

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, September 11, 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 three additions: 1) Request approval to advertise for replacement of Engineering Technician; 2) Request approval to advertise for replacement of Highway Office Manager; and 3) Request approval of annual state auditor engagement letter.

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 Gross, seconded by Weyland, and unanimously carried, the bills and vouchers (totaling \$1,020,242.54 from 140 vendors) were approved for payment. From that total, 104 warrants issued were under \$2,000 (\$47,632.06); and the following 36 warrants issued were over \$2,000:

Construction Engineers, Inc.	588,683	City of Dilworth	8,608
Clay Co Public Health	101,024	Dakota Plains Mechanical	7,903
Prairie Lakes Solid Waste	29,750	Code 4 Services, Inc	7,770
Otter Tail Public Health	23,846	Nurse-Family Partnership	7,595
Dodge of Burnsville	22,931	Nitzkowski, Inc.	6,132
Northern Improvement Co	18,384	West Central Juvenile Center	4,604
Bob Barker (Sheriff)	17,610	MN Dept of Transportation	4,484
MEnD Correctional Care, LLC	16,327	City of Hitterdal	4,026
Aqua Lawn & Landscaping	15,300	Farmers Coop Oil Co	3,877
Michael J Burns Architects	14,202	L & M Road Services LLC	3,838
Becker Co Public Health	12,880	WEX Bank-Hwy	3,467
City of Barnesville	11,113	Wegner Psych/Thera Service	2,625
City of Hawley	10,473	Sanford Health	2,607

Verizon-386550144	2,571	Powerplan	2,225
Treas of Comstock City	2,484	MN IT Services	2,100
Town & Country Oil, Inc.	2,396	Fuchs Sanitation, Inc.	2,046
Grant's Mechanical, Inc.	2,384	Barnesville C-Store	2,020
Lenovo, Inc.	2,322	Sturdevant's Auto Parts	2,003

APPROVAL OF MINUTES FROM AUGUST 28, 2018

On motion by Haney, seconded by Campbell, and unanimously carried, the Board approved the minutes from August 28, 2018.

REQUEST AUTHORIZATION TO REPAIR FAMILY SERVICE CENTER (FSCCC) WEST FREIGHT ELEVATOR

Georgia Beaudry, Building Manager; and Joe Olson, Maintenance Supervisor, presented a request for repairs to the west freight elevator in the FSCCC following more than one person being stuck in that elevator. Expenses would be taken from the FSCCC operating budget. Two quotes were obtained for repairs: 1) Otis Elevator \$53,500 and \$145/mo. service contract; and Thyssenkrupp \$52,019 and \$110/mo. service contract.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved the lowest quote from Thyssenkrupp for \$52,019 in repairs and \$110/mo. service contract for the west freight elevator in the FSCCC.

REQUEST APPROVAL TO FILL VACANCY FOR COUNTY AGENCY SOCIAL WORKER POSITION IN CHILD PROTECTION/CHILD WELFARE SERVICES

Rhonda Porter, Social Services Director, requested filling an upcoming vacancy for a Social Worker in Child Protection/Child Welfare Services. The employee resigning that position has been at the County for less than a year. Porter noted there has been constant turnover in this area with different reasons given for resignations. She will seek out any internal issues that may need addressing. She mentioned improving training and mentoring for new staff seeing that the families they serve have very high needs.

On motion by Weyland, seconded by Haney, and unanimously approved, the Board approved filling a vacancy for a Social Worker in Child Protection/Child Welfare Services, and backfilling positions as necessary.

REQUEST APPROVAL OF TWO EASEMENTS WITH CITY OF MOORHEAD

David Overbo, County Engineer, recommended approval of two easements that were provided. Legal staff has finalized minor adjustments to the easements. One document is a permanent easement from the County to the City for the clear zone area of the flood wall constructed west

of 9th Street. The other document is to the County from the City for the irrigation line to the Courthouse.

On motion by Gross, seconded by Campbell, and unanimously approved, the Board approved two easements between the County and City of Moorhead as presented.

ADDITION: REQUEST APPROVAL TO ADVERTISE FOR REPLACEMENT OF ENGINEERING TECHNICIAN

Overbo requested filling a vacancy for an Engineering Technician at the Highway Department due to a resignation. There will be some savings with a new employee. There are expenses with ongoing certification training with this position.

On motion by Campbell, seconded by Weyland, and unanimously approved, the Board approved filling a vacancy for an Engineering Technician at the Highway Department.

ADDITION: APPROVAL TO ADVERTISE FOR REPLACEMENT OF OFFICE MANAGER

Overbo asked to fill a second vacancy, an Office Manager, in the Highway Department due to internal County movement.

On motion by Weyland, seconded by Gross, and unanimously approved, the Board approved filling a vacancy for an Office Manager in the Highway Department

REQUEST CONSENT TO LEVY AND COLLECT A SPECIAL BENEFIT TAX FOR 2019

Dara A. Lee, HRA Executive Director, provided some history on the Housing and Redevelopment Authority in Moorhead which has collaborated with Clay County since 1975. This is the agency's fourth time to request a levy in their years of operation. They have partnered with the County and with Social Services for service needs. They have issued bonds and funded several projects and purchases on behalf of the County.

Three of the HRA commissioners, Dale Rollie, Les Bakke, and Cecil Johnson, were present at the meeting. Mr. Rollie expressed appreciation for past support and noted they had a thorough discussion about the levy before coming to the Board with this request. The HRA Commissioners and the City of Barnesville have both approved the levy and are requesting support from the Clay County Board. Moorhead City Council will also need to approve the levy for Moorhead. The request is to levy and collect a Special Benefit Tax of \$380,000 in 2019. Their record shows for each dollar HRA has levied they have brought in an additional \$12 in funding from outside sources. The newest programs are rehabilitation of houses, especially in Sabin; lead remediation; and HRA Cares for Kids, which helps keep kids in their homes and in the classrooms.

Chair Mongeau stated that Clay County's partners have really helped with the burden on the County budget. HRA's programs have been extremely good for veterans. Commissioner Campbell noted that investing in prevention can go a long way. Keeping people in their homes is by far the most economical option when looking at the alternatives. Commissioner Gross added he respects what HRA is doing.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved a Special Benefit Tax of \$380,000 to be levied on all taxable property in 2019 in Clay County and the Cities of Barnesville and Moorhead, contingent on Moorhead's consent.

ADDITION: REQUEST APPROVAL OF ANNUAL STATE AUDITOR ENGAGEMENT LETTER

Lori Johnson, Auditor – Treasurer, stated this annual request is for approval for the State Auditor's office to audit Clay County.

On motion by Weyland, seconded by Campbell, and unanimously approved, the Board approved the State Auditor engagement letter.

BUDGET UPDATE

Stephen Larson, County Administrator, and Lori Johnson, Auditor – Treasurer, were present with the budget update. At the Board meeting last week, the budget request was for a net levy increase of 6.17%. Since that meeting, the increase was brought down to 3.64% with the removal of the \$500,000 tax abatement, \$150,000 was taken from the revenue fund; and \$100,000 from Social Services. Commissioner Campbell asked to have the final revenue and expense numbers from 2017 submitted. Johnson will provide the totals from 2017 as well as a resolution for the 2019 levy at the next meeting. September 30 is the deadline to certify the 2019 levy.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Haney attended meetings for Campus Improvements; Moorhead Planning Commission; Joint Powers Committee; and Clay County Collaborative.
- Commissioner Campbell attended meetings for Juvenile Center Construction; Correctional Facility Construction; and Joint Powers Committee.
- Commissioner Weyland attended meetings for Juvenile Center Construction and Correctional Facility Construction.
- Commissioner Gross attended meetings for Campus Improvements; County Owned Land Management; Red River Basin Commission; and has had ongoing discussions with a Ulen Township citizen regarding building on his land.
- Commissioner Mongeau attended meetings for Recovery Reinvented in Fargo; MetroCOG Executive Committee; St. Paul hearings on Environmental Projects; and discussions with the new County Administrator.

- County Administrator Stephen Larson attended meetings for Planning & Zoning Office; Joint Powers; County Owned Land Management; Juvenile Center Construction; Correctional Facility Construction; Management Committee; Attorney's Office Re: Contracts; Jail Transition; and Motor Vehicle Efficiencies. He confirmed the dates of October 1st for the Rural Cities and County meeting and September 25th for the Tax Abatement Hearing. He asked to participate in a County Administrators Conference in October. He is checking into increasing the number of days for drivers testing in Moorhead. The County Geological Atlas Part B has been completed with presentations to follow. The two positions in Planning and Zoning have been advertised. The contract the City of Moorhead had with the County Attorney's office has lapsed and not been resolved. Commissioner Weyland asked to have Moorhead put on notice that their contract with the County Attorney's office must be resolved in a timely manner.

The meeting adjourned at 9:42 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Stephen Larson, County Administrator