

SPECIAL MEETING AS POSTED (CARES Act Grant Funding)

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, September 22, 2020 at 8:15 a.m.

LOCATION: First Floor-Board Room, Courthouse

Agenda/Minutes:

1. Meeting was brought to order by Board Chair Grimsley. Commissioners in attendance: Grimsley, Nelson, Okeson, Knutson, and Skarie (virtually); County Administrator, Mike Brethorst and Minute Taker, Cindy Courneya.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with no changes. (Knutson, Skarie), carried.

County Administrator: Mike Brethorst presented:

1. County Administrator, Mike Brethorst, presented an overview and summary of the items coming forward for discussion and consideration, referencing memos being presented, along with a request to approve Resolution 09-20-21, a “Resolution Allocating Coronavirus Aid, Relief, and Economic Security Funds to Local Government Activities”. Each memo and agenda item will be discussed and acted upon accordingly with the resolution to be considered once all items or issues have been addressed.
 - a. Mr. Brethorst noted that the Law Library Project proposal did not meet the “litmus” test that must be met to qualify to use CARES Funds.
2. Sheriff’s Department – Sheriff Todd Glander, Chief Deputy Shane Richard, and Jamie Bischoff, Office Manager, as well as Stacie White, IT Director, and Brent Bristlin, Maintenance Supervisor, presented and provided clarification on items coming forward relative to the Sheriff’s Office Remodel Project. Others attending virtually were from McGough Construction and Klein-McCarthy Architects.
 - a. Sheriff Remodel - It was moved and seconded to award the contracts to the low bidders, for the Sheriff’s office remodel, for a total amount of \$832,200.00, and as follows, with 90% of the cost covered by CARES funds and 10% by Becker County:

General Contractor – CoBuilt Construction -	\$574,800
Mechanical – Peterson Sheet Metal -	\$ 99,000
Electrical – Mark’s Electric	<u>\$158,400</u>
Total =	\$832,200

(Okeson, Knutson), carried.

It was noted that all bids are being reviewed and if a non-responsive bid is to be determined the next one would be awarded.

It was noted that the funds for Becker County would come from County Cash Reserves.

- c. It was moved and seconded to obligate \$83,248.00 as a contingency fund for the Sheriff's Office Remodel and to use up to 90% for contingencies which would come from CARES if needed. The remaining 10% would come from County Cash reserves. (Knutson, Okeson), carried.
- d. It was moved and seconded to approve seeking a change order with the General Contractor to provide Builders Risk Insurance, at an amount up to an estimated \$4,500.00. (Okeson, Nelson), carried.
- e. It was moved and seconded to authorize the Sheriff's Committee to approve change orders and authorize the use of contingency funds and to report back to the Commission if, and when this is to occur. (Nelson, Grimsley), carried.
- f. It was moved and seconded to approve the purchase of office furniture for Dispatch, at the lowest total bid of \$41,866.13, to include consoles, monitor stands, televisions, and individual task lighting, pending review and approval by the Sheriff's Committee on said purchases. (Nelson, Grimsley), carried.
- g. It was moved and seconded to approve that MidStates Wireless provide technical assistance, at an estimated cost of \$27,320.00, to relocate the Dispatch Center to the 3rd Floor – Emergency Operations Center (EOC) of the courthouse and back to the Sheriff's Office-Dispatch area once the remodel has been completed. (Okeson, Knutson), carried.
- h. It was moved and seconded to replace the generator at the Sheriff's Department at a total cost of \$68,200.00, (\$42,000.00 for generator and the rest in electrical) from Interstate Power, Fargo, ND; to purchase and install a new generator, with CARES Funds to cover 75% and the County to cover 25% of the cost. (Knutson, Nelson), carried.
- i. It was moved and seconded to list the old (1987) generator as excess property and if no use for it anywhere else, i.e. the Transfer Station, to then sell via public auction, as discussed. (Okeson, Knutson), carried.

Environmental:

1. It was moved and seconded to construct a new Solid Waste Campus Pay Station at the Becker County Landfill and to accept the low bid of \$285,279.00 from Bristlin

Construction, Detroit Lakes, with CARES Funds to cover 90% and the County to cover 10% of the cost. (Knutson, Skarie), carried.

Becker County Museum & Historical Society: Chair Grimsley presented, with Becky Mitchell present:

1. It was moved and seconded to approve the Holmes Theater Stairway replacement at a cost of up to \$290,000.00. The fund for this will be 100% CARES funds as noted within the memo. (Okeson, Nelson), carried.

Courthouse Building:

1. It was noted that no contractors provided bids for the Auditor-Treasurer's office or County Attorney's offices and a change-order is requested to seek a solid bid. This was sent back to committee for further vetting.
2. It was moved and seconded to deem miscellaneous office furniture, old filing cabinets and desks within the Court House as excess property and to authorize selling on any public bidding site, as discussed. (Nelson, Knutson), carried.

Consultant – CARES Grant Review: County Administrator, Mike Brethorst, presented:

1. It was moved and seconded to adopt the Professional Services Agreement with Hintermeister, Schultz & Sletmoen, PLLP, effective September 15, 2020 to November 30, 2020, to review applications submitted for County CARES funds, at a minimum of \$100 per application and at a maximum of \$200.00 for review. (Nelson, Okeson), carried.

CARES Grants – Rounds 2 and 3:

1. Discussion was held regarding Round 2 and the possibility of a Round 3, with it noted that currently there are 17 new applications to be reviewed for Round 2. It was the consensus of the Board to table any awards for now and to extend the application deadline out until October 12, 2020 at midnight, with the Finance Committee to review. It was also noted that the current Round 2 applicants do not need to resubmit as the deadline to apply has simply been extended.

CARES – Personnel Expense:

1. It was noted that \$469,000.00 is the total amount actually reported on an hour by hour basis on timesheets coded as eligible for COVID related personnel/payroll expenses incurred from March 1, 2020 through August 8, 2020, with the memorandum serving as justification of COVID expenses for Personnel.

CARES – IT Expenses:

1. It was moved and seconded to approve IT related purchases using COVID CARES as noted in the memo. (Nelson, Knutson), carried.
2. IT/Assessor - Imagery:
 - a. It was moved and seconded to approve the upgrade of Becker County’s GIS aerial photography to EagleView-Pictometry; to include a 6” fly-over at a cost of \$162,120.00 and with the option of Flight 2 to be determined at a later date. (Nelson, Knutson), carried.
 - b. It was moved and seconded to deem the IT Expenses, as approved, as CARES Funding eligible. (Nelson, Okeson), carried.
3. Other:
 - a. It was noted that the Townships “under 200 population” have received payments of \$14,125.00.

CARES – Election Grants: Auditor-Treasurer, Mary Hendrickson, presented:

1. It was noted that Becker County received an Election Assistance Grant in the amount of \$36,098.76.
 - a. It was moved and seconded to award grants and disperse \$11,638.91 from the Election Assistance Grant to various Cities and Townships for election support, for those who have applied and are qualified to receive the grant funding. (Knutson, Okeson), carried.

CARES Funding – Other: Human Services: Denise Warren presented:

1. It was moved and seconded to approve the request for additional funding in the amount of \$8,700.00 to Mahube-OTWA Community Action Partnership, Inc., for a 2020 one-time budget increase directly caused by COVID-19, for staff to administer the 2020 Child Care Award Program (CCAP) Contract. (Nelson, Grimsley), carried.

County Administrator – Resolution 09-20-S1: Mike Brethorst presented:

1. It was moved and seconded to approve Resolution 09-20-S1, as presented, the “Resolution Allocating Coronavirus Aid, Relief, and Economic Security Funds to Local Government Activities”; that the Board of County Commissioners of Becker County, MN, approves the findings and justifications as documents in Expense Justification Memos that are attached to said resolution. (Knutson, Okeson), carried.

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

/s/ Michael M. Brethorst
Michael M. Brethorst
County Administrator

/s/ Ben Grimsley
Ben Grimsley
Board Chair