

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, April 19, 2005

8:30 a.m.

County Board Room - 3rd Floor - Courthouse

MINUTES

The Clay County Board of Commissioners met in regular session on Tuesday, April 19, 2005, with all commissioners present: Brunsvold, Campbell, Evert, McCarthy, and Waller.

APPROVAL OF AGENDA

On motion by Evert, seconded by Campbell, and unanimously carried, the agenda was approved with the following addition: Update on repair of CSAH 26 in City of Hitterdal.

APPROVAL OF ADDITIONS TO PROVIDERS LIST, AC/EW/CAC/CADI/TBI HOME & COMMUNITY BASED SERVICES

By consent agenda, the Board approved the addition of Pro Rehab Center to the providers list for AC/EW/CAC/CADI/TBI Home and Community Based Services.

CITIZENS TO BE HEARD

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

APPROVAL OF MINUTES OF APRIL 5, 2005

On motion by McCarthy, seconded by Campbell, and unanimously carried, the minutes of the April 5, 2005 meeting were approved as presented.

APPOINTMENT TO WILD RICE WATERSHED DISTRICT BOARD OF MANAGERS

On motion by Evert, seconded by McCarthy, and unanimously carried, Mr. Steve Dalen, Georgetown, was reappointed to a three year term as a manager on the Wild Rice Watershed District Board.

UPDATE ON REQUEST FOR QUALIFICATIONS FOR BUDGET & FINANCIAL REPORTING ACTIVITIES

County Administrator Vijay Sethi presented a draft of a Request For Qualifications (RFQ) for assistance with budget and financial reporting activities for Clay County (See Attachment "A"). The RFQ has been reviewed by County Auditor Lori Johnson and Assistant County Attorney Michelle Winkis. Mr. Sethi recommended that two Commissioners assist in the selection of a consultant, as well as MIS Supervisor Tim Dent, County Auditor Lori Johnson, and himself. The Board agreed that the Implementation Phase would not move forward until the County Board has reviewed and approved the project cost estimates.

On motion by Evert, seconded by McCarthy, and unanimously carried, the Board appointed Commissioners Brunsvold and Campbell to the ad hoc committee to review the above mentioned RFQ submissions, with payment of per diem approved as well.

On motion by Waller, seconded by Evert, and unanimously carried, the Board approved the

Request For Qualifications as included in Attachment "A".

JAIL STAFFING NEEDS

Sheriff Bill Bergquist, Jail Administrator Julie Savat, Assistant Jail Administrator Ryan Mullikin, and Mr. Al Brinkman, Senior Jail Inspector with the Department of Corrections, were present to discuss Mr. Brinkman's communication of January 18, 2005, wherein he suggests increasing staffing in the jail by four (4) full time equivalents (FTEs), see Attachment "B". Mr. Brinkman recalled that in 1998 a staff analysis was conducted at the jail and a recommendation to hire seven (7) staff was made. Subsequently, only four FTE's were added. Mr. Brinkman reviewed the various components of his findings: minimum required standards, duties, inmate population increase, physical and mental health issues of inmates, booking time, physical plant conditions (layout, design, connection to courts, annex), breakdown in security, etc. He felt the major issue driving the need for more staff is the function of the existing jail/annex facilities.

The group discussed possible alternatives to hiring four FTEs: power shifts on overnights, utilizing more roster staff, approving overtime, redistribution of responsibilities, hiring permanent part time staff, scheduling, etc.

Mr. Sethi commented on the reported need for additional nursing hours. Commissioner Brunsvold added that the Public Defenders agree that more nursing hours are needed.

Commissioner Campbell inquired as to the progress of implementing a different booking package. Ms. Savat stated that they have researched one package and will be looking at another one. Commissioner Campbell felt the booking package would help gauge activities in the jail.

Commissioner McCarthy inquired how many jails in the State are in the same situation as Clay, in that they cannot afford to staff their jails to the ideal ratio. Mr. Brinkman stated that 90% of the jails are in the same position. Mr. Brinkman added that the problem with relying upon roster staff is that they cannot be managed effectively in that they are not on a permanent schedule.

Commissioner Brunsvold inquired as to how the Sheriff's budget would pay for four additional staff members. Sheriff Bergquist informed the Board that over the next few weeks his department would come up with an implementation plan and budget scenario in response to the Department of Corrections' recommendation for additional staffing to be reviewed by the County Board.

PROPOSAL FOR EMPLOYEE IDENTIFICATION CARDS

Sheriff Bill Bergquist presented a proposal for the purchase of equipment to implement a photo employee identification card system. The Management Committee has strongly supported an identification system to help assure a secure working environment. The identification cards would have the employee's picture on them and employees would be required to wear them while on the job. The proposal details the equipment which would be purchased at a cost of \$7725, which includes a one year maintenance agreement. Sheriff Bergquist added that the Moorhead Police Department is interested in taking part in the program, and may have grant dollars available to fund it. He stated that the equipment would be used in the event of disasters also, so that volunteers could be easily identified and monitored.

Commissioner Campbell suggested that the County provide assistance to smaller entities, at cost, if they are interested in implementing an identification system.

On motion by Evert, seconded by McCarthy, and unanimously carried, the Board supported

the purchase of equipment for an employee identification card program, subject to grant availability.

Commissioner Waller felt all employees must be required to wear identification cards if the system is purchased.

COLLECTIONS PROCESS FOR PUBLIC HEALTH CLIENTS

Health Administrator Kathy McKay and Public Health Accountant Becki Upton were present to seek the Board's approval to put in place a collections process for unpaid accounts for adult Public Health clients. The process would involve in-house collections by Social Services via a letter requesting payment or for the client to complete a financial form for extended payments. If there is no response, the Department of Revenue would be notified and future tax refunds could be garnished. This process would also allow Clay County to collect from an estate if the client dies. Ms. McKay stated that this process has been in place in past years, and was discontinued at the direction of a former Public Health Administrator.

Commissioner Waller felt the process assures that the County is being accountable to the public.

On motion by Campbell, seconded by McCarthy, and unanimously carried, the Board authorized implementation of the above mentioned collections process for public health clients.

CSAH 22 RED RIVER BRIDGE: PROPOSAL FROM ANDA CONSTRUCTION CO.

The Board reviewed a communication from E. J. Anda, Anda Construction Company, seeking the County's agreement to pay survey charges to Advanced Engineering and Environmental Services (AES.) to complete the survey/plat work for the Riverside Acres Second Subdivision in Oakport Township to provide an outlet for the subdivision to North Broadway, in connection with the CSAH 22 Red River Bridge project. The County has already agreed to pay half of a \$4400 contract with AES. Ms. Anda is now seeking payment of an additional \$3600 to complete the replat.

County Engineer Jack Cousins spoke in favor of the proposal, in that the replat will be good for all parties involved. He added that if the bridge project is let this spring, it will be completed by the Fall of 2006.

Commissioner Campbell commented that the proposed plat does not meet zoning requirements for the City of Moorhead (lot frontages are slightly less than required), however, it could be easily re-zoned from Rural Residential to R1B. The Oakport Township Board is supportive of re-zoning, and the Oakport Joint Powers Board could set in motion the action to complete this rezoning.

The additional \$3600 amount requested by AES would ensure that lot corners are put in, plat is put on boards, signatures are obtained, and the plat is recorded.

Mr. Cousins reviewed a proposed response to Roger & Betty Anda, citing the County's understanding with respect to paying the AES charges, (up to \$3600) that the County will pay agreed upon costs once the plat has been approved and filed with the Clay County Recorder; the County will purchase from Anda's 54th Avenue North (east-west avenue between 5th Street NW and 4th Street NW) for an appraised price; the County will purchase an additional 10' easement, at an appraised price, along 4th Street NW, which will give Clay County a total of 60' of right of way on the west side of 4th Street NW for future highway construction.

Commissioner Brunsvold felt it would be important to have all the components laid out in a contract at the onset of the agreement.

Commissioner Waller was supportive of the payment to AES, in that it is cost effective and timely for the County, rather than going through a condemnation process.

On motion by Campbell, seconded by Waller, and unanimously carried, the Board approved sending a letter to Roger and Betty Anda agreeing to pay costs to AES (previously agreed to \$2200, plus up to \$3600 to complete plat work for Riverside Acres Subdivision) once the plat has been approved by all parties, said letter to be approved by the County Attorney's office, with a deadline for acceptance of the agreement by the Anda's of May 17, 2005.

UPDATE ON COUNTY ROAD 26 IN HITTERDAL

Commissioner Waller inquired of County Engineer Jack Cousins as to the progress in applying gravel to a pot hole in front of the Ihry residence on County Road 26 in Hitterdal. Mr. Cousins stated that he has given the information to his Maintenance Foreman, but it would require several very small loads of gravel, in that road restrictions are in place now. Commissioner Waller requested that the matter be taken care of this week.

Mr. Cousins explained a frustration with the CR 26 project in that an underground fuel tank must be removed before the project can move forward. The removal qualifies for Super Fund monies, however MPCA won't take on the removal until such time as there is another tank in the area to be removed.

APPROVAL OF MONTHLY BILLS & VOUCHERS; APPROVE PAYMENT BY AUDITOR'S WARRANT OF CREDIT CARD INVOICE

On motion by McCarthy, seconded by Waller, and unanimously carried, the Board approved payment of the monthly bills and vouchers, and approved payment by Auditor's Warrant of a credit card invoice, totaling \$2983.53:

- NW Air, Agent Fees: Transportation for Trials (01-091-6246): \$1234.11
- Hilton Hotel, St. Paul: Lodging for Trials (01-091-6246): \$130.53
- Marriott, Washington, DC: Lodging for NACo Legislative Conference (01-003-6331) \$792.36
- Radisson Hotels, St. Paul: Lodging for AMC Legislative Conference (01-003-6331) \$673.91
- Radisson Hotels, St. Paul: Lodging for AMC Legislative Conference (11-425-700-000-6333) \$152.62

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Evert reported that he had attended a luncheon for Volunteer Drivers where he learned that the drivers save the County over \$50,000 a year.

The bids for Lakeland Mental Health's addition have come in over the estimate.

Commissioner Waller commented that the joint meeting with Cass County was very positive and he was encouraged by the cooperative nature of the meeting.

Commissioner Waller felt the County is close to an agreement to join the Fargo-Cass County Economic Development Corporation, and acknowledged that there will be some up front costs.

The Commissioners who attended the District Township meetings found that the issues of concern are common among the Townships.

Commissioner Campbell informed the Board that the Juvenile Detention Center has a budget surplus of \$200,000 for 2004, but due to low occupancy so far this year, that surplus will likely be used in 2005.

Discussions have taken place for the Emergency Management services to be transferred from Central Administration to the Sheriff's Department.

Commissioner McCarthy commented that the numerous subdivision and zoning requests being brought to the City Planning Commission and the County Planning Commission are very good for the County as a whole.

The Board briefly discussed the monitoring of construction in the County and whether or not the County should be adopting the State Building Codes.

ADJOURN

The meeting adjourned at 11:25 a.m.

Ben Brunsvold, Chair
Clay County Board of Commissioners

Vijay Sethi, County Administrator