

**CLAY COUNTY BOARD OF COMMISSIONERS**

8:30 a.m., Tuesday, May 8, 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, Kevin Campbell, and Grant Weyland. 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 Haney, seconded by Gross, and unanimously carried, the Board approved the agenda.

**RENEWAL OF AGREEMENT TO PROVIDE SCHOOL NURSING SERVICES TO HAWLEY SCHOOL DISTRICT**

By consent agenda, the Board approved the agreement to provide school nursing services to Hawley school district for 2018-2019 school year.

**NURSE CONSULTANT AGREEMENT WITH ALPHA’S LITTLE LIGHTS DAYCARE CENTER**

By consent agenda, the Board approved the Nurse Consultant Agreement with Alpha’s Little Lights Daycare Center.

**AMEND LEASE WITH LAKES & PRAIRIES, HEAD START**

By consent agenda, the Board approved the amended lease agreement with Lakes & Prairies Head Start.

**ADOPTION THE MINNESOTA MERIT SYSTEM’S EEO-AA GUIDELINES FOR CLAY COUNTY SOCIAL SERVICES**

By consent agenda, the Board adopted the Minnesota Merit System’s EEO-AA Guidelines for Clay County Social Services.

**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 Campbell, seconded by Weyland, and unanimously carried, the bills and vouchers (totaling \$451,345.37 from 139 vendors) were approved for payment. From that total, 114 warrants issued were under \$2,000 (\$46,523.43); and the following 25 warrants issued were over \$2,000:

Clay Co Public Health	60,297.81	Widseth Smith Nolting & Asso., Inc.	5,550.00
Reardon Office Equipment, Inc.	54,171.34	PDQ.COM Corporation	5,400.00
Turner/Douglas E	45,314.76	Moorhead Public Service	4,560.14
Construction Engineers, Inc.	41,487.00	Swanston Equipment Corporation	4,160.00
Clay County Treasurer	29,260.70	Wilkin Co. Public Health	3,979.22
Otter Tail Public Health	25,677.75	TrueNorth Steel	2,855.61
Becker County Public Health	24,624.00	Stock/Alexander & Kathleen	2,442.00
Furiea/Nicholas A	20,599.99	Xcel Energy	2,306.00
Bernick Lifson, P.A.	19,744.00	Department of Corrections	2,100.00
Bytespeed, LLC	17,845.00	MN IT Services	2,100.00
Dakota Plains Mechanical, Inc.	10,994.49	Butler Machinery Co.	2,079.26
MAVO Systems, Inc.	9,260.00	Olson/Jeremy	2,028.02
Pemberton, Sorlie, Rufer	5,984.85		

**APPROVAL OF MINUTES FROM APRIL 17, 2018**

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the minutes from April 17, 2018.

**RECOGNITION OF DONATIONS**

The Board recognized donations for Social Services of \$250 and sugar coupons from American Crystal Sugar; and \$30 from Walmart.

**ANNUAL REPORT FROM CHILDREN’S MENTAL HEALTH LOCAL ADVISORY COUNCIL**

Carolyn Strnad, Collaborative/Early Childhood Initiative Coordinator, and Amanda Brandt, provided the annual report from Children’s Mental Health Local Advisory Council. Strnad provided the Council membership list and addressed a number of projects they worked on in the past year. She noted they are looking for a new representative from the Juvenile Center due to a retirement. A new brochure was handed out that is now available in all schools in Clay County schools and at mental health provider offices. A survey was recently conducted that identified local needs for more transportation, less wait time for psychiatric care, and a drop-in childcare in Moorhead.

**ANNUAL REPORT ON ADULT MENTAL HEALTH LOCAL ADVISORY COUNCIL**

Alison Wolbeck and Tricia Hopper, Co-Chairs of Adult Mental Health Local Advisory Council, commended the Clay County Commissioners on their investments for mental health services. Over the last several years the need for additional providers offering Adult Rehabilitative Mental Health Services has increased. The Council will be focusing on creating policies, systems, and environments that promote mental health and well-being for all residents.

On motion by Campbell, seconded by Haney, and unanimously approved, the Board approved the Clay County Adult Mental Health Local Advisory Council Membership List.

A Clay County Proclamation declaring May 2018 as Mental Health Month was read by Chair Mongeau.

On motion by Campbell, seconded by Haney, and unanimously approved, the Board adopted the Proclamation for May 2018 as Mental Health Month.

**ANNUAL REPORT ON A PLACE FOR HOPE: RECOVERY AND WELLNESS CENTER**

Ladonna Korstad, Executive Director for A Place for Hope: Recovery and Wellness Center, read their mission statement which includes providing a safe, supportive environment for adults with serious mental illnesses to thrive and create social bonds. They will be celebrating their 20<sup>th</sup> year in July. They continue to increase their membership. Currently there are 1500 members. Their Board meets monthly. They continue to work on funding for their programs and are hoping to be more centrally located within the City of Moorhead in the future.

**APPROVAL OF HIGHWAY'S YEARLY SUPPLY BIDS**

David Overbo, County Engineer, and Eric Hove, Assistant County Engineer, provided bid tabulations for the following annual supplies: corrugated metal culvert, furnishing bituminous mixture, rental of construction equipment, and furnishing/crushing/hauling gravel.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board accepted a bid from TrueNorth Steel for corrugated metal culvert, contingent on no bid errors, MnDOT approval of Cooperative Construction Agreement, and Certified DBE Participant.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board accepted bids from four contractors (Border States Paving, Central Specialties, Northern Improvement, and FM Asphalt) for furnishing bituminous mixture, contingent on no bid errors, MnDOT approval of Cooperative Construction Agreement, and Certified DBE Participant.

On motion by Gross, seconded by Haney, and unanimously carried, the Board accepted bids from four contractors (Tim Crompton Ex., Fitzgerald Construction, Turner Sand & Gravel, and

Sellin Brothers) for rental of various equipment, contingent on no bid errors, MnDOT approval of Cooperative Construction Agreement, and Certified DBE Participant.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board accepted the following low bids for furnishing and hauling of gravel: Turner Sand & Gravel for Townships 1-8, 10-21, 24-29; Strata Corp. for Townships 9, 30; and Fitzgerald Construction for Townships 22, 23. Acceptance is contingent on no bid errors, MnDOT approval of Cooperative Construction Agreement, and Certified DBE Participant.

**OPEN BIDS FOR HSIP INTERSECTION LIGHTING PROJECT SP 088-070-054**

Overbo stated his estimate for the street lighting project for eight intersections in Clay, Becker, Wilkin, and Mahnomen Counties was \$567,690. One bid was received from Otter Electric from Fergus Falls for \$364,418.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the bid from Otter Electric for \$364,418, contingent on no errors on the bid, MnDOT approval of Cooperative Construction Agreement, and Certified DBE Participant.

**REAPPOINTMENT OF COUNTY ENGINEER DAVID OVERBO**

Brian C. Berg, County Administrator, informed the Board they need to appoint/reappoint a County Engineer every four years. Berg recommended reappointing David Overbo, who has been the County Engineer since 2006. His expertise and excellent working relationships with the townships makes him a valuable engineer for the county. The Commissioners echoed the favorable comments.

On motion by Gross, seconded by Weyland, and unanimously carried, the Board reappointed David Overbo as County Engineer for four more years.

**APPROVAL OF AMENDMENT TO GUARANTEED MAXIMUM PRICE – CORRECTIONAL FACILITY, LAW ENFORCEMENT CENTER AND REGIONAL JUVENILE CENTER**

Berg presented an amendment to the Guaranteed Maximum Price (GMP) for Construction Engineers for the Correctional Facility and Law Enforcement Center. This amendment is for the change order that was approved for the heating plant (\$586,681) and the addition of the West Central Regional Juvenile Center project (\$8,876,281). The new Guaranteed Maximum Price is \$52,292,683.51

On motion by Weyland, seconded by Haney, and unanimously approved, the Board approved the amendment to the Guaranteed Maximum Price for the Correctional Facility, Law Enforcement Center, and Regional Juvenile Center construction projects, bringing the total to \$52,292,683.51.

**AMENDMENT TO SANFORD CLINIC NORTH MEDICAL CONSULTANT AGREEMENT**

Jamie Hennen and Mary Frahm, Public Health staff, provided the amended agreement with Sanford Clinic extending the term of their agreement to January 30, 2019, without change to the current fee schedule.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the amendment to Sanford Clinic North Medical Consultant Agreement.

**REQUEST TO FILL VACANCY IN RECORDER’S OFFICE**

Brian C. Berg, County Administrator, and Kimberly Savageau, Chief Deputy Recorder, requested filling a vacancy in the Recorder’s Office. DiAnn Streifel is retiring and her position as Recorder will end on June 8. The retirement leaves three staff in the Recorder’s office with a large volume of customers with vitals and land documents to be recorded. Berg noted the Land Management Office Committee met and discussed options for the Recorder’s position, but the position has not gone to Personnel Issues Committee yet. Discussion ensued related to a conservative approach in filling the position or combining the position for the County Recorder position.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved filling a full-time vacancy in the Recorder’s office.

**REQUEST TO FILL UPCOMING VACANCY FOR COUNTY ADMINISTRATOR POSITION**

Brian C. Berg, County Administrator, and Jennifer Pierson, Benefit Coordinator, stated they have met and discussed options regarding the upcoming vacancy for the County Administrator position. Two timeline options and screening committee list were provided. A list of 10 questions will be part of the application.

On motion by Haney, seconded by Gross, and unanimously carried, the Board approved advertising the County Administrator position internally and externally, with the first screening on May 23, but also reserving the right to consider more applicants after that date. The Board will interview the top five candidates. Per diems and mileage will be afforded to interviewees.

**COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS**

- Commissioner Campbell attended a meeting with City of Moorhead Re: bonding dollars and a Special FM Diversion Authority meeting.
- Commissioner Gross attended meetings for MN Rural Counties and Georgetown City Council.
- Commissioner Haney attended meetings for Moorhead Planning Commission; Joint Powers Committee; Clay County Collaborative Board; and a Children’s Mental Health luncheon.

- Commissioner Weyland attended meetings for MN Rural Counties; City of Moorhead Re: Bonding Dollars; and Events Planning for Correctional Facility and LEC.
- Commissioner Mongeau attended meetings for Administrator Recruiting and MetroCOG Executive Committee.
- Brian C. Berg attended meetings for Event Planning; Bonding Dollars; Personnel Action Step 3 Grievance; Planning Session for Off-Site Training; and County Administrator Recruiting.

There was a consensus to invite Governor Mark Dayton to be the main speaker at the Ribbon Cutting Ceremony for the Correctional Facility and Law Enforcement Center in July.

The meeting adjourned at 10:15 a.m.

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Jenny Mongeau, Chair, County Board of Commissioners

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Brian C. Berg, County Administrator