

## **CLAY COUNTY BOARD OF COMMISSIONERS**

**8:30 A.M., TUESDAY, MARCH 5, 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, and Jenny Mongeau. Others present: County Administrator Stephen Larson, Assistant County Attorney Tony Weigel, and Senior Administrative Assistant Colleen Eck.

Chair Weyland called the meeting to order.

#### **APPROVAL OF AGENDA**

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board approved the agenda with one addition: Request for Change Order for Juvenile Center Construction Project.

#### **APPLICATION FROM CLAY-WILKIN MN DEER HUNTERS ASSOCIATION TO CONDUCT RAFFLE**

By consent, the Board approved the application from Clay-Wilkin MN Deer Hunters Association to conduct a raffle at Venue 31.

#### **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 Haney, seconded by Gross, and unanimously carried, the Board approved bills and vouchers.

#### **EMPLOYEE RECOGNITIONS**

The following employees were recognized for longevity at Clay County: Coreen Graham, 15 years, Social Services; Amy Monson, 25 years, Public Health; Karen Hagen, 25 years, Public Health; and Dawn Braaten, 35 years, Public Health.

#### **ANNUAL DEPARTMENT UPDATE – SHERIFF’S OFFICE**

Sheriff Mark Empting provided a quick overview from the Sheriff’s Office. He noted in 2018 two deputies were involved in two separate officer-involved shootings and deputies assisted in a third officer-involved shooting. A missing person report in the Hitterdal area last year turned into a homicide investigation which is still ongoing. The department also relocated to the new Law Enforcement Center last July. The move took place following numerous planning meetings and considerable collaboration with other County departments including Tech Services,

Information Services, and Building Maintenance. Gabe Tweten was assigned as the new Emergency Management Director following a retirement. Several other retirements and promotions took place and the department is now operating at full-staff. In November, Empting was elected Sheriff and Bill Bergquist retired after 16 years in that position.

Julie Savat, Correctional Facility Administrator, stated they also moved into their new facility following the completion of Phase 1 and are fully staffed as of last week. Phase 2 of the Correctional Facility is underway with kitchen, laundry, and offices to be completed in October. The average inmate population in 2018 was 130. They are currently at 109. The facility is taking boarders right now from other Counties and from the US Marshals Service. The Jail Ministry is offering more programing and adding more volunteers which has been a great benefit to the inmates and staff. The 18-bed Maple Unit for behavioral health has averaged 14 inmates daily. Lakeland Mental Health staff are on board and have started the "River Project." They have met with 125 inmates since October. A full-time Re-Entry Program officer will begin at the end of March and will work closely with the River Project to establish a plan of action for the inmates who are leaving the facility to help reduce recidivism.

Gabe Tweten, Emergency Management Director, stated he was promoted to this position in January. He attended a conference hosted by Homeland Security in February. He also experienced his first pipeline gas leak emergency in Moorhead in February. He is in the process of updating the five-year Hazard Mitigation Plan for the County. He is reviewing flood preparation plans and will be scheduling some flood preparation meetings this spring. The Emergency Operations Plan is also up for review this year. He mentioned other upcoming training sessions, ongoing education, and events. This fall, he will be involved in hosting a workshop geared for community leaders and their role during a hazardous situation. The workshop will be sponsored by the Metro Emergency Management Directors. Tweten also plans to conduct a full-scale Emergency Operations Center (EOC) activation training in the new building.

An awards ceremony will be held at 9:00 a.m. on March 15 for four of the deputies receiving awards. The Board extended thanks to all the staff in the Sheriff's Office for their work.

**REQUEST TO FILL VACANCY FOR ASSESSOR'S OFFICE MANAGER / APPRAISER POSITION**

Nancy Gunderson, County Assessor, asked to fill an upcoming vacancy for the Office Manager/Appraiser position in the Assessor's Office.

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board authorized filling an upcoming vacancy for Assessor's Office Manager/Appraiser, and to backfill positions as necessary.

**REQUEST FOR FULL-TIME STATUS LICENSED ALCOHOL & DRUG COUNSELOR**

Kathy McKay, Public Health Administrator, provided additional information for this item that she brought forth a couple weeks ago. She also met with the Personnel Issues Committee on the item last week. She referred to a list of contract time, variable hours, and budget hours that will be converted to support FT status of the Licensed Alcohol and Drug Counselor in Detox for the remainder of 2019. The position will be supported by grant funds until April. There will be some variable hours remaining to cover vacations and days off for this position. She was asked to continue to lobby for funding for this position and other options for funding it after this year.

On motion by Gross, seconded by Haney, and unanimously carried, the Board authorized 2019 funding as presented for FT status of the Licensed Alcohol and Drug Counselor in Detox.

**REQUEST TO SUBMIT HOST SITE APPLICATION AND APPROVE RESOLUTION 2019-14 FOR MN GREENCORPS PROGRAM**

Patrick Hollister, PartnerSHIP4Health (PS4H) Planner, requested approval to submit an application to be a host site again for the MN GreenCorps Program in 2019-2020. The County has been a host site since 2014. The GreenCorps member will work with PS4H and focus primarily on transportation strategies in Clay County and the region. No County funding is needed for the position.

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

**RESOLUTION 2019-14  
Clay County Board of Commissioners Resolution**

**WHEREAS, Clay County Public Health has applied to host an AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2019-2020 program year; and**

**WHEREAS, if the MPCA selects Clay County Public Health, the organization is committed to implementing the proposed project as described in the host site application, and in accordance with pre-scoped position description; and**

**WHEREAS, the MPCA requires that Clay County Public Health enter into a host site agreement with the MPCA that identifies the terms, conditions, roles and responsibilities;**

**BE IT RESOLVED THAT Clay County Public Health hereby agrees to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all of the terms, conditions, and matching provisions of the host site agreement.**

**ADDITION: REQUEST FOR CHANGE ORDER FOR JUVENILE CENTER CONSTRUCTION PROJECT**

Stephen Larson, Administrator, and James O'Donnell, Juvenile Center Director, were present with an agenda addition addressing a construction change order. This item was addressed yesterday at the owners' meeting for the Juvenile Center construction project.

O'Donnell stated the first major issue involves lighting. In the original design, all the residents' lights had to either all be on, or all be off without the ability to have individual lights turned off

or on. Furthermore, the design did not allow for a nighttime dimmer, or security light, needed for checking on residents. They also need to add more wireless access points for internet for the rooms.

Commissioner Weyland noted he was at the construction meeting yesterday and was disappointed with these items not being part of the architect's plan. They did have a lengthy discussion about the items. The project is only at the half-way mark, but these items will nearly deplete the owners' contingency fund.

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board approved the change order request for \$76,422 with funds to be taken out of the contingency fund.

### **ANNUAL DEPARTMENT UPDATE – HIGHWAY (ROAD AND BRIDGE) DEPARTMENT**

David Overbo and Erik Hove were present with the annual update from the Highway Department. They handed out information on the Glyndon project and on 2019 road and bridge improvement plans.

The Highway Department consists of 31 full-time staff and 11 part-time or seasonal staff. They experienced some major staffing changes over the past year with 11 new employees in the department. One new position, an additional road foreman, was added and has taken some of the responsibilities from the road superintendent. The 2019 budget is basically flat. There was a small increase in the State allotment from the user funds received from the gas tax dollars. Labor costs and steel costs are on the rise leading to higher construction prices. There was an increase in overtime and fuel due to the amount of snow and wind this winter.

Erik Hove provided an overview of the 2019 projects. Their big project is in Glyndon where they will add sidewalks, boulevards, walkways, cross walk and bike path on CSAH 19. A couple smaller projects include working with Oakport Township to pave 15 Avenue North near Dilworth. A couple seal coat projects and bridge projects were pointed out on the County map. They will also be working with County Maintenance on the courthouse campus this year with sidewalks, etc. Last year, they received grant dollars for a pavement project in Sabin, an overlay project by Downer, and the upcoming Oakport project. They are waiting for money from the State through the Bridge Bonding Program for six projects that are ready to go and five more that are in the design process. Some federal dollars will be coming to help with box culverts for County structures that are not on major roads. Highway also worked closely with Soil and Water Conservation District in 2018 on erosion projects.

The Board extended appreciation to the Highway Department staff for all their work.

### **APPROVAL TO REPLACE UNIT #124 – 1994 INTERNATIONAL SEMI-TRACTOR**

An International semi-tractor (Unit #124) was purchased used in 1998 and is used to haul heavy

equipment. David Overbo would like to replace the unit with a 2003 International semi-tractor for \$58,000. Internal service funds would be used to upgrade the equipment that was previously owned by DNR and is in great shape.

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board approved the request to replace Unit #124 with a newer model: 2003 International semi-tractor.

**COMMITTEE REPORTS/COUNTY ADMINISTRATOR REPORTS/DISCUSSIONS**

- Commissioner Mongeau attended meetings for Personnel Issues Committee; Planning Commission; FM Diversion Authority Land Management; and Lakes and Prairies Community Action Committee.
- Commissioner Haney attended a Clay County Collaborative meeting.
- Commissioner Gross attended meetings for Buffalo Red River Watershed; Historical and Cultural Society; and West Central Initiative.
- Commissioner Weyland attended meetings for Personnel Issues Committee; Prairie Lakes Municipal Solid Waste Authority; Solid Waste Advisory Committee; Construction Updates; and FM Diversion Authority.
- County Administrator Stephen Larson attended meetings for Personnel Issues Committee; Lakes Country; Planning Commission; Management Retreat Discussions; Solid Waste Advisory Committee; HR Wage Study; FM Diversion Authority; Social Service Topics; and Construction Updates.

The meeting adjourned at 9:30 a.m.

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Grant Weyland, Chair, County Board of Commissioners

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Stephen Larson, County Administrator