

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 A.M., TUESDAY, FEBRUARY 25, 2020
County Board Room, 3rd Floor, Courthouse
MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Frank Gross, Jim Haney, Kevin Campbell, Grant Weyland, and Jenny Mongeau. Others present: County Attorney Brian Melton, County Administrator Stephen Larson, and Senior Administrative Assistant Colleen Eck.

CALL TO ORDER

Chair Gross called the meeting to order.

APPROVAL OF AGENDA

On motion by Commissioner Campbell, seconded by Commissioner Weyland, and unanimously carried, the Board approved the agenda with one addition: Update on information request from Buffalo-Red River Watershed District - Commissioner Campbell.

AUTHORIZE LEASE AMENDMENT WITH STATE OF MN - BOARD OF PUBLIC DEFENSE

By consent, the Board authorized Lease Amendment #2 with State of MN Board of Public Defense at the Family Service Center #404, from 3-1-20 to 12-20-20, for 2,605 SF @ \$12.25 SF.

CITIZENS TO BE HEARD

There were no citizens present who wished to be heard.

APPROVAL OF MINUTES FROM FEBRUARY 11, 2020

On motion by Commissioner Campbell, seconded by Commissioner Haney, and unanimously carried, the Board approved the minutes from February 11, 2020.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Weyland, seconded by Commissioner Campbell, and unanimously carried, the Board approved payment for bills and vouchers totaling \$1,287,541 from 163 vendors. From that total, 92 warrants issued were under \$2,000 (\$38,337) and the following 71 were over \$2,000:

City of Moorhead	\$373,698	Treas of Dilworth City	\$27,152
City of Fargo	\$115,693	Becker County Public Health	\$26,456
Clay Co Public Health	\$114,358	Wenck Associates, Inc.	\$19,925
Klein Mccarthy & Co, Ltd	\$47,778	Country Classic Cabinets, Inc.	\$18,660
Moorhead Public Service	\$45,500	SeaChange Print Innovations	\$16,886
Otter Tail Public Health	\$34,951	Cardmember Service - (Sheriff)	\$14,319
Nelson Auto Center	\$33,984	C & S Lund Trucking	\$13,000
Randall's Excavating, Inc.	\$32,493	Sellin Bros, Inc.	\$12,546
Xcel Energy	\$27,246	MN Counties Computer Co-op	\$11,433
Ulteig	\$27,186	Treas of Hawley City	\$10,716

Treas of Barnesville City	\$9,953	Michael J Burns Architects	\$3,551
Verizon	\$8,481	Express Lane - Hawley	\$3,326
Treas of Eglon Twsp	\$7,081	Treas Of Sabin City	\$2,900
Treas of Elkton Twsp	\$7,081	Stellar Services, LLC	\$2,817
Treas of Flowing Twsp	\$7,081	Ultimate Transportation, Inc.	\$2,500
Treas of Glyndon Twsp	\$7,081	Summit Food Service, LLC - PH	\$2,394
Treas-Goose Prairie Twsp	\$7,081	Treas of Alliance Twsp	\$2,253
Treas of Hagen Twsp	\$7,081	Treas of Barnesville Twsp	\$2,253
Treas of Hawley Twsp	\$7,081	Treas of Cromwell Twsp	\$2,253
Treas of Humboldt Twsp	\$7,081	Treas of Elmwood Twsp	\$2,253
Treas of Keene Twsp	\$7,081	Treas of Felton Twsp	\$2,253
Treas of Parke Twsp	\$7,081	Treas of Georgetown Twsp	\$2,253
Treas of Riverton Twsp	\$7,081	Treas of Highland Grove Twsp.	\$2,253
Treas of Skree Twsp	\$7,081	Treas of Holy Cross Twsp	\$2,253
Treas-Spring Prairie Twsp	\$7,081	Treas of Kragnes Twsp	\$2,253
Treas of Tansem Twsp	\$7,081	Treas of Kurtz Twsp	\$2,253
Larry's Auto Body Shop	\$6,963	Treas of Moland Twp	\$2,253
Sanford Health	\$6,324	Treas of Moorhead Twsp	\$2,253
Treas of Glyndon City	\$5,430	Treas of Morken Twsp	\$2,253
Holiday Credit Office	\$4,878	Treas of Oakport Twsp	\$2,253
Wilkin Co. Public Health	\$4,396	Treas of Ulen Twsp	\$2,253
Enterprise FM Trust	\$4,300	Treas of Viding Twsp	\$2,253
Lakes Country Serv Co-op	\$4,061	DVS Renewal	\$2,248
Nancy Hein-Kolo, PsyD	\$4,000	DLT Solutions, LLC	\$2,153
Treas of Ulen City	\$3,800	Strata Corporation	\$2,000
Cass County Government	\$3,567		

REQUEST APPROVAL OF CONTRACT CHANGES WITH RELIANCE TELEPHONE FOR CORRECTIONAL FACILITY

Correctional Administrator Julie Savat provided the Board with information on new options that Reliance Telephone is starting in March. Taking advantage of their new options, via contract change, will result in an increase in revenue for the Correctional Facility and a reduction in their costs. The request is to sign a five-year contract.

On motion by Commissioner Weyland, seconded by Commissioner Haney, and unanimously carried, the Board approved the contract changes with Reliance Telephone for the Correctional Facility.

In response to an inquiry, Ms. Savat informed the Board that Correctional Facility staff will conduct a shakedown in the Phase 2 area of the Correctional Facility today. The last temporary wall will come down tomorrow, and the tunnel should be fully functional by next week. The new kitchen is open, and Trinity Food Service is working out great.

REQUEST APPROVAL OF RESOLUTION 2020-12 FOR TRANSFER AND ASSIGNMENT OF ITS US DEPT. OF HUD PUBLIC HOUSING PROGRAM TO MOORHEAD PUBLIC HOUSING AGENCY

Dara A. Lee, HRA Director, and Dawn Bacon, Moorhead Public Housing Agency Executive Director, were present with a request. The request was for approval of a resolution agreeing to the transfer and assignment of its HUD Public Housing Program to the Moorhead Public Housing Agency effective on July 1, 2020. Moorhead Public Housing Agency would then be permitted to operate in Clay County and would

agree to complete any actions required by HUD. In 2017, Moorhead Public Housing Agency transferred its Housing Choice Voucher (Section 8) program to Clay County HRA. HUD has indicated it would be acceptable to transfer the on-going public housing financial assistance to the Moorhead Public Housing Agency to be used on its existing public housing developments. The housing units have significant capital improvement needs. It is anticipated that HRA could receive as much as \$450,000 over the next five years for this program.

On motion by Commissioner Weyland, seconded by Commissioner Campbell, and unanimously carried, the Board approved the following resolution:

RESOLUTION 2020-13
Resolution to Assign HUD Public Housing program

WHEREAS, the Housing & Redevelopment Authority of Clay County (Clay County HRA) was created by the Clay County Commission on February 4, 1975;

WHEREAS, the Clay County HRA has contracted with the United States Department of Housing and Urban Development (HUD) since 1979 to operate public housing throughout Clay County;

WHEREAS, on December 31, 2018, after receiving the support of the Clay County Commission and the consent of HUD, the Clay County HRA disposed of all of its Public Housing property;

WHEREAS, the Clay County HRA does not own any public housing assets but continues to have a contract with HUD to receive Public Housing Program funding;

WHEREAS, the Moorhead Public Housing Agency also owns and operates Public Housing in Clay County, specifically within the City of Moorhead;

WHEREAS, the Moorhead Public Housing Agency has unmet capital and operation needs.

NOW, THEREFORE BE IT RESOLVED, that the Clay County Board of Commissioners agree to the following:

- 1. Assigns the right to receive Public Housing funds for Clay County to the Moorhead Public Housing Agency;**
- 2. Permits the Moorhead Public Housing Agency to continue to operate in Clay County, specifically within the City of Moorhead; and**
- 3. Agrees to complete any other required actions.**

RE-APPOINTMENT OF CECIL JOHNSON TO HIS THIRD FIVE-YEAR TERM TO HOUSING REDEVELOPMENT AUTHORITY (HRA) BOARD

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the recommendation for Cecil Johnson to be re-appointed to the HRA Board for his third and final 5-year term.

REQUEST APPROVAL OF ENVIRONMENTAL MONITORING EASEMENT ON CLAY COUNTY PARCELS

Eric Dodds and Jessica Warren, AE2S, and Chris McShane, Onstad Twichell Law Firm, were present with the request. Mr. Dodds handed out a set of maps with the area that the U.S. Army Corps of Engineers requested for their study and parcels that are owned by Clay County, Moorhead, and other public entities. Five of the parcels were purchased by Clay County through flood buy-outs. The Lands Committee recommended that payment for the Environmental Monitoring Easement be rejected.

On motion by Commissioner Weyland, seconded by Commissioner Haney, and unanimously carried, the Board approved an Environmental Monitoring Easement for five properties under Clay County ownership.

AGENDA ADDITION: UPDATE ON INFORMATION REQUEST FROM BUFFALO-RED RIVER WATERSHED DISTRICT

Commissioner Campbell asked that he and Commissioner Mongeau be approved to review the data that that has been requested from the Buffalo-Red River Watershed District (BRRWD), to make additional data requests as needed, and to inquire with legal counsel as necessary.

On motion by Commissioner Weyland, seconded by Commissioner Haney, and unanimously carried, the Board approved Commissioners Campbell and Mongeau to review and oversee the data from BRRWD.

APPROVAL OF ANNUAL TOWNSHIP MAINTENANCE CONTRACT NUMBERS FOR 2020-2021

County Engineer David Overbo informed the Board that the township maintenance costs for 2019 have been calculated and divided by the miles of full-time maintenance to formulate the proposed 2020-2021 Township Maintenance Contract. The numbers were reviewed and approved by the Highway Tracking Committee on February 18 and shared publicly with the township officers for their input on February 20. For 2019, there was slightly less summer maintenance but significantly more winter maintenance hence the increase in the rate. Using a rolling five-year average, the proposed 2020-2021 contract is at \$775/mile, which is an increase of \$19/mile from the previous contract.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the annual Township Maintenance Contract for 2020-2021 with a rate of \$775/mile.

ADOPTION OF RESOLUTION 2020-13 TO REIMBURSE CITIES FOR WORK COMPLETED ON CITY STREETS

Mr. Overbo recommended adoption of a resolution that he brings to the Board annually to provide funds to the non-state aid cities for work done on their streets; and funds to the City of Moorhead for city expenditures on the county roads that are within the city.

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

RESOLUTION 2020-13

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 2019 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 2019 annual year. Monies shall not exceed \$373,697.83 and unexpended monies shall be encumbered.

FURTHER, IT IS HEREBY RESOLVED, that the following Cities be reimbursed for money spent on City Streets for 2019 in the following amount:

City of Barnesville	\$9,952.97
City of Comstock	470.75

City of Dilworth	27,151.93
City of Felton	596.26
City of Georgetown	355.35
City of Glyndon	5,430.17
City of Hawley	10,715.69
City of Hitterdal	602.59
City of Sabin	2,899.59
City of Ulen	3,799.53
TOTAL	\$61,974.83

PRESENTATION ON REGION 4 REGIONAL TRANSPORTATION COORDINATING COUNCIL

Heather Molesworth, Family and Community Services Director for West Central MN Communities Action, provided a brief update on Region 4 Regional Transportation Coordinating Council. She handed out copies of the new regional directory for transportation providers in the nine Counties in Region 4. They are going into year three of their implementation on July 1. They found out in January 2020 that if they are to continue working on this project in Region 4, they will need a 10% match for their current \$268,000 grant through donations, etc. Ms. Molesworth met with all the public transportation providers yesterday about better utilizing the buses for 24/7 transportation options. She noted the Volunteer Driver piece of the program is in legislation this year. They are looking at insurance and tax liabilities and clearly defining Volunteer Drivers.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Weyland reported on meetings for Lakeland Mental Health (annual); Correctional Facility and Juvenile Detention Construction Projects; Prairie Lakes Municipal Solid Waste Authority; and Solid Waste Advisory Committee.
- Commissioner Mongeau reported on meetings she attended for Lakes and Prairies Community Action; Lakeland Mental Health; Board of Directors - Lakeland Mental Health; and Buffalo-Red River Watershed District.
- Commissioner Campbell reported on meetings for Highway Tracking Committee; Solid Waste Advisory Committee; Prairie Lakes Municipal Solid Waste Authority; Moorhead Clay County Joint Powers Authority; Correctional Facility and Juvenile Center Construction Projects; and FM Diversion Authority Executive Committee. He stated the contested case hearing in St Paul is scheduled for June 8.
- Commissioner Haney reported on meetings for Lakeland Mental Health (annual) and Master Planning.
- Commissioner Gross reported on meetings for Highway Tracking and Master Planning.
- Mr. Larson attended meetings for Highway Tracking; Public Health & T21 Law; Solid Waste Advisory Committee; Central Administration; Space Needs in the FSC; Phase Two Evaluation; Insurance Coverage for Correctional Facility; Master Planning; Courthouse Boiler Project; MCCJPA; Regional County Administrators; and Juvenile Center Contract. He also met with Concordia students; participated in the first Leadership Academy; and welcomed new employees at their orientation.

The meeting adjourned at 9:36 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator