

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, September 4, 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 Stephen Larson, Assistant County Attorney Stephen Beitelspacher, and Sr. Administrative Assistant Colleen Eck.

CALL TO ORDER

Chair Mongeau called the meeting to order.

APPROVAL OF AGENDA

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the agenda with item two (*Request Consent to Levy and Collect a Special Benefit Tax for 2019*) postponed for one week.

RENEWAL OF OFFICE SPACE LEASE: WEST CENTRAL COMMUNITY ACTION AGENCY

By consent agenda, the Board renewed the office space lease for West Central Community Action Agency: 288 SF, 9-1-2018 to 8-31-2019, \$13.25 SF.

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 Weyland, seconded by Gross, and unanimously carried, the Board approved the bills and vouchers (totaling \$279,753.27 from 88 vendors) were approved for payment. From that total, 66 warrants issued were under \$2,000 (\$29,659.60); and the following 22 warrants issued were over \$2,000:

WC Regional Juvenile Center	69,583	Schmidt/Shawn	5,000
Clay Co. Public Health	55,428	Toay/Brian P	5,000
Otter Tail Public Health	16,867	Moorhead Public Service	4,341.
Historical & Cultural Society	15,439	Code 4 Services, Inc.	4,161
Becker Co. Public Health	12,231	Network Center, Inc.	3,720
Magic Fund	9,615	Northstar Safety, Inc.	3,327
Motorola Solutions, Inc.	9,414	Martin/Corey Lynn	3,291
Floor to Ceiling Carpet One	7,558	Karlsson Law Office	2,900
The Retrofit Companies, Inc.	5,665	Ramsey County Med Exam	2,800
Verizon - 380522891	5,618	MN Dept of Transportation	2,762

Strata Corporation

2,741

Fremont Industries, LLC

2,633

APPROVAL OF MINUTES FROM AUGUST 21, 2018

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved minutes from August 21, 2018.

EMPLOYEE LONGEVITY AWARDS

The following employees were recognized for their years of service at Clay County: Kathy Otte, 30 years, Auditor’s Office; Kristy Sisk, 25 years, Public Health; Brian Melton, 20 years, Attorney’s Office; Ross Olson, 20 years, Solid Waste Dept.; Brian Axtman, 15 years, Detox; Mike Clark, 15 years, Auditor’s office.

REQUEST ADOPTION OF RESOLUTION 2018-32 FOR GRANT FUNDING TO SERVE HOMELESS FAMILIES

Representatives from Lakes & Prairies Community Action Partnership: Lori Schwartz, Executive Director, and Colleen Murray, Director of Operations, presented a request to adopt Resolution 2018-32 for Grant Funding to Serve Homeless Families. Letters of support from the local schools were provided. This grant funding would total \$30,000 over three years and would be used to cover supportive services and finding connections and/or treatments that are needed. If this request is approved and a levy is not granted, the agency would scale back some in their services. One of their collaborative partners is HRA. In response to a request from Commissioner Haney, they noted they could provide Schedule A, Form 990.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board adopted Resolution 2018-32 for Grant Funding to Serve Homeless Families:

RESOLUTION 2018-32

CLAY COUNTY BOARD OF COMMISSIONERS

SUPPORTING THE FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM, “HOMEWORK STARTS AT HOME GRANT.” OPERATED BY MAHUBE-OTWA COMMUNITY ACTION PARTNERSHIP, INC. AND LAKES & PRAIRIES COMMUNITY ACTION PARTNERSHIP, INC.

- WHEREAS,** Clay County has a commitment to establish a collaborative and comprehensive system for addressing the housing needs of families, youth and single adults who are homeless, or imminently at risk of becoming homeless, and
- WHEREAS,** Clay County recognizes that there is a need to continually improve the coordination of existing services currently made available by homeless service providers in Clay County to assure a “continuum of care”; and
- WHEREAS,** Clay County recognizes the need to stabilize and maintain in their homes, families, youth and single adults at risk of becoming homeless; and
- WHEREAS,** Clay County recognizes the need to shorten the amount of time that families, youth and single adults stay in emergency shelters; and
- WHEREAS,** Clay County recognizes the need to eliminate repeat use of emergency shelters by families, youth and single adults; and
- WHEREAS,** Clay County recognizes the need to provide support services to homeless and high-risk populations to keep families stable and children attending school.

NOW THEREFORE BE IT RESOLVED, by the Clay County Board of Commissioners, that they support the Mahube-Otwa Community Action Partnership, Inc. and Lakes & Prairies Community Action Partnership, Inc. "Family Homeless Prevention and Assistance Program, Homework Starts at Home Grant."

REQUEST FOR APPROVAL TO FILL VACANCY FOR COMPUTER SUPPORT SPECIALIST

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved a request from Tim Dent, Technology Services Director, to fill a vacancy for a Computer Support Specialist.

REQUEST FOR APPROVAL TO FILL VACANCY FOR ASSISTANT COUNTY ATTORNEY

Pam Foss, Acting County Attorney, requested approval to fill a vacancy for an Assistant County Attorney. Lori Conroy leaving. Have a contract position. Only substantive trial attorney in the office. Murder trials and big cases. Asking to be able to go up to a five on the pay scale. Experienced trial attorney needed. Up to five years of experience. would still be under budget. It would bring them to full staff. Contract with the cities in Clay county. Moorhead has been paying for two attorneys and are asking for more.

On motion by Campbell, seconded by Weyland, and unanimously approved, the Board approved the request to fill a vacancy for an Assistant County Attorney starting as high as step five on the salary grid.

BUDGET REVIEW FOR ATTORNEY'S OFFICE

Steven Beitelspacher, Chief Asst. County Attorney, presented the Attorney's office budget Page 17. Not asking for money for 2019. Expenses anticipated to be flat. Has a litigation budget. Maxed out their trial budget and will be well above it but will pull out of their forfeiture fund for it.

Foss the other cities reimburse Moorhead and Moorhead pays us. For misdemeanors and traffic. Off contract right now. Working with City Manager to get back on a contract. Weyland the city needs to get on Board with it.

Restorative Justice Michelle Olsonoski some shifting with restorative justice and victim witness. She works with both funded programs. Does the grant writing. And has been a very stable rate. Is better categorizing their staff and aligning with the actual work they are doing leading to an increase. Two variable hour staff were modified. Very valuable program.

REQUEST FOR APPROVAL OF INSURANCE RENEWALS FOR 2019 BENEFIT PLAN YEAR

Darren Brooke, Human Resources Director, and Jennifer Pierson, Human Resources Coordinator, presented the insurance renewals for 2019 benefit plan year. Commissioners

Campbell and Haney are on the Insurance Committee. A subcommittee was also formed to look at affordable healthcare options.

Pierson stated with County claims having decreased, the overall increase to our group health premiums for 2019 is 2%. The increase in the County contribution is calculated by taking half of the increase to the Triple Gold family premium. The Insurance Committee recommended renewing the three grandfathered health plans (Triple Gold, CMM1000, and VEBA 2600); and VEBA/HSA 3375 (non-grandfathered status). They recommended adding a minimum value, high deductible plan (also with non-grandfathered status) (\$6750/\$13500) as a 5th plan option for 2019.

The Insurance Committee recommended accepting the proposal from BCBS of Minnesota for 2019 dental insurance. After reviewing options, the committee also recommended staying with AVESIS for visions coverage and accepting a slight increase in rates for more comprehensive coverage.

On motion by Haney, seconded by Campbell, and unanimously carried, the Board adopted the new County contribution rate as well as to renew contracts with our current insurance providers with the changes outlined above.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the dental proposal from BCBS of Minnesota for 2019.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the grandfathered status of Triple Gold, CMM1000, and VEBA 2600 Health Plans under the Affordable Care Act.

DISCUSSION OF COMPENSATION STUDY FOR CLAY COUNTY IN 2019

Darren Brooke, Human Resources Director, asked to discuss conducting a Compensation Study for Clay County in 2019. Brooke noted that a Compensation Study has not been done in 10 years and the number of applicants for open positions has declined. The County needs to be competitive with the market and not be on the low end of wages to get more applicants. Advertising open positions was also discussed.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved allowing Darren Brooke to move forward with conducting a Compensation Study for Clay County in 2019.

REQUEST FOR APPROVAL TO HIRE PLANNING DIRECTOR AND ADD A PLANNING TECHNICIAN POSITION:

Darren Brooke, Human Resources Director, stated the Personnel Issues Committee discussed a recommendation from the Land Management Group to hire the vacated Planning Director position and add a Planning Technician position in the Planning and Zoning Department. The addition of one new staff is to deal with some of the issues, including compliance checks, that have surfaced in that department. The Director position will go from grid line 25 to 23 and the Technician position will be on grid line 15. Until these positions are hired, the County will continue to contract with Hometown Planning for their services. Brooke suggested advertising both positions at this time. Campbell Mongeau would be willing to serve on the review committee for the Planning Director.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved moving forward with advertising both positions: vacancy for Planning Director and new position for Planning Technician.

BUDGET REVIEW FOR PLANNING AND ZONING

Stephen Larson provided an updated budget handout for Planning and Zoning. The \$200,000 revenue is related to grant dollars for the new buffer zone. Expenses were adjusted to include salaries for a new Planning Director and a Planning Technician, which is a new position.

BUDGET UPDATE FOR 2019

Stephen Larson and Lori Johnson were present with the Summary of 2019 Tax Levy by Funds. Following a couple adjustments and a couple new positions, as well as continuing to fund the Sentence to Serve Program, the net levy increase is at 6.17%. Johnson noted the \$500,000 allowed for the abatement program could be taken from the fund balance to reduce the increase in the levy to 4.44%. She can also provide 2017 revenues over expenditures at the next meeting. The final date for set the preliminary levy is September 30. Commissioners Weyland and Campbell both stated they would like to see the increase reduced to 3-4%. Johnson agreed to make a couple more adjustments to lower the increase in the levy and bring it back to the Board for approval.

Commissioner Mongeau asked the Auditor to provide an historical value of the annual new construction amounts.

CLOSED SESSION: PURSUANT TO ATTORNEY/CLIENT PRIVILEGE

On motion by Gross, seconded by Weyland, and unanimously carried, the Board closed the public meeting at 10:02 a.m.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board reopened the public meeting at 10:35 a.m.

CLOSED SESSION: LEGAL CONSULTATION RE: PENDING TAX COURT FILE(S) – SAM’S REAL ESTATE BUSINESS TRUST VS. COUNTY OF CLAY; AND MOORHEAD LODGING ASSO., LLC VS. COUNTY OF CLAY

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board closed the public meeting at 10:36 a.m.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board reopened the public meeting at 11:05 a.m.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved paying 50% of the cost of the tax court appraisals.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Haney attended an Insurance Committee meeting.
- Commissioner Campbell attended an Insurance Committee meeting.
- Commissioner Mongeau attended Pheasants Forever and Solar Energy Subcommittee meetings.

The meeting adjourned at 11:07 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Stephen Larson, County Administrator