

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, March 20, 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

CALL TO ORDER

Chair Mongeau called the meeting to order.

APPROVAL OF AGENDA

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the agenda.

Reappointment to Red River Valley Development Association Board of Directors

By consent agenda, the Board approved Clarice Schmidt’s reappointment to another three-year term on the Red River Valley Development Association Board of Directors.

Sincere gratitude was extended to Schmidt for her involvement and years of service.

CITIZENS TO BE HEARD

Brian Brunette asked to address the Board on violations and penalties for a property on Lake 15 that were addressed in a letter from last fall. Commissioner Mongeau noted that his concerns have been addressed and some of the items cannot be determined until the snow and frost are gone. Commissioner Campbell suggested that rather than coming in under Citizens to the Heard, Brunette may consider asking for a time slot on the regular agenda and having pertinent information available to the Commissioners beforehand.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Campbell, seconded by Haney, and unanimously carried, the bills and vouchers (totaling \$4,049,194.83 from 313 vendors) were approved for payment. From that total, 226 warrants issued were under \$2,000 (\$107,357.84); and the following 87 warrants issued were over \$2,000:

Us Bank	2,314,500.00	Lakeland Mental Health	156,922.00
Lakes Country Service Cooperative	366,545.43	DHS - Indigent Fund	66,933.60

Rural Mn Cep	65,842.12	Verizon	6,670.04
Otter Tail Public Health	64,742.38	Houston Engineering Inc.	6,663.49
Regents of The Univ of MN	50,264.76	Little Sand Group Homes	6,270.60
Mn DHS - Swift	49,648.32	Summit Food Service, LLC - PH	6,237.37
Clay Co Public Health	47,161.63	City of Fargo	6,237.00
Michael J Burns Architects	41,804.60	LSS-Family Alternate Care & Treatment	6,146.84
Moorhead Public Service	39,103.83	Treasurer of Ulen City	5,472.70
Clay County Health Dept.	38,896.00	Counts/Stephanie	5,365.32
Village Family Service	34,489.53	Village Ranch Inc. - Tier IV	5,139.12
Heartland Ranch Inc.	31,985.80	Madison National Life	4,924.88
WCRJC - Shelter Care Program	31,730.00	North Homes Inc. - Standard	4,740.28
Becker County Public Health	30,273.52	Wilkin Co Public Health	4,725.76
Xcel Energy	27,561.34	Northwood Children's Home - West	4,699.04
DHS- Swift	21,558.31	Mn Dept. of Human Services - Swift	4,636.67
Key Contracting Inc.	20,430.00	Midwest Comm. Res Serv Inc. - N Site	4,624.41
Kindred Family Focus - Standard Admin	19,104.52	Productive Alternatives Inc.	4,599.99
Northwood Children's Home - Main	17,327.71	Prairie Lakes Youth Programs - Alt.	4,598.00
YWCA Cass Clay	16,945.00	Town & Country Oil Inc.	4,450.54
Summit Food Service, LLC - Jail	16,652.14	Goehring/Donna	4,412.68
Lutheran Social Services - Guardianship	15,931.08	Wright Funeral Home Inc.	4,375.00
Northwestern Mn Juvenile Ctr-Primary	13,888.00	Prairie St John's Hospital	4,284.11
Cardmember Service - (Sheriff 0547)	12,559.67	Holiday Credit Office	4,214.17
Kindred FF - Alternative to Res Admin	12,388.60	Rainbow Bridge SE Visitor Center	4,170.00
Trans EM	11,171.50	Finnegan/Thomas or Wendy	4,151.80
SILS - Connections of Moorhead Inc.	11,080.47	Hitchcock/Judy	3,476.20
North Homes Inc. - Cottage Treatment	10,133.55	Colonial Life	3,401.43
North Homes Inc. - Special Foster Care	10,052.37	Solutions Inc. - Site 2918	3,365.60
Itaskin Juv. Cntr.-Treatment/North	8,975.43	Berg/John or April	3,330.88
Gerard (Nexus, Inc.)	8,290.52	Carlson/George or Sarah	3,272.08
Path ND, Inc. (Engstrom Home)	8,196.28	Thomson Reuters - West 549780	3,198.21
Lutheran Social Service of Mn - St Paul	8,103.90	Cossette or Michael Turnquist/Dana	3,123.12
Clay County Residence Inc.	7,945.00	Falk/Lisa or Darren	2,949.36
MN Life	7,921.80	Reardon Office Equipment Inc.	2,924.63
Woodland Hills Res Tx - Juv Justice	7,619.36	Connections of Moorhead Inc.	2,810.58
NW Regional Development Comm.	7,280.00	Longoria/Susan	2,673.72
Reach, Inc.	7,091.50	Crawford/Roland or Linda	2,578.44
Bethany Christian Services-Foster Care	7,078.23	Functional Industries, Inc.	2,574.78
Dakota Plains Mechanical, Inc.	6,928.45	MN Counties Intergovernmental Trust	2,500.00
Mille Lacs Academy-New Trails Home	6,808.22	Superior Electric of Fargo LLC	2,442.60
Ulteig	6,673.45	Village	2,425.44

Lakes & Prairies Community Action, Inc	2,423.50	Nibbe/Jeffrey	2,004.72
Verizon-386550144	2,011.97		

APPROVAL OF MINUTES FROM FEBRUARY 27, 2018

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the minutes from February 27, 2018.

REQUEST APPROVAL OF OPERATIONAL SUPPLIES FOR NEW CORRECTIONAL FACILITY

Julie Savat, Jail Administrator, and Justin Roberts, Assistant Jail Administrator, requested approval of operational supplies, as listed in their handout, for the new Correctional Facility. The total of \$295,041.15 is taken from the lowest vendors' quotes for mattresses, linens, safety equipment, furniture, electronics, medical equipment, meal equipment, control room consoles, etc. They are also utilizing some equipment from the old facility. The electronics for the Correctional Facility is in internal service fund. Signage costs for the facility have not been finalized. Tasers and uniforms were included in the approved 2018 budget.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the list of operational supplies, totaling \$295,041.15, for the new Correctional Facility.

REQUEST APPROVAL OF LEAVE OF ABSENCE FOR LT. STEPHEN LANDSEM FROM HIS CURRENT POSITION

Sheriff Bill Bergquist and Lt. Stephen Landsem, Lieutenant of Investigations, were present with a position change in the Sheriff's office. Bergquist noted he is appointing Stephen Landsem to Chief Deputy, beginning April 28, 2018, due to a retirement. Landsem is seeking approval of a leave of absence from his current position.

On motion by Weyland, seconded by Campbell, an unanimously approved, the Board accepted Stephen Landsem's leave of absence from his current position - Lieutenant of Investigations.

REQUEST APPROVAL TO FILL VACANCY AND HIRE SYSTEMS ADMINISTRATOR

Tim Dent, Technology Services Director, and Mark Sloan, Information Services Director, were present with a hiring request. A Database Administrator, under Information Services, has resigned. In reviewing the duties of that position, the two directors found that a Systems Administrator, under Technology Services, would be a better fit and is on the same pay grid as a Database Administrator. The position would report to Tim Dent rather than Mark Sloan.

On motion by Weyland, seconded by Gross, and unanimously approved, the Board approved hiring a FT Systems Administrator (replacing a Database Administrator) in Technology Services, and backfilling as needed.

ANNUAL DEPARTMENT UPDATE – EXTENSION

Ben Anderson, Regional Extension Director, presented the annual highlights of the Extension programs. The 4H Program has experienced an increase in membership with 11 community clubs and demonstrates a significant presence at the County Fair each year. They have also increased programs for minorities. The Master Gardeners Program has been instrumental in planting beds around the courthouse. Randy Nelson, Extension Agent, has been a great resource to the community for horticulture and agriculture. The Nutrition Program, headed by Rosie Gonzalez, has several programs and has reached out to minorities. The SEARCH program provides funding for a community solar garden and a geothermal project. Participants in the Emerging Leadership Program acquire leadership experience in different sessions throughout a year's time.

Commissioner Mongeau commented on the value of having the Regional Extension Office in Moorhead. They provide a great service and make a positive impact in the County. Commissioner Gross stated 4H and other Extension programs are examples of the good things happening in the County. Brian Berg added Extension has been very obliging with office space changes in the Family Service Center.

ANNUAL DEPARTMENT(S) UPDATE – BUILDING MAINTENANCE AND FAMILY SERVICE CENTER BUILDING MANAGEMENT

Joe Olson, Maintenance Supervisor, stated his department has filled two vacancies this past year, one of them due to retirement. A third vacancy is anticipated in August due to another retirement. There are six full-time positions and one evening roster position. They recently painted and had minor remodeling on second floor of the courthouse. A major project with the boiler system will start in April. He will be working with Extension's Master Gardeners on campus again in the spring. He feels he has excellent staff and continues to look for efficiencies with projects and duties.

Commissioner Mongeau extended appreciation for the great job staff does to keep the campus looking good.

Georgia Beaudry, Family Service Center (FSC) Building Manager, oversees three full-time, three part-time and 12 variable hour custodians who provide safe and clean spaces throughout the County buildings. She coordinates with Building Maintenance on many projects. She also oversees the County fleet vehicles.

Beaudry's fees include a \$25/hour maintenance fee for renters at the FSC. Postage rates cover the cost of the mailroom postal equipment. Some cold storage space is leased for school buses. She does not see a need to adjust any fees. Current maintenance and custodial staff will be

utilized for the new buildings. Extra hours may be added to part-time and/or variable hour staff if necessary.

Brian Berg commented on the enthusiasm and willingness from both of these supervisors.

REQUEST APPROVAL OF RESOLUTION AND SUBMITTAL OF GRANT APPLICATION FOR MN GREENCORPS POSITION

Gina Nolte, Public Health Promotion, and Kathy McKay, Public Health Director, presented a request to apply for another MN GreenCorp position. The position would primarily work with Active Transportation Strategies in the County. A resolution has been drafted for the Board to approve.

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

RESOLUTION 2018-16

WHEREAS, Clay County Public Health has applied to host an AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2018-2019 program year; and

WHEREAS, if the MPCA selects Clay County Public Health, the organization is committed to implementing the proposed project as described in the host site application, and in accordance with pre-scoped position description; and

WHEREAS, the MPCA requires that Clay County Public Health enter into a host site agreement with the MPCA that identifies the terms, conditions, roles and responsibilities;

BE IT RESOLVED THAT Clay County Public Health hereby agrees to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all of the terms, conditions, and matching provisions of the host site agreement.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Weyland attended meetings for Prairie Lakes Municipal Solid Waste Authority; Greater FM Economic Development Corp; AMC Board of Directors; and West Central Area Agency for Aging – Land of the Dancing Sky.
- Commissioner Campbell attended meetings for Prairie Lakes Municipal Solid Waste Authority; Greater FM Economic Development Corp; FM Diversion Authority; Township Officers; and Campus Construction Update.
- Commissioner Gross attended meetings for Hagen Township; Morken Township; Wild Rice Watershed Board; and Township Officers Annual Meeting.
- Commissioner Haney attended meetings for Metropolitan Council of Government; Lake Agassiz Regional Library Board; and Township Officers Annual Meeting.
- Commissioner Mongeau attended meetings for Extension; Cass-Clay Food Systems Joint Powers; Highway Concerns; Township Officers Annual Meeting; and Discussion Re: Planning Commission Appeal.

- Brian C. Berg attended meetings for Highway Engineers; Family Service Center; Central Administrators; Hiring Nurses; FM Diversion; Township Officers Annual Meeting; Campus Construction Update; Interview with The Forum; and announced the County Recorder's Retirement.

The meeting adjourned at 10:02 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Brian C. Berg, County Administrator