

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, October 15, 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 Commissioners and following Open Forum: Add: Review of Board Minutes of October 1<sup>st</sup>, 2019 and under Number 3: Appointments: Add: b) Appointment of new County Assessor: Resolution 10-19-2F; and Under Sheriff: Number 2: Discussion – Part-Time Court Bailiff: Add: Resolution 10-19-2G. (Knutson, Grimsley), carried.

Commissioners

1. Open Forum: No one was present.
2. It was moved and seconded to approve the minutes of October 1<sup>st</sup>, 2019, with the requested changes. (Skarie, Knutson), carried.
3. Reports & Correspondence: The Commissioners reported on the following meetings:
  - a. Commissioner Skarie: Environmental Affairs Committee, Human Services Committee, and attended a Community Health Conference.
  - b. Commissioner Grimsley: Recreational Advisory Committee (RAC), Human Services Committee, Finance Committee, Becker County Historical Society & Museum Building Committee and Special Session regarding contracting with architect for the Historical Society's Building Construction Project.
  - c. Commissioner Okeson: Becker County Historical Society & Museum Building Committee, Highway Committee, Sheriff's Committee, and attended the NW Communications Board meeting.
  - d. Commissioner Knutson: Sheriff's Committee, Recreational Advisory Committee (RAC), Courthouse Committee, Law Library meeting, and attended the Becker County Land and Timber sales.
  - e. Commissioner Nelson: Provided input on various meetings relative to the other commissioner's reports.

4. Appointments:
  - a. Official notification has been received by the Cormorant Lakes Watershed District (CLWD) for an upcoming appointment needed to the CLWD Board of Managers, with the current term set to expire on December 31, 2019.
  - b. It was moved and seconded to approve Resolution 10-19-2F, to appoint Lisa Will as the Becker County Assessor, for the remaining term of the current County Assessor, Steve Carlson, due to his upcoming retirement, with her position effective beginning November 2, 2019 through December 31, 2020, and with the understanding that the appointment is still contingent on the approval from the Minnesota Commissioner of Revenue. (Knutson, Skarie), carried.

The Board congratulated Ms. Will on her new position and noted that in accordance with MN State Statute, the Oath of Office for her new position as Becker County Assessor will be conducted at the next Board meeting on Tuesday, November 5, 2019.

5. It was moved and seconded to approve Resolution 10-19-2A, the Board of Commissioner's Scheduled Meeting Dates for 2020, as presented. (Nelson, Skarie), carried.
6. It was confirmed that the Annual Becker County Holiday Tea provided by the Commissioners, will be held in the Board Room of the Courthouse following the Regular Board meeting on Tuesday, December 17<sup>th</sup>, 2019.
7. The Association of MN Counties (AMC) District 4 meeting will be held on Friday, October 25<sup>th</sup>, 2019 from 8:00 a.m. – 1:00 p.m. at the Otter Tail County Government Services Building in Fergus Falls, MN.
8. The Becker County Association of Township Officers Fall meeting will be held on Wednesday, October 30<sup>th</sup>, 2019 beginning at 7:00 p.m., with registration from 6:30 p.m. – 7:00 p.m., in the Becker County Courthouse - 3<sup>rd</sup> Floor Jury Assembly Room – Courts Addition.
9. It was also noted that a Work Session will be held following the next Board meeting on Tuesday, November 5<sup>th</sup>, to include discussion and possible action relative to the proposed new Highway Building.

County Administrator – Mike Brethorst presented:

1. The Finance Committee recommended tabling the agenda item relative to Becker County's support and contribution to the North Country Food Bank - Capital Campaign.

It was the consensus of the Board to table the agenda item for now and for the Finance Committee to review again once additional information is received.

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. 10/01/2019 in the amount of \$ 18,075.42
    - ii. 10/08/2019 in the amount of \$ 16,683.82For a total amount of..... \$ 34,759.24
  - b. Over-90-Days:
    - i. Essentia Health – dated 02/20/2019 - in the amount of \$263.01 (invoice just received);
    - ii. Interstate Power Systems – dated 03/15/2019 - in the amount of \$334.96 (invoice just received);
    - iii. Potty Shacks – dated 04/11/2019 - in the amount of \$615.00 (invoice just turned in);For a total amount of \$1,212.97.
  - c. Additional Items:
    - i. Steve Viste – credit card charge at Arby's in Fargo, ND – in the amount of \$7.94 (no itemized receipt);
    - ii. Eric Bergren – credit card charges at Copper Lantern, St. Cloud, MN – for \$17.24 (no itemized receipts);
    - iii. Wayne Tolbert – credit card charges at Val's Rapid Service – for \$20.00 (no itemized receipts);
    - iv. Scott Sachs – credit card charge at Super Buffet – in the amount of \$9.99 (no itemized receipt).For a total amount of \$55.17.

(Knutson, Skarie), carried.

2. It was moved and seconded to approve the GIS Server Migration through ProWest and Associates, at a cost of \$1,484.76. (Nelson, Knutson), carried.
3. It was moved and seconded to approve the Annual VMware Renewal and Upgrade (One-Year Contract), at a cost of up to \$5,115.37 from Marco, pending other quotes to be received yet. (Nelson, Knutson), carried.

4. It was moved and seconded to approve the “All-Call System” SA – Announce Annual Renewal and Upgrade (One-Year Contract), at a cost of \$1,395.00 from Marco. (Nelson, Knutson), carried.
5. It was moved and seconded to approve the purchase of the Extreme Summit X450-G2 48 Port Switch, to replace the 14-year old Cisco Switch at the Highway Department, at a cost of \$6,176.00 from High Point Networks, LLC, less \$5,500.00 credit, with a net cost of \$676.00. (Nelson, Knutson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. It was moved and seconded to approve the following Tobacco License – Renewals:
  - a. Elbow Lake Store & Bar – Round Lake Township;
  - b. Two Inlets Country Store – Two Inlets Township;
  - c. Tri-Lakes Roadhouse – Cormorant Township;
  - d. The Dollar General – Cormorant Township;
  - e. Cormorant Store, Inc. – Cormorant Township;
  - f. 4 Corners – Erie Township;
  - g. Richwood Store – Richwood Township;
  - h. Richwood Off-Sale, Inc. – Richwood Township;
  - i. County 6 Gas & Bait – Lake View Township;
  - j. Wildflower Golf Course – Lake Eunice Township.(Nelson, Skarie), carried.
2. It was moved and seconded to accept the August 2019 Cash Comparison and Investment Summary, as presented. (Grimsley, Nelson), carried.

Sheriff: Todd Glander presented:

1. It was moved and seconded to approve Resolution 10-19-2C, to hire a part-time variable Court Security Screener through the normal hiring process, due to a resignation. (Knutson, Nelson), carried.
2. It was moved and seconded to approve Resolution 10-19-2G, to hire one (1) additional part-time Bailiff and to increase the two (2) existing part-time Bailiff positions, up to 28 hours per week (.7 FTE), due to the increased Bailiff needs during court proceedings and the State of Minnesota adding another Judge to Becker County, requiring additional Bailiff time. (Knutson, Okeson), carried.
3. County Administrator, Mike Brethorst, requested consideration to grant the Sheriff and the County Administrator appointment authority for the position of Jury Bailiff, when and as needed.

The Board was in support of the request and directed the County Administrator to add the appointment authority for the Jury Bailiff to the list of “Becker County Administrative Rules”, and to bring forward for approval with the 2020 Budget. This document provides the County Administrator the authority to approve and/or execute various types of transactions, requests and decisions relative to Personnel and Operational issues.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 10-19-2D, as presented, to accept completed Project Number CP 003-618-002, consisting of Box Culvert, Approach Grading and Aggregate Surfacing at CSAH 18, 2.4 miles west of CSAH 7, and to authorize final payment in the amount of \$5,458.18 to Houle Excavating of Little Falls, MN, prepared and processed by the Highway Department. (Skarie, Nelson), carried.
2. The Highway Road Tour will remain scheduled for Tuesday, October 29<sup>th</sup>, with departure from the Highway Department at 8:15 a.m.
3. It was moved and seconded to approve Resolution 10-19-2E, as presented, to accept completed Project Number SAP 003-030-002, consisting of Roadway Lighting in Audubon, MN at CSAH 13 & CSAH 11, Intersection with TH 10, and to authorize final payment in the amount of \$2,602.35 to Otter Electric, LLC of Fergus Falls, MN, prepared and processed by the Highway Department. (Knutson, Nelson), carried.
4. It was moved and seconded to approve the disposal of the following miscellaneous equipment that is no longer used and to sell the equipment at any auction site open to the public:
  - a. 1983 Ford LN7000 – Old Weed Spraying Truck (Weed spraying is a contracted item)
  - b. Walk-Behind 1981 Jerry Mower
  - c. 1975 Post Hole Digger
  - d. Gas Engine removed from shouldering machine (converted shouldering machine to hydraulic)
  - e. Arc Welder(Nelson, Knutson), carried.
5. Discussion was held regarding the request to purchase a Pressure Washer/Steamer for the Ponsford Shop, with the low quote at \$6,150.00 from All American Pressure Washer, St. Peter, MN. The Board recommended waiting to approve the purchase until further research could be done on using a pressure washer/steamer versus a pressure washer only.

Planning & Zoning: Kyle Vareberg presented: There were individuals present including Keely Steele, Erin E. Foley, and Peter Randolph; however, no one addressed the Board.

1. It was moved and seconded to concur with the Planning Commission (October 8, 2019), to approve a Conditional Use Permit (CUP), as submitted by James and Nancy Vareberg, for a dog/cat grooming, pet daycare, and boarding business, for the project located at 24959 County Highway 6, Detroit Lakes, MN. (Knutson, Skarie), carried.
2. It was moved and seconded to concur with the Planning Commission (October 8, 2019), to approve a Conditional Use Permit (CUP), as submitted by Seth Marlett ET AL, for an online consignment auction and used car dealership, for the project located at 29374 580<sup>th</sup> Avenue, Park Rapids, MN, with the stipulation there be no more than six (6) vehicles stored outside, following the business plan as it was presented. (Knutson, Skarie), carried.
3. It was moved and seconded to concur with the Planning Commission (October 8, 2019), to approve a Conditional Use Permit (CUP), as submitted by Mark and Carol Bement, for a 100' x 40' building to have five (5) rentable storage units, for the project located at County Highway 20, Detroit Lakes, MN. (Skarie, Nelson), carried.
4. It was moved and seconded to table the request as submitted by Kohl Skalin and S. Askelson until the next Board meeting, a request for a change of zone from Agricultural to Residential for Track A (~1.44 Ac) and Track B (~1.44 Ac) with the remaining track to remain zoned Agricultural, for the project located at County Road 149, Detroit Lakes, MN, and to extend the "60-Day Rule". [December 20, 2019]. (Skarie, Knutson), carried.
5. It was moved and seconded to concur with the Planning Commission (October 8, 2019), to approve a Final Plat (The Shores on Boyer Lake), as submitted by J & A Farms, LLC, for the project located at Highway 10, Lake Park, MN. (Knutson, Nelson), carried.
6. It was moved and seconded to concur with the Planning Commission (October 8, 2019), to approve the request as submitted by Steve and Leah Lymburner, for a Conditional Use Permit (CUP), for the installation of a 199' telecommunications tower with related group equipment for the project located at County Highway 44, Ponsford, MN, and as per Becker County's current ordinances for screening purposes. (Nelson, Knutson), carried.
7. Richard and Dana Laine tabled their application on October 3, 2019, to request a Conditional Use Permit (CUP) for a Commercial Planned Unit Development (PUD), to have 14 RV Sites and a 21-Slip Dock System, for the project located at 20781 County Road 117, Osage, MN.

Human Services: Denise Warren presented:

1. It was moved and seconded to approve the Koble-MN Health Information Organization (Koble-MN HIO) Participation Agreement, as presented. (Grimsley, Skarie), carried. It was noted that Clay County is the fiscal host, with no cost to Becker County.
2. It was moved and seconded to approve the MN Department of Human Services – 2020-2021 County MFIP Biennial Service Agreement, as presented, effective January 1, 2020 – December 31, 2021. (Skarie, Grimsley), carried.
3. It was moved and seconded to approve to contract with Mahube-Otwa, in conjunction with Wadena and Otter Tail Counties, and possibly Marshall County, to provide Child Care Assistance Program (CCAP) services to Becker County, at a cost of \$43,363.00 per year to Becker County, effective January 1, 2020. (Grimsley, Skarie), carried.
4. It was moved and seconded to approve the Human Services claims for Human Services, Public Health, and Transit, as presented. (Grimsley, Skarie), carried.

Land Use – Environmental: Steve Skoog presented:

1. It was moved and seconded to approve entering into a construction management service contract with Ledgestone, Inc., with final approval from the County Attorney's Office; to manage the fire damage repairs to the Transfer Station, with the initial repair cost estimate at \$326,081.25, to be paid by Minnesota Counties Intergovernmental Trust (MCIT), and to authorize the Board Chair to sign said agreement. (Knutson, Skarie), carried.
2. It was moved and seconded to approve to enter into a Concrete Crushing Contract with Hanson Custom Crushing, Forest Lake, MN, with final approval from the County Attorney's office, and to accept the low quote of \$74,000.00 to crush 10,000 CY of concrete this fall/winter. (Knutson, Nelson), carried.
3. It was moved and seconded to approve the purchase and installation of a 1,500 gallon Sewage Holding Tank at the Solid Waste Transfer Station and to accept the low quote of \$3,500.00 from Boit Excavating, and with Esser Plumbing to connect to the existing waste line and install a clean-out and connect to the holding tank, at a cost of \$1,784.50, which includes permits and state inspection plan review and inspection. (Skarie, Knutson), carried.
4. It was moved and seconded to purchase a Forklift Bucket Attachment, as presented, to move sorted commodities, and to accept the low quote of \$1,665.02 from Titan Manufacturing, Fargo, ND. (Knutson, Skarie), carried.

5. It was moved and seconded to purchase four (4) Custom Steel Containers from Fabwurx, Inc., at the low quote of \$6,499.00 each, for a total of \$25,996.00, plus tax. (Skarie, Knutson), carried. It was noted that \$16,000.00 of the cost will be covered by a recycling grant.
6. It was moved and seconded to authorize the repairs to the fire-damaged equipment (payloader, backhoe, skid steer, and forklift) at the Transfer Station, as presented. (Skarie, Nelson), carried. The repairs will be paid by MCIT and done by the dealerships, as the warranties are still good.

Human Resources – County Administrator, Mike Brethorst, presented:

1. It was moved and seconded to approve the low quote from Do-Right Construction in the amount of \$34,871.12, for the Remodeling of the Court Administration space, to accommodate the addition of another judge to work part-time at Becker and Otter Tail Counties. (Nelson, Knutson), carried. It was noted that this was an unplanned expense, with funds to be taken out of cash reserves.
2. It was moved and seconded to move into Closed Session for Union Negotiations. (Grimsley, Knutson), carried.

Closed Session – those present included the commissioners, Mike Brethorst, Mary Hendrickson, and Cindy Courneya.

It was moved and seconded to move back into Regular Session. (Knutson, Grimsley), 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