

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, July 10, 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, Stephen Larson (incoming County Administrator), 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 Gross, seconded by Campbell, and unanimously carried, the Board approved the agenda.

MEMORANDUM OF UNDERSTANDING FOR ANNUAL SCHOOL RESOURCE OFFICER PROGRAM AT ULEN AND HAWLEY SCHOOL DISTRICTS

By consent agenda, the Board approved a Memorandum of Understanding for the annual School Resource Officer Program at Ulen And Hawley School Districts.

RENEWAL OF EXISTING NURSE CONSULT SERVICE AGREEMENT FOR EARLY EXPLORERS DAYCARE

By consent agenda, the Board approved renewing the existing Nurse Consult Service Agreement for Early Explorers Daycare.

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 Haney, and unanimously carried, the bills and vouchers (totaling \$1,562,927.51 from 132 vendors) were approved for payment. From that total, 96 warrants issued were under \$2,000 (\$38,998.26); and the following 36 warrants issued were over \$2,000:

Construction Engineers, Inc.	1,101,974.45
Reserve Account	75,000.00
Watson	33,754.80

Clay Co Public Health	29,943.07
Prairie Lakes Solid Waste	29,750.00
Clay County Fair	26,556.00

Michael J Burns Architects	21,305.02
MN Counties Computer Coop	19,928.00
Newman Signs, Inc.	17,293.08
Watch Guard Video, Inc.	16,950.00
MEnD Correctional Care, LLC	16,326.63
Becker County Public Health	15,579.09
Veolia Technical Solutions LLC	13,339.10
City of Fargo	8,734.00
Otter Tail Public Health	7,906.73
Butler Machinery Co.	7,781.28
Floor to Ceiling Carpet One	7,500.00
Madison National Life	7,292.07
MN Life	5,816.80
Braun Intertec Corp	5,530.00
Wenck Associates, Inc.	5,179.00

RTVision, Inc.	4,880.18
The Retrofit Companies Inc.	4,754.00
CHS Credit Card Dept. (Enviro)	4,667.60
Colonial Life	4,458.84
H & L Mesabi	3,975.60
Farmers Coop Oil Co	3,774.10
Department of Corrections	3,500.00
Network Cabling Services, Inc.	3,355.11
WEX Bank-Hwy	3,166.84
MN Counties Computer Coop	2,780.33
Bob Barker (WCRJC)	2,437.47
Anjaam Holdings, LLC	2,399.65
Federal Highway Admin.	2,150.00
Town & Country Oil, Inc.	2,096.95
Barnesville C-Store	2,093.46

APPROVAL OF MINUTES FROM JUNE 26, 2018

On motion by Haney, seconded by Campbell, and unanimously carried, the Board approved the minutes from June 26, 2018.

REQUEST TO ADD A .75 FTE ADMINISTRATIVE ASSISTANT POSITION TO THE AUDITOR - TREASURER DEPARTMENT

Lori J. Johnson, Auditor–Treasurer, and Darren Brooke, Human Resources Director, presented the request to change a variable hour position in the Auditor’s office to a .75 FTE position. The Personnel Issues Committee supported the change which will be budget-neutral.

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved the request to change a variable hour Administrative Assistance position to a .75 FTE position in the Auditor’s Office.

REQUEST TO PURCHASE NEW SOLID WASTE TRANSFER TRAILER

Kirk Rosenberger, Solid Waste Manager, was present with a request to purchase a new transfer trailer for the landfill. He stated the used trailer that has been utilized to haul daily loads from the landfill to the solid waste facility in Perham is no long dependable. Rosenberger received three quotes and recommended the trailer from Wilkens Industries, along with a running floor and onboard scale, for a total of \$100,114.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved the request to purchase a transfer trailer from Wilkens Industries along with a running floor and onboard scale for landfill operations.

UPDATE ON CORRECTIONAL FACILITY AND LAW ENFORCEMENT CENTER CONSTRUCTION CHANGE ORDERS

Brian C. Berg, County Administrator, referred to Change Orders 12 and 13 for the Correctional Facility and Law Enforcement Center construction project. The change orders involve several revisions and additions for both facilities that have been discussed at construction committee meetings several times. The total for change orders will come out of the contingency fund and will not increase the Guaranteed Maximum Price for the projects. Berg noted in two weeks, the construction projects will be completed other than phase two of the Correctional Facility.

On motion by Haney, seconded by Campbell, and unanimously carried, the Board approved Construction Change Orders 12 and 13.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Campbell attended meetings for Personnel Issues Committee; Juvenile Center Construction Update; Correctional Facility and Law Enforcement Center Construction Update; and Scheduling Events.
- Commissioner Gross attended a West Central Initiative meeting.
- Commissioner Weyland attended a Juvenile Center Construction Update meeting.
- Commissioner Mongeau attended a Personnel Issues Committee meeting and the Clay County Fair.
- County Administrator Brian C. Berg attended meetings for Buffalo-Red River Watershed; Planning and Zoning; Personnel Issues Committee; Moorhead City Manager; Juvenile Center Construction Update; Scheduling Events; and MCIT insurance coverage.
- Stephen Larsen (County Administrator beginning August 2018) attended meetings for Personnel Issues Committee; Correctional Facility and Law Enforcement Center Construction Updates; Moorhead City Manager; and Juvenile Center Director Applications.

The meeting adjourned at 9:05 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Brian C. Berg, County Administrator