

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, September 3, 2019 at 8:15 a.m.
LOCATION: Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Okeson. Commissioners in attendance: Okeson, Nelson, Knutson, Grimsley, and Skarie; County Administrator, Michael Brethorst, and Minute Taker, Cindy Courneya.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following changes: under County Administrator: Add: Number 2: Victims of Crime Act (VOCA) Grant – Vehicle Purchase and Number 3: Discussion on Becker County’s Pledge for the Historical Society & Museum Capital Campaign; and under Highway: Remove: Number 2: Revised Shingle Grinding Quote – Badger Materials. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the minutes of August 20, 2019, with the requested changes. (Knutson, Grimsley), carried.

Commissioners

1. Open Forum: No one was present.

Auditor-Treasurer, Mary Hendrickson, introduced newly hired Fiscal Supervisor, Maureen Kent. Ms. Kent provided a brief summary of her background and experience and the Board welcomed her.

2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Okeson: Becker County/Detroit Lakes Airport Commission, Transit Committee, Pelican River Watershed District Board meeting, Highway Committee, and attended the Becker County Audit Exit meeting.
 - b. Commissioner Knutson: Natural Resources Management (NRM), Environmental Services Committee, and Prairie Lakes Municipal Solid Waste Authority (PLMSWA).
 - c. Commissioner Nelson: University of MN-Advisory Board.
 - d. Commissioner Skarie: Lakeland Mental Health (LMH) and the Becker County Jail Diversion Committee.
 - e. Commissioner Grimsley: Becker County Historical Society & Museum, Development Achievement Center (DAC), Finance Committee, and Becker County Audit Exit meeting.

- f. It was recommended that a meeting or discussion be held, to come up with a plan and objectives for mowing in the spring and fall by the Highway Department, to aid them in their efforts to maintain the County ditches.
- g. It was also noted that there is a need for an additional commissioner to serve on the Building Committee relative to the Becker County Historical Society & Museum's Capital Campaign.

3. Appointments: There were none.

County Administrator – Mike Brethorst presented:

- 1. It was moved and seconded to approve Resolution 09-19-1A, to hire a full-time County Assessor through the normal hiring process, due to a resignation, and if filling that vacancy creates another vacancy, to fill that vacancy as well. (Knutson, Nelson), carried.

County Administrator, Mike Brethorst, announced the upcoming retirement of County Assessor, Steve Carlson, and thanked him for his many years of service to Becker County.

- 2. It was moved and seconded to approve the purchase of a vehicle for the County Attorney's office - Victims of Crime Act (VOCA) program and to use VOCA grant dollars, contingent upon approval by the State of Minnesota for the VOCA Grant. (Nelson, Knutson), carried.
- 3. Discussion was held in reference to the County's pledge for the Becker County Historical Society & Museum's capital campaign, for the construction of a new building to house the museum, with County Administrator, Mike Brethorst, requesting clarification on the total amount of the County pledge.

The Board was in support of and referenced the past approval of Resolution 03-18-1A, with Becker County committing \$1 million in funding towards the project; however, it was also noted that if bonding does not get approved for the project, that the Board can re-visit and potentially pledge up to 1.1 million, if needed, as discussed. It was further discussed that an updated Resolution would be developed and presented at a future meeting to reflect this discussion.

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 Items, as presented:
 - a. Auditor's Warrants (Tuesday Bills):
 - i. 08/19/2019 in the amount of \$ 34,148.71
 - ii. 08/20/2019 in the amount of \$ 26,592.36 Cost-Effective
 - iii. 08/27/2019 in the amount of \$ 21,731.63

For a total amount of..... \$ 82,472.70

- b. Over-90-Days:
 - i. Nuss Truck & Equipment in the amount of \$101.25 (May invoice just turned in);
 - ii. MN IT Services in the amount of \$1,700.00 (May invoice just turned in);
- c. Additional Issues:
 - i. Eric Bergren - at Lazy Moose Grille, in the amount of \$14.43 (signature receipt only);
 - ii. Mark Flemmer - at Pizza Hut, in the amount of \$10.62 (signature receipt only);
 - iii. Daran Borth - in the amount of \$127.06 (no July credit card statement or receipts);
 - iv. Paula Peterson - in the amount of \$107.32 (no July credit card statement or receipts);
 - v. Andrew Bachmann - at Subway, in the amount of \$17.74 (receipt was lost).

(Grimsley, Knutson), carried.

- 2. Auditor-Treasurer, Mary Hendrickson, noted that the Audit is now completed and posted on-line and on the County website. She also referenced that with the audit completed, it is time to begin advertising for a Request for Qualifications (RFQ), for a quote for the 2019-2020 Audit. County Administrator, Mike Brethorst, reported that it was a clean audit once again.
- 3. County Administrator, Mike Brethorst, reported that he brought information forward to the Finance Committee relative to the Becker County/Detroit Lakes Airport's Runway Project, referencing Resolutions 08-16-1H and 05-17-2C, with Becker County pledging an amount of up to \$1,000,000 for the County's share of the total project.

Following, he noted that he will bring forward a resolution for consideration at the next Board of Commissioner's meeting, to properly reflect and approve the Commitment of Fund Balance of 709,787.09, for Becker County's share to pay for future costs related to the construction of the Becker County/Detroit Lakes Airport runway project.

Auditor-Treasurer: Mary Hendrickson presented:

- 1. It was moved and seconded to approve the Tobacco License Renewals for the following:
 - a. Lakes Corner Liquors, LLC – Erie Township;
 - b. J-Rod Enterprises – DBA Cormorant Bottle Shop – Cormorant Township.(Knutson, Grimsley), carried.

Assessor: Steve Carlson presented:

1. It was moved and seconded to approve the following abatements, as presented:
 - a. PIN #: 28.8088.000 - Shell Lake Township, in the amount of -\$64.00, due to Travel Trailer Removed; and
 - b. PIN #: 49.0114.000 – City of Detroit Lakes, in the amount of -\$830.00, due to Inactivated Parcel-Tax Calculation.for a total of Abatements at -\$894.00.
(Skarie, Knutson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 09-19-1B, to enter into a lease agreement, as presented, with Tim Orton Properties, LLC, to lease 3239 square feet of County Right-of-Way on CSAH 51, in the City of Audubon, to aid in the operation of their business, with a one-time payment of \$1,500.00 to Becker County; and to authorize and direct the County Engineer, on behalf of Becker County, to execute said agreement.
(Skarie, Nelson), carried.
2. It was moved and seconded to approve the Right-of-Way Contract Amendment to the current contract with WSB of Minneapolis, for County Project No. SAP 003-622-036 – West Lake Drive Right-of-Way Acquisition Services – WSB Project No. 013563, at a cost of \$22,476.00, for associated expenses, for an additional eight (8) parcels on West Lake Drive; and to authorize and direct the County Engineer, on behalf of Becker County, to execute the agreement amendment, as presented. (Nelson, Knutson), carried.

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

1. It was moved and seconded to approve the “Summary of Timber Tracts Offered”, to include the Ten (10) Timber Tracts, as presented, for public oral auction on Friday, October 4, 2019 at 10:00 a.m. (Knutson, Nelson), carried.

Land Use – Environmental Services: Steve Skoog presented:

1. It was moved and seconded to accept the low quote of \$15,051.97 from B & M Electric (aluminum conductor), to provide electrical wiring to the new 250-amp service panel, optical sorter and new air compressor, relative to the change order for the installation of additional equipment in the Material Recovery Facility (MRF). (Knutson, Skarie), carried.

Land Use – Parks & Recreation: Guy Fischer presented:

1. It was moved and seconded to accept the low quote of \$8,430.00 from Boit Excavating, for the excavation and placement of rocks for the Dunton Locks Dry Dock Project, as presented. (Nelson, Knutson), carried.

West Central Initiative (WCI): Update & 2020 Budget Request: Presenters: Rebecca Petersen, Development Director; Jill Amundson, Associate Planner; and Samantha VanWechel-Meyer, Development Specialist:

1. Staff, as noted above, from West Central Initiative (WCI) in Fergus Falls, MN, were present and provided an overview and summary of activities of WCI, relative to the region and Becker County. They thanked the Board for their support, noting that WCI is initiating a new three-year strategic plan and with more resources available, is also requesting an increase of support to the WCI; \$6,500 for the coming year and \$7,500 for the following two years of the strategic plan.

The Board thanked them for the information provided and noted their support for the budget increase of \$6,500.00 for 2020 to the WCI.

Red River Watershed Management Board – Robert L. Sip, Executive Director presented:

1. Robert L. Sip, Executive Director of the Red River Watershed Management Board (RRWMB) provided an overview of the handouts he presented including the 2018 Annual Report, brochure of the RRWMB - “Investing in and Managing the Watershed of the Red River Basin”, and the RRWMB Approved 2020 Operating and Project Budget Report. He reported that the Approved 2020 Budget is at \$7,792,970. He also provided clarification on questions relative to the RRWMB – Membership Watershed District Tax Levy Income Structure and the Board thanked him for the information.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve Resolution 09-19-1C, to hire a full-time Adult Services Case Aide through the normal hiring process and if filling that vacancy creates another vacancy in Human Services, to fill that vacancy also. (Grimsley, Skarie), carried.
2. It was moved and seconded to approve Resolution 09-19-1D, to hire a full-time Public Health Registered Nurse through the normal hiring process and if filling that vacancy creates another vacancy in Human Services, to fill that vacancy also. (Grimsley, Skarie), carried.

3. It was moved and seconded to approve and adopt the changes to the Volunteer Driver Policy, as presented, which include, but are not limited to, the requirement that a Physician's Statement be completed by the driver and their physician, and returned to Becker County, to ensure the safety of our volunteer drivers and our clients. (Skarie, Grimsley), carried.
4. It was moved and seconded to approve Attachment 1 to Exhibit 1 of the Work Number Participation Agreement, as presented, to receive Services under the provisions of the MN Department of Human Services Procurement Contract. (Grimsley, Skarie), carried. It was noted that the County Attorney has reviewed the Attachment/Agreement and that the County is not responsible for any dollar amount.
5. It was moved and seconded to approve the Human Services claims for Human Services, Public Health, and Transit, as presented. (Grimsley, Skarie), carried.

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

/s/ Michael Brethorst
Michael Brethorst
County Administrator

/s/ John Okeson
John Okeson
Board Chair