

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, July 17, 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 Brian C. Berg, Stephen Larson (incoming County Administrator), Assistant County Attorney Jenny Samarzja, and Sr. Administrative Assistant Colleen Eck.

CALL TO ORDER

Chair Mongeau called the meeting to order.

APPROVAL OF AGENDA

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved the agenda with one addition: Request for approval to fill a vacancy for an Administrative Assistant in Planning & Zoning.

RENEWAL OF COLLABORATIVE AGREEMENT BETWEEN PUBLIC HEALTH WIC AND LAKES & PRAIRIES HEAD START PROGRAM

By consent agenda, the Board approved renewal of a two-year Collaborative Agreement between Public Health WIC and Lakes & Prairies Head Start Program.

MEMORANDUM OF AGREEMENT WITH UNITED WAY OF CASS CLAY TO CONTINUE RETHINK MENTAL HEALTH INITIATIVE

By consent agenda, the Board approved the Memorandum of Agreement for United Way of Cass Clay to provide grant funding for three years at \$30,000 per year for the Rethink Mental Health Initiative.

RESOLUTION FOR ZITZOW FAMILY TO REPURCHASE TAX FORFEITURE PROPERTY

By consent agenda, the Board approved Resolution 2018-28 allowing the Zitzow family to repurchase tax forfeiture property.

RESOLUTION 2018-28

WHEREAS, the request made on this 3rd day of July 2018 by Ronald Zitzow for the repurchase of the tax forfeit property of his parents, Elmer & Patricia Zitzow, as previous owners as party of the first part to the Clay County Board of Commissioners as party of the second part; and

WHEREAS, the property noted as Lots 13-14 Block 11 Holes & Whites Addition, Moorhead MN, Parcel #58.324.0880, has forfeited to the State of Minnesota for nonpayment of taxes; and

WHEREAS, Elmer & Patricia Zitzow are requesting to pay the back-taxes and other fees needed to complete the repurchase from the State of Minnesota; and

WHEREAS, the Clay County Board of Commissioners has determined that the repurchase is in the best interest of Clay County.

NOW, THEREFORE, the Clay County Board of Commissioners has approved the repurchase of the aforementioned property by Elmer & Patricia Zitzow for a total of \$5,372.87. The deadline to pay the taxes and fees is July 15, 2018.

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 Campbell, and unanimously carried, the bills and vouchers (totaling \$1,126,245 from 127 vendors) were approved for payment. From that total, 93 warrants issued were under \$2,000 (\$35,501); and the following 34 warrants issued were over \$2,000:

Lakes Country Service Coop	502,696	Petro Serve USA - Hwy	5,822
Turner Sand & Gravel, Inc.	85,090	Holiday Credit Office	5,717
Kandiyohi Co. Sheriff's Office	61,409	Nitzkorski, Inc.	5,541
Moorhead Public Service	54,533	Dakota Plains Mechanical, Inc.	4,487
Clay Co. Public Health	46,792	Clay Co. Public Health (Sheriff)	4,480
City of Fargo	38,722	Network Center, Inc,	4,240
ConvergeOne, Inc.	36,214	Pro West & Asso, Inc.	4,152
Department of Corrections	33,857	Larson/Mary Dr.	3,807
Otter Tail Public Health	32,495	Jobs HQ	3,556
Tri-County Community Corrections	30,717	Douglas Co. Jail	3,300
Becker County Public Health	29,926	Reliance Telephone	3,200
Summit Food Service, LLC - Jail	18,095	Wilkin Co. Jail	2,915
Strata Corp	15,107	Reardon Office Equipment, Inc.	2,648
Lenovo, Inc.	11,345	Xcel Energy	2,644
Pemberton, Sorlie, Rufer	10,312	Pomp's Tire Service, Inc.	2,531
CDW Government, Inc.	10,076	Bob Barker (Sheriff)	2,480
Netwrix Corp	9,450	City of Moorhead	2,387

APPROVAL OF MINUTES FROM JULY 3, 2018

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the minutes from July 3, 2018.

REQUEST APPROVAL TO AWARD BID FOR SABIN COUNTY ROAD 67 PROJECT

David Overbo, County Engineer, stated the City of Sabin has advertised for bids according to the Memorandum of Understanding with Clay County for the reconstruction of .2 miles of CR 67. The bids were opened publicly on July 16 at Sabin City Hall. The tabulated bids from four

companies were presented to the Board. Northern Improvement providing the lowest bid at \$223,832.30. The engineers estimate for the project was \$237,720.00.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board awarded the CR 67 reconstruction bid to Northern Improvement for \$223,832.30, contingent on approval by the City of Sabin.

REQUEST TO FILL VACANCY IN SOCIAL SERVICES FOR CASE AIDE IN CHILD AND FAMILY UNIT

Rhonda Porter, Social Services Director, was present with a request to fill a vacancy for a Case Aide position in the Child and Family Unit due to a resignation. The position is critical due to workload demands. There will not be a significant savings with the change and there may be a one to two-week overlap with staff.

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved filling a vacancy for a Case Aide position in the Child and Family Unit of Social Services, and backfilling positions as necessary.

REQUEST TO FILL VACANCY FOR GENERAL MAINTENANCE TECH IN BUILDING MAINTENANCE DEPARTMENT

Joe Olson, Maintenance Supervisor, requested filling a vacancy for a General Maintenance Tech due to a retirement on August 10. There will be an annual savings of \$12,420.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved filling an upcoming vacancy for a General Maintenance Tech.

ADDITION: REQUEST APPROVAL TO FILL VACANCY FOR ADMINISTRATIVE ASSISTANT POSITION IN PLANNING & ZONING

Brian C. Berg, County Administrator, and Nancy Gunderson, Assessor, were present with the request to fill a vacancy for an Administrative Assistant position in Planning and Zoning. There should be a small savings with a new hire. A temp service may be utilized until the vacancy is filled.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved advertising and hiring for an Administrative Assistant in Planning & Zoning.

2019 BUDGET INTRODUCTION

Brian C. Berg, County Administrator, and Lori Johnson, Auditor-Treasurer, provided handouts for the introduction of the 2019 County budget. Berg noted that individual department presentations will begin in a couple weeks. Items in the "regular budget" include a 2% Cost of Living Adjustment; an estimated insurance increase of \$500,000; projected County Program Aid

of \$3,133,880; an additional \$100,000 for Correctional Facility construction; and \$50,000 for highway pavement at the joint facility in Hawley. Out-of-home placements have leveled off. The annual MCIT dividend is at \$206,000. Rebates for housing starts are at \$480,000. The Assessor provided an estimated market value growth sheet for 2017 and 2018. The State taxes per capita are at \$408, with a ranking of 83 of 87. The fund balance comparison is for governmental funds and does not include enterprise funds. The County's internal service funds steadily increase with its assets. Overall, the County levy history shows a very stable levy.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Campbell attended a Highway Tracking meeting.
- Commissioner Haney attended a NW Emergency Communications Board meeting; however, there were issues with the ITV. He attended Moorhead's 20th/21st Street groundbreaking ceremony.
- Commissioner Gross attended a Highway Tracking meeting; Clay County Fair Government Day; ribbon cuttings for a new park; and Moorhead's 20th/21st Street groundbreaking ceremony.
- Commissioner Weyland attended a Beyond the Yellow Ribbon meeting.
- Commissioner Mongeau attended the Clay County Fair.
- County Administrator Brian C. Berg attended meetings for Highway Tracking; Insurance; Management Team; Construction Update. He met with the new administrator and with a reporter from Barnesville Record Review. He attended the Planning Director's retirement event.

On motion by Campbell, seconded by Weyland, and unanimously approved, the Board added Wellhead Protection meetings for Ulen and Hitterdal to Commissioner Gross's schedule.

The meeting adjourned at 9:03 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Stephen Larson, County Administrator