

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, March 27, 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 Campbell, seconded by Haney, and unanimously carried, the Board approved the agenda with one addition: Medical Consultant Agreement.

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 Haney, seconded by Weyland, and unanimously carried, the bills and vouchers (totaling \$179,836.65 from 132 vendors) were approved for payment. From that total, 117 warrants issued were under \$2,000 (\$38,767.41); and the following 15 warrants issued were over \$2,000:

Tri-County Community Corrections	32,166.24	Xcel Energy	4,751.94
Klein McCarthy & Co Ltd	29,740.92	Keepers Inc-Cy's Uniform	4,061.23
Clay Trail Alliance	16,370.73	SRF Consulting Group Inc.	3,928.39
Clay Co Public Health	15,178.72	CHS Credit Card Dept. (Enviro)	3,140.96
City of Glyndon	6,965.50	Reliance Telephone	3,000.00
FM Metro Council of Gov'ts	6,104.45	West Side Steel	2,270.19
Clay Co Public Health Dept. (Sheriff)	6,080.00	Universal Services	2,250.95
New American Consortium	5,059.02		

APPROVAL OF MINUTES FROM MARCH 6, 2018

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the Minutes from March 6, 2018.

REQUEST TO WAIVE TAX PENALTIES AND FEES

Pete Marinucci asked to have his tax penalties and interest (\$247.68) waived due to a death in the family.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the request to waive current tax penalties and fees for Pete Marinucci.

AUTHORIZATION FOR STEP ADJUSTMENT FOR RN APPLICANT; AND AUTHORIZATION TO REHIRE

Kathy McKay, Public Health Director, and Jamie Hennen, Nursing Supervisor, requested hiring an RN at Step 5 of the salary grid; and rehiring a former Public Health Nurse (who vacated the position for six months) at the same salary she received at the time she left the County. McKay noted she would be able to step into her former position without any training.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved hiring an RN to fill a vacancy for a Case Manager at Step 5, Grade 17 of the salary grid.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved rehiring a Public Health Nurse at the same salary grid step she received when she vacated the position.

AGENDA ADDITION: APPROVAL OF MEDICAL CONSULTANT AGREEMENT

McKay requested support to enter into a new Medical Consultant Agreement with Sanford Health for Detox and the Juvenile Center; however, the contract has not been finalized by Sanford Health. A short-term contract with Sanford Health was approved by the Board early this year.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved extending the current short-term contract for a Medical Consultant Agreement with Sanford Health for Detox and the Juvenile Center.

ANNUAL PUBLIC HEALTH DEPARTMENT UPDATE

Kathy McKay, Public Health Director; Jamie Hennen, Nursing Supervisor; Bruce Jaster, Environmental Health Director; and Mary Frahm, Finance Supervisor, were present with the annual Public Health update.

Kathy McKay began her update with one area of Public Health, the required Community Health Assessment. From their last assessment, the three priority areas selected were mental health, obesity, and adverse childhood experiences. McKay went over the different groups, committees, and programs related to said priority areas. Handouts were provided. There are

also active programs for tobacco prevention and emergency preparedness. The WIC Program, with 1,450 monthly participants, will be transitioning from paper vouchers to electronic cards in 2019.

Jamie Hennen relayed that March is a month of celebration for Public Health Nurses visiting homes. She provided some historic information on Home Health Nurses. The first Nurse-Family Partnership Program in MN began in Clay County 18 years ago. The County also just received national accreditation for Health Families America Program. Both of these programs are important in serving Clay County families.

Bruce Jaster reviewed the programs that are part of Environmental Health. The department issues licenses for Food, Beverage, and Lodging as well as campgrounds, swimming pools and mobile home parks for Clay, Wilkin, and Otter Tail Counties. In 2017, 913 licenses were issued in the three Counties.

As part of the On-site Septic Systems Program in Clay County, 66 compliance checks were provided, 61 site evaluations were completed, and 90 onsite septic system permits were issued. They also issued approximately 50 demolition permits in 2017. They no longer operate a licensed lab, but have a cooperative agreement with another lab for water testing. That lab provides kits and a pick-up service at the Public Health Clinic, which reportedly has worked out very well. Since a radon issue surfaced in the area in January the department has given out over 150 radon test kits to residents in the County.

Mary Frahm completed a Public Health budget comparison for 2008 and 2018, showing significant growth and changes in 10 years' time. The department has been able to add several new grants as part of the Partnership4Health Community Health Board. The various revenue sources in 2017 were provided in percentages. County tax dollars equate to 10% of the total Public Health budget. Revenues for the detox center come from the clients, SE Mental Health, Veterans Administration, and the County Social Services contract - which is trending downward. Revenues and fees for detox have both increased with a continued rise in numbers in detox over the past five years.

The Public Health Department fees were reviewed. Detox updated their fee of \$320 per day in 2011. Agency fees for contracts were increased to \$50 per hour in 2016. Clinic fees and immunization fees are reviewed annually.

REQUEST FOR APPROVAL TO PURCHASE A NEW VOICEMAIL SYSTEM

Tim Dent, Technology Services Director, and Jocelyn Sloan, Systems Administrator, were present with the request to purchase a new voicemail system. Dent was recently informed that the County's current voicemail system will no longer be supported after June 30, 2018. They

have contacted and met with many vendors as well as the County Auditor to come up with the proposed solution. The cost for ConvergeOne software along with support for five years, is \$66,511.25.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the request to purchase a new voicemail system from ConvergeOne, along with five years support, for \$66,511.25.

APPROVAL OF MOU WITH CITY OF SABIN FOR LOCAL ROAD IMPROVEMENT PLAN ON COUNTY ROAD 67

David Overbo, Highway Engineer, provided a Memorandum of Understanding (MOU) for the County and City of Sabin for an improvement plan for County Road 67. The project still needs to be designed, but no additional right-of-way is expected at this time.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the MOU with the City of Sabin for the County Road 67 Road Improvement Plan.

APPROVAL OF 5-YEAR ROAD CONSTRUCTION PLAN FOR 2018 – 2022

Overbo noted that the Highway Department held a public meeting on March 21 for their 5-Year Road Construction Plan. Following public input, a couple changes were made to their 5-year plan.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved the Highway Department's 2018 – 2022 Road Construction Plan.

AGENCY AGREEMENT AND RESOLUTION FOR COUNTY ROAD SAFETY PLANS

Overbo briefed the Commissioners on the County Road Safety Plans utilizing federal dollars allocated for safety on roads.

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

RESOLUTION 2018-17

RESOLUTION FOR AGENCY AGREEMENT

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the Clay County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Clay County Board Chair and the Clay County Administrator are hereby authorized and directed for and on behalf of Clay County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1029817", a copy of

which said agreement was before the Clay County Board of Commissioners and which is made a part hereof by reference.

REQUEST TO FILL VACANCY FOR FT CORRECTIONS OFFICER

Julie Savat, Jail Administrator, requested to fill a vacancy for a Corrections Officer at the Jail due to a retirement the end of April.

On motion by Weyland, seconded by Gross, and unanimously approved, the Board approved the request to fill a vacancy for a full-time Corrections Officer.

PUBLIC HEARING FOR ORDINANCE AMENDMENT – ADD STORAGE/STOCKPILING OF EXTRACTED MATERIALS AS INTERIM USE PERMIT

On motion by Campbell, seconded by Weyland, and unanimously approved, the Board opened the public hearing.

Tim Magnuson, Planning Director, provided background information on the need for the amendment to the ordinance to add storage/stockpiling of extracted materials as an Interim Use Permit. A Planning Commission subcommittee formed and met a couple times on this amendment. Permits would be allowed in districts other than shoreland, floodplain, and Urban Expansion districts. Concrete rubble is already covered under temporary provisions in the ordinance. Magnusson noted he has had specific requests for stockpiling from smaller operators who want to bring material in closer to a site where it is needed and stockpile it for a short period of time. The Planning Commission would establish an end date on each Interim Use permit.

Commissioner Campbell asked about contaminated materials, and Attorney Samarzja will check Statute 93 to see if it covers contaminated materials. If approved, Samarzja will draft a final version of the amendment to the ordinance this week.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board closed the Public Hearing.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the request for an ordinance amendment to add storage/stockpiling of extracted materials as an Interim Use Permit, with the exclusion of any contaminated materials.

CLOSED SESSION FOR BOARD DISCUSSION RE: PENDING LITIGATION PER MINN. STAT. 13D.05, SUBD. 3(B) ATTORNEY/CLIENT PRIVILEGE

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved closing the public meeting for a closed session at 9:43 a.m.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board reopened the Board meeting at 10:32 a.m.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Weyland attended meetings for FM Diversion and Solid Waste Advisory Committee.
- Commissioner Campbell attended meetings for Solid Waste Advisory Committee; Highway Department 5-Year Plan; FM Diversion Land Management, FM Diversion Public Outreach; Land Management Mitigation Plan; FM Diversion Authority; and Buffalo River Watershed District. He also attended tours with MBA members of the Correctional Facility and Law Enforcement Center.
- Commissioner Gross attended meetings for Flood Damage Reduction Watershed Conference; Historical & Cultural Society; Highway Department Five-Year Plan; and attended a watershed tour.
- Commissioner Haney attended meetings for Adult Mental Health Local Advisory Committee and FM Diversion Finance Committee.
- Commissioner Mongeau attended meetings for Flood Damage Reduction Watershed Conference; Moorhead Public Service’s appeal; FM Diversion Land Management; Buffalo-Red River Watershed Advisory Committee; Buffalo Red Watershed; and attended tours with MN Environmental Quality Board and Moorhead Business Association.
- Brian C. Berg attended meetings for an Update on the Correctional Facility with Barnesville Record Review; Personnel Issues; Correctional Staff; FM Diversion; Recorder; New Hires; and attended tours with MN Environmental Quality Board and Moorhead Business Association.

The Commissioners were invited to attend the County Managers Off-Site Training on Wednesday, May 9 at CCRI in Moorhead.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board appointed Commissioner Gross as an alternate to Buffalo Red River Watershed Board.

The meeting adjourned at 10:50 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Brian C. Berg, County Administrator