

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, December 18, 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, as presented. (Nelson, Okeson), carried.
4. It was moved and seconded to approve the minutes of November 20, 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 Okeson: Sheriff's Committee, Highway Committee, Association of Minnesota Counties (AMC) Annual Conference and Jail Diversion Committee.
 - b. Commissioner Nelson: Highway Committee, Becker County Soil and Water Conservation District, Sunnyside Board, Courthouse Committee, Natural Resources Management (NRM), AMC Annual Conference and University of MN - Extension Committee.
 - c. Commissioner Grimsley: Becker County Historical Society & Museum, Sunnyside, AMC Annual Conference, Human Services Committee, and Development Achievement Center (DAC).
 - d. Commissioner Skarie: University of MN – Extension Committee, Fair Board, Environmental Affairs Committee, Lakeland Mental Health, and AMC Annual Conference.
 - e. Commissioner Knutson: Environmental Affairs Committee, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), and Safety Committee.
3. Appointments:
 - a. It was moved and seconded to reappoint Sam Blattenbauer and Jeff Moritz to the Cormorant Lakes Watershed District Board of Managers, to serve another three-year term each. (Nelson, Okeson), carried.

- b. It was moved and seconded to appoint Jeanette Larson as an At-Large Member of the Sunnyside Board, to fill Jim Carpenter's vacated position. (Nelson, Okeson), carried 4-1, with Commissioner Grimsley opposed.
 - c. It was moved and seconded to reappoint Terry Kalil to the Lake Agassiz Regional Library Board to serve another three-year term (2019-2021). (Grimsley, Nelson), carried.
4. Salary Setting 2019:
- a. It was moved and seconded to approve Resolution 12-18-1A, as presented, to appoint Roy Smith as Becker County Surveyor for a four-year term (January 1, 2019 - December 31, 2022), and to approve setting the annual salary at \$10,920.00, as agreed upon by County Surveyor, Roy Smith. (Okeson, Grimsley), carried.
 - b. It was moved and seconded to approve Resolution 12-18-1B, to re-appoint Dr. Knute Thorsgard as Becker County Coroner for another four-year term, effective January 1, 2019 through December 31, 2022, and to authorize the Coroner to appoint a Deputy Coroner to assist him with duties deemed necessary, with no additional cost to the County, and to authorize the Jail committee to negotiate the salary for the Coroner position. (Nelson, Knutson), carried.
 - c. It was moved and seconded to approve Resolution 12-18-1C, to establish the Becker County Board of Commissioner's annual salary for 2019 at \$23,885.50 plus a 3% COLA increase, for a total amount of \$24,602.06, and for the Board Chair to be compensated at \$1,200.00 more than the above stated total salary; with the per diem for meeting attendance, other than regular Commissioner meetings, at \$60 per meeting, with meetings over 4 hours at \$85.00, effective January 1, 2019. (Nelson, Okeson), carried.
 - d. It was moved and seconded to approve Resolution 12-18-1D, to ratify the salaries of the elected officials for 2019 as follows, reflecting a 3% increase:
 - i. Mary Hendrickson, County Auditor-Treasurer: \$87,443.91
 - ii. Patty Swenson, County Recorder: \$72,698.43
 - III. Todd Glander, County Sheriff: \$101,020.34
 - iv. Brian McDonald, County Attorney: \$112,519.26(Okeson, Nelson), carried.

5. Following discussion, Board Chair Skarie tabled the agenda item until the next Board meeting of January 8, 2019, the City of Detroit Lakes' request to approve the Permissive Use and Subordination Agreement.
6. It was moved and seconded to approve Resolution 12-18-1E, that the Becker County Tax Levy for 2019 be set at an amount of \$21,308.052, a 3.5% increase from 2018, and with the Becker County Economic Development District authorized to levy a tax for 2019 at \$120,000; and to approve Exhibit "A", the Final Budget which is incorporated by reference, showing additional Budgetary Assumptions and administrative controls, Exhibit "B", the Position Allocation list, and Exhibit "C", the Final Budget by line item, adopted by the Becker County Board of Commissioners. (Nelson, Okeson), carried.
7. It was moved and seconded to approve Resolution 12-18-1F, as presented, to approve the Re-Affirmation of the Becker County Transit Sales and Use Tax for 2019, to be dedicated exclusively to Becker County Road and SMART Tax Projects at the rate of one-half of one percent (.5%) pursuant to M.S. 297A.993. (Okeson, Nelson), carried.
8. It was moved and seconded to approve Resolution 12-18-1G, as presented, to adopt the Becker County Highway Department 2019-2023 Five-Year Construction Improvement Plan, as presented to the public and as attached to said resolution. (Okeson, Nelson), carried.
9. It was moved and seconded to authorize the Finance Committee to negotiate the CHIPS Contracts and to enter into an agreement with the attorneys, with ratification of the contract(s) by the Board of Commissioners. (Nelson, Grimsley), 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. 11/19/2018 in the amount of \$ 738,449.70
 - ii. 11/27/2018 in the amount of \$ 6,757,910.41
 - iii. 11/28/2018 in the amount of \$ 1,427.12
 - iv. 12/04/2018 in the amount of \$ 13,671.16
 - v. 12/05/2018 in the amount of \$ 413,626.55
 - vi. 12/11/2018 in the amount of \$ 71,928.37
 - for a total amount of \$ 7,997,013.31
 - b. Over-90-Days:
 - i. Charm-Tex, Inc. in the amount of \$1,467.52 (July through September 2018 invoices just turned in).
 - ii. Crawford in the amount of \$88.62 (April 2018 invoice just turned in).

- iii. High Point Network in the amount of \$2,053.00 (August 2018 invoice just turned in).
- iv. Keefe Supply in the amount of \$847.54 (April and August 2018 invoices just turned in).
- v. Seaberg Oil in the amount of \$2,062.50 (August 2018 invoice just turned in).

(Okeson, Nelson), carried.

- 2. It was moved and seconded to approve the purchase of Sixteen (16) New Digital Cameras for officers of the Sheriff's Department, to be used for Evidence, and to accept the low quote from Walmart at a cost of \$266.99 each, for a total cost of \$4,271.84. (Knutson, Okeson), carried.
- 3. It was moved and seconded to authorize the purchase of Cisco UCM Phone Licensing for up to 70 users, at a cost of up to \$10,588.90 from Marco; to order 65 now and the other 5 as needed. (Nelson, Knutson), carried.
- 4. It was moved and seconded to approve the annual renewal of the E-Maintenance Software Subscription for 2019 at a cost of \$1,440.00. (Knutson, Okeson), carried.
- 5. It was moved and seconded to approve the renewal of a two-year contract with Johnson Controls for equipment in the original courthouse and all the boilers that function for the old courthouse, new courthouse, and the jail, at a cost of \$6,875.00 per year. (Okeson, Knutson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

- 1. Licenses & Permits: There were none.
- 2. It was moved and seconded to accept the October 2018 Cash Comparison and Investment Summary, as presented. (Grimsley, Knutson), carried.
- 3. It was moved and seconded to approve Resolution 12-18-1H, to establish the categories for GASB 54 Fund Balance Commitments and estimated amounts as follows: New Jail Project in the amount of \$1,500,000 (Public Safety) and MERF Expansion in the amount of \$750,000 (Environmental Services), with amounts to be analyzed after year-end activities are completed and then brought back to the Board of Commissioners for approval, with it noted that the Becker County Commissioners have committed these funds and that these committed funds cannot be used for any other purpose, unless the commitment is rescinded by Resolution of the Board. (Knutson, Okeson), carried.

4. It was moved and seconded to approve Resolution 12-18-1I, to approve the Application for Re-purchase of Tax Forfeited Lands for Kenneth W. Torma by Samantha Dom, for Parcel Number: 13.0184.001 for tax years 2014, 2015, 2016, and 2017, and miscellaneous fees, at a re-purchase price of \$971.70, to be paid in full upon approval. (Knutson, Grimsley), carried.

Highway: Jim Olson presented:

1. It was moved and seconded approve Resolution 12-18-1K, to accept completed Project Number SAP 003-625-007, consisting of Grading, Aggregate Base, and Bituminous Surfacing on CSAH 25, contracted with Kern & Tabery, Inc. of Wadena, MN, and to authorize final payment in the amount of \$88,472.87. (Okeson, Nelson), carried.
2. It was moved and seconded to approve Resolution 12-18-1L, to accept completed Project Number SAP 003-658-001, consisting of Grading and Aggregate Base on CSAH 58, with Dennis Drewes, Inc. of Frazee, MN, and to authorize final payment in the amount of \$53,052.02. (Knutson, Nelson), carried.

Emergency Management: Craig Fontaine was present:

1. It was moved and seconded to accept the 2018 Emergency Management Performance Grant (EMPG) in the amount of \$26,739.00, with the County's 50% matching requirement at \$26,739.00. (Knutson, Okeson), carried.

Sheriff: Sheriff Todd Glander presented:

1. Contracts/Agreements:
 - a. It was moved and seconded to approve the renewal of the Motorola Radio Contract at a cost of \$10,113.24, utilizing 911 funds. (Okeson, Knutson), carried.
 - b. It was moved and seconded to approve the new Memorandum of Agreement (MOA) with Beltrami County for Text-to-911 Service, at a cost of \$1,200.00 per year. (Knutson, Grimsley), carried.

Nursing Services Contracting for New Jail – Discussion and Possible Action:

1. A summary and overview of services was provided by each of the following vendors:
 - a) MEnD Correctional Care, PLLC – Todd Leonard, MD CCHP-P, Owner/President and Chief Medical Officer; and
 - b) Advanced Correctional Healthcare, Inc., Megan King, Program Consultant.

- c) The commissioners thanked the presenters for the information provided. Discussion followed, with it noted that the presenters with each of the vendors presented well. It was moved and seconded to authorize the Sheriff's Committee to negotiate and enter into an agreement for nursing services for the jail. (Nelson, Grimsley), carried.

Human Services: Denise Warren presented:

1. It was moved and seconded to authorize a letter of support be drafted in support of seeking an additional license for the Compassion House/The Refuge of Detroit Lakes, to offer Substance Use Disorder Residential Treatment Services for women. (Grimsley, Knutson), carried.
2. It was moved and seconded to approve the letter of support for Clay County Public Health, as a qualified responder, to seek state bonding funds to design, construct, furnish and equip a regional behavioral health center to provide substance use disorder withdrawal management and Medical Detoxification services. (Grimsley, Knutson), carried.
3. It was moved and seconded to approve the following Human Services and Public Health Contracts (A-Z), as presented:
 - a. Enchanting Events-meals for Willow Tree at a cost of \$6,000.00, covered by grant.
 - b. Lakeland Mental Health-Counseling Services at a cost of \$370,237.00.
 - c. Lakes Counseling Center-Chemical Dependency Assessments cost of up to \$5,000.00.
 - d. Otter Tail County-144 hours of emergency management at a cost of \$1,057.00.
 - e. Solutions Behavioral Health-Mental Health case management at a cost of \$40,064.00.
 - f. Stellher Human Services-Crisis stabilization at Willow Tree, cost of \$273,480.00.
 - g. White Earth-Crisis coordination at an annual cost of \$125,000.00.
 - h. Lutheran Social Services-Guardianship services for indigent persons, up to 21,000.00.
 - i. Becker County DAC-Day Training for persons with disabilities at a cost of \$64,692.00.
 - j. Sjostrom Homes-Managed sheltered workshop for an annual cost of \$66,539.00.
 - k. Becker County EDA-Lease office space for Extension annual cost of \$17,280.00.
 - l. Family Resource Center – Self-Rate of \$50.00 per hour, not to exceed \$15,100.00.
 - m. Family Resource Center – Relative Search- \$50.00 per hour, not to exceed \$80,000.00.
 - n. Family Resource Center – FGDM-\$62.00 per hour, not to exceed \$155,000.00.
 - o. Lakes Crisis Center: i. Positive Connections – Supervised Visitation at \$41.00 per hour, up to \$210,000.00; ii. Parent Support Outreach – Early Intervention at \$50.00 per hour, up to \$10,253.00.
 - p. Luther Social Services-Family based counseling, not to exceed \$450,000.00.
 - q. Mahube Community Council-Parent Support outreach \$50.00 per hour, up to \$10,253.00.

- r. The Village Family Services-Home based services at a cost of up to \$80,000.00.
- s. Someplace Safe-Supervised visitation and exchange service in Perham & Fergus Falls.
- t. Drug Testing Solutions-Provide 5 types testing at a cost not to exceed \$20,000.00.
- u. Rural Minnesota CEP-Employment services for BC clients at a cost of \$301,143.00.
- v. Lakes and Prairies-Childcare Administration Programs not to exceed \$39,982.00.
- w. Kevin Niemann-Process server fees of up to \$3,000.00 in 2019.
- x. Robert Strand-Process server fees of up to \$1,000.00 in 2019.
- y. Generations, Inc.-Consulting fees for children rate of \$100 per hour, up to \$11,000.00.
- z. Minnesota State University Moorhead-BC to provide supervised educational experiences for nursing students.
(Grimsley, Knutson), carried.

- 4. It was moved and seconded to approve the Children’s Mental Health Respite Care Services Grant at an amount not to exceed \$16,863.83, with no changes to the contract, and the Community Support Services (CSP) grant for adults with mental illness, at an amount not to exceed an amount of \$96,808 per year for two years, for a total of \$193,616. (Grimsley, Okeson), carried.
- 5 It was moved and seconded to approve the Human Services claims for Human Services, Community Health, and Transit, as presented. (Grimsley, Okeson), carried.

Land Use Department – Natural Resources Management (NRM): Dan McLaughlin presented:

- 1. It was moved and seconded to approve the Forestry Database Management System (DMS) Contract from Pro-West and Associates, at a cost of up to \$45,000.00. (Knutson, Nelson), carried.

It was also noted that the funds will be taken out of the Resource Development Fund (three payments with a total annual maintenance fee of \$4,000.00).

- 2. It was moved and seconded to approve the awarding of the 2020 Tree Seedling Contract to PRT USA, Inc. at \$160.00 per thousand, for an estimated contract total of \$14,496.00. (Knutson, Okeson), carried. It was noted that PRT USA, Inc. was the sole bidder.
- 3. It was moved and seconded to approve the awarding of the 2019 Tree Planting Contract to Mustang Forestry, at \$130.00 per thousand, for an estimated contract total of \$13,390.00. (Nelson, Okeson), carried.

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

- 1. It was moved and seconded to approve Resolution 12-18-1J, that Becker County agrees to assume full responsibility for the operation and maintenance of property/facilities related to the Mountain Link Trail – Phase III Transportation Alternatives (TA) Project, to

connect Randolph Road to Detroit Mountain Recreation Area, with the County requesting \$311,100.00 in MNDOT grant funding for the project at an estimated cost of \$388,875.00, and with the City of Detroit Lakes to provide up to 50% of the required 20% total match of \$77,775.00 and the County to provide the other half, plus administrative costs; and to designate the County Highway Engineer to act as agent on behalf of the sponsoring agency. (Grimsley, Knutson), carried.

Land Use Department – Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve the purchase of a material bucket with a rubber cutting edge for use in the Transfer Station, using State contract pricing with Ziegler Cat, Fargo, ND, in the amount of \$10,836.00. (Nelson, Knutson), carried.
2. It was moved and seconded to approve Resolution 12-18-1M, to hereby approve the 2019 Becker County Solid Waste Hauler License Applications (Attachment A), as follows; with the provision that they meet all of the licensing requirements of the Becker County Solid Waste Ordinance:

<u>License Number</u>	<u>Name</u>
1	Waste Management, Inc.
2	Ballard Sanitation
4	White Earth Sanitation
6	Hough, Inc./Roll-Off Red
7	Minnkota Recycling
9	Fuchs Sanitation
15	Steve’s Sanitation
17	Landmark Drainage
18	Detroit Lakes Disposal, Inc.
19	G & T Sanitation, Inc.
20	North Central, Inc.
21	AAA Roll-Off Trash Collection, LLC
22	A & D Trash Collection, LLC
23	Wadena Hide & Fur Co.

(Knutson, Okeson), carried.

3. It was moved and seconded to approve Resolution 12-18-1N, as presented, to hereby approve suspending future credit to customers that are more than 90 days delinquent, for a minimum of 90 days from the date the delinquent account is paid in full. (Knutson, Nelson), carried.

State of the County Address: Board Chair Skarie presented:

1. Board Chair Skarie provided a summary of highlights and accomplishments for Becker County in 2018, and reported that the County has continued to deliver quality services

in an efficient and fiscally responsible manner. He also noted that Becker County has a AA Bond Rating, with the tax levy set at \$21,308,052, reflecting a 3.5% increase.

He provided an update on the search for a new County Administrator and thanked Jack Ingstad for his dedication to Becker County over the past six years. He also thanked the employees of Becker County and the commissioners for their service, and noted his appreciation for the opportunity to serve as Chairman this past year.

The Annual Holiday Tea was held following the State of the County Address in the Board Room, with the Becker County Board of Commissioners providing for and hosting the event.

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

Following, all of the commissioners met in the 3rd floor meeting room of the courthouse for a working lunch with County Administrator interviews beginning at 12:30 p.m.

/s/ Jack Ingstad
Jack Ingstad
County Administrator

/s/ Don Skarie
Don Skarie
Board Chair