

**CLAY COUNTY BOARD OF COMMISSIONERS**  
**8:30 A.M., TUESDAY, JANUARY 14, 2020**  
County Board Room, 3rd Floor, Courthouse  
**MINUTES**

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Grant Weyland, Frank Gross, Jim Haney, Kevin Campbell, and Jenny Mongeau. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, and Sr. Administrative Assistant Colleen Eck

**CALL TO ORDER**

Chair Gross called the meeting to order.

**APPROVAL OF AGENDA**

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

**CITIZENS TO BE HEARD**

There were no citizens present who wished to be heard.

**APPROVAL OF MINUTES FROM DECEMBER 31, 2019**

On motion by Commissioner Haney, seconded by Commissioner Weyland, and unanimously carried, the Board approved the minutes from December 31, 2019.

**APPROVAL OF PAYMENT OF BILLS AND VOUCHERS**

On motion by Commissioner Weyland, seconded by Commissioner Campbell, and unanimously carried, the Board approved payment for bills and vouchers totaling \$694,694 from 164 vendors. From that total, 126 warrants issued were under \$2,000 (\$62,580) and the following 38 were over \$2,000:

Nelson Auto Center	\$83,385	Verizon-386550144	\$6,950
West Central Regional Juvenile Center	\$78,181	Thomson Reuters - West 549780	\$6,898
Clay Co Public Health	\$68,752	Nitzkowski, Inc.	\$6,220
Code 4 Services, Inc	\$57,708	ANJAAM HOLDINGS, LLC	\$6,108
MN Counties Computer Coop	\$47,100	Sabin C Store	\$5,342
Advanced Engineering & Environmental	\$42,500	American Enterprises Inc.	\$4,548
MEnD Correctional Care, LLC	\$33,890	Rick Electric Inc	\$4,441
Historical & Cultural Society of Clay Co	\$20,871	MacQueen Equipment, Inc.	\$3,980
Department of Corrections	\$17,000	DVS Renewal	\$3,625
Key Contracting Inc.	\$14,393	Michael J Burns Architects	\$3,551
Otter Tail Public Health	\$13,192	Ulteig	\$3,349
Zwicker & Associates PC	\$12,961	R Travelmart	\$3,321
Becker County Public Health	\$12,823	Pomp's Tire Service, Inc.	\$2,946
Mn Sheriffs' Association	\$12,725	Keller Diesel Service	\$2,627
Petro Serve Usa-Hwy	\$12,612	Amazon Capital Services	\$2,542
Kris Engineering, Inc.	\$10,854	Stein's Inc	\$2,459
Ohnstad Twichell, P.C.	\$8,577	Sanford Health	\$2,278
Farmers Coop Oil Co	\$7,010	City Of Fargo	\$2,205

**RECOGNITION OF DONATION FOR CORRECTIONAL FACILITY**

St. John's Church in Georgetown was recognized for donating \$200 to the Correctional Facility Work Detail Program.

**APPROVAL OF COMMITTEE ASSIGNMENTS FOR 2020**

The Commissioners' committee assignment list for 2020 included the adjustments and additions that were approved at the January 7 meeting. Commissioner Campbell requested a number of changes to be considered to his committee assignments.

On motion by Commissioner Haney, seconded by Commissioner Weyland, and unanimously carried, the Board approved the amended list of Commissioners' committee assignments for 2020.

**REQUEST TO FILL UPCOMING VACANCY FOR SUPERVISOR/DEPUTY AUDITOR – MOTOR VEHICLE**

Lori J. Johnson, Auditor – Treasurer, stated the current supervisor for Motor Vehicle will be retiring, after 42 years, at the end of April 2020. The request is to fill this position and to backfill positions as necessary. After this year, the savings in the department will be approximately \$20,000 annually.

On motion by Commissioner Weyland, seconded by Commissioner Haney, and unanimously carried, the Board approved the request to fill an upcoming vacancy for a Supervisor/Deputy Auditor for Motor Vehicle with backfill as necessary.

**REQUEST ADOPTION OF RESOLUTION 2020-07 FOR APPLICATION FOR VOTING EQUIPMENT GRANT**

Ms. Johnson provided a resolution allowing her to apply for funding for new voting equipment. Minnesota legislature authorized \$2 million to a Voting Equipment Grant Account to assist counties, cities, and school districts in updating their voting equipment. Applications must be submitted by the end of January. The awards will be based on the number of precincts. The maximum the County could receive is \$5,000.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the following resolution:

**RESOLUTION 2020-07****Approving Clay County's application for funding from the Voting Equipment Grant**

**WHEREAS**, Minnesota counties are responsible for administering elections, which includes the purchase and maintenance of supplies and election equipment, including accessible voting equipment; and

**WHEREAS**, Minnesota last updated much of its voting equipment between 2002 and 2006 meaning that the equipment is at the end of its 10 to 15-year lifespan; and

**WHEREAS**, it's essential for precincts to have functioning voting equipment so that voters are able to cast their ballot on equipment that is secure, accessible, accurate, and reliable; and

**WHEREAS**, Minnesota's Legislature authorized \$2 million for the Voting Equipment Grant Account to assist counties, cities, towns, and school districts with the purchase of voting equipment; and

**WHEREAS**, to receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State before January 31, 2020; now, therefore,

**BE IT RESOLVED**, Clay County approves its application for funding from the Voting Equipment Grant; and

**BE IT FURTHER RESOLVED**, the County certifies that any funds awarded from the Voting Equipment Grant will be used only to purchase assistive voting technology, an electronic roster system, an electronic voting system, any individual component of an electronic voting system, or any other equipment or technology approved by the Secretary of State.

### **REQUEST TO PURCHASE UTILITY TERRAIN VEHICLE (UTV) FOR SHERIFF'S OFFICE**

Sheriff Emptying requested upgrading the current UTV for the Sheriff's office. The proposal is for a new UTV with an enclosed cab and heater for year-round use; and tracks for difficult areas and rescues during inclement weather. They use it for areas where squad cars can't get to. A cost of a new UTV with tracks is \$25,000. The funds would come from the internal service fund. The UTV they currently use is just for summer use and would go on the spring auction with its proceeds going back into the internal service fund. Sheriff Emptying received two quotes that were both for \$25,000.

On motion by Commissioner Weyland, seconded by Commissioner Gross, and unanimously carried, the Board approved the request to utilize internal service funds of \$25,000 for the Sheriff's office to purchase a UTV with a cab/heater and tracks.

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

- Commissioner Campbell reported on meetings for Lakes Country Services Co-op; LEC and Correctional Facility Construction Project; and Juvenile Center Construction Project. He reported that the Juvenile Center's non-secure unit will be completed at the end of January and the secure unit by mid-March. He reviewed the contingency fund balances and Guaranteed Maximum Price for the construction projects.
- Commissioner Weyland reported on meetings for Beyond the Yellow Ribbon and FM Diversion Outreach Issues.
- Commissioner Haney reported on meetings for City of Moorhead Planning Commission; NW Emergency Communications Board; and Children's Mental Health Local Advisory Committee.
- Commissioner Mongeau reported on meetings for Soil and Water Conservation District; Cass Clay Food Commission; Metro COG Policy Board; Cass Clay Food Steering Committee; and AMC Extension. She fielded calls from citizens regarding issues with internet service and with roads.
- Commissioner Gross reported on a Wild Rice Watershed District meeting and attended a Historical and Cultural Society event for volunteers.
- County Administrator Stephen Larson attended meetings for Mobile Mental Health Crisis Response; sprinkler head issue in the Family Service Center; Diversion Communication Plan; New Employee Orientation; and two Construction Project Updates.

Mr. Larson and Ms. Johnson provided an update on the half-cent sales tax collected in Clay County for the Correctional Facility and Law Enforcement Construction Project bonds. In 2017-2018 the County collected \$2,491,320.47 and in 2019 the collection increased to \$2,927,981.42. The approximation was for \$1.8 million annually with the anticipation of \$2 million. The Board was pleased with the higher than expected sales tax. Repayment of the bond will continue to require levy dollars.

The meeting adjourned at 9:07 a.m.

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Frank Gross, Chair  
County Board of Commissioners

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Stephen Larson, County Administrator