

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, January 23, 2018

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, Grant Weyland, and Kevin Campbell. Others present: County Administrator Brian C. Berg, Assistant County Attorney Jenny Samartzja, and Senior Administrative Assistant Colleen Eck.

APPROVAL OF AGENDA

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the agenda with one change: Technology Services will present their annual update in place of Veteran's Services.

AGREEMENT FOR PUBLIC HEALTH NURSES TO PERFORM NURSING SERVICES AT JUVENILE CENTER

By consent agenda, the Board approved the agreement for Public Health Nurse to perform nursing services at the Juvenile Center.

CITIZENS TO BE HEARD

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

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Haney, seconded by Weyland, and unanimously carried, the bills and vouchers (totaling \$2,135,451.61 from 147 vendors) were approved for payment. From that total, 115 warrants issued were under \$2,000 (\$42,824.86); and the following 32 warrants issued were over \$2,000:

BDS Laundry Systems	4,714.00	Enterprise FM Trust	3,104.20
Becker County Public Health	12,941.41	Holiday Credit Office	4,302.67
Big Stone County Highway Dept.	35,677.80	Kandiyohi Co Sheriff's Office	61,097.69
CHS Credit Card Dept. (Enviro)	3,160.10	KBM Geospatial, LLC	5,860.00
City of Fargo	4,158.00	Michael J Burns Architects	3,696.45
City of Moorhead	3,078.31	MN Counties Intergovernmental Trust	463,998.00
Clay County Public Health	18,720.46	MN County Attorneys Association	6,068.00
Code 4 Services, LLC	44,470.81	Mn Sheriffs' Association	12,410.00
Dakota Plains Mechanical, Inc.	4,352.00	Motorola Solutions, Inc.	10,320.00
Department of Corrections	10,695.00	New American Consortium	3,756.00
DLT Solutions, LLC	5,112.95	Nitzkorski, Inc.	5,364.83

Northwestern Bank, N.A.	56,168.75	Town & Country Oil, Inc.	7,090.45
Otter Tail Public Health	8,951.12	US Bank	1,229,726.25
Pemberton, Sorlie, Rufer	31,813.95	Wilkin County Jail	6,222.98
Petro Serve USA - Hwy	3,840.42	Wright County Jail Administration	5,995.00
RTVision, Inc.	6,000.00		
Toshiba Bus Solutions - TOBBPVF	6,824.15		

APPROVAL OF MINUTES FROM JANUARY 2 AND 9, 2018

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved the minutes from January 2 and 9, 2018.

CHANGE TIME OF COUNTY BOARD MEETING FOR TUESDAY, FEBRUARY 6

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved changing the time of the February 6 Board Meeting from 8:30 a.m. to 10 a.m.

DISCUSS FILLING RESTORATIVE JUSTICE POSITION AND CHANGING VICTIM SERVICES POSITION TO .8

Brian Melton, County Attorney, informed the Board that a full-time coordinator for Restorative Justice vacated the position months ago. Since that time, the duties of that position have been performed by a part-time assistant and other staff. The assistant has now obtained her degree and is an excellent candidate to move into the .7 coordinator position for Restorative Justice which is fully grant-funded.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the request to fill the .7 Restorative Justice coordinator position.

Melton noted he has an excellent staff person who currently works .4 in Victim Services and .4 as a roster at the front desk area. The Victim Services hours are grant-funded and the clerical hours are County-funded. Melton requested changing the two .4 positions to a .8 position with benefits, which would be well within his budget.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved the request to change the Victim Services position to .8.

PUBLIC HEARING – CONSIDERATION TO AMEND ZONING DISTRICT (RESOURCE PROTECTION - WELLHEAD)

On motion by Weyland, seconded by Gross, and unanimously carried, the Board opened the public hearing.

Tim Magnusson, Planning Director, proposed reducing the Resource Protection-Wellhead zoning district outside the City of Barnesville. A reduction of 2.5 miles would align the zoning district to match the current drinking water supply area. The Planning Commission addressed this item and recommended approval.

On motion by Haney, seconded by Gross, and unanimously carried, the Board closed the public hearing.

On motion by Haney, seconded by Campbell, and unanimously carried, the Board approved the amendment to the Resource Protection-Wellhead zoning district as presented.

UPDATE ON FELTON PRAIRIE LAND SALE

Magnusson updated the Board on the final steps involving DNR's purchase of Felton Prairie land from the County.

ANNUAL DEPARTMENT UPDATE – TECHNOLOGY SERVICES

Tim Dent, Technology Services Director, presented the annual department update for Technology Services (TS). The department consists of two Systems Administrators and three Information Technology Support Specialists. They are currently upgrading the network center, the virtual hosts, and working on a technology disaster plan. They will be utilizing more cloud services with the upgrades.

TS supports modules for the cities of Glyndon, Hawley, and Barnesville. The fees, established four years ago, range from \$2,000-\$3,500 per module. A portion of the fees go toward managing the modules and the remainder goes into the internal service fund. Approximately \$65,000 is collected annually.

ANNUAL DEPARTMENT UPDATE – INFORMATION SERVICES

Mark Sloan, Information Services Director, provided the annual update for Information Services. Sloan manages a staff of six. This year staff will be refreshing the County website; beginning preparations for the 2020 Census; working on Next Generation 911 (a geologically-based program); and reworking systems for the new buildings. They collect fees for certain special projects and some large printing needs, generating approximately \$250 annually.

REQUEST TO FILL VACANCY FOR FT DEPUTY

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved the request from Sheriff Bill Bergquist and Lt. Stephen Landsem to fill a vacancy (due to a retirement) for a full-time deputy.

REQUEST TO FILL VACANCY FOR FT PUBLIC HEALTH NURSE

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved a request from Kathy McKay, Public Health Director, and Jamie Hennen, Public Health Nurse, to fill a vacancy for a full-time Nurse in Adult Health Care Management, and backfill positions as necessary.

APPROVAL TO ADVERTISE FOR HSIP INTERSECTION LIGHTING PROJECT (SP088-070-054)

David Overbo, Highway Engineer, stated this request to advertise is for one of the eight intersection lighting projects that is part of the Highway Safety Improvement Project.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the request to advertise for the HSIP intersection lighting project.

APPROVAL OF ANNUAL HAULING PERMIT FOR ROAD CONSTRUCTION MATERIALS

Overbo noted MnDOT allows Counties to charge for annual permit fees for hauling road construction material. Their fees would be in line with surrounding Counties at \$300 for 6-axle and \$500 for 7-axle. They work with the State Patrol on these permits and provide maps of the roads where the trucks are not allowed.

On motion by Gross, seconded by Weyland, and unanimously carried, the Board approved a new annual hauling permit for road construction materials.

APPROVAL OF PROPOSAL FOR ENGINEERING SERVICES FOR NORTH BROADWAY BRIDGE

MnDOT has detected some movement within the North Broadway bridge and determined engineering services are needed to extend the life of the bridge. Overbo noted Clay County and the City of Fargo cost-share the project, with Fargo taking the lead.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved SRF Engineering Services for the North Broadway Bridge Maintenance Agreement.

APPROVAL FOR OUT- OF STATE TRAVEL

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved out-of-state travel for both County Engineers to attend the National County Engineers Association Conference in Wisconsin in April.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Weyland attended meetings for FM Diversion Authority Public Outreach; FM Diversion Authority; Correctional Facility and Law Enforcement Center Construction Update; and AMC Board in St. Paul.

- Commissioner Campbell attended meetings for Personnel Issues Committee; FM Diversion Authority Public Outreach; FM Diversion Authority; and Correctional Facility and Law Enforcement Center Construction Update.
- Commissioner Haney attended meetings for Adult Mental Health Local Advisory Council and Lake Agassiz Regional Library Board.
- Commissioner Gross attended an Historical & Cultural Society meeting.
- Commissioner Mongeau attended meetings for Personnel Issues Committee; Energy Renewal Ordinance Planning Subcommittee; MetroCOG Executive; MetroCOG interviews; Lakeland Mental Health, Lakes and Prairies Community Action Partnership; and MetroCOG.
- Brian C. Berg attended meetings for FM Diversion Authority; Personnel Issues Committee; Correctional Facility and Law Enforcement Center Construction Update; Office Spaces; Personnel Evaluations; Central Administration Managers; and MCIT webinar.

The meeting adjourned at 10:00 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Brian C. Berg, County Administrator