

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, October 2, 2018 at 8:15 a.m.
LOCATION: Board Room, Courthouse

The Quarterly Joint Governance meeting was held at 7:00 a.m., prior to the start of the Regular Board of Commissioner's meeting, with the County hosting. The Becker County Board of Commissioners and County Administrator, Jack Ingstad, attended the meeting, along with various department heads from the County, and staff members from the Chamber, the City of Detroit Lakes, and the Detroit Lakes Schools.

Agenda/Minutes

1. Meeting was brought to order by Board Chair Skarie. Commissioners in attendance: Skarie, Okeson, Knutson, Nelson, 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: Remove: #4: Sunnyside Nursing Services Contract Extension for Becker County Jail and Add: #6: Authorization to Proceed with Recruitment to Hire New County Administrator. (Knutson, Grimsley), carried.
4. It was moved and seconded to approve the minutes of September 18, 2018, with the requested change. (Knutson, Nelson), carried.

Commissioners

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Nelson: Sunnyside Board, Becker County Soil & Water Conservation District (BCSWCD), and the "One Watershed-One Plan" meeting.
 - b. Commissioner Grimsley: Sunnyside Board, Lake Agassiz Regional Library (LARL), Development Achievement Center (DAC), Transit Advisory Committee, and Audit Exit Interview.
 - c. Commissioner Skarie: Lakeland Mental Health, Fair Board, Extension Committee, and Environmental Affairs Committee.
 - d. Commissioner Knutson: Economic Development Authority (EDA) and Prairie Lakes Municipal Solid Waste Authority (PLMSWA).
 - e. Commissioner Okeson: Sheriff's Committee, Becker County/Detroit Lakes Airport Commission, and Heartland Multi-Purpose Recreational Trail.

3. Appointments: There were none; however, Commissioner Nelson noted that there is a vacancy on the Sunnyside Board and requested that the position be posted.
4. Sheriff Todd Glander and Jail Administrator, Paula Peterson, were present for discussion on setting a date to invite the public to a Grand Opening/Open House of the new jail. Sheriff Glander provided an update of the timeline for completion of the new jail and furniture delivery. Following discussion, it was suggested to tentatively schedule the open house for the week of December 17-21st, and to post an announcement for the upcoming open house on the County website, with the date to be determined yet.
5. The Board acknowledged the upcoming resignation of County Administrator, Jack Ingstad, with his last day set for Friday, January 18, 2019. Discussion was held in reference to moving forward with the recruitment process.

It was moved and seconded to authorize entering into an agreement for professional services with Springsted, Inc., St. Paul, MN, in the amount of \$23,000.00, for the recruitment of a new County Administrator for Becker County. (Okeson, Nelson), carried unanimously.

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. 09/18/2018 in the amount of \$ 2,825.39
 - ii. 09/20/2018 in the amount of \$ 98,291.14
 - iii. 09/25/2018 in the amount of \$ 397,513.99
 - iv. 09/27/2018 in the amount of \$ 22,153.50
for a total amount of \$ 520,784.02
 - b. Over-90-Days:
 - i. Farnams Genuine Parts: two (2) invoices totaling \$11.16, dated 11/2016. (Knutson, Okeson), carried.
2. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Grimsley, Okeson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits – License List:
 - a. It was moved and seconded to approve the following Tobacco License renewals:
 - i. Northwoods Recreation, dba: Ice Cracking Lodge – Round Lake Township;
 - ii. Chief Corner Store – Pine Point Township;

- iii. Toad Lake Store – Toad Lake Township;
- iv. Fair Hills, dba: Wildflower Golf Course – Lake Eunice Township;
- v. The Cormorant Pub – Cormorant Township.
(Nelson, Knutson), carried.

- 2. It was moved and seconded to approve Resolution 10-18-1E, to adopt an updated Procurement Procedures Policy that is in conformity and compliance with the law; to update the contract and purchase minimum for bid requirement from \$100,000.00 to \$175,000.00, as per the law change. (Okeson, Nelson), carried.

Economic Development Authority (EDA): Guy Fischer presented:

- 1. It was moved and seconded to approve Resolution 10-18-1C, that Becker County has entered into a Property Assessed Clean Energy (PACE) assessment agreement with Kevin Byer, owner of Byer’s Market located in the City of Osage (Parcel #210434000), and approves placing an assessment in the amount of \$84,000.00, with an interest rate of 5% and with accrued interest added to the assessed amount on January 1, 2019, and with the total to be amortized evenly over the 10-year term of the assessments.
(Knutson, Nelson), carried.

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

- 1. It was moved and seconded to approve Resolution 10-18-1B, to approve the renewal of Limited Use Permit No. 0300-0026 with the MN Department of Transportation for “Snowmobile, Snowmobile Trail, Nighttime, Two-Way Use”, to provide for maintenance and use by the County of Becker upon, along, and adjacent to Trunk Highway No. 87, 59, 113, 10, and 34, as outlined in said resolution. (Nelson, Knutson), carried.

Land Use Department – Environmental Services: Steve Skoog presented:

- 1. It was moved and seconded to accept the low quote of \$90,720.00 and to approve entering into a contract with Boit Excavating, pending contract signature, for the construction of a new demolition landfill cell, to cover the active cell, and to construct an access road across the demolition landfill, with the stipulation and option that if unable to fulfill the contract, to accept the next lowest quote in the amount of \$98,172.00 and enter into a contract with Dennis Drewes, Inc., for the aforementioned services, pending contract signature. (Knutson, Nelson), carried.

Transit: Kevin Johnson presented:

- 1. It was moved and seconded to approve Resolution 10-18-1A, to fill the Part-Time Driver position through the regular hiring process, due to a resignation. (Grimsley, Okeson), carried.

2. It was moved and seconded to approve Resolution 10-18-1D, to fill the Part-Time Dispatcher position through the regular hiring process, due to the need to create and fill an additional part-time Transit Dispatcher position. (Okeson, Grimsley), carried.
3. A brief discussion was held in reference to the Transit Bus Design.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to accept the quote from Standard (Option 3), for the employee Dental Plan, effective January 1, 2019, as recommended by the Insurance Committee. (Knutson, Grimsley), carried.
2. It was moved and seconded to accept the Basic Plan quote from Further, formerly known as Select Account, for Flex Plan, HSA, and VEBA Administration, effective January 1, 2019. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve increasing the Medical Flex maximum election to \$2,650.00, effective January 1, 2019. (Nelson, Knutson), carried.

Sheriff: Sheriff Todd Glander and Chief Deputy, Shane Richard presented:

1. It was moved and seconded to approve the removal and relocation of radio equipment from American Tower Site at Detroit Mountain to Luce Tower, and to accept the low quote of \$18,104.50 from Mid-States Wireless. (Okeson, Knutson), carried. It was noted that two (2) quotes were received.
2. Lifesaver Awards: Sheriff Todd Glander presented:

Sheriff Todd Glander recognized and presented Deputy Sid Canham and Deputy Chad Peterson each with a Lifesaver Award, for their lifesaving efforts performed in response to two separate events that occurred recently in Becker County.

Deputy Sid Canham responded to a report of an unresponsive male on August 17, 2018. Upon arrival CPR was already in progress and Deputy Canham administered CPR and the application of the AED (automated external defibrillator), and continued until St. Mary's EMS arrived, with the victim then transported to Essentia-St. Mary's by ambulance for further treatment.

Deputy Chad Peterson responded to a report of a suspected heroin overdose on July 18, 2018. Deputy Peterson, upon arrival, administered Narcan to a 24-year old female victim who was unconscious, with the victim then regaining consciousness. She was then transported to Essentia-St. Mary's by ambulance.

Sheriff Todd Glander and the commissioners congratulated and thanked them both for their quick response and lifesaving measures performed.

Being no further business, Board Chair Skarie adjourned the meeting. Following the Board meeting, the commissioners and County Administrator, Jack Ingstad, participated in a tour of the new jail.

/s/ Jack Ingstad
Jack Ingstad
County Administrator

/s/ Don Skarie
Don Skarie
Board Chair