

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: Tuesday, January 28, 2014 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes:

1. Meeting was brought to order by Board Chair Okeson. All Commissioners in attendance; County Administrator, Jack Ingstad, and Minute Taker, Cindy Courneya.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda, with a change under Commissioners to add Number 7: Set Board Retreat Dates. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the minutes of January 7, 2014, as presented, and the minutes of January 17, 2014, with the requested changes. (Nelson, Knutson), carried.

Commissioners:

1. Open Forum:
 - a. Gerry Schram, resident of Erie Township, commented on the upgrades needed on Becker County roads and voiced his support for the proposed SMART tax, up to ½ cent for Becker County. He urged the commissioners to move forward with the process.
2. Reports and Correspondence: The commissioners reported on the following meetings:
 - a. Commissioner Okeson: Heartland Multi-Purpose Recreational Trail, Joint City, County, Schools and Chamber Meeting, Detroit Lakes/Becker County Airport Committee, Highway Committee, Sheriff's Committee and the Association of Minnesota Counties (AMC) Leadership Development Academy in Alexandria.
 - b. Commissioner Knutson: Re-Design Committee, Mahube-OTWA, Natural Resources Committee, Sheriff's Committee, and met with Hubbard County in reference to the proposed Regional Jail Facility.
 - c. Commissioner Nelson: Natural Resources Committee, Becker County Soil and Water Conservation District, Highway Committee, and Information Technology (IT). Commissioner Nelson also requested that more information be provided at the committee meetings on agenda items being presented.
 - d. Commissioner Skarie: Becker County Children's Initiative and met with Hubbard County in reference to the proposed Regional Jail Facility.
 - e. Commissioner Grimsley: Heartland Multi-Purpose Recreational Trail, Economic Development/Housing Authority (EDA), and Transit meeting.

Commissioner Nelson also reported that the Sunnyside Care Center was recently awarded a 5-Star Rating.

3. Appointments: There were none.
4. Elected Official Salary Setting for 2014: Resolution 01-14-2I:
 - a. It was moved and seconded to approve Resolution 01-14-2I, to ratify the salaries of the elected officials for 2014, as presented, and to adjust these salaries to reflect any general increase given to department heads for 2014. (Grimsley, Knutson), carried.
5. Minimum Salary Setting for Elected Officials: Resolution 01-14-2J:
 - a. It was moved and seconded to approve Resolution 01-14-2J, to set the minimum salaries for elected officials for 2014, as outlined in said resolution, for the offices of Auditor-Treasurer, Recorder, Sheriff, and County Attorney, (Knutson, Grimsley), carried.
6. Discussion on Detroit Mountain Recreation Tour Dates:
 - a. It was the consensus of the Board to plan on a tour of the Detroit Mountain Recreation Area with Mark Fritz, for Tuesday, April 22, 2014, following the regular Board meeting.
7. Board Retreat Dates:
 - a. It was the consensus of the Board to set the date for the next Board Retreat for Tuesday, February 25th, to follow the regular Board meeting and Lunch Bunch. Board Chair Okeson instructed the commissioners to provide the County Administrator, Jack Ingstad, with agenda items.

Auditor-Treasurer: Ryan Tangen presented:

1. Licenses and Permits: There were none.

Finance Committee: 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. L&M Fleet Supply in the amount of \$69.99 due to misplaced invoice.

- b. Auditor's Warrants (Tuesday Bills):
 - i. 12/18/2013 in the amount of \$37,009.37
 - ii. 01/09/2014 in the amount of \$6,901.18
 - iii. 01/15/2014 in the amount of \$71,274.17
 - iv. 01/21/2014 in the amount of \$958,751.66(Grimsley, Skarie), carried.
- 2. An additional quote will be obtained for the repair and/or replacement of a washing machine for Minimum Security, with a return to the Board for further consideration.
- 3. It was moved and seconded to approve the purchase of software to aide in investigations at the Sheriff's office, at an amount up to \$1,700. (Grimsley, Knutson), carried.
- 4. Discussion was held on the cell phone policy presented by IT (Information Technology), with the recommendation to present to the Board at a later date.
- 5. It was moved and seconded to approve the purchase of two (2) new IBM Servers at a cost of \$24,040.52. (Nelson, Knutson), carried. It was noted that this purchase is in the current budget.
- 6. It was moved and seconded to purchase 300 CALS (Client Access Licenses) for Microsoft System Center Configuration Managers, which will enable IT staff to update computers remotely, at a cost of \$53 per CAL, for a total amount of \$15,900. (Nelson, Skarie), carried. It was noted that this purchase is in the current budget.
- 7. It was moved and seconded to approve the purchase of 300 CALS for Microsoft Windows Server 2012, to keep Becker County up-to-date on new server operating systems from Microsoft, at a cost of \$20 per CAL, for a total amount of \$6,000. (Nelson, Knutson), carried. It was noted that this purchase is in the current budget.
- 8. It was moved and seconded to approve the 2014 tree planting quotes and to accept the low quote of \$47.30 per thousand from Express Forestry, as presented. (Knutson, Nelson), carried.
- 9. It was moved and seconded to approve the 2015 seedling quotes and to accept the low quote from PRT USA in the amount of \$27,772.70, as presented. (Skarie, Nelson), carried.
- 10. It was moved and seconded to approve the purchase of five (5) lateral file cabinets for the Veterans Service Office, at a cost of \$3,684.32 through Business Essentials, (Nelson, Knutson), carried. Jack Ingstad, County Administrator, noted that multiple quotes were obtained and that this purchase is covered by grant funds.
- 11. It was moved and seconded to approve the out-of-state travel for Lauri Brooke, Becker County Veterans Service Officer, to attend the Veterans Court Conference in California from May 28-31, 2014, at an estimated cost of \$2,174, with all expenses covered by grant funds, except per diem. (Nelson, Skarie), carried. It was noted that the employee has offered to wave the per diem reimbursement. Commissioner Nelson reiterated the Boards' approach in reference to any out-of-state travel requests, noting that they take such requests seriously and approve these on an individual basis.

Sheriff: Sheriff Kelly Shannon presented:

1. A motion was made by Commissioner Nelson to authorize the Sheriff's Office to transfer the 2004 Chevy Silverado Pick-up internally. Discussion followed and Commissioner Nelson withdrew his motion. It was moved and seconded to table the request to sell the 2004 Chevy Silverado Pick-up internally, with further discussion and consideration at the next Board meeting. (Nelson, Grimsley), carried.
2. It was moved and seconded to approve the purchase of five (5) new squad cars on State Bid through Nelson Motors to include three (3) Ford Explorer SUV's (Sport Utility Vehicles) and two (2) Ford Taurus' vehicles, with all vehicles having four-wheel drive, at a total cost of \$126,212.68. (Knutson, Nelson), carried. It was noted that \$130,000 was budgeted for the annual purchase of vehicles for the Sheriff's Department.
3. It was moved and seconded to purchase two (2) custom-fit, bullet proof vests for new deputy hires, at an amount up to \$1,600, with the State to reimburse one-half (1/2) of the actual price. (Nelson, Knutson), carried.
4. It was moved and seconded to approve the purchase of a new dishwasher for the Minimum Security facility from Dakota Refrigeration, with the low quote of \$3,813.01, and with additional costs for plumbing and wiring. (Nelson, Knutson), carried.
5. Discussion was held in reference to the request to purchase a new washing machine for the Minimum Security facility versus repairing, noting that the existing washing machine is ten (10) years old. It was moved and seconded to authorize the repair of the existing washing machine for the Minimum Security Facility, from BDS Laundry Systems, at a cost of \$1,720, as presented. (Grimsley, Nelson). Further discussion was held and it was recommended to solicit an additional quote on repair and replacement of the washing machine. It was moved and seconded to table the motion to repair the existing washing machine, as presented, and to solicit an additional quote as stated, with a return to the Board for further consideration. (Grimsley, Nelson), carried.
6. It was moved and seconded to approve the purchase of a new camera and recording system for the interview room, from S & S Security Servers, LLC, at an amount up to \$1,671. (Knutson, Skarie), carried. It was noted that only one (1) quote was received as this was the only place found to do this type of work, and that at this point the sales tax can be removed, with the quote still being valid.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 0-14-2D, that Becker County enter into a cooperative agreement, as presented, with the City of Detroit Lakes for the Reconstruction of Washington Avenue/CSAH22 from Frazee Street to Trunk Highway 10, and to hereby authorize and direct the County Board Chair and County Administrator to execute said agreement and any amendments to the agreement. (Nelson, Knutson), carried.

2. It was moved and seconded to approve Resolution 01-14-2E, that Becker County agrees to sell 2.63 acres of wetland banking credits to the City of Detroit Lakes, at \$0.35 per square foot, as outlined in said resolution. (Nelson, Skarie), carried. Commissioner Nelson noted that in the future, consideration be given to selling wetland credits to the open market, in addition to government and public entities.
3. It was moved and seconded to approve Resolution 0-14-2G, for Becker County to act as the sponsoring agency for the proposed Transportation Alternatives Project (TAP), identified as Connecting Frazee Phase 1, as presented and as outlined in said resolution, and to hereby authorize the County Highway Engineer, Jim Olson, to act as the agent on behalf of Becker County. (Okeson, Nelson), carried. It was noted that at this point, there is no cost to the County.
4. It was moved and seconded to approve Resolution 01-14-2H, for Becker County to act as the sponsoring agency for the Safe Routes to School (SRTS) Project, identified as Connecting Frazee Phase 1, as presented and as outlined in said resolution, and to receive and pass-thru the MnDOT program funds and to authorize the County Highway Engineer, Jim Olson, to act as the agent on behalf of Becker County. (Okeson, Skarie), carried.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to approve the appointment of Ross Kasowski to the Review Board Committee, due to a retirement. (Skarie, Nelson), carried.

Human Services: Nancy Nelson presented:

1. It was moved and seconded to accept the Human Services Reports for Adult Services, Child and Family Services, Community Health, Financial Services, Mental/Chemical Dependency, and Transit. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve the Human Services Claims for Human Services, Community Health, and Transit. (Skarie, Grimsley), carried. Commissioner Knutson requested follow-up on an employee mileage claim of \$1,186 and to report back to the Human Services Committee.

Information Technology (IT): The Cell Phone Policy will be presented at a later Board meeting, as per the Finance Committee recommendations.

Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve the purchase of new solid waste ticketing and scale software, WasteWorks, as presented, from Carolina Software, to be installed at the Transfer Station, at a cost of \$17,370. (Knutson, Nelson), carried. It was noted that this software will replace the current software program, Quickbooks, and will connect activities at the transfer station, the Osage Transfer Facility and the Courthouse and will be purchased in two phases.

2. It was moved and seconded to approve the disposal rates for 2014, as presented, for commercial customers that qualify as Very Small Quantity Generators (VSQG) for hazardous materials at the Becker County Household Hazardous Waste Facility. (Knutson, Skarie), carried.

State of Minnesota-Department of Natural Resources (NRM): Blane Klemek, Assistant NW Regional Wildlife Manager, Division of Fish and Wildlife presented:

1. Mr. Klemek, Area Wildlife Supervisor for the Minnesota Department of Natural Resources (NRM), along with Kathy and Jim Johnston, presented information in reference to the Johnston's desire to sell 80 acres of land in Section 25 of Spring Creek Township to the MNDNR Section of Wildlife to become a part of the Ogema Spring State Wildlife Management Area (WMA).
2. There was discussion on water flow and Commissioner Nelson expressed his concerns, noting that he would like added to the resolution, the stipulation that all tiles and ditches be allowed to be maintained.
3. It was moved and seconded to approve Resolution 0-14-2F, to approve the State's proposed acquisition of "all that part of the S ½ of the NE ¼ of Section 25, Township 142 North, Range 42 West in Spring Creek Township in Becker County", with a change in the resolution to add in the stipulation that all tiles and ditches be allowed to be maintained. (Nelson, Knutson), carried.

Board Chair Okeson adjourned the meeting.

Lunch Bunch was held at noon at the American Legion in Detroit Lakes, and provided by Darlene Maneval, Recorder's Office.

Jack Ingstad
Jack Ingstad
County Administrator

John Okeson
John Okeson
Board Chair