

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, July 7, 2015 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Grimsley. Commissioners in attendance: Grimsley, Nelson, Skarie, Okeson, and Knutson; 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 to move up Item Number 4 under Commissioners: Discussion on Dunton Locks Tram, to follow Open Forum. (Okeson, Knutson), carried.
4. It was moved and seconded to approve the minutes of June 16, 2015, with the requested changes. (Knutson, Okeson), carried.

Commissioners

1. Open Forum:
 - a. A number of residents were present and the following residents of Lake Sallie spoke in favor of re-opening the Dunton Locks Tram: Gerald Heinle, Terry Lunde, Sue Lunde, Sheila Docker, Kathy Heinle, Dennis Mahoney, Mike Maloney, Dallas Nesemeier, and Andrew Stevens.

Mike Maloney of West Lake Sallie Drive requested that the tram be allowed to re-open and asked that the Board “keep an open mind”, taking into consideration that no Zebra Mussels have been found in Lake Sallie up to this point. He also offered that Lake Sallie residents would be willing to hold a fundraiser to assist financially with getting the tram operable.
 - b. Clarence Suvanto was present and addressed the board on a number of items pertaining to County Assessing and in reference to the jail project.
2. Discussion on Dunton Locks Tram:
 - a) Becker County AIS Coordinator, Karl Koenig, from the Becker County Soil & Water Conservation District was present and spoke in reference to the tram and Aquatic Invasive Species (AIS). He did not support the re-opening of the tram, however, reported he would take his direction from the Board, based on their decision.
 - b) It was moved and seconded to authorize and request that the Becker County AIS Coordinator, Karl Koenig from the Soil & Water Conservation District, create a “Best Practices Plan” for the Dunton Locks Tram and present the “plan” to the

Natural Resources Committee (NRM) for their input and recommendations, with a return to the Board of Commissioners at their next meeting of July 21st for further discussion and possible action to re-open the tram, if operable. (Nelson, Knutson), carried.

3. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Knutson: Recreational Advisory Committee (RAC), Sheriff's Committee, Becker County Law Library, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), Environmental Affairs, and Mahube-OTWA.
 - b. Commissioner Okeson: Detroit Lakes/Becker County Airport Commission and attended a Sheriff's committee meeting regarding the Jail.
 - c. Commissioner Nelson: Highway Committee, Becker County Soil & Water Conservation District (BCSWCD), Extension Committee, and Economic Development Authority (EDA) meeting. Commissioner Nelson also requested that any of the commissioners planning to attend the AMC Policy Committee meetings at Breezy Point in Pequot Lakes on September 17-18th, to contact Administration to register for the meeting and for hotel reservations. It was noted that Commissioners Nelson, Okeson, and Skarie will be planning to attend.
 - d. Commission Skarie: Becker County Fair Board and Lakeland Mental Health.
 - e. Commissioner Grimsley: Lake Agassiz Regional Library Board (LARL), Becker County Historical Society, Human Services Committee, Finance Committee, and Heartland Multi-Purpose Recreational Trail meeting.
4. Appointments:
 - a. It was moved and seconded to re-appoint Karen Mulari to the Recreational Advisory Committee (RAC) for a three-year term, to represent District 1. (Knutson, Nelson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits:
 - a. It was moved and seconded to approve Resolution 07-15-1A, to approve the Gambling Application for Exempt Permit to conduct a Raffle for the Detroit Lakes Lions Club on August 8, 2015 for operations at WeFest Concert Grounds, 25526 County Highway #22, Detroit Lakes, MN, in Lakeview Township. (Nelson, Okeson), carried.
 - b. It was moved and seconded to add to the agenda, the Seasonal Tobacco Licenses as presented. (Knutson, Nelson), carried.
 - c. It was moved and seconded to approve the Seasonal Tobacco Licenses for the following:
 - i. Mobile Marketing Solutions, Inc., DBA Brewco Marketing Group - WeFest, in Lakeview Township;
 - ii. Beverages & Beyond Distributors, LLC – WeFest in Lakeview Township;
 - iii. Beverages & Beyond Distributors, LLC – WeFest in Lakeview Township.

(It was noted that the two for Beverages & Beyond Distributors were for separate brands and locations).

(Okeson, Knutson), carried.

2. Personnel Request: Part-Time Licensing Clerk: Resolution 07-15-1D:
 - a. It was moved and seconded to approve Resolution 07-15-1D, to hire one (1) Part-Time Licensing Clerk utilizing the most recent list or to advertise, if needed. (Knutson, Nelson), carried.
3. It was moved and seconded to approve the Becker County Board of Appeals and Equalization minutes of June 16, 2015, as presented. (Skarie, Nelson), carried.

Finance Committee: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor's Warrants, Over 90-Day Claims, and Additional Claims, as follows:
 - a. Auditor's Warrants (Tuesday Bills):
 - i. 06/15/2015 in the amount of \$7,261,745.28;
 - ii. 06/30/2015 in the amount of \$453,860.83;for a total of \$7,715,606.11;
 - b. Over 90-Day Claims:
 - i. Bob Barker Company, \$480.80 - Billing error on invoice;
 - ii. Dave Erckenbrack, \$60.00 – Phone reimbursement from January through June 2015;
 - iii. Farnam's of Detroit Lakes, \$141.23 – Expense form just submitted;
 - iv. Barry Nelson, \$1,474.10 – Expense form just submitted;
 - c. Additional Claims:
 - i. Association of Minnesota Counties (AMC) DISC Training at a cost of \$1,205.30;
 - ii. Lindsey Software Training and License Fees at a cost of \$4,957.17.(Nelson, Okeson), carried.
2. County Administrator, Jack Ingstad, presented a brief summary on the initial 2016 budget discussions, noting that meetings with the employees will be held soon to get their input and feedback, with ideas and suggestions brought to the full board for further discussion and direction. Mr. Ingstad has also designated Denise Warren and Darin Halvorson to assist the department heads with their budgets.
3. Discussion was held in reference to the Request for Qualifications (RFQ's) for the Jail Architect. Mr. Ingstad reported that he has not heard back on all of the references for Klein/McCarthy Architects, however, he did receive a positive reference from Clay County. It was moved and seconded to allow the County Administrator, Jack Ingstad, to follow-up on checking references and to negotiate a Professional Services Contract (PSC) with Klein/ McCarthy Architects for Phase I of the Jail Project, with final approval from the Sheriff's Committee and Board of Commissioners. (Knutson, Okeson), carried. It was also noted that Phase I will include a cost-study and assistance with location selection for the jail.

4. Discussion was held in reference to the MN Department of Corrections (DOC) recommendation to hire a Jail Project Manager, to represent Becker County during the jail project process. It was moved and seconded to enter into an agreement with Bob Bristlin, to serve as the Becker County Jail Project Manager, as needed, during Phase I of the Jail Project, at a rate of \$100.00/hour and at an amount of up to \$2,000.00, and with a return to the Board of Commissioners if additional assistance and funding is needed for this part of the project. (Okeson, Knutson), carried.

Assessor: Abatement: Steve Carlson presented:

1. It was moved and seconded to approve the following abatement: PIN #20.0340.001 in Maple Grove Township, in the amount of \$490.00, due to Homestead modifier wasn't added when a second record was created. (Nelson, Okeson), carried.

Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve the Collector E-Waste Service Agreement for 2015-2016, with University Recycling Technologies (URT), as presented. (Knutson, Nelson), carried.
2. It was moved and seconded to accept the low quote of \$4,296.00 from Fabwurx, Inc. of Detroit Lakes to remodel a Walking Floor Semi-Trailer, as presented. (Knutson, Skarie), carried.
3. It was moved and seconded to approve the request by the MN Department of Natural Resources (DNR) to create a drive lane between County and State land at the Dunton Locks County Park, as presented, to allow easier accessibility to the DNR building located at the site. (Nelson, Skarie), carried.

Veteran Services Update: Lauri Brooke presented:

1. Ms. Brooke provided an update on the Veteran Services program at Becker County, and also reported that the Veteran's Stand Down held in Detroit Lakes on April 23rd was a success, with 197 veterans in attendance. She added that they were able to assist 2 homeless veterans with housing and 3 eminently homeless veterans.

Human Services: John Dinsmore, Denise Warren, and Emma Wartman presented:

1. It was moved and seconded to approve Resolution 07-15-1F, to fill one (1) part-time Office Support Specialist position through the Merit System, due to a promotion. (Knutson, Skarie), carried.
2. It was moved and seconded to approve Resolution 07-15-1G, to fill one full-time Social Worker position in the Mental Health/Chemical Dependency Unit through the Merit System, due to a promotion. (Skarie, Okeson), carried.
3. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit. (Knutson, Skarie), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve the purchase of two chairs for the Jail Office, as presented, from Business Essentials, at the low quote of \$1,072.00. (Okeson, Knutson) carried.
2. It was moved and seconded to approve the REAM (Remote Electronic Alcohol Monitoring Grant Renewal Agreement) with the State of Minnesota for Fiscal Year 2016-2017, effective July 1, 2015 through June 30, 2017, at \$15,000 each year, and Amendment Number 1 for Fiscal Year 2015 (Contract #60091), for an additional \$9,000.00 for the Third and Fourth Quarters of the current grant renewal. (Okeson, Knutson), carried.
3. It was moved and seconded to accept a \$225.00 donation from Scheels in Fargo for the Becker County Boat and Water Safety Program and also a \$300.00 donation from the Lake Ida Association for the Becker County Dive and Rescue Program. (Nelson, Knutson), carried.

Planning & Zoning: Eric Evenson-Marden presented:

1. Mr. Evenson-Marden presented a mid-year report from the Planning and Zoning Department, listing various comparisons from the same time period last year to this year (January through June). He also provided a Septic Lake Study Comparison as of June 25, 2015 and a summary on the status of complaints and permits from January – June 2015, as well as 2014 and 2015 comparisons on Zoning Department activities.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 07-15-1C, as presented, to approve the Right-of-Way Purchase for property located at 2046 Second Street in Lake Park, MN, owned by Kevin and Susan Cigelske (Parcel 51.0189.000), in the amount of \$95,000.00, plus closing and relocation expenses. (Okeson, Nelson), carried.
2. It was moved and seconded to approve Resolution 07-15-1E, as presented, to approve the Right-of-Way Purchase for property located at 2053 Second Street in Lake Park, MN, owed by Bruce and Melanie Hanson (Parcel 51.0251.000), in the amount of \$53,500.00, plus closing expenses. (Nelson, Okeson), carried.

Building Maintenance: Nancy Grabanski and Danny Johnson presented:

1. It was moved and seconded to authorize the expenditures for the purchase of carpet tiles and installation for the 4th Floor of the Human Services Building from Ramsey Flooring, Detroit Lakes, at an estimated cost of \$11,306.00. (Nelson, Skarie), carried.
2. It was moved and seconded to authorize the expenditures for the Human Services Building Project as follows:

- a) Purchase of cubicles and parts, and the cost of installation from Hannaher's, Fargo, ND for the Adult Services area (3rd Floor) at a cost of \$17,199.95 and for the Accounting area (1st Floor) at a cost of \$8,492.00; and
 - b) Additional Wall/Door to provide security for 3 Financial Workers at an amount of \$4,261.09 from Do Right Construction, Detroit Lakes, MN; and
 - c) Electrical and Data Work for Supply/Work Room (Copy/Fax Machines, etc.) with Mark's Electric for the Data Work at the low quote of \$890.00 and Malstrom Electric for the Electrical Work at the low quote of \$828.00.
(Nelson, Knutson), carried.
3. It was moved and seconded to authorize the expenditure of \$3,000 for cubicle teardown and setup from Fegely Company, Detroit Lakes, MN. (Okeson, Nelson), carried.
 4. It was noted that the total estimated cost for the project is at \$45,977.04.

Commissioners: Ryan Damlo, Transit Director for Becker and Wadena Counties presented:

1. It was moved and seconded to approve adding to the agenda, "Discussion on Minnesota Counties Intergovernmental Trust (MCIT) – Joint Powers Agreement (JPA) Training Session". (Nelson, Skarie), carried.
2. It was moved and seconded to approve any of the commissioner's attendance at the upcoming MCIT JPA Training Session to be held on Wednesday, July 15, 2015 at 11:00 a.m., at the Friendly Rider Transit Building in Wadena, MN, and to authorize per diem and mileage reimbursement, as approved, and to advertise for the meeting/training. (Nelson, Knutson), carried.

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

Jack Ingstad
Jack Ingstad
County Administrator

Ben Grimsley
Ben Grimsley
Board Chair