

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, October 6, 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 the following changes: Under Human Services: Add: Number 2: Personnel Request for Community Health: Registered Nurse: Resolution 10-15-1F. (Knutson, Okeson), carried.
4. It was moved and seconded to approve the minutes of September 15, 2015 with the requested changes. (Knutson, Nelson), carried.

Commissioners

1. Open Forum:
 - a. Ruth Bergquist addressed the Board in reference to the upcoming Timber Auction set for October 9, 2015. She requested the removal of a total of three tracts from the sale to include Tracts #12 and #5 in South Round Lake Township and Tract #2 in North Round Lake Township.
 - b. Wally Fatland once again expressed his concerns regarding a past tax forfeited land sale.
 - c. Willis Mattison, representing the Becker County Citizens for Responsible Recreation, requested a meeting be held between Becker County staff and other individuals involved in managing the forests, to establish best practices for management of the land and suggested utilizing as a management tool, the book/course titled, "Native Land Community Assessment".
 - d. Gerry Schram notified the Board that he has received information from two snowmobile clubs, Ultra and Northwoods Trail Reapers, that they are not receiving the pass-thru grant monies in a timely fashion. The Board directed Auditor-Treasurer, Mary Hendrickson, to notify the Board when the funding is received and sent out to the clubs moving forward.
 - e. Kay Grignon representing the Stewardship Committee requested that the committee be allowed to present at one of the upcoming board meetings regarding forest management.

2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Nelson: Association of Minnesota Counties (AMC) Policy Committee Meeting, Natural Resources Management Committee, Highway Committee, Becker County Soil & Water Conservation District, Sunnyside, and a meeting with the second candidate for the Forestry position.
 - b. Commissioner Skarie: Extension Committee, Fair Board, Partnership4Health, Lakeland Mental Health meetings, Environmental Affairs, and also attended the Tamarac Wildlife Refuge Open House.
 - c. Commissioner Knutson: Environmental Affairs, Sheriff, Zoning Ordinance Review Committee, and Mahube-OTWA.
 - d. Commissioner Okeson: Sheriff's Committee, Becker County Soil & Water Conservation District meeting regarding the Tram at Dunton Locks, and AMC Policy Committee meeting.
 - e. Commissioner Grimsley: Recreational Advisory Committee meeting with the City of Detroit Lakes (DMRA Group), Lake Agassiz Regional Library (LARL), Negotiation Committee, Development Achievement Center (DAC), Historical Society, and Finance Committee.
 - f. A brief report was provided on the joint meeting held on October 5th with the Prairie Lakes Municipal Solid Waste Authority (PLMSWA) Board.
3. Appointments: There were none.
4. Discussion was held in regards to the Forester position, with it noted that two qualified individuals have applied. The NRM committee has met and is recommending Nicholas Rickaby for the position. It was moved and seconded to direct the Natural Resources Committee to negotiate a contract with Nicholas Rickaby, to outline the scope of services to provide Forest Management Services for Becker County. (Nelson, Knutson), carried. It was noted that the contract will be brought back to the Board for final approval and ratification.
5. Discussion was held in regards to the Accountant/Office Supervisor position with options presented. It was moved and seconded to approve Resolution 10-15-1A, to fill the vacant full-time Accountant/Office Supervisor position as presented. (Okeson, Nelson). Further discussion was held.

A motion was made by Commissioner Knutson and seconded by Commissioner Grimsley to amend the motion to approve Resolution 10-15-1A, as follows: "to fill the vacant Accountant Position, to advertise for both either a part-time or full-time position and to hire the most appropriate candidate; that the Finance Committee review the applications before interviews are held and if there are no qualified part-time applicants, to then move forward with the hiring of a full-time Accountant, with the removal of "Office Supervisor" from the job title". Motion carried.

Commissioners Nelson and Okeson supported the changes to the original motion and the motion carried, as amended.

6. County Administrator, Jack Ingstad, provided an update on the Jail Project. He noted that the jail architect, Scott Fettig from Klein McCarthy Architects has received the jail blueprints, including the original plan and has hired Heyer Engineering, PC for Consulting Engineering Services, to determine if jail expansion is possible. The next Jail Project meeting will be scheduled for the early part of November.
7. It was noted that the Becker County Association of Township Officers Fall Meeting will be held on Thursday, October 22, 2015 at 7:00 p.m., with registration from 6:30-7:00 p.m., in the Third Floor Jury Assembly Room at the Becker County Courthouse.
8. It was moved and seconded to approve any of the commissioners attendance at the Fall 2015 Association of Minnesota Counties (AMC) District 4 Meeting scheduled for Friday, October 30, 2015, from 8:00 a.m. – 12:00 p.m., at the Otter Tail County Government Services Building, Fergus Falls, MN, with per diem and mileage reimbursement, as approved. (Nelson, Knutson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Mary Hendrickson provided information on the recent Tax Forfeited Land Sale.
2. Licenses and Permits: There were none.
3. It was moved and seconded to approve the July 2015 Cash Comparison and Investment Summary, as presented. (Skarie, Okeson), carried.
4. A brief discussion was held in reference to a County Road Petition recently submitted by property owners in the area of Little Blueberry Lake and Terry Lane, for Legal Establishment of Little Blueberry Lake Road and Terry Lane.
It was moved and seconded to authorize the Becker County Auditor-Treasurer's office to enter into an agreement with Meadowland Surveying to complete a survey of North Blueberry Lake Road and Terry Lane, as outlined in said agreement, for an estimated total cost of \$2,400.00. (Knutson, Nelson), carried.
5. Mary Hendrickson provided copies of the Annual Financial Report for Becker County for the Fiscal Year ending December 31, 2014.

Finance Committee: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor's Warrants, and Over 90-Day Claims as follows:
 - a. Auditor's Warrants (Tuesday Bills):
 - i. 09/02/2015 in the amount of \$184,520.67;
 - ii. 09/25/2015 in the amount of \$2,120.36;
 - iii. 09/30/2015 in the amount of \$176,175.17.

- b. Over 90-Day Claims:
 - i. Implementation Specialists in the amount of \$67.50 - waited for job completion;
 - ii. Friesen's in the amount of \$102.36 - balance due after credit;
 - ii. Farnum's in the amount of \$3.17 - just received invoice.
 (Skarie, Nelson), carried.
- 2. It was moved and seconded to approve the request for engine replacement of the 2008 Transit Bus, as presented, and to accept the low quote from Muscatell Burns of Hawley, MN, at a total estimated cost of \$6,913.93 (estimate without tax); and with an application submitted for State reimbursement. (Nelson, Okeson), carried.
- 3. It was moved and seconded to approve the repair of the landscaping of the courthouse parking lot, as discussed. (Nelson, Grimsley), carried.
- 4. It was moved and seconded to approve additional "Everything DiSC" Training for up to 25 participants, at a total cost of up to \$1,950.00. (Nelson, Grimsley), carried.

University of MN Extension - Kari Sayer, 4-H Program Coordinator: 4-H Program Update:

- 1. Kari Sayer provided an overview and summary of the Becker County 4-H Program. She reported an increase in youth members from 269 in 2014 to 279 in 2015 and recognized the outstanding quality of the members.

Becker County Soil & Water Conservation District (BCSWCD): Peter Mead presented: 2016 BSWR Natural Resources Block Grant Agreement:

- 1. It was moved and seconded to approve the FY 2016 & 2017 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement, as presented, with the total grant award at \$73,364.00. (Nelson, Knutson), carried.

Human Services: Christy Ramsey and Denise Warren presented:

- 1. A brief discussion was held in reference to disbursements of expense reimbursements for volunteer services drivers, with a suggestion to authorize the County Administrator, Jack Ingstad, to approve the payment of these claims, to allow for more timely reimbursements. This issue will be discussed further at committee level.
- 2. It was moved and seconded to approve Resolution 10-15-1F, to hire one (1) Full-Time Registered Nurse through the Merit System and if this posting creates another R.N. vacancy, to fill that vacancy through the Merit System List. (Skarie, Knutson), carried.
- 3. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Knutson), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve the purchase of three (3) AED Units for three (3) squad cars, as presented, through AEDOutlet.com at a cost of \$995.00 each. (Okeson, Knutson), carried.
2. It was moved and seconded to accept the low quote for carpet upgrade at the Minimum Security Jail, as presented, from Ramsey Flooring at a cost of \$752.00. (Nelson, Okeson), carried.
3. It was moved and seconded to approve the purchase of Correctional Grade Furniture for the Maximum Security Jail, as recommended by the MN DOC, to replace five (5) Wooden Tables with Metal Tables, and to accept the low quote from Norix Furniture of West Chicago, Illinois, at a cost of \$2,335.50. (Knutson, Okeson), carried.

Natural Resources Management/Parks & Recreation: Guy Fischer presented:

1. It was moved and seconded to approve Resolution 10-15-1B, to approve the "revised" Request for Proposal (RFP), as presented, for the purpose of finding a consultant to develop a "Preliminary Trail Routing Feasibility Study to Connect Detroit Mountain and Mountain View Recreation Areas to the Heartland Trail", at a cost of up to \$10,000, with reimbursement sought through grant funds from the MN State Health Improvement Program (SHIP) at completion of the project. (Okeson, Skarie), carried.
2. It was moved and seconded to approve supporting the Lakes Area Workforce Summit to be held on November 13, 2015 at M-State in Detroit Lakes, with a contribution of \$250.00 for supplies and/or facilitation, and to use general funds. (Nelson, Knutson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 10-15-1C, to approve the purchase of one (1) DCT 14,000# Flat Trailer and 4 Ft. Beaver Tail Deck Over Trailer, as presented in the Capital Expenditure Request, and to accept the quote from DCT through WDS, Inc., Audubon, MN, in the amount of \$5,975.00, due to better paint quality and WDS, Inc. being local, with a difference of \$225.00 between the low quote and the accepted quote. (Nelson, Okeson), carried.
2. Jim Olson provided a breakdown of Sub-Division Road Classifications and a copy of Minnesota Statute 160.095, referencing the Designation of Minimum-Maintenance Roads.
3. It was moved and seconded to approve the date/time of the Highway Road Tour for Tuesday, October 27, 2015, with attendees to meet at 8:00 a.m. at the American Legion in Detroit Lakes for departure of the tour. (Nelson, Skarie), carried.

Environmental: Steve Skoog presented:

1. It was moved and seconded to approve Resolution 10-15-1D, to award the contract for crushing concrete to Hough, Inc., and to accept the low quote of \$9.47 per cubic yard, with the total project estimate at \$56,820, subject to the project specifications. (Skarie, Knutson), carried.

It was moved and seconded to close the session for Union Negotiations. (Knutson, Okeson), carried.

Closed Session: Union Negotiations: Nancy Grabanski and Mary Hendrickson presented.

It was moved and seconded to open the session. (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