

**CLAY COUNTY BOARD OF COMMISSIONERS**

**8:30 A.M., THURSDAY, JANUARY 3, 2019**

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 Steven Beitelspacher, and Senior Administrative Assistant Colleen Eck

**CALL TO ORDER**

Chair Mongeau called the meeting to order.

**APPROVAL OF AGENDA**

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the agenda with one addition: Request for approval to accept children’s mental health screening grant funds for 2019.

**APPROVAL OF 2019 PURCHASE OF SERVICE AGREEMENTS FOR SOCIAL SERVICES**

By consent, the Board approved the 2019 purchase of service agreements for Social Services.

**EMPLOYEE RECOGNITIONS**

The following employees were recognized: Dean Winkels, 20 years, Maintenance Department; and Mark Beyer, 25 years, Maintenance Department.

**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 Board approved bills and vouchers totaling \$137,347 from 69 vendors for payment. From that total, 55 warrants issued were under \$2,000 (\$20,004) and the following 14 warrants issued were over \$2,000:

Team Laboratory Chemical Corp	33,000	Moorhead Public Service	4,470
New American Consortium	14,451	RTVision, Inc.	4,371
Northern Improvement Co.	11,310	City of Fargo	4,158
Clay Co Public Health	10,244	The Retrofit Companies, Inc.	4,101
Veolia ES Technical Solutions LLC	8,109	SRF Consulting Group, Inc.	3,707
F M Metro Council of Gov'ts	7,498	Otter Tail Public Health	2,464
McKesson Medical Surgical	7,115	Fremont Industries, LLC	2,346

**APPROVAL OF MINUTES FROM DECEMBER 11, 2018**

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the Minutes from December 11, 2018.

**STATE OF THE COUNTY ADDRESS**

2018 Chair Jenny Mongeau provided the State of the County Address (available on the County website).

**ELECTION OF 2019 CHAIR AND VICE-CHAIR**

On motion by Campbell, seconded by Haney, and unanimously carried, Commissioner Weyland was elected Chair of the County Board for 2019.

On motion by Haney, seconded by Weyland, and unanimously carried, Commissioner Gross was elected Vice-Chair of the County Board for 2019.

The Board members expressed their appreciation to Commissioner Mongeau for her leadership in 2018.

**ESTABLISH BOARD OF COMMISSIONERS MEETING SCHEDULE FOR 2019**

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved meeting the first four Tuesdays of the month at 8:30 a.m.; with no regular meetings on the 5th Tuesdays of the month.

**DESIGNATION OF 2019 NEWSPAPERS/RESOLUTIONS**

On motion by Campbell, seconded by Gross, and unanimously carried, the Board adopted the following resolution designating *Barnesville Record Review* the Official County Newspaper for 2019:

**RESOLUTION 2019-01**

**BE IT RESOLVED**, that *Barnesville Record Review* is hereby designated by the Board of Commissioners of the County of Clay, State of Minnesota, as the official County Newspaper for 2019.

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

**RESOLUTION 2019-02**

**BE IT RESOLVED**, that *The Extra* 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 2019, must be published.

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

**RESOLUTION 2019-03**

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

On motion by Haney, seconded by Campbell, and unanimously carried, the Board adopted the following resolution designating *Clay County Union* for other County printing needs:

**RESOLUTION 2019-04**

**BE IT RESOLVED, that the *Clay County Union* 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 finalize assignments for 2019 at the January 8 meeting.

**REQUEST FOR APPROVAL OF SHERIFF'S OFFICE 2019 VEHICLES AND EQUIPMENT**

Sheriff Mark Empting presented the proposed vehicle replacement schedule with a total of ten vehicles being purchased and ten vehicles going to auction. Additional funds were requested for two in-vehicle tablets; graphics for five marked vehicles; license and registration for five unmarked vehicles; and necessary emergency equipment. Internal Service Funds will be utilized which includes auction proceeds from the previous year.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the Sheriff's proposed 2019 Vehicle Replacement Schedule as presented.

**ADDITION: REQUEST FOR APPROVAL TO ACCEPT CHILDREN'S MENTAL HEALTH SCREENING GRANT FUNDS**

Rhonda Porter, Social Services Director, requested approval to accept children's mental health screening grant funds for 2019 in the amount of \$34,700 to serve youth in Child Welfare and Juvenile Justice Program areas.

On motion by Gross, seconded by Haney, and unanimously approved, the Board accepted children's mental health screening grant funds for 2019.

**REQUEST FOR APPROVAL OF SELECTION OF MARKET STUDY PROVIDER STARTING IN MARCH 2019**

Darren Brooke, Human Resources Director, noted the last compensation study was done 10 years ago. Currently, the County employs 564 full-time and part-time employees with 136 unique position titles. HR is tasked with reviewing 25% of Position Descriptions Questionnaires (PDQs) each year. In September 2018 the Board approved a request from Brooke to research market study providers. Following that approval, a survey regarding compensation providers

was sent to all the Counties in Minnesota. Results from that survey were tabulated and presented to the Personal Issues Committee (PIC). After their review, the committee recommended David Drown Associates to complete a compensation and benefit study.

On motion by Mongeau, seconded by Haney, and unanimously carried, the Board approved the recommendation to hire David Drown Associates to complete a compensation and benefit study in 2019 for implementation in 2020.

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

- Commissioner Campbell attended an FM Diversion Executive meeting.
- Commissioner Haney attended a City of Moorhead Planning Commission meeting.
- Commissioner Mongeau has been involved in conversation with Barnesville School Board Members and citizen from Baker regarding compliance land use issues.
- County Administrator Stephen Larson attended a Department Heads meeting and noted he will attend Transportation Day in St. Paul on February 7.

The meeting adjourned at 9:25 a.m.

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Grant Weyland, Chair, County Board of Commissioners

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Stephen Larson, County Administrator