

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, FEBRUARY 12, 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 Anthony Weigel, and Senior Administrative Assistant Colleen Eck.

Chair Weyland called the meeting to order.

APPROVAL OF AGENDA

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

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 Gross, seconded by Haney, and unanimously carried, the Board approved bills and vouchers totaling \$1,433,096 from 140 vendors for payment. From that total, 97 warrants issued were under \$2,000 (\$41,276) and the following 43 warrants issued were over \$2,000:

MN Counties Intergovernmental Trust	536,817	Becker County Public Health	12,752
Construction Engineers, Inc.	177,045	MN Life	11,651
I State Truck Center	98,178	Lakes & Prairies Community Action, Inc	11,475
Lake Agassiz Regional Library	73,044	Key Contracting, Inc.	7,660
High Point Networks, LLC	54,360	Nitzkorski, Inc.	7,268
Klein McCarthy & Co Ltd	53,660	Grant's Mechanical, Inc.	5,650
Clay County Social Services	49,180	Colonial Life	5,399
City of Fargo	45,807	Stein's, Inc.	4,673
MEnD Correctional Care, LLC	33,225	Hildi, Inc.	4,000
Thyssenkrupp Elevator Corp	26,010	Barnesville Fire Dept	3,770
Clay County Public Health (WCRJC)	25,330	Hawley Fire Dept	3,770
Prairie Lakes Solid Waste Auth	24,600	Hitterdal Fire Dept	3,770
Clay Co Public Health	22,307	Ulen Fire Dept	3,770
Otter Tail Public Health	17,616	Ulen Rescue	3,770
Dakota Plains Mechanical, Inc.	15,571	Hawley Area EMS	3,770
Michael J Burns Architects	14,202	Dean's Bulk Service	3,337

Galls, LLC, - DBA Keepers 1002151418	3,174	Jobs HQ	2,474
Fidelity Security Life	2,946	Clay County Public Health Dept (Sheriff)	2,240
Code 4 Services, Inc.	2,938	Wilkin Co Public Health	2,184
Todd's Alignment & Repair, Inc.	2,777	Luther North Country Ford	2,149
Lutheran Social Services of MN	2,714	Stellar Services, LLC	2,122
Applied Concepts, Inc.	2,668		

APPROVAL OF MINUTES FROM JANUARY 10, 2019

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board approved the minutes from January 10, 2019.

RECOGNITION(S) RELATED TO PLANNING OF THE NEW CORRECTIONAL FACILITY AND LAW ENFORCEMENT CENTER

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

SOCIAL SERVICES REORGANIZATION AND STAFFING ISSUES

Social Services Director Rhonda Porter was accompanied by Amy Amundson, Ongoing Child Protection Supervisor, and Holly Wanner, Disability Services Supervisor. Porter presented a plan for reorganization of Social Service program areas. The plan includes adding two new supervisor positions. There are currently four supervisors in this area. Porter commented that Child Protection, supervised by Amy Amundson, is a critical program area with a high staff turnover rate. The staff they are hiring is fairly new to the field and require more guidance and side-by-side supervision. An additional supervisor in this area would oversee a list of programs for Licensing, Child Protection, Child Welfare and Children’s Mental Health.

Porter moved onto the area of disability services, stating the caseloads under Holly Wanner have greatly increased and are too large for one supervisor. The second new position would oversee Social Work Licensing, MnChoices, and Special Needs BasicCare (SNBC) servicing people with disabilities (ages 18 to 64) who have Medical Assistance.

The proposed new positions would start April 1 with costs coming from anticipated revenues (\$198,293) and the remainder from underspending in salaries from 2018 due to constant staff turnover. Medicare waiver staff earn revenue that pays for the position and when performance measures are met more revenue comes into the department. Internal interest is expected for the new supervisor positions. The current staff also understand the need for additional supervisors.

Social Services staff met with the Personnel Issues Committee (PIC) last week and received support from the Administrator and Commissioners Weyland and Mongeau. Mongeau stated

the added supervisors would be valuable in helping with longer term retention

On motion by Mongeau, seconded by Haney, and unanimously carried, the Board approved the proposed reorganization and staffing costs in Social Services as presented with two new supervisor positions in the following program areas: 1) Child Protection/Child Welfare and Children's Mental Health; and 2) Social Work Licensing, MnChoices, and Special Needs BasicCare (SNBC), and to backfill positions as necessary.

REQUEST FOR AUTHORIZATION TO USE FUNDS FROM ARMER RADIO INTERNAL SERVICE ACCOUNT TO AID IN PURCHASE OF DRONE, FLIR CAMERA, & BATTERIES

Sheriff Mark Empting requested using funds from ARMER Radio Internal Service account to aid in the purchase of a new unmanned aerial vehicle (drone) and associated equipment. The drone the Sheriff's Office is currently using for search and rescue operations is six to seven years old. It has older technology and very limited flight time. The cost of the new drone (DJI Matrice 210) is \$6,999. The camera (FLIR) is \$10,199 and three pairs of batteries add on \$2,100, for a total of \$19,298.

On motion made by Campbell, seconded by Gross, and unanimously carried, the Board authorized using funds in the amount of \$12,193 from ARMER Radio Internal Services to aid in purchasing a new drone, FLIR camera, and additional batteries, contingent on there being no restrictions on expending those internal service funds. The remainder of the cost (\$7,105) would be taken from available Internal Service Funds.

REQUEST APPROVAL FOR FT STATUS FOR LICENSED ALCOHOL AND DRUG COUNSELOR

Kathy McKay, Public Health Administrator, and Troy Amundsen, Detox Director, requested authorization of full-time status for a Licensed Alcohol and Drug Counselor (LADC) for the Detox Unit. Amundson noted that in 2017, Opioid Crisis Grant dollars were issued through MN Dept of Human Services to pay for this position from October 2017 through April 30, 2019. Last month, he noted they were caught off guard when they were notified that the grant would not extend beyond April 30. This item has not been addressed by the Personnel Issues Committee (PIC). Amundson noted they are moving forward with getting their Withdrawal Management Program licensed in detox in order to bill Medical Assistance for many of their services. The licensure requires LADC services before every discharge. The department would like to retain the LADC counselor working in the current grant position because of his expertise and knowledge. McKay stated the position is in their 2019 budget with State funding available through April and then continuing to fund the position by eliminating variable hour positions for this service.

Commissioner Mongeau agreed that this position is very valuable, but noted when grant funding runs out, a new source of revenue needs to be identified and the Personnel Issues Committee is the place to start with those conversations for a request.

There was no action taken on the request for a FT Licensed Alcohol and Drug Counselor. The request will need to come before PIC to identify the funds for this position after grant funding ends in April.

ANNUAL DEPARTMENT UPDATE - PUBLIC HEALTH

Kathy McKay, Public Health Director; Rory Biel, Health Promotion Director; Jamie Hennen, Nursing Director; Josh Ebert, Emergency Preparedness Coordinator; and Troy Amundsen, Detox Director were present to update the Board on the various areas of Public Health.

McKay presented the most recent Community Health Needs Assessment dated July 2018. The biggest needs in the community involve transportation, child care, health care access and affordability, substance abuse, poverty/homelessness, obesity, mental health and family issues. From the suggestions that were compiled on addressing these needs, a Community Health Improvement Plan will be developed.

Rory Biel stated he would like to highlight the Rethink Mental Health Initiative that he has led for the past four years. It serves both Cass and Clay Counties. A training series: "Building Compassionate Schools" has been provided at the schools to increase the awareness of childhood trauma. All Moorhead and Hawley school staff have been trained. He commented that beginning in 2015, there was a big push for community-wide suicide screening. Since that time, a screening tool was developed and is now being used throughout the community to help identify between levels of risk. First Link has taken a broad role in broadcasting this tool throughout the community.

Jamie Hennen noted she addresses infectious diseases in the community. Her focus today will be on one of the local public health mandates: Tuberculosis (TB) Prevention and Control Program. TB is treatable and easy to diagnose, but compliance can be difficult. For active TB, medication must be taken daily for nine months. In 2018, Clay County Public Health had 27 clients who were medicated and monitored monthly for latent TB infection, four children and three adults who were medicated and monitored daily for active TB; and three more clients were served through the immigrant/refugee programs for requirements for those at-risk for TB. Medications for inactive TB are obtained from the State Health Dept. For active TB cases, all of that person's contacts need to be researched and also tested.

Emergency Preparedness Coordinator Josh Ebert reported that health and medical aid covers a broad area including sheltering. They have conducted one training session at the new Law Enforcement Center. They were able to purchase a trailer with grant money to house all their emergency response equipment and sheltering assets. An isolation/quarantine plan for this four-County area has also been drafted and adopted. Ebert added he also does a lot of medical

counter measure planning. There is a full-scale response exercise planned for 2020 for this region. Updates will be provided as the exercise gets closer. One of the gaps in services they found last year was how to respond to a mass casualty. Some joint effort planning has begun with Fargo and Cass County on those services. The active shooter training for all Clay County staff last year went well and was well received.

Troy Amundson reported that the Receiving Center (Detox) served 1,412 clients from 28 Counties last year. They receive some of their clients from the Fargo VA and SE Human Services. The medical and mental health needs of their clients continue to increase. Amundson is pursuing a Withdrawal Management Program License. They continue to serve on the Mayor's Blue Ribbon for addiction.

ENGINEER'S RECOMMENDATION FOR GLYNDON URBAN RECONSTRUCT SAP 014-619-019 & SP 014-090-006

County Engineer David Overbo stated that the Glyndon Urban Reconstruct Project was bid last spring. It's a federal-aid project involving the railroad. Prices came in much higher than expected. There was a federal trucking wage determination that came out just before the bid opening that affected the costs. There is also a requirement for U.S. steel to be used on federal projects. With higher construction prices, they plan to work with a tight timeline. This item was discussed at Highway Tracking last week and with the City of Glyndon.

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved the engineer's recommendations to award the bid to Sellin Brothers, Inc. for \$6,592,887, contingent on approval by the City of Glyndon and contract clearance from MnDOT Office of Civil Rights.

REQUEST APPROVAL OF DEFICIENT BRIDGE PRIORITIZATION FOR 2019 TO 2023 / RESOLUTION 2019-7 (COUNTY) AND RESOLUTION 2019-8 (TOWNSHIP)

This request from the Highway Department is for approval of Resolution 2019-7 (County) and 2019-8 (Township) for the deficient bridge prioritization replacement list for 2019 to 2023.

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

**RESOLUTION 2019-7
AMENDING COUNTY BRIDGE PRIORITIZATION REPLACEMENT LIST**

WHEREAS, Clay County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal supplied by local citizenry and local units of government; and

WHEREAS, Clay County has identified those bridges that are high priority and has previously established a list of those that require replacement, rehabilitation, or removal; and

WHEREAS, the following additional bridges have since been identified as also requiring replacement, rehabilitation, or removal;

NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are added to the list of high priority bridges and Clay County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available.

Proposed Bridge#	Road #	Est. Prj. Cost	Fed Funds	Local Funds	Bond	
					Funds	Needed
L-8333	CSAH 12	160,000		10,000	150,000	2019
1078	CSAH 1	230,000		10,000	220,000	2019
4785	CSAH 2	275,000		10,000	265,000	2019
92445	Co. Rd. 68	650,000		210,000	440,000	2020
4489	Co. Rd. 100	150,000	120,000	10,000	20,000	2020
90841	Co. Rd. 68	150,000	120,000	10,000	20,000	2020
90833	Co. Rd. 93	150,000	120,000	10,000	20,000	2020
90899	CSAH 21	150,000	120,000	10,000	20,000	2020
4490	Co. Rd. 100	150,000	120,000	10,000	20,000	2020
4491	Co. Rd. 100	150,000	120,000	10,000	20,000	2020
90887	Co. Rd. 69	120,000		10,000	110,000	2020
90836	Co. Rd. 68	120,000		10,000	110,000	2021
90916	CSAH 37	120,000		10,000	110,000	2021
90865	CSAH 10	150,000		10,000	140,000	2022
90869	CSAH 17	150,000		10,000	140,000	2022
92440	CSAH 14	1,000,000		100,000	900,000	2023
1897	CSAH 19	120,000		10,000	110,000	2023
90882	Co. Rd. 69	110,000		10,000	100,000	2023

FURTHERMORE, Clay County does hereby request authorization to replace, rehabilitate, or remove such bridges.

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

RESOLUTION 2019-8

AMENDING TOWNSHIP BRIDGE PRIORITIZATION REPLACEMENT LIST

WHEREAS, Clay County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal supplied by local citizenry and local units of government; and

WHEREAS, Clay County has identified those bridges that are high priority and has previously established a list of those that require replacement, rehabilitation, or removal; and

WHEREAS, the following additional bridges have since been identified as also requiring replacement, rehabilitation, or removal;

NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are added to the list of high priority bridges and Clay County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

Bridge#	Road	Co.Bridge#	Est. Cost	Fed Funds	Local Funds	Town Bridge Funds	Const. Year
L-8348	T-240	EL-35N	90,000		-	90,000	2019-Eliminate
L-8286	T-148	MK-23W	150,000		10,000	140,000	2019
L-9845	T-26	MK-22NA	150,000		10,000	140,000	2020
L-8334	T-310	EK-33W	150,000		10,000	140,000	2020
96964	T-73	GP-12NB	140,000		10,000	130,000	2020
L-8294	T-155	FE-28WC	140,000		10,000	130,000	2021
L-8228	T-131	GL-16N	750,000		20,000	730,000	2021
L-8247	T-131	OP-5W	100,000		10,000	90,000	2022

4644	T-25	BA-25W	100,000	10,000	90,000	2022
L-8988	T-262	AL-22N	650,000	20,000	630,000	2022
3863	T-29	BA-12S	140,000	10,000	130,000	2023
L-8358	T-243	EK-32S	100,000	10,000	90,000	2023
L-8359	T-243	BA-4N	100,000	10,000	90,000	2023
L-8275	T-76	KN-15N	50,000		50,000	2023-Eliminate
L-8296	T-215	EL-16W	50,000		50,000	2023-Eliminate
1850	T-183	UL-20W	50,000		50,000	2023-Eliminate

FURTHERMORE, Clay County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Clay County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

REQUEST APPROVAL TO REIMBURSE CITIES FOR WORK DONE ON CITY STREETS / RESOLUTION 2019-9

On motion by Gross, seconded by Campbell, and unanimously carried, the Board executed Resolution 2019-9, as requested by Overbo, to reimburse cities for work done on city streets:

RESOLUTION 2019-9

IT IS HEREBY RESOLVED, by the Clay County Board of Commissioners that the Clay County Auditor-Treasurer shall reimburse the municipality of the City of Moorhead, a city of the second class in the State of Minnesota, for all monies expended by that government body for the establishing, locating, constructing, improving and maintaining of any County Highway or County State Aid Highway including those within the corporate limits of the City of Moorhead, Clay County, Minnesota. However, the monies expended directly by Clay County for the establishing, location, construction or improvement or maintenance of any County Highway or County State Aid Highway within the corporate limits of the City of Moorhead during the year 2018 shall be deducted prior to the reimbursement of any monies to the City of Moorhead as set forth above.

FURTHER, IT IS HEREBY RESOLVED that the City of Moorhead shall certify to the County Highway Engineer the location and the purpose for which said monies were expended and that the said monies were expended during the 2018 annual year. Monies shall not exceed \$369,142.55 and unexpended monies shall be encumbered.

FURTHER, IT IS HEREBY RESOLVED, that the following Cities be reimbursed for money spent on City Streets for 2018 in the following amount:

City of Barnesville	\$9,603.07
City of Comstock	480.62
City of Dilworth	26,536.39
City of Felton	596.31
City of Georgetown	367.71
City of Glyndon	5,236.93
City of Hawley	10,686.01
City of Hitterdal	562.98
City of Sabin	2,414.51
City of Ulen	3,038.82
TOTAL	\$59,523.35

ANNUAL DEPARTMENT UPDATE – PLANNING AND ZONING

Hali Durand, Planning Director, presented the annual Planning and Zoning Department update. She noted work is being completed by FEMA on the Letter of Map Revision (LOMR) requested by the County for a portion of the Buffalo River Flood Insurance Study. She provided a list of the number of various permits issued in 2018. She is reviewing the current department fees and may have a recommendation for some increases this year. She touched on the SolSmart Program and the technical assistance it could provide the County in increasing solar power. In 2018, an additional staff position, a Planning Tech, was added to the Planning Office. A Renewable Energy Ordinance was also adopted in 2018. Staff recently completed the annual shoreland activities survey and will be attending floodplain training and legal description training this year. They will be looking at updating the County's Comprehensive Plan. Durand also has plans to speak to a FM real estate group regarding zoning, subdivision reviews, etc.

UPDATE ON REGIONAL JUVENILE CENTER CONSTRUCTION PROJECT

Tom Fuchs, Construction Engineers, provided worksheets for the budget and schedule of the West Central Regional Juvenile Center construction project. The Guaranteed Maximum Price (GMP) at start of the project was \$8,876,281. The items listed as soft costs added \$837,472 to the project. The total project budget was set at \$9.7 million.

Commissioner Campbell noted the County is still on track with the amount they bonded for the project. Fuchs went over the costs that have come out of the owner contingency fund, the construction contingency fund, and the contractor allowances. He noted they will continue to pull from these funds as needed. The project was reported to be 47% completed at the end of January and 55% of the sum of the contingency funds and allowances have been used.

The project schedule was also reviewed. Permitting for the project caused an initial delay of one month. Phase 2 of the project is now expected to be completed in June. The second floor will then be vacated, the non-secure unit will be moved to the new addition on first floor, and there will be shuffling with the secure unit on third floor as well. The final contract completion date is set for 2/4/2020.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Mongeau attended meetings for Personnel Issues Committee and MetroCOG Executive Committee.
- Commissioner Campbell attended meetings for Highway Tracking; FM Diversion Authority Executive Committee; and Buffalo Red River Watershed. Campbell read a list of folks who helped plan the new County facilities but were unable to attend a meeting to be recognized.
- Commissioner Gross attended a Highway Tracking meeting.
- Commissioner Weyland attended a Personnel Issues Committee meeting.

- County Administrator Stephen Larson attended a Buffalo Red River Watershed District meeting; met with Shelly Eldridge about bonding; and attended Transportation Day at the Capitol.

The meeting adjourned at 10:35 a.m.

Grant Weyland, Chair, County Board of Commissioners

Stephen Larson, County Administrator