

# **CLAY COUNTY BOARD OF COMMISSIONERS**

8:30 p.m., Tuesday, January 2, 2018

COUNTY BOARD ROOM, 3RD FLOOR, COURTHOUSE

## **MINUTES**

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

### **APPROVAL OF AGENDA**

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the agenda.

### **RE-APPOINTMENTS TO PLANNING COMMISSION:**

By consent agenda, the Board approved the reappointments of Tim Brendemuhl (3rd three-year term) and Andrea Koczur (2nd three-year term) to the Planning Commission.

### **RE-APPOINTMENT TO BOARD OF ADJUSTMENT**

By consent agenda, the Board approved the re-appointment of Greg Anderson to the Board of Adjustment (3rd three-year term).

### **STATE OF THE COUNTY ADDRESS**

2017 Chair Kevin Campbell provided the State of the County Address (available on the County website).

### **ELECTION OF 2018 CHAIR AND VICE-CHAIR**

On motion by Weyland, seconded by Gross, and unanimously carried, Commissioner Mongeau was elected Chair of the County Board for 2018.

On motion by Campbell, seconded by Haney, and unanimously carried, Commissioner Weyland was elected Vice-Chair for 2018.

The Board members expressed their appreciation to Commissioner Campbell for his leadership in 2017.

### **CITIZENS TO BE HEARD**

There were no citizens present who asked to address the Board.

**APPROVAL OF PAYMENT OF BILLS AND VOUCHERS**

On motion by Campbell, seconded by Weyland, and unanimously carried, the bills and vouchers (totaling \$219,831.86 from 85 vendors) were approved for payment. From that total, 64 warrants issued were under \$2000 (\$26,327.40) and the following 21 warrants issued were over \$2,000:

CDW Government, Inc	8,801.19	Otter Tail Public Health	6,249.55
Clay County Public Health Dept. (Sheriff)	3,840.00	RTVision, Inc.	4,243.60
Gustafson/Amber	4,000.00	Sanford Clinic Fargo Region	4,409.73
Karlsson Law Office	2,900.00	Schmidt/Shawn	4,000.00
Key Contracting Inc.	62,562.46	Smiths Detection, Inc.	30,084.06
Kris Engineering, Inc.	4,034.21	The Hawley Herald, Inc.	7,740.00
Larry's Auto Body Shop, Inc.	3,629.54	Ti Training, LLC	2,900.00
M B Mcgee, PA	10,000.00	Toay/Brian P.	4,000.00
Medical Pharmacy (SH)	4,682.15	TrueNorth Steel	2,248.36
MN Counties Computer Coop	10,620.00	Xcel Energy	8,724.00
New American Consortium	3,835.61		

**APPROVAL OF MINUTES FROM DECEMBER 12, 2017**

On motion by Gross, seconded by Weyland, and unanimously carried, the Board approved the Minutes from December 12, 2017.

**EMPLOYEE RECOGNITIONS**

The following employees were recognized: Kevin Campbell, 15 years, Commissioner; William (Bill) Bergquist, 15 years, Sheriff; Daniel Heising, 15 years, Jail; Lawrence Henry, 25 years, Landfill; Karen Hellem, 25 years, Social Services.

**ESTABLISH BOARD OF COMMISSIONERS MEETING SCHEDULE FOR 2018**

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved meeting the 1st four Tuesdays of the month at 8:30 a.m., with no regular meetings on the 5th Tuesdays of the month.

**DESIGNATION OF NEWSPAPERS/RESOLUTIONS**

On motion by Gross, seconded by Weyland, and unanimously carried, the Board adopted the following resolution designating the *Clay County Union* the Official County Newspaper for 2018:

**RESOLUTION 2018-01**

**BE IT RESOLVED**, that *Clay County Union* is hereby designated by the Board of Commissioners of the County of Clay, State of Minnesota, as the official County Newspaper for 2018.

**BE IT FURTHER RESOLVED**, *The Clay County Union* will furnish *the Barnesville Record Review, The Extra, and Hawley Herald* with copies of all proceedings published by them for the County of Clay, which may be carried in those newspapers at no additional cost to the County.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board adopted the following resolution designating the *Hawley Herald* for other County printing needs:

**RESOLUTION 2018-02**

**BE IT RESOLVED**, that the *Hawley Herald* is hereby designated by the Clay County Board of Commissioners as the newspaper in which the notice and list of the real property taxes and penalties becoming delinquent on the first Monday in January 2018, must be published.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board adopted the following resolution designating *The Extra* for other County printing needs:

**RESOLUTION 2018-03**

**BE IT RESOLVED**, that *The Extra* is hereby designated by the Clay County Board of Commissioners to publish the first printing of the Clay County Financial Statement.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board adopted the following resolution designating *Barnesville Record Review* for other County printing needs:

**RESOLUTION 2018-04**

**BE IT RESOLVED**, that the *Barnesville Record Review* is hereby designated by the Clay County Board of Commissioners to publish the second printing of the Clay County Financial Statement.

**REVIEW COMMISSIONERS' COMMITTEE ASSIGNMENTS**

The Board reviewed committee assignments and will finalize assignments for 2018 at the January 9 meeting.

**ANNUAL UPDATE AND FUNDING REQUEST FOR DRUG COURT AND VETERANS COURT**

Don Kautzman, Drug Court Coordinator, and the Honorable Judge Lawson, presented revenue and expense information for Clay/Becker Drug Court and Clay/Becker Veterans Court.

There are currently 17 participants in Drug Court and 80 graduates to date. The graduate success rate average has been three out of four participants. Veterans Court, being a newer program, has seven participants and one graduate.

**PROPOSAL FOR 2018 VEHICLE REPLACEMENTS – SHERIFF'S OFFICE**

Lt. Bryan Green and Lt. Mark Empting presented the proposed 2018 vehicle replacement schedule. There are six marked patrol vehicles and two unmarked vehicles scheduled to be replaced, utilizing Internal Service Funds which includes auction proceeds from 2017. Vehicle decal costs would also come out of the Internal Service Funds. One of the unmarked vehicle may be purchased for a County fleet vehicle rather than going to auction. Vehicle mileage for

prisoner transports will decrease after the new correctional facility is completed, and should allow the department to retain vehicles longer.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the Sheriff's proposed 2018 Vehicle Replacement Schedule as presented.

**REQUEST TO FILL VACANCY FOR FULL-TIME CORRECTIONS OFFICER**

On motion by Gross, seconded by Weyland, and unanimously carried, the Board approved the request from Julie Savat, Jail Administrator, to fill a vacancy for a FT Corrections Officer.

**APPROVAL OF ELECTRICAL UTILITY EASEMENT WITH MOORHEAD PUBLIC SERVICE**

Brian C. Berg, County Administrator, referred to an electrical utility easement which is part of the campus construction project. Houston Engineering drafted the easement which has been reviewed by the Highway Engineer and Assistant County Attorney.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the electrical utility easement with Moorhead Public Service.

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

- Commissioner Weyland toured the two new construction facilities.
- Commissioner Gross attended a meeting for Emergency Shelters for Homeless.
- Commissioner Campbell toured the two new construction facilities.
- Commissioner Mongeau attended a meeting for Emergency Shelters for Homeless.
- Brian C. Berg attended meetings for Emergency Shelters for Homeless and toured the two new construction facilities.

The meeting adjourned at 9:40 a.m.

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Jenny Mongeau, Chair, County Board of Commissioners

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Brian C. Berg, County Administrator