

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, February 7, 2017 at 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Knutson. Commissioners in attendance: Knutson, Skarie, Okeson, Grimsley, and Nelson; 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 add: Under Commissioners: Number 5: Request for Letter of Support for Soo Pass Ranch, Inc. to Construct a Digital Sign Board along Highway 59. (Skarie, Okeson), carried.
4. It was moved and seconded to approve the minutes of January 17, 2017 with the requested change. (Grimsley, Okeson), carried.

Commissioners

1. Jail Construction Project Update/Presentation:
  - a. A teleconference (Go-to-Meeting) was held at the start of the Board meeting, with Matthew Keenan from Klein McCarthy Architects presenting an update on the Jail Construction Project. He provided a Power Point presentation which included the Becker County Jail Site Master Plan, First Floor Plan – Option D, and 3-D Jail Exterior Model. He also reported on proposed changes, based on recommendations from the last Jail Construction Project meeting held on February 1, 2017.

There was discussion throughout the presentation on the parking lot/spaces, changes to the dayrooms, occupancy number, accessibility of the rooftop mechanical room, as well as the possibility of increasing the size of the Sally Port, with it suggested that it may be more cost-effective to make those changes now rather than later.

2. Open Forum: No one was present.
3. Reports and Correspondence: The Commissioners reported on the following meetings:
  - a. Commissioner Grimsley: Heartland Multi-Purpose Recreational Trail meeting, Lake Agassiz Regional Library (Finance and Full Board), Sunnyside, Transit, Development Achievement Center (DAC), Human Services Committee, and Recreational Advisory Committee (RAC).

- b. Commissioner Nelson: Sunnyside, Becker County Soil & Water Conservation District (BCSWCD), Highway Committee, and Economic Development Authority (EDA) Board.
- c. Commissioner Skarie: Becker County Children’s Initiative, Courthouse Safety Grant Meeting, Becker County Fair Board, Construction Manager at Risk Services interviews, Human Services Committee, Jail Construction Project Committee, Becker County Council on Aging, and Environmental Affairs Committee.
- d. Commissioner Knutson: Economic Development Authority (EDA) Board, Recreational Advisory Committee (RAC), Sheriff’s Committee, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), and Construction Manager at Risk Services interviews.
- e. Commissioner Okeson: Highway Committee, Heartland Multi-Purpose Recreational Trail meeting, and Detroit Lakes/Becker County Airport Committee.

4. Appointments:

- a. It was moved and seconded to appoint the following to the Association of Minnesota Counties (AMC) 2017 Delegate List: Commissioners Knutson, Skarie, Nelson, Okeson, and Grimsley; County Administrator, Jack Ingstad; Land Use Department Director, Steve Skoog; and Human Services Director, Denise Warren. (Grimsley, Nelson), carried.
- b. It was moved and seconded to appoint Corey Askin as a member of the Becker County EDA Board, for a six-year term representing District 4. (Skarie, Nelson), carried. Mr. Askin was present and provided the Board with a brief summary of his background and experience.
- c. It was moved and seconded to reappoint John Lien to the Planning Commission, representing District 3, for another three-year term, or until such time that a replacement has been found. (Okeson, Skarie), carried.

5. Commissioners: Jail Construction Project:

- a. County Administrator, Jack Ingstad, reported that a Request for Qualifications (RFQ) was issued to solicit qualified Construction Management @ Risk Services (CM@R) proposals for construction of the new jail, with four outstanding construction engineering firms submitting proposals. The Sheriff’s Committee performed extensive interviews with each of the firms and made a unanimous decision to recommend McGough Construction of St. Paul, MN.

It was moved and seconded to approve Resolution 02-17-1A, to authorize that Becker County enter into a contract with McGough Construction for Construction Manager @ Risk Services, at a fee of 1.95 percent and at a guaranteed maximum price of no more than \$18 million, and for the agreement to also contain other material representations made by McGough during the firm’s interview with the Sheriff’s Committee; and to also authorize the Board

Chair and the County Administrator to sign said contract and any amendments. (Grimsley, Okeson), carried.

- b. It was moved and seconded to approve Resolution 02-17-11, to authorize the Sheriff's/Jail Committee to solicit and select the top providers to complete a Jail Site Survey and provide Geotechnical Services for the new Jail Construction Project; and for the Board Chair to sign and execute the agreement and any amendments. (Okeson, Skarie), carried.
6. Soo Pass Ranch, Inc. – Letter of Support to MnDOT: County Administrator, Jack Ingstad, presented:
- a. It was moved and seconded to authorize the County Administrator to compose a letter to the Minnesota Department of Transportation (MnDOT), in support of the original application submitted by Soo Pass Ranch, Inc., to rezone from Agricultural to Commercial the property located at 25526 County Highway 22, for the first 150' along the east side of Highway 59, for the purpose of placing a commercial digital sign board on said property. (Nelson, Okeson), carried.
  - b. It was noted that a variance was approved by the Board of Adjustments on April 14, 2016 for the placement of a digital sign board on the property, and that the property has always been used commercially and taxed as such, operating under a Conditional Use Permit (CUP) for commercial use.

Finance Committee Minutes: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, Over 90-Day Claims, and Additional Claims, as presented:
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 01/17/2017 in the amount of \$ 668,574.81;
    - ii. 01/26/2017 in the amount of \$ 752,882.90;
    - iii. 02/01/2017 in the amount of \$ 14,627.39;  
for a total amount of \$1,436,085.10
  - b. Over 90-Days:
    - i. MCIT - in the amount of \$556.00 (invoice misplaced).
    - ii. Darwin Nundahl - in the amount of \$113.28 (mileage reimbursement for tobacco compliance checks).
    - iii. Office of MN IT Services – in the amount of \$1,700.00 (invoice overlooked).
    - iv. Software House International – in the amount of \$940.00 (invoice just received).
    - v. Toshiba Business Solutions – in the amount of \$492.39 (invoice sent to wrong address).

- c. Additional Claims:
  - i. Lakes Glass – in the amount of \$280.52 (duplicate bill will be removed from claims).  
(Skarie, Nelson), carried.

- 2. There was discussion in regards to the 2015 Gravel Tax Report and a letter submitted by Kenneth Shroyer of Lake View Township requesting Becker County consider participating in Aggregate Tax Auditing for Townships in Becker County. It was the consensus of the Board to move forward with hiring an auditor to complete said audit. It was also noted that a survey has been sent to the townships to find out which townships would be interested in an audit.
- 3. It was moved and seconded to approve the abatement request submitted by Terry Hanson for removal of the penalty, including interest, for unpaid 2016 Real Estate Taxes on Parcel #: 33.0305.000. (Grimsley, Knutson),

There was further discussion, with it suggested to establish a policy in regards to notifying taxpayers who are set up to pay their taxes with ACH payments and who have added another parcel, to make sure the taxes on the new parcel are being paid as well.

It was moved and seconded to table the motion and request for the abatement at this time, to allow more time to research this particular issue. (Nelson, Skarie), carried.

Auditor-Treasurer: Mary Hendrickson presented:

- 1. Licenses and Permits: There were none.
- 2. It was moved and seconded to accept the December 2016 Cash Comparison and Investment Summary, as presented. (Grimsley, Nelson), carried.

Downtown Alive Project – Patty LaBarre, Committee Member presented:

- 1. Patty LaBarre presented an overview of the city beautification project, “Downtown Alive” to the Board and requested consideration for Becker County to contribute funds towards the project and to also purchase matching planters for in front of the courthouse. She reported that they have raised approximately \$20,000, but need \$25,000 and the City of Detroit Lakes is contributing \$2,500. She also noted that Bergen’s has offered to do the watering, etc.

Following, there was discussion with it recommended that the request be brought to the Finance Committee for further consideration and their recommendations. County Administrator, Jack Ingstad, reported that the funds, if approved, could be either taken from the Maintenance and/or Administration budget.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve the purchase of one (1) Ultra Kimono Training Bite Suit from Rayallen.com, at the low quote of \$1,449.99, and with funds used from donations made to the K9 program. (Okeson, Nelson), carried.
2. It was moved and seconded to approve Resolution 02-17-1B, to reorganize the Sentence to Serve (STS) Program by converting one (1) part-time STS Crew Leader position to full-time and eliminating the other part-time STS Crew Leader position, and to terminate the service contract with Mahnomon County. (Okeson, Skarie), carried.

Human Services: Denise Warren presented:

1. Denise Warren introduced Sherri Vanata, the new Human Services Department Fiscal Supervisor to the Board. Ms. Vanata provided a brief summary of her background and experience and the Board welcomed her.
2. It was moved and seconded to accept the Human Services reports for Adult Services, Child and Family Services, Child Support, Community Health, Financial Services, Mental/Chemical Dependency (MCD), and Transit, as presented. (Grimsley, Skarie), carried.
3. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Grimsley), carried.

Highway: Jim Olson presented:

1. Jeff Langan, PE and Office Manager of Houston Engineering was present and provided clarification on their request for a second contract amendment, to cover an increase in fees related to the bridge replacement on CSAH 7 in Lake Park over the BNSF Railway. He reported that the project has been delayed for two seasons in anticipation of receiving bridge bonds in the amount of \$1 million, and due to the delays the plans need updating to reflect the changes in MnDOT specifications and standards.

It was moved and seconded to approve Resolution 02-17-1C, to approve the fee adjustment with Houston Engineering, Inc., in the amount of \$30,314 in 2017 for professional services related to Project SAP 003-607-022, which includes an outstanding invoice of \$19,314 for completed work, plus \$11,000 for work needed to update plans, complete permitting work and prepare bid documentation, increasing the Consultant fee from \$217,666 to \$247,980. (Nelson, Okeson), carried.

2. It was moved and seconded to approve Resolution 02-17-1D, to approve completed Project Number SAP 003-614-018, consisting of shoulder widening on County Highway 14 from Clay County Line to County Highway 7; and to authorize the final payment to Midwest Contracting, Marshall, MN, in the amount of \$37,065.81, prepared and processed by the Highway Department. (Nelson, Okeson), carried.
3. It was moved and seconded to approve Resolution 02-17-1E, to approve the completed Project Numbers SAP 003-613-012, SAP 003-614-019 and SAP 003-616-015, consisting of Bituminous Reclaiming, Aggregate Base, Bituminous Surfacing and Aggregate Shouldering on County Highways 13, 14, and 16; and to authorize the final payment to Central Specialties, Alexandria, MN, in the amount of \$103,748.08, prepared and processed by the Highway Department. (Okeson, Nelson), carried.
4. It was moved and seconded to approve Resolution 02-17-1F, to approve the completed Project Number SAP 003-599-030, consisting of Box Culvert, Approach Grading, and Aggregate Surfacing on 310<sup>th</sup> Street in Atlanta Township; and to authorize the final payment to Dennis Drewes, Inc., Frazee, MN, in the amount of \$3,659.50, prepared and processed by the Highway Department. (Nelson, Okeson), carried.
5. It was moved and seconded to approve Resolution 02-17-1G, to approve the completed Project Number SAP 003-644-011, consisting of Shoulder Widening and Aggregate Shouldering on County Highway 44; and to authorize the final payment to Blombeck Construction, Eagle Bend, MN, in the amount of \$39,923.30, prepared and processed by the Highway Department. (Okeson, Nelson), carried.
6. It was moved and seconded to approve Resolution 02-17-1H, that Becker County approves the request to reclassify Lake Park Bridge (Old Bridge #7175) on CSAH 7 as high priority, to add to the list of high priority bridges to either replace, rehabilitate, or remove, and also requests financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law, with the total CSAH 7 Bridge Project cost at \$2,500,000 and with proposed construction in 2017. (Okeson, Nelson), carried.

Lifesaver Awards: Sheriff Todd Glander, Safety Director, Dick Goodmanson, and Board Chair Larry Knutson presented:

1. Sheriff Todd Glander recognized the following officers and Board Chair Knutson presented each of the officers with Lifesaver Awards, a Certificate of Recognition "For Outstanding Achievement Using Life Saving Measures":
  - a) Officer Cody Bouchie and Officer Ben Bruce for their work in locating an individual who was suicidal and for providing lifesaving measures, with the situation occurring on November 3, 2016.

- b) Officer Ben Bruce and Officer Brian Maloney for their work in performing the Heimlich maneuver and other lifesaving measures on an 80-year old male suffering from an apparent choking event, with the situation occurring on November 9, 2016.

The Board congratulated and thanked the recipients for their exemplary service to Becker County.

Sheriff Todd Glander also presented former Becker County Sheriff, Kelly Shannon, with a plaque recognizing him for his many years of law enforcement service to Becker County.

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

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Jack Ingstad  
Jack Ingstad  
County Administrator

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Larry Knutson  
Larry Knutson  
Board Chair