

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, June 18, 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 change: Under Auditor-Treasurer: Number 4: MN Department of Public Safety – MNLARS Reimbursement Grant, Add: Resolution 06-19-2J. (Grimsley, Knutson), carried.
4. It was moved and seconded to approve the minutes of June 4, 2019, with the requested changes. (Knutson, Grimsley), carried.

Commissioners

1. Open Forum:
  - a) Clark Lee, resident of Osage Township, spoke in reference to a request that was tabled at the Planning Commission for a Conditional Use Permit (CUP) for a Commercial Planned Unit Development (PUD), for the project located at 20791 County Road 117 in Osage, MN.  
  
He voiced his concerns and opposition to the project and asked that the Board consider making some changes to existing policies/procedures relative to tabling CUP requests. The Board acknowledged Mr. Lee's concerns and a brief discussion followed on options to address the issue.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
  - a. Commissioner Okeson: Heartland Multi-Purpose Recreational Trail meeting, Sheriff's Committee, and Master Trail Planning meeting.
  - b. Commissioner Knutson: Sheriff's Committee, Recreational Advisory Committee (RAC), and Courthouse Committee.
  - c. Commissioner Nelson: Courthouse Committee, Association of MN Counties (AMC) District 4 meeting, One-Watershed/One-Plan Policy Committee - Kick-Off meeting. He also provided information relative to the West Lake Drive Project.
  - d. Commissioner Skarie: Human Services Committee.
  - e. Commissioner Grimsley: AMC District 4 meeting, Finance Committee, and West Central/Land of the Dancing Sky Area Agency on Aging.

- f. County Administrator, Mike Brethorst, noted that he has spoken with Detroit Lakes City Mayor Matt Brenk, as well as City Administrator, Kelcey Klemm, in regards to defining partnerships between the County and City, specifically relative to the new proposed Public Works Facility for Becker County. He reported that there is some interest yet in possibly sharing a fuel station and bay area. Mr. Brethorst will work with the Highway Committee on placing the item on their agenda for further discussion and consideration.

3. Appointments: There were none.

County Administrator: Transfer Station – Sewer Line - Mike Brethorst presented:

1. County Administrator, Mike Brethorst, reported that the Environmental Affairs Committee has met and provided their recommendation on how to proceed in resolving the ongoing issue of the sewer line freezing up at the new Transfer Station. A tentative solution/negotiation was made with the Contractor and Sub-Contractor, with a deadline of Monday, June 17, 2019 at noon for them to respond. No response was received and therefore, Mr. Brethorst, requested to move into Closed Session, to consider terms or other action, with County Attorney, Brian McDonald, and Assistant County Attorney, Nathaniel Welte, present.

It was moved and seconded to approve Resolution 06-19-2K, that the County Board hereby closes the meeting pursuant to MN Statute 13D.05, subd. 3, as permitted by the Attorney-Client privilege; for the purpose of mitigating the dispute between Becker County, Bristlin Construction, and its subcontractor, Green's Plumbing and Heating. (Skarie, Knutson), carried.

2. Closed Session – Transfer Station – Sewer Line: Closed Session began at 8:47 a.m. with all of the commissioners present, along with County Administrator, Mike Brethorst; Minute Taker, Cindy Courneya; County Attorney, Brian McDonald; and Assistant County Attorney, Nathaniel Welte.
3. It was moved and seconded to Open back into Regular Session. (Knutson, Nelson), carried.
4. Assistant County Attorney, Nathaniel Welte recommended seeking outside legal counsel to resolve the issue with the sewer line at the new Transfer Station, as discussed, with County Attorney, Brian McDonald and the commissioners in agreement.
5. It was moved and seconded to approve securing outside legal counsel to litigate and mitigate the dispute between Becker County and Bristlin Construction of Detroit Lakes and Green's Plumbing and Heating of Detroit Lakes, relative to the issues with the sewer line at the new Transfer Station, as discussed. (Nelson, Knutson), carried.

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 item, as presented:
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 06/04/2019 in the amount of \$ 14,304.78
    - ii. 06/07/2019 in the amount of \$ 33,423.47
    - iii. 06/11/2019 in the amount of \$ 25,022.18for a total amount of . . . . . \$ 72,750.43
  - b. Over-90 Days:
    - i. Coborn Pharmacy in the amount of \$444.00 (billing issue on multiple 2018 invoices);
    - ii. St. Joseph's Area Health in the amount of \$2,959.64 (billing issue from 01/06/2018);
  - c. Additional Item:
    - i. Request to add 21 monthly warrants for a total amount of \$14,550.00 to Commissioner Warrants.  
(Grimsley, Knutson), carried.
2. It was moved and seconded to approve the Human Services claims, as presented.  
(Grimsley, Skarie), carried.
3. Information Technology (IT): Stacie White provided an update on the Victims of Crimes Act (VOCA) Grant application and allocation list totaling \$48,687.27 annually. She has requested to apply for reimbursement for Licensing/Hardware Consumption, to include County Attorney expenses for the Victim Services Unit.
  - a. It was moved and seconded to approve applying for the VOCA Grant and to approve the following purchases for reimbursement from the VOCA grant in the amount of \$41,970.00:
    - i. Attorney's Office – Extreme Switch Upgrade at a cost of \$6,176 from High Point Networks, LLC of Fargo, ND;
    - ii. SQL Server 2017 – Standard License Purchase at a cost of \$9,360.00 from SHI, Somerset, NJ;
    - iii. Watchguard Evidence Library Expansion Drives at a cost of \$3,654.00 from High Point Networks, LLC of Fargo, ND;
    - iv. Aruba Wireless Network Devices at a cost of \$12,690.00 from High Point Networks, LLC.
    - v. IBM Websphere Application License at a cost of \$3,773.00 from TriMin Systems, Inc. of Roseville, MN;
    - vi. TriMin Professional Services for IFSpi Upgrade Migration at a cost of up to \$1,320.00;

- vii. Eaton UPS Units at a cost of \$4,997.00 from High Point Networks, LLC (check Amazon price prior to purchasing). (Nelson, Knutson), carried.
  
- b. Stacie White, provided an overview on “Becker County’s Guide for Members of the Public Requesting Public Information”, along with a request to approve documents relative to public data requests, including a Data Request Form, Data Request Cost Calculation Form, and a Consent to Release Private Data Form, and to go live with the documents on the County website. A brief discussion was held and the Board was in support.

Auditor-Treasurer - Mary Hendrickson presented:

1. Licenses & Permits:
  - a. It was moved and seconded to approve Resolution 06-19-2C, to approve the Gambling Application for Exempt Permit to conduct a Raffle for the Patriot Assistance Dogs, on September 22, 2019, for operations at Becker County Sportsman’s Club, 29333 Highway 10, Detroit Lakes, MN, in Burlington Township. (Nelson, Grimsley), carried.
  
2. It was moved and seconded to approve setting the date for the Public Hearing for a New Off-Sale Liquor License for 4 Corners (Joshua James and Kayla Jean Swangler; Brian Edward Nelson; Cari Kay and Michael Gerhard Dean Hough), for Tuesday, July 2<sup>nd</sup>, 2019 at 9:00 a.m., at the Regular Board of Commissioner’s meeting. (Knutson, Skarie), carried.
  
3. It was moved and seconded to approve the purchase of Election Equipment to include fifteen (15) DS 200 Election Tabulators at a cost of \$83,925.00; with a trade-in of fifteen (15) M-100 machines, for a credit of \$7,500.00 and then net cost of \$76,425.00; and to use the balance of the 2018 grant funds (\$71,750.00) with a 50% County match. (Knutson, Grimsley), carried.
  
4. It was moved and seconded to approve Resolution 06-19-2A (Option 1), to reorganize the Motor Vehicle Department by converting one current full-time Licensing Agent to part-time and a part-time Licensing Clerk position to full-time, and to then post the full-time Licensing Clerk Position internally, and if not filled internally to then post externally and hire. (Knutson, Grimsley), carried.
  
5. It was moved and seconded to approve Resolution 06-19-2J, to accept the MN Department of Public Safety - Deputy Registrar Reimbursement Grant in the amount of \$88,892.66, for the development and deployment of the Minnesota License and Registration System (MNLARS). (Grimsley, Knutson), carried. County Administrator,

Mike Brethorst requested that these funds be designated to the General Fund and the Board was in agreement.

Veteran Services - Lauri Brooke presented:

1. Veteran Services Officer, Lauri Brooke presented a recap/update on operations of the Becker County Veterans Service office for 2018-2019 and provided a detailed summary to the Board.

Planning & Zoning - Kyle Vareberg presented:

1. Planning Commission Recommendations (June 11, 2019):
  - a. It was noted that the applicants, Richard and Dana Laine, requested to table their application this morning for 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 in Osage, MN. Kyle Vareberg stated the application would remain tabled at this time.
  - b. It was moved and seconded to concur with the Planning Commission (June 11, 2019), to approve the application as submitted by Raymond and Kristine Johnston, for a Conditional Use Permit (CUP) to operate an online and onsite sales, general shop/repair and storage services for the project located at 23400 County Highway 21, Detroit Lakes, MN. (Knutson, Skarie), carried.
  - c. It was moved and seconded to concur with the Planning Commission (June 11, 2019), to approve the application as submitted by Lake Region Cooperative Electric Association for a Conditional Use Permit (CUP) to rebuild a Lake Region Electric Cooperative - Lake Eunice Sub-Station from a 41,600 volt sub-station to a 115,000 volt sub-station, for the project located at 10168 Saint Mary's Road. (Knutson, Skarie), carried. A representative, on behalf of the Lake Region Cooperative, Mr. Al Fazio, was present.
  - d. It was moved and seconded to concur with the Planning Commission (June 11, 2019), to approve the application as submitted by Osage Self Storage, for a change of zone for Parcel 21.0271.001, to be changed from Commercial to Residential and a change of zone for the southern 220 ft. x 364 ft. (80,080 square feet/1.83 Ac) of parcel 21.0271.003, to be changed from Commercial to Residential, with the remainder of the parcel to remain zoned Commercial. (Knutson, Grimsley), carried.
  - e. It was moved and seconded to concur with the Planning Commission (June 11, 2019), to approve the application as submitted by Karen Nelson, for a Conditional Use Permit (CUP) to park an ice cream trailer in the front yard and

sell frozen treats between the months of May and September, for the project located at 10779 County Highway 5, Pelican Rapids, MN. (Nelson, Knutson), carried.

2. It was moved and seconded to approve Resolution 06-19-2B, to fill the part-time Office Support Specialist (OSS) position through the regular hiring process, due to a resignation. (Nelson, Knutson), carried.

Highway - Jim Olson presented:

1. Highway Engineer, Jim Olson, provided an overview of the 2018 Becker County Highway Department Annual Report. He also provided a handout on "Comparison of the 2019 to the Projected 2020 CSAH Distribution", noting an increase of \$621,273 (9.5%) in State Aid for Becker County, with the distribution for 2019 at \$6,563,338 and the projected for 2020 at \$7,184,611.

Land Use – Natural Resources Management (NRM) - Doug Kingsley, Supervisor for the Fisheries Office in Park Rapids, MN presented:

1. It was moved and seconded to approve Resolution 06-19-2E, as presented, that the Becker County Commissioners approve the State's proposed acquisition of Parcel #21.0171.001, a 4.5 acre parcel including approximately 1,225 feet of frontage on Bog and Straight Lakes, for Aquatic Management Area (AMA) purposes. (Nelson, Knutson), carried.

Land Use – Economic Development Authority (EDA) – Guy Fischer presented:

1. It was moved and seconded to approve Resolution 06-19-2D, to authorize the creation of a 2020 Census Complete Count Committee. (Grimsley, Skarie), carried.

It was also the consensus of the Board to send the letter, as presented, to Marilyn Sanders at the Chicago Regional Census Center in Chicago, Illinois, relative to the resolution approved today in support and creation of the 2020 Census Complete Count Committee. There was also discussion on identifying and appointing up to 10 members representing various groups, with Commissioner Nelson designated to serve.

Land Use – Environmental Services – Steve Skoog presented:

1. It was moved and seconded to approve Resolution 06-19-2H, to fill the part-time Office Support Specialist (OSS) position through the regular hiring process, due to a resignation. (Skarie, Knutson), carried.

Assessor – Steve Carlson presented:

1. It was moved and seconded to approve the following abatements, as presented:
  - a. PIN #: 49.2528.390 in the City of Detroit Lakes in the amounts of - \$470.00 and - \$518.00, due to Clerical Error, for Tax Years 2018 and 2019 respectively, for a total amount of the abatements at - \$988.00. (Grimsley, Knutson), carried.

Board of Equalization Meeting:

The Board of Equalization met on Monday, June 17, 2019 at 6:00 p.m. in the First Floor – Board Room of the Becker County Courthouse in Detroit Lakes, with all issues resolved at that time and therefore, the Board of Equalization did not reconvene today. The minutes from the Board of Equalization meeting of June 17<sup>th</sup> will be brought forward for approval at the next meeting.

Human Resources/Central Services: County Administrator, Mike Brethorst, presented:

1. It was moved and seconded to approve Resolution 06-19-2I, to modify 14.5 Family Medical Leave Policy, Section 14.54 of Personnel Policy Manual, as presented. (Grimsley, Nelson), carried.
2. It was moved and seconded to approve the two (2) visit G&R Controls Planned Maintenance Service Agreement at a cost of \$3,120.00/year, and as presented. (Nelson, Knutson), carried.

Sheriff: Sheriff Todd Glander presented:

1. It was moved and seconded to table the request to approve the three (3) year Jail Generator Maintenance Agreement at a cost of \$6,209.93 and ten (10) year Extended Warranty at a cost of \$10,380.00 with Ziegler Power Systems of Shakopee, MN, as discussed, pending committee review. (Nelson, Knutson), carried.
2. It was moved and seconded to approve Resolution 06-19-2F, to fill the variable part-time Dispatcher position through the regular hiring process, due to workload and coverage. (Knutson, Skarie), carried.
3. It was moved and seconded to approve Resolution 06-19-2G, to fill the variable part-time Jail Secretary position through the regular hiring process, due to workload and coverage. (Knutson, Skarie), carried. It was also recommended to review again during budget planning.
4. Sheriff Todd Glander introduced newly hired Deputy Ryan Aho. Deputy Aho provided an overview of his background and experience, and introduced his family who were also

present for the ceremony. Sheriff Glander performed the ceremonial swearing in and Deputy Aho recited the oath. The Board congratulated and welcomed Deputy Aho.

Being no further business, Chair Okeson adjourned the meeting.

/s/ Michael Brethorst  
Michael Brethorst  
County Administrator

/s/ John Okeson  
John Okeson  
Board Chair

Following the adjournment of the meeting, the Commissioners; County Administrator, Mike Brethorst and the Department Heads attended Lunch Bunch at the Sunlite Bar and Grill in Detroit Lakes, with County Assessor, Steve Carlson, providing.