

# CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, May 22, 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, Kevin Campbell, and Grant Weyland. Others present: County Administrator Brian C. Berg, Assistant County Attorney Jenny Samarzja, and Senior Administrative Assistant Colleen Eck.

### CALL TO ORDER

Chair Mongeau called the meeting to order.

### APPROVAL OF AGENDA

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved the agenda with two additions: 1) Approval of Liquor License for Willow Creek Municipal Golf Course; and 2) Approval of Out-of-State Travel for Public Health Staff.

### 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 Gross, seconded by Weyland, and unanimously carried, the bills and vouchers (totaling \$7,112,785.91 from 127 vendors) were approved for payment. From that total, 82 warrants issued were under \$2,000 (\$29,278.64); and the following 45 warrants issued were over \$2,000:

Treasurer of School Dist. 152	3,527,925.00	Becker County Public Health	45,201.49
Mn Dept. of Finance, Treasury	1,153,248.00	Moorhead Public Service	38,998.43
Treasurer of School Dist. 2164	477,756.00	Leighton Broadcasting	33,441.00
Independent School Dist. 150	349,014.00	CoreLogic	28,812.00
Lakes Country Service Coop	250,162.50	Clay Trail Alliance	18,493.35
City of Moorhead (A)	200,000.00	Christianson's Business Furniture	18,487.22
Treasurer of School Dist. 146	183,727.00	Treasurer of School Dist. Nc 2854	14,899.00
Treasurer of School Dist. 914	177,246.00	Cardmember Service	13,435.45
Clay Co. Public Health	162,172.55	Treasurer of School Dist. Bc 2889	12,985.00
Gerit Hanson Contracting, Inc.	138,168.57	Xcel Energy	12,932.40
City of Fargo	63,039.67	Wilkin Co. Public Health	10,325.72
Otter Tail Public Health	48,440.91	Thrifty White Pharmacy	10,000.00

Summit Food Service, LLC	9,239.11	New American Consortium	3,500.00
Medical Pharmacy	8,895.41	Gate City Bank	3,434.23
Treasurer of School Dist. Otc 548	7,666.00	Treasurer of School Dist. Nc 2527	3,242.00
MBA Investments LLC	6,461.00	Lereta, LLC	3,112.00
MN Life	5,848.30	Reliance Telephone	3,000.00
Oberg Farms Partnership	5,282.00	SRF Consulting Group, Inc.	2,824.00
Verizon	5,113.27	Summit Food Service	2,520.08
Crow Wing Co. Sheriff	5,092.72	Universal Services	2,455.15
Butler Machinery Co.	4,950.00	RDO Exch.	2,400.00
American Federal	3,913.00	Colonial Life	2,120.74
Bell Bank	3,527.00		

**APPROVAL OF MINUTES FROM MAY 1, 2018**

On motion by Haney, seconded by Campbell, and unanimously carried, the Board approved the minutes from May 1, 2018.

**REQUEST APPROVAL TO FILL THREE POSITIONS IN ATTORNEY'S OFFICE**

Brian Melton, County Attorney, requested approval to fill three vacancies in the Attorney's Office: Chief Assistant Attorney, Civil Division; front office secretary; and legal secretary.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved filling the vacancy for Chief Assistant Attorney - Civil Division at grade 25 and backfilling of positions as necessary.

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved filling the vacancy for a front office secretary and backfilling of positions as necessary.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved filling the vacancy for a legal secretary and backfilling of positions as necessary.

**REQUEST APPROVAL TO COMBINE TWO PT JAIL CLERICAL POSITIONS INTO ONE FT CLERICAL POSITION**

Julie Savat, Jail Administrator, requested approval to combine a .5 position and .6 position into one FT clerical position with a slight cost savings.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the request to combine two PT clerical positions into one FT position.

**ADDITION: APPROVAL OF OUT-OF-STATE TRAVEL FOR PUBLIC HEALTH STAFF**

Kathy McKay, Public Health Director, and Jamie Hennen, Nursing Supervisor, were present with a request for out-of-state travel (one week in June and one week in July) for Nurse Family Partnership National Office training. Expenses will be covered with grant dollars.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved two weeks of out-of-state travel for a staff person to attend Nurse Family Partnership training.

**ADDITION: APPROVAL OF LIQUOR LICENSE FOR WILLOW CREEK MUNICIPAL GOLF COURSE, OWNER - CITY OF BARNESVILLE**

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved a liquor license for Willow Creek Municipal Golf Course.

**PRELIMINARY BUDGET DISCUSSION**

Brian C. Berg, County Administrator, provided a timeline for the 2019 budget. A preliminary levy will be set by the end of September. The Commissioners acknowledged the timeline and asked the Administrator to proceed with the process.

**REVIEW 2018 REVENUES AND EXPENDITURES BY DEPARTMENT**

Brian Berg and Lori J. Johnson, presented the January thru April 2018 revenues and expenditures. Several line items that are at 100% rather than 33% are due to payments that are annual or semi-annual. Some loss of revenue was shown for Motor Vehicle due to the computer issues.

**ENGINEER'S RECOMMENDATION FOR GLYNDON URBAN RECONSTRUCT**

County Engineer David Overbo, Assistant Engineer Eric Hove, Maintenance Supervisor Joe Olson and Mayor Cecil Johnson of Glyndon were present to address the Glyndon Urban Reconstruction Project. Overbo reviewed the bids that were opened at the last Board meeting. The lowest of the two complete bids was 23% over his estimate. There were four electronic bids that were either incomplete or had errors, and some frustration involved with the electronic bidding.

Johnson expressed his dismay with the bids and noted the City has been working with the County on planning for this project for five years. The importance of safety for this road project was duly noted by those present. Overbo suggested making a few changes to the requirements for fill material and letting the project again in the fall.

On motion by Gross, seconded by Campbell, and unanimously carried, the Board approved rejecting all bids and rebidding the Glyndon Urban Reconstruction Project this fall.

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

- Commissioner Campbell attended meetings for Personnel Issues Committee; FM Diversion Authority Outreach Committee; FM Diversion Authority; Prairie Lakes Municipal Solid Waste Authority; and Highway Bid Discussion.
- Commissioner Gross attended meetings for Historical & Cultural Society; Open House for Lakes and Prairies Community Action; Glyndon Project; and Agassiz Recreational Trails Advisory Committee.
- Commissioner Haney attended meetings for FM Diversion Authority Finance; Lake Agassiz Regional Library Board; Early Childhood Initiative; and Ribbon Cutting for Lakes and Prairies Community Action Partnership.
- Commissioner Weyland attended meetings for FM Diversion Public Outreach Committee; Clay County Seniors Council; and Greater FM Economic Development Corp.
- Commissioner Mongeau attended meetings for Personnel Issues Committee; County Planning Commission; MetroCOG; and Lakes and Prairies Ribbon Cutting.
- Brian C. Berg attended meetings for Personnel Issues Committee; MCIT Training; Zoning Issues; Personnel Issues; Election Issues; Landfill; Central Administration Managers; Becker County Administrator; FM Diversion Authority; Bonding Issue; Highway Bid Process; Highway Tracking; and Agassiz Recreational Trails.

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