

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, May 28, 2013

8:30 a.m.

County Board Room – 3rd Floor – Courthouse

MINUTES

The Clay County Board of Commissioners met in regular session with all Commissioners present: Campbell, Evert, Gross, Ingersoll, and Weyland. County Administrator Brian C. Berg and Senior Administrative Assistant Vicki Reek were also present.

APPROVAL OF AGENDA

On motion by Weyland, seconded by Campbell, and unanimously carried, the agenda was approved with the addition of a Request to waive penalty for late payment of tax (property owner Ruby Ryen, deceased).

ADOPTING FUNDING RESOLUTION AND AGREEMENT WITH MNDOT FOR THREE BRIDGE REPLACEMENT PROJECTS

By consent agenda, the Board adopted the following funding resolutions and agreements for MnDOT funding for three bridge replacement projects (County Road 103, CSAH 17, and CSAH 19):

RESOLUTION 2013-31

WHEREAS, The County of Clay has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for the construction/reconstruction of County bridge No. 14K34 – New Number over County Ditch 58, and

WHEREAS, the amount of the grant has been determined to be \$59,527.35 by reason of the lowest bid.

NOW, THEREFORE, BE IT RESOLVED, that the County of Clay does hereby affirm that any cost of the bridge in excess of the grant will be appropriated from funds available to the County of Clay, and that any monies appropriated for the bridge but not required, based on final estimate, shall be returned to the Minnesota State Transportation Fund.

RESOLUTION 2013-32

WHEREAS, The County of Clay has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for the construction/reconstruction of County bridge No. 14K29 – New Number over County Ditch 65 and

WHEREAS, the amount of the grant has been determined to be \$31,064.40 by reason of the lowest bid.

NOW, THEREFORE, BE IT RESOLVED, that the County of Clay does hereby affirm that any cost of the bridge in excess of the grant will be appropriated from funds available to the County of Clay, and that any monies appropriated for the bridge but not required, based on final estimate, shall be returned to the Minnesota State Transportation Fund.

RESOLUTION 2013-33

WHEREAS, The County of Clay has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for the construction/reconstruction of County bridge No. 14J88 – New Number over County Ditch 14, and

WHEREAS, the amount of the grant has been determined to be \$47,265.25 by reason of the lowest bid.

NOW, THEREFORE, BE IT RESOLVED, that the County of Clay does hereby affirm that any cost of the bridge in excess of the grant will be appropriated from funds available to the County of Clay, and that any monies appropriated for the bridge but not required, based on final estimate, shall be returned to the Minnesota State Transportation Fund.

CITIZENS TO BE HEARD

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

DISCUSSION RE: MnCHOICES PROJECT

Public Health Director Kathy McKay and Social Services Director Rhonda Porter were present to request additional staff for the MnCHOICES project. The Department of Human Services (DHS) began work in 2004 on an automated process to assess individuals in need of long term services and support; determine eligibility for publicly funded programs and develop individualized support plans. In 2009, the MN Legislature approved funding to complete the development and implementation of the MnCHOICES assessment application. This project creates and implements a single, comprehensive and integrated assessment and support planning process for long term care services (by certified assessors). MnCHOICES is for individuals of all ages and with any type of disability or other long term care needs. In an effort to create consistency across counties, this assessment will replace current long term care assessment processes and forms including: Developmental Disability screening, Long Term Care consultation assessment, Personal care assistance assessment, and Private duty nursing assessment.

The process for reimbursing counties for MnCHOICES will be a significant change and is a result of a federal requirement for the separation of duties between assessment and case management services. The assessment functions are considered Medical Assistance administrative services and must be reimbursed using a federally approved process.

The program is expected to be fully implemented in Clay County by June 2014. Ms. Porter and Ms. McKay requested approval to hire two full time staff at this time. This will allow for appropriate training of existing staff and the expected changes in work flow.

On motion by Evert, seconded by Gross, the Board approved hiring two staff for Social Services/Public Health to work with the MnCHOICES program. Commissioner Campbell voted against the motion citing his uneasiness with approving new requests before the 2014 budget process has begun.

PARTNERSHIP4HEALTH

Public Health Director Kathy McKay informed the Board that the Partnership4Health group (Becker, Clay, Otter Tail, Wilkin) is pursuing cross jurisdictional sharing arrangements to improve the quality and impact of Public Health. Ms. McKay requested the Board's approval to pursue a Joint Powers agreement.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved Public Health pursuing a Joint Powers agreement for the Partnership4Health project with Becker, Otter Tail, and Wilkin counties.

RECORDER'S COMPLIANCE COMMITTEE REPORT

County Recorder Bonnie Rehder presented recommendations from the Recording Compliance Committee for the 2014 year (See Attachment "A"). In addition to the typical items that have been paid for from the Compliance fund in past years, Ms. Rehder is requesting an additional \$32,750 be allocated to the Assessor's CAMA system to be purchased in 2014. Ms. Rehder informed the Board of plans to scan Recorder's Office books, over a 2-3 year period, using Technology Account funds.

On motion by Campbell, seconded by Evert, and unanimously carried, the Board accepted the Compliance Committee Report to be included in the budget process for 2014.

APPROVAL TO PAY BILLS AND VOUCHERS

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

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Evert attended meetings of the Planning Commission, Solid Waste Advisory Committee Sub-Committee, Solid Waste Advisory Committee Board, Joint Powers Board for Water Issues, and Lakes and Prairies Community Action Partnership.

Commissioner Campbell attended meetings of the Solid Waste Advisory Committee Sub-Committee, Solid Waste Advisory Committee Board, and Buffalo River Wellhead Protection Committee.

Commissioner Weyland attended the Personnel Issues Committee meeting, and traveled to Washington, DC, to meet with legislators concerning FM Diversion funding.

Commissioner Gross attended meetings of the Buffalo River Wellhead Protection Committee, FM COG, and Family Healthcare.

Commissioner Ingersoll attended meetings of the Local Advisory Council Adult Mental Health Committee, Moorhead Planning Commission, Lakes and Prairies Community Action Partnership, and Personnel Issues Committee.

County Administrator Brian Berg attended the Solid Waste Advisory Committee Sub-Committee meeting, Personnel Issues Committee meeting, and a meeting concerning Motor Vehicle Department remodeling. He reminded the Board that levy limits will be imposed in 2014.

REQUEST TO WAIVE PENALTY FOR LATE PAYMENT OF TAX - RUBY RYEN

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board waived the penalty (\$138.06) for late payment of tax concerning property owned by the late Ruby Ryen.

ADJOURN

The meeting adjourned at 10:02 a.m.



Wayne Ingersoll, Chair
Clay County Board of Commissioners



Brian C. Berg, County Administrator

2014 Recording Compliance Committee Recommendations

Meeting held: May 14, 2013 1:00 AM, MIS/GIS meeting room

Committee: Carol Wickenheiser, Mark Sloan, Tim Magnusson, Grant Weyland, Lori Johnson, Bonnie Rehder, Nancy Gunderson, Tim Dent

The Recorder's Office has been compliant 2005-present. Potential uses must relate to land records.
Starting 2011 the Recorder's Office has only 10 days to record and return docs (5 days if e-recorded).

Balance \$ 47,908	
Approved for 2011	
\$ 15,000	Tax System: maintenance
\$ 40,000	Auditor's Tax position salary
\$ 20,000	GIS Software 01-063-811-6404
\$ 11,000	Assessor's CAMA system (Ryan checking on new contract)
\$ 32,500	Maintenance contracts (Cisco \$18,900; antivirus \$4,100; web filter \$1,000; SPAM filter \$1,000; ZIX \$7,500) (Ask Tim if these amounts are accurate)
\$ 19,000	IT Supplies
\$137,500	Total
Actual 2011 Compliance Collected \$ 126,489	
Balance \$ 36,897	
Approved for 2012	
\$15,000	Tax system: maintenance
\$40,000	Auditor's Tax Position salary
\$20,000	GIS <u>Services</u>
\$16,000	Assessor's CAMA system
\$30,400	Maintenance contracts (Cisco \$18,900; antivirus \$2,000; web filter \$1,000; SPAM filter \$1,000; ZIX \$7,500)
\$16,100	IT Supplies
\$137,500	Total
Actual 2012 Compliance Collected \$ 143,825	
Balance \$ 43,222	
Approved for 2013	
\$15,000	Tax system: maintenance
\$40,000	Auditor's Tax Position salary
\$20,000	GIS <u>Services</u>
\$19,000	Assessor's CAMA system
\$30,400	Maintenance contracts (Cisco \$18,900; antivirus \$2,000; web filter \$1,000; SPAM filter \$1,000; ZIX \$7,500)
\$13,100	IT Supplies
\$137,500	Total
Proposed \$ 137,500	
Proposed Balance \$ 43,222	
2014	
\$ 32,750	Allocated to Assessor CAMA system but not used until 2014
\$ 15,000	Tax system: maintenance
\$ 40,000	Auditor's Tax Position salary
\$ 20,000	GIS <u>Services</u>
\$ 19,000	Assessor's CAMA system
\$ 30,400	Maintenance contracts (Cisco \$18,900; antivirus \$2,000; web filter \$1,000; SPAM filter \$1,000; ZIX \$7,500)
\$ 13,100	IT Supplies
\$170,2500	Total
Proposed \$ 137,500	
Proposed Balance \$ 10,472	

Assessor – 2008 allocated \$25,000, used \$ 6,750 = \$18,250
 2009 allocated \$25,000, used \$10,500 = \$14,500
\$32,750

The Compliance Committee recommends additional funds needed for a new CAMA system be paid out of reserves and paid back to reserves by allocating \$20,000 per year from the Compliance account starting 2015.

Surveyor's contract qualifies.

Recorder Equipment/Technology Account	
2011 Available \$100,000	
\$ 42,500	Subtract from 2011 GIS budget for ESRI software which enhances Recorder's Office
\$ 37,500	Subtract from 2011 MIS budget for Recorder share of Microsoft maintenance
\$ 20,000	IT supplies
\$100,000	
2012 Available \$100,000	
\$ 42,500	Subtract from 2012 GIS budget for ESRI software which enhances Recorder's Office
\$ 37,500	Subtract from 2012 MIS budget for Recorder share of Microsoft maintenance
\$ 20,000	IT supplies
\$100,000	
2013 Available \$100,000	
\$ 42,500	Subtract from 2013 GIS budget for ESRI software which enhances Recorder's Office
\$ 37,500	Subtract from 2013 MIS budget for Recorder share of Microsoft maintenance
\$ 20,000	IT supplies
\$100,000	
2014 Available \$65,000	
\$ 42,500	Subtract from 2013 GIS budget for ESRI software which enhances Recorder's Office
\$ 22,500	Subtract from 2013 MIS budget for Recorder share of Microsoft maintenance
\$ 0	IT supplies
\$ 65,000	
<p>Depending on the needs of the Recorder's Office there might be money available from the Recorder Equipment/Technology account. Each year this account pays the countywide image system maintenance \$23,300, software, hardware, professional technology services and internal services used by the Recorder's Office. These items are not included in the Recorder's Office budget.</p>	