

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, June 6, 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, Skarie, and Nelson; County Administrator, Jack Ingstad; and Minute Taker, Cindy Courneya.
- 2. Pledge of Allegiance.
- 3. There were no changes made to the agenda.

Commissioners:

- 1. Jail Construction Project: Consideration of Proposals and Awarding the Sale of \$10,000,000 General Obligation Bonds, Series 2017A for Construction of the New Becker County Jail Facility – Presented by Ehlers Financial (via telephone): Resolution 06-17-11:
 - a. Bruce Kimmel, Senior Municipal Advisor for Ehlers, Inc. presented information to the board in regards to the jail bond bidding results, with a total of six (6) bids received. The true low bid came in at 2.39% from Stifel Nicolaus, a national firm in Birmingham, Alabama.
 - b. It was moved and seconded to approve the draft of Resolution 06-17-11, “to accept the proposal on the competitive negotiated sale of \$10,000,000 General Obligation Jail Bonds, Series 2017A and levying a tax for the payment thereof”; to accept the low bid of 2.39% (true interest rate) from Account Manager, Stifel Nicolaus, Birmingham, Alabama and with the particulars of the bond put into the resolution by bond counsel, as discussed today. (Nelson, Okeson), carried. It was noted that Ehler’s is requesting signature for the proposal today, and that the particulars of the bond will be included in the final resolution for signature later.
- 2. Jail Construction Project Update with Klein McCarthy Architects and McGough Construction (via Go-to-Meeting telephone and video conferencing):
 - a. It was reported that the Becker County Jail Construction Project design is now complete. An overview of the overall site and final floor plan was presented, along with a timeline, with a presentation to the board scheduled for July 11, 2017.

3. It was moved and seconded to approve the minutes of May 16, 2017, with the requested changes. (Okeson, Grimsley), carried.
4. Open Forum: No one was present.
5. Reports & Correspondence: The commissioners reported on the following meetings:
 - a) Commissioner Skarie: Lakeland Mental Health (LMH), Becker County Fair Board, Senior Council on Aging, Becker County Energize meetings and Environmental Affairs Committee.
 - b) Commissioner Okeson: Highway Committee, Heartland Multi-Purpose Recreational Trail meeting, and attended a joint Transit meeting with County Administrator, Jack Ingstad; Commissioner Grimsley; and Transit Director, Ryan Damlo.
 - c) Commissioner Grimsley: Lake Agassiz Regional Library (LARL) Board, Development Achievement Center (DAC), Becker County Historical Society/ Museum, and Heartland Multi-Purpose Recreational Trail meeting.
 - d) Commissioner Nelson: Becker County Soil & Water Conservation District, Economic Development Authority (EDA), Conference Call with MRCC; and noted that the Buffer Initiative will be discussed at the next Courthouse Committee, with their recommendations to the full board at the next meeting on June 20, 2017.
 - e) Commissioner Knutson: Prairie Lake Municipal Solid Waste Authority (PLMSWA), and Mahube-OTWA.
5. Appointments: There were none.

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 Warrants (Tuesday Bills):
 - i. 05/16/2017 in the amount of \$ 25,480.45
 - ii. 05/23/2017 in the amount of \$ 8,658,342.96
 - iii. 05/30/2017 in the amount of \$ 3,211.51
 - iv. 06/02/2017 in the amount of \$ 8,040,698.50
 for a total amount of.....\$ 16,727,733.42

- b. Over 90-Day Claims:
- i. CentraCare Health, in the amount of \$198.00 (balance due after MA credit); *This was found to be a duplicate following the Board meeting and was corrected;
 - ii. Community Coop, in the amount of \$911.78 (tickets were lost in 2016);
 - iii. Essentia Health, in the amount of \$1,461.28 (multiple claims balance due after MA credit);
 - iv. Help Systems, in the amount of \$335.00 (invoice just received);
 - v. State of Minnesota, in the amount of \$25.00 (invoice misplaced);
 - vi. Additional Issue: Credit card charge to Alamo Rent-a-Car, in the amount of \$30.49 (no receipt).
- c. Request for Additional Claims: (mostly monthly bills and due to oversight)
- i. Enterprise, in the amount of \$2,899.72;
 - ii. American Solutions for Business, in the amount of \$8,966.15;
 - iii. Minnkota, in the amount of \$25.00;
 - iv. TDS, in the amount of \$340.00;
 - v. Verizon, in the amount of \$3,042.87;
 - vi. Department of Human Services, in the amount of \$1,426.26;
 - vii. Toshiba, in the amount of \$3,450.87;
 - viii. Election Systems and Software, in the amount of \$4,892.22;
 - ix. Glacier Bay, in the amount of \$30.00;
- For a total amount in additional claims of \$25,073.18.

(Nelson, Okeson), carried.

2. It was moved and seconded to approve the purchase request for External Door Replacement at the Minimum Security Building, and to accept the low quote from Detroit Paint and Glass in the amount of \$2,350.00, plus tax. (Okeson, Grimsley), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits: There were none.
2. It was moved and seconded to approve Resolution 06-17-1A, to hire one (1) full-time Licensing Agent position in the Motor Vehicle Department, and to backfill if necessary. (Skarie, Okeson), carried.
3. It was moved and seconded to approve Resolution 06-17-1B, to hire one (1) full-time Licensing Coordinator/Cashier position, and if filling this position creates another vacancy within the Auditor-Treasurer's office, to then fill that vacancy as well. (Skarie, Okeson), carried.

4. It was moved and seconded to accept the April 2017 Cash Comparison and Investment Summary, as presented. (Grimsley, Skarie), carried.

Sheriff: Chief Deputy Shane Richard presented:

1. It was moved and seconded to approve Resolution 06-17-1H, to increase the Bailiff position from 34 to 40 hours per week and to increase the variable hour Bailiff position(s) from 16 to 32; and then to hire an additional variable hour position(s) utilizing the total hours available. (Nelson, Okeson), carried.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve Resolution 06-17-1C, to hire one (1) full-time Financial Eligibility Specialist (FES) position in the Financial Support Unit, and if filling that position creates another vacancy of a lesser Band/Grade position in the Human Services Department, to then fill that vacancy also. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve Resolution 06-17-1D, to hire one (1) full-time Child Support Supervisor, and if filling that position creates a Child Support Officer position vacancy in the Human Services Department, to then fill that vacancy as well. (Skarie, Grimsley), carried.
3. It was moved and seconded to approve the claims for Community Health, Human Services, and Transit, as presented. (Skarie, Grimsley), carried.

Transit: County Administrator, Jack Ingstad, presented:

1. It was moved and seconded to approve Resolution 06-17-1E, to hire one (1) part-time Transit Driver, due to a resignation. (Okeson, Grimsley), carried.
2. County Administrator, Jack Ingstad, announced that Transit Director, Ryan Damlo, has resigned his position, with his last day July 11, 2017.

Highway: Jim Olson presented:

1. Jim Olson presented an overview of the 2016 Becker County Highway Annual Report.
2. It was moved and seconded to accept the 2016 Becker County Highway Annual Report, as presented. (Okeson, Nelson), carried.
3. It was moved and seconded to approve Resolution 06-17-1F, to award the Jail Site Grading Project to Dennis Drewes, Inc. of Frazee, MN, for the low bid received in the bid letting on June 5, 2017, in the amount of \$103,500.00, and to hereby authorize and

direct, on behalf of Becker County, the County Board Chair and County Administrator to execute and enter into said contract. (Okeson, Nelson), carried.

4. It was moved and seconded to approve Resolution 06-17-1G, as presented, to enter into a Master Partnership Contract with the Minnesota Department of Transportation (MnDOT); to undertake collaborative efforts for the design, construction, maintenance, and operation of State and local roads; and to authorize the Board Chair and County Administrator to execute such contract and any amendments thereto; and to authorize the Becker County Highway Engineer to negotiate work order contracts pursuant to the Master Contract, and to execute such work order contracts on behalf of the County without further approval by the Board. (Okeson, Nelson), carried.

Land Use Department – Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve the State of Minnesota - Department of Corrections Income Contract Extension for the Institutional Community Work Crew (ICWC) for fiscal years 2018 and 2019, at a cost of \$7,725.00 per month, effective October 1, 2017 through September 30, 2019, and for a total amount of \$185,400.00. (Skarie, Okeson), carried.

Land Use Department – Gary’s Furniture Demolition Project: Guy Fischer, Steve Skoog, and City Clerk for Frazee, Denise Anderson, presented:

1. Denise Anderson provided an update on future planning for Frazee’s downtown revitalization, and requested the county’s continued support of Frazee’s efforts towards the utilization of the entire vacant footprint from the eventual general demolition of three buildings, the former Gary’s Furniture building and the Anstadt and Furey Buildings.

It was moved and seconded to authorize Boit Excavating to demo and remove the former Gary’s Furniture Building in Frazee, at the low quote of \$48,000.00, and as presented. (Nelson, Okeson), carried.

It is noted that the City of Frazee will be responsible for the asbestos removal and demolition of the Anstadt and Furey Buildings, at a cost of \$39,450.00, with the total cost for demolition only of the three buildings at \$76,500.00.

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

/s/ Jack Ingstad
Jack Ingstad
County Administrator

/s/ Larry Knutson
Larry Knutson
Board Chair