

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, September 7, 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, Grimsley and Vareberg; County Administrator, Mike Brethorst, and Minute Taker, Cindy Courneya. Absent: Commissioner Okeson.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following change: Under Human Resources: Add: #3: Outside Stairway Repair – Human Services Building. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the minutes of August 17, 2021, with the requested changes. (Grimsley, Knutson), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports & Correspondence: The commissioners reported on the following meetings:
 - a. Commissioner Grimsley – Becker County Historical Society, Sunnyside Board, Transit Committee, Heartland Trail meeting, and Development Achievement Center (DAC).
 - b. Commissioner Nelson – Lakeland Mental Health (LMH), Highway Committee, Natural Resources Management (NRM), and Finance Committee.
 - c. Commissioner Knutson – Economic Development Authority (EDA), Environmental Affairs Committee, Prairie Lakes Municipal Solid Waste Authority (PLMSWA), Zoning Ordinance Review Committee, and Finance Committee.
 - d. Commissioner Vareberg – EDA and Environmental Affairs Committee.
3. Appointments: There were none.

Wild Rice Watershed District (WRWD) – Update:

1. Duane Erickson, WRWD Board Manager representing Becker County, presented a summary and overview of information he provided to the Board relative to the WRWD Tax Levy for 2022, historical reference from 2013, draft Budget for Administrative General Account for year 2022, WRWD Balance Sheet as of July 31, 2021, and Proposed

2022 Project Assessments. Discussion was held and Board Chair Nelson thanked him for the information provided and for his commitment to serving on the Board of Managers.

Assessor – Lisa Will presented:

1. It was moved and seconded to approve the Abatement, as presented, for: PIN #19.8483.000 in Lake View Township in the amount of -\$176.00, due to Travel Trailer Removed from Resort, for a total of abatements at -\$176.00. (Grimsley, Knutson), carried.

Human Resources – Insurance Changes: HR Director, Amy Rissmann, presented:

1. It was moved and seconded to approve moving forward with the Insurance Committee recommendations, as follows:
 - a. Vision Insurance – to renew with present provider, Avesis.
 - b. Life Insurance – to switch to Sun Life Insurance.
 - c. Disability Insurance – to switch to Sun Life for both Long-Term Disability and Short-Term Disability.(Knutson, Grimsley), carried.
2. The agenda item to consider contracting with National Insurance Services (NIS) to assist the County in seeking employee health insurance quotes was tabled indefinitely.
3. It was moved and seconded to approve either the repair or replacement of the outside stairway at the Human Services Building with Metalwerks, at their low quote of either \$6,531.00 for new aluminum steps or \$4,750.00 for repairing the existing stairs, as presented, and with it dependent on Maintenance Supervisor, Brent Bristlin’s recommendation on which option to use. (Grimsley, Vareberg), carried. It was noted that the project could be completed within the month if the fee has been paid.

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. 08/17/2021 in the amount of \$ 4,026.72
 - ii. 08/20/2021 in the amount of \$ 23,869.18 (Cost-Effective)
 - iii. 08/24/2021 in the amount of \$ 471,484.37
 - iv. 08/31/2021 in the amount of \$ 15,853.41
for a total of \$ 515,233.68

- b. Over-90 Days:
 - i. AMC – dated 06/02/2021 in the amount of \$105.00 (invoice just turned in).
 - ii. MR Sign Co., Inc. – dated 05/27/2021 in the amount of \$478.51 (invoice just received).
- c. Additional Issues:
 - i. Eric Bergren – June Credit Card in the amount of \$128.55 (no statement or receipt).

(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, Vareberg), carried.
- 3. It was moved and seconded to approve to offer ten (10) tracts for Timber Sale Auction on Friday, October 22, 2021; 380.25 acres with 7,194 cords, primarily Aspen, to be offered at public auction. (Knutson, Vareberg), carried.

Auditor-Treasurer – Mary Hendrickson presented:

- 1. Licenses and Permits: There were none.
- 2. It was moved and seconded to accept the July 2021 Cash Comparison, Sales Tax, and Investment Summary, as presented. (Grimsley, Knutson), carried.
- 3. The Personnel Request for a Full-Time Cashier: Resolution 09-21-1A was tabled and will be discussed during the Budget Work Session, immediately following the adjournment of the Regular Board meeting.

Recorder – Historic Book Preservation Agreement: County Administrator, Mike Brethorst, presented:

- 1. County Recorder, Patty Swenson, secured one quote for the History Book Preservation project; it was suggested to possibly postpone approval at this time. Discussion followed and it was then recommended to approve the request to purchase through US Records Midwest, LLC at this time, with it noted to obtain two (2) quotes moving forward for any similar requests.

It was moved and seconded to approve the Historic Book Preservation agreement from US Records Midwest, LLC of Elk River, MN; to encapsulate four (4) Marriage Record

books (letters O-R) and two (2) replacement binders for Miscellaneous Records (9) and Deed Records (106) at a cost of \$4,825.00. (Grimsley, Vareberg), carried 4-1.

Transit – Kevin Johnson presented:

1. It was moved and seconded to approve Resolution 09-21-1B, to enter into an agreement with the State of MN to pay up to 20% of Becker County Transit's yearly facility rent expenses through its annual operating grants, and to approve the County Administrator to execute the agreement upon acceptance and approval of an amended Operating Grant relating to the rent payment, as noted. (Grimsley, Knutson), carried.

Sheriff – Todd Glander presented:

1. It was moved and seconded to approve the purchase of Jail Fitness Equipment, as presented, from Tri-Active, USA in the amount of \$10,137.00, to be paid out of restricted (canteen) funds. (Knutson, Vareberg), carried.
2. It was moved and seconded to approve the purchase of an Eventide 911 Recorder using 911 Funds, at a cost of \$49,874.29, to replace the current NICE system, which will also include phone lines. (Knutson, Vareberg), carried.
3. It was moved and seconded to approve the purchase of Airgain Connect, a system booster for mobile computers, from FirstNet (AT&T) at a cost of \$38,904.00, minus a credit of \$37,225.00 (pre-payment to Verizon), for a net cost of \$1,679.75 for 26 units (spare cars and command post), with an annual fee increase of \$2,520.00. (Knutson, Vareberg), carried.
4. It was moved and seconded to approve Resolution 09-21-1F, to hire a full-time Communications Officer due to a vacancy and through the normal hiring process and if this position creates a vacancy, to then fill that position using the most recent internal/external list or to re-advertise, if necessary. (Knutson, Vareberg), carried.
5. It was moved and seconded to accept and set the new rates for Becker County Gun Permit Fees, as presented, and based on MN State Statute, as follows:
 - i. All Veteran's – New & Renew @ \$20.00 (effective prior to September 1st, 2021).
 - ii. Residents of Becker County – New & Renew @ \$60.00 (effective September 1st, 2021).
 - iii. Out-of-State Residents – New @ \$100.00; Renew @ \$75.00 (if the State has reciprocity can then be considered a "renew", otherwise as "new", effective September 1, 2021).(Knutson, Vareberg), carried.

Land Use – Environmental Services – Steve Skoog presented:

1. It was moved and seconded to approve Resolution 09-21-1C, to hire a part-time Solid Waste Clerk Worker in the Environmental Services Division of the Land Use Department, due to a vacancy, and through the normal hiring process, and if filling this vacancy creates another vacancy in the department to then fill that vacancy also. (Knutson, Vareberg), carried.
2. It was moved and seconded to approve Resolution 09-21-1D, to hire one (1) part-time Material Recycling Facility (MRF) Operator in the Environmental Services Division of the Land Use Department due to an increased workload; to make the currently employed Temporary Part-Time Recycling Facility Operator a Permanent Part-Time position. (Knutson, Vareberg), carried.
3. It was moved and seconded to approve Resolution 09-21-1E, to approve amending the State of MN – Income Contract #: 180452, to extend it from one year to two years, with a slight rate increase from \$95,484.00 (original agreement) to \$98,438.52 (September 1, 2021 – August 31, 2022) and \$101,391.68 (September 1, 2022 – August 31, 2023); with MnDOC providing an inmate work crew at the Material Recovery Facility (MRF) through the “Institution Community Work Crew” (ICWC) - Affordable House Building Program. (Knutson, Vareberg), carried.
4. It was moved and seconded to approve the Toshiba State Contract - Quote #191411 for a five-year lease of a Toshiba ESTUDIO 3518 A Black and White copier, for the Transfer Station, at a rate of \$75.80 per month. (Knutson, Vareberg), carried.
5. It was moved and seconded to approve the E-Waste Disposal Service Contract (MN State Program Service Agreement) with Dynamic Lifecycle Innovations, Onalaska, WI, effective September 15, 2021 – September 14, 2022. (Knutson, Vareberg), carried.

Land Use – Economic Development Authority (EDA) – Business Relief Grant – CARES #3: Round 2 – Recommendation: Presented by Guy Fischer and Blake Jacobus, CPA of Detroit Lakes:

1. It was noted that another review was completed on previous applications submitted by nine (9) businesses for the American Rescue Plan (ARP) – CARES #3 (Round 1), for Round 2 (R2) grant consideration. Based on the CPA’s review and tracker information received only one (1) business qualified for R2 grant consideration, Maplelag.

Mr. Jacobus, CPA, provided information for further discussion relative to the amount of the award to be distributed to Maplelag.

It was moved and seconded to approve the ARP-CARES #3, Round 2 grant award to Maplelag, with the total award capped at \$75,000.00, and with the total final amount to be approved by the Finance Committee, following their final review. (Grimsley, Vareberg), carried.

Highway – Jim Olson presented:

1. It was moved and seconded to approve the purchase of a 2022 Ford F-250 4x4 (¾ ton) Crew Cab from Midway Ford, Roseville, MN, at a cost of \$35,434.00 (includes Tax, Title, and License), plus \$500 to swap plow equipment from old vehicle. (Nelson, Knutson), carried.
2. It was moved and seconded to approve the purchase of a 2022 Towmaster 24' Trailer with 5' beavertail from RDO, Moorhead, MN, at the total low quote of \$17,457.00, to haul equipment. (Nelson, Vareberg), carried.
3. It was moved and seconded to approve the purchase of two (2) Radar Activated Speed Signs from TrafficLogix, Spring Valley, NY, at the low quote of \$5,228.00. (Knutson, Vareberg), carried.
4. It was moved and seconded to approve Resolution 09-21-1G, to approve the Bid Award for the Project: Becker County Public Works Facility Site Grading, to Hough, Inc., Detroit Lakes, MN, at their low bid of \$174,248.00, with a 50/50 cost split with the City of Detroit Lakes and pending the City Council's approval. (Knutson, Grimsley), carried.
5. Discussion was held in reference to the request by the Ultra Snowmobile Club to use the 59 Pit site to store groomer equipment, as a short-term solution, as they are planning to get their own building in a couple of years. The Board was in support; however, asked for a return to the Board with an agreement and fee determined for final consideration and approval.

Being no further business, Chair Nelson adjourned the meeting.

Following the adjournment, a 2022 Budget Work Session was held in the Board Room with the Commissioners, County Administrator, Mike Brethorst, and Departments Heads in attendance, and with lunch provided.

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

/s/ Barry Nelson
Barry Nelson
Board Chair