

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, February 6, 2018 at 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Skarie. Commissioners in attendance: Skarie, Okeson, Nelson, Grimsley, 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 Commissioners: Add: Number 6: New Jail Site Tour – February 20<sup>th</sup>; Under Auditor-Treasurer: Add: Number 3: Voting Equipment Grant Acceptance; Under Sheriff: Remove Resolution 02-18-1C; and at 10:30 a.m., Add: Planning and Zoning: Number 1: Permitting Software Recommendation. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the minutes of January 16, 2018 with the requested changes. (Knutson, Okeson), carried.

Becker County Drug Court and Veterans Court Annual Update – Judge Gretchen Thilmomy and Clay-Becker Drug Court and Veterans Court Coordinator, Don Kautzmann, presented:

1. Don Kautzmann recognized Judge Gretchen Thilmomy as the new judge for the Clay-Becker County Drug Treatment Court.
2. He also provided a summary and overview of the Clay/Becker Drug Court and Veterans Court programs including the budget for each, noting that the total budget for specialty court funding is at \$244,840.00.
3. Judge Thilmomy thanked the Board for their support of the specialty courts and expressed her appreciation for the opportunity to be involved with the programs, referencing both her past and current role. She also introduced Don Kautzmann as the new District Supervisor.
4. The Board thanked them both for their dedication and commitment to the success of the specialty courts.

Commissioners

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
  - a. Commissioner Knutson: Economic Development Authority (EDA), Environmental Affairs, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), and Sheriff's Committee.

- b. Commissioner Skarie: Lakeland Mental Health, Becker County Fair Board, and Senior Council on Aging.
  - c. Commissioner Okeson: Becker County/Detroit Lakes Airport Commission, Pelican River Watershed District (PRWD), Jail Committee, and Highway Committee.
  - d. Commissioner Nelson: Highway Committee, MRC Meeting in Clay County, Becker County Soil & Water Conservation District (BCSWCD), Extension meeting and Sunnyside Board.
  - e. Commissioner Grimsley: Lake Agassiz Regional Library (LARL) Board, Becker County Historical Society, and Heartland Multi-Purpose Recreational Trail meeting.
3. Appointments:
- a. It was moved and seconded to re-appoint Brad Grant and Bob Larson as members of the Sunnyside Board, for another two-year term each, effective January 1, 2018. (Nelson, Grimsley), carried.
  - b. Commissioner Nelson noted that John Hanson is up for reappointment to the Buffalo Red River Watershed District Board of Managers.
  - c. It was moved and seconded to re-appoint Ray Thorkildson as a member of the Becker County Planning Commission, representing District 1, to serve another three-year term, effective January 1, 2018. (Knutson, Okeson), carried.
  - d. It was moved and seconded to re-appoint Mary Seaberg as a member of the Becker County Planning Commission, representing District 3, to serve another three-year term, effective January 1, 2018. (Okeson, Nelson), carried.
  - e. It was moved and seconded to re-appoint Brad Bender as a member of the Becker County Board of Adjustments, representing District 3, to serve another three-year term, effective January 1, 2018. (Okeson, Nelson), carried.
4. It was noted that the deadline is today, February 6<sup>th</sup>, to reserve lodging at the AMC group rate for the AMC Legislative Conference scheduled for February 28<sup>th</sup> – March 1<sup>st</sup> at the InterContinental Hotel in St. Paul, MN.
5. It was moved and seconded to authorize any of the commissioners attendance at the Legislative Broadband Round-Table meeting on Friday, March 2<sup>nd</sup> beginning at 9 a.m. at the West Central Initiative (WCI) office in Fergus Falls, MN, with per diem and mileage reimbursement, as approved. (Nelson, Knutson), carried.
6. A brief discussion was held in reference to the new jail construction site tour scheduled for Tuesday, February 20<sup>th</sup> following the board meeting, with all commissioners planning

to attend. It was noted that Lunch Bunch will be held following the tour at a location to be determined.

Finance Committee Minutes: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, and Over 90-Day Claims, as presented:
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 01/16/2018 in the amount of \$602,388.23
    - ii. 01/23/2018 in the amount of \$125,745.88
    - iii. 01/30/2018 in the amount of \$189,371.46for a total of.....\$917,505.57
  - b. Over 90-Days:
    - i. Alliance Pest Control, in the amount of \$75.00 (invoice just turned in);
    - ii. GEN Diagnostics, Inc., in the amount of \$649.50 (invoice just turned in);
    - iii. Reliance Telephone, in the amount of \$200.00 (invoice just turned in);
    - iv. Thrifty White Drug, in the amount of \$1,411.95 (invoice just turned in.

(Knutson, Okeson), carried.

2. It was moved and seconded to approve Resolution 02-18-1A, as presented, to approve the Gambling Application for Exempt Permit to conduct a raffle for the Cormorant Lions Club on May 12, 2018, for operations at the Cormorant Community Center, 10929 County Highway 5, Pelican Rapids, MN in Cormorant Township. (Okeson, Nelson), carried.
3. It was moved and seconded to accept the December 2017 Cash Comparison and Investment Summary, as presented. (Nelson, Okeson), carried.
4. It was moved and seconded to approve the acceptance of the State of Minnesota Election Equipment Grant Award in the amount of \$71,750.00, with the county's match at 50%. (Knutson, Nelson), carried.

Assessor: Steve Carlson presented:

1. It was moved and seconded to approve the following abatements, as presented:
  - a. PIN #: 11.8001.000 in Evergreen Township, in the amount of \$432.00, due to mobile home was removed;
  - b. PIN #: 47.8097.000 in the City of Audubon, in the amount of \$66.00, due to mobile home was demolished;with the total abatements at \$498.00.  
(Knutson, Grimsley), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve the 2017 MN Department of Natural Resources Federal Boating Safety Equipment Grant Application, with funds to be used for the purchase of a Marine Sonic-Side Scan Sonar for Search and Recovery at a cost of \$54,897 and a 2018 Alumacraft Classic 16.5' patrol boat with 75HP 4-stroke Yamaha motor, at a cost of \$19,064.00 from J & K Marine, Detroit Lakes, MN, and for a total amount of \$73,961.00. (Okeson, Knutson), carried.
2. It was moved and seconded to approve the purchase of three (3) Panasonic Keyboards for Toughbooks mobile computers at a cost of \$490.00 each from SHI, Somersset, NJ, for a total cost of \$1,470.00. (Okeson, Knutson), carried.
3. It was moved and seconded to approve the Maintenance Agreement renewal with Motorola Solutions for network hardware repair and support services of consoles in Dispatch for the Armor Systems, at a cost of \$9,631.68. (Knutson, Okeson), carried.
4. Discussion was held in reference to the request for renewal of the maintenance agreement with WatchGuard. Information was requested on maintenance history relative to warranties or maintenance agreements. Sheriff Todd Glander withdrew his request at this time and will return to the board at a later date with the requested information and for further consideration.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 02-18-1D, as presented, to enter into MnDOT Agreement No. 1030232; to provide for payment by the State to the County in the amount of \$3,558.94, for the use of County State Aid Highway No. 6, 17, and 22 as a detour route during the contract construction of TH 59, for State Project No. 0304-37 (TH 59=30), and that the Board Chair and County Administrator are hereby authorized to execute the agreement and any amendments. (Okeson, Nelson), carried.
2. It was moved and seconded to approve Resolution 02-18-1E, as presented, to enter into MnDOT Agreement No. 1029765; to provide for payment by the County to the State in the amount of \$138,766.31, for the County's share of the costs associated with the TH 10 and CSAH 7 Traffic signal Project, for State Project Number 003-607-023 and State Project No. 0301-70 (TH 10=002), and for the Board Chair and County Administrator to execute the agreement and any amendments. (Nelson, Okeson), carried.
3. It was moved and seconded to approve the purchase of a Crafc0 Dust Control Kit for pavement router in the amount of \$4,500.00 from Brock White, Fargo, ND, to meet new OSHA requirements. (Nelson, Okeson), carried.

Becker County Soil & Water Conservation District (BCSWCD): Peter Mead, Marsha Watland, and Karl Koenig presented:

1. Peter Mead prefaced the upcoming presentations by Marsha Watland and Karl Koenig for 2017 activities of the Becker County Soil and Water Conservation District.
2. Marsha Watland presented an overview of the Becker County Agriculture Inspector 2017 Report and Work Plan Summary and Karl Koenig presented the 2017 Becker County Aquatic Invasive Species Program Report.
3. The board thanked them for their presentations and for all of their hard work.

Human Services: Denise Warren presented:

1. Human Services Director, Denise Warren, introduced new staff members, Jason Ruona, the Child Support Supervisor and Rebecca Fee, the Adult Services Supervisor. The Board thanked Ms. Warren for the introductions and welcomed the new staff.
2. It was moved and seconded to approve Resolution 02-18-1B, to hire a full-time Office Support Specialist (OSS) position, due to a resignation, and if filling that position creates another vacancy of a part-time OSS, to then fill that vacancy also. (Grimsley, Nelson), carried.
3. It was moved and seconded to accept the Human Services reports for Adult Services, Behavioral Health, Child and Family Services, Child Support, Community Health, Financial Services, and the Waiver Report, as presented. (Knutson, Grimsley), carried.
4. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Grimsley, Okeson), carried.

Land Use Department – Economic Development Authority (EDA): Guy Fischer and Steve Skoog presented:

1. Discussion was held in reference to the request for Annexation of 26100 North Tower Road in Detroit Township to the City of Detroit Lakes, in order to obtain City sewer and water services for the residents of Broadlawn Estates, which includes the Becker County EDA House at the corner of Tower Road and North Ridge Road. It was recommended to invite City Administrator, Kelsey Klemm, to the next EDA Board meeting and it was also noted that the board felt comfortable allowing the EDA Board to make the decision on whether to approve the annexation.

Land Use Department – Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve the following Waste Hauler Delivery Contracts and to authorize the Board Chair to sign said contracts, as presented.

- a. Ballard Sanitation
- b. Waste Management
- c. Fuchs Sanitation Service
- d. Hough, Inc.
- e. Detroit Lakes Disposal Service
- f. Steve's Sanitation
- g. Roll-Off Red, LLC

(Knutson, Okeson), carried.

2. It was moved and seconded to approve the Material Recovery Machine Wiring Contract with B & M Electric, Inc., at the low quote of \$14,850.00. (Okeson, Knutson), carried.

3. It was moved and seconded to approve the First Amendment to the 2018 Prairie Lakes Municipal Solid Waste Authority (PLMSWA) Financing Agreement, as presented, with the PLMSWA requesting Otter Tail County to issue a \$1,100,000 General Obligation Disposal System Revenue Bond to finance the cost of an evaporator and related equipment at the Perham Resource Recovery Facility (PRRF), with the First Amendment to include Clay County and with the term of the bond at 10 years. (Knutson, Nelson), carried.

Planning & Zoning: Kyle Vareberg and Stacie White presented:

1. Discussion was held in reference to the two companies that have submitted quotes to provide professional services for Permitting Software for Becker County, The Schneider Corporation of Indianapolis, IN and RtVision of Little Falls, MN. Planning and Zoning Director, Kyle Vareberg and IT Director, Stacie White recommended The Schneider Corporation and provided information in support of their recommendation.

2. It was moved and seconded to approve entering into a three-year contract agreement with The Schneider Corporation, Indianapolis, IN, to provide professional services for Permitting Software for Becker County, as presented, at the low quote of \$60,025.00. (Knutson, Grimsley), carried 3-2.

Board Chair Skarie recessed the meeting until the start of the Work Session/Lunch, reconvening at approximately 10:50 a.m. in the Third Floor (EOC) meeting room of the Courthouse.

Work Session:

Those in attendance for the Work Session included all of the commissioners; County Administrator, Jack Ingstad; Department Heads including County Recorder, Patty Swenson; Highway Engineer, Jim Olson; Auditor-Treasurer, Mary Hendrickson; Human Services Director, Denise Warren; Sheriff Todd Glander; County Assessor, Steve Carlson; Land Use Department Director, Steve Skoog; Planning and Zoning Director, Kyle Vareberg; and Minute Taker, Cindy Courneya.

The Work Session was held with lunch provided. Agenda items included Upcoming Project Priorities, Financing Needs, and Discussion of Row Officers for the Auditor-Treasurer and Recorder positions.

Discussion was held regarding the status and timeline of the new jail construction project, budget reserves, projected budget revenues and expenses, and the issue of bonding relative to the new jail, airport project, and future public works building for the County. Options and scenarios were posed with the overall consensus of the Board to continue using current funds and to not bond at this time. It was also recommended to reconsider when to bond at a later date, during continued discussions on budgeting and financing priorities at the regular board meeting in September or October 2018, when more definitive numbers will be available, and to then revisit the bonding issue every few months.

It was noted that there may be future proposed legislative changes to move the County Recorder and Auditor-Treasurer positions from elected to appointed positions. While there was support of the concept, it was noted that this would be addressed if legislation were to approve the change.

Options and requirements for the sale and/or disposal of the Minimum Security Jail were also discussed.

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

/s/ Jack Ingstad  
Jack Ingstad  
County Administrator

/s/ Don Skarie  
Don Skarie  
Board Chair