

**CLAY COUNTY BOARD OF COMMISSIONERS**

**8:30 A.M., TUESDAY, MARCH 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: HR Director / Assistant County Administrator Darren Brooke, Assistant County Attorney Tony Weigel, and Senior Administrative Assistant Colleen Eck.

Chair Weyland called the meeting to order.

**APPROVAL OF AGENDA**

On motion by Gross, 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 Campbell, seconded by Haney, and unanimously carried, the Board approved bills and vouchers totaling \$1,809,705 from 158 vendors for payment. From that total, 111 warrants issued were under \$2,000 (\$46,896) and the following 47 warrants issued were over \$2,000:

Becker County Public Health	\$24,024	ANJAAM HOLDINGS, LLC	\$5,928
Medical Pharmacy (SH)	\$23,174	MN Life	\$5,662
Wilkin Co Public Health	\$22,820	Sabin C Store	\$5,620
RMUS LLC	\$19,051	Burns McDonnell	\$5,586
Department of Corrections	\$17,800	City of Sabin	\$4,966
Petro Serve USA-Hwy	\$13,018	M B Mcgee, PA	\$4,000
Network Cabling Services	\$12,946	R Travelmart	\$3,951
Michael J Burns Architects	\$10,677	City of Ulen	\$3,669
Streamworks	\$10,500	Moorhead Public Service	\$3,510
City of Barnesville	\$10,271	City of Hitterdal	\$3,483
Farmers Coop Oil Co	\$8,682	Powerplan	\$3,413
City of Dilworth	\$7,835	Barnesville C-Store	\$3,230
City of Hawley	\$7,799	Pete's Gas & Service	\$3,214
Nitzkowski, Inc.	\$6,792	Town & Country Oil, Inc.	\$3,067
Deputy Registrar #15	\$6,428	Clay County Sheriff Buy Fund	\$3,000

Fitzgerald Construction, Inc.	\$2,914	Kiesler's Police Supply, Inc.	\$2,223
Colonial Life	\$2,851	C-W Valley Co-Op	\$2,218
Kris Engineering, Inc.	\$2,734	PPI Consulting LLC	\$2,200
Wild Rice Electric Coop, Inc.	\$2,643	MN IT Services	\$2,100
H & L Mesabi	\$2,386		

**APPROVAL OF MINUTES FROM FEBRUARY 12 AND 19, 2019**

On motion by Gross, seconded by Campbell, and unanimously carried, the Board approved the Minutes from February 12 and 19, 2019.

**REQUEST APPROVAL OF CONTRACT FOR LEGAL SERVICES WITH CITY OF HAWLEY**

Pam Foss, Acting County Attorney, recently met with the County Administrator, City of Hawley Mayor and Council members regarding prosecution services for Hawley. The contract presented today would extend from April 1, 2019 to March 31, 2021. The flat fee for legal services would be \$12,000 the first year and \$13,00 the second year. Commissioner Mongeau thanked the Attorney’s office for being flexible with the needs of the smaller cities. Commissioner Campbell stated the County’s goal all along has been to provide legal services but to be reimbursed for the costs as well. Foss noted they have had conversations with the City of Glyndon as well and may come back to the Board with a contract for them.

On motion by Gross, seconded by Mongeau, and unanimously carried, the Board authorized the contract for legal services for the City of Hawley.

**REQUEST APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN SHERIFF’S OFFICE AND U.S. MARSHALS SERVICE**

Sheriff Mark Empting stated the Memorandum of Understanding (MOU) between the Sheriff’s Office and US Marshals Service would be beneficial to the community. Joining the US Marshals Violent Offender Task Force would allow deputies to investigate and apprehend local, state and federal fugitives. One of the investigators in the Sheriff’s office would be assigned to the task force. The MOU has been reviewed by Attorney Weigel. Overtime, training and possibly a vehicle will be covered pending availability of funds provided by the U.S. Marshals Service. There would be no cost impact to the Sheriff’s Office budget.

On motion by Gross, seconded by Campbell, and unanimously carried, the Board authorized the Memorandum of Understanding between the Sheriff’s Office and U.S. Marshals Service.

**ANNUAL DEPARTMENT UPDATE - WEST CENTRAL REGIONAL JUVENILE CENTER (WCRJC)**

James O’Donnell, WCRJC Director, addressed the Juvenile Center’s two main programs - Secure Program and Non-secure Program. The multi-county Secure Program consists of Detention and Residential Treatment. Trauma-Based Cognitive Behavior Programing was added to their

services in 2018. They had 561 intakes (24% females) in the Secure Program in 2018. Juveniles are placed in the Secure Program for violent crimes, property crimes, drugs, or other instances that may have involved weapons, obstruction, terrorizing, etc. There has been a steady increase in total bed days since 2015. There were 10,535 bed days used in 2018; however, Clay County usage declined during the time. WCRJC uses cognitive behavioral programs and evaluates effectiveness by testing youth during intake and again upon discharge. Their goal is to reduce criminal thinking and risk factors and have been mostly successful during their efforts. They have received positive state-wide attention for their programming effectiveness.

The non-secure program has youth with severe mental health and behavioral issues. This 15-bed unit is generally full at all times. It is open to Clay County youth first, and then to other counties if beds are available. In 2018, two Clay County youth were turned away, and 67 out-of-County juveniles had to be turned away. When the expansion is complete, WCRJC will have room to increase these services and be able to work more with Social Services for youth who were non-successful in residential programs. Of note, some of the youth are now learning janitorial skills on campus. The department also works closely with Moorhead Public Schools throughout the year. WCRJC also coordinates with M-State and Lakes Country Service Co-op for their transitional program and education services.

The Commissioners noted appreciation for their programs and for working through the construction process.

#### **REQUEST APPROVAL TO ACCEPT A GRANT FROM DEPARTMENT OF EDUCATION**

On motion by Mongeau, seconded by Campbell, and unanimously carried, the Board approved a grant from Department of Education for \$11,560 for the Juvenile Center.

#### **ANNUAL DEPARTMENT UPDATE – EXTENSION**

Ben Anderson, Regional Director, touched upon the County Extension programs led by Lisa Kasson-Baer and Mitzi Marlon. Their 4-H Program consists of 11 4-H Community Clubs across the County with 425 youth. After-school programming reaches every school in the County. STEM (science -related) programming has been offered in all the cities in Clay County as well as at Lakeland Mental Health. 4-H is fortunate to have over 125 adult volunteers in 4-H programs. There are also various grant funding opportunities available to 4-H staff. A new staff person began working specifically with New Americans in the County. Randy Nelson, Agriculture/Horticulture, continues to educate, is heavily involved with outreach, and partners with NDSU. Rosie Gonzalez continues to do nutrition programming in all the schools as well as at the Juvenile Center. She also works with cultural diversity resources. There is a large presence with the Extension Regional Office here in Moorhead. A couple new youth educators were recently added to that staff.

The Commissioners extended appreciation for all the great things being done with youth in the County Extension Programs.

### **RECOMMENDATION TO APPOINT NEW PLANNING COMMISSIONER**

Emma Notermann, Planning Technician, was available with a recommendation to appoint a new Planning Commissioner. Tom Jensen from Barnesville retired from the Planning Commission leaving a vacancy to be filled. The Planning Department received one application for the position from Steve Mortensen from Barnesville. He was interviewed by the Planning Commission and a recommendation was made to appoint him to the Planning Commission. Mr. Mortensen was unavailable for today's Board meeting.

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved the recommendation from the Planning Commission to appoint Steve Mortensen to a three-year term on the Planning Commission.

### **REQUEST APPROVAL OF AMENDMENT TO MNDOT AGREEMENT FOR MOORHEAD JOINT USE FACILITY**

David Overbo, County Engineer, stated there was an original agreement signed by all parties (City, State, County) in 2002 when the Highway Department moved into their current building. This amendment corrects some irregularities and adds language to clearly define operational costs and addresses a slight change in the occupancy percentage of the building. The proposed changes have been reviewed by the Highway Tracking Committee and the Assistant County Attorney. The occupancy at the facility is now 38% MnDOT, 46% County, and 16% City. Some items are billed out according to the occupancy percentage and some are billed out according to ownership percentage which is slightly different. This amendment will lead to a minor impact to the Road and Bridge budget. Replacement of the salt shed at the site is scheduled for 2024.

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board approved the amendment to the MnDOT Agreement for the Moorhead Joint Use Facility.

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

- Commissioner Mongeau attended meetings for Personnel Issue Committee; MetroCOG Executive Committee, and Buffalo Red River Watershed District.
- Commissioner Campbell attended meetings for Prairie Lakes Municipal Solid Waste, FM Diversion Outreach; FM Diversion Land Management Committee; Solid Waste Advisory Committee; Metro Flood Diversion; FM Diversion Coordinating; Update on Diversion Project; Otter Tail County Board; Joint Powers; FM Diversion Executive Group; Buffalo Red River Watershed District; and Housing Project.
- Commissioner Haney attended meetings for 11<sup>th</sup> Street Underpass; City of Moorhead Planning Commission; Joint Powers; and Buffalo Red River Watershed.

- Commissioner Gross attended meetings for 11<sup>th</sup> Street Underpass; One Watershed One Plan (Ada); Partnership4Health Board; and MN Rural Counties Caucus.
- Commissioner Weyland attended meetings for Buffalo Red River Watershed; Personnel Issues Committee; Housing Project; MN Rural Counties Caucus.
- Assistant County Administrator Darren Brooke attended meetings for Personnel Issues Committee; Planning and Assessor; County Managers; Flood Planning; and Wage Study.

The meeting adjourned at 9:35 a.m.

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Grant Weyland, Chair, County Board of Commissioners

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Darren Brooke, Assistant County Administrator