

CLAY COUNTY BOARD OF COMMISSIONERS

10:00 A.M., THURSDAY, JANUARY 22, 2019

County Board Room, 3rd Floor, Courthouse

MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Grant Weyland, Frank Gross, Jim Haney, Kevin Campbell and Jenny Mongeau. Others present: County Administrator Stephen Larson, Assistant County Attorney Steven Beitelspacher, and Sr. Administrative Assistant Colleen Eck.

CALL TO ORDER

Chair Weyland called the meeting to order.

APPROVAL OF AGENDA

On motion by Haney, seconded by Gross, and unanimously carried, the Board approved the agenda.

REQUEST FOR GRANT FROM WEST CENTRAL INITIATIVE FOR CLAY COUNTY ECI COORDINATOR AND IMPLEMENTATION PLAN 2019

By consent, the Board approved a grant from West Central Initiative for Clay County Early Childhood Initiative Coordinator / Implementation Plan 2019.

REQUEST FOR APPROVAL FOR AMBULANCE SERVICE CONTRACT BETWEEN CLAY COUNTY AND CITY OF BARNESVILLE

By consent, the Board approved the Ambulance Service Contract between Clay County and City of Barnesville.

RECOGNITIONS RELATED TO PLANNING OF THE NEW CORRECTIONAL FACILITY AND LAW ENFORCEMENT CENTER

The Board conducted their first round of recognitions with personalized mementos to individuals who helped with the planning of the new Correctional Facility and Law Enforcement Center.

CITIZENS TO BE HEARD

Scott Dahms from the Townsite of Baker stated that a property line dispute in Baker, which began a year and a half ago, has evolved into an individual using county resources to terrorize the people of Baker. Following this individual's countless deadlines to move his trailer and propane tanks off someone else's property, he began examining every property in Baker for any

kind of possible code violation. He then prompted the new Planning and Zoning Director to send letters to all the property owners in Baker at the end of December with one week to respond. Dahms noted they conducted a township meeting in October and another meeting last night. He added that the people of Baker may decide to retain counsel against the County for coming after them. He asked that this situation be remedied by the County as soon as possible.

Commissioner Mongeau stated she was at the township meeting last night. She proposed having the County Administrator schedule a meeting with legal staff and Planning staff to address this issue. Attorney Steven Beitelspacher noted he has recently been involved with this issue that started with the purchase of tax forfeiture land. He added that there are private remedies that landowners have which are different from the County's remedies.

Dahms added that this individual from Baker is a known gun-owner, has made racially-charged remarks about those in the community, and is known to drive around while drinking beer. This non-compliance issue could lead to someone getting hurt and the County getting dragged into it.

Planning Director Hali Durand stated this individual last went to trial on December 17, was found guilty and given a deadline of April 2 to come into compliance. Commissioner Mongeau stated she would like to find out exactly what will happen on April 2 and will keep the township official Jerry Butenhoff up-to-date on the information as well.

Tim Thompson stated he also owns properties in Baker. After a trailer house was set on his property by an individual with an explosive nature he went through the Planning and Zoning process. After many, many hours spent on this issue over the past two years, as well as staff changes in the Planning Office, he is ready to see the County "do their job" rather than be manipulated. He noted they are sorry they have had to come before the entire Commission with this issue, but there are court transcripts, claims, restraining orders, and victims in this dangerous situation.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Mongeau, seconded by Campbell, and unanimously carried, the Board approved bills and vouchers totaling \$1,032,072 from 122 vendors for payment. From that total, 100 warrants issued were under \$2,000 (\$37,083) and the following 22 warrants issued were over \$2,000:

Lakes Country Service Coop	482,093	Advanced Eng. & Enviro.	39,989
High Point Networks, LLC	96,537	Clay Trail Alliance	33,988
West Central Juvenile Center	93,691	Key Contracting, Inc.	30,617
Code 4 Services, Inc	57,278	Summit Food Service, LLC - Jail	30,238

Xcel Energy	28,802	Clay Co Public Health	5,674
Nelson Auto Center	28,089	Reliance Telephone	5,480
FM Metro Council of Gov'ts	16,471	Amazon Capital Services	3,386
Next Chapter Technology, Inc.	14,586	Clay County Sheriff	2,831
Little Falls Machine, Inc.	6,575	Universal Services	2,159
Adobe, Inc.	6,538	Thomson Reuters - West	2,085
Enterprise FM Trust	5,799	Lutheran Social Service of MN	2,083

DEPARTMENTAL UPDATE: HUMAN RESOURCES

Human Resources (HR) Director Darren Brooke provided the current County employee status: 414 full-time, 22 part-time, 128 variable hour, and 4 seasonal, for a total of 568 employees. Overall, the workforce has gotten younger. A total of 179 employees were hired in 2018. New positions include the addition of 15 correctional officers for the new Correctional Facility. Many of the other new hires were variable hour staff in areas where there is high turnover: Juvenile Center and Corrections. The union contract status was also covered. In 2019, HR projects include a market study, review of benefits, completion of union contracts, and streamlining the hiring process. Brooke hopes to add a HR Generalist in 2020. Commission Mongeau mentioned the upcoming market study as well as new ways to recruit staff.

DEPARTMENTAL UPDATE: SOLID WASTE MANAGEMENT

Kirk Rosenberger provided the annual Solid Waste Management update to the Board. In 2018, 40,000 tons of material were taken at the landfill. They received a large quantity of contaminated soil from construction projects, etc. They also brought 9,000 tons of material to the Perham facility last year. That facility has made advancements and is now doing very well financially. They received an air quality permit at the landfill in 2018 due to the size of the facility. They planted 200 more trees, primarily on the north side, added more seasonal help, and added two more paper catchers to continue their efforts to be a good neighbor. They purchased a new transfer trailer and ordered a new pick-up truck for landfill needs. A landfill cell expansion project will commence this year and will add another 8 to 10 years of landfill space. They plan to optimize the methane gas system at the landfill site and anticipated being able to heat the buildings onsite. The leachate continues to be taken to Fargo Waste Water Treatment Plan, but other options are being explored. The landfill supervisor, Larry Henry, will be retiring this spring and that position will be tweaked to accommodate changing needs at the landfill. Various collections and programs continue to be expanded. The Solid Waste Service Charge and tipping fees will be reviewed in 2019.

DEPARTMENTAL UPDATE: VETERANS SERVICES

Veterans Services Officer Curt Cannon provided an update from his department which is comprised of three regular staff and 16 volunteers. Their new software program "Vetrospect" has a larger storage capacity and provides paperless claims to the regional office. They continue to be busy with regular appointments and daily walk-ins. Veterans Court is still going strong. Service-connection claims continue to occupy the largest amount of their time. They received an operational grant again this year and continue to be a self-sustaining department. Their annual training in 2019 will be in Cleveland, Ohio.

REQUEST FOR APPROVAL OF CONSTRUCTION ENGINEERS GMP CHANGE ORDERS 20

County Administrator Stephen Larson provided Construction Change Order #20 for the Law Enforcement Center. Revisions in the amount of \$50,000 include modifications due to code issues and a couple unforeseen issues. The remaining balance in the LEC contingency fund will be adjusted.

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved Construction Engineers GMP Change Order #20.

REQUEST FOR APPROVAL OF CONSTRUCTION ENGINEERS GMP CHANGE ORDERS 21

Larson presented Construction Change Order #21 for \$49,000 for Correctional Facility items. The largest of the items were for laundry equipment needs and requirements for the boiler plant.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved Construction Engineers GMP Change Order #21.

REQUEST APPROVAL OF PROPOSAL TO CHANGE ORGANIZATIONAL STRUCTURE – WEST CENTRAL REGIONAL JUVENILE CENTER

WCRJC Director James O’Donnell provided handouts for the proposed change in the organizational structure at the West Central Regional Juvenile Center. It would mirror the juvenile center in Bemidji. The proposal would convert two FT positions to supervisor positions for the areas of Transitional Living and Secure Treatment, and the addition of an Assistant Director. The costs related to the changes are in the 2019 budget.

Commissioner Weyland noted they met with the member counties last week and received lots of support for the proposal.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved the proposal to change the organizational structure for the West Central Regional Juvenile Center.

BID OPENING FOR GLYNDON URBAN RECONSTRUCTION PROJECT – CSAH 19

County Engineer Dave Overbo and Assistant County Engineer Erik Hove were present to open bids for a one-mile reconstruction project within the City of Glyndon. Bids that were opened for the project last year were higher than the engineer’s estimate, and no awards were issued. Some redesign work was done for the project and the current engineer’s estimate was increased to \$5,705,877.75.

The following bids were opened:

Dakota Underground Co.	\$7,184,356.75
R. Larson Excavating, Inc.	\$6,694,873.15
Sellin Brothers, Inc.	\$6,592,887.00

The engineers will further review the bids and will return with a recommendation at one of the next Board meetings.

REQUEST FOR APPROVAL OF UPDATED SNOW AND ICE POLICY

Overbo noted the snow and ice policy has been updated to lend more clarity to the policy. Their goal is to have the roads cleared within a 12-hour period.

On motion by Mongeau, seconded by Haney, and unanimously carried, the Board approved the updated snow and ice policy for the County.

REQUEST FOR APPROVAL TO FILL VACANCY FOR .5 CUSTODIAL POSITION

On motion by Mongeau, seconded by Campbell, and unanimously carried, the Board approved a request from Georgia Beaudry to fill a vacancy for a .5 custodial position at the Law Enforcement Center.

CLOSED SESSION – PROBATIONARY EVALUATION FOR COUNTY ADMINISTRATOR

On motion by Mongeau, seconded by Haney, and unanimously carried, the Board closed the public meeting at 10:13 a.m.

On motion by Mongeau, seconded by Campbell, and unanimously carried, the Board reopened the public meeting at 10:30 a.m.

On motion by Mongeau, seconded by Campbell, and unanimously carried the Board approved ending the probationary period for County Administrator Stephen Larson and issuing a step adjustment following a very positive review of Larson's work.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Mongeau attended meetings for Cass-Clay Food Commission; Personnel Issues Committee; Governor's Open House; Planning Commission; MetroCOG; Discussions Related to Watersheds; Baker Issues.
- Commissioner Campbell attended meetings for Review of Solid Waste Budget; Regional Juvenile Center Expansion and Restructuring; MN Members of FM Diversion Authority; and Correctional Facility Construction Update.
- Commissioner Gross attended meetings for Eggs & Issues and Historical & Cultural Society.
- Commissioner Haney attended meetings for Adult Mental Health Local Advisory Committee; Egg and Issues; Lake Agassiz Regional Library Committee; and Clay County Early Childhood Initiative.
- Commissioner Weyland attended meetings for Chamber Event, FM Diversion Authority; Juvenile Detention Advisory Committee; Solid Waste Fees; and FM Diversion Authority Public Outreach.
- County Administrator Stephen Larson attended meetings for Board of Adjustment; Planning Commission; Eggs and Issues; Custodian Issues; Planning and Zoning Dept. Issues; Mr. Beaton; tour of Juvenile Center Expansion; Highway and Planning & Zoning; MCIT Webinar; FM Diversion Authority; Construction Updates for Correctional Facility and Juvenile Center; and Attorney's office staffing.

The meeting adjourned at 10:57 a.m.

Grant Weyland, Chair, County Board of Commissioners

Stephen Larson, County Administrator