

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, August 3, 2021 at 8:15 a.m.
LOCATION: First Floor – Board Room, Courthouse

Agenda/Minutes

1. Meeting was brought to order by Board Chair Nelson. Commissioners in attendance: Nelson, Knutson, Okeson, Grimsley and Vareberg; County Administrator, Mike 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 Highway: Number 3a: New Public Works Facility Update: change: Bid Package #2 to read Bid Package #1 and Add: #4: Asphalt Paving – Highway 13 Overlays. (Okeson, Knutson), carried.
4. It was moved and seconded to approve the minutes of July 20th, 2021, with the requested changes. (Knutson, Grimsley), carried.

Commissioners:

1. Open Forum: There were several citizens present for the Planning and Zoning agenda item, the request from Joey Stahl to approve a Conditional Use Permit (CUP) to operate a seasonal R.V. Park. It was noted that the item was tabled at the last Board of Commissioner's meeting on July 20th until today.

The following voiced their concerns and opposition to the proposed CUP, referencing letters they sent as well to the commissioners:

- a. Lynette Peterson – resident of Elbow Lake; one of three neighbors adjacent to the proposed R.V. Park (right in front of it).
 - b. Reece Peterson – President of Elbow, Juggler and Little Bemidji Lake Association and resident of Elbow Lake in the summer.
 - c. Mike Blackburn – seasonal/summer resident of Elbow Lake.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - a. Commissioner Knutson: Environmental Affairs Committee, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), Zoning Ordinance Advisory Committee, and Finance/Courthouse Committee.
 - b. Commissioner Vareberg: Environmental Affairs.

- c. Commissioner Grimsley: Becker County Historical Society & Museum, Development Achievement Center (DAC) – Negotiation Committee, and Sunnyside Board.
- d. Commissioner Okeson: Becker County Historical Society & Museum – Building Committee, Airport Committee, One-Watershed/One-Plan Policy Committee-Ottertail, Technical Advisory Committee, Highway Committee, and Wannigan Regional Park meeting.
- e. Commissioner Nelson: Sunnyside Board, Highway Committee, Lakeland Mental Health, Becker County Soil & Water Conservation District. He also referenced the success of the Becker County Fair, noting the great turnout and expressed thanks and appreciation for all who volunteered. He also asked for input from the Board relative to the CLWD request to review the Becker County Ordinance for “no-wake zones”. The item will be brought through Planning & Zoning for further discussion.

3. Appointments:

- a. It was moved and seconded to appoint Lyle Hansen to the Cormorant Lakes Watershed District Board of Managers, to fulfill the remainder of a three-term set to expire on December 31, 2023. (Nelson, Okeson), carried.

County Administrator: Mike Brethorst presented:

- 1. Proclamation – Employee Appreciation Day – July 27th: Resolution 08-21-1B:
 - a. County Administrator, Mike Brethorst, announced that Governor Walz has proclaimed July 27, 2021, as “County Staff Appreciation Day”, in honor of County staff, for their dedication and commitment to public service and exemplary leadership shown during the 2020 COVID-19 pandemic.
 - b. To formally acknowledge “Staff Appreciation Day” and to thank the Becker County employees, a picnic lunch was prepared and provided by the elected officials on July 27th outside of the Sheriff’s office at the Courthouse.
 - c. It was moved and seconded to approve Resolution 08-21-1B, that the Becker County Board of Commissioners proclaim July 27, 2021, as “County Staff Appreciation Day”, to extend thanks to Becker County staff and to express their deep gratitude for their excellence in public service during the COVID-19 pandemic. (Grimsley, Knutson), carried.
- 2. Appointed Boards & Committee Salary Setting (2021-2022): Resolution 08-21-1C:
 - a. It was moved and seconded to approve Resolution 08-21-1C, to ratify the compensation of the Zoning Ordinance Advisory Committee, effective January 1,

2021, and as follows: 2021 Rate - \$60.00 Chair, \$50 Member; 2022 Rate - \$65.00 Chair, \$55.00 Member, and that all Boards and Committees as noted, can submit for per-diem and mileage reimbursement, in accordance with County Policy. (Knutson, Grimsley), carried.

3. West Central Initiative (WCI) Presentation – Presenters: Rebecca Lynn Petersen, Director of Development; Jenna Ray, Development Associate; Jill Amundson, Innovation Strategist; Ron Zeman, Detroit Lakes City Council Member; and attending virtually were WCI Board Members, Barb Fabre and Jackie Buboltz:
 - a. Information was provided on WCI grants, funding, and projects relative to Becker County. It was noted that this past year and during the COVID-19 Pandemic, WCI provided Becker County \$18,850 in loans and over \$693,700 in grants such as Emergency Child Care Grants and Small Business Relief Grants.
 - b. WCI is working on gradually increasing funding from units of government in the region over the next five (5) years, and therefore, are requesting an increase of 20% from Becker County. Becker County’s contribution in 2021 was \$6,500 and would increase to \$7,800 for 2022, if approved.
 - c. Chair Nelson thanked the WCI staff and Board members for attending and the information provided. He noted that the Board will include WCI’s request to increase Becker County’s contribution, as noted, during Becker County’s 2022 budget discussions.

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 Issues, as presented:
 - a. Auditor Warrants (Tuesday Bills):
 - i. 07/21/2021 in the amount of \$ 303,617.02
 - ii. 07/23/2021 in the amount of \$ 5,923.14
 - iii. 07/27/2021 in the amount of \$ 210,628.31
for a total amount of \$ 520,168.47
 - b. Over-90 Days:
 - i. Mn Department of Corrections – dated 10/12/2020 – in the amount of \$113,721.58 (was sent to the wrong e-mail).
 - c. Additional Issues:
 - i. Holiday Station for the Sheriff’s Department – in the amount of \$25.88 (missing credit card receipt).(Knutson, Okeson), carried.

Auditor-Treasurer – Mary Hendrickson presented:

1. Licenses and Permits: There were none.
2. Mary Hendrickson reported that the completed 2020 Annual Audit Report was presented on Monday, August 2nd to the Finance Committee by Auditors from Clifton-Larson-Allen, Miranda Wendlandt and Elizabeth Mickelson, and following it was submitted to the State. It was noted that there were no findings on the single audit completed relative to the CARES funding and that everything was satisfactory.

Information Technology (IT) – Stacie White presented:

1. It was moved and seconded to approve moving forward with publishing the Request for Proposal (RFP), with the changes, as discussed, for the required statutory timeframe in the Detroit Lakes Tribune and County website, for Enterprise Resource Planning (ERP) Software, with the issue date of August 3, 2021, and deadline for proposal submittal at 4:30 p.m. on Friday, September 3, 2021. (Knutson, Grimsley), carried.
2. It was moved and seconded to accept the terms of the agreement with Arvig to provide aid to construction, in the amount of \$2,500.00 as a one-time fee and \$264.00 monthly lease rate for the Dark Fiber Drop at the Transfer Station, as presented. (Knutson, Okeson), carried.

Veterans Service Office – Lauri Brooke presented:

1. It was moved and seconded to approve Resolution 08-21-1A, to enter into the County Veterans Service Office (CVSO) - Operational Enhancement Grant Program Agreement, with the grant to provide outreach to County veterans in the amount of \$10,000.00, and that Lauri Brooke, the County Veterans Service Officer, be authorized to execute the CVSO Grant Contract, on behalf of the County. (Knutson, Okeson), carried.

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

1. It was moved and seconded to approve the 2021 Bud Capping Contract to Northwoods Forestry, Inc., Eleva, WI, the sole bid received, for the estimated contract amount of \$21,384.77 on 16 sites covering 346.2 acres at \$61.77/acre. (Knutson, Vareberg), carried.

Planning & Zoning – Request for Conditional Use Permit (CUP) to Operate a Seasonal R.V. Park – Planning & Zoning Director, Kyle Vareberg presented:

1. Kyle Vareberg reported that the request for a Conditional Use Permit (CUP) to operate a Seasonal R.V. Park, for the project located at TBD South Elbow Lake (Parcel #'s: 25.0193.000 and 25.0211.000) was tabled by the Board of Commissioners at their July 20th meeting, to allow time for review/changes of the Business Site Plan and to receive feedback/input from those with concerns.

Chair Nelson invited the developers for the project to the table first and offered to hear new testimony from the public as well:

- a. Scott Walz with Meadowland Surveying and Joey Stahl, the applicant for the request of the CUP and owner of said property, reported that the request has been updated, with the new plan now for 41 units. The applicant, Joey Stahl, also noted that he contacted the Elbow, Juggler, and Little Bemidji Lake Association President and he was still opposed. He also attempted to meet with the neighbors to address their concerns; however, did not hear from anyone.
- b. Bill Taylor, an attorney from Sioux Falls, SD and owner of property on Elbow Lake addressed the Board, voicing his opposition to the project and referencing a letter he sent to the commissioners as well.
- c. Discussion followed with concerns regarding density and the easement.
- d. It was moved and seconded to approve the Conditional Use Permit (CUP) for a Commercial Planned Unit Development with forty (40) R.V. sites and six (6) mooring spaces, based on the Planning Commission Recommendations (July 13, 2021), and with the following stipulations:
 - i. No Jet Skis
 - ii. No Ballast Boats
 - iii. No Day Docking
 - iv. No Launching of Motorized Boats from the Campground
 - v. Prior to the placement or development of proposed units #7 and #8, the easement discrepancy must be resolved with the resort known as Jolly Fisherman. Units #7 and #8 may be placed outside of the easement within the shoreland.
 - vi. The property owner shall not request through the Board of Adjustments, any variance for an increase in the allowed six (6) mooring spaces. If any increase in mooring spaces, it would nullify the current CUP or need County Board approval

with this stipulation being removed. (Vareberg, Knutson), carried 3-2, with Commissioners Nelson and Grimsley opposed.

- e. Prior to calling for the vote, Kyle Vareberg read the Findings of Facts included with the Planning Commission minutes of July 13, 2021.

Human Services – Denise Warren presented:

1. It was moved and seconded to accept the Human Services 2nd Quarter Reports, as presented, for Adult Services, Behavioral Health, Child Protection, Child Support, Income Maintenance, Public Health, and Combined (AS, PH, BH). (Knutson, Grimsley), carried.
2. It was moved and seconded to approve the Human Services Claims for Human Services, Public Health, and Transit, as presented. (Grimsley, Okeson), carried.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 08-21-1D, to fill the vacant full-time Maintenance Worker position with a full-time Maintenance Worker position, due to a resignation as of July 22, 2021. (Okeson, Nelson), carried.
2. It was moved and seconded to approve the 2022 order for a 2023 Mack Tandem Snowplow truck chassis from RDO, to replace the 2009 truck, and to purchase all applicable plow equipment from Towmaster, for the combined total amount of \$263,377.00 (includes sales tax on Chassis only). (Okeson, Knutson), carried.
3. New Public Works Facility Update – Bid Package #1 – Authorize for Bidding:
 - a. McGough Representatives Oliver Finneman, Joe Kasper, and Taylor Werner were present, along with Oertel Architects Representative, Deb Brandwick. A handout was provided from McGough to include Estimate Area Breakouts as of July 28th, Highway Department Facility Schedule (timeline), and Project Budget.
 - b. Timeline was discussed with it recommended to solicit Bid Package 1 in mid-August, to allow for a construction start date of mid-April 2022 and project completion in Spring 2023. There was also discussion on Alternatives #1: Lean-To, #2: Transit Storage, #3: Fuel Island, and #4: Fuel Canopy (for gas pumps).
 - c. It was moved and seconded to approve Bid Package #1 for the construction of the New Public Works Facility, as presented, to include with the Base Project, Alternatives #3: Fuel Island and #4: Canopy for Gas Pumps and to keep Alternatives

#1: Lean-To and #2: Transit Storage separate from the Base Project. (Nelson, Okeson), carried.

- d. It was moved and seconded to authorize advertising for bids for site grading at the New Public Works Facility Project site, with the cost to be shared (50%) with the City of Detroit Lakes. (Okeson, Vareberg), carried.
4. It was moved and seconded to accept the low quote of \$18,270.00 from Driveway Service of Detroit Lakes, MN, to pave approximately 210-ton asphalt in various spots on Becker County Highway #13, Detroit Lakes, MN. (Nelson, Okeson), carried.

Being no further business, Chair Nelson adjourned the meeting.

/s/ Michael M. Brethorst
Michael M. Brethorst
County Administrator

/s/ Barry Nelson
Barry Nelson
Board Chair