

**CLAY COUNTY BOARD OF COMMISSIONERS**

8:30 a.m., Tuesday, July 3, 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, incoming County Administrator Stephen Larson, Assistant County Attorney Jenny Samarzja, and Sr. Administrative Assistant Colleen Eck

**CALL TO ORDER**

Chair Mongeau called the meeting to order.

**APPROVAL OF AGENDA**

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

**RENEWAL OF NURSE CONSULT AGREEMENT WITH LAKES & PRAIRIES HEAD START PROGRAM**

By consent agenda, the Board approved the renewal of a Nurse Consult Service Agreement with Lakes & Prairies Head Start Program.

**AGREEMENT TO PROVIDE LOCAL FUNDING BY FM AREA FOUNDATION TO SUPPORT RETHINK MENTAL HEALTH**

By consent agenda, the Board approved an agreement to provide local grant funding of \$8,000 by FM Area Foundation to support ReThink Mental Health.

**MIDSTATE'S WIRELESS MAINTENANCE CONTRACT FOR ALPHA FIRE EMS PAGING SYSTEM FOR 2018-2019**

By consent agenda, the Board approved Midstate's Wireless Maintenance Contract for Alpha Fire EMS Paging System For 2018-2019.

**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 \$17,600,686.66 from 146 vendors) were approved for payment. From that total, 71

warrants issued were under \$2,000 (\$24,270.95); and the following 75 warrants issued were over \$2,000:

Treas Of Moorhead City	9,900,751.82	Treas Of Skree Twsp	25,005.77
Treas Of School Dist 152	1,675,337.41	Treas Of Holy Cross Twsp	24,811.22
Treas Of Dilworth City	1,158,937.90	Treas Of Glyndon Twsp	22,348.96
Treas Of Hawley City	708,475.12	Otter Tail Public Health	20,700.00
Treas Of Barnesville City	587,082.20	Historical & Cultural Society	20,142.91
Treas Of Glyndon City	489,563.40	Treas Of Felton Twsp	19,873.22
Buffalo-Red River Watershed	487,406.99	Treas Of Hitterdal City	19,533.71
Treas Of School Dist 2164	282,542.11	Treas Of Spring Prairie Twsp	18,667.14
Treas of Wild Rice Watershed	193,276.22	Treas Of Keene Twsp	17,483.12
Independent School Dist. 150	176,224.53	Treas Of Alliance Twsp	17,343.17
Treas Of Sabin City	138,513.28	Treas Of Hagen Twsp	14,853.64
Treas Of School Dist. 146	131,282.33	Treas Of Moorhead Twsp	14,030.40
Treas Of School Dist. 914	105,541.94	Treas of Flowing Twsp	13,743.62
Treas Of Ulen City	94,821.39	Treas Of Georgetown City	13,448.54
Know ink	71,690.00	Treas Of Felton City	12,934.25
West Central Juvenile Center	69,583.33	Becker County Public Health	12,459.25
Treas Of Highland Grove Twsp	61,314.07	Lakeland Mental Health Ctr, Inc.	11,452.50
Treas Of Oakport Twsp	57,192.36	Treas Of Riverton Twsp	11,148.26
Treas Of Eglon Twsp	54,691.86	City Of Barnesville	10,228.57
Treas Of Cromwell Twsp	53,619.02	Magic Fund	9,615.29
Treas Of Hawley Twsp	51,045.06	Treas Of School Dist Bc 2889	9,196.37
Regents Of The Univ Of MN	50,744.76	Treas Of School Dist Nc 2854	9,073.89
Treas Of Elmwood Twsp	50,372.08	Treas Of Comstock City	8,614.31
Treas Of Parke Twsp	45,467.50	Treas Of School Dist Otc 548	7,243.98
Treas Of Morken Twsp	41,698.02	Stein's, Inc.	6,985.97
Treas Of Kurtz Twsp	39,038.44	Clay Co. Public Health (Sheriff)	6,400.00
Treas Of Barnesville Twsp	38,403.51	MN Life	5,878.60
Treas Of Goose Prairie Twsp.	37,817.44	New American Consortium	5,640.98
Treas Of Viding Twsp	36,454.10	Krabbenhoft/Dennis & Carol	5,495.00
Treas Of Elkton Twsp	36,203.14	Prosweep, Inc.	4,185.00
Treas Of Moland Twp	32,989.59	Moorhead Public Service	4,175.60
Treas Of Georgetown Twsp	32,049.61	Treas Of School Dist Nc 2527	3,958.69
Treas Of Ulen Twsp	28,429.86	Kitzmann/Stuart	3,800.00
Treas Of Kragnes Twsp	28,420.61	City of Hitterdal	3,438.92
Clay Co. Public Health	28,125.02	Town & Country Oil, Inc.	3,200.61
Treas Of Tansem Twsp	27,363.32	DataSpec, Inc.	2,572.00
BuyDig	26,600.00	MN IT Services	2,100.00
Treas Of Humboldt Twsp	25,562.91		

**APPROVAL OF MINUTES FROM JUNE 12 AND 19, 2018**

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the Board Minutes and Board of Appeal & Equalization Minutes from June 12 and 19, 2018.

**EMPLOYEE LONGEVITY AWARDS**

The following employees were recognized: Delaine Vogel, 20 years, Jail/Mail Room; and Bradley Erickson, 25 years, Highway Department.

**RECOGNITION OF DONATIONS**

Chair Mongeau reported that donations totaling \$625 were received for Partnership4Health and Rethink Mental Health (In Memory of Gina Nolte).

**REQUEST FOR APPROVAL TO HIRE A TEMPORARY ATTORNEY DURING ATTORNEY MELTON'S DEPLOYMENT**

Brian Melton, County Attorney, informed the Board that he will be taking a leave of absence from October 2018 to August 2019 on active duty to Kuwait/Jordan with the National Guard. He will have some time off between now and October for family and for briefing. His salary will be deferred during his leave. He is requesting to hire a temporary attorney during this deployment. He is assigning Pam Harris, Chief Assistant County Attorney (Criminal), to take over as acting County Attorney during his absence; and is requesting a \$14,000 salary increase to start immediately. Commissioner Campbell would like the increase to coincide with a pay grade if possible.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the request to hire a temporary attorney during Attorney Melton's deployment.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved a pay increase of \$14,000 for Attorney Pam Harris during Attorney Brian Melton's absence.

**REQUEST FROM ELMER AND PATRICIA ZITZOW TO REPURCHASE TAX FORFEITURE PROPERTY**

Nanci Krenelka, Deputy Auditor, stated a letter was submitted from Ronald Zitzow, on behalf of his parents (Elmer and Patricia Zitzow) to repurchase their Moorhead property which went into tax forfeiture. Krenelka stated the County would need to collect \$5,250 in taxes prior to deeding the property back to the Zitzow family. Attorney Samarzja commented that at this stage in the process, County Board approval is needed for the request. The residents were not present for the meeting.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the request from Elmer and Patricia Zitzow to be allowed to repurchase tax forfeiture property in Moorhead following payment of \$5,250 in taxes, with a deadline of July 15.

**REQUEST FOR APPROVAL TO FILL VACANCY FOR FT DEPUTY SHERIFF**

Chief Deputy Sheriff Stephen Landsem and Lt. Mark Empting were present with a request to fill a vacancy for a full-time deputy sheriff. The same request came to the Board in the spring. At that time, a candidate was hired and trained, but resigned before his probationary period was complete.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the request to fill a vacancy for a FT Deputy Sheriff.

**SUPPORT AND COST-SHARE OF APPLICATION FOR BUILD GRANT PROGRAM**

Robert A. Zimmerman, City of Moorhead Engineer, and David Overbo, Highway Engineer, requested County support along with a commitment of a \$500,000 cost-share to partner with MnDOT and the City of Moorhead towards an application to the BUILD Grant Program. The application is due on July 18. Funding would go toward the 11<sup>th</sup> Street grade separation project. The Highway Committee is in full support of the project for reasons of public safety and connectivity in the City of Moorhead.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the request for support and \$500,000 cost-share toward an application for the Build Grant Program.

**REQUEST FOR ADDITIONAL FUNDS TO COMPLETE LOMR ON BUFFALO RIVER**

Brian C. Berg, County Administrator, noted that the County Board authorized \$75,000 last year for Houston Engineering to complete a FEMA Letter of Map Revision (LOMR) for a portion of the Buffalo River. Commissioner Campbell stated there have been a lot of floodplain questions in that area and the FEMA maps need to be corrected so they are accurate for the residents. Commission Mongeau will make an inquiry to the Buffalo-Red River Watershed District to help with the funding.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the request for an additional \$29,902 in funds for Houston Engineering for completion of a FEMA LOMR on a portion of the Buffalo River.

**CLOSED SESSION: UNION GRIEVANCE DISCUSSION**

On motion by Weyland, seconded by Haney, and unanimously carried, the Board closed the public meeting for a closed session at 9:10 a.m.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board reopened the public meeting at 10:02 a.m.

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

- Commissioner Campbell attended meetings for Scheduling of Events; Prairie Lakes Municipal Solid Waste Authority; Solid Waste Advisory Committee and landfill tour; FM Flood Diversion Authority; and the employee picnic.
- Commissioner Gross attended a West Central Initiative meeting and attended the employee picnic, drug court, and a retirement event.
- Commissioner Haney attended an FM Flood Authority meeting and the employee picnic.
- Commissioner Weyland attended meetings for Prairie Lakes Municipal Solid Waste Authority; Solid Waste Advisory Committee; a retirement event, and the employee picnic.
- Commissioner Mongeau attended meetings for Planning and Zoning Office and Lakes & Prairies Community Action, and the employee picnic.
- Brian C. Berg attended meetings for Scheduling of Events; Recorder’s Budget; Planning and Zoning Office; Kevin Kassenborg; Sheriff’s Office and Chief of Police; Regional County Administrators; Personnel Issues; and Juvenile Detention Director Vacancy.
- Stephen Larson attended meetings for Juvenile Detention Director Vacancy and Regional County Administrators. He requested approval for training for first-time County Administrators.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved travel expenses for Stephen Larson to attend training for first time County Administrators.

The meeting adjourned at 10:19 a.m.

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Jenny Mongeau, Chair, County Board of Commissioners

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Brian C. Berg, County Administrator