

**CLAY COUNTY BOARD OF COMMISSIONERS**

**TUESDAY, JANUARY 17, 2017**

**8:30 A.M.**

**COUNTY BOARD ROOM, 3RD FLOOR, COURTHOUSE**

**MINUTES**

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Jim Haney, Frank Gross, Jenny Mongeau, Kevin Campbell, and Grant Weyland. Brian C. Berg, County Administrator; Jenny Samarzja, Chief Assistant County Attorney; and Colleen Eck, Sr. Administrative Assistant, were also present.

**APPROVAL OF AGENDA**

On motion by Weyland, seconded by Mongeau, and unanimously carried, the agenda was approved with one addition: Establishing a Wellhead Protection Plan for Sabin.

**AMENDMENT TO EXTEND LENGTH OF CONTRACT WITH A'VIANDS FOR FOOD SERVICE**

By consent agenda, the contract with A'viands was amended to reflect an end date of 12/31/18.

**CITIZENS TO BE HEARD**

There were no citizens present who wished to address the Board.

**APPROVAL OF PAYMENT OF BILLS AND VOUCHERS**

On motion by Gross, seconded by Haney, and unanimously carried, the bills and vouchers were approved for payment.

**APPROVAL OF MINUTES**

On motion by Gross, seconded by Haney, and unanimously carried, the minutes from December 20 and 27, 2016 were approved as written.

**RECOGNITION OF DONATION(S)**

The Board recognized and accepted a \$100 Donation from Sabin Rod & Gun Club for the Sheriff's Posse; and a \$200 Donation from St. John's Church in Georgetown for Jail Work Detail.

**APPROVAL TO ADVERTISE FOR COURTHOUSE PARKING LOT PROJECT CP 14-200-04**

Dave Overbo, Highway Engineer, and Eric Hove, Assistant Highway Engineer, presented their request to seek bids for a parking lot project. The project includes reconstructing the front courthouse parking lot, paving the current gravel lot north of the Law Enforcement Center, and resurfacing the front parking lot for the Family Service Center. They will attempt to maintain access to 9<sup>th</sup> Avenue during the project. The school parking lot, located across 11<sup>th</sup> Street, may be utilized for parking needs during construction.

On motion by Gross, seconded by Haney, and unanimously approved, the Board approved advertising for the parking lot project, with the bid opening set for March 7 at 9:15 a.m.

**APPROVAL TO ADVERTISE FOR BIDS FOR HAGEN TOWNSHIP BRIDGE SAP 14-599-102**

Overbo requested approval to advertise for bids to replace a bridge in Section 24, Hagen Township. State Funds would be utilized for the project. Bids would be accepted until 9:00 a.m., Tuesday, February 21, with a bid opening 9:15 a.m. Hagen Township Board and Wild Rice Watershed Board have given their approval for the bridge replacement.

On motion by Gross, seconded by Mongeau, and unanimously carried, the Board approved advertising for bids pertaining to Hagen Township Bridge SAP 14-599-102. The bid opening would be scheduled for February 21 at 9:15 a.m.

**ADOPT RESOLUTIONS FOR 2017–2021 DEFICIENT BRIDGE PRIORITIZATION – TOWNSHIPS AND COUNTY**

On motion by Haney, seconded by Weyland, and unanimously carried, the board adopted the following resolution for township bridges:

**RESOLUTION 2017-06  
AMENDING TOWNSHIP BRIDGE PRIORITIZATION REPLACEMENT LIST**

**WHEREAS, Clay County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and**

**WHEREAS, Clay County has identified those bridges that are high priority and has previously established a list of those that require replacement, rehabilitation, or removal; and**

**WHEREAS, the following additional bridges have since been identified as also requiring replacement, rehabilitation, or removal;**

**NOW, THEREFORE BE IT RESOLVED, that the following deficient bridges are added to the list of high priority bridges and Clay County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available ,**

<u>Bridge No.</u>	<u>Road</u>	<u>County Br. No.</u>	<u>Estimated Project Cost</u>	<u>Federal Funds</u>	<u>Local Funds</u>	<u>Town Bridge Funds</u>
4916	T-54	HA-24W	750,000		10,000	740,000
2017						
L-8348	T-240	EL-35N	200,000		5,000	195,000
2017-Eliminate						
L-9845	T-26	MK-22NA	100,000		10,000	90,000
2018						
L-8334	T-310	EK-33W	150,000		8,000	142,000
2018						
96964	T-73	GP-12NB	100,000		10,000	90,000
2018						
L-8294	T-155	FE-28WC	75,000		5,000	70,000
2019						
1850	T-183	UL-20W	25,000			25,000
2019-Eliminate						
L-8275	T-76	KN-15N	25,000			25,000

2020-Eliminate						
L-8296	T-215	EL-16W	750,000	20,000	730,000	
2020						
4644	T-25	BA-25W	100,000	5,000	95,000	
2020						
L-8228	T-131	GL-16N	750,000	10,000	740,000	
2020						
L-8247	T-131	OP-5W	100,000	10,000	90,000	
2020						
3863	T-29	BA-12S	140,000	5,000	135,000	
2021						
L-8358	T-243	EK-32S	100,000	10,000	90,000	
2021						
L-8286	T-148	MK-23W	120,000	10,000	110,000	
2021						
L-8988	T-262	AL-22N	650,000	20,000	630,000	
2021						
L8359	T-243	BA-4N	100,000	10,000	90,000	
2021						

On motion by Mongeau, seconded by Haney, and unanimously approved, the Board adopted the following resolution for County bridges:

**RESOLUTION 2017-07  
AMENDING COUNTY BRIDGE PRIORITIZATION REPLACEMENT LIST**

**WHEREAS, Clay County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and**

**WHEREAS, Clay County has identified those bridges that are high priority and has previously established a list of those that require replacement, rehabilitation, or removal; and**

**WHEREAS, the following additional bridges have since been identified as also requiring replacement, rehabilitation, or removal;**

**NOW, THEREFORE BE IT RESOLVED, that the following deficient bridges are added to the list of high priority bridges and Clay County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,**

<u>Bridge No.</u>	<u>Road No.</u>	<u>Estimated Project Cost</u>	<u>Federal Funds</u>	<u>Local Funds</u>	<u>Bond Funds Needed</u>	<u>Proposed Const. Year</u>
90907	Co. Rd. 57	750,000		50,000	700,000	2017
L-8355	CSAH 12	150,000			150,000	2017
1078	CSAH 1	120,000			120,000	2017
4489	Co. Rd. 100	90,000		10,000	80,000	2017
90841	Co. Rd. 68	100,000		10,000	90,000	2017
90833	Co. Rd. 93	100,000		10,000	90,000	2017
90899	CSAH 21	120,000			120,000	2018
92445	Co. Rd. 68	750,000		50,000	700,000	2018
4785	CSAH 2	150,000			150,000	2019
90836	Co. Rd. 68	90,000		10,000	80,000	2019
90916	CSAH 37	90,000			90,000	2019
90865	CSAH 10	150,000			150,000	2020
90869	CSAH 17	150,000			150,000	2020
92440	CSAH 14	1,000,000		100,000	900,000	2021
1897	CSAH 19	120,000			120,000	2021
4490	Co. Rd. 100	90,000		10,000	80,000	2021
4491	Co. Rd. 100	100,000		10,000	90,000	2021
90882	Co. Rd. 69	90,000		10,000	80,000	2021

**APPROVAL TO INSTALL CARD READERS AT TWO MAINTENANCE FACILITIES**

Overbo requested card readers to be installed at the Highway / Landfill shop in Hawley and the Highway shop in Barnesville. The card readers would aid in security and flexibility with the deputies’ needs during storms and emergencies. The funds would be utilized from the Highway and Sheriff’s Departments for the Barnesville shop; and the Highway, Sheriff’s, and Solid Waste Departments for the Hawley shop.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved installation of card readers at the Barnesville and Hawley shops.

**APPROVAL FOR OUT-OF-STATE TRAVEL**

Overbo requested out-of-state travel to attend the National Association of County Engineers (NACE) Annual Conference in Wisconsin in April, 2018.

On motion by Mongeau, seconded by Haney, and unanimously carried, the Board approved out-of-state travel for Highway Engineer Dave Overbo to attend a national conference in 2018.

**ADOPT RESOLUTION TO SUPPORT APPLICATION BY CASS-FARGO EMERGENCY MANAGEMENT FOR COMPLEX COORDINATED TERRORIST ATTACKS (CCTA) GRANT:**

Lt. Bryan Green, Emergency Manager, asked the Board to support a resolution for Cass-Fargo Emergency Management to apply for a Complex Coordinated Terrorist Attack Grant. No local money is required with this \$2.5 million, three-year metro-wide grant. The application deadline is February 10. If the grant is awarded, staff will be heavily involved with meetings, tabletop exercises, and a full-scale exercise for a terrorist attack.

On motion by Weyland, seconded by Mongeau, and unanimously carried, the Board adopted the following resolution:

**RESOLUTION 2017-05  
TO SUPPORT APPLICATION BY CASS COUNTY EMERGENCY MANAGEMENT TO APPLY FOR REGIONAL AND METRO-WIDE GRANT.**

**WHEREAS, the Clay County Board of Commissioners, as the governing body of Clay County recognizes the need to prepare for, respond to, and recover from natural and man-made disasters; and**

**WHEREAS, Clay County has a responsibility to provide for the safety and well-being of its citizens and visitors; and**

**WHEREAS, Clay County Board of Commissioners, as the governing body of Clay County supports the efforts of Cass County Emergency Management to apply for a Complex Coordinated Terrorist Attack (CCTA) grant that will help build a regional and metro-wide response plan for not only terrorism but all types of emergency responses.**

**NOW THEREFORE, BE IT RESOLVED, the Clay County Board of Commissioners supports the grant application, and if successful in receiving the grant, will support in developing plans for the entire metro Cass-Clay area. Members would help build a multi-jurisdictional coordinated response and a unified command structure to handle terrorism and other types of emergencies. Members would also be committed to joint planning and training for all levels of our cities and counties. This includes NIMS, ICS operations,**

**position-specific trainings, and EOC interface and coordination. The commitment includes several tabletop exercises which would build up to a full-scale, multi-day exercise in 2019.**

**ANNUAL DEPARTMENT UPDATE - LAW ENFORCEMENT, JAIL, EMERGENCY MANAGEMENT**

Sheriff Bill Bergquist and Chief Deputy Sheriff Matt Siiro presented law enforcement's annual update. Plans continue for the construction of a new Correctional Facility and Law Enforcement Center to begin in the spring. One deputy position was temporarily moved from night patrol to warrants/transport to help cover out-of-county boarding until the new facility is completed. The Metro Area Street Crimes Unit kept diligent in 2016 with drug seizures; identifying new gang members; and involvement with violent crime investigations.

Julie Savat, Jail Administrator, presented her annual update from the jail, noting that a transition team will be selected for the transition from the old jail to the new Correctional Facility. Additionally, the National Institute of Corrections will train the team. To date, Clay County inmates are housed throughout Minnesota, with a daily average of 42.25 out-of-county inmates in 2016. There were 55 - 60 inmates housed out-of-county daily during December. The average daily inmate population for 2016 exceeded 120. Clay County Jail Ministries and mentoring programs are being expanded with the new facility, and an additional seven staff members will also be hired.

Lt. Bryan Green, Emergency Management, stated that the Teen Certified Emergency Response Team (CERT) Program will resume in March for DGF Schools with a minimum of 10 students needed to support that program. The Adult CERT Program is underway and 15 County employees have registered for classes commencing in February. All law enforcement in the County have now converted to ARMER radios. All dispatch and fire departments should be utilizing the ARMER system by the end of 2017. In 2018, old towers and shelters will be removed. Green requested Commissioners' support for two new committees: 1) A Local Emergency Planning Advisory Committee; and 2) Subcommittee to Reorganize EMS First Responder.

On motion by Mongeau, seconded by Gross, and unanimously carried, Commissioners Haney and Weyland were assigned to the Local Emergency Planning Advisory Committee.

On motion by Weyland, seconded by Haney, and unanimously carried, Commissioners Gross and Mongeau were assigned to a Subcommittee to Reorganize EMS First Responder.

**ADDITION: COMMITTEE COMMENCING FOR WELLHEAD PROTECTION PLAN FOR SABIN**

On motion by Gross, seconded by Haney, and unanimously carried, Commissioner Mongeau was assigned to the Wellhead Protection Plan Committee for Sabin.

**COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS**

- Commissioner Gross attended meetings for Highway Tracking and Wild Rice Watershed Board.
- Commissioner Mongeau attended meetings for Lakes and Prairies Community Action Partnership; Cass-Clay Food Systems Joint Powers Committee; MetroCOG; FM Diversion Land Management; Clay Soil and Water Conservation District; and with Bob Johnson, State Auditor's Office.
- Commissioner Weyland attended meetings for Beyond the Yellow Ribbon; NW Region Emergency Communications Board; Law Enforcement Center Planning; FM Diversion Authority Public Outreach; FM Diversion Authority Board; and Solid Waste Subcommittee.
- Commissioner Campbell attended meetings for Highway Tracking; Law Enforcement Center Planning; FM Diversion Public Outreach; FM Diversion Authority Board; FM Diversion Land Management; Solid Waste Subcommittee; and interviewed for a long-term planning processes.
- County Administrator Brian C. Berg attended meetings for Highway Tracking; Law Enforcement Center Planning; Personnel Evaluations; FM Diversion Authority Board; Solid Waste Subcommittee; and a Lake 15 property issue. Berg added that the Intergovernmental Retreat is scheduled for January 27; preparation for transition training will be an item for the spring retreat; the Red River Basin Conference in Fargo commences this afternoon; the Law Library has moved to its new space; the old law library space will contain new offices for the Attorney's office; and there is a storm drain repair in progress for the Family Service Center.

**ADJOURN**

The meeting adjourned at 9:47 a.m.

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Kevin Campbell, Chair, County Board of Commissioners

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Brian C. Berg, County Administrator