

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, November 1, 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 change: Add under Land Use Department: Environmental: Number 2: Personnel Request: Part-Time Office Support Specialist position(s): Resolution 11-16-1C. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the minutes of October 18, 2016 with the requested changes. (Knutson, Grimsley), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following:
 - a. Commissioner Grimsley: Becker County Historical Society and Development Achievement Center (DAC) Committee.
 - b. Commissioner Nelson: Association of Minnesota Counties (AMC) District 4 fall meeting in Fergus Falls, MN, Economic Development Authority (EDA), Becker County Soil and Water Conservation District (BCSWCD), and Aquatic Invasive Species (AIS) Summit at M-State, Detroit Lakes.
 - c. Commissioner Skarie: Becker County Children's Initiative, Lakeland Mental Health, Becker County Fair Board, AMC District 4 fall meeting in Fergus Falls, MN, and Environmental Affairs Committee.
 - d. Commissioner Knutson: Economic Development Authority (EDA) and Prairie Lakes Municipal Solid Waste Authority (PLMSWA).
 - e. Commissioner Okeson: Detroit Lakes/Becker County Airport Committee, West Central Regional Juvenile Center, and Highway Committee.
3. Appointments: There were none. It was reported that there will be two appointments needed for the Economic Development Authority (EDA) Board.
4. County Administrator, Jack Ingstad, provided a brief summary on the AIS Summit recently held at M-State in Detroit Lakes.

5. It was noted that the annual Becker County Holiday Tea will be held on Tuesday, December 13, 2016 in the First Floor Board Room of the Courthouse, following the Regular Board of Commissioner's meeting, and provided by the commissioners.
6. County Administrator, Jack Ingstad, provided an update on the Jail Project.

It was moved and seconded to allow the County Administrator, Jack Ingstad, and the Jail Committee to negotiate an agreement with both Klein McCarthy Architects and BKV Group, and to return to the Board with the committee's recommendations and for final approval. (Grimsley, Skarie), carried.

7. There was a brief discussion on the Elected Official Salary setting for 2017, with it recommended that the Salary Review Committee meet and then meet with the elected officials individually prior to approving their salaries. The elected officials will be given an opportunity to present their formal salary requests to the Board of Commissioners at the December 13th, 2016 Regular Board meeting, with the Salary Review Committee providing their recommendations to the Board.

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 Warrants (Tuesday Bills):
 - i. 10/19/2016 in the amount of \$ 3,632.81
 - ii. 10/11/2016 in the amount of \$ 5,640,465.89for a total amount of \$ 5,644,098.70
 - b. Over 90-Days:
 - i. Larson Companies, in the amount of \$163.49 (balance due after credit)
 - ii. MN Bureau of Criminal Apprehension, in the amount of \$1,305.00 (invoice was misplaced)
 - iii. Office of M.N. I.T. Services, in the amount of \$8,500.00 (bill sent to wrong e-mail address)(Knutson, Skarie), carried.
2. It was moved and seconded to approve the purchase of waste chutes and belting modifications for the new Transfer Station, as presented, (to repair the chute for waste), and to accept the low quote from Fabwurx, in the amount of \$11,408.00. (Knutson, Skarie), carried. It was noted that the Finance Committee had requested additional quotes, but no quotes were received.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits: There were none.

2. It was moved and seconded to accept the September 2016 Cash Comparison and Investment Summary, as presented. (Skarie, Nelson), carried.
3. It was moved and seconded to approve the purchase of one (1) new postage machine and folder for the Courthouse, Courts, and Sheriff's Department, and to accept the low quote from Dakota Mailing, Fargo, ND, as follows: postage machine at \$10,872.09 and folder at \$3,804.05, with the total combined cost at \$14,676.14. (Okeson, Nelson), carried.
4. It was moved and seconded to approve Resolution 11-16-1B (Option 2), to advertise and hire one (1) Part-Time Licensing Clerk for the Motor Vehicle Department and to re-establish Motor Vehicle Department office hours to Monday through Friday, 8:00 a.m. to 4:30 p.m., effective December 1, 2016. (Grimsley, Knutson), carried.

Human Services: Denise Warren presented:

1. It was moved and seconded to accept the Human Services reports for Adult Services, Child & Family Services, Child Support, Community Health, Financial Services, Mental/Chemical Dependency (MCD), and Transit, as presented. (Skarie, Grimsley), carried.
2. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Okeson), carried.

Land Use Department – Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve the disposal of the old truck scale at the Transfer Station via public bidding, and if no interest, to then sell as scrap metal. (Skarie, Knutson), carried.

Land Use Department: Personnel Request: Office Support Specialist Position: Steve Skoog and Patty Swenson presented:

1. It was moved and seconded to approve Resolution 11-16-1C, to advertise and hire two (2) Part-Time Office Support Specialist (OSS) positions for the Land Use Department for Planning and Zoning and Environmental Services combined. (Knutson, Grimsley), carried.

Highway: Jim Olson and Jona Jacobson presented:

1. It was moved and seconded to approve Resolution 11-16-1A, to authorize and direct the County Engineer to purchase from State Bid; two (2) 2018 Mack Trucks from Nuss Mack, Roseville, MN, and applicable plow equipment from Towmaster Truck Equipment, Litchfield, MN, at the total combined low quote of \$437,346.00, and as detailed in the

Capital Expenditure Request (includes tax on chassis only and \$32,000 trade value of 2005 plow truck, and transfer fees). (Okeson, Knutson), carried. It was noted that this purchase is included in the 2017 budget and one truck is covered by State Highway 225 Turnback Funds in the amount of \$235,713.00.

2. It was moved and seconded to authorize the sale and/or disposal of one (1) old drill press, as presented. (Knutson, Skarie), carried.

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

Jack Ingstad
Jack Ingstad
County Administrator

Barry Nelson
Barry Nelson
Board Chair