

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, April 3, 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 Weyland, and unanimously carried, the Board approved the agenda.

AMENDMENT TO U OF M REGIONAL EXTENSION LEASE

By consent agenda, the Board approved the amendment to the University of Minnesota Regional Extension lease at the Family Service Center.

DONATION FOR NEW CORRECTIONAL FACILITY

By consent agenda, the Board accepted a \$3 donation for the new Correctional Facility.

AUTHORIZATION FOR HIGHWAY DEPT. TO ADVERTISE FOR YEARLY SUPPLY BIDS

By consent agenda, the Board authorized the Highway Department to advertise for yearly supply bids.

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 \$1,268,025.80 from 116 vendors) were approved for payment. From that total, 93 warrants issued were under \$2,000 (\$33,900.68); and the following 23 warrants issued were over \$2,000:

City Of Moorhead	3,251.67	Clay County Sheriff Buy Fund	3,000.00
Clay Co Soil & Water Conservation	57,347.25	Code 4 Services, Inc	2,353.21

Construction Engineers, Inc.	902,030.85
Cultural Diversity Resources	5,448.00
High Point Networks, LLC	52,541.00
Historical & Cultural Society	15,438.91
Key Contracting Inc.	11,585.00
Lakes Country Service Cooperative	11,478.69
Lenovo, Inc.	25,527.60
Martin/Corey Lynn	2,295.75
Michael J Burns Architects	13,906.99
MN Co. Intergovernmental Trust	2,500.00

Moorhead Public Service	4,208.52
Nurse-Family Partnership, Inc.	17,784.00
On Site Body Armor	5,814.50
Otter Tail County Social Services	11,840.00
Sanford Health	2,225.45
Sun Control Window Film	6,334.24
Thrifty White Pharmacy	5,500.00
West Central Reg. Juvenile Center	69,583.33
Xcel Energy	2,130.16

APPROVAL OF MINUTES FROM MARCH 13 AND 20, 2018

On motion by Haney, seconded by Campbell, and unanimously carried, the Board approved the Minutes from March 13, 2018.

On motion by Weyland, seconded by Gross, an unanimously carried, the Board approved the Minutes from March 20, 2018.

EMPLOYEE RECOGNITIONS

The following employees were recognized: David Sunde, 20 years, Law Enforcement; Scott Steffes, 25 years, Law Enforcement; Christina Baquera, 25 years, Social Services; Anna Amaya, 25 years, Social Services; and Susan Roll, 25 years, Auditor’s office.

REQUEST TO REVIEW VIOLATIONS AT LAKE 15

Brian Brunette, resident of Sunset Beach Subdivision on Lake 15, was present with a list of five items regarding permitting, laws, and safety related to development on Lake 15. Several photos were also provided to the Commissioners. County staff were able to research the items of question that were provided prior to the meeting; and presented answers and explanations to the resident and Commissioners. The Board engaged in dialogue with the resident and felt he was given ample time to have all his questions adequately addressed.

PROCLAMATION AND REPORT ON CHILD ABUSE PREVENTION MONTH

Rhonda Porter, Social Services Director, introduced Quinn Jaeger as the new Supervisor of the Child Protection Unit.

Amy Amundsen, Supervisor of Child and Family Unit, shared some measurable progress and accomplishments from the Child and Family Unit of Social Services. She brought forth a proclamation to recognize April 2018 as Child Abuse Prevention Month in Clay County.

On motion by Gross, seconded by Weyland, and unanimously carried, the Board accepted the Child Abuse Prevention Proclamation read by Chair Mongeau.

REQUEST APPROVAL TO FILL VACANCY FOR FT JUVENILE COUNSELOR

Stephen Larson, Juvenile Center Director, requested approval to fill a vacancy for a Juvenile Counselor in the non-secure unit due to a resignation.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved the request to fill a vacancy for a full-time Juvenile Counselor in the non-secure unit and to backfill positions as necessary.

REQUEST APPROVAL TO FILL VACANCY FOR FT CORRECTIONS OFFICER

Julie Savat, Jail Administrator, requested approval to fill a vacancy for a Corrections Officer due to a recent resignation.

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

REQUEST HIRING CORRECTIONS OFFICERS FOR NEW CORRECTIONAL FACILITY

Julie Savat commented on the number of new Corrections Officers (15) needed at the new Correctional Facility as determined by the Department of Corrections (DOC) and recommended by the County Personnel Issues Committee. Savat is also requesting one Re-Entry Assistance Program (RAP) officer as recommended by the Behavioral Health Committee. Savat would like to hire officers in a phased plan, rather than all at once. These officers would be trained in both facilities to provide coverage in the old facility while the existing staff learn the new facility. The cost for the new hires is \$670,948.00. The additional officers would not increase the budget as the dollars were being spent to house inmates outside the County. The 16 new hires were approved in the 2018 budget and submitted to the Board last summer. There will also be description changes for five officers - going from lead positions to Sergeants, to fulfill the approved DOC staffing plan.

In addition, Savat advised forgoing renewal of the Sentence to Serve (STS) Contract for 2019, for a cost savings of \$60,266.00. The Correctional Facility will continue the STS program, and will use the existing Work Detail Officer to run the service.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved hiring 15 Corrections Officers and one Re-Entry Assistance Program (RAP) officer for the new Correctional Facility.

The Commissioners thanked Savat for her leadership during this transitional period.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved not renewing the Sentence to Serve (STS) contract in 2019, for a cost savings of \$60,266.00.

APPROVAL OF FINAL CONTRACT VOUCHER FOR HAGEN BRIDGE CONTRACT #117

Eric Hove, Assistant Highway Engineer, recommended approval of a final voucher for the 2017 bridge project in Hagen Township. The contractor was Korby Contracting from Fergus Falls, MN. The original contract was for \$533,770.10, and the final contract to be approved is slightly lower at \$517,401.23.

On motion by Haney, seconded by Weyland, and unanimously carried, the Board approved the final contract at \$517,401.23 with Korby Contracting for the Hagen Township bridge project.

APPROVAL OF 2018 DUST CONTROL QUOTE

Hove recommended approval of the lowest quote for dust control from a new bidder - Northern Salt from Glyndon – for Calcium Chloride at \$1.06/gallon to be used for dust control in 2018. Bids were opened on March 30 and the lowest quote of \$1.06/gallon was two cents lower than last year. The advertisement for bids appeared on the County website and was communicated to the townships. Upon approval, Highway staff will send out sign-up sheets to the previous year’s customers.

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved Northern Salt’s bid of \$1.06/gallon for dust control in 2018.

REQUEST APPROVAL TO FILL VACANCY FOR PUBLIC HEALTH NURSE – HOME VISITING MANAGER

Kathy McKay, Public Health Administrator, and Jamie Hennen, Nursing Supervisor, requested approval to fill a vacancy for a Public Health Nurse - Home Visiting Manager due to a retirement coming in June. They proposed a two-week overlap for training of this position

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved filling a vacancy for a FT Public Health Nurse - Home Visiting Manager, and backfill positions as necessary.

DISCUSSION ON POLLINATOR HABITAT PROJECT ON COUNTY-OWNED LAND

Tony Nelson, Pheasants Forever Biologist - Soil and Water Conservation District; Steven Burick, Pheasants Forever; and Amanda Lewis, SWCD Coordinator, were present with information on a Pollinator Habitat Project. The project area covers parcels in Crestwood Addition, along the Red River, that were purchased by the County due to floods and bank slippage. Maps were provided of the parcels. SWCD and Pheasants Forever partner with the Department of Nature Resources

(DNR) for funds for restoring and enhancing land. This 7.72 acres of land would be restored to a native grassland riparian/wooded state. It would also improve the water quality and benefit the neighboring landowners. With this type of restored habitat, butterflies, bees, deer, and turkey are expected to take advantage of the site. The County serves as host of the site and access would not be changed.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved proceeding with the Pollinator Habitat Project on County-owned parcels in Crestwood Addition.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Weyland attended a Correctional Facility and Law Enforcement Center Construction Update.
- Commissioner Campbell attended meetings for Rural Cities and County; Personnel Issues Committee; and a Media Tour of the Correctional Facility and LEC.
- Commissioner Gross attended meetings for Rural Cities and County; County Land Management Committee; Hawley City Council; and Felton City Council.
- Commissioner Haney attended meetings for Rural Cities and County; Greater Northern Corridor Separation in Moorhead; Media Tour of Correctional Facility and LEC;
- Commissioner Mongeau attended meetings for Personnel Issues Committee; Rural Cities and County; Planning Commission; Great Northern Corridor Separation in Moorhead; Land Management Committee; MetroCOG Executive Director Search; and with Congressman Collin Peterson Re: Plan B.
- Brian C. Berg attended meetings for Personnel Issues Committee; Rural Cities and County; Great Northern Corridor luncheon; Land Management Committee; Correctional Facility Construction Update; Personnel Evaluations; MCIT Campus Assessment; Media Tour; Change Orders with Construction Engineers; Personnel Issues; and Lake 15 Issues.

The meeting adjourned at 10:20 a.m.

Grant Weyland, Vice-Chair, County Board of Commissioners

Brian C. Berg, County Administrator