

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, June 5, 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 Administrative Assistant Lynne Spaeth.

CALL TO ORDER

Chair Mongeau called the meeting to order.

APPROVAL OF AGENDA

On motion by Jim Haney, seconded by Kevin Campbell, and unanimously carried, the Board approved the agenda.

REQUEST TO WAIVE PENALTY FOR LATE PAYMENT OF TAXES

By consent agenda, the Board approved the request to waive the penalty for late payment of taxes for E. Thompson property.

RENEWAL OF AGREEMENT TO PROVIDE SCHOOL NURSING SERVICES TO DGF SCHOOL DISTRICT

By consent agenda, the Board approved the renewal of the agreement to provide school nursing services to Dilworth-Glyndon-Felton Schools.

RENEWAL OF CONTRACT WITH SUMMIT/NATIONAL SCHOOL LUNCH PROGRAM

By consent agenda, the Board approved the renewal of the contract with Summit/National School Lunch Program.

REQUEST FOR OUT-OF-STATE TRAVEL FOR CHILD SUPPORT INVESTIGATOR TO ATTEND CONFERENCE

By consent agenda, the Board approved the request for Jim Backlund to attend the National Welfare Fraud Conference in Wisconsin.

UPDATED LAW ENFORCEMENT MUTUAL AID AGREEMENT

By consent agenda, the Board approved the Law Enforcement Mutual Aid Agreement with Sheriffs from Region I and Region II.

RENEWAL OF LIQUOR LICENSES

By consent agenda, the Board approved the renewal of liquor licenses for J&M Bar Services, LLC; Buffalo River Race Park; Mainline Bar and Grill; and Rustic Oaks, Inc.

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 Jim Haney, seconded by Kevin Campbell, and unanimously carried, the bills and vouchers (totaling \$5,829,498.39 from 197 vendors) were approved for payment. From that total, 150 warrants issued were under \$2,000 (\$56,756.04); and the following 47 warrants issued were over \$2,000:

Treasurer of School Dist. 152	3,527,925.00	Allsteel, Inc.	9,067.80
Treasurer of School Dist. 2164	477,756.00	Johnson Controls, Inc.	8,720.00
Independent School Dist. 150	349,014.00	Clay County Treasurer	8,640.00
Construction Engineers, Inc.	266,158.20	Treasurer of School Dist. Otc 548	7,666.00
Election Systems & Software, Inc.	242,015.17	Survey Systems	7,552.80
Treasurer of School Dist. 146	183,727.00	City of Hawley	6,748.17
Treasurer of School Dist. 914	177,246.00	City of Glyndon	5,775.99
West Central Juvenile Center	69,583.33	Town & Country Oil, Inc.	5,331.74
Clay Co Public Health	50,870.71	Moorhead Public Service	5,119.38
High Point Networks, LLC	47,314.95	SRF Consulting Group, Inc	4,872.80
Bytespeed, LLC	28,448.00	Clay County Union	4,656.60
Otter Tail Public Health	24,523.03	Wilkin Co Public Health	4,296.84
City of Moorhead	18,470.80	Clay County Public Health Dept.	4,160.00
Historical & Cultural Society	15,438.91	New American Consortium	3,767.03
Becker County Public Health	15,429.84	Dakota Plains Mechanical, Inc.	3,475.87
Surdex Corporation	15,000.00	Treas of School Dist Nc 2527	3,242.00
Treasurer of School Dist. Nc 2854	14,899.00	City of Ulen	3,053.51
City of Dilworth	13,785.41	CDW Government, Inc	2,997.80
Widseth Smith Nolting & Asso.	13,479.62	Weivoda Carpets	2,776.31
Treasurer of School Dist. Bc 2889	12,985.00	WEX Bank	2,524.37
Lakes & Prairies Community Action	11,475.00	Network Cabling Services, Inc.	2,320.85
NW MN Juvenile Detention	10,228.00	Creative Product Sourcing, Inc.	2,273.13
Magic Fund	9,615.29	Kadrie/Susan	2,204.56
The Retrofit Companies, Inc.	9,354.50		

APPROVAL OF MINUTES FROM MAY 8 AND 15, 2018

On motion by Kevin Campbell, seconded by Frank Gross, and unanimously carried, the Board approved the minutes from May 8, 2018 and May 15, 2018.

EMPLOYEE LONGEVITY AWARDS

The following employees were recognized: Ann Rodke-Leshovsky, 20 years, Auditor’s Office; Amy Rood, 20 years, Jail; Troy Amundsen, 25 years, Detox Unit; and, Ryan Alderman, 25 years, Law Enforcement.

RECOGNITION OF TWO \$50 DONATIONS TO JAIL WORK DETAIL

The Board recognized a \$50 donation from Scandia Lutheran Church for Jail Work Detail.

REQUEST TO REPLACE MAILROOM CLERK POSITION

On motion by Kevin Campbell, seconded by Weyland, and unanimously carried, the Board approved the request from Georgia Beaudry, Building Manager, to fill a .5 mailroom clerk position.

RESOLUTION TO INCORPORATE SUMMARY OF WATER COURSES INTO CLAY COUNTY LOCAL WATER PLAN

Lynn Foss from Clay Soil and Water Conservation District (SWCD) presented a resolution to incorporate the summary of watercourses, a copy of the watercourses map, a copy of the original waters identified, and the resolution adopted by SWCD Board into the Local Water Plan. Gabe Foltz from SWCD was also engaged in the process of establishing the criteria for the water courses.

On motion by Frank Gross, seconded by Jenny Mongeau, and unanimously carried, the Board adopted the following resolution:

RESOLUTION 2018-23

Resolution to Incorporate the Summary of Watercourses into the Clay County Comprehensive Local Water Management Plan

Whereas; Minnesota Statutes Chapter 103F.48 requires soil and water conservation districts (SWCDs) in consultation with local water management authorities, to develop, adopt, and submit to each local water management authority within its boundary a summary of watercourses.

Whereas; The Board of Water and Soil Resources has adopted Buffer Law Implementation Policy #6 ‘Local Water Resources Riparian Protection (“Other Watercourses”)’ which identifies steps SWCDs are required to take in developing said inventory.

Whereas; Clay SWCD has adopted a Map inventory of other watercourses and provided it to Clay County on “May 24, 2018”.

Whereas; Clay County recommends that implementation of buffers or other practices on these waters be voluntary in nature through the Comprehensive Local Water Management Plan.

Whereas; Minnesota Statutes Chapter 103F.48 requires a local water management authority that receives a summary of watercourses identified under this subdivision must incorporate an addendum to its comprehensive local water management plan or comprehensive watershed management plan to include the SWCD recommendations by July 1, 2018.

Whereas; Minnesota Statutes Chapter 103F.48 does not require a plan amendment as long as a copy of the included information is distributed to all agencies, organizations, and individuals required to receive a copy of the plan changes.

Therefore, be it resolved that; The summary of watercourses or “other waters” for Clay County shall be incorporated as an addendum in its current local water management plan.

Be it further resolved that; Clay County authorizes staff to provide a copy of the addendum and any supporting information to be distributed to all agencies, organizations, and individuals required to receive a copy of the plan changes.

UPDATE AND RESOLUTION - FM PLASTIC BAG TASK FORCE

Laura Wessberg, Environmental Programs Specialist, presented background information and an update from the Fargo-Moorhead Plastic Bag Task Force. The Task Force stresses the importance of educating the public on the adverse impacts of plastic bags. There are four cities in the area participating in “Day Without Plastic Bags.” Wessberg presented a Resolution for the Board to adopt.

On motion by Grant Weyland, seconded by Kevin Campbell, and unanimously carried, the Board adopted the following Resolution:

RESOLUTION 2018-23

Resolution to Reaffirm Commitment of the County Board to the FM Plastic Bag Task Force

Whereas, an average grocery store in the Fargo-Moorhead area uses about 52,400 pounds of plastic bags annually and less than 5% of standard plastic bags are recycled in the United States of America; and

Whereas; Plastic bags are easily transported resulting in widespread pollution often despite efforts to dispose of the bags properly, and the bags also often are mistaken as a food source by a variety of animals, sometimes resulting in death; and

Whereas; It is important to acknowledge and take steps to reduce the adverse impacts that plastic bags have on local and global ecosystems.

Now, Therefore, be it resolved that, by Clay County Board of Commissioners that we reaffirm our commitment to the above project.

UPDATE FROM CORRECTIONAL FACILITY TRANSITION TEAM

Jail Administrator Julie Savat, and Kate Johnson from the Transition Team provided an update from the Correctional Facility Transition Team. They have been working on temporary food delivery options; focusing on policy and procedures for daily operations; drafting an inmate handbook; and moving forward with a paperless system. The team is preparing lesson plans, training modules, and a training curriculum for staff. They will be training new and existing staff to the new correctional facility on everything from the building layout, to daily routines, to

electronic systems. The Transition Team and its leaders were commended for their diligent work in reviewing the necessary policies and procedures for the new Correctional Facility. The second phase of the construction project will be completed in the spring of 2019.

ANNUAL UPDATE FROM HISTORICAL AND CULTURAL SOCIETY OF CLAY COUNTY

Maureen Kelly Jonason, Executive Director of the Historical and Cultural Society of Clay County, was not in attendance. Commission Gross provided a brief update.

PRESENTATION AND PROCLAMATION FOR ELDER ABUSE AWARENESS DAY

Pat Boyer, Social Services Supervisor, introduced staff who work with Adult Protection Services: Tracy Lundon, Correen Graham, and Lori Conroy from the County Attorney's office. A major task in this area is educating the public on abuse and neglect of the elderly population. Last year Adult Protection Services invested 160 reports in the County. Self-neglect and financial exploitation were identified as the top allegations. Attorney Conrad reported on her role in protective services: working with police, financial institutes, Adult Protection Services, and jurors on protection of the elderly population.

On motion by Kevin Campbell, seconded by Frank Gross, and unanimously carried, the Board read and accepted a proclamation which identifies the need for elder abuse awareness and proclaimed June 15 as World Elder Abuse Awareness Day.

REQUEST TO PURCHASE UTILITY VEHICLE FOR CLAY COUNTY CAMPUS

Joe Olson, Building Maintenance Supervisor, requested approval to purchase a utility cart for maintenance staff due to campus expansion. Estimates that Olson received showed the least expensive option from RDO Equipment.

On motion by Frank Gross, seconded by Jim Haney, and unanimously carried, the Board approved the request to purchase the utility vehicle from RDO Equipment for the County campus.

REQUEST TO REPLACE FINANCIAL SOCIAL WORKER POSITION

On motion by Frank Gross, seconded by Jim Haney, and unanimously carried, the Board approved the request from Social Services Director Rhonda Porter to fill the vacancy for a Financial Worker in Social Services.

REQUEST TO FILL VACANCY FOR FULL-TIME JUVENILE COUNSELOR FOR SECURE PROGRAM

On motion by Jim Haney, seconded by Frank Gross, and unanimously carried, the Board approved the request from Stephen Larson, Juvenile Center Director, to fill a vacancy for a Juvenile Counselor for the Secure Program.

CONSIDERATION OF SPONSORSHIP FOR APPLICATION OF MPCA GRANT TOWARDS UPDATING THE RED RIVER BASIN LONG-TERM FLOOD SOLUTION

Ted Preister, Red River Basin Executive Director; and Bruce Albright, Buffalo-Red River Watershed District Administrator, asked for the County’s support in applying for a \$30,000 MPCA grant to aid communities in long-term flood solutions. The grant requires a 25% local match. A committee, which included Commissioners Mongeau and Gross, met and recommended the County Board be the local sponsor and the Buffalo-Red River Watershed contribute the requested match. The biggest benefit of the update will be hydrology upgrading for better predictability.

On motion by Grant Weyland, seconded by Kevin Campbell, and unanimously carried, the Board accepted sponsorship of an MCPA application for a grant for updating the Red River Basin long-term flood solution.

UPDATE ON TAX FORFEIT LOTS ACQUIRED BY BARNESVILLE ECONOMIC DEVELOPMENT AUTHORITY

Karen Lauer, Executive Director of Barnesville EDA, thanked the Board for their continued support. One of the last tax forfeit properties that the Board allowed Barnesville EDA to acquire was an historic 7,500 square-foot building in downtown Barnesville. Thirty-six roll-offs of material have been removed from the building. A local developer is now restoring the building to its original 1899 appearance and a local business, Stoneridge Software, will move into it for their expanding business.

Another tax forfeit property acquired by Barnesville EDA in 2017 is the former Braton Excavating site. Photos showed the poor condition of the site, the excessive amount of outdoor materials, and possible contamination from various fluids. After the transfer, Barnesville Public Works began cleaning up the site, removing 22 roll-offs of material and 800 gallons of oil, diesel, and antifreeze. The EDA was awarded a grant from MNTAP to complete Phase 1 and 2 environmental assessments. Following any further clean-up needs, the property will be sold. At least seven different parties have showed interest in the site.

REQUEST APPROVAL TO EXPEND NEW LAW ENFORCEMENT CENTER FURNITURE, FIXTURES, AND EQUIPMENT (FF&E) BUDGET

Chief Deputy Stephen Landsem and Lt. Brian Green, Emergency Management Director, were present with a request to expend a portion of the Law Enforcement Center FF&E budget. The total budget is \$383,556. A list of the current items and costs was provided. The Sheriff’s Office also has several accounts (forfeiture funds and EOC Internal Service) that are going to be used to offset some of the expenses.

On motion by Grant Weyland, seconded by Jim Haney, and unanimously carried, the Board approved expending \$197,184 from the FF&E budget for the new Law Enforcement Center, following review by legal counsel.

Green reported they have three small structures, in Barnesville, Dilworth, and Ulen, that were used to house communication equipment. The structures are no longer needed, but would be expensive to move. Barnesville and Dilworth are interested in taking over the structures in their cities, but Ulen has no interest.

On motion by Weyland, seconded by Haney, and unanimously approved, the Board approved transferring ownership of an equipment building in Barnesville to the City of Barnesville and a second equipment building in Dilworth to the City of Dilworth.

APPOINTMENT OF CLAY COUNTY RECORDER

Brian C. Berg, County Administrator, requested appointment of Kimberly Savageau to the Clay County Recorder, effective June 9, 2018. The appointment has been approved by the Personnel Issues Committee.

On motion by Frank Gross, seconded by Kevin Campbell, and unanimously carried, the Board approved the appointment of Kimberly Savageau as County Recorder, effective June 9, 2018.

UPDATE ON CORRECTIONAL FACILITY AND LAW ENFORCEMENT CENTER CONSTRUCTION CHANGE ORDER

Berg provided an update on Correctional Facility Change Order #11. He noted the total for the items would come from the contingency funds. The revisions listed include janitorial closet changes, partial height wall bracing, upgrade in ceiling diffusers, inmate phone post revisions, and additional security wall requirements.

On motion by Weyland, seconded by Campbell, and unanimously approved, the Board approved Correctional Facility Construction Change Order #11.

REQUEST APPROVAL FOR OUT-OF-STATE TRAVEL

David Overbo, County Engineer, requested approval to attend a two-day bridge scanning tour in Iowa. The cost is covered by FHWA.

On motion by Grant Weyland, seconded by Frank Gross, and unanimously carried, the Board approved the request for out-of-state travel for the Highway Engineer.

UPDATE ON NATIONAL COUNTY ENGINEER'S CONFERENCE

David Overbo, County Engineer gave an update on the National County Engineer's Conference he and Eric Hove recently attended.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Campbell attended meetings for Highway Tracking; Prairie Lakes Municipal Solid Waste Authority; Solid Waste Advisory Committee; Juvenile Center Construction Update; Correctional Facility and LEC Construction Update; and Event Planning for Correctional Facility and LEC.
- Commissioner Gross attended meetings Glyndon Reconstruction Project; Glyndon City Council; Heartland Trail; MN Rural Counties Caucus; Red River Basin Long-Term Flood Solution; and attended Dale Rollie's retirement event.
- Commissioner Haney attended meetings for Moorhead City Council; FM Chambers; and attended Judge Cahill's retirement event.
- Commissioner Weyland attended meetings for MN Rural Counties Caucus; Correctional Facility and LEC Construction Update; Event Planning for Correctional Facility and LEC; and County Administrator Candidates.
- Commissioner Mongeau attended meetings for Planning & Zoning and Highway Engineers; County Administrator Candidates; Red River Basin Long-term Flood Solution; and Law Library. Mongeau was asked to be a panelist for an upcoming leadership program.
- Brian C. Berg attended meetings for the Clay County Employee Appreciation Committee; Highway Tracking; Moorhead City Manager; Red River Basin Long-Term Flood Solution; Employee Insurance Issues; Solid Waste Advisory Committee; Planning and Zoning and Highway; County Engineer; New Hire Orientation; Construction Update; Administrator Position Screening Committee; Scheduling Event Committee; Barnesville Recorder; Position in Correctional Facility; Campus Parking; FF&E for Juvenile Center; and attended Dale Rollie's retirement event. Berg reported that the Planning and Zoning Director will be retiring effective June 29.

Jennifer Pearson from Human Resources presented a handout of the top five candidates for the County Administrator position. The Commissioners are scheduled to conduct interviews for the five candidates on June 11.

The meeting adjourned at 10:48 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Brian C. Berg, County Administrator