

REGULAR MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, August 18, 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, and Minute Taker, Cindy Courneya.
2. Pledge of Allegiance.
3. It was moved and seconded to approve the agenda with the following changes: Under County Administrator: Add: #6: Transit Bus Application and Purchase: Resolution 08-20-2D and Under Highway: Add: #2: Approval of Professional Services for Appraisals by WSB Engineering for the CSAH 22 West Lake Drive Project. (Nelson, Knutson), carried.
4. It was moved and seconded to approve the minutes of August 4, 2020 with the requested changes. (Knutson, Okeson), carried.

Commissioners:

1. Open Forum: No one was present.
2. Reports & Correspondence: Reports on the following meetings and updates were provided as follows:
 - a. Commissioner Skarie: Human Services Committee, Primary Canvassing Board meeting, and reported on a Zoom meeting held relative to concerns and challenges with COVID and childcare, especially if/when schools start.
 - b. Commissioner Grimsley: Recreational Advisory Committee (RAC), Finance Committee meeting regarding CARES Grant Funding and Regular Finance Committee meeting.
 - c. Commissioner Okeson: Sheriff's Committee and Conference Call with Communications Board-Finance Committee.
 - d. Commissioner Knutson: RAC, Zoning Ordinance Review Committee, Courthouse Committee, Conference Call with Prairie Lakes Municipal Solid Waste Authority (PLMSWA) and MCIT.
 - e. Commissioner Nelson: Wild Rice Watershed District – "One Watershed-One Plan" meeting and Finance Committee meeting.
 - f. County Administrator, Mike Brethorst: Reported that 2021 Budget meetings are being held and next week will move forward with reviews.

3. Appointments:

- a. It was moved and seconded to appoint Paige Perry to serve as a member of the Recreational Advisory Committee (RAC), representing District 2. (Grimsley, Knutson), carried.

County Administrator – Mike Brethorst, presented:

1. It was moved and seconded to approve the renewal of the re-written Ecumen-Sunnyside three-year Contract Extension, the “Amended and Restated Management Agreement”, by and between Becker County Nursing Home dba Sunnyside Care Center, Lake Park, MN and Becker County (“Owner”), and Ecumen Services, Inc. (“Manager”), effective August 1, 2020, at a cost of \$8,333.00 per month, for a total of \$100,000.00 per year, plus other additional charges for additional services as requested. (Nelson, Okeson), carried.
2. It was moved and seconded to approve entering into an agreement with McGough Construction for professional services, “Construction Manager as an Agent” for the Sheriff’s Office Remodel-CARES/COVID-19 Project (Demolition, General Construction, Mechanical, and Electrical) in the amount of \$22,500.00 and billed on a monthly basis (pay as you go) and also a lump sum fee of \$1,000 for pre-bid award work, with the fee for service not to exceed the contracted amount. (Knutson, Okeson), carried.

Administrative Note: Based on this motion, it is therefore, a reasonably and necessary expense for the intended use to mitigate COVID-19. This is an unbudgeted project for 2020 and the County will use CARES funds.

3. It was moved and seconded to authorize the Sheriff’s Committee to approve the bid specifications and to allow the committee to post the bid packet for the Sheriff’s Office Remodel-CARES/COVID-19 Modification Project, if timing does not allow for the commission to review. (Skarie, Nelson), carried.
4. It was moved and seconded to approve entering into a contract with MBA Architectural Services, Fargo, ND in the amount of \$3,000.00 for Architectural and Engineering Services (design, bid packet development, architectural engineering, and construction management) for a new Transfer Station Ticket Building/Environmental space, as discussed, for the Transfer Station-COVID-19 Facility Modification; and to authorize the County Administrator to approve additional expenses, if needed, in the amount no greater than \$3,000 (Knutson, Skarie), carried.

Administrative Note: Based on this motion, it is therefore, a reasonably and necessary expense for the intended use to mitigate COVID-19. This is an unbudgeted project for 2020 and the County will use CARES funds.

5. It was moved and seconded to approve Resolution 08-20-2C, “Unanimous Resolution of the Becker County Law Library Board of Trustees Authorizing Its Members to Take Action to Suspend Law Library Fees Without a Formal Meeting”; to suspend fees entirely until further required action by the Library Board, with approval by the Becker County Board of Commissioners. (Knutson, Skarie), carried.
6. It was moved and seconded to approve Resolution 08-20-2D, to approve the State of MN 2021 Transit Capital Vehicle Grant application and if approved, the purchase of a new Transit Bus through the State of MN Cooperative Procurement. (Okeson, Nelson), 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. 08/04/2020 in the amount of \$ 38,945.14
 - ii. 08/06/2020 in the amount of \$ 4,184.99
 - iii. 08/11/2020 in the amount of \$ 43,823.71
for a total amount of \$ 86,953.84
 - b. Over 90-Day Claims:
 - i. M&W Service – dated 04/03/2020 in the amount of \$130.20 (original receipt was lost);
 - ii. Essentia Health – dated 04/27/2020 in the amount of \$57.69 (invoice just received);
 - iii. Arvig – dated 04/30/2020 in the amount of \$1,945.00 (invoice just received).
 - c. Additional Issues:
 - i. Adam Kumpala – dated 05/20 – no credit card receipt for All in All in the amount of \$17.22.

(Knutson, Nelson), carried.
2. The request to purchase an improved sound system for the Jury Assembly Room from Signature Home Tech in the amount of \$7,414.51 was not approved at this time. Additional information was requested with direction given to include the Board Room in the project plan as well.

3. It was moved and seconded to approve the purchase of 110 Cisco Softphone Licenses for remote work at a cost of \$21,003.40 from Morris Electronics, using COVID CARES Funding. (Knutson, Nelson), carried.

Auditor-Treasurer – Mary Hendrickson presented:

1. Licenses & Permits: There were none.
2. It was moved and seconded to approve the reallocation of a variable hour position in the Department of Motor Vehicle (DMV) and to backfill the part-time (0.60) position, drawing from the current application pool. (Nelson, Skarie), carried.

Assessor – Lisa Will presented:

1. It was moved and seconded to approve the following abatements, as presented:
 - i. PIN #: 17.8016.000 – Lake Eunice Township – due to Travel Trailer – current (-\$116.00)
 - ii. PIN #: 32.0174.000 – Sugar Bush Township – due to House Fire (-\$166.00)
 - iii. PIN #: 28.8107.000 – Shell Lake Township – due to Travel Trailer – removed (-\$44.00)

For a total amount of abatements at -\$326.00.
(Okeson, Knutson), carried.

Veteran Services – Lauri Brooke presented:

1. It was moved and seconded to approve Resolution 08-20-2A, to enter into the MN Department of Veteran Affairs (MDVA) Grant Agreement Renewal in the amount of \$10,000.00, to conduct the County Veterans Service Office Operational Enhancement Grant Program, and to authorize County Veterans Service Officer, Lauri Brooke, to execute the Grant Contract, on behalf of the County. (Knutson, Okeson), carried.

Highway – Jim Olson presented:

1. It was moved and seconded to approve the purchase of a handheld diagnostic tool, a Snap-On Pro Link Diagnostic Tablet, from Snap-On, Chicago, IL, at a cost of \$5,465.00. (Nelson, Okeson), carried.
2. It was moved and seconded to approve WSB Engineering, Minneapolis, MN provide Professional Services related to Right-of-Way (ROW) Acquisition for the CSAH 22 – West Lake Project, with WSB staff to proceed in getting appraisals, and at a total cost of \$31,500.00. (Knutson, Nelson), carried.

It was also noted that the remainder of the costs related to the Right-of-Way Acquisition will be brought through the Highway Committee and then to the Board for approval.

3. Jim Olson also provided a Highway Construction update.

Planning & Zoning – Kyle Vareberg presented:

1. It was moved and seconded to concur with the Planning Commission to approve the application as submitted by Randy and Cynthia Beckett for a Conditional Use Permit (CUP) to build a retaining wall for the project located at 13022 Red Elm RDG, Audubon, MN. (Knutson, Nelson), carried.
2. Board Chair Grimsley opened up the meeting for public comment relative to the request submitted by Brian and Julie Johnson for a Conditional Use Permit (CUP) to operate a youth group facility (Young Life Center) with the project to be located at 16747 Highland Drive, Detroit Lakes, MN.

Those that spoke in opposition to the project, and more specifically to the proposed project location, included Dorothy Hoover and Glenn Stearns, noting concerns with parking, noise, and safety. Dorothy Hoover also presented a petition with 23 signatures from homeowners in the project area that are opposed, along with two (2) other homeowners who were not available to sign.

Those that spoke in support of the project and the proposed location included Paul White, an authorized agent for the applicant, and Brian Johnson, the property owner.

Board Chair Grimsley closed the public comment period. It was noted that the Christian Fellowship Church has given a verbal agreement to Young Life to use their church parking lot for overflow parking, if needed.

The Commissioners noted concerns relative to the parking issues. Commissioner Nelson stressed the need for a signed agreement from the church, to guarantee permanent parking. The applicant tabled his request and no action was taken.

Planning and Zoning Director, Kyle Vareberg, will contact those in attendance today, if, and when the applicant's request is brought forward to the Board again for consideration.

3. Discussion was held relative to making a decision on whether an Environmental Impact Study (EIS) is needed for the project proposed by Jim Kaiser, "Birch Lake Heights Residential Development (Single Family)", with the project location in Callaway and Sugar Bush Townships. Following discussion, no action was taken, with it recommended to wait for the attorney's recommendation before moving forward with a decision.

Environmental Services – Steve Skoog presented:

1. It was moved and seconded to approve Resolution 08-20-2B, to approve State of MN Income Contract #180452, for the period of September 1, 2020 to August 30, 2021, with the State to provide an inmate work crew to work at the Recycling Facility through the Institution Community Work Crew Affordable Housing Building Program (ICWC), at a cost of \$95,484.00. (Knutson, Skarie), carried.

Human Services – Denise Warren presented:

1. It was moved and seconded to approve the purchase of CaseWorks Accounting Software (Electronic Data Management Software – EDMS) at a setup cost of \$97,121.00 for the first year of licensing, hardware, and services from Next Chapter Technology using CARES Funds and with a 19% cost reimbursement from the State for the annually recurring maintenance and support cost of approximately \$22,810.00. (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.

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