

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, June 25, 2013

9:00 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, Assistant County Attorney Jenny Samarzja, 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 as presented.

APPROVAL OF THE STATE OF MINNESOTA COMMUNICATIONS FACILITY
USE AGREEMENT FOR THE TOWER AT THE INTERSECTION OF
U.S. HIGHWAY 10 AND HIGHWAY 32

By consent agenda, the Board authorized execution of the agreement with the State of Minnesota for use of the communications tower at the intersection of U.S. Highway 10 and Highway 32 for the period 4/1/14-3/31/24. The agreement allows for the placement of Public Safety radio equipment on the tower for \$400/year.

APPROVAL OF FAMILY SERVICE CENTER LEASE AGREEMENT WITH UNIVERSITY OF
MINNESOTA REGIONAL EXTENSION OFFICE

By consent agenda, the Board authorized execution of a lease agreement for space in the Family Service Center for the U of M Regional Extension Office, as follows: 4068 sq.ft. in Suites 107C, 110, and kitchen (50%); 5/1/13-12/31/17 - \$13.25 sq.ft.; 1/1/18-12/31/19 - \$13.50 sq.ft.; 1/1/20 – 12/31/21 - \$13.75 sq.ft.

APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH FOUR RURAL CITIES FOR
RED RIVER REGIONAL DISPATCH CENTER EXPENSES

By consent agenda, the Board authorized execution of a Memorandum of Understanding (MOU) with the cities of Barnesville, Dilworth, Glyndon, and Hawley for Red River Regional Dispatch Center (RRRDC) expenses, said MOU expiring 12/31/15. The cities have agreed to continue to pay for a portion of RRRDC expenses for another two years at the 2011 amounts.

APPROVAL TO ACCEPT DONATIONS FROM 'BEYOND THE YELLOW RIBBON – MOORHEAD'
TO THE CLAY COUNTY VETERANS SERVICE OFFICE

By consent agenda, the Board accepted \$500 in gift card donations from “Beyond The Yellow Ribbon – Moorhead” for Veterans Service Office clientele.

APPROVAL OF NEW CONTRACT FOR TEMPORARY REGISTERED NURSES FOR JAIL HEALTH COVERAGE

By consent agenda, the Board approved a contract with AWM Staffing, Inc., to provide temporary Registered Nurses for jail health coverage.

AUTHORIZATION TO EXECUTE ENGAGEMENT LETTER WITH MN STATE AUDITORS FOR THEIR AUDIT OF CLAY COUNTY FOR YEAR ENDED 12/31/12

By consent agenda, the Board authorized execution of the Engagement Letter with the MN State Auditors for their audit of Clay County for the year ended 12/31/12.

APPROVAL OF MEMORANDUM OF UNDERSTANDING TO CLARIFY JUVENILE COUNSELOR CONTRACT AS ORIGINALLY AGREED

By consent agenda, the Board approved a Memorandum of Understanding to clarify the Juvenile Counselor bargaining unit contract as originally agreed (employee will contribute \$25 per pay period into a HCSP account; vacation and comp time payout will not go into an HCSP but rather paid out similar to the current Clay County Personnel Policy).

CITIZENS TO BE HEARD

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

AUDITORS OFFICE REQUEST TO IMPLEMENT A FEE FOR PREPARING SUPPLEMENTAL CERTIFICATES

Deputy Auditor Nanci Krenelka requested the Board's approval to implement a \$50 fee for preparing Supplemental Certificates, used in transfers of property through the tax forfeit process. The completion of Supplemental Certificates eliminates court action in transfer of forfeited properties, provides proof that steps are completed correctly and is a benefit for citizens.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved implementation of a \$50 fee for staff time in preparing Supplemental Certificates for property transfers.

APPROVAL TO FILL FULL TIME CORRECTIONAL OFFICER VACANCY

On motion by Evert, seconded by Campbell, and unanimously carried, the Board approved filling a full time Correctional Officer vacancy. This position is part of the MN Department of Corrections staffing plan.

APPROVAL TO REPLACE CUSTODIAN I POSITION

On motion by Gross, seconded by Campbell, and unanimously carried, the Board approved filling a Custodian I position which is vacant due to resignation.

REQUEST SALARY GRID PLACEMENT FOR THE STATEWIDE HEALTH IMPROVEMENT AND COMMUNITY TRANSFORMATION GRANT MANAGER

Public Health Administrator Kathy McKay requested the Board's approval to place a candidate for the Statewide Health Improvement Program (SHIP) and Community Transformation Grant manager position on Line 19/Step 7 on the Salary Grid. Ms. McKay explained that the candidate has previously worked with the SHIP program, has direct

experience, and would require very minimal training. Ms. McKay felt that with the addition of the Community Transformation Grant manager duties, the position warrants placement on Line 19/Step 7. She added that the position is fully grant funded.

On motion by Weyland, seconded by Evert, and unanimously carried, the Board approved placement of the candidate for the SHIP/Community Transformation Grant manager position on Line 19/Step 7.

REQUEST TO FILL PUBLIC HEALTH NURSE VACANCY

On motion by Evert, seconded by Campbell, and unanimously carried, the Board approved filling a Public Health Nurse position which is vacant due to retirement.

REQUEST TO FILL OFFICE MANAGER POSITION AT HIGHWAY DEPARTMENT

On motion by Evert, seconded by Campbell, and unanimously carried, the Board approved filling the vacant Highway Department Office Manager position.

APPROVAL OF ADVANCE CONSTRUCTION AGREEMENT AND RESOLUTION FOR THE
DILWORTH SAFE ROUTES TO SCHOOL PROJECT

County Engineer David Overbo requested the Board's approval of an Advance Construction agreement and Resolutions in connection with the Dilworth Safe Routes to School Project.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board authorized execution of the Advance Construction Agreement with MnDOT for the Dilworth Safe Routes to School Project and adopted the following resolutions identifying the County Board Chair and County Administrator as signatories to the agreement, and indicating that the City of Dilworth will provide the local share of the funds to implement the project:

RESOLUTION 2013-37

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Clay County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the County Board Chair and the County Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 04132", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

RESOLUTION 2013-38

WHEREAS, the City of Dilworth has submitted an application for a Safe Routes to School (SRTS) project; and

WHEREAS, the City of Dilworth was successfully chosen for a Project on 7th Street, a local City Street; and

WHEREAS, the City of Dilworth has committed the local share funding to implement this project; and

WHEREAS, the Minnesota Department of Transportation requires that the County sponsor projects for cities with population of less than 5,000.

NOW, THEREFORE, BE IT RESOLVED, by the Clay County Board of Commissioners, that Clay County will sponsor the Safe Routes to School project on behalf of the City of Dilworth and that the City of Dilworth will provide the local share of the funds to implement the project.

**ADOPT FUNDING RESOLUTION AND AGREEMENT FOR BRIDGE REPLACEMENT ON
COUNTY ROAD 73**

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board authorized execution of the MnDOT Bridge Bond Agreement and Funding Resolution for the County Road 73 bridge replacement project (SAP 14-598-064), using CSAH Funds of \$8937 and Bridge Bonds Funds of \$69,922:

RESOLUTION 2013-39

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. 14K33-New Number over Ditch 45 Lat. 2; and

WHEREAS, the amount of the grant has been determined to be \$69,922.00 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.

**RENEW ADOPTION OF THE MINNESOTA MERIT SYSTEMS EQUAL EMPLOYMENT
OPPORTUNITY AND AFFIRMATIVE ACTION GUIDELINES**

On motion by Gross, seconded by Weyland, and unanimously carried, the Board approved Clay County Social Services' renewal and adoption of the Minnesota Merit Systems Equal Employment Opportunity and Affirmative Action Guidelines for compliance with Minnesota Rules, part 9575.0090, subpart 2a, for the 2013-2015 period. Human Resources Director Darren Brooke is named as the liaison for Clay County.

METROPOLITAN COUNCIL OF GOVERNMENTS PROGRAM UPDATE

Mr. Wade Kline, Executive Director, Metropolitan Council of Governments (COG), provided the 2013-2014 review of COG programs, which includes identification and analysis of transportation needs. Mr. Kline informed the Board that COG is exploring expansion of its planning area to the south to Barnesville and to the East to the Becker County line. The changes in program area will not change the funding formula, but will allow COG to be involved in transportation issues in those areas.

COG's general programs and projects include public input and education, data collection and management, and a travel demand model. Staff continually works on the Long Range Transportation Plan; Local/Metropolitan/Statewide coordination; and the Transportation Improvement Program.

Commissioner Evert inquired if a Southside bridge over the Red River at County 76 is on the radar. Mr. Kline stated that the opportunities for bridge construction are changing (buyouts with Federal funds which preclude structure construction; FM Diversion, etc.). He felt the kind of structure required is much larger now than it was years ago.

The reservation/acquisition of right-of-way on Moorhead's 12th Avenue to TH 336 is included for review in COG's Long Range Plan.

WEST CENTRAL INITIATIVE PROGRAM UPDATE

Mr. Tom McSparron, Donor Services Officer, and Mr. Greg Wagner, Economic Development Planner, West Central Initiative (WCI), reviewed the activities of WCI, the Comprehensive Economic Development Strategy (CEDS), and a request for a \$15,000 commitment for the 2014 budget. The Clay County Loan fund would receive \$7000 of the commitment and the WCI Endowment Fund would receive \$8000. WCI's request for 2014 will be considered in the County Board's 2014 budget review.

In the past 26 years, WCI has invested \$7,984,048 in Clay County via 494 grants, and \$4,673,499 in loans.

ACKNOWLEDGE RESOLUTION FROM HIGHLAND GROVE TOWNSHIP INDICATING PARTICIPATION IN CLAY COUNTY ECONOMIC DEVELOPMENT AUTHORITY PROGRAM

County Administrator Brian Berg informed the Board that Highland Grove Township has forwarded a resolution to the County indicating their intent to participate in the Clay County Economic Development Authority Program.

The Townships have been informed of the opportunities and benefits available to them through the Economic Development Authority program. The Board requested that another communication be sent seeking the Townships' involvement in the program and providing a sample resolution for their convenience.

AUTHORIZE PAYMENT OF BILLS AND VOUCHERS

On motion by Weyland, seconded by Gross and unanimously carried, the Board approved payment of the bills and vouchers.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Weyland attended meetings of the Emergency Preparedness Committee and Personnel Issues Committee.

Commissioner Gross attended meetings of the Extension Committee, FM Council of Governments, Family Healthcare, and Agassiz Recreational Trails.

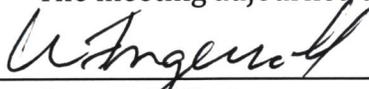
Commissioner Evert attended meetings of the Hjemkomst Center, Red River Basin Commission, AMC Board of Directors, and Lakeland Mental Health.

Commissioner Ingersoll attended the Personnel Issues Committee meeting and Lake Agassiz Regional Library meeting.

County Administrator Brian C. Berg attended meetings concerning the 2014 budget, Safety Training, Personnel Issues, FM Diversion, and proposed changes to the assessment rates and record counts for those Townships for which the County conducts assessments.

ADJOURN

The meeting adjourned at 10:40 a.m.



Wayne Ingersoll, Chair
Clay County Board of Commissioners



Brian C. Berg, County Administrator