

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, July 19, 2016 at 8:15 a.m.
LOCATION: Board Room, Courthouse

The commissioners and County Administrator, Jack Ingstad, attended the Quarterly Joint Governance meeting at 7 a.m., held at the Lincoln Education Center in Detroit Lakes.

Agenda/Minutes:

1. Meeting was brought to order by Board Chair Nelson. Commissioners in attendance: Nelson, Okeson, Skarie, Knutson, 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 change: Add: Under Sheriff: Number 8: Discussion regarding Emergency Repair of Jail Air Conditioner Unit. (Knutson, Okeson), carried.
4. It was moved and seconded to approve the minutes of July 5, 2016, with the requested changes. (Grimsley, Knutson), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Knutson: Natural Resources Management (NRM), Sheriff's Committee, and Courthouse Committee.
 - b. Commissioner Okeson: Joint Transit meeting with Wadena County Transit, Detroit Lakes/Becker County Airport Committee, and Highway Committee.
 - c. Commissioner Grimsley: Human Services Committee, Development Achievement Center (DAC) Director Position Interviews, and provided an update on the Becker County Historical Society/Museum capital campaign.
 - e. Commissioner Nelson: Courthouse Committee, Natural Resources Management (NRM) Committee, Highway Committee, and Salary Setting meeting for newly appointed Becker County Attorney, Tammy Merkins.
 - f. Commissioner Skarie: Becker County Fair Board.
3. Appointments: There were none.

4. It was moved and seconded to approve Resolution 07-16-2F, to ratify County Attorney, Tammy Merkins salary to \$105,000, plus longevity, for the remainder of the 2016 year. (Knutson, Okeson), carried. It was noted that the approved amount of \$105,000 includes the 2016 salary adjustment.

County Attorney: Personnel Request: Assistant County Attorney: Resolution 07-16-2A: County Attorney, Tammy Merkins presented:

1. It was moved and seconded to approve Resolution 07-16-2A, to hire one (1) Full-Time Assistant County Attorney, due to an internal promotion. (Okeson, Grimsley), carried.

Finance Committee Minutes: Mary Hendrickson presented:

1. It was moved and seconded to approve the Regular Claims, Auditor Warrants, and Over-90 Claims, as presented:
 - a. Auditor's Warrants (Tuesday Bills):
 - i. 07/05/2016 in the amount of \$ 24,444.36;
 - ii. 07/12/2016 in the amount of \$ 34,905.14;for a total amount of \$ 59,349.50
 - b. Over 90-Days:
 - i. Reliant Telephone in the amount of \$200.00 (invoice misplaced).(Skarie, Okeson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. It was moved and seconded to approve the New On-Sale Wine/Strong Beer License for Lush Lola's LLC, DBA Smokey Hills Wilderness Retreat, 53014 State Highway 34, Osage, MN, in Carsonville Township. (Knutson, Okeson), carried.
2. It was moved and seconded to approve the appointment of Commissioner Knutson as a member of the Becker County Canvassing Board for the Tuesday, August 9th, 2016 Primary Election, and his attendance at the Canvassing Board meeting to be held on Thursday, August 11th, 2016 at 2:00 p.m., in the 2nd Floor meeting room of the Courthouse, with per diem, as approved. (Grimsley, Okeson), carried.
3. It was moved and seconded to approve Resolution 07-16-2G, to notify the State, as per Minnesota Statute, Section 6.481, Subdivision 7, of Becker County's intent to use a CPA firm that meets the requirements of Minnesota Statute, Section 326A.05, for the 2017-2018 annual financial audits for Becker County. (Knutson, Skarie), carried.
4. It was moved and seconded to approve adding to the agenda, the request to begin advertising for the position of Part-Time Clerk for the Department of Motor Vehicle, due to a resignation. (Grimsley, Skarie), carried.
5. It was moved and seconded to approve to advertise and hire one (1) part-time Licensing Clerk for the Department of Motor Vehicle, due to a resignation, and to authorize hiring a temp through Kelly Temp Services, at the rate of \$16.00/hour and at 24 hours/week until the position has been filled. (Grimsley, Knutson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 07-16-2E, to grant the bid award to Blombeck Construction of Eagle Bend, MN, for Project SAAP 003-644-011, for Shoulder Widening and Aggregate Shouldering, at the low quote of \$698,519.97; and to authorize and direct the County Board Chair and County Administrator to execute and enter into said contract. (Okeson, Skarie), carried.

West Central Initiative (WCI) – Tom McSparron, CFRE, Donor Services Officer:

1. Tom McSparron provided an update on activities of the West Central Initiative (WCI) for the nine-county region, including Becker County. He also thanked Becker County for their past support and requested continued support, with a commitment of \$6,000.00 for the WCI endowment in 2017.

On behalf of the Board of Commissioners, Chair Nelson thanked Mr. McSparron for the information and WCI for their continued service.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve the purchase of five (5) Varidesk ProPlus 36 Standing Stations for the Human Services Accounting Unit, at a cost of \$395.00 each, for a total amount of \$1,975.00. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve the purchase of one (1) Marvel Mailroom 28" – 36" X 60" X 3" 2 Compartment Utility Sorting Table, at a cost of \$629.39 and one (1) Marvel Mailroom 42" X 60" X 14" 35 Compartment Mail Sorter for the Child Protection Unit, at a cost of \$443.99, for a total combined cost of \$1,073.38, from Staples' Brand Products. (Skarie, Grimsley), carried.
3. It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Skarie, Grimsley), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to approve Resolution 07-16-2B, to hire one (1) Part-Time Correctional Officer, due to a promotion. (Knutson, Okeson), carried.
2. It was moved and seconded to approve Resolution 07-16-2C, to hire one (1) Part-Time STS Crew Leader, due to a resignation. (Knutson, Okeson), carried.
3. It was moved and seconded to approve the 2016 Federal Recreational Boating Safety Supplemental Grant Application, for Equipment, and Aids to Navigation and Supplies to include the following: Sonar Marine Scanner from Atlas North America, Yorktown, VA at a cost of \$55,327.00, VideoRay Manipulator Claw from Pottstown, PA at a cost of \$2,995.00, and twenty-one (21) Arm-Loc Water Rescue Devices from Superior, WI at a cost of \$572.30 each. (Okeson, Knutson), carried.

4. It was moved and seconded to accept the contribution of \$1,000.00 from Central Harvest States (CHS), in recognition of the Becker County Sheriff's office for their outstanding professional response to the train derailment and tanker truck explosion that occurred on March 24, 2016 in Callaway, MN; and for the funds to be used towards training, equipment, or other resources in support of law enforcement. (Okeson, Skarie), carried.
5. It was moved and seconded to accept the contribution of \$2,000.00 from Essentia Health for the TRIAD Senior Program. (Knutson, Grimsley), carried.
6. It was moved and seconded to approve the sale of four (4) scrap vehicles to include a 1979 Jamboree Camper, 1992 White Ford Explorer, 1999 Red Ford Ranger, and 1991 Gray Mercury Cougar, and to advertise as a public sale, as discussed, and to accept sealed bids for the sale of said vehicles. (Okeson, Knutson), carried.
7. It was moved and seconded to approve the sale of two (2) snowmobiles, a 2002 and 2005 Polaris, to be sold in late October or November, and to advertise as a public auction, as discussed. (Okeson, Knutson), carried.
8. It was moved and seconded to approve the purchase of one (1) Radar using TZD (Towards Zero Deaths) Grant dollars, at a cost of \$2,950.80 from Stalker Radar of Plano, TX, less the donation from CHS and money from the scrap vehicles, as approved earlier. (Knutson, Okeson), carried.
9. It was moved and seconded to approve the donation of twenty-five (25) VHF Radios to a 501(c)(3) non-profit organization, the Civil Air Patrol in Inver Grove Heights, MN, pending approval by the County Administrator. (Okeson, Skarie), carried.
10. Sheriff Todd Glander requested an increase of \$300,000 to the 2016 budget, to cover boarding costs for the remainder of the year, reporting that due to a substantial increase in boarding numbers over the last four months, the budget has exceeded the allocated amount of \$285,000, with the cost at \$290,355.00 as of mid-July. Discussion followed, with it recommended that a meeting be held with various entities involved to discuss alternative boarding options, before appropriating additional dollars.
11. It was moved and seconded to ratify the decision made by the Finance Committee to move forward with the emergency repair of the Jail air conditioning unit, by Tweeton Refrigeration of Detroit Lakes, at an estimated cost of \$18,606.20; and to authorize the use of the Building Maintenance Fund to cover costs, pending verification by County Administrator, Jack Ingstad, that adequate funds are available. (Okeson, Knutson), carried. Mr. Ingstad later reported that there are adequate funds available.

Land Use Department: Steve Skoog presented:

1. Natural Resources Management (NRM):
 - a. It was moved and seconded to approve the 2016 contract award for Plantation Bud Capping to Northwoods Forestry, Inc., Eleva, WI, in the amount of \$23,466.90, to treat 16 sites on 411.70 acres, with approximately 339,335 seedlings treated. (Knutson, Grimsley), carried.

- b. It was moved and seconded to approve Resolution 07-16-2D, to secure the professional services of Westfield Aerial Photography of Walker, MN, to update the forest inventory on approximately 75,000 acres of tax forfeited land in Becker County, for the creation and implementation of a long-term forest management plan, and at a cost of \$14,800.00. (Knutson, Skarie), carried.
2. Environmental Services:
 - a. It was moved and seconded to approve the purchase request for a Toyota Forklift for the new Transfer Station, from Toyota-Lift of Minnesota in Minneapolis, MN, off of State bid, and at a cost of \$34,191.00. (Skarie, Knutson), carried.
3. Planning & Zoning: Julene Hodgson presented:
 - a. It was moved and seconded to concur with the Planning Commission (July 12, 2016), to approve the request, as submitted by Jay Fearing and Melissa Fearing-Gooselaw, for a Certificate of Survey, to allow two tracts of land with Tract A consisting of 7.6 acres +/- and Tract B consisting of 9.3 acres +/- on Agricultural zoned property, for the project located at Fearing Drive in Cormorant Township, Upper Cormorant and Nelson Lake. (Knutson, Okeson), carried.
 - b. It was moved and seconded to approve the request, as submitted by Adam Williams, for a Conditional Use Permit (CUP) to operate a Shrimp Farm located on Agricultural zoned property at 58505 Grant Street in Osage Township, due to the request meets the criteria of the Ordinance and would not be detrimental to the surrounding area. (Knutson, Okeson), carried.

Adam Williams was present and no one spoke for or against the request. Julene Hodgson reported that a letter was received from Rodger Hemphill, Area Hydrologist from the MN Department of Natural Resources stating that Mr. Williams would not be required to obtain a Water Appropriation Permit, unless in the future he exceeds 10,000 gallons of water per day or 1 million gallons per year.
 - c. It was moved and seconded to concur with the Planning Commission (July 12, 2016), to approve the request as submitted by Kyle and Elizabeth Lade, for a Conditional Use Permit (CUP) to operate Rental Storage for monthly rental on Agricultural zoned property, for the project located at 20241 County Road 22 in Lake Eunice Township, due to the request would not be detrimental to the surrounding area, and with it noted that the approval does not include outside storage. (Knutson, Skarie), carried.

- d. The next Informational Meeting is scheduled for Wednesday, August 3, 2016 at 8:00 a.m. in the Third Floor meeting room of the Courthouse.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to close the session for Union Negotiations. (Okeson, Skarie), carried.
2. Closed Session – Union Negotiations: Nancy Grabanski presented.
3. It was moved and seconded to open the session. (Knutson, Grimsley), carried.
4. It was moved and seconded to ratify and accept the tentative agreements for the Teamsters Dispatch/Jailer, as presented, and to authorize the Board Chair and/or the County Administrator to sign said contracts and Teamsters Memorandum of Understandings (MOU's). (Grimsley, Knutson), carried.
5. It was moved and seconded to modify the Recognition contract language, as presented, for the LELS Sheriff Supervisor Group. (Grimsley, Nelson), carried.

Commissioners: Jail Construction Project Work Session/Lunch Meeting:

1. Those present included all of the commissioners; County Administrator, Jack Ingstad; Sheriff Todd Glander; Jail Administrator, Jon Rastedt; Jail Construction Manager, Bob Bristlin; Timothy Thompson and Sarah Johnson from the Minnesota Department of Corrections; and City Administrator, Kelcey Klemm.
2. Discussion was held in regards to site options for the new jail. County Administrator, Jack Ingstad, reported that Klein-McCarthy Architects has recommended a remote site for the new jail facility, rather than using the existing jail, due to cost and need for further expansion in the future. He also asked for direction on next steps in the process, noting that two other sites were suggested, one in Callaway and one in Frazee. Tim Thompson reported that according to State Statute, a jail facility needs to be located in the county seat, or at a regional location with a joint powers formed with another county, but otherwise a variance would be required if one of the other sites was chosen, as discussed.
3. It was the consensus of the commissioners and Sheriff Glander that the best option is to build on County owned property off of Highway 59.
4. Annexation of the county owned property was also discussed, with it noted that staff can work with the City on the process.
5. The timeline was discussed, with Tim Thompson reporting that the next step in the process will be for the County to approve a resolution, with the final set of plans. The MnDOC will then have 30 days to approve, and/or give their recommendations. He also commented that the MnDOC would be at the table at each phase of the design. The next step then will be to choose an architect.

He suggested that it would take 36-40 months if starting from ground zero, or 18-24 months if using an existing plan such as the Kanabec County Jail Facility through Klein McCarthy Architects. From start to finish, it could take anywhere from 24-30 months if choose a current jail facility design, with the actual construction of the facility taking approximately 18 months.

6. It was noted that the costs can increase substantially if contractors are hired that have not done this type of specific construction.
7. Board Chair Nelson stressed the importance of having the MnDOC involved during the planning and decision-making process, to ensure the project is completed as efficiently as possible, in regards to structure and staffing.
8. There will be further discussion in regards to the hiring of an architect at the next board meeting.

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

Jack Ingstad
County Administrator

Barry Nelson
Board Chair