

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, September 18, 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 Haney, seconded by Weyland, and unanimously carried, the Board approved the agenda.

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 Board approved the bills and vouchers (totaling \$2,000,395.03 from 143 vendors) were approved for payment. From that total, 108 warrants issued were under \$2,000 (\$39,215.58); and the following 35 warrants issued were over \$2,000:

Buffalo-Red River Watershed	797,552	New American Consortium	7,314
Lakes Country Service Coop	243,270	Petro Serve USA – Highway	7,290
Hannaher's, Inc.	171,630	Xcel Energy	6,060
City of Moorhead	152,571	SeamlessDocs	5,900
Treasurer of Wild Rice Watershed	102,322	Holiday Credit Office	5,385
Otter Electric LLC	84,808	Konrad Material Sales, LLC	5,063
Turner Sand & Gravel Inc.	50,250	CHS Credit Card Dept. (Enviro)	4,744
Opatril Concrete Construction, Inc.	47,496	M B Mcgee, PA	3,500
Network Center Comm., Inc.	41,459	Galls, an Aramark Co. 5287110	3,461
City of Fargo	37,886	Ramsey County Med Exam	3,340
Burlington Northern Santa Fe Rail	35,221	High Point Networks, LLC	3,249
US Bank	30,750	Madison National Life	3,186
Dodge of Burnsville	22,010	Larson Helicopters LLC	2,800
Mn State Auditor	20,943	Anjaam Holdings, LLC	2,721
Summit Food Service, LLC - Jail	18,924	Colonial Life	2,518
MN Life	11,204	Motorola Solutions, Inc.	2,476
Summit Food Service, LLC - WCRJC	11,136	Cummins N Power, LLC, Inc.	2,333
Dakota Plains Mechanical, Inc.	10,410		

APPROVAL OF MINUTES FROM SEPTEMBER 4, 2018

On motion by Haney, seconded by Gross, and unanimously carried, the Board approved minutes from September 4, 2018.

REQUEST ACQUISITION OF VEHICLE FOR EMERGENCY PREPAREDNESS PROGRAM

Kathy McKay, Public Health Director, and Josh Ebert, Emergency Preparedness Coordinator, informed the Board there is a 2013 Ford Expedition available from the Sheriff’s office. The Public Health Department would utilize it to pull their storage trailer with supplies for emergency and disaster responses.

On motion by Haney, seconded by Campbell, and unanimously carried, the Board approved the request for acquisition of a 2013 vehicle for the Emergency Preparedness Program.

REQUEST TO FILL VACANCY FOR OFFICE SUPPORT SPECIALIST IN INCOME MAINTENANCE UNIT

Rhonda Porter, Social Services Director, requested filling a vacancy for an Office Support Specialist in the Income Maintenance Unit. The position is critical for working with the financial workers in this unit.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved the request to fill a vacancy for an Office Support Specialist in the Income Maintenance Unit and to backfill as necessary.

APPROVAL OF SHERIFF’S OFFICE 2019 VEHICLE PURCHASE

Lt. Mark Empting, Sheriff’s Office, and Chief Deputy Sheriff Stephen Landsem provided information on upcoming changes with Ford Motor Co. that include a plant closure from February thru June 2019. The cut-off date to order 2019 vehicles is September 21, 2018. Ordering eight Ford Interceptors (5 marked, 3 unmarked) at this time would save the County \$47,609. If the vehicles are not ordered until January, they will be 2020 models. The lead time for the vehicles would be lengthy and the cost per vehicle would be nearly \$6,000. The cost would come out of the internal service funds earlier than expected. Lt. Empting noted the County Auditor – Treasurer has been updated on the situation. Proceeds from the eight vehicles that go to auction would go back into the internal service fund.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the Sheriff’s Office 2019 vehicle proposal as presented.

REQUEST APPROVAL TO HIRE NATIONAL INSURANCE SERVICES BENEFIT CONSULTING FOR 2019-2020

Darren Brooke, Human Resources Director, and Jennifer Pierson, Benefits Coordinator, were present with a request to hire National Insurance Services (NIS) for Benefit Consulting for 2019-2020. This item has come before the Insurance Committee and was presented at the Managers Meeting. NIS also administers the County's long-term disability plan. The company has experts to help with the benefit plans, open enrollment, education and training, negotiations with health care providers, and cost strategies. They would commence work for Clay County as soon as the contract for 2019-2020 is signed. Lakes Country has agreed to offset the fee for the consultant for 2019 and roll it into the renewal costs. The County currently has over 400 employees who receive benefits and pays out over \$4 million annually.

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved the request to hire National Insurance Services Benefit Consulting for 2019-2020.

REQUEST APPROVAL TO SET TIPPING FEE FOR TREE/BRUSH DISPOSAL

Kirk Rosenberger, Solid Waste Manager, requested approval to establish a tipping fee schedule for accepting trees and brush at the landfill. The fee would coincide with the City of Moorhead's fee and would be volume-based and charged by the load. If the volume was large enough they would run it through a chipper.

Fee Schedule:

Minimum	\$10
Pickup w/o side boards	\$20
Pickup with sideboards	\$25
1-ton or single-axle truck	\$40
2-ton or double-axle truck	\$60
Tandem axle truck	\$120
Larger than tandem axle	\$180

Rosenberger also mentioned a program for recycling mattresses at the landfill. A company would supply a closed semi-trailer to store up to 110 mattresses which would be shipped to a shredder for the steel to be recycled.

On motion by Gross, seconded by Campbell, and unanimously carried, the Board approved the request to set a tipping fee as presented for tree/brush disposal at the municipal landfill.

BUDGET UPDATE AND APPROVAL OF RESOLUTION 2018-33 FOR PRELIMINARY LEVY

Stephen Larson, County Administrator, and Lori Johnson, Auditor-Treasurer, referred to Resolution 2018-33 to set the proposed levy for taxes to be collected in 2019. The resolution also establishes the Truth in Taxation date as Thursday, December 6, 2018. Following adoption of this resolution, the proposed levy can only be decreased.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board adopted Resolution 2018-33 setting the preliminary levy and setting the "Truth in Taxation" meeting on Thursday, December 6, 2018 at 6:00 p.m.

RESOLUTION 2018-33

WHEREAS, The Minnesota Department of Revenue has established guidelines for County Government to follow in order to meet the "Truth in Taxation" requirements for taxes payable in 2019; and

WHEREAS, these guidelines state that counties must certify a proposed levy by September 30; and

WHEREAS, this certified levy must be after the deduction of County Aid.

THEREFORE, BE IT RESOLVED that the Clay County Board of Commissioners hereby sets the proposed levy for taxes to be collected in 2019 as follows:

	<u>Preliminary Levy</u>	<u>County Program Aid</u>	<u>Certified Levy</u>
Revenue Fund	21,375,861	1,976,414	\$19,399,447
Road and Bridge Fund	3,308,470	305,902	3,002,568
Building Improvements	350,000	32,361	317,639
Library	292,175	27,015	265,160
Social Services	10,153,153	938,762	9,214,391
Debt Retirement	0	0	0
Debt Retirement-RB	173,250	0	173,250
Debt Retirement-Ct	323,466	0	323,466
Debt Retirement-County Proj	0	0	0
Total	\$35,976,375	\$3,280,454	\$32,695,921

BE IT FURTHER RESOLVED, that this is a proposed levy only and is subject to change.

BE IT FURTHER RESOLVED, that the Clay County Board of Commissioners confirms the date of their public budget meeting to be Thursday, December 6, 2018, at 6:00 p.m. in the Clay County Courthouse, Moorhead, Minnesota.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Haney attended meetings for FM Diversion Finance; NW Emergency Communications Board; and AMC Fall Conference.
- Commissioner Campbell attended meetings for Highway Tracking; AMC Conference; Minnesota Rural Counties; Presentation by DNR and Army Corp; Juvenile Detention Center Construction Update; Law Enforcement Center and Correctional Facility Construction Update. The Regional Transportation Plan meeting will be October 11; the overnight stay at the new Correctional Facility will be October 18; the move-in date for inmates will be October 22; and a public meeting for the County Highway Safety Plan will be October 31.
- Commissioner Weyland attended meetings for Juvenile Detention Center Construction Update; Minnesota Rural Counties and AMC Conference.
- Commissioner Gross attended meetings for Highway Tracking; Opioid Summit; AMC Conference; Minnesota Rural Counties; and residents' concerns.

- Commissioner Mongeau attended meetings for Extension Committee and Cass-Clay Food Systems Joint Powers. The Rural Cities and County Meeting is scheduled for October 1.
- County Administrator Stephen Larson attended meetings for Highway Tracking; Personnel Matters; Juvenile Detention Center Construction Update; Law Enforcement Center and Correctional Facility Construction Update; AMC Conference; Opioid Session; Minnesota Rural Counties; and Moorhead City Administrator and Attorneys' Contract.

The meeting adjourned at 9:38 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Stephen Larson, County Administrator