

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

Agenda/Minutes:

1. Meeting was brought to order by Board Chair Knutson. Present: Commissioners Knutson, Okeson, Grimsley, and Nelson; County Administrator, Jack Ingstad; and Minute Taker, Cindy Courneya. Absent: Commissioner Skarie.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following changes: Under Open Meeting: Remove: Number 3: Minutes of February 21, 2017; Under Commissioners: Number 3: Appointments: Add: (a): Notification of Pelican River Watershed District Board Manager Open Positions; and Add: Number 5: County Surveyor Salary Amendment: Resolution 03-17-1F and Number 6: Letter of Support – DNR Trail Connection Grant; and under Highway: Add: Number 3: Personnel Request: Mechanic II: Resolution 03-17-1G. (Grimsley, Okeson), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following:
  - a. Commissioner Knutson: Prairie Lakes Municipal Solid Waste Authority (PLMSWA) and Environmental Services.
  - b. Commissioner Okeson: Sheriff's Committee – Jail Construction Project meeting, Transit Committee, and attended Detroit Lakes/Becker County Airport Committee meetings with Becker County Soil & Water Conservation District in attendance.
  - c. Commissioner Grimsley: Becker County Historical Society, Transit Committee, Human Services Committee, and also attended meetings with the City of Detroit Lakes regarding West Lake Drive and a Special Tax Meeting.
  - d. Commissioner Nelson: Becker County Historical Society Open House, Joint Powers Board of Minnesota Counties, Lakeland Mental Health Annual Meeting, and Becker County Extension Service Committee.
  - e. Commissioner Skarie: Absent.
  - f. A brief discussion was held in reference to inviting Mahnommen County Commissioners to attend future meetings with the Sheriff's Committee regarding the Jail Construction Project, with it noted that the next meeting is scheduled for March 22, 2017.

3. Appointments: There were none. However, it was noted that a notification has been received by the Pelican River Watershed District regarding three board manager position openings; one current opening and two whose terms will expire on May 25, 2017.
4. Jail Construction Project: County Administrator, Jack Ingstad, and Highway Engineer, Jim Olson presented:
  - a. It was moved and seconded to authorize the Sheriff's/Jail Committee and County Administrator, Jack Ingstad, to approve the contracts and expenditures for the Jail Construction Project, to include Civil Site Design Services, for future amounts under \$50,000, and with a return to the full Board for ratification. (Grimsley, Nelson), carried.
  - b. County Administrator, Jack Ingstad, also requested direction from the Board in regards to financing of the Jail Construction Project, noting that Ehlers Financial could provide a presentation to the board. Discussion followed with it recommended to request rates for both 15 and 20 years, at an amount up to \$15 million, and to obtain information on a "wrap-around" for existing debt.
5. County Surveyor Salary Amendment: Resolution 03-17-1F:
  - a. It was moved and seconded to approve Resolution 03-17-1F, to amend Resolution 12-14-1B, to reflect an increase in County Surveyor, Roy Smith's annual salary, from \$9,600 to \$10,800, effective January 1, 2017 through December 31, 2018, as there was an increase in his health insurance. (Nelson, Grimsley), carried.
6. Letter of Support – DNR Trail Connection Grant:
  - a. It was moved and seconded to approve the letter of support to the City of Detroit Lakes, in support of the City's efforts to request MN Department of Natural Resources grant funding to build a 2,700 foot trail segment along Highway 59 and Stoney Road, which will tie in with the North Tower Road; and to authorize the Board Chair to sign said letter. (Okeson, Nelson), carried.

Finance Committee Minutes: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, Over 90-Day and Additional Claims, as presented:

- a. Auditor Warrants (Tuesday Bills):
  - i. 02/21/2017 in the amount of \$ 638,349.42
  - ii. 02/28/2017 in the amount of \$ 219,717.60  
for a total amount of \$ 858,067.02
  
- b. Over 90-Day Claims:
  - i. Enviro Services in the amount of \$23.99 (bill delayed due to change in personnel).
  - ii. Northern Lights USA in the amount of \$136.40 (bill delayed due to change in personnel)
  - iii. SeaChange Print Innovations in the amount of \$159.36 (invoice lost in e-mail)
  - iv. Swanson's Repair in the amount of \$20.88 (bill delayed due to change in personnel)
  - v. Thomas Reuters in the amount of \$660.73 (never received invoice)
  - vi. University of Minnesota in the amount of \$50.00 (invoice lost in e-mail)
  - vii. West Central Regional Juvenile Center in the amount of \$5,440.00 (bill delayed due to change in personnel).
  
- c. Additional Claims:
  - i. Mr. McLaughlin - \$10.00 meal reimbursement from White Castle (no itemized receipt).
  - ii. Mr. Okeson – expense report in the amount of \$ 1,569.50.
  - iii. Mr. Nelson – expense report in the amount of ~~\$ 925.64~~ \$ 865.64.  
\*It is noted that an error was corrected and an adjustment was made.
  - iv. National Business Systems – postage for tax statements and valuation notices for \$13,020.00 (request to add to claims).
  - v. Arvig – long distance phone bill from January 2017 in the amount of ~~\$ 6,846.39~~ \$ 3,491.69 (request to add to claims). \*It is noted that the actual amount for the January long distance phone bill was \$ 3,491.69 and an adjustment was made.

(Okeson, Nelson), carried.

- 2. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Grimsley, Nelson), carried.
  
- 3. It was moved and seconded to approve the purchase and installation of a new filtration system for the new addition of the courthouse and to accept the low quote from Honeywell for both the 1" chilled water loop and the 1" hot water loop filtration system at a total cost of \$6,490.00. (Grimsley, Nelson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits:
  - a. It was moved and seconded to approve the Wine/Strong Beer License Renewal for Detroit Mountain Recreation Area, Inc. – Detroit Mountain Recreation Area – Erie Township. (Okeson, Nelson), carried.
  - b. It was moved and seconded to approve the On-Sale (Includes Sunday Sales) Liquor License Renewal for Hotel Shoreham of Detroit Lakes, Inc. – Lakeview Township. (Okeson, Nelson), carried.
  - c. It was moved and seconded to approve the 3.2 On-Sale License Renewal for Detroit Mountain Recreation Area, Inc. – Detroit Mountain Recreation Area – Erie Township. (Okeson, Grimsley), carried.
  - d. It was moved and seconded to approve the 3.2 On/Off Sale License Renewals for:
    - i. Richard Bartelt – Four Corners – Erie Township; and
    - ii. Tamarac Resort – Randy Blanford – Sugar Bush Township. (Nelson, Okeson), carried.
  - e. It was moved and seconded to approve the Off-Sale Liquor License Renewal for Seven Sisters Spirits, LLC – Steven D. Larson, General Manager – Lake View Township. (Okeson, Nelson), carried.
2. It was moved and seconded to accept the January 2017 Cash Comparison and Investment Summary, as presented. (Grimsley, Okeson), carried.
3. It was moved and seconded to approve Resolution 03-17-1A, to hereby approve the application for the re-purchase of Tax Forfeited Lands for Kent Cease, Personal Representatives in the Estate of James Cedric Allen, for Parcel Number: 21.0247.004, to be paid in full upon approval. (Grimsley, Nelson), carried.
4. It was moved and seconded to approve the low quote of \$1,645.52 from Forum Printing, Detroit Lakes, MN, for printing of the 2017 Tax Inserts for Becker County and the Becker County Soil and Water Conservation District. (Grimsley, Okeson), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve Resolution 03-17-1B, for Becker County to to apply for the Safe and Secure Initiative Grant, to replace and provide additional high resolution surveillance cameras to improve courthouse security through the Becker County Camera Surveillance, Software and Data Storage Security Upgrade Project, for a total estimated cost of \$91,246.00, with the grant providing 50% of the cost and the County providing the remaining 50% using the Recorder's Enhancement funds; and to also authorize the Board Chair to sign said grant application. (Grimsley, Okeson), carried.

2. There was discussion on the possible interest of the Detroit Lakes Police Department to share office space and parking with the Becker County Sheriff's Office once the new jail is constructed and the move is completed. It was recommended that the Becker County Sheriff's Committee meet with the Detroit Lakes Public Safety Committee to explore options.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 03-17-1D, to concur with the Bid Award by Hubbard County to Tri-City Paving, Little Falls, MN, at the low bid amount of \$1,831,510.93 (Becker County at \$734,376.47; Hubbard County at \$1,097,134.46), for Project SAP 003-648-004 Becker CSAH 48, tied to Hubbard CSAH 14 and Hubbard CSAH 48; and to authorize reimbursement of said project expenses as provided by invoice to Becker County from Hubbard County. (Okeson, Nelson), carried. It was noted that this is a SMART Project.
2. It was moved and seconded to approve Resolution 03-17-1E, to authorize the County Engineer to advertise for and hire two (2) part-time Seasonal Maintenance Workers and one (1) part-time Engineering Intern. (Okeson, Nelson), carried.
3. It was moved and seconded to approve Resolution 03-17-1G, to hire one (1) full-time Mechanic II position, due to a resignation, and to backfill as necessary, which may include a full-time Mechanic I position. (Okeson, Nelson), carried.

Transit: Ryan Damlo presented:

1. It was moved and seconded to approve Resolution 03-17-1C, to enter into an agreement with the MN Department of Transportation (MNDOT), to provide a Pilot Expansion Program for Becker County for two years (2017-2019); to expand transit bus service to the cities of Audubon and Lake Park, with initial costs for the new bus, staff and ARMER radios at \$ 210,500.00, and with 100% of the cost covered by the grant; and to authorize the Transit Director and the County Administrator to execute the agreement and any amendments thereto; and to approve the foregoing resolution between Becker County Transit and the State of Minnesota. (Okeson, Nelson), carried.

Land Use – Environmental: Steve Skoog presented:

1. It was moved and seconded to approve the purchase of recycling containers from Shafer Systems International, Inc. for 95 gallon, 65 gallon, and 35 gallon recycling carts, to implement a curbside, single stream, residential recycling program in Detroit Lakes, Audubon, Frazee, and Lake Park, with 50% of the project cost covered by a Minnesota Pollution Grant of \$250,000.00, and with the aforementioned cities and Becker County

paying 25% each, for a total cost to Becker County at \$41,700.00 for 2017; and with it noted that dumpsters for White Earth will be covered 50% by the grant and 50% by White Earth. (Nelson, Okeson), carried.

Legislative Tracking Update – Steve Skoog and Guy Fischer presented:

1. Discussion was held in reference to proposed bills at the State Legislature with the department heads providing input.
2. It was moved and seconded to authorize the Board Chair to sign a letter to Minnesota State Legislators in regards to HF #0070: Electronic Communication Retention Requirements, to request State Legislators repeal the language in the bill to include reimbursement to counties for costs incurred on mass data requests. (Nelson, Grimsley), carried. It was also requested that all of the commissioners receive a copy of the letter, to assist them in follow-up discussion with legislators.
5. It was recommended that moving forward the department heads bring any concerns or input on proposed legislation to the committee level and then to the Board for further consideration and discussion, if necessary.

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