

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, FEBRUARY 26, 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 Mongeau, and unanimously carried, the Board approved the agenda.

AGREEMENT WITH MARTIN MECHANICAL DESIGN, INC. FOR JUVENILE CENTER CONSTRUCTION PROJECT SERVICES

By consent, the Board approved the agreement with Martin Mechanical Design, Inc. for Juvenile Center Construction Project Services.

AGREEMENT WITH APPLE TREE DENTAL SERVICE FOR CHILDREN WITH MEDICAL ASSISTANCE

By consent, the Board approved the agreement with Apple Tree Dental Service for Children with Medical Assistance.

ANNUAL AGREEMENT THROUGH BOARD OF WATER & SOIL RESOURCES FOR SSTS PROGRAM GRANT

By consent, the Board approved the annual agreement through the Board of Water and Soil Resources for an SSTS Program Grant.

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 Campbell, and unanimously carried, the Board approved bills and vouchers totaling \$1,193,911 from 150 vendors for payment. From that total, 93 warrants issued were under \$2,000 (\$37,481) and the following 57 warrants issued were over \$2,000:

City of Moorhead	369,574	Clay Co Public Health	132,727
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Otter Tail Public Health	81,926	Treasurer of Tansem Twp	7,644
Reserve Account	75,000	Rick Electric, Inc.	5,937
Moorhead Public Service	43,654	Cultural Diversity Resources	5,611
Becker County Public Health	34,155	Enterprise FM Trust	4,321
Xcel Energy	33,612	Cass County Treasurer	3,567
Summit Food Service, LLC - Jail	30,898	Bob Barker (Sheriff)	3,460
Christianson's Business Furniture	28,692	Dakota Plains Mechanical, Inc.	2,604
Lakes Country Service Co-op	26,169	Express Lane - Hawley	2,586
Key Contracting, Inc.	25,250	MN Co. Intergovernmental Trust	2,500
Wilkin Co Public Health	22,610	Treasurer of Alliance Twp	2,432
Town & Country Oil, Inc.	21,929	Treasurer of Barnesville Twp	2,432
Wenck Associates, Inc.	16,122	Treasurer of Cromwell Twp	2,432
Summit Food Service, LLC - WCRJC	11,704	Treasurer of Elmwood Twp	2,432
Cardmember Service	11,051	Treasurer of Felton Twp	2,432
Verizon-386550144	10,408	Treasurer of Georgetown Twp	2,432
Treasurer of Eglon Twp	7,644	Treasurer of Morken Twp	2,432
Treasurer of Elkton Twp	7,644	Treasurer of Oakport Twp	2,432
Treasurer of Flowing Twp	7,644	Treasurer of Ulen Twp	2,432
Treasurer of Glyndon Twp	7,644	Treasurer of Viding Twp	2,432
Treasurer of Goose Prairie Twp	7,644	Treasurer of Highland Grove Twp	2,432
Treasurer of Hagen Twp	7,644	Treasurer of Holy Cross Twp	2,432
Treasurer of Hawley Twp	7,644	Treasurer of Kragnes Twp	2,432
Treasurer of Humboldt Twp	7,644	Treasurer of Kurtz Twp	2,432
Treasurer of Keene Twp	7,644	Treasurer of Moland Twp	2,432
Treasurer of Parke Twp	7,644	Treasurer of Moorhead Twp	2,432
Treasurer of Riverton Twp	7,644	Universal Services	2,332
Treasurer of Skree Twp	7,644	MN IT Services	2,100
Treasurer of Spring Prairie Twp	7,644		

APPROVAL OF MINUTES FROM FEBRUARY 5, 2019

On motion by Haney, seconded by Gross, and unanimously carried, the Board approved the minutes from February 5, 2019.

ANNUAL DEPARTMENT UPDATE – TECHNOLOGY SERVICES

Tim Dent, Technology Services Director, informed the Board that his department provides County employees with the technology services needed to perform their jobs. The department experienced some computer support desk challenges and staff changes in the past year. Technology Services is staffed with a Director, three System Administrators, and four Computer Support Specialists. Staff handled over 3,000 Help Desk tickets in 2018. As more employees are hired, the number of computers, phones, and infrastructure also grows. The two new buildings on campus added to the workload last year. The department oversees a main data center and

19 data closets in eight different locations. They continue to provide support, maintain high levels of security, maintain quality and current technology, and leverage Cloud resources to increase efficiencies and for disaster preparedness.

ANNUAL DEPARTMENT UPDATE – INFORMATION SERVICES

Mark Sloan, Information Services Director, stated his entire staff was replaced last year and they are working to relocate some of their offices. The largest impacts to the department derived from the new campus buildings. Three full-time staff and two variable hour positions (both positions are currently vacant) maintain the Geographic Information System and County website. They maintain all the land parcels and addresses, provide the census information, record Board meetings, and work with section corners. They are currently working on NG-911 data. They updated the website in December and have seen an increase in website traffic.

The Board extended appreciation to all the staff from Technology Services and Information Services for their hard work over the past year.

ANNUAL DEPARTMENT UPDATE – RECORDER’S OFFICE

Kimberly Savageau, County Recorder, stated her department has experienced an increase in requests for certificates for vital statistics. The department issues birth, death and marriage certificates, notary filings, and marriage ordinations. Their other large area of service is real estate documents including reviewing and recording of platted subdivisions. Savageau has been reviewing the department’s fee schedules and plans to bring back recommendations for changes at a later date. She is working with GIS to integrate their land records onto the GIS website. GIS staff recently relocated to the Recorder’s office and it has been handy for customers and citizens.

REQUEST APPROVAL TO UPGRADE RECORDING SOFTWARE

Kimberly Savageau asked for Board action on a few items related to the Recorder’s office upcoming software upgrade to the AVID System. Their current program is 16 years old. Their vendor, Fidlar Technologies, will be sending out a project manager to assist with the set-up process for all four workstations. There are funds available in the technology funds to cover the costs.

On motion by Gross, seconded by Campbell, and unanimously carried, the Board approved the additional hardware required for transition to AVID System.

On motion by Mongeau, seconded by Campbell, and unanimously carried, the Board approved AVID Bastion hosting services and annual fee.

On motion by Campbell, seconded by Mongeau, and unanimously carried, the Board approved

PINtegrity Software and Conversion Services.

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board approved eliminating the \$10 application fee to the public.

REQUEST TO FILL VACATED POSITION FOR ENVIRONMENTAL HEALTH SERVICES MANAGER

Kathy McKay, Public Health Administrator, stated the Environmental Health Services Manager will be retiring next month. Revenues for both sanitarian positions in Environmental Health are generated by the Food, Beverage, and Lodging License fees. The County helps support the costs of providing on-site sewer system certifications. They also charge a fee for that service, but it doesn't completely support the program.

On motion by Gross, seconded by Campbell, and unanimously carried, the Board authorized filling a vacancy for Environmental Health Services Manager, and to backfill positions as necessary.

REQUEST TO FILL VACATED POSITION FOR PUBLIC HEALTH HOME VISITING NURSE

Kathy McKay requested filling a position due to another retirement for a nursing program that was started in 2000.

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board authorized filling a vacated position for Public Health Home Visiting Nurse.

LOCAL ROAD IMPROVEMENT GRANT (LRIP) RESOLUTIONS 2019-10 THRU 2019-13

Dave Overbo, County Engineer, asked for support of sponsor resolutions for two Hawley projects and one Glyndon project for road improvements. He also brought forth an agency resolution for a mill and overlay project on CSAH 23.

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

**RESOLUTION 2019-10
RESOLUTION OF SUPPORT FROM SPONSORING AGENCY**

WHEREAS: Application is being made to the office of State Aid for future Local Road Improvement Program (LRIP) funding to create a list of potential local road improvement projects that may be used for future funding decisions, demonstrate funding need, and to enlist legislative support for the program; and

WHEREAS: Non-state aid cities & townships must have a county sponsor to apply for LRIP funding; and

WHEREAS: City of Hawley has requested that Clay County sponsor its application for the construction of approximately 750 lineal feet of 8th Street South; and

WHEREAS: City of Hawley understands that it will be responsible for all costs not covered by LRIP funding including all engineering and right of way costs and any construction costs over the funding cap; and

WHEREAS: City of Hawley will maintain the road for the lifetime of improvements.

NOW, THEREFORE, BE IT RESOLVED: that the County of Clay hereby agrees to act as sponsoring agency for the application for LRIP funding for the construction of approximately 750 lineal feet of 8th Street South. Sponsorship includes the responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

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

**RESOLUTION 2019-11
RESOLUTION OF SUPPORT FROM SPONSORING AGENCY**

WHEREAS: Application is being made to the office of State Aid for future Local Road Improvement Program (LRIP) funding to create a list of potential local road improvement projects that may be used for future funding decisions, demonstrate funding need, and to enlist legislative support for the program; and

WHEREAS: Non-state aid cities & townships must have a county sponsor to apply for LRIP funding; and

WHEREAS: City of Hawley has requested that Clay County sponsor its application for the construction of approximately 2,350 lineal feet of Rodgers Street, Elevator Street, and Yeovil Street; and

WHEREAS: City of Hawley understands that it will be responsible for all costs not covered by LRIP funding including all engineering and right of way costs and any construction costs over the funding cap; and

WHEREAS: City of Hawley will maintain the road for the lifetime of improvements.

NOW, THEREFORE, BE IT RESOLVED: that the County of Clay hereby agrees to act as sponsoring agency for the application for LRIP funding for the construction of approximately 2,350 lineal feet of Rodgers Street, Elevator Street, and Yeovil Street. Sponsorship includes the responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

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

**RESOLUTION 2019-12
RESOLUTION OF SUPPORT FROM SPONSORING AGENCY**

WHEREAS: Local Road Improvement Program (LRIP) funds are available for local agency projects meeting Routes of Regional Significance or Rural Road Safety criteria; and

WHEREAS: Non-state aid cities and townships must have a county sponsor to apply for LRIP funding; and

WHEREAS: City of Glyndon has requested that Clay County sponsor its application for the construction of a new segment of 7th St SW starting at the western boundary of the Dilworth-Glyndon-Felton School (DGF) west to CSAH 17; and

WHEREAS: City of Glyndon understands that it will be responsible for all costs not covered by LRIP funding including engineering and right of way costs and any construction costs over the funding cap; and

WHEREAS: The City of Glyndon will maintain the road for the lifetime of improvements.

NOW, THEREFORE, BE IT RESOLVED: that the County of Clay hereby agrees to act as sponsoring agency for the application for LRIP funding for the Construction of a new segment of 7th St SW starting at the western boundary of the Dilworth-Glyndon-Felton School (DGF) west to CSAH 17. Sponsorship includes the responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

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

Resolution 2019-13

**PURSUIT OF 2019 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT
FOR THE RECONDITIONING OF CLAY COUNTY STATE AID HIGHWAY 23**

WHEREAS, Clay County State Aid Highway 23 is a route of regional significance with respect to economic activity occurring in both Minnesota and our bordering state, North Dakota; and

WHEREAS, Clay County State Aid Highway 23 is a 10-ton route that is directly connected to Trunk Highway 10; and

WHEREAS, implementation of reconditioning three miles of Clay County State Aid Highway 23 will have a positive regional impact to the area and the Trunk Highway system; and

WHEREAS, Clay County State Aid Highway 23 is an important route for the County Landfill, farm to market purposes, hog farms and several gravel pit/mining operations with access to previous mentioned thoroughfares; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,000,000 to apply towards projects on local roads that are regionally significant; and

WHEREAS, the proposed year for said Clay County State Aid Highway 23 improvements is 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF COMMISSIONERS, the County Board of Commissioners hereby supports the reconditioning of Clay County State Aid Highway 23; and the County Board of Commissioners hereby supports the pursuit of Local Road Improvement (LRIP) funding and authorizes staff to prepare and submit such application.

APPROVAL OF ANNUAL TOWNSHIP MAINTENANCE CONTRACT NUMBERS FOR 2019-20

Overbo recommended approval of the annual Township Maintenance Agreement Contract rate for 2019-20. The proposed rate has been presented to the Highway Tracking Committee and to a meeting with township officials.

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board approved \$756/mile for the Township Maintenance Agreement Contract for 2019-2020.

APPROVAL TO FILL VACANCY FOR ASSISTANT COUNTY ENGINEER POSITION

On motion by Haney, seconded by Campbell, and unanimously carried, the Board authorized the request from David Overbo to fill the upcoming vacancy for the Assistant County Engineer.

The Board, along with David Overbo, extended their best wishes to Erik Hove and thanked him for the great job he has done as Assistant County Engineer.

APPROVAL TO BACKFILL POSITION FOR MOTOR GRADER OPERATOR

On motion by Gross, seconded by Haney, and unanimously carried, the Board authorized filling a vacancy for a Motor Grader Operator, and to backfill positions as necessary, as recommended

by David Overbo.

CLOSED SESSION - UNION NEGOTIATIONS

On motion by Campbell, seconded by Mongeau, and unanimously carried, the board closed the public meeting for a closed session for discussion of union negotiations.

On motion by Campbell, seconded by Mongeau, and unanimously carried, the Board re-opened the public meeting.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Mongeau attended meetings for Buffalo Red River Watershed District; Lakes and Prairies Community Action Partnership; MetroCOG; and Lakeland Mental Health.
- Commissioner Campbell attended meetings for FM Diversion Executive Committee; Buffalo Red River Watershed District; and FM Diversion Public Outreach.
- Commissioner Haney attended an Early Childhood Initiative meeting.
- Commissioner Gross attended meetings for Construction Updates; Highway and Township Officials; and Lakeland Mental Health.
- County Administrator Stephen Larson attended meetings for Benefit Planning for 2020; Discussion with Sheriff re: Valley Water Rescue; FM Diversion Authority; Construction Updates; Central Administration; Juvenile Center Architect; Legal Services Contracts; and Personnel Matters. Larson noted the County was not awarded the recent grant they submitted for the Detox Unit. Larson plans to be out of the office from March 11 to 18.

The meeting adjourned at 10:40 a.m.

Grant Weyland, Chair, County Board of Commissioners

Stephen Larson, County Administrator