

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, OCTOBER 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, Kevin Campbell, and Grant Weyland. Others present: County Administrator Stephen Larson, Assistant County Attorney Stephen Beitelspacher, and Sr. Administrative Assistant Colleen Eck.

CALL TO ORDER

Chair Mongeau called the meeting to order.

APPROVAL OF AGENDA

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

EDUCATIONAL AGREEMENT BETWEEN CREIGHTON UNIVERSITY AND CLAY COUNTY PUBLIC HEALTH

By consent, the Board approved the educational agreement between Creighton University and Clay County Public Health to provide supervised practicum experience for nursing students.

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 Campbell, and unanimously carried, bills and vouchers (totaling \$465,684.20 from 102 vendors) were approved for payment. From that total, 77 warrants issued were under \$2,000 (\$29,725.34); and the following 25 warrants issued were over \$2,000:

Central Specialties Inc	\$95,144	Clay Co. Public Health	\$8,206
W Central Juvenile Center	\$69,583	SRF Consulting Group Inc	\$7,482
Moorhead Public Service	\$63,370	Hometown Planning LLC	\$6,067
Tri-County Comm. Corrections	\$33,540	Verizon - 380522891	\$5,367
Pro Landscapers LLC	\$27,178	New American Consortium	\$3,661
SeaChange Print Innovations	\$23,363	Department of Corrections	\$3,500
McKesson Medical Surgical	\$17,810	Code 4 Services, Inc	\$3,487
Historical & Cultural Society	\$15,439	WI Lock&Load Prison Transport	\$3,180
Vanguard Appraisals, Inc.	\$12,425	Reliance Telephone	\$3,000
Lakes & Prairies Comm. Action	\$11,475	Galls, LLC - 5287110	\$2,957
Magic Fund	\$9,615	Crow Wing Co Sheriff	\$2,700

Wideth Smith Nolting & Asso. \$2,625
F M Printing \$2,538

The Title Co.

\$2,247

APPROVAL OF MINUTES FROM SEPTEMBER 18, 2018

On motion by Haney, seconded by Weyland, and unanimously carried, the Board approved minutes from September 18, 2018.

EMPLOYEE RECOGNITIONS

The following employees were recognized for their years of service at Clay County: Miriam Danielson, 25 years, Social Services; and Bradley McDonald, 20 years, Highway Department.

RECOGNITION OF \$400 DONATION FROM CLAY COUNTY FAIR

Clay County Fair was recognized for their \$400 donation to the Law Enforcement Work Detail.

CORRECTIONAL FACILITY UPDATE

Julie Savat, Correctional Facility Administrator, was present with the update on the new Correctional Facility. She mentioned that the Sentence to Serve crew has provided some recent labor at the site. She received the Certificate of Occupancy for the facility last week following testing done by the fire department. The final construction punch list should be completed by October 12. A public volunteer event is scheduled at the new facility on October 18 from 4 p.m. to 10 p.m. This will give staff an opportunity to run a practice meal service, check all the facility systems, and run different scenarios. The actual sleep-over was eliminated due to the short turn-around time for laundering clothes and bedding before inmates are moved into the facility. A final shakedown will take place on October 19 and inmates are scheduled to move in on October 22. Groups of Correctional Officers are completing their hours of training in the facility. The transition will go on for months after the move-in date. The inmates who have been transported to other locations will be gradually transported to the new facility as they are scheduled for court appearances. They should all be at the new facility by mid-November.

REQUEST TO FILL THREE VACANCIES FOR CORRECTIONAL OFFICERS

Julie Savat requested approval to fill three vacancies for FT Correctional Officers. The total staff for the new facility was set at 51.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the request to fill three vacancies for Correctional Officers.

REQUEST TO FILL VACANCY FOR PARALEGAL IN THE ATTORNEY'S OFFICE:

Pam Foss, Acting County Attorney, requested filling a recent vacancy for a Paralegal in the Attorney's Office. There should be a cost savings with a new staff person.

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

REQUEST FOR APPROVAL TO BE A VOTING MEMBER OF MN RURAL BROADBAND COALITION

Stephen Larson, County Administrator, stated that he attended a session on the Rural Broadband Coalition at the recent Association of Minnesota Counties Conference. The coalition is striving to establish a larger group and to have a lobbyist in St. Paul to ensure the broadband issues stay on the legislative radar.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the request for a Pledge of Support, allocating \$500, to be a voting member for MN Rural Broadband Coalition.

REQUEST FOR GRID PLACEMENT FOR NEW MAINTENANCE FOREMAN

Erik Hove, Assistant County Engineer, informed the Board that they had an applicant for the Maintenance Foreman position who was previously employed at Clay County. He has 22 years of maintenance experience and 18 years of supervising employees. The request is to hire this applicant on step 5 of the salary grid due to his extensive experience.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved hiring a Maintenance Foreman for the Highway Department at step 5 on the salary grid due to years of experience.

CLOSED SESSION: ATTORNEY-CLIENT PRIVILEGED PURSUANT TO MINN. STAT. 13D.05 SUBD. 3(B)

On motion by Weyland, seconded by Gross, and unanimously carried, the Board closed the public meeting at 9:07 a.m.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board reopened the public meeting at 9:34 a.m.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Haney attended meetings for Driver's License Examiners' Schedule and Rural Cities and County.
- Commissioner Campbell attended meetings for State Audit Exit Interview; Prairie Lakes Municipal Solid Waste Authority; FM Diversion Land Management; Solid Waste Advisory Committee; FM Diversion Authority; Juvenile Detention, Correctional Facility, and Law Enforcement Construction Updates; and Rural Cities and County. He mentioned that October is Breast Cancer Awareness Month.

- Commissioner Weyland attended meetings for Prairie Lakes Municipal Solid Waste Authority; Solid Waste Advisory Committee; FM Diversion Authority; Juvenile Detention, Correctional Facility and Law Enforcement Center Construction Update; and Rural Cities and County.
- Commissioner Gross attended meetings for Motor Vehicle Software; DGF School District and City of Glyndon; Felton Fire Department Open House; One Watershed One Plan; Interviews for Planning Director; and Rural Cities and County.
- Commissioner Mongeau attended meetings for State Audit Exit Interview; Planning Department Staff Needs; FM Diversion Land Management; Lakes and Prairies Community Partnership; One Watershed One Plan; Interviews for Planning Director; and Rural Cities and County.
- County Administrator Stephen Larson attended meetings for Driver's License Examiners' Schedule; A Grant Opportunity; Solid Waste Advisory Committee; MN Department of Corrections; Bargaining Unit; Juvenile Center Expansion Project; Planning Director Interviews; Correctional Facility, Law Enforcement Center, and Juvenile Center Construction Update; and Rural Cities and County. He noted he will be attending a County Administrators Conference later in the week.

The meeting adjourned at 9:39 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Stephen Larson, County Administrator