

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, MARCH 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 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 with one deletion: *Presentation on West Central MN Communities Action Programs;* and two additions: *Request for Approval of Highway Department to contract out additional manpower and equipment;* and *Request for Approval to Reapply to the MN Department of Human Services for Community Living Infrastructure Grant Funds.*

CITIZENS TO BE HEARD

Brian Brunette addressed the Board about ongoing issues on Lake 15. He commented on a Natural Resource Block Grant, Storm Water Management dollars, and the general permitting process. The County Administrator was asked to investigate Mr. Brunette’s issues.

Eric Smith from Moorhead addressed the Board about the cell phone policy at the courthouse and believes the policy violates his rights. Chair Weyland commented that it is a legal matter and the Commissioners do not override decisions made by the judges.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Haney, seconded by Gross, and unanimously carried, the Board approved bills and vouchers totaling \$525,570 from 122 vendors for payment. From that total, 93 warrants issued were under \$2,000 (\$41,118) and the following 29 warrants issued were over \$2,000:

Moorhead Public Works	\$200,000	Key Contracting, Inc.	\$14,080
Moorhead Public Service	\$42,785	Malwarebytes Corp.	\$13,805
Xcel Energy	\$39,866	Becker Co. Public Health	\$12,160
Clay Co Public Health	\$23,390	Medical Pharmacy (SH)	\$11,331
Pemberton, Sorlie, Rufer	\$19,477	Klein McCarthy & Co Ltd	\$10,817
Otter Tail Co. Public Health	\$17,536	Thomson Reuters - West	\$10,170

Summit Food Service-WCRJC	\$9,860	Sanford Health	\$3,433
Crisis Prevention Institute	\$6,498	Code 4 Services, Inc.	\$3,107
Ramsey County Med Exam	\$6,345	Stellar Services, LLC	\$2,626
Blue Cross Blue Shield of MN	\$5,591	Houston Engineering, Inc.	\$2,512
Express Lane - Hawley	\$5,079	City of Felton	\$2,284
Further	\$4,087	Nancy Hein-Kolo, PsyD, LP	\$2,125
Lakes Country Service Coop	\$4,034	Thomson Reuters - West	\$2,085
Deputy Registrar #15	\$3,819	Wilkin Co. Public Health	\$2,048
Wegner P&T Services	\$3,500		

APPROVAL OF MINUTES FROM MARCH 12 and 19, 2019

On motion by Mongeau, seconded by Campbell, and unanimously carried, the Board approved the minutes from March 12 and 19, 2019.

PRESENTATION ON MARKET STUDY

Darren Brooke, Human Resources Director, and Tessia Melvin from David Drown Associates were present with the scope of work for conducting the compensation study for the County. The County currently has 136 positions on a 32-grade classification system. The project will include job descriptions; market analysis; preliminary results; budget analysis; and final report with recommendations. The initial proposal is to benchmark a list of other communities and job positions. A wage analysis will then be performed for all positions. Ongoing wage maintenance was also suggested to prevent compression issues with wages.

FLOOD UPDATE

Gabe Tweten, Emergency Management Director, stated he met with Governor Walz yesterday when he was in Moorhead. A State of Emergency for Clay County was also signed by Commissioner Gross, Vice-Chair. A resolution was presented for execution today. The majority of MN is expected to experience some flood issues. The weekly updates will continue as the snow melts and the rivers continue to rise.

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

Resolution 2019-16

Resolution Declaring a State of Emergency

WHEREAS, the spring flooding event will impact the population of Clay County and its cities due to the large amount of snowpack and late thaw; and

WHEREAS, the spring flooding event will cause a significant amount of public property damage; and

WHEREAS, the Clay County Emergency Management Director requests the Clay County Board of Commissioners to declare Clay County in a STATE OF EMERGENCY for the spring flooding event of 2019;

NOW, THEREFORE, BE IT RESOLVED that Clay County Board of Commissioners declares Clay County in a State of Emergency for conditions resulting from spring flooding event of March 2019.

ANNUAL DEPARTMENT UPDATE – FAMILY SERVICE CENTER; BUILDING MAINTENANCE

Joe Olson, Building Maintenance Supervisor, stated his department has had a busy year as they adapt to the growth of the campus and the large amount of snow from the winter. His crew helps when needed with the ongoing renovation and expansion at the Juvenile Center. Olson is working with some warranty issues at the new Law Enforcement Center and with Probation related to clients working off their hours. He is preparing for the Capital Improvements Committee meeting tomorrow.

Georgia Beaudry, Family Service Center (FSC) Building Manager, stated that rental space at the FSC remains 100% full. Some of the capital improvement projects in the past year include a new west elevator; updated carpet and paint; new video cameras; and new custodial equipment for the Law Enforcement Center and Correctional Facility.

REQUEST FOR APPROVAL OF CHANGE ORDER #22 FOR JUVENILE CENTER CONSTRUCTION PROJECT

Stephen Larson, County Administrator, reviewed the items in Change Order #22 for the Juvenile Center Construction Project. The revisions total \$29,174. Some items were due to unknown factors, others were missed in the original bid at the architectural level, and a couple of them stemmed from requests from staff’s review and recommendations.

On motion by Gross, seconded by Haney, and unanimously approved, the Board approved Construction Change Order #22 as presented.

ADDITION: REQUEST FOR APPROVAL OF HIGHWAY DEPARTMENT TO CONTRACT OUT ADDITIONAL MANPOWER AND EQUIPMENT

County Engineer David Overbo requested approval to contract for additional manpower and equipment for culvert and ditch cleaning to aid in water flow as the melt progresses. He will prioritize the requests and use his in-house staff first, then contract as needed.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved the County Engineer to contract for additional manpower and equipment for ditch cleaning as needed.

APPROVAL OF FIVE-YEAR ROAD CONSTRUCTION PLAN (2019–2023)

Overbo stated the Highway Tracking Committee reviewed and approved the Five-Year Construction Plan (2019–2023) on March 12. Following their approval, a public input meeting was held on March 20 for information and feedback on the road projects listed in the plan. That meeting was well-attended. The department continues to put emphasis on pavement

preservation. Their big project for 2019 is in the City of Glyndon. They also have bridge replacement projects and seal coating projects in locations indicated on the County map.

On motion by Campbell, seconded by Mongeau, and unanimously carried, the Board approved the Five-Year Road Construction Plan for 2019-2023.

APPROVAL OF FINAL CONTRACT VOUCHER FOR HSIP INTERSECTION LIGHTING PROJECT (SP 088-070-054)

Assistant Engineer Eric Hove provided the final voucher for an intersection street lighting project at various intersections throughout Clay, Becker, Wilkin, and Mahnommen Counties. Clay County is acting as lead agency for the project. The contractor was Otter Electric from Fergus Falls. The original contract was for \$364,418.00, and the final total is \$370,621.90. The project was made possible with federal Highway Safety Improvement Plan (HSIP) funding. The overage was due to utility conflicts and had been presented on a change order.

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board approved the final contract voucher for \$370,621.90 for an intersection street lighting project.

ADDITION: APPROVAL TO REAPPLY TO MN DEPARTMENT OF HUMAN SERVICES FOR COMMUNITY LIVING INFRASTRUCTURE GRANT FUNDS

Rhonda Porter, Social Services Director, requested approval to reapply to MN Department of Human Services for Community Living Infrastructure grant funds to support the needs of people with disabilities and housing instability who want to live in the community. Clay County is the fiscal host for the 10-County project.

On motion by Haney, seconded by Gross, and unanimously carried, the Board approved the request to reapply for funds through a Community Living Infrastructure Grant.

PRESENTATION ON PUBLIC LANDS MANAGED BY DEPARTMENT OF NATURAL RESOURCES (DNR)

DNR Northwest Regional Director Rita Albrecht; NW Regional Manager for Ecological & Water Resources Nathan Kestner; and Assistant Wildlife Manager Mike Oehler addressed the Board. They are visiting all 23 counties in the northwest region. Ms. Albrecht reported DNR has partnered with the local entities to help provide flood protection and safety in this region. She noted Buffalo River State Park is a big asset and has economic impact for Clay County.

Nathan Kestner stated one area of his focus is on ecological resources and rare species. Clay County has four Scientific and Natural Areas (SNAs) including Felton Prairie and Blue Stem. He works with the local watershed districts on flood projects and natural resource enhancements. He is involved in grant programs, dam permitting, and aquatic invasive species. The DNR hydrologist for this area is Roger Hemphill. Funding for the Counties can be used for prevention,

education, and inspections. The funds are formulated by the number of accesses to public waterways.

In 2018, PILT payments to Clay County totaled \$72,000 for approximately 10,000 acres. In Clay County, public land ownership is at 2%. Some of their sites are conservation legacies. The land provides habitat for wildlife and for recreational hunters.

Mike Oehler stated he addresses weed control issues on these lands. They survey the lands for weeds in the spring and work accordingly.

Commissioner Campbell stated he would like to see improvement on river gauges along the Buffalo River and Red River. More gauging equipment is needed closer to Georgetown. Kestner noted USGS and DNR work together in addressing the needs of the area and making improvements as needed.

Commissioner Haney suggested they look into designating Felton Creek as a trout stream. Beaver dams and recent spottings of wolves in the County were also discussed. Wildlife Services can be called for trapping wolves when livestock is involved.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR REPORTS/DISCUSSIONS

- Commissioner Mongeau attended meetings for MetroCOG; Watershed Management Conference; Lakeland Mental Health Board; Governor's Flood Briefing; Buffalo Red River Watershed Board; and Personnel Issues Committee.
- Commissioner Campbell attended meetings for Lakes Country Services Co-op; Stanley Township; Greater FM Economic Development; Solid Waste Management; Prairie Lakes Municipal Solid Waste Authority; FM Diversion Authority; Governor's Flood Briefing; Plastic Bag Recycling; Buffalo Red River Watershed Board; and Center Avenue Corridor.
- Commissioner Haney attended meetings for MetroCOG; Lake Agassiz Regional Library Board; Governor's Flood Briefing; and Census Information.
- Commissioner Gross attended meetings for Historical Society; Highway Five-Year Plan; Governor's Flood Briefing; and Census Information.
- Commissioner Weyland attended meetings for Great FM Economic Development and FM Diversion Authority.
- County Administrator Stephen Larson attended meetings for Flood planning; FM Diversion Authority; Central Administration; Highway 5-year Plan; Solid Waste Advisory Committee; Planning & Zoning; New Employee Orientation; Governor's Flood Briefing; Census Information; and Personnel Issues Committee.

On motion by Mongeau, seconded by Campbell, and unanimously carried, the Board authorized Commissioners Gross and Haney to serve on a Census Committee.

The meeting adjourned at 11:02 a.m.

Grant Weyland, Chair, County Board of Commissioners

Stephen Larson, County Administrator