

CLAY COUNTY BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 7, 2017
8:30 A.M.
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: Brian C. Berg, County Administrator, Jenny Samarzja, Chief Assistant County Attorney, and Colleen Eck, Sr. Administrative Assistant.

APPROVAL OF AGENDA

On motion by Weyland, seconded by Gross, and unanimously carried, the agenda was approved with one addition from the Highway Department.

APPROVAL OF UNDERSTANDING OF SERVICES FOR 2016 AUDIT

By consent agenda, the Board approved the Understanding of Services for the 2016 Audit.

APPROVAL FOR RE-APPOINTMENT FOR MOORHEAD LIBRARY BOARD

By consent agenda, the Board re-appointed Kristi Carlson to an additional three-year term to the Moorhead Library Board.

APPROVAL FOR SOLID WASTE DEPARTMENT TO ACQUIRE CHECKING ACCOUNT

By consent agenda, the Board approved a request from the Solid Waste Department for a checking account.

APPROVAL OF NURSING SERVICES AGREEMENTS

By consent agenda, the Board approved Nursing Services Agreements with Bethesda All Stars; Lakes & Prairies Head Start; MSUM Early Education Center; and Trinity Lutheran Church Preschool.

APPROVAL OF REPORTS FOR COUNTY FEEDLOT OFFICER

By consent agenda, the Board approved the 2016 Annual Report and Performance Credit Report for the County Feedlot Officer.

EMPLOYEE RECOGNITIONS

The following employees were recognized for their years of service to Clay County Social Services: Manuel (Juan) Baquera, 15 years; Desira Matthys Olien, 15 years; Shelia Madson, 15 years; Shannon Swenson, 20 years; and Rhonda Porter, 25 years.

SOLID WASTE AWARD

Commissioner Haney was recognized for serving on the Solid Waste Advisory Committee.

CITIZENS TO BE HEARD

There were no citizens present who wished to speak to the Board.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Gross, seconded by Mongeau, and unanimously carried, the bills and vouchers were approved for payment.

APPROVAL OF MINUTES FROM JANUARY 10 AND 17, 2017

On motion by Weyland, seconded by Haney, and unanimously carried, the minutes from January 10 and 17, 2017 meetings were approved as written.

UPDATE ON LAW ENFORCEMENT CENTER DESIGN

Scott Fettig and Danielle Reed, from Klein McCarthy Architects, and Nick Fiecke, from Construction Engineers, were present to update the Board on design and cost details for the new Law Enforcement Center.

The updated design was presented in detail for both the interior and exterior of the new Law Enforcement Center. The project includes parking lots and a retention pond. Bids for construction documents will be issued on March 10; and the Guaranteed Maximum Price is scheduled to be presented to the Board on April 18.

Nick Fiecke, from Construction Engineers, distributed building construction cost estimates from November 2016 and current estimates. The cost of materials has increased since November; and a retention pond (Minnesota Pollution Control Agency requirement) was added to the costs. The retention pond will be shifted to the Correctional Facility fund at a later date. The building construction estimate totals \$12,194,916.29. The building and site construction project budget, including Value Engineering Items and contingencies, totals \$16,435,613.85.

PUBLIC HEARING - AMEND DEVELOPMENT CODE TO MODIFY URBAN EXPANSION ZONING DISTRICT

On motion by Weyland, seconded by Mongeau, and unanimously carried, the Board opened the public hearing.

Tim Magnusson, Planning Director, and Jenny Samarzja, Assistant County Attorney, presented the requested amendments to the Urban Expansion District in the County Development Code. They propose to split the Urban Expansion District into two tiers. Tier 1 would be the primary growth area and, basically would not change. Tier 2 would extend further out from the city limits, and would allow for additional uses. The proposed map showing Tier 1 and Tier 2, the

revised Use Table, and the language changes in the County Development Code were reviewed. Some restrictions would be lifted, and no additional restrictions would be placed on properties. There may be some current uses that would become nonconforming uses, but would be allowed to stay in operation. As a result, the County Development Code would be in better coordination with City of Moorhead's future growth area plans.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board closed the public hearing.

On motion by Weyland, seconded by Mongeau, and unanimously carried, the Board approved Ordinance 2017-01: Amending the Clay County Code, Title 8, Chapter 5-F, Use Table 5-1, and the Urbanized Area Map establishing two tiers to the Urban Expansion District.

PUBLIC HEARING – AMEND DEVELOPMENT CODE DUE TO THE CHANGE IN “ANIMAL UNIT” DEFINITION

On motion by Mongeau, seconded by Haney, and unanimously carried, the Board opened the public hearing.

Magnusson and Samarzja noted that last year, the Board approved adoption of the State of Minnesota's definition of Animal Units (AU). The change would commence following adoption of new thresholds for permitting of feedlots. The proposal at this meeting is to decrease the Conditional Use Permits threshold for feedlots from 250 AU to 50 AU. Thereafter, a request for a feedlot with 50 or more AU would prompt the need for a public hearing at the Planning Commission. A feedlot with less than 50 AU would be reviewed at the staff level. Furthermore, the change would not apply to existing feedlots in the County.

On motion by Weyland, seconded by Mongeau, and unanimously carried, the Board closed the public hearing.

On motion by Mongeau, seconded by Haney, and unanimously carried, the Board approved Ordinance 2017-02: Amending the Clay County Code, Title 8, Chapter 6, Relating to Agricultural Uses of Property, Specifically Those Concerning Animal Units as Defined by the Clay County Code.

SUMMARY OF REVENUES AND EXPENDITURES FOR 2016

Brian C. Berg, County Administrator presented the current Summary of Revenues and Expenditures for 2016; however, there may be more expenditures submitted to the Auditor. The Court Administrator's total expenditures were high, but overall, the budget should virtually balance. Berg also presented a spreadsheet with the estimated project revenues and costs for the new Correctional Facility and Law Enforcement Center.

REQUEST TO PURCHASE A REPLACEMENT FLEET VEHICLE

John Farnberg, Shelter Care Supervisor, requested authorization to purchase a replacement van for the West Central Regional Juvenile Center (WCRJC). The \$21,741 expenditure would be designated as follows: \$14,566.47 from secure programs; and \$7,174.53 from non-secure programs.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board authorized the purchase of a replacement van for WCRJC.

APPROVAL OF RELOCATION OF GAS SERVICE FOR COUNTY CAMPUS RECONSTRUCTION

Dave Overbo, Highway Engineer, and Erik Hove, requested approval to relocate several Xcel Energy gas service lines on the County campus as part of new construction project for the Correctional Facility and Law Enforcement Center. The estimated cost associated with the gas service lines totals \$24,727.00.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved the \$24,727.00 cost estimate for the relocation of gas service lines on the County campus.

AGENDA ADDITION – MOORHEAD PUBLIC SERVICE ELECTRICAL POWER AND SERVICE FOR COUNTY CAMPUS RECONSTRUCTION

Overbo and Hove requested approval for their proposed electrical service for the new Correctional Facility and Law Enforcement Center buildings and County campus. A diagram of the campus provided the layout of the electrical system, with dual feed, which ties into the power plant. The Correctional Facility and Law Enforcement Center Design Committee recommended the proposed design incorporating the power plant, at an estimated cost of \$90,000.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the proposed \$90,000 dual feed electrical service for the County campus.

ANNUAL DEPARTMENTAL UPDATE - INFORMATION SERVICES

Mark Sloan, Information Services (IS) Director, stated that his six staff members work closely with the Technology Services Department and other County staff. Information Services also work with County residents and private sector firms. Their Geographical Information System (GIS) is utilized for map production, parcel maintenance, addressing, NG-911, and census data. The GIS system maintains 280 layers of data and 29,000 parcels. IS also provides and maintains the County website system with over 4,000 pages and ½ million hits per month. IS provides database administration, media needs, and plan to provide more mobile-friendly access and more cloud-based solutions.

ANNUAL DEPARTMENTAL UPDATE – TECHNOLOGY SERVICES

Tim Dent, Technology Services (TS) Director, supervises two system administrators and three support specialists. He reviewed his staff's responsibilities involving installation, maintenance, and support of over 700 County-wide network system users. TS supports a Help Desk system for questions and assistance. They maintain the County's computers, phones, and servers. They provide a fire wall for a high level of data security. Future plans include network upgrades; leveraging cloud resources; providing network systems for the new Correctional Facility and Law Enforcement Center; and working with Moorhead Public Service on fiber upgrades and wireless solutions.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Gross attended a FM Diversion Authority meeting and the Joint Powers Intergovernmental Retreat.
- Commissioner Haney attended a Building Committee meeting and the AMC County Government 101 Conference.
- Commissioner Mongeau attended meetings for Lakeland Mental Health; MetroCOG Executive Committee; Joint Powers; and a DARE graduation ceremony.
- Commissioner Weyland attended meetings for MN Rural Counties Caucus; and Correctional Facility and LEC Design, Construction, and Operations Committee.
- Commissioner Campbell attended meetings for Correctional Facility and LEC Design, Construction, and Operations Committee; Planning Commission; Prairie Lakes Municipal Solid Waste Authority; Solid Waste Advisory Committee; FM Diversion Authority; Joint Powers; Correctional Facility Planning; and the Joint Powers Intergovernmental Retreat.
- County Administrator Brian C. Berg attended meetings for Solid Waste Advisory Committee; Public Health and Human Resources; FM Diversion Legislative Planning; Maintenance Supervisor; Moorhead City Manager; Planning Director, Attorney Samarzja and Lake 15 residents; FM Diversion Board; Personnel Issues; Joint Powers; Management Team; Campus Improvements; and Motor Vehicle Department. He partook in conference calls with Klein McCarthy Architects; and for an Executive Director Position. He conducted two annual department heads' evaluations; and attended the Joint Powers Intergovernmental Retreat. He informed the Board that the Rural Cities Meeting is scheduled from 5–7 p.m., Thursday, February 23 at Hawley City Hall; and the Spring Retreat is scheduled for Tuesday, April 4.

ADJOURN

The meeting adjourned at 10:52 a.m.

Kevin Campbell, Chair, County Board of Commissioners

Brian C. Berg, County Administrator