

CLAY COUNTY BOARD OF COMMISSIONERS

10:00 a.m., Tuesday, February 6, 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 Samarzja, 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 two changes: 1) Removal of one item from consent agenda to regular agenda: Memorandum of Understanding – One Watershed One Plan; and 2) Addition of one item: Consider approval of contracting for engineering services for the Diversion Technical Advisory Group.

AGREEMENT WITH SANFORD CLINIC NORTH FOR MEDICAL CONSULTANT SERVICES FOR PUBLIC HEALTH

By consent agenda, the Board approved a short-term agreement with Sanford Clinic North for medical consultant services for Public Health.

REAPPOINTMENT OF AMOS BAER TO PLANNING COMMISSION

By consent agenda, the Board approved Amos Baer's reappointment to the Planning Commission for his third 3-year term.

APPROVAL OF COUNTY ABATEMENTS – CHERIE SABO

By consent agenda, the Board approved abatements on two parcels for Cherie Sabo for disparity credits.

APPROVAL OF CONTRACT SERVICES FOR HOSTING ELECTRONIC MANAGEMENT SYSTEM FOR MULTIPLE COUNTIES

By consent agenda, the Board approved contract services for hosting an electronic management system (Caseworks) for multiple counties.

EMPLOYEE RECOGNITIONS: LONGEVITY AWARDS AND LIFESAVING AWARD

The following employees were recognized: Michael Trygg, 15 years, Law Enforcement; Melissa Boedigheimer, 15 years, Social Services; and Cindy Arends, 20 years, Social Services.

Deputy Mike Trygg was recognized for receiving a Lifesaving Award involving an incident on January 8, 2018.

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 Weyland, seconded by Gross, and unanimously carried, the bills and vouchers from 201 vendors, totaling \$3,276,022.79, were approved for payment. From that total, 162 warrants issued were under \$2,000 (\$56,082.04); and the following 39 warrants issued were over \$2,000:

Barnesville Record-Review	7,488.76	MN Life	6,064.40
Becker County	7,120.00	Mn Unemployment Comp Fund	7,282.80
Becker County Public Health	4,251.40	Moorhead Public Service	100,926.42
BNSF Railway Company	16,700.00	Nancy Hein-Kolo, PsyD, LP	5,250.00
Cardmember Service-Sheriff	11,433.40	New American Consortium	3,823.58
CDW Government, Inc	2,401.24	Northwest Iron Fireman Inc	3,219.00
Clay Co. Public Health	105,904.86	Otter Tail Public Health	18,502.76
Clay Co. Public Health (Sheriff)	2,880.00	Reliance Telephone	3,000.00
Clay County Social Services	70,490.97	Rick Electric Inc	2,125.70
Colonial Life	2,022.44	School Nurse Supply, Inc	4,052.98
Construction Engineers, Inc.	2,452,138.80	Summit Food Service, LLC - PH	2,983.67
Dean's Bulk Service	4,428.64	Thomson Reuters - West 549780	3,198.21
F M Metro Council Of Gov'ts	12,152.68	Town & Country Oil Inc.	9,673.12
Fargo Glass & Paint	3,505.50	Veolia ES Technical Solutions LLC	6,720.67
Key Contracting Inc.	13,717.50	Vickers Law	3,394.00
Klein Mccarthy & Co Ltd	53,700.06	Weivoda Carpets	35,377.35
Kris Engineering, Inc.	4,624.44	Wenck Associates, Inc.	2,517.80
Lake Agassiz Regional Library	71,872.50	WCentral Regional Juvenile Center	139,166.66
Lakes Country Service Coop	9,356.00	Wisconsin Lock & Load Prisoner	
Medical Pharmacy (SH)	3,758.44	Transport	2,714.00

APPROVAL OF MINUTES FROM JANUARY 16 and 23, 2018.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the minutes from January 16 and 23, 2018.

BID OPENING – CORRECTIONAL FACILITY AND LAW ENFORCEMENT CENTER FURNITURE PACKAGE

Brian C. Berg, County Administrator, and Danielle Reid, Klein McCarthy, opened bids for the Correctional Facility and Law Enforcement Center furniture package. They received four paper bids and one online bid from companies. Categories for bidding include: seating, tables, modular panels, office furnishings, re-installation, and miscellaneous. The total estimate for the project was \$465,000. The bids will be further reviewed and recommendations will be brought forth at the Board meeting next week.

MEMORANDUM OF UNDERSTANDING – ONE WATERSHED ONE PLAN

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board adopted a Memorandum of Understanding for Buffalo-Red River Watershed District with “One Watershed One Plan.”

ANNUAL DEPARTMENT UPDATE – LAW ENFORCEMENT, CORRECTIONAL FACILITY, AND EMERGENCY SERVICES

Sheriff Bergquist and Chief Deputy Sheriff Matt Siiro were present with the annual update for Law Enforcement. The department experienced increased incoming calls in 2017. The recent demands on the department include transports, training, dealing with the opiate crisis, and involvement with planning for the new Law Enforcement Center and Correctional Facility. They transitioned to a paperless arrest warrant system; and additional training will be implemented in 2018 due to shootings in the country involving officers.

Julie Savat, Jail Administrator, provided an update on the Jail/Correctional Facility. The new facility will open this September, following construction and six weeks for training in the new building. Policies and procedures, a new training manual, preparations for additional jail ministries, and a new behavioral health pod have kept the transition team busy. The overall jail population has averaged 132 per day, with approximately half of them housed in other Counties. The next phase of construction, Phase 2, will include kitchen and laundry and should be completed by May 2019. Savat will be coming back to the Board with a request to hire 16 full-time correction officers including a Re-integration Advance Planning (RAP) officer for the new facility.

Lt. Bryan Green, Emergency Services Manager, noted that the County experienced one weather-related state disaster last year. In 2018, a grant will be released to update the County Hazard Mitigation Plan. All Clay County first responders are now on the new ARMER system. There are multiple training sessions and exercises slated for 2018.

Fees issued by these departments were also addressed.

UPDATE - HOUSING AND REDEVELOPMENT AUTHORITY (HRA) AND HRA BOARD REAPPOINTMENT

Dara Lee, HRA Executive Director, provided an update from Clay County Housing and Redevelopment Authority (HRA).

On motion by Weyland, seconded by Campbell, and unanimously approved, the Board approved the reappointment of Les Bakken to his second 5-year term on HRA Board as recommended by the HRA Commission.

On motion by Gross, seconded by Weyland, and unanimously carried, the Board accepted the HUD Environmental Review for capital improvements; and, if no negative comments are received, approve Release of Funds and Certification.

APPROVAL OF AGREEMENT WITH BNSF FOR GLYNDON URBAN RECONSTRUCT PROJECT

David Overbo, County Engineer, presented the agreement with Burlington Northern Santa Fe (BNSF) for the various improvements required at a railroad crossing in Glyndon, with the costs to be shared between Clay County and the City of Glyndon.

On motion by Gross, seconded by Weyland, and unanimously approved, the Board approved the agreement for the Glyndon railroad crossing reconstruct project.

APPROVAL OF BIDS FOR ROCKS AT FELTON GRAVEL PIT

Overbo presented the list of bids he received from four companies for seven zones of rocks from the County gravel pit.

On motion by Campbell, seconded by Weyland, and unanimously approved, the Board approved the high bids from Kost Materials for Zones 5 & 7 in the amount of \$71,280; and from Olson Gravel for Zones 1-4, 6, and 8 in the amount of \$4,246.

APPROVAL FOR HIGHWAY DEPARTMENT TO SELL USED COPY MACHINE

Overbo noted the Highway Department recently purchased a new copy machine. Their five-year old copy machine was not eligible for trade-in and is not needed in other County departments. He requested approval to advertise the unit for sale.

On motion by Weyland, seconded by Gross, and unanimously approved, the Board approved advertising/selling Highway Department's used copy machine.

ADDITION: CONSIDER APPROVAL OF CONTRACTING FOR ENGINEERING SERVICES FOR THE DIVERSION TECHNICAL ADVISORY GROUP

Brian C. Berg, County Administrator, presented background information leading to the request for Clay County to contract for engineering services for the FM Diversion Technical Advisory Group.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved contracting for engineering services, not to exceed \$15,000, for the FM Diversion Technical Advisory Group (TAG).

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Weyland attended meetings for Prairie Lakes Municipal Solid Waste; Solid Waste Advisory Committee; FM Diversion Authority Re: litigation; Heartland Trail; Correctional Facility and LEC Construction Update; and Minnesota Rural Counties Caucus.
- Commissioner Campbell attended meetings for Prairie Lakes Municipal Solid Waste Authority; FM Diversion Authority; Solid Waste Advisory Committee; Intergovernmental Retreat; Personnel Issues Committee; Joint Powers Committee; FM Diversion Authority Re: litigation; Correctional Facility and LEC Construction Update; and Chamber Eggs and Issues.
- Commissioner Haney attended meetings for Joint Powers Committee; MetroCOG Policy Board; Chamber Eggs and Issues; and Intergovernmental Retreat
- Commissioner Gross attended meeting for Heartland Trail; Minnesota Rural Counties Caucus (MRC); and Chamber Eggs and Issues. He toured the new Correctional Facility and attended the Intergovernmental Retreat.
- Commissioner Mongeau attended meetings for Planning Commission and Lakes and Prairies Community Action Partnership. She attended the Intergovernmental Retreat and MetroCOG Executive Director Interviews.
- Brian C. Berg attended meetings for Correctional Facility staffing; Personnel Issues; Juvenile Center Remodeling Project; Other County Projects; Solid Waste Advisory Committee; Land Management Office Formation; Intergovernmental Retreat; Joint Powers; New Hire Orientation; School Board Conference; coordinated two construction tours; Jail Issues; FM Diversion Special Session; Congressional; FEMA Training; Campus Construction Update; Juvenile Center Project; and Cass County Re: Juvenile Center.

The meeting adjourned at 11:40 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Brian C. Berg, County Administrator