

REGULAR MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, November 16, 2021, at 8:15 a.m.

LOCATION: First Floor – Board Room, Becker County Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Nelson. Commissioners in attendance: Nelson, Knutson, Grimsley (virtually), and Okeson; and Minute Taker, Trisha Collins (virtually).
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following change: Under Finance Committee Minutes: Add: # 2: Capital Purchase – Highway Plow Truck Engine; Add: # 3: Authorization to Pay Claims – 11/29/2021 and 12/29/2021; Under Auditor-Treasurer # 1: Add: Letter a) Set Public Hearing Date for Off Sale Licensure. (Okeson, Knutson), carried.
4. It was moved and seconded to approve the minutes of November 16, 2021, with the requested change. (Knutson, Okeson), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports and Correspondence:
 - a. Commissioners provided updates and information on various committee meetings.
3. Appointments:
 - a. It was moved and seconded to reappoint Terry Kalil to the Lake Agassiz Regional Library Board to serve another three-year term (2022-2024). (Okeson, Knutson), carried.
4. McGough CMP #1 Contract Amendment
 - a. Discussion was held and extension of schedule was clarified. It was moved and seconded to approve and ratify the signing of the contract amendment # 1 for McGough. (Okeson, Knutson), carried.
5. Additional Discussion:
 - a. Setting of Special Board Meeting date:
 - i. The Board discussed setting a Special Board Meeting to address the 2nd Interview of the County Administrator, Payment of Bills, and County Recorder Appointment. The date was to be determined based on when the candidate for the County Administrator can interview.

Public Hearing – County Recorder (Resolution 11-21-2A):

1. It was moved and seconded to open the Regular Session to the public. (Knutson, Okeson), carried.

Clint Danielson, a concerned citizen, raised his concerns regarding the selection of the County Recorder and asked for clarification on why the Board is recommending this position to be appointed versus elected and if this change is being mandated. Mr. Danielson referred to legislation/guidance under the Associations of Minnesota Counties while expressing his concerns and requested to hear the Boards position on this guidance. Mr. Danielson requested to keep this position an elected position to ensure the publics voice is heard.

With no additional public comments, it was moved and seconded to close the public hearing. (Okeson, Knutson), carried.

Discussion was held regarding the rational behind changing the County Recorder position from elected to appointed. Board Chair Nelson noted how this position does not require credentialing like other elected positions as well as the need to make sure the new individual has the qualifications to perform the job effectively. Commissioners Knutson, Okeson, and Grimsley added additional discussion in relation to Board Chair Nelson’s discussion. Nelson also discussed the process and timeline for appointing a new County Recorder.

It was moved and seconded to approve Resolution 11-21-2A. (Knutson, Okeson), carried, with a roll-call vote taken: Knutson – Yay, Okeson – Yay, Grimsley – Yay, Nelson – Yay; motion carried 4-0 (Commissioner Vareberg was not in attendance).

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, as presented:
 - a. Auditor Warrants (Tuesday Bills):
 - i. 11/02/2021 in the amount of \$ 22,995.52
 - ii. 11/09/2021 in the amount of \$ 50,395.09Total of \$ 73,390.61
 - b. Over-90 Days:
 - i. Dakota Supply Group dated 04/01/21 in the amount of \$693.31, invoice just received.

- ii. Fargo Forum dated 7/31/21 in the amount of \$990.00, invoice just turned in.
- iii. Hitesman Law dated 06/17/21 in the amount of \$336.00, invoice just turned in.
- iv. Brice Nelson dated 07/2021 in the amount of \$239.68, invoice just turned in.

(Knutson, Okeson), carried.

Highway – Jim Olson presented:

2. Capital Purchase – Highway Plow Truck Engine:

- a. It was moved and seconded to approve the purchase of a new engine from Nelson International for the repair of the failed Highway plow truck. The new engine costs \$29,400 plus \$5,000 in labor costs. This truck will be kept as a backup vehicle. (Okeson, Knutson), carried.

Auditor-Treasurer – Mary Hendrickson presented:

3. Authorization to Pay Claims 11/29/2021 and 12/29/2021:

- a. It was moved and seconded to schedule additional Finance Committee meetings for 11/29/2021 and 12/29/2021 and to authorize Finance Committee to pay claims for year-end. (Knutson, Okeson), carried.

3a. Set Public Hearing Date for Off Sale Licensure:

- a. It was moved and seconded to approve the setting of the public hearing for 9:00 am December 14th, 2021, for Big Elbow Lake Lodge & Campground Off Sale Liquor License request. (Knutson, Okeson), carried.

Auditor-Treasurer – Mary Hendrickson presented:

1. Licenses and Permits: It was moved and seconded to approve the renewal of Tobacco Licenses for Big Elbow Lake lodge & Campground, Tonya Beckman, and Round Lake Township. (Knutson, Okeson), carried.

2. Absentee Ballot Board (Resolution 11-21-2B):

- a. It was moved and seconded to approve Resolution 11-21-2B to authorize the annual renewal of the Absentee/Mail Ballot Board and to compensate trained Head Election Judges not employed by Becker County at the rate of \$14.00 per hour and milage with half of the total compensation cost to be reimbursed by the City of Detroit Lakes. (Knutson, Okeson), carried.

3. September 2021 Cash Comparison & Investment Reports:

- a. It was moved and seconded to accept the September 2021 Cash Comparison, Sales Tax, & Investment Reports as is. (Knutson, Okeson), carried.

4. Sunnyside ECPN Support:

- a. It was moved and seconded to accept the annual renewal of the Sunnyside ECPN support from Becker County with a contribution of \$7.00 per day per resident for a total approximate contribution of \$18,431.04 per year. (Nelson, Knutson), carried.

Planning & Zoning – Kyle Vareberg Presented:

1. Change of Zone Request – Agricultural to Residential:

- a. Discussion was held. It was moved and seconded to deny the application against planning committee's recommendations. (Knutson, Okeson), with a roll-call vote taken: Knutson – Yay, Okeson – Yay, Grimsley – Abstain, Nelson – Nay; motion failed 2-2 (Commissioner Vareberg was not in attendance). It was moved and seconded to table the application till the December 14th, 2021, Board meeting to further discussion and to allow the applicant to have to have the opportunity to discuss. (Nelson, Okeson), carried.

2. Conditional Use Request to Operate a Manufacturing Facility:

- a. It was moved and seconded to approve the conditional use permit request to operate a manufacturing facility. Commissioner Knutson added that there were concerns regarding the cleanliness of the property by a member of the public. (Knutson, Okeson), carried.

Information Technology (IT) – Tony Brahmer Presented:

1. Civic Clerk Agenda/Minute Software Demo:

- a. Jillian with Civic Clerk Software provided the Board with a short demo of their Agenda/Minute software as requested by the Management Committee. The Board requested to withhold purchase of software until County departments have closely examined software demonstrations for their individual departments.

Human Services – Denise Warren presented:

1. Agreements – Mahubue-Otwa RSVP Program MOU:

- a. It was moved and seconded to approve the Mahubue-Otwa RSVP Program agreement as is. (Okeson, Knutson), carried.

2. Letter of Support (draft) for Dental Clinic:

- a. It was moved and seconded to approve the letter of support for Dental Clinic as is which has been discussed at prior Board Meetings and to authorize the Board Chair to sign the letter of support. (Knutson, Okeson), carried.

3. Claims

- a. It was moved and seconded to approve the Human Services claims for Human Services, Public Health, and Transit, as presented. (Okeson, Knutson), carried.

Transit – Kevin Johnson presented:

1. Transit Vehicle Purchase (Resolution 11-21-2E):
 - a. It was moved and seconded to approve Resolution 11-21-2E to authorize the purchase of a new transit bus from North Central Bus for the corrected amount of \$93,830. (Okeson, Knutson), carried.

Land Use – Environmental Services – Steve Skoog presented:

1. 2022 Solid Waste Tip Fees (Resolution 11-21-2C):
 - a. It was moved and seconded to approve Resolution 11-21-1C to approval the annual renewal of the 2022 Solid Waste Fee Schedule. (Knutson, Okeson), carried.
2. Capital Improvement Expense Request – SW Campus Project:
 - a. Discussion was held. It was moved and seconded to approve the request to allow AAA Construction to construct updates: old transfer station building - converting building to employee breakroom and transfer station manager’s office; and shop - enclose portion for additional storage space. Total cost of \$37,900. (Knutson, Okeson), carried.

Sheriff – Shane Richard Presented:

1. Safe & Secure Courthouse Initiative Grant – Authorization to Apply:
 - a. It was moved and seconded to authorize the Sheriff’s Department to apply for the Safe & Secure Courthouse Initiative Grant to purchase a new metal detector to allow for wheelchair access. (Knutson, Okeson), carried.

Human Resources - Amy Rissmann presented:

1. Meal Reimbursement Amount Discussion:
 - a. Commissioner Okeson requested discussion be had on the County’s current Travel and General Expenses Reimbursement policy. It was moved and second to update the Travel and General Expenses Reimbursement policy to increase the meal expense rate to \$4.00 for all line items – breakfast, lunch, and dinner; metro and out of state expenses - effective immediately. (Okeson, Knutson), carried.
2. Personnel Policy Modifications – Section D, Sub. 15 Health (Resolution 11-21-2D):
 - a. It was moved and seconded to table the personnel policy modifications at this time. (Knutson, Okeson), carried.

Closed Session – Human Resources – Labor Negotiations Updates

1. It was moved and seconded to move into Closed Session for Union Negotiations. (Okeson, Knutson), carried.

Closed Session – those present included the Commissioners: Nelson, Okeson, Knutson, and attending virtually Grimsley; Mary Hendrickson; Amy Rissmann; and Ann Goering – Labor Attorney.

It was moved and seconded to moved back into Regular Session. (Okeson, Knutson),
carried.

Being no further business, Chair Nelson adjourned the meeting.

/s/ _____

Denise Warren
Human Services Director

/s/ _____

Barry Nelson
Board Chair