

REGULAR MEETING AS POSTED  
BECKER COUNTY BOARD OF COMMISSIONERS  
DATE: TUESDAY, July 21, 2020 at 8:15 a.m.  
LOCATION: First Floor-Board Room, Courthouse

Agenda/Minutes:

1. Meeting was brought to order by Board Chair Grimsley. Commissioners in attendance: Grimsley, Nelson, Skarie, Okeson, and Knutson; County Administrator, Mike Brethorst, and Minute Taker, Trisha Collins.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following changes: Add: Under County Administrator: Number 3: Detroit Lake City Land Purchase Discussion. Remove: Under Planning and Zoning: Zoning Ordinance Amendment Discussion – 1a: Easements, 1b: Side Yard Setbacks, 1c: Board of Adjustment Alternative Members, and 1d: Group Home/Care Facilities. (Knutson, Nelson), carried.
4. It was moved and seconded to approve the minutes of July 7, 2020 with the requested changes. (Okeson, Knutson), carried.

Commissioners:

1. Open Forum: No one spoke during Open forum.
2. Reports & Correspondence: The Commissioners reported on the following meetings:
  - a. Commissioner Knutson: EDA meeting, Sheriff Committee, Environmental Affairs Committee, Safety Committee, and Courthouse Committee.
  - b. Commissioner Nelson: EDA meeting, Courthouse Committee and Soil and Water Committee.
  - c. Commissioner Skarie: Human Services Committee and BCCI.
  - d. Commissioner Okeson: Becker County/Detroit Lakes Airport Commission and West Central Juvenile Center meeting.
  - e. Commissioner Grimsley: Human Services Committee and Finance Committee.
  - f. County Administrator, Mike Brethorst, reported COVID-19 updates and addressed questions and concerns that the public has relating to COVID-19.
3. Appointments:
  - a. It was moved and seconded to appoint David Sherbrooke to the Becker County/Detroit Lakes Airport Commission. (Okeson, Knutson), carried.

- b. It was moved and seconded to reaffirm the appointment of Commissioner John Okeson to the Becker County/Detroit Lakes Airport Commission. (Nelson, Knutson), carried.

County Administrator: Mike Brethorst presented:

1. It was moved and seconded to approve Amendment #1 to #1035578 – Becker County Operating Agreement (2020-2021 Public Transit Participation Program; it was noted that a portion of the State funding will be replaced with Federal funds. (Nelson, Okeson), carried.
2. Discussion was held in reference to the development of the Becker County's CARES Program. Skip Carpenter, SBDC Consultant attended discussion virtually to provide suggested guidance for program adaptation. Through consensus, the Commission accepted the concept of grants up to \$10,000 for small for-profit businesses that were directly impacted by the Governors Executive Order. The Commission will accept public comment and input relating to the program and will review the final concept and program at its August 4<sup>th</sup> regular Commission meeting.

Roger Winter, Becker County Township Association President, spoke at the meeting and stated that some of the Townships will likely not need all of the "CARES" funds to recover their costs. He stated that he would support transfers of these funds to the County to support the business recover programs. He requested a letter be sent out to Townships outlining the process needed to secure the funds and that a process be developed to help educate the townships on how to manage the "CARES" funds. Administrator Brethorst, stated that staff can have something out to the Townships by the end of the week.

County Administrator, Mike Brethorst, provided an update on the status of the remodeling project for the Sheriff's office and Transfer Station COVID-19 mitigations plans. He noted that Klein McCarthy Architect and BKV have both submitted quotes to aid in development and design of mitigation efforts to address COVID-19. The low bid was from Klein McCarthy in the amount of \$51,700.00.

The suggestion of the use of a Construction Manager to assist in the project was postponed at this time.

It was moved and seconded to proceed with the project at this time using CARES funding. (Knutson, Okeson), carried.

3. It was moved and seconded to approve the amended Land Purchase from the City of Detroit Lakes, as presented, and to allow for a first right of refusal. (Nelson, Okeson), 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 Issues, as presented:
  - a. Auditor's Warrants (Tuesday Bills):
    - i. 07/07/2020 in the amount of \$ 1,532.71
    - ii. 07/14/2020 in the amount of \$ 38,836.21
    - ii. 07/20/2020 in the amount of \$ 25,664.12 (Cost-Effective)for a total amount of . . . . . \$ 66,033.04
  - b. Over 90-Day Claims:
    - i. Sheriff Dept. service fees dated 07/2019 in the amount of \$159.60, repurchase time has expired on 4 parcels.  
  
(Knutson, Nelson), carried.
2. It was moved and seconded to approve the Claims for Human Services, Public Health and Transit, as presented. (Skarie, Nelson), carried.

Auditor-Treasurer – Mary Hendrickson presented:

1. Licenses & Permits: There were none.
2. It was moved and seconded to accept the 2019 TIF Reports for the City of Detroit Lakes as presented. (Nelson, Knutson), carried.
3. It was moved and seconded to accept the 2019 TIF Reports for the City of Frazee as presented. (Nelson, Knutson), carried.
4. It was moved and seconded to approve Resolution 07-20-2A: Electron Grant Application, to apply for up to \$36,100.00 in grant funds to make the election process safe, sanitary, and effective. County or precinct match of 20% for a total of up to \$7,220.00, as presented. (Knutson, Nelson), carried.
5. It was moved and seconded to approve Resolution 07-20-2B: to request a release from the State Auditor, to meet the statutory requirement, and to remain with a private CPA firm that meets the State Statute requirements for the annual audits for 2021-2022. (Nelson, Knutson), carried.

Highway – Jim Olson presented:

1. It was moved and seconded to approve the allocation of up to \$15,000.00 Legal Fees for West Lake Drive Right-of-Way, as presented. (Okeson, Nelson), carried.

Sheriff – Todd Glander presented:

1. It was moved and seconded to approve that renewal of Resolution 07-20-2D: MN Department of Corrections – State Work Release Joint Powers Agreement, as presented. (Okeson, Knutson), carried.
2. It was moved and seconded to approve Resolution 07-20-2C, as presented, to hire a full-time Correctional Officer, due to a vacancy. (Nelson, Okeson), carried.
3. The introduction of New Staff – Office Manager: Jamie Bischoff; Deputy: Brennan Kurtti, was conducted. Jamie and Brennan each shared their professional background and future aspirations.

The Ceremonial Oath of Deputy was presented by Todd Glander and sworn by Brennan Kurtti.

West Central Initiative (WCI) - Jill Amundson and Rebecca Peterson presented:

1. Jill Amundson, Associate Planner and Rebecca Peterson, Director of Development on behalf of WCI attended the meeting virtually to discuss who WCI is and what the program can do for counties.

Amundson and Peterson discussed WCI's Annual Update and Report. They noted that the trend of the 2019 West Central Minnesota Economic Development Snapshot has changed for 2020, due to the impact the current pandemic has caused the economy.

They discussed that WIC's focus changed in February 2020 to aide in the emergency need for counties' Child Care funding. Amundson noted that WCI provides this aide using Emergency Relief and Resilient Funding obtained through Federal, State, and Grant subsidy.

Planning & Zoning: Zoning Ordinance Amendment Discussion - Kyle Vareberg presented:

1. Discussion was held to review the current process of amending ordinances. It was agreed upon that department staff or citizens can seek guidance relating to ordinance issues from County Administrator, Mike Brethorst as needed. It was also noted that requests made by a Commissioner are to be presented to the Planning Commission.

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

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

/s/ Ben Grimsley  
Ben Grimsley  
Board Chair