

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, June 26, 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 Sr. 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 with two additions: 1) Adopt Resolution 2018-27 for sponsorship of MPCA grant application for updating the Red River Basin long-term flood solution; and 2) Approval of MOA with ShareHouse.

RENEWAL OF NURSE CONSULTANT SERVICE AGREEMENTS FOR SIX DAYCARES

By consent agenda, the Board approved the renewal of nurse consultant service agreements for six daycares.

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 Weyland, seconded by Haney, and unanimously carried, the bills and vouchers (totaling \$942,026.10 from 149 vendors) were approved for payment. From that total, 123 warrants issued were under \$2,000 (\$43,366.92); and the following 26 warrants issued were over \$2,000:

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|---------------------------------|------------|--------------------------------|-----------|
| R J Zavoral & Sons, Inc. | 454,850.31 | Lakes Country Service Coop | 12,882.79 |
| Greater FM Economic Devel. Corp | 100,000.00 | Cardmember Service - (Sheriff) | 11,673.42 |
| Otter Tail Co. Public Health | 83,782.41 | SRF Consulting Group, Inc. | 11,387.37 |
| Clay Co. Public Health | 79,048.23 | Survey Systems | 7,230.94 |
| MidStates Wireless, Inc. | 31,893.80 | Red River Valley Coop Power | 6,390.00 |
| Becker Co. Public Health | 30,951.94 | Wisconsin Lock & Load Prisoner | 6,109.40 |
| Medical Pharmacy (SH) | 13,129.95 | Transport | |

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|-------------------------------|----------|-------------------------------|----------|
| Regents of University of MN | 6,000.00 | Enterprise FM Trust | 3,104.20 |
| Northern Plumbing Supply | 5,546.33 | ComDel Innovation | 3,000.00 |
| New American Consortium | 5,401.43 | Dodd/Timothy H | 3,000.00 |
| Verizon - 380522891 | 5,169.51 | Summit Food Service, LLC - PH | 2,813.96 |
| Clay County Attorney | 3,492.01 | Larson/Mary Dr. | 2,765.40 |
| Wilkin Co. Public Health | 3,305.57 | Fidlar Technologies | 2,532.00 |
| Thomson Reuters - West 549780 | 3,198.21 | | |

APPROVAL OF MINUTES FROM MAY 22 AND JUNE 5, 2018

On motion by Haney, seconded by Campbell, and unanimously carried, the Board approved the Minutes from May 22 and June 5, 2018.

RECOGNITION OF DONATIONS

Chair Mongeau reported donations of \$371 to Partnership4Health and Rethink Mental Health (In Memory of Gina Nolte); and \$200 from St. James United Church of Christ for Jail Work Detail.

REQUEST APPROVAL FOR AN EMPLOYEE LEAVE OF ABSENCE AND REQUEST HIRING A TEMPORARY ROSTER INTERN POSITION

Pam Harris, Chief Assistant County Attorney, presented a leave of absence request on behalf of Brian Melton, County Attorney. She reported that Attorney Mike Kuna was recently hired in the Attorney’s Office. Kuna has an Employee Authorization Document (EAD) that provides temporary employment authorization to non-citizens in the United States. His EAD card will expire on July 6. He is applying for an annual renewal of the document, but in the meantime, he cannot receive health benefits after June 30, cannot be paid, and cannot come into the office for any legal duties.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved an unpaid personal leave for Mike Kuna starting June 30 for up to 120 days.

ADDITION: ADOPT RESOLUTION 2018-27 FOR SPONSORSHIP OF MPCA GRANT APPLICATION FOR UPDATING THE RED RIVER BASIN LONG-TERM FLOOD SOLUTION

Brian C. Berg stated that the Board has already acted to be the sponsor of the MPCA grant application for updating the Red River Basin Long-Term Flood Solution and both area watersheds have also acted in support of the update. The resolution presented is to formalize the Board’s action.

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

RESOLUTION 2018-27
Resolution to accept sponsorship of MPCA grant application
for updating the Red River Basin long-term flood solution

WHEREAS; Clay County is a community which experiences risks of flooding; and
WHEREAS; the Red River Basin Commission has in the past completed a long-term flood solution plan;
and

WHEREAS; with current climate changes affecting heavy rainfalls, heavy snowfalls, and unpredictable temperature changes which affect the rate of water accumulation; and

WHEREAS; the Minnesota Pollution Control Agency (MPCA) has the means of assisting Clay County under its FY18-19 Environmental Assistance Grant Program; and

WHEREAS; if MPCA funding is received Clay County is committed to implementing the proposed project as described in the grant application; and

WHEREAS; MPCA requires that Clay County enter into a grant agreement with the MPCA that identifies the terms and conditions of the funding award.

NOW THEREFORE BE IT RESOLVED; the Clay County Board of Commissioners accept the sponsorship of the MPCA grant application for updating a portion of the Red River Basin long-term flood solution study and agree to enter into and sign a grant agreement with the MPCA to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement.

BE IT FURTHER RESOLVED; the Clay County Board has authorized our County Administrator to sign as our representative and to be the project contact.

ADDITION: APPROVAL OF THE MOA WITH SHAREHOUSE

Kathy McKay, Public Health Administrator; and Troy Amundsen, Detox Director; presented a Memorandum of Agreement (MOA) between ShareHouse and Clay County Receiving Center (Detox). ShareHouse already refers clients to Detox; and this agreement formalizes the process as part of their Substance Use Disorder Demonstration Project.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the Memorandum of Agreement with ShareHouse.

REQUEST APPROVAL TO FILL A VACATED POSITION FOR A JUVENILE COUNSELOR IN THE SECURE PROGRAM

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved the request from Stephen Larson, Juvenile Center Director, to fill a vacancy for a Juvenile Counselor in the Secure Program, and to backfill positions as necessary.

APPROVAL OF RESOLUTION 2018-26 FOR 2018 PERFORMANCE MEASURE PROGRAM

Darren Brooke, Human Resource Director, referred to the Performance Measure Program and the method of tracking departments for it. Clay County participated in the program last year and the results were posted on the County website. Brooke requested continued participation in the program for July 2018 thru July 2019.

On motion by Gross, seconded by Campbell, and unanimously carried, the Board adopted the following resolution for participation in the Performance Measure Program for July 2018 thru July 2019:

RESOLUTION 2018-26

WHEREAS, Benefits to Clay County for participation in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, any county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, the Clay County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, Clay County will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, and posting on the county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, Clay County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county.

DISCUSSION OF HIGHWAY DEPARTMENT REVIEW OF PLANNING AND ZONING CONDITIONAL USE PERMIT APPLICATIONS

David Overbo, County Engineer, presented a form for the Highway Engineers to complete in conjunction with all Conditional Use Permits submitted to the Planning Department. Based on the additional staff time to review each application and make technical recommendations, an additional \$25 was recommended to cover the costs.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved the Highway Department review form for Conditional Use Permits along with an additional \$25 to cover staff time.

REQUEST APPROVAL OF CONTRACTING SERVICE WITH BARB ROHDE AND ASSO.

David Overbo recommended approval of a contracting letter supplied by Barb Rohde and Associates for services geared toward getting transportation funding for Clay County. There is no cost for her services unless grant dollars in excess of \$1.1 million are secured. The same contracting service was approved by the Board last year, but there were no MN projects chosen in 2017.

On motion by Gross, seconded by Campbell, and unanimously carried, the Board approved the request to contract with Barb Rohde and Associates for consulting services for grant dollars for transportation funding.

CONSIDERATION OF TEMPORARY SERVICES FOR PLANNING AND ZONING OFFICE

Brian C. Berg, County Administrator, commented that in response to an inquiry for temporary services for Planning and Zoning, he received information from Ben Oleson with Hometown Planning. Berg has viewed the Hometown Planning website and has spoken with two entities that work with Hometown Planning. Attorney Jenny Samarzja has begun checking into the State statutes and County responsibilities as they relate to these services. Mr. Oleson would be able to provide 15 hours a week to the County for \$90/hour plus mileage. He would be present for all Planning Commission meetings, but the majority of the work would be done electronically. He could start July 1st and either party could end the contract with a 30-day notice. Commissioner Campbell asked to have the vacated position addressed by the Personnel Issues Committee as soon as possible.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the contract for temporary services from Hometown Planning for the Planning and Zoning office, subject to final review by legal counsel.

CONSIDERATION OF APPOINTMENT OF COUNTY ADMINISTRATOR

The initial screening for a County Administrator began in May when interviews were held for the top five applicants. Second interviews were yesterday for the top three applicants. The Board commented that they had an excellent group of candidates for the position and thanked those who applied.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board appointed Stephen Larson (current Director of Juvenile Detention) as the next County Administrator.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved filling an upcoming vacancy for the Director of Juvenile Detention and to backfill positions as needed.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Campbell attended meetings for Highway Tracking; Greater FM Economic Development Corp; Juvenile Center Construction; Constructional Facility and LEC Construction Update; and County Administrator Interviews.
- Commissioner Gross attended meetings for Highway Tracking; Planning Commission; Historical and Cultural Society; County Administrator Interviews; and Dilworth City Council.
- Commissioner Haney attended County Administrator Interviews and a Lake Agassiz Regional Library Board meeting.
- Commissioner Weyland attended meetings for Correctional Facility and LEC Construction Update; Greater FM Economic Development Corp; County Administrator Interviews; and Heartland Trail Extension.

- Commissioner Mongeau attended meetings for Planning Commission; Lakeland Mental Health; Open House in Alexandria; and Interviews for County Administrator.
- Brian C. Berg attended meetings for Highway Tracking; Public Health Budget; Evaluations; Central Administration Managers; Maintenance; MPCA Grant; Diversion Administrative Advisory; Juvenile Construction; Correctional Facility and LEC Construction Update; Interviews for Administrator position; County-owned property; and New Employee Orientation.

The meeting adjourned at 9:32 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Brian C. Berg, County Administrator