

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, November 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, 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: Number 5: CHIPS Contract – Monthly Rate; and Add: Number 5: Personnel Request: Full-Time Assistant County Attorney: Resolution 11-18-2L. (Okeson, Knutson), carried.
4. It was moved and seconded to approve the minutes of November 6, 2018 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 meetings:
  - a. Commissioner Knutson: Sheriff's Committee, Courthouse Committee, Economic Development Authority (EDA), Environmental Affairs Committee, and Prairie Lakes Municipal Solid Waste Authority (PLMSWA).
  - b. Commissioner Okeson: Jail Diversion Committee.
  - c. Commissioner Nelson: Canvassing Board and reported on the upcoming resignation of Duane Erickson to the Wild Rice Watershed District Board of Managers.
  - d. Commissioner Grimsley: Human Services Committee, Lake Agassiz Regional Library Board, and Finance Committee meeting.
  - e. Commissioner Skarie: Jail Diversion Committee, Lakeland Mental Health, and a recent Town Hall meeting on the Rural Childcare Innovation Program.
3. Appointments: There were none.
4. Chair Skarie also confirmed that the meeting in reference to the Highway 5-Year Plan (2019-2023) and 2019 SMART Tax Sales Appropriation Plan will be held during the 2019 Budget Hearing on December 13<sup>th</sup>.

5. It was moved and seconded to approve Resolution 11-18-2L, to hire one (1) full-time Assistant County Attorney, due to a resignation. (Nelson, Knutson), carried.

Finance Committee Minutes: Auditor-Treasurer: 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. 11/07/2018 in the amount of \$ 27,227.29
    - ii. 11/13/2018 in the amount of \$ 21,331.56for a total amount of .....\$ 48,558.85
  - b. Over-90-Days:
    - i. Regions Hospital in the amount of \$660.00 (invoice from December 2017 lost in the mail).
  - c. Additional Claims Request:
    - i. Request Finance Committee to approve claims for payment on December 14, 2018 and the year-end claims for payment on December 31, 2018.

(Knutson, Grimsley), carried.

2. It was moved and seconded to approve the Courthouse Elevator Contract renewal for two (2) years with Thyssen-Krupp; for three (3) elevators at a cost of \$330.00 per month. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve the Carpet Replacement for the Recorder's Office and to accept the low quote for carpet tiles from Detroit Paint and Glass, at a cost of \$6,372.49, and Fegely in Detroit Lakes at a cost of \$860.00 for cubicle breakdown and setup. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the Carpet Replacement for Community Health and to accept the low quote for carpet tiles from Detroit Paint and Glass at a cost of \$4,476.56, and Fegely in Detroit Lakes at a cost of \$2,900.00 for cubicle breakdown and setup. (Grimsley, Knutson), carried.
5. It was moved and seconded to approve the replacement of the Floor Scrubber and Buffer and to accept the low quote from Dacotah Paper in Fargo, ND; with the Buffer at a cost of \$4,699.00 and the Scrubber at a cost of \$748.00, for a total combined cost of \$5,447.00. (Knutson, Grimsley), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits:
  - a. It was moved and seconded to approve Resolution 11-18-2D, to approve the Gambling Application for Exempt Permit to conduct a Raffle for the Pine to Prairie Pheasants Forever Chapter, on December 18, 2018, for operations at the Cormorant Community Center, 10929 County Highway 5, Pelican Rapids, MN, in Cormorant Township. (Nelson, Grimsley), carried.
2. It was moved and seconded to approve Resolution 11-18-2A, to hereby approve the Application for Re-purchase of Tax Forfeited Lands for Tracey F. Mason, Parcel Number: 49.0136.000, for tax years 2014, 2015, 2016, and 2017, and miscellaneous fees, at a repurchase price of \$3,170.31, to be paid in full upon approval. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve Resolution 11-18-2C, to hereby approve the Application for Re-purchase of Tax Forfeited Lands for Paul and Lori Jackson, Parcel Number: 32.0259.004, for tax years 2014 and 2015 and miscellaneous fees, at a repurchase price of \$1,079.03, to be paid in full upon approval. (Knutson, Okeson), carried.
4. It was moved and seconded to approve Resolution 11-18-2F, to hereby approve the Application for Re-purchase of Tax Forfeited Lands for Rick Halvorson, Parcel Number: 49.1078.000, for tax years 2010, 2011, 2012, 2013, 2014, 2015, and 2017 and miscellaneous fees, at a repurchase price of \$7,440.86, to be paid in full upon approval. (Okeson, Grimsley), carried.
5. Mary Hendrickson also provided information on the completed post-election review.

Sheriff: Shane Richard presented:

1. It was moved and seconded to authorize applying for the 2018 Federal Recreational Boating Safety Supplemental Grant, for the purchase of a new boat at a cost of \$18,623.00 and Side Scan Sonar at a cost of \$3,439.00, for a total cost of \$22,062.00, with 100% reimbursed by the federal grant. (Knutson, Grimsley), carried.

Planning & Zoning: Kyle Vareberg presented:

1. It was moved and seconded to table the Planning and Zoning Department agenda item, "Planning Commission Recommendations (November 13, 2018) – Becker County Zoning Ordinance Amendments" until the next Board of Commissioner's meeting on December 18, 2018. (Nelson, Okeson), carried.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve the renewal of the Father's Resource Program - Memorandum of Understanding (MOU), as presented, between the fiscal host, Otter Tail County Human Services, and the Eight (8) County Consortium Social Service Agencies, with Becker County's cost at \$3,126.00 in 2019, effective January 1, 2019 through December 31, 2019. (Grimsley, Knutson), carried.
2. It was moved and seconded to approve Resolution 11-18-2G, to hire one (1) full-time Social Worker in the Child Protection Unit, due to a resignation, and if filling that position creates another Social Worker vacancy, to then fill that vacancy also. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve Resolution 11-18-2H, to convert two (2) part-time R.N. positions to one (1) full-time, due to resignations, and to fill the position. (Grimsley, Okeson), carried.
4. It was moved and seconded to approve the purchase of Arvig Security Cameras, to include seven (7) indoor and three (3) outdoor security cameras for the Human Services Building, at a cost of \$11,340.00. (Grimsley, Knutson), carried.
5. It was moved and seconded to approve the Human Services claims for Community Health, Human Services, and Transit, as presented. (Grimsley, Okeson), carried.

Transit: County Administrator, Jack Ingstad, presented:

1. It was moved and seconded to approve Resolution 11-18-2B, for the purchase and installation of one (1) radio from MidStates Wireless, Fargo, ND, at a total cost of \$2,846.25. (Grimsley, Knutson), carried.

It was noted that the purchase will be funded in the amount of \$1,500.00 from MnDOT - New Bus Contract #1029815, with the remaining balance of \$1,346.24 paid by Becker County Transit.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 11-18-2E, to accept completed Project Number SAP 003-625-008, etc., consisting of Milling, Aggregate Base, Bituminous Surfacing, and Aggregate Shouldering for CSAH 25, 26, 32, and CR 113, 131, and 144; and to authorize final payment to Central Specialties, Inc., Alexandria, MN in the amount of \$109,134.60, prepared and processed by the Highway Department. (Okeson, Nelson), carried.

Land Use Department – Environmental:

1. It was moved and seconded to approve Resolution 11-18-2K, to enter into a professional services agreement with Mutchler Bartram Architects (MBA), Fargo, ND, to design and provide construction administration services for the proposed addition to the Becker County Material Recovery Facility (MRF), with the fee at 6% of the construction costs, less \$5,000 for preliminary design work included in the fee for the original building, and less \$1,500 for initial planning work. (Knutson, Grimsley), carried.

It was noted that two quotes were received and the proposals were reviewed by the Environmental Services Committee, with their recommendation to enter into an agreement with MBA. Two State Grants have been received to fund the project, a Capital Assistance Program (CAP) Grant and MPCA Environmental Assistance Grant.

Human Resources:

1. It was moved and seconded to approve Resolution 11-18-2J, to change the title of the Legal Secretary position in the County Attorney’s Department to Legal Assistant and to change the Band/Grade from an A13(0) to a B21(0), due to updating the job description and changes in duties. (Nelson, Knutson), carried.

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

Lunch Bunch was held at Brygge’s Taps & Tastes in Detroit Lakes and provided by Probation Director, Brian Rubenstein.

/s/ Jack Ingstad  
Jack Ingstad  
County Administrator

/s/ Don Skarie  
Don Skarie  
Board Chair