

REGULAR MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, November 2, 2021, at 8:15 a.m.

LOCATION: First Floor – Board Room, Becker County Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Nelson. Commissioners in attendance: Nelson, Knutson, Okeson, Grimsley and Vareberg; and Minute Taker, Trisha Collins.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following change: Under Commissioners # 3: Add: Letter a): Appointment of Salary Setting Committee for Elected officials and Department Heads; Add: Letter b): Appointment of Interview Committee for County Administrator interviews, and Add: Number 6: Appointment of County Recorder Discussion; Under Auditor-Treasurer: Add: Number 3: Personnel Request – Full-Time Accountant Technician: Resolution 11-21-1E; Under Land Use – Environmental: Add: Number 3: Authorization to Sell Capital Item – Truck Tires & Rims; Under Land Use – Economic Development Authority (EDA): Add: Number 2: Child Care Grant Program. (Grimsley, Okeson), carried.
4. It was moved and seconded to approve the minutes of October 19, 2021, with the requested change. (Knutson, Okeson), carried.

Commissioners:

1. Open Forum: Former Commissioner Gerry Schram brought forth discussion and concerns regarding Becker County's financial involvement with the Detroit Lakes - Becker County Airport.
2. Reports and Correspondence:
  - a. Commissioners provided updates and information on various committee meetings.
3. Appointments:
  - a. It was moved and seconded to appoint Commissioner Knutson and Commissioner Okeson to the Salary Setting Committee for Elected officials and Department Heads. (Grimsley, Nelson), carried.
  - b. It was moved and seconded to appoint Commissioner Knutson and Commissioner Nelson to the Interview Committee for the County Administrator interviews scheduled for November 12<sup>th</sup>, 2021. (Okeson, Grimsley), carried.

4. 2022 Commissioner’s Board Meeting Calendar (Resolution 11-21-1D):
  - a. It was moved and second to approve Resolution 11-21-1D, the Board of Commissioners’ Scheduled Meeting Dates for 2022, with the change of board meetings on December 13<sup>th</sup>, 2022 and December 20, 2022. Also, to set the Budget Hearing / Hwy 5 year Plan / Sales & Use Tax to December 15, 2022 at 6:00 pm. (Okeson, Knutson), carried.
5. Wild Rice Watershed District
  - a. The discussion relating to the Resolution with Clay County for Board Member Appointment was removed by the Board, because Clay County was not interested in Becker County’s proposed compromise.
  - b. It was moved and second to withdrawal petitioning the MN Board of Soil and Water Resources (BSWR) for a redistribution of Wild Rice Watershed District Board of Managers and inquire with Clearwater County regarding partnership instead. (Grimsley, Knutson), carried.
6. Appointment of County Recorder Discussion
  - a. Discussion was held in reference to start a public process to appoint the County Recorder, due to a vacancy in the office. Commissioner Board Chair Nelson briefly explained what this process is and the time frame for obtaining a new County Recorder. The Commission agreed to move forward with the appointment process at this time. The Auditor-Treasurer to publish the Notice of Public Hearing to be held at the next Board meeting.

Finance Committee Minutes: Auditor-Treasurer: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, Over-90 Day Claims, and Additional, as presented:
  - a. Auditor Warrants (Tuesday Bills):
    - i. 10/19/2021 in the amount of \$ 235,896.30
    - ii. 10/20/2021 in the amount of \$ 23,480.64 Cost Effective
    - iii. 10/26/2021 in the amount of \$7,107,630.20
    - iv. 10/27/2021 in the amount of \$ 476.00  
for a total amount of \$7,367,483.14
  - b. Over-90 Days:
    - i. Alliance Pest Protection dated 5/21 and 6/21 in the amount of \$300.00.
    - ii. Dan Bergstrom dated 6/21 & 7/21 in the amount of \$17,035.65.
    - iii. Dakota Supply Group dated 4/21 to 7/21 n the amount of \$1,038.37.  
(Knutson, Okeson), carried.

Auditor-Treasurer – Mary Hendrickson presented:

- a. Licenses and Permits: It was moved and seconded to approve the renewal of Tobacco Licenses for Hoslers Two Inlets Country Store and County 6 Gas & Bait. (Okeson, Knutson), carried.
2. Consideration of Offer on Commercial Land Sale – HWY 59 Property:
  - a. It was moved and seconded to authorize signatory on the Commercial Purchase Agreement Between Becker County and Averre Marquis for the Highway 59 County Property known as Parcel 49.7001.051 in the amount of \$285,000.00. County Auditor Mary Hendrickson confirmed that the County Attorney had reviewed the document and no special assessments were pending on the property at the time of sale. Averre Marquis requested to park equipment machinery on the property before finalization of sale. The Board agreed to this request and County Board Chair Nelson signed the purchase agreement between Becker County and Averre Marquis. (Knutson, Grimsley), carried.
3. Personnel Request: Full – Time Accountant Technician (Resolution 11-21-1E):
  - a. It was moved and seconded to approve Resolution 11-21-1E to hire a Full-Time Accounting Technician due to vacancy, through the normal hiring process. (Grimsley, Okeson), carried.

Transit – Kevin Johnson Presented:

1. 2022 Transit Grant Contracts and Agreements (Resolution 11-21-1A):
  - a. It was moved and seconded to approve Resolution 11-21-1A, to enter into an agreement with the State of Minnesota to provide public transportation services in Becker County, Minnesota. (Grimsley, Knutson), carried.

Information Technology (IT) – Stacie White Presented:

1. Gallagher Key Card Door Addition Purchase:
  - a. Discussion was held. The Board requested additional information for further consideration at a later Board meeting.
2. Extreme Switch Purchase:
  - a. It was moved and seconded to approve the request to purchase four Extreme network switches to replace end of life legacy switches on the network. The cost is \$25,244.00 and will be funded through IT's annual budget. (Okeson, Grimsley), carried.

Sheriff – Todd Glander Presented:

1. Door Swipes:
  - a. The discussion relating to the request to purchase additional access control swipes was presented under Information Technology (IT).

2. New Impound Building – Authorization for Design Build:
  - a. It was moved and seconded to approve the request to obtain building designs and quotes for the New Impound Building. Funding for this build is to come from the sale of the minimum security and impound lot sale. (Knutson, Okeson), carried.
3. 2021 Federal Boating Safety Equipment Grant – Approval to Apply:
  - a. It was moved and seconded to approve the request to apply for the 2021 Federal Boating Safety Equipment Grant. County Sheriff Todd Glander provided examples of boating safety equipment that Becker County would use the grant funding on. (Okeson, Knutson), carried.

Human Services – Denise Warren presented:

1. 3<sup>rd</sup> Quarter Reports:
  - a. It was moved and seconded to accept the Human Services 3<sup>rd</sup> Quarter Reports, as presented, for Adult Services, Behavioral Health, Child Protection, Child Support, Income Maintenance, Public Health, and Combined (AS, PH, BH). (Grimsley, Vareberg), carried.
2. It was moved and seconded to approve the Human Services claims for Human Services, Public Health, and Transit, as presented. (Grimsley, Vareberg), carried.

Land Use – Environmental Services – Steve Skoog presented:

1. Score Grant FY 2022-2026 (Resolution 11-21-1B):
  - a. It was moved and seconded to approve Resolution 11-21-1B, to authorize Steve Skoog to sign the 2022-2026 State SCORE Grant agreement on behalf of Becker County. The use of the funds from this Grant was discussed with it recommended that the funds be used to fund recycling and solid waste reduction in Becker County. (Knutson, Vareberg), carried.
2. Personnel Request – Full-Time Secretary (Resolution 11-21-1B):
  - a. It was moved and seconded to approve Resolution 11-21-1B, to reclassify one Part-Time Secretary Position with health insurance benefits to one Full-Time Secretary Position and to fill this Full-Time Position, due to a vacancy. (Knutson, Okeson), carried.
3. Authorization to Sell Capital Item – Truck Tires and Rims:
  - a. It was moved and seconded to approve the sale of spare truck tires and rims. The Board requested that a Public Auction site be used for this sale. (Knutson, Okeson), carried.

Land Use – Natural Resources Management (NRM) – Steve Skoog presented:

1. Authorization to Obtain Bids for FY 2022 Annual Business:

- a. It was moved and seconded to authorize NRM to obtain bids for the 2022 fiscal year for annual business operations. (Grimsley, Okeson), carried.

Land Use – Economic Development Authority (EDA) – Guy Fisher presented:

1. Broadband Proposals Assessment:
  - a. It was moved and seconded to approve spending American Rescue Plan Act funds for the contract. (Knutson, Vareberg), carried.
2. Child Care Grant Program:
  - a. It was moved and seconded to approve the request to spend \$85,000 for Emergency Assistance Grants for local Child Care facilities in 2021 and 2022 for a total of \$170,0000 using American Rescue Plan Act funds. (Nelson, Okeson), carried.

Land Use – Parks and Recreation – Steve Skoog presented:

1. Wannigan Park – Purchase of Appraisal Services:
  - a. It was moved and seconded to approve the contribution by Becker County of \$2,500 to the City of Frazee Community Development towards the appraisal services of Wannigan Park. (Nelson, Okeson), carried.

Highway – Jim Olson presented:

1. Highland Drive Discussion with Detroit Township:
  - a. Discussion relating to the Highland Drive reconstruction project was presented by Jim Olson as well as members of both Detroit Township and Detroit Lakes City. Discussion entailed the approval to move forward with the Highland Drive Construction Project: swap County Road 141 with the Township Road Highland Drive upon completion of Highland Drive reconstruction in exchange for financial assistance for funding this project from Becker County. The County's cost to fund this project is \$330,000 with the total project cost estimated to be \$1.8 million. Upon completion of Highland Drive reconstruction, County Road 141 will be transferred to the Detroit Township and Highland Drive will be owned by Becker County. The need for this swap is due to the increasing traffic volume and the Detroit Township's lack of resources to maintain Highland Drive.
2. Financing and Bond Scenario Discussion for Highway Building:
  - a. Discussion relating to financing and bonding options for the construction of the new Becker County Highway Building was presented by Brue Kimmel, Senior Municipal Advisor with EHLERS Public Finance Advisors. Kimmel presented options of refinancing current bonds as well as additional debt funding options. The Board requested to have this discussion return to the Board for further discussion with additional debt funding scenarios including the following scenarios: 20 Year Bond without Blending, 15 Year Bond without Blending, 15 Year Bond with Blending.
3. Authorization to Sell Excess Topsoil from HWY Building Site:

- a. It was moved and second to approve the sale and/or trade of excess topsoil from Highway Building Site, as presented. (Okeson, Knutson), carried.
- 4. McGough GMP #1 Contract Amendment:
  - a. Discussion relating to the authorization to sign the McGough GMP #1 Contract Amendment was presented by Jim Olson. The Board requested to return to the next Board meeting with additional information for clarification.

Human Resources – Building Maintenance - Amy Rissmann presented:

- 1. Replacement of Building Maintenance Truck:
  - a. The Building Maintenance Department used a former Highway truck, so no purchase was needed, and no action required.
- 2. Courthouse Parking Lot Lights:
  - a. It was moved and seconded to approve the purchase of all Courthouse parking lot LED lights at the lowest bid option, as presented. (Okeson, Vareberg), carried.
- 3. Maintenance Truck Lift Gate Purchase:
  - a. It was moved and seconded to approve the purchase of a lift gate for a maintenance pickup at a cost of \$3,243 with 50% of the cost coming from a grant the Safety department received. The Board requested that the lift gate hardware be universal, so the equipment could be moved to another County vehicle if needed. (Knutson, Okeson), carried.

Being no further business, Chair Nelson adjourned the meeting.

/s/  
Denise Warren  
Human Services Director

/s/  
Barry Nelson  
Board Chair