

**CLAY COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, JANUARY 3, 2017**  
**8:30 A.M.**  
**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, Kevin Campbell, and Grant Weyland. Brian C. Berg, County Administrator; Jenny Samarzja, Chief Assistant County Attorney; and Colleen Eck, Sr. Administrative Assistant, were also present.

**APPROVAL OF AGENDA**

On motion by Mongeau, seconded by Haney, and unanimously carried, the agenda was approved with one agenda addition.

**APPROVAL OF LAKES TO RIVER DRUG & VIOLENT CRIMES TASK FORCE JOINT POWERS AGREEMENT**

By consent agenda, the Board approved the updated Joint Powers Agreement for Lakes to River Drug & Violent Crimes Task Force.

**EMPLOYEE RECOGNITION**

Steve Trowbridge, Highway Department, was recognized for 15 years of service to Clay County.

**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 Weyland, seconded by Mongeau, and unanimously carried, the bills and vouchers were approved for payment.

**APPROVAL OF MINUTES FROM DECEMBER 13, 2016**

On motion by Campbell, seconded by Haney, and unanimously carried, the minutes of the County Board meeting held on December 13, 2016 were approved as presented.

**STATE OF THE COUNTY ADDRESS**

Chair Gross presented the State of the County Address (available on the County's website).

**ELECTION OF 2017 CHAIR AND VICE-CHAIR**

On motion by Weyland, seconded by Mongeau, and unanimously carried, Commissioner Campbell was elected Chair of the County Board for 2017.

On motion by Weyland, seconded by Haney, and unanimously carried, Commissioner Mongeau was elected Vice Chair for 2017.

The Board members expressed their appreciation to Commissioner Gross for his leadership in 2016.

### **ESTABLISH BOARD OF COMMISSIONERS MEETING SCHEDULE FOR 2017**

On motion by Weyland, seconded by Haney, and unanimously carried, the Board agreed to meet in regular session on the first four Tuesdays of the month at 8:30 a.m.

### **DESIGNATION OF 2017 NEWSPAPERS/RESOLUTIONS**

On motion by Weyland, seconded by Mongeau, and unanimously carried, the Board adopted the following resolution designating *The Extra* the Official County Newspaper for 2017:

#### **RESOLUTION 2017-01**

**BE IT RESOLVED**, that *The Extra* is hereby designated by the Board of Commissioners of the County of Clay, State of Minnesota, as the official County Newspaper for 2017.

**BE IT FURTHER RESOLVED**, *The Extra* will furnish the *Barnesville Record Review*, *Clay County Union*, 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 Mongeau, seconded by Weyland, and unanimously carried, the Board adopted the following resolution designating the *Clay County Union* for other County printing needs:

#### **RESOLUTION 2017-02**

**BE IT RESOLVED**, that the *Clay County Union* 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, 2017, must be published.

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

#### **RESOLUTION 2017-03**

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

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

#### **RESOLUTION 2017-04**

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

### **REVIEW COMMITTEE APPOINTMENTS**

The Board reviewed committee assignments and will continue their discussion at the January 10 meeting.

### **REQUEST FOR PERCENTAGE ADJUSTMENT TO VARIABLE HOUR GRID FOR 2017- WEST CENTRAL REGIONAL JUVENILE CENTER (WCRJC)**

WCRJC Director Stephen Larson requested the Board authorize the hourly wage adjustment to the 2017 variable hour grid from 57% to 65% due to challenges with recruiting and retaining staff. The proposed increase to both the secure and non-secure program is included in the 2017 budget.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the requested percentage adjustment from 57% to 65% of the 2017 variable hour grid for WCRJC.

### **REQUEST TO HIRE FTE FACILITY TRAINER FOR WEST CENTRAL REGIONAL JUVENILE CENTER (WCRJC)**

WCRJC Director Stephen Larson requested permission to hire a full-time training counselor as a new position for the Juvenile Center. The position would help with consistency; keeping counseling staff on the floor; and would fulfill the requirements from the MN Department of Corrections for CPR, First Aid, and Crisis Prevention Intervention. The costs are included in the secure and non-secure 2017 budget. Salary for this position would be split as 67% secure and 33% non-secure. The request was made to post the new position internally and externally, and to back-fill as needed.

Commissioners Weyland and Campbell requested further review of the item and will continue their discussion at the January 10 meeting.

### **APPROVAL OF CONTRACT FOR 2017-2019 FOR CORRECTIONAL OFFICERS**

Human Resource Director Darren Brooke presented the tentative agreement that was reached by the Correctional Officers' union contract with the following increases: 3.25% for 2017, 2.5% for 2018, and 2% for 2019. There was also a request for additional compensation (an increase from 1 ½ time to double time) for staff working on Christmas Day. Comp time on the agreement did not change, with supervisors determining whether comp time or overtime is paid.

Brooke was asked to research the potential cost involved with increased compensation for working on Christmas Day and will report to the Personnel Issues Committee. No action was taken at this time.

### **REQUEST TO REVIEW/WAIVE PENALTY ON PROPERTY TAX**

The Board addressed a request from Moorhead resident Joan Wolff to waive a \$558 property tax penalty. The County's current policy for waiving penalties and interest for late payment of property tax was included.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved waiving the penalty for late payment of property tax for Joan Wolff due to medical hardship.

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

- Dave Overbo, Highway Engineer, informed the Board of the unusual situation with thick ice on the gravel roads and the need for additional road maintenance.
- Commissioner Weyland attended a meeting with Representative Lien.

- Commissioner Gross attended a Glyndon City Council meeting.
- Commissioner Campbell attended a meeting with Representative Lien.
- County Administrator Brian C. Berg attended meetings with Representation Lien; Human Resource Director Darren Brooke; Solid Waste Director Kirk Rosenberger; and Highway Engineer Dave Overbo. The Board selected February 23<sup>rd</sup> for the semi-annual Rural Cities and County Roundtable Meeting.

**ADJOURN**

The meeting adjourned at 9:45 a.m.

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Kevin Campbell, Chair, County Board of Commissioners

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Brian C. Berg, County Administrator