

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, May 7, 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, Grimsley, Nelson, Knutson, 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: at approximately 11:00 a.m., Add: Number 4: Work Session/Lunch – Public Works Facility Discussion and Under Auditor-Treasurer: Add: Number 4: Personnel Request – Part-Time Licensing Clerk: Resolution 05-19-1F. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the minutes of April 16, 2019, with the requested changes. (Knutson, Skarie), carried.

Commissioners

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Nelson: Minnesota Rural Counties (MRC), Courthouse Committee, Highway Committee, Zoning Ordinance Review Committee, and Economic Development Authority (EDA).
 - b. Commissioner Skarie: Environmental Affairs Committee, Senior Council on Aging, Becker County Children’s Initiative, Lakeland Mental Health Planning Committee.
 - c. Commissioner Grimsley: Becker County Historical Society & Museum, Lake Agassiz Regional Library (LARL) Executive Committee, Transit, Development Achievement Center (DAC), Becker County Recreational Advisory Committee (RAC), and Finance Committee.
 - d. Commissioner Okeson: Jail Committee, Becker County/Detroit Lakes Airport Commission, West Central Juvenile Center, Sheriff’s Committee, and attended an Airport Conference in Wilmar and the State Emergency Communications Annual Conference in St. Cloud, MN.
 - e. Commissioner Knutson: Economic Development Authority (EDA), Prairie Lakes Municipal Solid Waste Authority (PLMSWA), Natural Resources Management (NRM), and Jail Committee.

- f. County Administrator, Mike Brethorst, provided a brief update on the Sales Tax for the Jail Construction Project. It was noted that the Jail Construction Committee will meet for a Jail Reconciliation meeting.
 - g. Commissioner Grimsley noted that Boys and Girls Club Executive Director, Patrick Peterman, and Board President, Ron Mueller, attended the Becker County Finance Committee meeting on Monday, May 6th. They provided an update on the Capital Campaign for the Boys and Girls Club and brought forward a request for Becker County to consider contributing towards the campaign.
3. Appointments: Notification was received on April 22, 2019 from the Pelican River Watershed District of three (3) Board of Manager's terms set to expire on May 25, 2019. The positions have been advertised and will be considered at the Board meeting of May 21, 2019, with all three members expressing interest in serving another term.

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. 04/16/2019 in the amount of \$ 76,153.99
 - ii. 04/19/2019 in the amount of \$ 22,747.98 (Cost-Effective)
 - iii. 04/23/2019 in the amount of \$ 312,451.23
 - iv. 04/24/2019 in the amount of \$ 2,861.26 (Cost-Effective)
 - v. 04/30/2019 in the amount of \$ 22,024.51
- for a total amount of \$ 436,238.97

b. Over-90-Days:

- i. Becker County Sheriff – in the amount of \$410.40 – Service Fees on 07/01/2018 (invoice just turned in).
- ii. Dynamic Solutions – in the amount of \$1,755.00 – from 01/03/2019 (invoice just received).
- iii. Nardini – in the amount of \$183.50 – from 09/19/2018 (invoice was sent to wrong address).
- iv. West Central Regional Juvenile Center – in the amount of \$20,875.00 – from 10/01/2018 (invoice just received).

(Grimsley, Knutson), carried.

2. It was moved and seconded to approve the purchase of the Sophos Intercept-X Software License, as presented, at a cost of \$4,241.25, from SHI, Somerset, Jew Jersey for malware detection and prevention. (Nelson, Knutson), carried.

3. It was moved and seconded to approve the purchase of Nimble Storage Array Expansion Drives at a cost of \$56,570.00 from High Point Networks, Detroit Lakes, MN. (Knutson, Nelson), carried.
4. It was moved and seconded to approve the purchase of Dell Production and Back-up Server with Veeam Software License at a cost of \$68,520.00 from High Points Network, Detroit Lakes, MN. (Nelson, Knutson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses & Permits:
 - a. It was moved and seconded to approve Resolution 05-19-1A, to approve the Gambling Application for Exempt Permit to conduct Gambling by the Humane Society of the Lakes, on June 8, 2019 at Seven Sisters, 25275 South Melissa Drive, Detroit Lakes, MN in Lakeview Township. (Knutson, Grimsley), carried.
 - b. It was moved and seconded to approve the new Liquor License On-Sale (Includes Sunday Sales) for Branch Creek Vineyard, LLC – Steve & Lauren Zima and Avere & Erica Marquis – Lakeview Township. (Knutson, Grimsley), carried. Owners, Steve and Lauren Zima and Avere Marquis were present at the meeting today.
 - c. It was moved and seconded to approve the Tubing Permits as follows:
 - i. Charlie’s Ottertail Tubing – James & Cathleen Pihlaja – Erie Township;
 - ii. K & K Tubing – Roger J. Klemm – Erie Township.(Knutson, Skarie), carried.
2. It was moved and seconded to approve Resolution 05-19-1C, to hire a full-time Property Tax Specialist/Election position through the normal hiring process, due to a resignation. (Knutson, Skarie), carried.
3. It was moved and seconded to approve Resolution 05-19-1F, to hire a part-time Licensing Clerk position from the current applicant list or advertise, if needed, due to a resignation. (Knutson, Grimsley), carried.
4. It was moved and seconded to accept the March 2019 Cash Comparison and Investment Summary, as presented. (Grimsley, Knutson), carried.

Information & Technology (IT): Stacie White presented:

1. A brief discussion was held in reference to the agenda item, “Data Request Form and Data Request Guide”, with the item to be tabled for now and brought back to the Board for further consideration and approval.

Sheriff: Todd Glander presented:

1. It was moved and seconded to authorize using donated funds to purchase a K-9 Package in the amount of \$25,510.00, for the purchase and training of a second K-9. (Knutson, Nelson), carried.
2. It was moved and seconded to approve the purchase of one (1) Model Year 2020 Ford Hybrid Utility Squad Vehicle for K-9 Squad, and to accept the low quote from Webber Ford, Detroit Lakes, MN in the amount of \$37,121.00. (Knutson, Nelson), carried.
3. It was moved and seconded to approve the sale of forfeited vehicles and old squad car equipment as follows:

a. **Vehicles & Other Items for Sale through Do-Bid:**

- i. 1991 Ford F-150 – VIN #: 1FTEX14N4MKA62976
- ii. 1999 Chevy Silverado – VIN #: 1GCEK19T0E218276
- iii. 1998 Ford Pass Car – VIN #: 1FAFP6636WK270458
- iv. 1996 Chevy Suburban – VIN #: 1GNFK16RXTJ351858
- v. 1998 Ford Expedition – VIN #: 1FMRU18W1WLA23638
- vi. 2001 Volkswagen Passat – VIN #: WVWPD63B71P213703
- vii. 1989 Volvo Station Wagon – VIN #: YV1AX8859K1837397
- viii. 2002 Audi Quattro – VIN #: WAULC68EX2A193744
- ix. 1994 Ford Temp – VIN #: 1FAPP36X6RK169155
- x. 1995 Subaru Impreza – VIN #: JF1GF2354SG813714
- xi. Boat/Motor/Trailer -
1973 Alumacraft 14 Foot – VIN #: G797017729723
20 Horse Jonson – VIN #: E342246
1980 Trailer – VIN #: Unknown
- xii. John Deere Riding Lawn Mower – VIN #: Moo111H288685
- xiii. Miscellaneous Evidence/Lost/Recovered Items -
Old Squad Car Equipment (push bumpers, lights, prisoner cages, etc.)

b. **Vehicles for Sale through Mid-State Auto Auction:**

- i. 2002 Subaru Legacy – VIN #: 4S3BH675327666737
- ii. 2004 Mercury Mountaineer – VIN #: 4M2ZU86K24ZJ36578
- iii. 2007 Pontiac G-6 – VIN #: 1G2ZH58N274111881
- iv. 1999 Chevy Blazer – VIN #: 1GNDDT13W1X2712445
- v. 1996 GMC Sierra Club Cab – VIN #: 2GTEK19R7T1546729

(Knutson, Skarie), carried.

4. It was moved and seconded to authorize applying for Body Worn Camera Grants, as available. (Knutson, Grimsley), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 05-19-1D, to fill the vacant full-time Engineering Technician IV position, due to a retirement as of March 1, 2019, and to create and advertise for a Senior Engineering Technician and an Engineering Technician simultaneously, as outlined in said resolution, and if not an adequate number of qualified applicants for the Senior Engineer Technician position, to interview and hire for the Engineering Technician position and eliminate the Senior Engineer Technician position. (Nelson, Skarie), motion failed.

Other options were discussed with it suggested to approve filling a seasonal Engineering Tech position, with further discussion to be held in between now and the next board meeting.

It was moved and seconded to approve to interview and hire one (1) seasonal Engineering Tech position, as discussed. (Knutson, Grimsley), carried.

2. It was moved and seconded to approve the Engineering Determination Fee for Transmission Line Encroachment or Relocation agreement for work provided by Great River Energy forces, relative to the reconstruction of CSAH 26/Old TH 225, at an estimated cost of \$33,347.00, and for the whole 5-1/2 miles, as discussed, with the cost adjusted; to include costs for survey work, engineering work for line modeling the new pole locations/modifications and all associated travel costs, and to authorize the County Engineer to execute said agreement. (Nelson, Knutson), carried.
3. It was moved and seconded to accept the Professional Services Proposal from Meadowland Surveying for the West Lake Drive Project/CSAH 22 Right of Way Platting in the amount of \$11,000.00, plus an additional amount of \$3,500.00 to monument the final right of way boundaries at the completion of the project construction work; and to authorize the work be done relative to the West Lake Drive Project, as presented. (Nelson, Grimsley), carried.
4. It was moved and seconded to approve the purchase of either a V-XT Steel V Plow or a Poly Plow at an amount of up to \$7,000.00 from Bert's Truck Equipment, Moorhead, MN, and at State contract pricing. (Knutson, Skarie), carried. It was noted that a used Armor Radio was available for purchase from Itasca County in Grand Rapids at a cost of \$400.00.

Planning & Zoning: Kyle Vareberg presented:

1. Laura McKnight and Robin Beck from the MMCDC presented information regarding HUD's requirement for an environmental review for the EDA properties to be completed every five (5) years.

It was moved and seconded to authorize Planning & Zoning Supervisor, Kyle Vareberg, to sign off on the environmental review for the EDA properties, as discussed. (Grimsley, Knutson), carried.

2. It was moved and seconded to approve the Septic System Inspection/Review Fee increase of \$75.00 per residential permit and with permits issued for systems over 2500 gpd to be billed at actual cost, effective June 1, 2019, and with the estimated increased revenue of \$24,150.00 to be used to support a full-time sewer inspector. (Knutson, Grimsley), carried.
3. It was moved and seconded to approve Resolution 05-19-1E, to eliminate the part-time Sewer Inspector position and to create an additional full-time Sewer/Zoning Technician Position, and to fill that position, due to a resignation, workload, and recruitment; and to fill the position through the normal hiring process. (Knutson, Skarie), carried.

Human Services: Denise Warren presented:

1. It was moved and seconded to accept the Human Services reports for Adult Services, Behavioral Health, Child & Family Services, Child Support, Public Health, Financial Services, and Waiver Report, as presented. (Grimsley, Skarie), carried.
2. 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 – Parks & Recreation: Guy Fischer presented:

1. It was moved and seconded to approve the Master Trails Plan Contract with SRF Consulting Group, Inc. in Minneapolis, MN in the amount of \$47,150.00. (Grimsley, Skarie), carried.
2. It was moved and seconded to accept the MN Department of Natural Resources (MN-DNR) Grant and to approve the contract for the Dry Dock Lake Channel Restoration Project in the amount of \$45,913.00, and to include the purchase of the bridge for up to an amount of \$14,300.00 using County funds. (Skarie, Knutson), carried.
3. It was moved and seconded to approve the continuance of the Potty Shacks Service Contract for 2019-2020 at a cost of \$6,649.00. (Knutson, Skarie), carried.

Land Use – Natural Resources Management (NRM): Steve Skoog presented:

1. It was moved and seconded to award the 2019 Bud Capping Contract to Northwoods Forestry, Inc. in the amount of \$55.80/acre for 278.5 acres, with the total amount at \$15,540.30. (Nelson, Knutson), carried. It was noted that only one bid was received.
2. It was moved and seconded to award the 2019 Site Preparation Contract to Future Forests for a total cost of \$11,922.60. (Nelson, Knutson), carried. It was noted that only one bid was received.
3. It was moved and seconded to award the 2019 Native Plant Community (NPC) Classification Professional Service Contract to Wolf Consulting, Detroit Lakes for an amount not to exceed \$10,000.00. (Nelson, Skarie), carried. It was noted that Wolf Consulting was the sole bidder.

Land Use – Environmental: Steve Skoog presented:

1. It was moved and seconded to approve the Professional Services/Recycling Machinery Installation Contract with Titus Maintenance & Installation Services, Inc., and to approve the quote for the total amount of the project, at an amount of up to \$300,675.00. (Knutson, Don), carried.

It was moved and seconded to approve the transfer of funds from the Gravel Reserve Fund to the Environmental Affairs Fund for the recycling equipment installation, as discussed, in the amount of \$300,675.00. (Skarie, Knutson), carried.

2. It was moved and seconded to approve the purchase of a galvanized 16' Low Pro Dump Trailer and to accept the low quote from Ultimate Custom Transportation, Fargo, ND in the amount of \$9,816.00. (Nelson, Skarie), carried.
3. It was moved and seconded to increase the Seasonal Temporary Worker hours as needed, for up to 67 days. (Knutson, Skarie), carried.

Human Resources: Nancy Grabanski presented:

1. It was moved and seconded to approve the reappointments to the Personnel Board of Appeals for the following:
 - a. Tom Hunt for term beginning June 1, 2019 through April 30, 2021
 - b. Jean Evans for term beginning May 1, 2019 through April 30, 2022(Knutson, Skarie), carried.
2. It was moved and seconded to approve Resolution 05-19-1B, to hereby close the meeting for discussion relative to a Union Grievance, pursuant to attorney-client privilege, as per MN State Statute. (Knutson, Grimsley), carried.

3. Closed Session was held for discussion relative to a Union Grievance.
4. It was moved and seconded to approve to open back into Regular Session. (Knutson, Grimsley), carried.

Chair Okeson noted that following the Regular Board meeting, the Board would move into the scheduled Work Session/Lunch, for further discussion on the proposed Public Works Facility. Being no further business, Chair Okeson adjourned the Regular meeting.

/s/ Michael Brethorst
Michael Brethorst
County Administrator

/s/ John Okeson
John Okeson
Board Chair

Following the Regular meeting, the commissioners, County Administrator, Michael Brethorst, Highway Engineer, Jim Olson, and Highway staff attended the Work Session/Lunch for the Public Works Facility Discussion.