

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, July 17, 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, Knutson, Nelson, Grimsley, and Okeson; County Administrator, Jack Ingstad; and Minute Taker, Cindy Courneya.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda, as presented. (Okeson, Knutson), carried.
4. It was moved and seconded to approve the minutes of June 5, 2018 with the requested changes. (Knutson, Nelson), carried.
5. It was moved and seconded to approve the minutes of June 19, 2018 with the requested changes. (Knutson, Okeson), carried.

Commissioners

1. Open Forum:
 - a. County Attorney, Brian McDonald, introduced new Assistant County Attorney, Nathaniel Welte. Mr. Welte provided a summary of his background and experience. The board thanked them both and welcomed Mr. Welte.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Grimsley: Becker County Historical Society & Museum, Heartland Multi-Purpose Recreational Trail Meeting, Development Achievement Center (DAC), Transit, Economic Development District meeting, Human Services Committee, Father's Project meeting, and Emergency Management training in Mahnomen, MN.
 - b. Commissioner Skarie: Lakeland Mental Health, Human Services Committee, Mahube-OTWA, University of MN Extension Committee, Fair Board meeting, and Emergency Management training in Mahnomen, MN.
 - c. Commissioner Okeson: Becker County/Detroit Lakes Airport Commission, Sheriff's Committee, NW Regional Emergency Communications Board, Jail Construction Committee meeting with two Mahnomen County commissioners in attendance.

- d. Commissioner Knutson: Annual Law Library meeting, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), Recreational Advisory Committee (RAC), Economic Development Authority (EDA), and Natural Resources Management (NRM) Committee.
 - e. Commissioner Nelson: Natural Resources Management (NRM) Committee, Becker County Soil and Water Conservation District (BCSWCD).
3. Appointments:
- a. It was moved and seconded to re-appoint John Hanson to the Buffalo-Red River Watershed District Board of Managers to serve another three-year term. (Nelson, Knutson), carried.
4. Transit – Federal Grant Application:
- a. It was moved and seconded to approve Resolution 07-18-1J, to approve the submission of a federal grant application via the “Buses and Bus Facilities Infrastructure Investment Program”, and to authorize the Board Chair or the County Administrator to sign the grant application, to be submitted on behalf of Becker County. (Grimsley, Nelson), carried.
5. Jail Funding Reimbursement Discussion: Resolution 07-18-1E: County Administrator, Jack Ingstad, presented, along with Bruce Ehlers, Senior Municipal Advisory with Ehler’s Financial in Roseville, MN, via telephone:
- a. Mr. Ehlers provided an overview of Resolution 07-18-1E, the reimbursement resolution coming forward today for consideration and approval. He also referenced and provided an explanation on the “Future Debt Service for Becker County”, including Ehler’s Estimate of Potential Series 2018A Bonds and County Net Savings.
 - b. It was moved and seconded to approve Resolution 07-18-1E, as presented, “Declaring the Official Intent of Becker County to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the County”; that the Becker County Board of Commissioners proposes to undertake the 2018 Jail Construction Project and that the County reasonably expects to reimburse expenditures made for certain costs of the Project from the proceeds of tax-exempt bonds to be issued in 2018, in the maximum principal amount of \$10,000,000, and with all reimbursed expenditures to be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations. (Knutson, Okeson), carried.

Finance Committee Minutes: Auditor-Treasurer: 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. 06/19/2018 in the amount of \$ 9,257,198.62
 - ii. 06/26/2018 in the amount of \$ 17,921.88
 - iii. 06/29/2018 in the amount of \$ 1,072.08
 - iv. 07/06/2018 in the amount of \$ 1,399,050.80
 - v. 07/10/2018 in the amount of \$ 29,995.42
 - vi. 07/11/2018 in the amount of \$ 11,399.00
- for a total amount of \$ 10,716,637.80

b. Over-90-Days:

- i. Forum Communication in the amount of \$25.00 (invoice just received).

(Okeson, Nelson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits:

- a. It was moved and seconded to approve the Tobacco License for J-ROD Enterprises, LLC dba: Cormorant Bottle Shop for new owners, Rod and Judy Einerson, Cormorant Township. (Nelson, Knutson), carried.
- b. It was moved and seconded to approve the Liquor Off-Sale License for J-ROD Enterprises, LLC dba: Cormorant Bottle Shop for new owners, Rod and Judy Einerson, Cormorant Township. (Nelson, Knutson), carried.
- c. It was moved and seconded to approve Resolution 07-18-1B, to approve the Gambling Application for Exempt Permit to conduct a Raffle for the Boys and Girls Club in Detroit Lakes, on August 4, 2018, for operations at WeFest Concert Grounds, 25526 County Highway 22, Detroit Lakes, MN 56501 in Lake View Township. (Okeson, Grimsley), carried.
- d. It was moved and seconded to approve Resolution 07-18-1D, to approve the Gambling Application for Exempt Permit to conduct a Raffle for the Carsonville Fire and Rescue Relief Association on October 20, 2018, for operations at Carsonville Fire and Rescue Station 2, 24770 County Highway 48, Osage, MN in Osage Township. (Knutson, Grimsley), carried.

2. Board of Equalization Meeting Minutes:
 - a. It was moved and seconded to approve the minutes, as presented, for the Board of Equalization meeting held at the Becker County Courthouse on Tuesday, June 12th at 6 p.m., with the meeting reconvening on Tuesday, June 19th at 9:00 a.m. (Knutson, Okeson), carried.
3. Request for Private Audit Firm for 2019-2020: Resolution 07-18-1A:
 - a. It was moved and seconded to approve Resolution 07-18-1A, to notify the State of Minnesota of the intent of Becker County to use a private CPA firm that meets the requirements of MN Statutes, Section 326A.05 for the 2019-2020 annual financial audits. (Nelson, Grimsley), carried.
4. Re-Purchase Parcel #10.0262.000: Resolution 07-18-1C:
 - a. It was moved and seconded to approve Resolution 07-18-1C, to hereby approve the application for Re-purchase of Tax Forfeited Lands (tax years 2013, 2015, and 2016) for Leslie and Sherry Erickson, for Parcel #: 10.0262.000 with a repurchase price of \$1,510.21 to be paid upon approval. (Okeson, Knutson), carried.
5. Department of Motor Vehicle Reorganization: Resolution 07-18-1F:
 - a. It was moved and seconded to approve Resolution 07-18-1F, to reorganize the Motor Vehicle Department and to move a current part-time staff to the Variable Hour License Clerk position and backfill the regular Part-Time License Clerk position, due to staffing needs. (Knutson, Grimsley), carried.

Becker County Historical Society & Museum:

1. Becky Mitchell, Executive Director of the Becker County Historical Society and Museum and Scott Walz from the Ice Harvest/Palace Festive Steering Committee gave a special thank you to Becker County for the assistance provided by the Sheriff's Department this past winter during the Ice Harvest/Palace Festival and for the Sentence-to-Serve (STS) crew for their help with clean-up. As a token of their appreciation and on behalf of the steering committee, they also presented Becker County with a canvas print of the Ice Castle. Mr. Walz reported that the event was very well attended, noting the great impact it had on the community. The Board thanked them and the Steering committee for the canvas print and for their time and consideration.

West Central Initiative (WCI): Tom McSparron, CFRE, Director of Community Philanthropy and Jill Amundson, Associate Planner of WCI presented:

1. Ms. Amundson provided an overview on economic development in 2017 for the region and Tom McSparron presented a summary of WCI's activities and projects for the past year. He referenced WCI's funding request for 2019 in the amount of \$6,000.00 and thanked the Board for their continued support and commitment. He also announced his upcoming retirement.

The Board thanked them both for their presentation and Mr. McSparron for all of his hard work over the years.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve Resolution 07-18-1H, as presented, to authorize the Board Chair and County Administrator to sign a Memorandum of Understanding (MOU) on behalf of Becker County, for Zuercher Maintenance Fees, at a net cost of \$30,064.20 for Becker County and with the fees to be divided between the parties of the agreement to include the Becker County Sheriff's Office and the Detroit Lakes, Frazee, Lake Park, Audubon, and Callaway Police Departments, pursuant to the exhibit, as attached. (Okeson, Knutson), carried.
2. It was moved and seconded to approve Resolution 07-18-1I, to authorize the Board Chair, County Administrator, and County Attorney to sign the agreement between Becker County and Townsquare Live Events Minnesota, LLC, in connection with the "We Fest 2018" event to be held at the Soo Pass Ranch in Lake View Township, Becker County, effective August 1st – 5th, 2018, with payment to Becker County in the amount of \$38,000.00 for law enforcement and traffic control. (Nelson, Okeson), carried.
3. It was moved and seconded to approve the purchase of equipment for a Type 2 Side-by-Side Ranger UTV with removal tracks, and trailer, and to accept the low quote in the amount of \$11,795.89 from Bemidji Power Sports, with the purchase 100% paid through grant funding. (Knutson, Okeson), carried.
4. It was moved and seconded to approve the purchase of four (4) office chairs for the deputies in the amount of \$2,573.060 from Reardon's, with it noted that while this was not the low quote, this model is what is currently used and is a higher quality chair. (Knutson, Okeson), carried.
5. It was moved and seconded to approve the out-of-state training for Dan Skoog to attend the "Crime Scene Management" course August 6th – 11th, 2018 in Fredericksburg, VA, with all expenses paid by the Federal Bureau of Investigation (FBI). (Okeson, Nelson), carried.

6. Sheriff Todd Glander recognized and thanked the following three recipients of the Becker County Lifesaver Award, "For Outstanding Achievement Using Life Saving Measures":
 - a. Chief Deputy Shane Richard and Scott Tracy were not able to be present today; however, he recognized them both for their quick response and lifesaving action they performed on a male individual on June 8, 2018 at a resort south of lake Park, for performing CPR and administering shocks using an Automated External Defibrillator (AED), and continuing with rescue emergency procedures until the Audubon Rescue and St. Mary's EMS arrived, with the individual then transported to Essentia-St. Mary's Hospital.
 - b. He presented a Lifesaver Award certificate to Deputy Adam Douglas, for his quick response to an unresponsive male east of Detroit Lakes on March 23, 2018, who was found lying on a bedroom floor struggling to breathe as the color of his face was turning blue, and with a person at the residence indicating the victim was a heroine addict. Deputy Douglas administered a total of 4 doses of Narcan before the individual's breathing became apparent and before he opened his eyes, with St. Mary's then arriving and transporting the individual to St. Mary's Essentia Hospital.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve Resolution 07-18-1K, to hire one (1) part-time Account Technician in the Accounting Unit and if filling that position creates another vacancy, to then fill that vacancy also. (Grimsley, Knutson), carried.
2. It was moved and seconded to approve Resolution 07-18-1L, to hire one (1) full-time Social Worker in Adult Services, and if filling that position creates another Social Worker vacancy, to then fill that vacancy also. (Grimsley, Nelson), carried.
3. It was moved and seconded to approve the Human Services claims for Community Health, Human Services, and Transit, as presented. (Grimsley, Okeson), carried.

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

1. It was moved and seconded to approve awarding the 2018 Bud Capping Contract to Northwoods Forestry, Inc. of Eleva, WI, for the amount of \$11,975.00, to treat 12 sites of 278.5 acres at \$43.00/acre. (Knutson, Okeson), carried.
2. It was moved and seconded to approve awarding the 2018 Forest Road/Trail Brushing Contract to Hendricks Road Maintenance at the low bid of \$144,942.00. (Nelson, Okeson), carried.

Land Use Department – Parks & Recreation: Guy Fischer presented:

1. It was moved and seconded to accept the donation from the Cormorant Lakes Sportsman’s Club for the Becker County Parks & Recreational Fund in the amount of \$757.72, for the purpose of installing a flag, flag pole, and solar light at the Middle Cormorant Swim Beach. (Okeson, Nelson), carried.
2. It was moved and seconded to approve the contribution of \$5,000.00 to the MN Department of Natural Resources from the Parks & Recreation Fund for the Dunton Locks Fishing Pier Project on Lake Sallie, as per the Natural Resources Management Committee’s recommendation. (Okeson, Knutson), carried.
3. It was moved and seconded to accept the MN Department of Natural Resources - Federal Recreational Trail Grant Program Award for the Becker County Trail Connection Project (#0003-18-1A), in the amount of \$112,950.00 and to begin the application process, with it noted that this is a reimbursement grant contingent upon final processing of the application. (Grimsley, Knutson), carried.

Highway Engineer, Jim Olson, also provided information relative to the funding and project, noting that a permanent easement will be needed and recommended contracting with APEX for preliminary design work. It was suggested that a proposal with APEX be brought forward for further discussion and consideration.

Land Use Department – Environmental: Steve Skoog presented:

1. It was moved and seconded to approve Resolution 07-18-1G, to approve hiring one (1) part-time Transfer Station Attendant, due to a vacancy. (Knutson, Grimsley), carried.

Planning & Zoning – Planning Commission Recommendations (July 10, 2018): Kyle Vareberg presented:

1. It was moved and seconded to concur with the Planning Commission (July 10, 2018), to approve the request submitted by Jeffrey and Danyel Johnson for a Conditional Use Permit (CUP) to replace an existing concrete retaining wall measuring approximately eighty-two (82) feet with a new retaining wall measuring approximately twenty (20) feet with tie-back to existing grades on both sides of an existing boat house, for the project located at 23310 South Melissa in Detroit Lakes, MN, because the request meets the criteria of the ordinance. (Okeson, Knutson), carried.
2. It was noted that following discussion at the Planning Commission meeting held on July 10, 2018, the applicant, Thomas Tveter, tabled his request for a Conditional Use Permit (CUP) to repair and extend a retaining wall for the project located at 13189 Cormorant

Beach Road in Lake Park, MN, and will have the Cormorant Watershed look at his plan and work with them to design an engineered plan to bring back to the Planning Commission.

3. It was moved and seconded to concur with the Planning Commission (July 10, 2018), to approve the request submitted by Daniel Mark Anderson for a Conditional Use Permit (CUP) to strip the top soil, extract soil, grade site for positive drainage and reinstall the top soil, for the project located at 25538 Anderson Road in Detroit Lakes, MN. (Knutson, Okeson), carried.

Human Resources: Building Maintenance: Nancy Grabanski presented:

1. It was moved and seconded to approve the purchase of four (4) tables and twelve (12) Sonic Fabric Seat Chairs for the second floor meeting/conference room, along with twenty-four (24) Budget Stack Black Chairs and one (1) Stack Chair Dolly from Cooper Office and to accept the low quote of \$3,610.00. (Knutson, Nelson), carried.
2. It was moved and seconded to approve the replacement of the CPC Controller for the combustion air/draft fan motors (sole priority equipment) from Johnson Control at a cost of \$4,720.00. (Nelson, Knutson), carried.
3. It was moved and seconded to approve the replacement of the failed hot water pump VFD used in a three pump hot water system (sole priority equipment) from G&R Control in the amount of \$1,959.00. (Nelson, Okeson), carried.

Human Resources: Union Negotiations: Human Resources Director, Nancy Grabanski, presented and Auditor-Treasurer, Mary Hendrickson, was present:

1. It was moved and seconded to approve the Ratification of the TA Agreement, as presented, for the LELS Deputies Union, with a General Wage increase of 2.5% for 2018 and 2019. (Grimsley, Nelson), carried.

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

Following the adjournment of the Board meeting, the commissioners and County Administrator, Jack Ingstad, attended Lunch Bunch with the department heads at the Sandbar II Sports Bar in Detroit Lakes with Planning and Zoning Administrator, Kyle Vareberg, providing.

/s/ Jack Ingstad
Jack Ingstad
County Administrator

/s/ Don Skarie
Don Skarie
Board Chair