

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, April 16, 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 Planning & Zoning: Add: Number 4: Final Plat of Storage Units (Floyd Lake Toy Box) and following Highway agenda items, at approximately 10:30 a.m., Add: Commissioners/County Administrator: Number 1: Closed Session – Minimum Security Facility/Old Kitchen – Discussion and Possible Action on Sale of Assets/Excess Property: Resolution 04-19-21. (Skarie, Knutson), carried.
4. It was moved and seconded to approve the minutes of April 2, 2019, with the requested changes. (Nelson, Knutson), carried.

Commissioners

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
  - a. Commissioner Knutson: Courthouse Committee, Tech Panel Meeting, Environmental Affairs Committee, and Prairie Lakes Municipal Solid Waste Authority (PLMSWA).
  - b. Commissioner Nelson: Minnesota Rural Counties (MRC) and Highway Committee.
  - c. Commissioner Skarie: Becker County Senior Council on Aging, Human Services Committee, Becker County Jail Diversion Committee, and attended the White Earth Tribal Council – State of the Nation Address, along with Board Chair Okeson and County Administrator, Mike Brethorst.
  - d. Commissioner Grimsley: Heartland Multi-Purpose Recreational Trail meetings, Human Services Committee, and Finance Committee.
  - e. Commissioner Okeson: Pelican River Watershed District (PRWD).

3. Appointments:

- a. It was moved and seconded to reappoint Lee Kessler to the Board of Adjustments, to serve another three-year term, representing District 4. (Skarie, Knutson), carried.

County Administrator: Mike Brethorst presented:

- 1. It was moved and seconded to approve Resolution 04-19-2D, to rescind Resolution 12-18-1B and replace with Resolution 04-19-2D, as presented, approving the re-appointment of Dr. Knute Thorsgard as Becker County Coroner for a four-year term, effective January 1, 2019 - December 31, 2022, at an annual salary of \$36,000 and to authorize Dr. Knute Thorsgard to appoint a Deputy Coroner; and if additional costs are to be incurred for the Deputy Coroner, that they be approved prior by the Becker County Sheriff or their designee, as outlined in the Memorandum for Record. (Knutson, Skarie), carried.

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, with the exception of a claim for a service call to Culligan.
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 04/02/2019 in the amount of \$ 9,953.26
    - ii. 04/09/2019 in the amount of \$ 21,316.58
    - for a total amount of . . . . . \$ 31,269.84
  - b. Over-90-Days:
    - i. Hank's Heating in the amount of \$498.83 (from December 2018 – held for credit invoice);
    - ii. Michael McGee in the amount of \$3,000.00 (from December 2018 – invoice just received).

(Skarie, Knutson), carried.

- 2. It was moved and seconded to approve the Human Services claims for Public Health, Human Services, and Transit, as presented. (Grimsley, Nelson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

- 1. Licenses & Permits:
  - a. It was moved and seconded to approve Resolution 04-19-2A, to approve the Gambling Application for Exempt Permit to conduct a Raffle for the Boys and

Girls Club of Detroit Lakes, on August 3, 2019 at We Fest Concert Grounds, 25526 County Highway 22, Detroit Lakes, MN, in Lake View Township. (Grimsley, Knutson), carried.

- b. It was moved and seconded to approve the Combination On-Off/Sale (Includes Sunday Sales) Liquor License Renewal for Deep Woods Entertainment – Charlie’s Place – Height of Land Township. (Knutson, Grimsley), carried.
  - c. It was moved and seconded to approve the 3.2 Off-Sale Renewal for the County 6 Gas & Bait – Kalberer, Shirley – Lake View Township. (Nelson, Grimsley), carried.
2. It was moved and seconded to approve Resolution 04-19-2B, to hire a full-time Licensing Specialist/Cashier position due to a vacancy, and to backfill, if necessary. (Knutson, Nelson), carried.

Assessor: Abatements: Steve Carlson presented:

1. It was moved and seconded to approve the following abatements, as presented:
- a. PIN #: 15.0375.003 in Height of Land Township in the amount of - \$454.00 due to Combination – 2016 Tax;
  - b. PIN #: 24.0254.000 in Richwood Township in the amount of - \$118.00 and - \$142.00, due to Corrected Homestead - 2019 and 2018 tax years respectively;
  - c. PIN #: 13.0405.000 in Green Valley Township in the amount of - \$136.00 due to Clerical Error;
  - d. PIN #: 11.0153.000 in Evergreen Township in the amount of - \$812.00 due to Corrected Homestead;
  - e. PIN #: 08.0469.001 in Detroit Township in the following amounts and tax years, due to Clerical Error:
    - i. - \$ 14.00 (2015 Tax)
    - ii. - \$ 14.00 (2016 Tax)
    - iii. - \$ 42.00 (2017 Tax)
    - iv. - \$ 40.00 (2018 Tax)
    - v. - \$108.00 (2019 Tax)

and with total abatements at - \$1,880.00.

(Grimsley, Knutson), carried.

University of Minnesota-Extension: County Administrator, Mike Brethorst, presented:

1. It was moved and seconded to approve Resolution 04-19-2H, to advertise and hire a temporary Office Support position for the Extension office, due to the summer workload. (Skarie, Nelson), carried 3-2, with Commissioners Grimsley and Knutson opposed.

Planning & Zoning: Kyle Vareberg presented:

1. Kyle Vareberg brought forward two options for consideration relative to the number of Planning Commission members required by the Becker County Zoning Ordinance, with the number at twelve (12) currently. He also noted that MN State Statute allows for no more than eleven (11) members. Option 1 would allow for eleven (11) members and Option 2 would allow for seven (7) members.

The options were discussed, along with terms for members. It was noted that the Ordinance needs to be changed, in accordance with MN State Statute, as discussed, and prior to final approval.

2. County Surveyor, Roy Smith, along with Kyle Vareberg presented information relative to the potential creation of a Joint Powers Board, to govern the two mile extra territorial area surrounding Detroit Lakes, Lake Park, and Frazee. Discussion was held with the Board in favor of moving forward, with Board Chair Okeson, Commissioner Grimsley, and County Administrator, Mike Brethorst, to coordinate a meeting with the City of Detroit Lakes for further discussion.

It was moved and seconded to approve the formation of an adhoc committee as discussed, to meet with the City, and consisting of Commissioners Grimsley and Okeson. (Knutson, Grimsley), carried.

3. It was moved and seconded to approve Resolution 04-19-2C, to fill a part-time Zoning Inspector position, due to a resignation, through the regular hiring process. (Knutson, Grimsley), a roll call vote was taken: Knutson – Yay; Grimsley – Yay; Nelson - Nay; Okeson – Yay; and Skarie – Yay; motion carried 4-1.
4. It was moved and seconded to approve the Final Plat of Storage Units (Floyd Lake Toy Box), as presented. (Knutson, Grimsley), carried.

Land Use – Parks & Recreation: Master Trails Plan: Selection of a Consultant: Guy Fischer presented:

1. It was moved and seconded to approve the selection of a consultant, SRF Consultants in St. Paul, MN, to develop a Master Trails Plan, with the project estimated at \$50,200.00 and using funds from: County Recreational Funds (\$30,000), PS4H Funds (\$10,000), WCI

Funds (\$7,500), Osage (\$500), along with Frazee In-Kind (\$200) and County Staff In-Kind (\$2,000); and to develop the contract, with review by the County Attorney's office prior to executing said contract. (Skarie, Grimsley), carried. It was noted that four (4) proposals were submitted for the Board's consideration.

2. It was moved and seconded to accept the donation of \$500.00 from Osage Township towards the Master Trails Plan Development. (Knutson, Grimsley), carried.

Land Use - Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve the Equipment Purchase Agreement and Bill of Sale, as presented, with Titus Maintenance & Installation Services, Inc., Polk County, to purchase used Material Recover Facility (MRF) equipment from Titus for the Becker County MRF, at a cost of \$200,000.00, to increase the efficiency of the sorting of plastic bottles and aluminum cans. (Knutson, Skarie), carried.

There was further discussion on the design for the retrofit and the installation of said equipment at the Becker County MRF site, with the cost at \$300,675.00. It was directed that staff explore the cost in more detail and determine if other vendors could provide this service. This item will be brought back at the next meeting.

It was noted that the purchase of the equipment will be paid with State Grant Funds. The Environmental Services committee has recommended that funds be transferred from the Gravel Fund to the Environmental Fund to pay for the design and installation costs. No action was taken on using the Gravel Tax.

Highway: Jim Olson presented:

1. It was moved and seconded to approve Resolution 04-19-2E, to award the contract for Calcium Chloride Dust Control County-Wide to Knife River, Sauk Rapids, MN, and to accept their low bid in the amount of \$239,334.00; and to authorize and direct the County Engineer, on behalf of Becker County, to execute and enter into said contract. (Skarie, Knutson), carried.
2. It was moved and seconded to approve Resolution 04-19-2F, to award the contract for Bituminous Oils (CRS-2) to Flint Hills Resources, St. Paul, MN, at a cost of \$448.00 per/ton, for 1,200 ton, for a total cost of \$537,600.00; and to authorize and direct the County Engineer, on behalf of Becker County, to execute and enter into said contract. (Knutson, Skarie), carried.
3. It was moved and seconded to approve Resolution 04-19-2G, as presented, to award the County-Wide Weed-Spraying Contract to L&M Road Services, LLC, Ulen, MN, and to accept their low quote in the amount of \$90.00 per hour; and to direct the County

Engineer to proceed with the work, as detailed in the specifications of the quote proposal. (Skarie, Nelson), carried.

4. Public Works Facility – Scope/Fee Increase for Alternate Building Types: Jim Olson presented:
  - a. Jim Olson provided a memo in regard to using a pole barn type of construction for the proposed new Public Works Facility for Becker County, along with a set of definitions for this type of construction. Discussion followed.
  - b. It was moved and seconded to approve the date of Wednesday, May 1, 2019, for the Commissioners, County Administrator, Mike Brethorst, and Highway Engineer, Jim Olson, to tour and review various public works facilities in the area. (Knutson, Grimsley), carried.

Commissioners/County Administrator: Minimum Security Facility/Old Kitchen – Discussion and Possible Action on Sale of Assets/Excess Property: Resolution 04-19-21.

1. County Administrator, Mike Brethorst, presented information relative to the vacant Minimum Security Facility and Old Jail Kitchen equipment, for discussion and possible action on deeming the property as excess and for the strategy for the sale of the public assets.
2. It was moved and seconded to deem the Minimum Security Facility and the 925 Lake Avenue Kitchen assets as excess property and to place them up for sale. (Knutson, Skarie), carried.
3. It was moved and seconded to approve the disposal and sale of the old jail kitchen equipment on an on-line auction site, such as Do-Bid, as discussed. (Nelson, Skarie), carried.
4. It was moved and seconded to table the status of the Impound Facility until such time a final decision is made to construct a new Impound Facility. (Knutson, Skarie), motion was withdrawn, with it noted that this will be addressed at a later date.
5. It was moved and seconded to allocate the intended use of the proceeds from the sale of the Kitchen and Minimum Security assets and to designate it towards the general fund. (Knutson, Skarie), carried.
6. It was moved and seconded to approve Resolution 04-19-21, as presented, to move into Closed Session, according to MN State Statute, to discuss the Sale of Public Asset Strategy relative to the Minimum Security Facility and 925 Lake Avenue Kitchen. (Nelson, Knutson), carried.

7. Closed Session began at 10:57 a.m.
8. It was moved and seconded to Open back into Regular Session. (Skarie, Knutson), carried. Regular Session re-opened at 11:21 a.m.
9. It was moved and seconded to implement a Request for Qualifications (RFQ's) to seek out realtors and/or auctioneers for professional services and advice on options and how best to proceed for the disposal and sale of the Minimum Security Facility. (Nelson, Knutson), carried.

Being no further business, Chair Okeson adjourned the meeting.

/s/ Michael Brethorst  
Michael Brethorst  
County Administrator

/s/ John Okeson  
John Okeson  
Board Chair

Following adjournment, the commissioners, County Administrator, Michael Brethorst, and other Department Heads attended Lunch Bunch in the 3<sup>rd</sup> Floor (EOC) meeting room, Becker County Courthouse, with lunch provided by Human Resources Director, Nancy Grabanski.