

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, March 20, 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, and Knutson; County Administrator, Jack Ingstad; and Minute Taker, Cindy Courneya. Absent: Commissioners Nelson and Grimsley.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following changes: Under Commissioners: Add under Number 3: Appointments: Recommendation to Clay County for the Reappointment of Duane Erickson to the Wild Rice Watershed District Board of Managers: Resolution 03-18-2I; Number 4: Transit – Request to Purchase Additional Radio and to Accept the Low Quote and Number 5: Letter of Support for Bonding Bill for the Becker County Historical Society & Museum; and Under Land Use Department – Environmental Services: Add: Number 2: Support for Becker County Solid Waste Capital Assistance Grant: Resolution 03-18-2J. (Knutson, Okeson), carried.
4. It was moved and seconded to approve the minutes of March 6, 2018 with the requested changes. (Knutson, Okeson), carried.

Commissioners

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Knutson: Courthouse Committee, Jail Committee, Natural Resources Management (NRM) Committee, Safety Committee, and Prairie Lakes Municipal Solid Waste Authority (PLMSWA) meeting.
 - b. Commissioner Skarie: Human Services Committee, Land of the Dancing Sky, and attended construction meeting for the Becker County Material Recovery Facility (MRF).
 - c. Commissioner Okeson: Attended the Jail Site Tour.
3. Appointments:
 - a. It was moved and seconded to approve Resolution 03-18-2I, that the Becker County Board of Commissioners recommends to the Clay County Board of Commissioners, the reappointment of Duane Erickson to the Wild Rice Watershed District Board of Managers, to serve another three-year term, representing Becker County. (Knutson, Okeson), carried.
 - b. It was moved and seconded to appoint Rolf Christiansen to the Ordinance Review Committee, representing District 1. (Knutson, Okeson), carried.

4. It was moved and seconded to approve the purchase and installation of two (2) additional APX1500 7/800 Radios (for the new bus and base station for Dispatching), from Mid-States Wireless, at a cost of \$1,173.00 each, with installation and monitoring supplies at a cost of \$4,168.03, for a total combined cost of \$6,514.03. (Knutson, Okeson), carried.
5. It was moved and seconded to authorize that letters of support be drafted and sent to key MN State Legislators, in support of the proposed bonding bill for the Becker County Historical Society & Museum’s building project, as presented. (Okeson, Knutson), carried.

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’s Warrants (Tuesday Bills):
 - i. 03/06/2018 in the amount of \$ 18,979.48;
 - ii. 03/13/2018 in the amount of \$ 55,967.94;
 for a total amount of \$ 74,947.42
 - b. Over 90-Days:
 - i. Johnson Controls: Two claims dated July and August 2017 for a total of \$361.29;
 - ii. MNCCC dated October 2017 in the amount of \$186.44.
 - c. Additional Issues: Six (6) credit card charges without itemized receipts for a total of \$75.37 (request payment from employees), as follows:
 - i. Mark Flemmer – Four (4) meal charges for a total of \$37.41 at D & R Café, Cenex, Arby’s, New Buffet;
 - ii. Adam Douglas – One (1) meal in the amount of \$30.17 at Garden Center Lanes at Fat Daddy’s;
 - iii. Scott Sachs – One (1) meal in the amount of ~~\$6.17~~ \$7.79 at Pizza Hut.
*Following the board meeting, the amount was corrected.

(Okeson, Knutson), carried.

2. It was moved and seconded to approve the purchase of twenty-three (23) Desktop Computers, for replacement, at a total cost of \$13,376.00 from SHI, Somerset, NJ, at State contract price. (Knutson, Okeson), carried.
3. It was moved and seconded to approve the renewal of the Elevator Service Contracts for two (2) elevators at the jail, one (1) elevator in the old courthouse, and one (1) elevator

at Human Services, and to accept the low quote of \$440/month, for a total of \$5,280.00/year from ThyssenKrupp, effective July 1, 2018. (Okeson, Knutson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits:

- a. It was moved and seconded to approve Resolution 03-18-2A, to approve the Gambling Application for Exempt Permit to conduct Gambling by the Humane Society of the Lakes, for operations at Hotel Shoreham, 24110 County Highway 22, Detroit Lakes, MN in Lakeview Township. (Okeson, Knutson), carried.
- b. It was moved and seconded to approve the Wine/Strong Beer License Renewals, as follows:
 - i. Richwood Winery – Penny Aguirre – Richwood Township;
 - ii. Ella Marie’s Café & Collectibles – Ella Marie’s, LLC – Cormorant Township (No Strong Beer).(Knutson, Okeson), carried.
- c. It was moved and seconded to approve the 3.2 On/Off License Renewals, as follows:
 - i. Loon Echo, Inc./Elbow Lake Store & Bar – Round Lake Township;
 - ii. Tamarac Resort – Randy Blanford – Sugar Bush Township.(Okeson, Knutson), carried.
- d. It was moved and seconded to approve the On-Sale (Includes Sunday Sales) Liquor License Renewals, as follows:
 - i. M & K Enterprises – Pit 6-11 – Lake Eunice Township;
 - ii. Peggy L. Branstrom – Osage Bait & Tackle – Osage Township;
 - iii. Resort Management Corp – Forest Hills Golf & RV Resort – Audubon Township;
 - iv. Northwoods Recreation, LLC – Ice Cracking Lodge – Round Lake Township;
 - v. Detroit Country Club, Inc. – Sam Rufer, President – Lakeview Township.(Knutson, Okeson), carried.
- e. It was moved and seconded to approve the Liquor Off-Sale License Renewals, as follows:
 - i. Fisher Properties of Cormorant, Inc. – Cormorant Bottle Shop – Cormorant Township;
 - ii. Seven Sisters Spirits, LLC – Steve D. Larsen, General Mgr. – Lake View Township.(Okeson, Knutson), carried.
- f. It was moved and seconded to approve the Combination On-Off Sale (Includes Sunday Sales) Liquor License Renewal for Cynthia Lou Knoll – Toad Lake Store – Toad Lake Township. (Knutson, Okeson), carried.

- g. It was moved and seconded to approve the 3.2 Off-Sale License Renewals, as follows:
 - i. Peggy L. Branstrom – Osage Bait & Tackle – Osage Township;
 - ii. Northwoods Recreation, LLC – Ice Cracking Lodge – Round Lake Township.
(Knutson, Okeson), carried.
- 2. It was moved and seconded to accept the February 2018 Cash Comparison and Investment Summary, as presented. (Knutson, Okeson), carried.
- 3. It was moved and seconded to approve Resolution 03-18-2H, to adopt the updated Procurement Procedures Policy, with changes, that is in conformity and compliance with the law. (Okeson, Knutson), carried.

Sheriff: Sheriff Todd Glander presented:

- 1. It was moved and seconded to approve the purchase of a Chain Link Fence for Courthouse Evidence and to accept the low quote from Eastman Fence, Detroit Lakes, MN, at a cost of \$1,780.00. (Knutson, Okeson), carried.
- 2. It was moved and seconded to approve Resolution 03-18-2F, as presented, to approve the renewal of the 2018 State of Minnesota Annual County Boat & Water Safety Grant Agreement, and to authorize the Board Chair and the County Administrator to sign on behalf of the County, said agreement, in the amount of \$25,224.00, effective January 1, 2018 through June 30, 2019. (Knutson, Okeson), carried.

Highway: Jim Olson presented:

- 1. It was moved and seconded to approve Resolution 03-18-2D, to accept the low bid in the amount of \$3,176,465.77 from Central Specialties of Alexandria, MN for Project SAP 003-604-004, SAP 003-609-008, CP 003-103-003, CP 003-738-001, CP 003-144-002, and CP 003-145-001, for Bituminous Reclaiming, Bituminous Surfacing and Aggregate Shouldering; and to authorize the County Chair and County Administrator to execute and enter into said contract, on behalf of Becker County. (Okeson, Knutson), carried.

Labor Management Committee (LMC): Sandy Gunderson presented:

- 1. Sandy Gunderson presented a check in the amount of \$2,018.00 to Becker County Food Pantry Director, Bradley Carlson, the total raised by Becker County employees during their annual LMCBay On-Line Auction fundraiser.
- 2. Bradley Carlson also introduced himself as the new Executive Director for the Becker County Food Pantry and provided a brief report on the food pantry activities and

numbers, noting a slight decrease in the number of people utilizing the food pantry overall.

University of Minnesota-Extension: County Administrator, Jack Ingstad, presented:

1. It was noted that Extension Director, Ben Anderson, presented a Personnel Request at the Finance Committee meeting to hire a temporary office support position for the summer workload.
2. It was moved and seconded to approve Resolution 03-18-2E, to advertise and hire one (1) temporary Office Support position for the summer workload. (Knutson, Okeson), carried.

Human Services: Denise Warren and Emma Wartman presented:

1. It was moved and seconded to approve the Mutual Aid Agreements with the State of Minnesota State Colleges (“MnSCU”) for facilities and emergency community health services for prevention and treatment of disease and with the Detroit Lakes Schools for mass clinics to conduct disease control activities. (Knutson, Okeson), carried.
2. It was moved and seconded to approve the Memorandum of Agreement (MOA) between MN State Community and Technical College(MSCTC) and Becker County Community Health, for MSCTC to provide clinical experience and training in community health courses, effective July 1, 2018 – June 30, 2023. (Knutson, Okeson), carried.
3. It was moved and seconded to approve the agreement with the partners of the Becker County-White Earth Nation Elder Abuse Multi-Disciplinary Team (MDT), as presented. (Okeson, Knutson), carried.
4. It was moved and seconded to approve Resolution 03-18-2G, to create a part-time Office Support Specialist (OSS) position in the Office Support Unit and to fill said position. (Okeson, Knutson), carried.
5. Emma Wartman provided an update on the Pregnant Moms’ Program.
6. It was moved and seconded to approve the Human Services claims for Community Health, Human Services, and Transit, as presented. (Knutson, Okeson), carried.

Land Use Department – Parks & Recreation: Steve Skoog and Guy Fischer presented:

1. It was moved and seconded to approve Resolution 03-18-2B, that Becker County approves partnering with the City of Detroit Lakes on the Local Trail Connection Grant, for the West Lake Drive Trail from County Road 6 to the Pelican River, with the total cost at \$56,874.00 and for Becker County to provide 50% of the local match of \$28,437.00. (Okeson, Knutson), carried.

2. It was moved and seconded to accept the Local Trail Link Project Update and approve the State Grant Application to connect CSAH 54 and TH 10 to the Heartland Trail underpass, with a projected cost estimate at \$150,600.00, and for the County to partner with the City of Detroit Lakes and split the 25% total match cost of \$37,650.00, which equals \$18,825.00 each. (Knutson, Okeson), carried.
3. Guy Fischer presented a summary and overview of the 2018 Chilton Plan Update.
4. Guy Fischer also presented an update on the 2018 Shell Lake Block, relative to the future trails connections and the improvement of the existing accesses.

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

1. It was moved and seconded to approve the ten (10) tracts for public oral auction on Friday, April 13, 2018, as presented, with the tracts consisting of 4,856 cords, covering 241.48 acres, for an appraised value of \$86,684.00, with notices to be placed in the newspaper and the County website, and timber booklets will be mailed. (Knutson, Okeson), carried.

Land Use Department – Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve Resolution 03-18-2C, to hire two (2) full-time Seasonal Transfer Station/Tramway Workers in the Land Use Department, due to workload. (Knutson, Okeson), carried.
2. It was moved and seconded to approve Resolution 03-18-2J, for Becker County to hereby approve and support the proposed Becker County Solid Waste Capital Assistance Grant through the MN State Legislation during this current 2018 bonding cycle for bond funding for the expansion of the Becker County Material Recovery Facility, with the capital cost of the expansion project at an estimate of \$1,500,000 and with Becker County to commit to funding \$750,000.00 towards the capital project. (Knutson, Okeson), carried.

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

Following the Board meeting, the commissioners and department heads met for Lunch Bunch at the Lakeside Tavern in Detroit Lakes, with lunch provided by County Recorder, Patty Swenson.

/s/ Jack Ingstad
 Jack Ingstad
 County Administrator

/s/ Don Skarie
 Don Skarie
 Board Chair