

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, FEBRUARY 5, 2019

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, Acting County Attorney Pamela Foss, and Senior Administrative Assistant Colleen Eck.

Chair Weyland called the meeting to order.

APPROVAL OF AGENDA

On motion by Mongeau, seconded by Campbell, and unanimously carried, the Board approved the agenda with the cancellation of item six: *Review Bids for Reconstruction of CSAH 19 in Glyndon.*

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 Haney, seconded by Gross, and unanimously carried, the Board approved bills and vouchers totaling \$440,960 from 141 vendors for payment. From that total, 113 warrants issued were under \$2,000 (\$37,859) and the following 28 warrants issued were over \$2,000:

West Central Regional Juvenile Center	93,691	Keller Diesel Service	7,298
Buffalo-Red River Watershed	65,864	Summit Food Service, LLC	7,106
Moorhead Public Service	41,867	Nitzkorski, Inc.	6,243
Esri, Inc.	35,000	H & L Mesabi	5,553
Historical & Cultural Society of Clay Co	15,578	Burns McDonnell	5,501
MN Counties Computer Coop	14,383	Interstate Power Systems, Inc.	5,445
Summit Food Service, LLC - WCRJC	11,523	Network Center Comm, Inc.	4,665
Cardmember Service (Sheriff)	10,788	Motion Industries	4,218
New American Consortium	10,056	Stellar Services, LLC	3,332
David Almen; Barbara Osvold	9,817	Axon Enterprises, Inc.	3,180
City of Barnesville	9,019	Widseth Smith Nolting & Asso., Inc.	2,818
Xcel Energy	8,453	Mn Unemployment Comp Fund	2,375
Barnesville Record-Review	7,640	Environmental Air Solutions	2,240
Stein's, Inc.	7,450	Kimberly Schonert-Reichl	2,000

APPROVAL OF MINUTES FROM JANUARY 3, 2019

On motion by Gross, seconded by Haney, unanimously carried, the Board approved the minutes from January 3, 2019.

EMPLOYEE RECOGNITION

The Board recognized Deanne Rothschadl, Auditor’s Office, for 20 years at Clay County.

RECOGNITION(S) RELATED TO PLANNING OF THE NEW CORRECTIONAL FACILITY AND LAW ENFORCEMENT CENTER

The Board recognized individuals for their participation with planning for the new Correctional Facility and Law Enforcement Center.

UPDATE ON COMPLETION OF LAW ENFORCEMENT CENTER

Nick Fiecke, Construction Engineers, provided handouts and slides for an update on the completion of the Law Enforcement Center (LEC). Challenges with the project included winter conditions; proximity to a school; working with pre-fab cells; and coordinating staff training. The project was completed in 15 months. Overall, there is \$330,000 left in the two contingency funds for the project.

Fiecke also reported that Phase 1 of the Correctional Facility was completed in 17 months and Phase 2 began with abatement and demolition of the old jail and annex buildings. Completion for that project is expected to be in early October.

The Commissioners extended their appreciation to Nick and his crew from Construction Engineers for the great job they have done.

DEPARTMENTAL UPDATE - ASSESSOR’S OFFICE

Nancy Gunderson, County Assessor, stated 3,700 parcels were reviewed in 2018 and 4,000 parcels will be reviewed this year. An additional staff person may be needed in the future if the County continues to grow. They are currently setting values for assessments for 2019. The ag land is expected to remain relatively flat but several residential district ratios are expected to change. Commissioner Mongeau asked that the Assessor’s office simplify instructions to landowners to help them understand which meeting they come to for questions on their taxes.

ESTABLISH DATE OF JUNE 18 FOR 2019 COUNTY BOARD OF APPEAL AND EQUALIZATION

On motion made by Mongeau, seconded by Haney, and unanimously carried, the Board scheduled the 2019 Board of Appeal and Equalization on Tuesday, June 18, at 6:30 p.m., with the weekly Board of Commissioners meeting just prior to this meeting.

REQUEST AUTHORIZATION TO FILL VACANCIES FOR THREE (3) CORRECTIONAL OFFICERS

Julie Savat, Correctional Facility Director, stated two of the correctional officers are retiring and a third officer is transferring to the West Fargo Fire Department. She requested authorization to fill the three full-time positions. There will be some savings with new officers.

On motion made by Campbell, seconded by Haney, and unanimously carried, the Board authorized the request to fill three FTE Correctional Officers.

REQUEST AUTHORIZATION TO ADD ONE FTE CUSTODIAL STAFF

Georgia Beaudry, FSC Building Manager, asked for authorization to add one full-time custodial position and eliminate one variable hour position to her staff. The need stems from extra areas to be cleaned and additional evening staff needs. Each building is charged for custodial services.

On motion made by Mongeau, seconded by Gross, and unanimously carried, the Board authorized the request for one additional FTE Custodian.

Commissioner Mongeau extended appreciated to Georgia Beaudry and Joe Olson for working with the increased needs on the County Campus.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Mongeau attended meetings for Personnel Issues Committee; FM Diversion Land Management; Lakes and Prairies Community Action; Lakeland Mental Health Center; Planning and Land Management Issues; and the Annual Intergovernmental Retreat.
- Commissioner Campbell attended meetings for Prairie Lakes Municipal Solid Waste Authority; FM Diversion Authority Public Outreach; FM Diversion Land Management; FM Diversion Authority; Solid Waste Advisory Committee; Buffalo Red River Watershed; FM Diversion Executive; Juvenile Center and Correctional Facility Construction Update; and the Annual Intergovernmental Retreat.
- Commissioner Gross attended a meeting with the Planning Director; U of M Extension Presentation; and the Annual Intergovernmental Retreat.
- Commissioner Haney attended a FM Diversion Finance meeting and the Annual Intergovernmental Retreat.
- Commissioner Weyland attended meetings for Prairie Lakes Municipal Solid Waste Authority; Juvenile Center and Correctional Facility Construction Update; FM Diversion Authority; and the Annual Intergovernmental Retreat.
- County Administrator Stephen Larson attended meetings for Custodial Needs; Space Needs on Campus; STSS Program; FM Diversion; Planning Office and Townsite of Baker; a Lake 15 individual; Solid Waste Advisory Committee; State Auditor; New Employee Orientation; Managers' Evaluations; Buffalo-Red River Watershed; Public Health; HR Issues; Attorney's

Office Issues; Interviews for Chief Assistant Attorney; and the Annual Intergovernmental Retreat.

The meeting adjourned at 9:55 a.m.

Grant Weyland, Chair, County Board of Commissioners

Stephen Larson, County Administrator