

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, April 23, 2013

8:30 a.m.

County Board Room – 3rd Floor – Courthouse

M I N U T E S

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 Gross, and unanimously carried, the agenda was approved with the addition of approval to replace a Social Services Financial Worker who has resigned.

APPROVAL OF SPONSORSHIP AGREEMENT WITH BLUE CROSS BLUE SHIELD OF MN FOR FARGO-MOORHEAD STREETS ALIVE! ACTIVITY

By consent agenda, the Board authorized execution of an agreement with Blue Cross Blue Shield of MN to provide funding for the Fargo Moorhead StreetsAlive! physical activity event in July and August, 2013.

APPROVAL OF COUNTY ABATEMENT REQUESTS

By consent agenda, the Board approved County abatement requests, payable 2013, as follows:

- Clay County (parcel 06.017.4201 should have been classified as exempt), Elmwood Twp, estimated tax reduction of \$1992
- Clay County (parcel 19.050.0112 should have been classified as exempt), Kurtz Twp, estimated tax reduction of \$2840
- Bryan & Theresa Brunette (parcel 24.070.0118 should have received blind/disabled homestead classification), Parke Twp, estimated tax reduction of \$314
- Mark & Linda Berrerus (parcel 27.004.3000 should have been split) Spring Prairie Twp, estimated tax reduction of \$1634
- Steven Tobolt (parcel 21.013.0100 should have been split) Moorhead Twp, estimated tax reduction of \$1992

APPROVAL OF CITY OF MOORHEAD ABATEMENT REQUESTS

By consent agenda, the Board approved a City of Moorhead abatement request, (payable 2012) as follows:

- Jack & Lois Christianson (parcel 58.348.0420 should have been coded homestead) Moorhead City, estimated tax reduction of \$220.60.

CITIZENS TO BE HEARD

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

APPROVAL OF MINUTES

On motion by Evert, seconded by Campbell, and unanimously carried, the minutes of the April 2 & 9, 2013, meetings were approved with a correction.

UPDATE: SPRING FLOOD OUTLOOK

Lt. Bryan Green, Emergency Management Director, reported that from Sabin to Georgetown there is some overland flooding, however no County roads have been overtopped yet. It has been estimated that by Thursday, May 2nd, there will be a crest of 38'-39'. An informational meeting for Georgetown residents was held last Friday night. A meeting for Oakport Township residents is scheduled for this evening. Lt. Green reported that the Highway Department has been clearing ditches in problem areas.

PROVIDE HOST COUNTY APPROVAL FOR TOMORROW, INC., NEW CHEMICAL
DEPENDENCY TREATMENT SITE

Social Services Director Rhonda Porter and Pat Boyer, Adult Services/Chemical Dependency Supervisor, were present to request the approval of a new outpatient treatment program provider for Tomorrow, Inc. (aka Anchorage). The site is actually across the hall from the existing site in the Townsite Center, but Department of Human Services requires approval for both the old suite and the new suite separately.

On motion by Evert, seconded by Weyland, and unanimously carried, the Board approved a new outpatient treatment program provider, Tomorrow, Inc., aka Anchorage, which is a current provider of chemical dependency treatment services in Clay County.

SUPPORT A PROCLAMATION FOR FOSTER CARE MONTH IN MAY

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board proclaimed the month of May as "Foster Care Month":

FOSTER CARE MONTH PROCLAMATION

WHEREAS, the family, serving as the primary source of love, identity, self-esteem and support, is the very foundation of our community; and

WHEREAS, foster parents provide an invaluable service to the children, youth and families of Clay County; and

WHEREAS, foster parents give generously of themselves to provide nurturing, safety, guidance, hope and love in a safe, secure and stable home; and

WHEREAS, foster parents recognize the opportunity to help a child or youth and their family in ways that will influence them and become a supportive and lasting presence for the remainder of their lives; and

WHEREAS, foster, kinship and adoptive families, who open their homes and hearts to children whose families are in crisis, play a vital role helping children and families heal and reconnect thereby launching young people into successful adulthood; and

WHEREAS, dedicated foster families frequently adopt foster children, resulting in a greater need for more foster families; and

WHEREAS, May, 2013, Foster Care Appreciation Month in Clay County is an appropriate opportunity to thank the families who embrace the often thankless responsibility of providing a home and family to children in need of affection, love and security and to support the efforts of those who dedicate their time to children in and leaving foster care;

NOW, THEREFORE, we, Clay County Board of Commissioners, do hereby proclaim May as Foster Care Month in Clay County, and we call upon all our citizens to recognize the contributions

made by our foster families throughout our County. We also urge all citizens to come forward and do something positive that will help change a lifetime for children and youth in foster care.

APPROVE EXPENDITURE PLAN FOR SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM PERFORMANCE BONUS

Social Services Director Rhonda Porter, Income Maintenance Supervisor Larry Young, and Financial Assistance Supervisor Mary Luhman-Olsen, informed the Board that Clay County has qualified for \$10,300 in bonus funds due to increased participation in the Supplemental Nutrition Assistance Program (SNAP), which provides eligible Minnesotans, particularly children, access to food benefits. These funds must be used to maintain or improve the administration of SNAP. Ms. Porter plans to use the funds to purchase equipment to enhance the flow of applications and client documents into the Case Works Electronic Document Management System, and to assure data privacy.

On motion by Evert, seconded by Campbell, and unanimously carried, the Board approved spending the Supplemental Nutrition Assistance Program Performance Bonus Funds on scanners, Case Works Scanner Solution, and privacy screens.

REQUEST APPROVAL TO REPLACE FINANCIAL WORKER

On motion by Weyland, seconded by Gross, and unanimously carried, the Board approved filling a Social Services Financial Worker position which will be vacant due to resignation.

BID LETTING: 2013 BRIDGE REPLACEMENT PROJECTS

County Engineer David Overbo opened and read sealed bids for the 2013 bridge replacement (culvert) projects (CSAH 17, Co. Rd. 03, Felton Twp/Section 5, CSAH 19, Viding Twp/Section 3, and Georgetown Twp/Section 25), as follows:

Riley Brothers Construction Inc	\$450,388.00
Gladen Construction Inc	\$459,612.50
Midwest Constracting LLC	\$465,143.00
Landwehr Construction Inc	\$488,528.98
Taggart Excavating & Septic	\$493,505.00
Sellin Brothers Inc	\$552,313.00
Central Specialties	\$729,565.00

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board awarded the 2013 bridge replacement projects to the apparent low bidder, Riley Brothers Construction, Inc., for their bid of \$450,388.00 contingent upon there being no changes in the bid following tabulation.

AUTHORIZATION TO REPLACE EXISTING GPS SURVEY EQUIPMENT

County Engineer David Overbo requested the Board's approval to replace existing GPS Survey Equipment which was acquired in 2009 and has achieved the life expectancy of four years. Funds are available in the Internal Service Fund for the replacement. The equipment is used for preliminary and construction surveying, and to assist in the yearly flood fights by providing accurate information to those in flood prone areas in the County.

A quote/trade-in for two new GPS units was provided by Frontier Precision via the State Contract, with a net cost of \$45,624.00. The Highway Tracking Committee has reviewed the proposed purchase and supports the request.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the purchase of GPS Survey equipment for a net cost of \$45,624.00.

AUTHORIZATION TO UPGRADE SECURITY SYSTEM AT WEST CENTRAL REGIONAL
JUVENILE CENTER

West Central Regional Juvenile Center Director Stephen Larson requested the Board's authorization to advertise for bids to upgrade the security system at the Juvenile Center.

On motion by Evert, seconded by Campbell, and unanimously carried, the Board authorized advertisement for a digital upgrade for the security system at the Juvenile Center.

PROPOSAL TO ESTABLISH CLAY COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Mr. Jerry Waller, Chair of the Clay County Economic Development Authority Recommending Committee, and Ms. Karen Lauer, Committee member, were present to provide a summary of the Committee's work over the last few months in consideration of establishing a Clay County Economic Development Authority. Mr. Waller reminded the Board that several years ago the County joined the FM Economic Development Corporation to encourage growth in Clay County by development of primary sector jobs and jobs that provide a living wage. He added that the Revolving Loan Fund and Tax Abatement Policy are also recognized as tools towards this goal. A Business Subsidy Policy was developed, however it did not appropriately meet the needs for Tax Increment Financing options.

Mr. Waller outlined the various steps which have been taken to this point to revise the Business Subsidy Policy to make Tax Increment Financing options available: notice sent regarding County's consideration to form a County Economic Development Authority; a Committee was appointed to study and recommend an organizational option for a county economic development service provider; Committee studied options and identified their choice for moving forward as the development of a County Economic Development Authority; Committee identified current levels of economic development and gaps in programs and services; identified levels of housing and community development programs and services; and reviewed the capacity and ability of the Clay County HRA to expand its services.

Per Minnesota Statutes, Townships and Cities must 'opt in' to the program in order for the County to exercise Economic Development Authority/Tax Increment Financing in their geographical area. The intent of the County EDA is for rural business opportunities that would not fit in the city, and further, to not compete with the cities for economic development.

The Committee adopted six recommendations:

1. Acknowledged that the County does not currently have authority to offer a Tax Increment Financing option with the existing structure of the Business Subsidy Program.
2. Recommended that a Clay County Economic Development Authority be established to operate under MN Statute Section 469.090.

3. Acknowledged 'zero' as the distance from the boundary of the city that may be controlled by each city.
4. Accepted the findings concerning current levels of economic development and gaps in programs and services in the County.
5. Accepted the findings concerning current levels of housing and community development programs and services provided by existing agencies.
6. Agreed to include notification of surrounding jurisdictions in the Tax Increment Financing process/flow chart.

Ms. Lauer thanked the Board for considering this opportunity to take a proactive step to support business development in rural Clay County. She felt the development of a Clay County EDA would allow for response to development inquiries in a prompt manner.

Commissioner Campbell thanked the Committee members for their dedication to the goal of the Committee. He reiterated that the intent of the Clay County EDA is for rural development, and not to compete with the cities. He added that the cities and townships must 'opt in' for the County to exercise Economic Development Authority Tax Increment Financing in their area.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board accepted the Recommending Committee's report regarding establishment of a Clay County Economic Development Authority and set a public hearing for Tuesday, May 21, 9:30 a.m.

APPROVAL TO REPLACE SOCIAL WORKER POSITION IN ADULT SERVICES UNIT

Social Services Director Rhonda Porter requested the Board's approval to replace a Social Worker position in the Adult Services Unit due to a resignation.

On motion by Evert, seconded by Gross, and unanimously carried, the Board approved replacement of the Social Worker position within the Adult Services Unit with an initial Emergency Appointment and subsequent full time permanent replacement.

PROPOSAL FOR MIS/GIS RESTRUCTURING

County Administrator Brian Berg, MIS Director Tim Dent, and GIS Supervisor Mark Sloan presented a proposal to restructure the MIS Department into two distinct units: Information Services and Technology Services. Mr. Dent would direct Technology Services and Mr. Sloan would direct Information Services. The restructure is proposed to increase efficiency, take advantage of the staff resources currently available, and to adapt to changing technological needs of the County. The Personnel Issues Committee has reviewed the proposal on numerous occasions and recommends the restructure as described. Pay grid changes have been recommended for several staff to better address their responsibilities. These pay grid changes (approximately \$10,000) will be funded by additional revenue generated by hosting the Case Works program for other counties.

On motion by Evert, seconded by Weyland, and unanimously carried, the Board approved the restructure plan, effective January 1, 2013.

AUTHORIZATION TO EXECUTE JUVENILE COUNSELOR LABOR CONTRACT

Human Resources Director Darren Brooke requested the Board's approval to execute the Juvenile Counselor labor contract for the period January 1, 2013 through December 31, 2015.

APPROVE PAYMENT OF BILLS AND VOUCHERS

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

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Weyland attended the Personnel Issues Committee meeting and Moorhead flood information meetings.

Commissioner Campbell attended meetings of Clay-Wilkin Public Health Advisory Committee, Highway Tracking, Greater FM Economic Development Committee, Juvenile Detention Advisory Committee, and the briefing with Senator Franken regarding the spring flood.

Commissioner Gross attended meetings of FM Council of Government, Clay-Wilkin Public Health Advisory Committee, Hawley City Council, Agassiz Recreational Trails, and Senator Franken's briefing.

Commissioner Evert attended meetings of the Clay-Wilkin Public Health Advisory Committee, Highway Tracking, End Poverty program sponsored by Lakes and Prairies Community Action Partnership, Planning Commission, Historical Society events, Basin Commission, FM Diversion tie-back information meeting, AMC Board of Directors meeting and Executive Director search discussion via teleconference, Senator Franken briefing, Lakes and Prairies Annual Meeting, and Lakeland Mental Health Board meeting.

Commissioner Ingersoll attended meetings of the Personnel Issues Committee, Lakes and Prairies Community Action Partnership Board, Clay Wilkin Public Health Advisory, Local Advisory Mental Health, Clay County Collaborative Governance, Metropolitan Council of Governments, and Lake Agassiz Library.

County Administrator Brian Berg reminded the Board that the Highway Department will be seeking replacement of motor graders which were purchased several years ago and have now reached their replacement life. He advised that Lean Training is taking place for the Motor Vehicle department staff. Discussions are taking place regarding remodeling of the current Motor Vehicle site to achieve better use of space and efficiencies. Statewide drills for fire, tornado and lockdown took place last week for County employees. Mr. Berg toured areas around the Buffalo River for potential overland flood issues.

CONSIDERATION TO HOLD COUNTY BOARD MEETING APRIL 30, 2013
FOR FLOOD UPDATE PURPOSES

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board agreed to meet in special session on Tuesday, April 30, 2013, at 10:30 a.m. to hear a flood update.

ADJOURN

The meeting adjourned at 10:30 a.m.



Wayne Ingersoll/Chair
Clay County Board of Commissioners



Brian C. Berg, County Administrator