

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, August 6, 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, Nelson, Knutson, and Skarie; County Administrator, Michael Brethorst, and Minute Taker, Cindy Courneya. Absent: Commissioner Grimsley.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following changes: under County Administrator: Add: Number 2: Material Recovery Facility (MRF) - Sewer Line Freeze-Up Litigation and Number 3: Proposal from Architectural Firm for Judges Chamber Remodel; and Under Auditor-Treasurer: Number 1: Licenses & Permits: Add: Resolution 08-19-1E, relative to the Gambling Permit: Raffle for Cormorant Lion's Club at the Cormorant Community Center in Cormorant Township; and under Land Use – Parks & Recreation: Number 1: Add: Resolution 08-19-1F, relative to the Heartland Trail Bonding Request. (Knutson, Skarie), carried.
4. It was moved and seconded to approve the minutes of July 2, 2019, as presented. (Skarie, Nelson), carried.

Commissioners

1. Open Forum: No one was present.
2. Reports and Correspondence: The Commissioners reported on the following meetings:
 - a. Commissioner Skarie: Becker County Children's Initiative and Environmental Affairs Committee.
 - b. Commissioner Okeson: Becker County/Detroit Lakes Airport Commission, Sheriff's Committee, Highway Committee, Transit Committee, Heartland Trail Meeting, and Buffalo-Red River Watershed District (BRRWD) meeting.
 - c. Commissioner Knutson: Economic Development Authority (EDA), Recreational Advisory Committee (RAC), and Prairie Lakes Municipal Solid Waste Authority (PLMSWA).
 - d. Commissioner Nelson: West Central Regional Juvenile Detention Center (WCRJDC) meeting with virtual tour of new facility.
3. Appointments: County Administrator, Mike Brethorst, and Guy Fischer presented:
 - a. It was moved and seconded to appoint the following individuals to serve as members of the 2020 Census Complete Count Committee for Becker County and

to also approve a per diem of \$35.00 per meeting and mileage reimbursement for members (home of record to meeting and return):

- i. Sharon Sinclair
- ii. Joe Merseth
- iii. Roger Winter
- iv. Denise Anderson (Frazee)
- v. Larry Remmen (Detroit Lakes)
- vi. Claudia or Scott Hanson Family
- vii. Lyn Hartness (Osage)
- viii. Doug Fabre
- ix. Trudy Maninga (Pine Point Township)
- x. Becker County Commissioner Barry Nelson

(Knutson, Skarie), carried.

4. Board Chair Okeson asked that any of the commissioners planning to attend the AMC Fall Policy Conference on September 12th-13th at the Arrowwood Conference Center in Alexandria contact County Administration for registration purposes.

County Administrator – Mike Brethorst presented:

1. Sale - Minimum Security Building:
 - a. County Administrator, Mike Brethorst, presented information, along with Dave Neisen from The Real Estate Company of Detroit Lakes, relative to the potential sale of the Minimum Security Facility and the Commercial Purchase Agreement.
 - b. It was moved and seconded to approve the Commercial Purchase Agreement for the sale of the Minimum Security Facility located at 640 Randolph Road in Detroit Lakes in the amount of \$635,000.00, with minor revisions to the terms of the agreement, as discussed. (Nelson, Skarie), carried.
2. Material Recovery Center (MRF) - Sewer Line Freeze-Up Litigation:
 - a. County Administrator, Mike Brethorst, provided an update for the Board's consideration to enter into a Retainer Agreement with Peloquin Jenson, PLLC Law Firm for litigation against Green Plumbing and Heating, Inc. and Bristlin Construction, Inc., for sewer line freeze-ups at the MRF, as presented.
 - b. Following discussion, it was recommended that the Environmental Affairs Committee meet for further discussion on the issue and for Assistant County Attorney, Nathaniel Welte, to attend as well.

3. Proposal from Architectural Firm for Judge’s Chamber Remodel:

- a. It was moved and seconded to approve entering into a contract with Lightowler Johnson Associates (LJA), Fargo, ND, as presented, to provide architectural services relative to design specifications for the Courthouse remodel of the Judge’s Chambers, and at an amount not to exceed \$2,630.00. (Nelson, Knutson), carried.

It was also recommended to seek out two quotes for construction of the remodel project.

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 Items, as presented:

- a. Auditor’s Warrants (Tuesday Bills):
 - i. 07/16/2019 in the amount of \$ 189,374.15
 - ii. 07/20/2019 in the amount of \$ 26,807.41 Cost Effective
 - iii. 07/23/2019 in the amount of \$ 26,118.42
 - iv. 07/30/2019 in the amount of \$ 253,732.98
For a total amount of.....\$ 496,032.96
- b. Over-90-Days:
 - i. Ameripride - in the amount of \$131.56 (invoice just received);
 - ii. J & K Marine - in the amount of \$19,584.00 (invoice just turned in);
 - iii. Reliance Telephone - in the amount of \$350.00 (held for account credit of phone cards);
 - iv. Seaberg Power Sports - in the amount of \$10,938.50 (invoice just turned in);
- c. Additional Items:
 - i. Eric Bergren – two credit card purchases in the amount of \$24.74 (no itemized receipts);
 - ii. Todd Glander – credit card purchases in the amount of \$42.79 (signature receipt only);
 - iii. Mark Flemmer – credit card purchase in the amount of \$19.00 (no itemized receipt);
 - iv. BC Soil & Water Conservation – Local Capacity Matching Funds in the amount of \$14,500.00 (2018 was used for Cormorant Swimming Beach and 2019 Dunton Locks Project) - hold payment for project completion and invoice.

(Nelson, Knutson), carried.

Auditor-Treasurer: Mary Hendrickson presented:

1. Licenses and Permits:
 - a. It was moved and seconded to approve the Temporary 1-4 Day Liquor Licenses for the following:
 - i. Detroit Mountain Recreation Area (DMRA), Inc. – for operations at DMRA on August 16, 2019 and September 29, 2019 – Erie Township. (Knutson, Skarie), carried.
 - ii. It was moved and seconded to approve Resolution 08-19-1E, to approve the Gambling Application for Exempt Permit, to conduct a Raffle for the Cormorant Lions Club on September 27, 2019 for operations at the Cormorant Community Center, 10929 County Highway 5, Pelican Rapids, MN, in Cormorant Township. (Nelson, Knutson), carried.
2. 2018 Annual TIF Reports:
 - a. It was moved and seconded to accept the 2018 Annual Tax Increment Financing (TIF) Reports from the City of Detroit Lakes and City of Frazee, as presented. (Nelson, Skarie), carried.
3. May 2019 Cash Comparison & Investment Summary:
 - a. It was moved and seconded to accept the May 2019 Cash Comparison and Investment Summary, including the Sales and Use Tax Report, as presented. (Knutson, Skarie), carried.

Highway: Jim Olson presented:

1. Honorary Highway Designation – Application for CSAH 26, Ponsford to TH 34: Resolution 08-19-1C:
 - a. Tim Fairbanks, brother of the late Seabee Force Master Chief Petty Officer, James D. Fairbanks, along with Larry Hynding, former employee at the Becker County Highway Department, expressed their thanks and appreciation, on behalf of the family, for the Board's consideration of their application submitted for a Highway Honorary Designation; to request that County Highway 26 in Becker County be dedicated to the memory of Master Chief Petty Officer, James D. Fairbanks.
 - b. The Board thanked them both and the family of Chief Master James D. Fairbanks for bringing the application forward and for the background information provided, especially noting the biography outlining his longstanding and very impressive career with, and recognition by, several branches of the military.

- c. It was moved and seconded to approve Resolution 08-19-1C, to designate that segment of CSAH 26 between Ponsford and State Highway 34, in memory of Seabee Force Master Chief James D. Fairbanks, for his honorable and dedicated service to his Country and People of the White Earth Nation. (Knutson, Skarie), carried.
2. It was moved and seconded to approve the purchase of a 2019 Case 621G Wheel Loader (to replace the 1977 Fiat Allis Loader), from Titan Machinery, Fargo, ND, at the low quote of \$141,159.00. (Knutson, Skarie), carried.
3. It was moved and seconded to approve Resolution 08-19-1A, as presented, to enter into a Joint Powers Agreement (JPA) with the MN Department of Natural Resources (MN-DNR) and Carsonville Township, for the replacement of three (3) culverts on the Shell River at Smokey Hills Forest Road, Guyles Road, and 520th Avenue, all in Carsonville Township; and to authorize the County Engineer to execute such agreement and any amendments, and thereby assume for and on behalf of the County, all of the obligations contained therein. (Nelson, Skarie), carried.
4. It was moved and seconded to approve Resolution 08-19-1B, to enter into the Great River Energy Utility Relocation Agreement, as presented; to relocate certain electrical transmission line facilities owned by Great River Energy, relative to the road reconstruction project (SAP 003-626-021), located on four miles of CSAH 26, north of TH 34; and to authorize and direct the Becker County Highway Engineer, on behalf of Becker County, to execute the Agreement and any amendments to the Agreement. (Nelson, Skarie), carried.

Sheriff: Sheriff Todd Glander and Chief Deputy Shane Richard presented:

1. It was moved and seconded to accept the low quote and approve the purchase of Squad Car Equipment for Five (5) Vehicles, as presented, at a cost \$82,870.51, less \$10,695.79 for Code4 K-9 Squad Equipment already approved and ordered, for a total amount of \$72,174.72. (Knutson, Skarie), carried.
2. It was moved and seconded to approve the Watchguard Maintenance Agreement for five (5) units at a revised cost of \$3,900.00 and to include the savings of \$7,675.00 towards the squad equipment purchases, and to include the purchase of two (2) Watchguard Cameras for backup (spare units) in the amount of \$10,490.00. (Knutson, Skarie), carried.
3. Sheriff Todd Glander presented information and handouts for discussion on the possibility of purchasing a Mobile Command Unit for the Sheriff's Department, which could be used at WeFest and other events. Discussion followed with overall support for the purchase; however, it was recommended to have the Sheriff's Committee review,

and to then return to the Board with their recommendations and a formal request after January 1, 2020, to go through the next budget cycle.

Planning & Zoning: Kyle Vareberg and County Surveyor, Roy Smith presented:

1. Kyle Vareberg and Roy Smith provided an update on the two-mile Extraterritorial Radius around the City.

They also met recently with City Administrator, Kelcey Klemm, and Community Development Director, Larry Remmen, noting that the City is not receptive to any changes and feels that the ordinance is working at this time.

Discussion followed, with it recommended to continue working with the City on making some changes to the City's ordinance, to include a special section pertaining to just the two-mile radius and reference to what constitutes a premature development. Roy Smith also recommended again the formation of a Joint Board, and to also include the townships.

2. Kyle Vareberg presented the Final Plat of City's Edge Estates, for informational purposes only.

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

Land Use – Parks & Recreation: Guy Fischer presented:

1. It was moved and seconded to approve Resolution 08-19-1F, with the requested changes, to approve the support for the 2020 Bonding Request for the Development of the Heartland State Trail Extension from Park Rapids to Moorhead, with the County's understanding that the Detroit Lakes to Frazee segment would be fully funded before committing to other project efforts; and therefore, the County supports the \$4.2 million dollar bonding request for the development of the Heartland State Trail. (Nelson, Skarie), carried.
2. Joni Giese, Lead Consultant with SRF Consulting Group was present and provided a Power Point Presentation relative to an update on the Master Trails Process, with three concepts addressed.

Land Use – Environmental Services: Steve Skoog presented:

1. It was moved and seconded to approve Resolution 08-19-2D, for the purchase of a new Ziegler Caterpillar 307.5 Mini-Excavator, with a rotator attachment, from Caterpillar at the low quote in the amount of \$103,221.00. (Skarie, Knutson), carried.
2. It was moved and seconded to approve the Waste Designation letter, as presented, to be signed and sent to Commissioner Laura Bishop with the MN Pollution Control Agenda (MPCA), in St. Paul, MN, to obtain approval from the MPCA of the County's proposed Waste Designation Ordinance. (Knutson, Skarie), carried.
3. It was moved and seconded to accept the donation of new metal paint stencils offered and delivered by BTM, Inc. in Detroit Lakes, and to offer a thank you to BTM for the stencils, which are being used to update the signage on the public drop site recycling dumpsters. (Nelson, Knutson), carried.
4. It was moved and seconded to approve the State of MN – Two-Year Income Contract, as presented, for the Institution Community Work Crew (ICWC) that works at the Material Recovery Facility (MRF), effective October 31, 2019 to September 30, 2021, with the current contract at \$180,000.00 for a two-year period. (Knutson, Skarie), carried.

Being no further business, Board Chair Okeson adjourned the meeting.

/s/ Michael Brethorst
Michael Brethorst
County Administrator

/s/ John Okeson
John Okeson
Board Chair