalf, to increase gross vehicle weight scale limits on the highways and interstates, to match surrounding states, in order to attract and allow more business opportunities for the community.

Planning and Zoning: Patty Swenson presented:

1. The Planning Commission (October 16, 2012) had denied the application by Jeffrey Laliberte for a Conditional Use Permit (CUP) to replace an existing retaining wall along the shoreline, located on Big Cormorant Lake at 15795 Wermager Beach Road in Cormorant Township, based on the fact that the plan does not meet the criteria of the Ordinance, Chapter 6, Section 8. The applicant requested to table the application until a later date. Commissioner Nelson noted that the application process needs to be reviewed, to provide more guidance for citizens when planning and submitting their requests.
2. It was moved and seconded to concur with the Planning Commission (October 16, 2012) to approve the request by Brian Solum for an amendment to existing Conditional Use Permit (CUP) #510978, with a change from nine (9) four-plex condominium units and two (2) single family residences to three (3) four-plex condominiums and twenty-six (26)

residential lots, located on Nelson Lake at 14370 Grandview Lane, in Cormorant Township, PID Number 06.0757.501, based on the findings that the living space area remains the same. (Nelson, Okeson), carried.

3. Gary Schander withdrew his application to request approval for a preliminary plat consisting of five (5) parcels, including a change of zone for all parcels to residential, located at Leif Lake on Buckhorn Road in Lake Eunice Township, PID Number 17.0071.001.
4. It was moved and seconded to concur with the Planning Commission (October 16, 2012), to deny the request by Lillian Hilgers Haven for a Conditional Use Permit (CUP) for a temporary second dwelling to be permitted for elderly care located on Little Toad Lake at 18537 395th Avenue, in Height of Land Township, based on the findings that it does not meet the criteria for elder care, as it was a seasonal request only. (Schram, Skarie), carried.
5. It was moved and seconded to concur with the Planning Commission (October 16, 2012) to approve the request by David and Angela Ewanika for a Conditional Use Permit (CUP) for an equipment service business, to include expansion to an existing structure which is incidental to the business, located on Gebo Lake at 32879 120th Street in Burlington Township, PID Number 03.0257.003, based on the finding that it is not detrimental to the area and with the stipulation that if the property becomes a junkyard, the CUP may be revoked. (Okeson, Schram), carried.
6. The next informational meeting is scheduled for Thursday, November 15, 2012 at 8:00 a.m. in the Third Floor meeting room of the courthouse.

Central Services – Building Maintenance: Building Upgrade: Update Original Courthouse Door System: Nancy Grabanski presented:

1. Discussion was held in reference to replacing all the doors in the original courthouse front entrance and also the large picture window on the third floor landing. Three quotes were presented, with the recommendation to accept the low quote of \$39,124.72, from Ottertail Glass/ES Precision Auto Glass. It was noted that the replacement doors do not include brass, which would match with the timeframe of the original look. Therefore, it was requested that other options be explored and presented to the Board for further consideration.

Independent Audit Exit Interview: Hoffman, Dale, & Swenson, PLLC: Colleen Hoffman, Manager presented:

1. Colleen Hoffman, CPA, Independent Auditor for Hoffman, Dale, and Swenson, PLLC, presented copies of the completed audit to the Board and provided a verbal report and feedback of the audit, for the year ending December 31, 2011.
2. Discussion was held in reference to the State's requirement to have the State Auditor's Office complete the next audit for Becker County.

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

Lunch Bunch was held at BJ's Barbecue in Detroit Lakes and provided by Patty Swenson.

/s/ Jack Ingstad
Jack Ingstad
Board Clerk

/s/ Larry Knutson
Larry Knutson
Board Chair