

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, August 20, 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 as presented.

APPROVAL OF CITY OF MOORHEAD ABATEMENT REQUEST

By consent agenda, the Board approved an abatement request as presented by the City of Moorhead Assessor's Office: Michael Riebe, parcel #58.992.0086, reduction of \$50 (clerical error).

CITIZENS TO BE HEARD

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

APPROVAL OF MINUTES

On motion by Gross, seconded by Campbell, and unanimously carried, the minutes of the County Board meetings held August 6 and 13, 2013, were approved with corrections.

APPROVE PAYMENT OF BILLS AND VOUCHERS

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

LAKE AGASSIZ REGIONAL LIBRARY 2014 BUDGET REQUEST

Ms. Liz Lynch, Lake Agassiz Regional Library (LARL) Director, and Ms. Megan Krieger, Moorhead Library Director, were present to address questions regarding the LARL funding request for 2014 (\$262,610), an 8% increase over 2013. Ms. Lynch explained that if the request is not fully met, three locations in Clay County (Barnesville, Hawley, Ulen) will see reductions in service. Ms. Lynch noted that LARL has used reserves the last few years to balance the budget, but that practice should not be continued.

APPROVAL TO FILL HIGHWAY MAINTENANCE FOREMAN POSITION

County Engineer David Overbo requested the Board's approval to advertise and fill the Highway Maintenance Foreman position which will be vacant due to resignation effective August 28th.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board authorized advertisement to fill the Highway Maintenance Foreman position.

APPROVAL OF PERSONNEL POLICY CHANGE FOR COMPLIANCE WITH RECENT
AMENDMENTS TO MN STATUTE 181.9413

Human Resources Director Darren Brooke informed the Board of recent amendments to MN Statutes to add certain individuals to the list for which employees can use accumulated sick leave (adult child, sibling, and grandparent). A limit of 160 hours (on a rolling calendar basis) is placed on the use of sick leave in these instances. As the Personnel Issues Committee reviewed the amendments, it was suggested that grandchildren be added to the list as well.

On motion by Weyland, seconded by Evert, and unanimously carried, the Board approved amendment of the Personnel Policy to include adult child, sibling, grandparent and grandchild to the list of individuals for which employees may use accumulated sick leave (160 hours on a rolling calendar basis).

2014 BUDGET DISCUSSION

County Administrator Brian Berg reviewed adjustments which have been made to the proposed 2014 budget. Suggested amendments to the New Requests for 2014 are included in See Attachment "A". He reviewed other changes to be considered (See Attachment "B"). At this time, the spread levy is expected to be 3.38%, less 1% new construction, for a net levy increase of 2.38% (See Attachment "C"). Mr. Berg reminded the Board that debt payments are outside the levy.

Commissioner Campbell was pleased with the proposed adjustments and was interested in a comparison to the actuals for 2013.

With respect to the Lake Agassiz Regional Library request for an 8% increase, the Board felt there would be overwhelming support by the citizens to fund the increase. A reduction in funding would result in a cutback of library service in Hawley, Barnesville and Ulen. Commissioner Weyland cautioned that the County cannot continue to fund areas where the State makes cuts. He questioned how the Library will continue their operations once reserves are no longer available. At this time, the consensus of the Board was to keep the Library's full request (\$262,610) in the proposed budget.

It was clarified that the new Wheelage Tax income is not included in this budget, and will be used for additional road improvements, over and above the annual work.

With respect to the Sheriff's Department request for additional staff for transportation of prisoners due to loss of six beds, Commissioner Campbell felt further research should be conducted.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Weyland attended meetings of the Greater FM EDC Executive Committee, Regional Radio Board, and Land of the Dancing Sky Area Agency on Aging.

Commissioner Evert attended a meeting of the Historical and Cultural Society of Clay County. He reminded the Board of the upcoming Western Minnesota Steam Threshers Reunion and Barnesville's Potato Days.

Commissioner Campbell attended the FM Diversion meeting for Comstock residents.

Commissioner Gross attended meetings concerning the Motor Vehicle Department remodeling, Family Healthcare Center, and Metro Council of Governments, and took part in

the interviews for a vacant 4-H position. He reminded the Board of the Soil & Water Conservation District Tour on September 12th.

Commissioner Ingersoll attended meetings concerning the Motor Vehicle Department remodeling, Lake Agassiz Regional Library, and Land of the Dancing Sky Area Agency on Aging.

County Administrator Brian Berg reported on Metro COG's Metro Food System Plan, the Central Administration Department Head meeting, FM Diversion meeting with Comstock residents, and FM Diversion Administrative meeting.

PRESENTATION RE: DEPARTMENT OF MOTOR VEHICLE REMODELING PROPOSAL

County Administrator Brian Berg informed the Board that the Campus Improvement Committee has met several times regarding the Motor Vehicle Department and the potential of remodeling the current site or moving the department to another location. It is the Committee's recommendation to remodel the existing facility. Mr. Berg presented a proposed floor plan which can be modified in the future as needs arise. The estimated cost for remodeling is \$370,000 (general interior remodel, replace North window, mechanical, electrical, fire, new restrooms, cabling, outdoor vestibule area, office furniture), to be paid from the Capital Improvement bond account (remaining balance approximately \$430,000). The Committee is hopeful the project can begin this Fall. The parking lot and landscaping will be addressed at a later date.

On motion by Evert, seconded by Gross, and unanimously carried, the Board authorized proceeding with the Request For Proposals/Bidding for the remodeling project at the Motor Vehicle Department.

PERFORMANCE EVALUATION – COUNTY ADMINISTRATOR BRIAN C. BERG

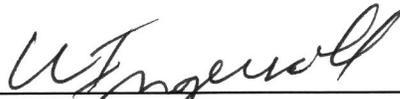
On motion by Evert, seconded by Weyland, and unanimously carried, the meeting was closed to conduct an annual performance evaluation of County Administrator Brian Berg.

On motion by Weyland, seconded by Campbell, and unanimously carried, the meeting reopened.

On motion by Evert, seconded by Gross, and unanimously carried, the Board expressed their appreciation to Mr. Berg for his positive job performance as County Administrator the past year.

ADJOURN

The meeting adjourned at 10:53 a.m.



Wayne Ingersoll, Chair
Clay County Board of Commissioners



Brian C. Berg, County Administrator

New Requests - 2014

Amended August 20, 2013

	Original Request	Amended Request	
Information Services	\$50,000	\$10,000	Recommending to purchase new software from Internal Service Fund and make payments of \$10,000 for 10 years.
Technology Services	\$20,000	\$10,000	With \$35,000 added last year, \$10,000 will be added this year.
Department of Motor Vehicles	\$45,427	\$22,714	With the remodeling and work station improvements, Lori feels budgeting for a position half way through the year would be wise.
Veterans Services	\$8,560	0	Eliminated part time hours with the understanding that funds could be made available as needed.
Planning & Zoning	\$2,500	0	Eliminated because fees will be collected as Economic Development applications are made.
Sheriff	\$5,792	0	Eliminated part time hours as they will be absorbed within the budget as needed.
Corrections	\$213,756	\$172,256	One new FTE (\$57,377); Out of County boarding (\$113,880) due to loss of six beds. Only item removed is \$35,000 of the Safety Equipment request. This will be purchased with Capital Improvement funds. However, we have left \$6500 of the \$41,500 request in the budget for the Internal Service Fund.
Juvenile Detention	\$17,805	\$17,805	No Change. Secure: Two FTE, very little effect on overall budget as roster dollars will be utilized for Full Time salaries. Non-Secure: One FTE, increase of \$17,000 for position. Roster + some increase in levy needed to fill position.

Extension	\$37,470	0	Request .5 FTE (\$35,510) has been removed.
Buildings & Grounds	\$50,924	0	Discussion has occurred with Buildings & Grounds. They feel they need additional help to increase the cleanliness of the buildings. Some of the difficulties have been in filling part time positions and they have also experienced several employee leave situations.
New Correctional Facility Financing	\$62,500	\$42,500	FSCCC Interfund transfers have occurred for several years, which we are in the process of eliminating with this year's budget. This was a priority of the 2013 County Goals session. Committee recommended establishing funding mechanism.
TOTALS	\$514,734	\$275,275	
	Difference		
	\$239,459		

Considerations for Changes to 2014 Budget

	Requested	Proposed	Difference
<u>Highway</u> –			
Reduced Road Maintenance costs to last year's level of \$250,000. No increase over last year.	\$300,000	\$250,000	\$50,000
Engineering, Consulting, Technical Services reduced.	\$100,000	\$75,000	\$25,000
Right of Way costs reduced closer to last year's budget of \$170,000	\$200,000	\$190,000	\$10,000
<u>Information Services</u> –			
Reduced Training request	\$5,000	\$2,500	\$2,500
Reduced Sign Replacement from \$6000 to \$3000 and moved that \$3000 to Highway Sign Shop	\$6,000	\$3,000	\$3,000
<u>Sheriff</u> –			
Budgeted funds for portable radios which they have purchased with other funds in recent years, but feel they need to purchase two portables in the upcoming year.	\$20,000	\$6,000	\$14,000
<u>Jail</u> –			
Other Professional Services – Experience has shown they are not spending to the level of budget.	\$9,252	\$7,252	\$2,000
Prisoner Board – Had not calculated the six beds going elsewhere.	\$185,400	\$180,000	\$5,400
<u>Public Health</u> –			
.2 FTE of Gina's time and .2 FTE of Mary's time will be assessed to the SHIP grant.			\$25,000
OtterTail County will reimburse for Mary & Kristina's time. Added revenue.			\$30,000
Detox is adding expected Revenue of \$62,000 from the North Dakota contract. This, however, will be reflected in the Social Services budget.			

	Requested	Proposed	Difference
<u>Social Services –</u>			
Increase in Revenue for Medicaid waiver case management.	\$942,000	\$1,100,000	\$158,000
Medicaid Recoveries have been trending stronger than expected. Revenue increase of \$15,000.	\$105,000	\$120,000	\$15,000
Out of Home Placements have been trending lower	\$1,761,318	\$1,721,318	\$40,000
Detox (funded by Social Services). Expect an increase in Revenue.	\$535,525	\$473,525	\$62,000
Increase in Revenue for Special Needs Basic Care	\$85,000	\$100,000	\$15,000
Children’s Mental Health Early Intervention	\$15,000	\$6,000	\$9,000
Children’s Mental Health Screening Grant	\$32,402	\$11,402	\$21,000
Adult Rule 79 Mental Health Case Management Local Share	\$210,240	\$180,240	\$30,000
Day Training & Habilitation Services for Adults with Disabilities in County Full Day	\$134,480	\$100,000	\$34,480
<u>Family Service Center/Central Services (Internal Service Fund)</u>			
Revenue increase – personnel for Social Services			\$10,000
<u>Soil & Water Conservation District</u>			
Reduced request from 4% to 3%			\$2,000
<u>County Program Aid – Actual (Revenue Increase)</u>	\$2,891,447		\$27,000
<u>MCIT Dividend – Actual (Revenue Increase)</u>	\$328,615		\$178,615
<u>Flood Study –</u>			
Decrease in Expenditure	\$145,000	\$95,000	\$50,000
<u>Surveyor</u>	\$50,000	\$40,000	\$10,000
<u>Lake Agassiz Regional Library</u>			
Minimum Maintenance of Effort (\$198,497) (Following a 3% increase guideline)	\$262,610	\$249,547	\$13,063
<u>Historical & Cultural Society of Clay County</u>	\$187,080	\$183,517	\$3,563
TOTAL			\$845,621

Summary of 2014 Proposed Tax Levy By Funds

Category	2014 PROPOSED	2013 LEVY	% INCREASE
General Revenue Fund	14,701,078	14,918,245	-1.46%
Road and Bridge Fund	3,351,171	3,317,270	1.02%
Building Fund	50,000	50,000	
Library	249,547	242,279	3.00%
Debt Retirement - LE	186,206	154,317	20.66%
Debt Retirement - RB	172,463	177,056	-2.59%
Debt Retirement - Courthouse	327,390	325,159	0.69%
Debt Retirement - County Projects	512,671	31,361	
Social Services Fund	7,732,093	7,443,305	3.88%

Tax Levy

New Requests

Increase in Cafeteria Plan at 50% to get to 3.99%

2% COLA

Total Levy

28,007,744 26,658,993 5.06%

281,775 26,658,993 2.34%

443,351

28,007,744 26,658,993

(2,891,447) (2,364,447)

Spread Levy

New Construction

Net Levy ~~11,020~~ **297**

	25,116,297	24,294,546	3.38%
			1.00%
			2.38%

New
Requests

Motor Vehicle

01-043-000-0000-6105	Salaries Regular	15,403
01-043-000-0000-6154	Health Insurance	5,016
01-043-000-0000-6161	Pera	1,117
01-043-000-0000-6171	Social Security	955
01-043-000-0000-6172	Medicare	224
Total Expenditures		22,714

Information Systems Management

01-063-000-0000-6607	Equipment - Internal Service	10,000
Total Expenditures		10,000

Geographic Information System

01-064-000-0000-6271	Other Professional Services	10,000
Total Expenditures		10,000

Corrections

01-250-000-0000-6105	Salaries Regular	35,818
01-250-000-0000-6106	Salaries Part Time	4,856
01-250-000-0000-6154	Health Insurance	10,032
01-250-000-0000-6161	Pera	3,559
01-250-000-0000-6171	Social Security	2,522
01-250-000-0000-6172	Medicare	590
01-250-000-0000-6277	Training	500
01-250-000-0000-6297	Prisoner Board - Out of County	113,880
01-250-000-0000-6454	Uniforms	500
01-250-000-0000-6604	Equipment (Over \$500)	6,500
Total Expenditures		178,756

Extension

01-603-000-0000-6105	Salaries Regular	35,510
01-603-000-0000-6341	Rent	1,110
01-603-000-0000-6401	Office Supplies	500
01-603-000-0000-6820	Miscellaneous	350
Total Expenditures		37,470

County Building Improvements Fund

13-805-000-0000-6604	Equipment (Over \$500)	42,500
Total Expenditures		42,500

Juvenile Detention - 12-Bed Non-Secure Facility

66-253-000-0000-6105	Salaries Regular	6,765
66-253-000-0000-6154	Health Insurance	10,032
66-253-000-0000-6161	Pera	491
66-253-000-0000-6171	Social Security	419
66-253-000-0000-6172	Medicare	98
		17,805