

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, SEPTEMBER 25, 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 Weyland, seconded by Campbell, and unanimously carried, the Board approved the agenda with one addition: Update on Construction Engineers GMP Change Order #15.

EXTENSION OF LEASES AT FAMILY SERVICE CENTER FOR LUTHERAN SOCIAL SERVICE OF MN

By consent, the Board approved the extension of leases at the Family Service Center for Lutheran Social Service of MN: 1) #401, 4,096 SF, \$12.25 SF, 1-1-2019 to 12-31-2019; and 2) #400, 198 SF, \$12.25 SF, 1-1-2019 to 12-31-2019.

REQUEST ADDITIONAL \$250 FOR MOTOR VEHICLE’S CHANGE FUND

By consent, the Board approved the request for an additional \$250 for Motor Vehicle’s change fund.

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 the bills and vouchers (totaling \$681,967.86 from 135 vendors) were approved for payment. From that total, 107 warrants issued were under \$2,000 (\$34,215.19); and the following 28 warrants issued were over \$2,000:

Construction Engineers, Inc.	233,050	Thyssenkrupp Elevator Corp.	26,010
Turner Sand & Gravel, Inc.	101,831	Uline	19,795
Kandiyohi Co. Sheriff's Office	71,351	MN Counties Intergovernmental Trust	16,040
Clay Soil & Water Conservation Dist.	57,347	Cardmember Service - (Sheriff 0547)	12,506
Thrifty White Pharmacy	30,000	Streamworks	9,500

Douglas County Jail	8,143	Aggregate Industries	3,329
Galls, LLC - 5287110	6,945	Otter Tail Public Health	3,092
Pro Landscapers LLC	6,490	TrueNorth Steel	2,884
Moorhead Public Service	5,305	Cole Papers	2,701
City of Moorhead	4,918	Summit Food Service, LLC - PH	2,601
Enterprise FM Trust	4,330	Fidlar Technologies	2,475
Hannaher's, Inc.	3,677	Nurse-Family Partnership, Inc.	2,334
Larson/Mary Dr.	3,533	Wilkin Co. Jail	2,049
Northern Improvement Co.	3,480	Family Healthcare Center	2,040

APPROVAL OF MINUTES FROM SEPTEMBER 11, 2018

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the minutes from September 11, 2018.

PRESENTATION ON CAREGIVER SUPPORT AND RESPITE CARE PROGRAM

Laura Rasmussen introduced herself as Lutheran Social Services Regional Coordinator for Clay, Wilkin, and Norman Counties. She presented information on their Caregiver Support and Respite Care Program. The program was established to give support to caregivers to help relieve stress and isolation. The program staff work with other services and conduct the program with a sliding fee scale for respite care. They do not turn anyone away for not being able to pay. A couple dates were provided for upcoming Caregiver Discussion Groups in Dilworth and Moorhead.

UPDATE ON UNITED WAY

Kristi Ladineski, United Way of Cass-Clay; and Kimberly Savageau, Clay County United Way Coordinator presented the United Way update. Clay County was congratulated for raising over \$14,000 last year. The funds go toward programs including food provisions, solutions for reducing poverty and homelessness, and mental health issues. One of their successful programs is "Prepare Kids to Succeed." They met a goal of supplying over 6,000 backpacks to school-age kids in need in Cass and Clay Counties. United Way partners with City of Moorhead, Lutheran Social Services, Lakes and Prairies, Headstart, and other agencies.

REQUEST FOR APPROVAL OF GRAVEL RECLAMATION QUOTE

David Overbo, County Engineer, and Erik Hove, Assistant County Engineer, stated they received two quotes for gravel reclamation. Their recommendation was to approve the quote from Allstates Pavement Recycling and Stabilization. They would use a new method of injecting a stabilization chemical into the gravel that will firm up the roadway. The proposed project, as shown on a handout, involves five miles of County Roads (122, 123, and 37) in the busy Rollag area. The \$70,000 for the project will come out of the maintenance budget.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the gravel reclamation quote from Allstates Pavement Recycling and Stabilization for five miles in the Rollag area.

GRID PLACEMENT REQUEST FOR NEW OFFICE MANAGER

David Overbo requested approval to place a new Office Manager for the Highway Department on step 3 of the salary grid. Their Administrative Assistant, who exceeds all the qualifications and has 32 years of office experience, has accepted the position of Office Manager.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved starting a new Office Manager for the Highway Department on step 3 of the salary grid.

REQUEST APPROVAL TO HIRE ADMINISTRATION AND FINANCE DIRECTOR FOR PUBLIC HEALTH

Kathy McKay, Public Health Director, stated she had two candidates for the Public Health Administration and Finance Director; however, the external candidate has since declined. The internal candidate already works for Public Health, has the qualifications, and would present a more seamless transition although there will still be a lot of learn.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved starting a new Public Health Administration and Finance Director on step 6 of the salary grid, and to backfill positions as necessary.

REQUEST AUTHORIZATION TO REPLACE A COUNTY-OWNED VEHICLE AND TWO LEASED VEHICLES; ENTER INTO THREE NEW LEASE AGREEMENTS; AND DISPOSE OF 2011 GRAND CARAVAN

Georgia Beaudry, Family Service Center Building Manager, submitted her current list of fleet vehicles. The list depicts the vehicles that are County-owned and the vehicles that are leased. Leases on two of the vehicles are set to expire and one County-owned vehicle should be replaced, due to the years of use and high mileage. Beaudry would like to replace the three vehicles with three 5-year lease vehicles.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board authorized replacing a county-owned vehicle and two leased vehicles; enter into three new lease agreements; and disposing of the Grand Caravan at auction.

PUBLIC HEARING: EXTENSION OF TWO-YEAR PROPERTY TAX ABATEMENT PROGRAM/ADOPT RESOLUTION 2018-34

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

Stephen Larson, County Administrator, and Lori Johnson, County Auditor – Treasurer, were present with a resolution for a two-year extension of the Property Tax Abatement Program in Clay County. The City of Moorhead and Moorhead Public School District have both passed resolutions to participate in the program. Commissioner Campbell commented that the program provides long-term benefits and may be part of the reason Clay County is the fourth largest growing County in Minnesota.

James Joy, City of Hawley Mayor; asked the Commissioners to continue their support of the program for two more years. The City of Hawley has had two new developments. They have capped their home value at \$200,000.

Karen Lauer, Barnesville Economic Development Authority, thanked the Commissioners for the property tax rebate in prior years and felt the incentive has been intracule in the residential construction and spec homes built in Barnesville. She commented it is important for Clay County to be competitive with Fargo and West Fargo. She asked the Commissioners to support extending the program for an additional two years.

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

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved Resolution 2018-34 for a two-year extension of the Property Tax Abatement Program in Clay County:

RESOLUTION NO. 2018-34

WHEREAS, Minnesota Statutes 469.1813-469.1816 grants Minnesota Counties with the authority to offer current or prospective tax abatements under certain circumstances; and

WHEREAS, Clay County has received a request from the City of Moorhead as evidenced by *City of Moorhead Resolution #2018-0813-4* unanimously approved by the Moorhead City Council on *August 13, 2018* to join with the City of Moorhead and participate in Moorhead's two-year residential property tax abatement program; and

WHEREAS, other political subdivisions within Clay County have also expressed interest in establishing their own residential property tax abatement programs and their desire for Clay County to participate in those programs; and

WHEREAS, the Clay County Board of Commissioners held a public hearing in the matter on September 25, 2018; and

WHEREAS, the benefits of a two-year residential tax abatement will at least equal the costs Clay County will incur through the abatement; and

WHEREAS, the implementation of a two-year residential tax abatement program is in the public interest as it will increase tax base and provide employment opportunities; and

WHEREAS, it is the desire of Clay County to participate in a two-year residential property tax abatement program consistent with those adopted by the local entities.

NOW, THEREFORE, BE IT RESOLVED that Clay County will participate in a two-year residential tax abatement program as resolved by any taxing entity within the County, assuming such authorizing resolution is adopted by the entity on or before December 31, 2018.

BE IT FURTHER RESOLVED, the eligibility, options, and application of the County's residential tax abatement will match that of each individual entity's Authorizing Resolution.

ADDITION: UPDATE ON CONSTRUCTION ENGINEERS GMP CHANGE ORDER #15

Stephen Larson presented Construction Engineers Change Order #15 for a total of \$31,971 in approved owner contract revisions for the construction project at the West Central Regional Juvenile Center. The revisions related to utilities, storm drain, and code compliance were listed in the request from Construction Engineers. The amount will come out of the contingency funds.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved Construction Engineers Change Order #15 for \$31,9971.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Haney attended meetings for Adult Mental Health Local Advisory Council and a temporary roundabout in the Morningside Neighborhood.
- Commissioner Campbell attended a Personnel Issues Committee meeting.
- Commissioner Weyland attended a Greater Fargo-Moorhead EDC meeting.
- Commissioner Gross attended a Historical and Cultural Society meeting.
- Commissioner Mongeau attended meetings for Personnel Issues Committee, Planning Commission, Lakeland Mental Health, and landowner issues.
- County Administrator Stephen Larson attended meetings for Personnel Issues Committee and Broadband Services. He noted a Certificate of Occupancy should be issued today for the new Correctional Facility.

The meeting adjourned at 9:33 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Stephen Larson, County Administrator