

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, May 17, 2016 at 8:15 a.m.  
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Nelson. Commissioners in attendance: Nelson, Okeson, Skarie, Knutson, and Grimsley; 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 7: Request for Approval of SeaChange Election Services Agreement and Number 8: Discussion on upcoming Joint Airport Meeting with the City of Detroit Lakes. (Skarie, Knutson), carried.
4. It was moved and seconded to approve the minutes of May 3, 2016 with the requested changes. (Knutson, Okeson), carried.

Commissioners

1. Open Forum:
  - a. Steve Lindow spoke in reference to the upcoming discussion on the proposal to amend the Setback Averaging ordinance and provided information.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
  - a. Commissioner Okeson: AMC Transportation Policy Work Group meetings, NW Regional Emergency Communications Board Joint meeting, Highway Committee, and Heartland Multi-Purpose Recreational Trail meeting in Frazee.
  - b. Commissioner Nelson: Courthouse Committee.
  - c. Commissioner Skarie: Becker County Energize Meeting.
  - d. Commissioner Grimsley: Human Services Committee.
  - e. Commissioner Knutson: Economic Development Authority (EDA), Courthouse Committee, and Prairie Lakes Municipal Solid Waste Authority (PLMSWA) Budget meeting.
3. Appointments: There were none.
4. Upcoming meetings:
  - a. It was moved and seconded to approve the commissioners attendance at the Association of Minnesota Counties (AMC) District 4 Spring meeting on Friday, June 10, 2016, 8 a.m. – 1:00 p.m., Becker County Courthouse, 3<sup>rd</sup> Floor Jury Assembly Room, with per diem and mileage reimbursement. (Knutson, Okeson), carried.

- b. The Becker County Board of Equalization meeting is scheduled for Tuesday, June 14, 2016, beginning at 6 p.m., Becker County Courthouse, 1<sup>st</sup> Floor Board Room.
  - c. The 2016 AMC Annual Conference will be held Monday-Tuesday, December 5-6, 2016 at the Hyatt Regency, Minneapolis, with all of the commissioners planning to attend.
5. There was discussion on the proposal to amend the "Setback Averaging" Ordinance for Chapter 3, Section 8 and Chapter 5, Section 2C, with the discussion to continue at the next Board meeting of June 7<sup>th</sup>.
  6. Discussion was held on the existing Solid Waste Fee schedule.
  7. It was moved and seconded to approve the four-year SeaChange Election Services Agreement between SeaChange Print Innovations and Becker County, effective June 1, 2016 through May 31, 2020, and to authorize the Auditor-Treasurer, Mary Hendrickson, to sign and enter into said agreement, with the fees as listed. (Grimsley, Skarie), carried.
  8. It was moved and seconded to approve the commissioner's attendance at the Joint Airport meeting with the City of Detroit Lakes and the Airport Commission, to be held on Wednesday, June 1, 2016 at 11:30 a.m. at the Becker County/Detroit Lakes Airport. (Okeson, Grimsley), carried.

Finance Committee Minutes: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims and Auditor's Warrants, as presented:
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 05/03/2016 in the amount of \$118,367.73;
    - ii. 05/10/2016 in the amount \$3,279.97;
 for a total amount of: \$121,647.70  
 (Skarie, Knutson), carried.
2. It was moved and seconded to approve the purchase of one (1) Microsoft Surface Tablet Computer with cover/keyboard for the Assessor's Office, at a cost of \$1,003.09 per unit, off of Minnesota State contract pricing. (Knutson, Grimsley), carried.
3. It was moved and seconded to approve the purchase of one (1) new Computer for Transit Dispatch, at a cost of \$780.00. (Knutson, Okeson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits:
  - a. It was moved and seconded to approve the Tubing License renewal for Charlie's Otter Tail Tubing – Erie Township. (Okeson, Grimsley), carried.
2. It was moved and seconded to approve Resolution 05-16-2A, as presented, to approve the Re-Purchase of Tax Forfeited Lands for Wanda C. Boswell for Parcel Number

- 04.0080.000, at a re-purchase price of \$4,093.45, (taxes and miscellaneous fees), to be paid in full upon approval. (Knutson, Okeson), carried.
3. It was moved and seconded to approve Resolution 05-16-2B, as presented, to approve the Re-Purchase of Tax Forfeited Lands for Richard Smith for Parcel Number 48.0088.001, at a re-purchase price of \$1,515.13 (taxes and miscellaneous fees), to be paid in full upon approval. (Knutson, Skarie), carried.
  4. It was moved and seconded to approve the purchase of two (2) new office chairs for the Auditor-Treasurer's office, to replace at the front desk window, at the low quote of \$457.80 each, for a total cost of \$915.60 from Reardon's Office Equipment, Fargo, ND. (Grimsley, Okeson), carried.

Assessor: Steve Carlson presented:

1. It was moved and seconded to approve the following abatements, as presented:
  - a. PIN #: 13.0115.001, in Green Valley Township, in the amount of \$360.00, due to the parcel value was combined with Parcel #: 13.0115.000; this parcel was not deactivated.
  - b. PIN #: 14.0072.000, in Hamden Township, in the amount of \$752.00, due to the property was sold to a tax exempt entity; should have been exempt for 2016 taxes payable.
  - c. PIN #: 49.2042.000, in the City of Detroit Lakes, in the amounts of \$134.00 and \$390.00 for tax years 2015 and 2016 respectively, due to the house was destroyed by fire on August 24, 2015.With the total amount of the abatements at \$1,636.00 (Skarie, Okeson), carried.

Human Services: John Dinsmore presented:

1. Shannon Funk was introduced and congratulated on her new position as the Supervisor for the Financial Assistance Unit at Human Services.
2. It was moved and seconded to add item Number 4: Renewal of Contract with Medica, to the Human Services agenda. (Knutson, Grimsley), carried.
3. It was moved and seconded to approve Resolution 05-16-2E, to hire one (1) full-time Financial Eligibility Specialist through the Merit System, due to a retirement. (Skarie, Grimsley), carried.
4. It was moved and seconded to approve the purchase of four (4) Vari Desks for Child Support staff, at a cost of \$400.00 each, for a total cost of \$1,600.00, plus any applicable tax. (Grimsley, Skarie), carried.
5. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Grimsley), carried.
6. It was moved and seconded to approve the renewal of the Medica Health Plans Access Transportation Services Transportation Agreement, as presented, effective through April 30, 2018. (Grimsley, Skarie), carried.

7. Board Chair Nelson and County Administrator, Jack Ingstad, expressed their thanks and appreciation to John Dinsmore, for having served as the Director of Human Services during this interim period, noting the positive changes that have been made.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve Resolution 05-16-2D, to authorize the Board Chair and Becker County Administrator to sign the renewal agreement with the State of Minnesota, to apply for the MN Department of Natural Resources 2016 Federal Supplemental Boating Safety Patrol Grant Agreement, with an allocation of \$7,625.00, effective May 13, 2016 – September 5, 2016. (Okeson, Knutson), carried.

Highway: Jim Olson presented:

1. a. Brian Bausman, Project Manager, and Shiloh Wahl, Assistant District Engineer, from the MN Department of Transportation (MnDOT) were present and discussion was held in regards to the consideration of the Trunk Highway (TH) 225 turnback. Highway Engineer, Jim Olson, requested support from the Board to proceed with negotiations with MnDOT and to develop the final draft of the TH 225 Turnback Agreement, with it noted that the lump sum to be paid to Becker County will be determined when available, for the jurisdictional transfer of TH 225 from MnDOT to Becker County.  
b. It was moved and seconded to authorize Highway Engineer, Jim Olson, to negotiate an agreement with MnDOT, for the TH 225 Turnback, and to return to the Board with the agreement for the Board's consideration. (Okeson, Knutson), carried.
2. It was moved and seconded to approve Resolution 05-16-2F, to accept the low bid in the amount of \$1,824,177.11 from Mark Sand & Gravel Company, Fergus Falls, MN for Project SP 003-618-001, for Reclaiming, Culverts, Aggregate Base, Bituminous Surfacing and Aggregate Shouldering of County Road 18 from Ogema to County Highway 7; and to authorize and direct the County Chairman and County Administrator to execute and enter into said contract. (Okeson, Knutson), carried.
3. It was moved and seconded to approve Resolution 05-16-2G, to accept the low bid in the amount of \$69,634.00 from Dennis Drewes, Inc., Frazee, MN for Atlanta Township Bridge Project, SAP 003-599-030, for Box Culvert, Approach Grading, and Aggregate Surfacing; and to authorize and direct the County Chairman and County Administrator to execute and enter into said contract. (Okeson, Skarie), carried.
4. It was moved and seconded to approve Resolution 05-16-2H, to accept completed projects by Central Specialties, Alexandria, MN, for Projects SP 003-636-008, SP 003-643-009, and SP 003-645-003, consisting of Milling, Bituminous Overlay and Aggregate Shouldering for County Highways 36, 43, and 45, and to authorize final payment in the amount of \$38,341.68, prepared and processed by the Highway Department. (Okeson, Knutson), carried.

5. It was moved and seconded to approve Resolution 05-16-2I, to hereby authorize and direct the County Engineer to purchase one (1) Tablet Computer with Data Card, as detailed in the Capital Expenditure Request form, at a cost of \$899.10 for the computer and \$103.99 for the cover/keyboard, with the total cost at \$1,003.09. (Skarie, Okeson), carried. It was noted that this computer would be for summer work in the field with RTVision One Office, for contract administration, inspection purposes, and timecard entry, and in the winter used in the Maintenance area for timecard entry, and with a fee of \$35.00 per month for the Verizon Jetpack.
6. It was moved and seconded to approve Resolution 05-16-2C, as presented, for Becker County to act as the legal sponsor for the Northwoods Trail Reapers, Wolf Pack Snowmobile Trails, ULTRA Snowmobile Trails, and Midnite Riders Snowmobile Trails systems; to approve applications to the MN DNR Snowmobile Trail Assistance Programs and to enter into an agreement with the State of Minnesota for the Snowmobile Trail Assistance Program; and to appoint the County Administrator to act as the fiscal agent, on behalf of Becker County. (Okeson, Knutson), carried.
7. It was moved and seconded to authorize the Highway Department to solicit bids to sell a 13 wheel pull-behind roller, as presented. (Knutson, Okeson), carried.
8. The new Natural Resources Management (NRM) Department Supervisor, Dan McLaughlin, was introduced and welcomed by the Board.

Land Use Department: Steve Skoog presented:

1. It was moved and seconded to approve the trade-in of the Case SV 300 Skid Steer and purchase of a new skid steer from Ziegler Cat (Caterpillar) of Fergus Falls, MN, at the low quote of \$18,900.00, plus any applicable tax. (Knutson, Okeson), carried.
2. It was moved and seconded to approve the construction of two (2) 12'x64' leans on the Transfer Station shop building, and to accept the low quote from Hoban Construction of Ogema, MN, in the amount of \$22,800.00, plus any applicable tax. (Skarie, Knutson), carried.
3. It was moved and seconded to approve the first amendment to the Transfer Station Construction contract with Bristlin Construction, with the projected completion date extended to July 8, 2016, with final completion by no later than July 29, 2016, and with no contractual penalties applied. (Skarie, Knutson), carried. It was noted that the County Attorney, Gretchen Thilmony, has reviewed the contract.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to reappoint Jon Riewer to the Personnel Board of Appeals, to serve another four-year term, effective June 1, 2016 through May 31, 2020; and to appoint Tom Hunt, to serve a three-year term, effective June 1, 2016 through May 31, 2019. (Okeson, Knutson), carried.
2. It was moved and seconded to close the session for Union Negotiations. (Knutson, Grimsley), carried.
3. Closed Session – Union Negotiations.

4. It was moved and seconded to open the session. (Knutson, Grimsley), carried.

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

Lunch Bunch was held at the Highway Department and provided by Highway Engineer, Jim Olson.

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Jack Ingstad  
Jack Ingstad  
County Administrator

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Barry Nelson  
Barry Nelson  
Board Chair