

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, March 6, 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, Grant Weyland, and Kevin Campbell. Others present: County Administrator Brian C. Berg, Assistant County Attorney Jenny Samarzja, and Senior Administrative Assistant Colleen Eck.

APPROVAL OF AGENDA

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the agenda.

REQUEST TO WAIVE PENALTY FOR LATE PROPERTY TAXES – LEROY LADWIG

By consent agenda, the Board approved the application (LeRoy Ladwig) to waive the fees for late property taxes.

REQUEST TO WAIVE PENALTY FOR LATE PROPERTY TAXES – OMER TWETEN

By consent agenda, the Board approved the application (Omer Tweten) to waive the fees for late property taxes.

CITIZENS TO BE HEARD

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

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Campbell, seconded by Haney, and unanimously carried, the bills and vouchers (totaling \$1,467,344.49 from 134 vendors) were approved for payment. From that total, 106 warrants issued were under \$2,000 (\$26,088.41); and the following 28 warrants issued were over \$2,000:

Construction Engineers, Inc.	927,218.55
Clay Co Public Health	104,490.73
Clay Co Soil & Water Cons. District	82,347.25
W Central Regional Juvenile Center	69,583.33
Otter Tail County Public Health	47,863.00
Becker County Public Health	30,258.01
Wilkin County Public Health	21,967.25
Pemberton, Sorlie, Rufer	16,580.10

Historical & Cultural Society - Clay Co	15,438.91
City of Hawley	13,831.68
Wenck Associates, Inc.	12,374.40
JK Engineers, Inc.	11,080.00
Malwarebytes Corporation	10,915.00
City of Barnesville	10,003.65
Keller Diesel Service	8,488.42
City of Hitterdal	7,182.71

Verizon – 380522891	6,394.40
Widseth Smith Nolting & Asso, Inc.	5,610.00
Department of Corrections	5,425.00
Weivoda Carpets	5,237.80
Moorhead Public Service	5,164.21
City of Felton	4,590.47

Dakota Plains Mechanical, Inc.	3,593.13
City of Ulen	3,586.06
AP Technology LLC	3,495.00
Thomson Reuters - West 549780	3,198.21
Kris Engineering, Inc.	2,736.23
Perham Health	2,602.58

APPROVAL OF MINUTES FROM FEBRUARY 13, 2018

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the minutes from February 13, 2018.

EMPLOYEE RECOGNITION

The Board recognized Claudia Schroeder for 25 years employment in the Motor Vehicle Department.

ADDITION: APPROVAL TO HIRE FULL-TIME DETOX RN

Kathy McKay, Public Health Administrator; and Troy Amundsen, Detox Director, approached the Board with a request to fill a new vacancy in Detox for an RN.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved filling a vacancy in Detox for a full-time RN.

APPROVAL OF RESOLUTION TO DESIGNATE OPPORTUNITY ZONES

Lisa Bode, Moorhead Community Development Division Manager, informed the Board there are three census tracts in the City of Moorhead that would qualify for the Opportunity Zone Program. The City of Moorhead has prioritized the tracts and would also prepare the application to be submitted along with a resolution from the County Board. The Governor will be selecting 128 tracts throughout the State. If any tracts in Moorhead are selected, Bode will be providing more information on the program.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board adopted the following resolution:

RESOLUTION 2018-14

WHEREAS, Opportunity Zones is a new community development program established by Congress in the Tax Cut and Jobs Act of 2017 to encourage long-term investments in low-income and urban communities nationwide; and

WHEREAS, Governors are able to designate up to 25% of eligible census tracts statewide as Opportunity Zones, which will make investments in the zones eligible for tax advantages for individuals with unrealized gains; and

WHEREAS, there are three Census tracts within the City of Moorhead that meet the criteria of Opportunity Zones; and

WHEREAS, Clay County is the eligible entity that can make application to the State of Minnesota requesting designation of Opportunity Zones within the City of Moorhead; and

WHEREAS, the City Council of the City of Moorhead passed Resolution 2018-0226-2 requesting that Clay County submit an application to designate eligible Census Tracts in Moorhead as Opportunity Zones; and.

WHEREAS, potential development deriving from Opportunity Zones may result in increased property tax base, jobs, and economic opportunities in Clay County.

NOW, THEREFORE, BE IT RESOLVED by the Clay County Commission that the County Administrator is herein authorized to make application to the State of Minnesota to designate Census Tracts 020300, 020400, and 020202 (*in priority order*) as Opportunity Zones.

ANNUAL HUMAN RESOURCES DEPARTMENT UPDATE

Darren Brooke, Human Resource Director, provided an annual update from the County HR Department and provided 2018 employment statistics. Out of 544 current employees, over half have been here five years or less. In 2017, 111 employees departed and 143 new employees were hired. The difference in numbers is largely due to the number of variable hour employees hired for Juvenile Detention. There are numerous retirements anticipated this year. Brooke suggested inviting non-supervisors who have supervisory potential to annual supervisor training. The only fees in HR are \$10 to replace employee badges and .25 per paper copy.

REQUEST APPROVAL OF CONTRACTS FOR SOCIAL WORKERS, CASE AIDES, AND DEPUTIES

Darren Brooke provided brief descriptions of the bargaining units the unions have tentatively agreed to for Case Aides, Social Workers, and Deputies, for their 2018-2020 contracts. He asked for approval of these contracts.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the three-year union contract for County Deputies.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the three-year union contract for County Social Workers

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the three-year union contract for County Case Aides.

APPROVAL TO ADVERTISE FOR CSAH 10 PAVING PROJECT

David Overbo, County Engineer, noted the County was awarded a local improvement grant for two miles of a four-mile project on CSAH 10, west of Downer. The project was approved on the five-year construction plan for 2020; however, the \$450,000 grant must be used in 2018. Overbo requested approval to advertise for bids for the project.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved advertising for bids for the four-mile CSAH 10 project with a bid opening on April 10.

APPROVAL OF REVISED LETTER OF SUPPORT FOR GLYNDON QUIET ZONE

Overbo informed the Board of some slight modifications to the Glyndon quiet zone infrastructure to help lessen negative impacts to businesses in the area.

On motion by Gross, seconded by Weyland, and unanimously approved, the Board approved the revised letter of support for Glyndon quiet zone.

ANNUAL UPDATE – HIGHWAY DEPARTMENT

David Overbo, along with Eric Hove (Assistant County Engineer), provided an annual update from the Highway Department. Highway staff consists of four in administration; six in engineering, and 21 in maintenance. They maintain 1,488 miles of roadway. There is a State-aid road system and a County road system consisting of County and Township roads. Winter road maintenance takes 12 hours with 22 pieces of equipment running. The current workload and upcoming highway projects were reviewed for 2018.

The Highway Department fee schedule was provided. Overbo felt the current fees are adequate, except for the \$100 access permit fee, which should be increased to cover staff time to complete permit process. The annual overweight permit fee of \$100 was set in 1980 and is consistent with surrounding Counties. The seasonal harvest fee of \$60 per truck is also consistent with surrounding counties.

CLOSED SESSION FOR BOARD DISCUSSION RE: PENDING LITIGATION

On motion by Campbell, seconded by Weyland, and unanimously carried, the meeting was closed at 9:40 a.m. per Attorney/Client Privilege: Minn. Stat. 13d.05, Subd. 3(B)

On motion by Campbell, seconded by Weyland, and unanimously carried, the meeting reopened at 10:08 a.m.

REQUEST FOR CHANGE ORDER #10 – CORRECTIONAL FACILITY & LAW ENFORCEMENT CENTER

Brian C. Berg, County Administrator, requested Change Order #10 for unforeseen fees involving electrical security conduit feeds and nightlight feeds to the cells and a safety mechanism for the electrical box.

On motion by Gross, seconded by Weyland, and unanimously carried, the Board approved Change Order #10 for the Correctional Facility and Law Enforcement Center Construction Project.

REQUEST APPROVAL TO CHANGE JUNE 12, 2018 BOARD MEETING TIME TO 5:30 P.M.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved Berg's request to change the June 12 Board meeting time to 5:30 p.m., just prior to the 6:30 Board of Appeal and Equalization meeting that day.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Weyland attended meetings at the AMC Legislative Conference and Correctional Facility and Law Enforcement Center Construction Update.
- Commissioner Campbell attended meetings at the AMC Legislative Conference and Correctional Facility and Law Enforcement Center Construction Update.
- Commissioner Gross attended meetings for Planning Commission and Partnership4Health Board.
- Commissioner Haney attended AMC meetings at the Legislative Conference.
- Commissioner Mongeau attended meetings for Planning Commission; met with Planning Commission applicants; and met with Jay Leach from Buffalo-Red River Watershed Board. She received a favorable statement from the Department of Human Services for Rhonda Porter's annual reporting.
- Brian C. Berg attended meetings for Joint Powers Committee; Management Team; Personnel Issues; Correctional Facility Staff; Opportunity Zones in Moorhead; and shared information on an upcoming bus tour.

The meeting adjourned at 10:37 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Brian C. Berg, County Administrator