

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, May 20, 2008

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 on Tuesday, May 20, 2008 with all Commissioners present: Brunsvold, Campbell, Evert, McCarthy, and Waller.

APPROVAL OF AGENDA

On motion by McCarthy, seconded by Waller, and unanimously carried, the agenda was approved as presented.

APPROVAL OF NEW VENDORS FOR HOME & COMMUNITY BASED SERVICES

By consent agenda, the Board approved Anytime Transportation and Restorative Therapies as 2008 contracted providers for Home & Community Based services.

APPROVAL OF APPLICATION FOR EXEMPT PERMIT (RAFFLE) FOR WESTERN MINNESOTA STEAM THRESHERS REUNION

By consent agenda, the Board approved the application of Western Minnesota Steam Threshers Reunion for an exempt permit (raffle) on September 1, 2008.

APPROVAL OF CONTRACT FOR CHEMICAL DEPENDENCY ASSESSOR IN CLAY COUNTY RECEIVING CENTER

By consent agenda, the Board approved a contract with Human Services Associates, Moorhead, to conduct Chemical Dependency Assessments in the Clay County Receiving Center in 2008.

CITIZENS TO BE HEARD

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

APPROVAL OF MINUTES OF MAY 6 AND 13, 2008

On motion by Campbell, seconded by Brunsvold, and unanimously carried, the minutes of the May 6 and 13, 2008 County Board meetings were approved as presented.

RECOGNITION – DR. LARRY P. NYBLADH, SUPERINTENDENT OF MOORHEAD AREA PUBLIC SCHOOLS

Chair Jon Evert presented Dr. Larry Nybladh, Superintendent of Moorhead Area Public Schools, with a plaque of appreciation on behalf of Clay County for his service over the years with various projects and committees. Dr. Nybladh is leaving the Moorhead School District for employment in Grand Forks, ND.

ADJUSTMENT TO CHIEF DEPUTY ASSESSOR SALARY

Human Resources Director Dawn Schlosser-Greuel requested the Board's approval to address a situation where the Chief Deputy Appraiser in the Assessor's office is at a salary less than those employees supervised by the Chief Deputy Appraiser. The Personnel Issues Committee has reviewed the situation and recommended an adjustment to the Chief Deputy Appraiser's salary.

On motion by Waller, seconded by McCarthy, and unanimously carried, the Board approved an adjustment in the salary of the Chief Deputy Appraiser to Line 12, Step H (\$22.34/hour).

CLOSED SESSION: LABOR NEGOTIATION STRATEGY

On motion by Brunsvold, seconded by Waller, and unanimously carried, the meeting was closed at 8:50 a.m. to discuss labor negotiation strategy.

On motion by Waller, seconded by McCarthy, and unanimously carried, the meeting was opened at 9:15 a.m.

On motion by McCarthy, seconded by Campbell, and unanimously carried, the Board approved the Clay County Case Aide (Teamsters Local 120) contract for a three year period, 2008-2010, with a 3% increase for 2008, 4% increase for 2009, and a 2% increase for 2010, along with the additional changes as noted in the contract.

On motion by McCarthy, seconded by Waller, and unanimously carried, the Board approved the Clay County Building Maintenance (IOUE Local 49) contract for a three year period, 2008-2010, with a 3% increase for 2008, 4% increase for 2009, and a 2% increase for 2010, along with the additional changes as noted in the contract.

On motion by McCarthy, seconded by Brunsvold, and unanimously carried, the Board approved the Clay County Highway Maintenance (IOUE Local 49) contract for a three year period, 2008-2010, with a 3% increase for 2008, 4% increase for 2009, and a 2% increase for 2010, along with the additional changes as noted in the contract.

YEAR TO DATE REVENUE & EXPENDITURE REPORT

County Administrator Vijay Sethi reviewed the Year to Date Revenue & Expenditure Report, noting that the data comprises the first four and a half months of 2008. Overall, most budget line items are within range. However, Mr. Sethi noted that the Civil Defense line item is 258% of budget, which is due to the fact that Clay County is the fiscal agent for a pass-thru grant.

Commissioner Campbell questioned a revenue line item in the Auditor's Office budget. County Auditor Lori Johnson stated that Mortgage Registry and Deed Tax is receipted, but is not paid out to the State until the next month.

It was noted that Out of County prisoner boarding is at only 12% of the budgeted amount, and Home Monitoring is also down.

Social Services Director Rhonda Porter reported that the budget in Social Services is tracking fairly well, at 32-36%. She noted that in the Mental Health area, expenditures are tracking lower, but she expects the contracts to even out by the end of the year.

Ms. Porter presented the history and trends of Out of Home placement.

2009 BUDGET PARAMETER DISCUSSION

County Administrator Vijay Sethi reviewed the schedule for the development of the 2009 budget. The department heads will receive their budget sheets by May 30th, to be returned to the Auditor by June 20th. The County Board will begin its review of the budget in early July. The Preliminary Levy must be set by September 15th. Commissioner Waller was hopeful that the Board would have its work done by the September 2nd County Board meeting.

Mr. Sethi noted that the 2008 approved budget will serve as the base for the 2009 budget proposal. Inflationary increases, new operating cost items, new staff positions and new one-time costs will be taken into consideration. The 2006 and 2007 actual revenues and expenditures will be reviewed to identify trends. The department heads will be requested to update their program objectives. The various revenues will be analyzed (grants, appropriations, fees, fines, service charges, interest income, State/County Program Aids, transfer of payments, investment earnings, etc.). The growth rate and tax capacity will be determined (approximately 2.8%) and incorporated into the process. The current Fund Balances will be derived from the 2007 year end revenue and expenditure report.

The tax levy will be established by subtracting the total revenues from total expenditures and, if deemed appropriate by the County Board, a portion of the undesignated fund balance will be incorporated into the tax levy.

It was noted that the Internal Service fund revenues exceeded expenditures by \$642,000. County Auditor-Treasurer Lori Johnson indicated she would provide a history of the Internal Service fund for the Board's review.

Mr. Sethi informed the Board that the County Program Aid will be increased by \$380,000 for 2009.

Several commitments have been made in 2008 which will impact the 2009 budget: Jail Planning (\$150,000); local match for Red River Regional Dispatch Center grant (\$175,000).

Considerable discussion took place regarding the appropriate level for the fund balance. The current total fund balance is approximately \$27,000,000, which includes the Internal Service fund. Mr. Sethi stated that the County meets the State Auditor's criteria for the fund balance amount (5/12 of expenditures for the year) in the revenue fund. Commissioner Campbell noted that since 2003 the Social Services reserves have dropped below recommended levels.

Ms. Johnson noted that there are new GASB requirements concerning the recognition of Other Public Employee Benefits in the balance sheet. Clay County will hire an actuary to assist in determining the Other Public Employee Benefits amount.

Mr. Sethi reviewed a history of the Levy for Taxes and County Program Aid, as follows:

	Levy for Taxes	County Program Aid
2003	\$16,900,284	\$1,385,493
2004	17,285,455	999,114
2005	17,230,252	2,981,361
2006	18,447,500	3,069,709
2007	20,168,219	3,132,365
2008	21,239,468	3,316,899

Mr. Sethi informed the Board that the Legislature will be establishing the levy limit cap at 3.9% for 2009-2011, with some exemptions. He reminded the Board that last year the departmental requests started at 13.9%.

Commissioner Waller felt any change in staffing, programming, services, etc., needs to be well defined by the department head as to benefits that will be achieved by the change.

Mr. Sethi stated that as the budget process moves forward, some prioritization may need to take place as to services that could be reduced or eliminated.

APPROVE PAYMENT OF BILLS AND VOUCHERS

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

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

County Administrator Vijay Sethi commented that the 3.9% levy limit cap imposed by the Legislature for 2009-2011 will allow some exemptions, i.e., new growth, valuation of properties, loss of federal aid (child support targeted case management), etc.

Mr. Sethi reminded the Board members that they each have been asked to appoint someone from their district to the Planning Commission's Citizen Advisory Board.

Commissioner McCarthy attended the Land of the Dancing Sky Area Agency on Aging meeting. He noted that a Request For Proposals for food service will be published in 2009. Commissioner McCarthy stated that Lakeland Mental Health will be selling their existing building and constructing a new facility on property they purchased some time ago.

Commissioner Campbell attended the Oakport Technical Committee. The first phase of the \$18,000,000 Oakport dike project may start in September. He reminded the Board that the local match for the project is \$450,000. The Solid Waste Advisory Committee has met to discuss the demolition landfill owners' interest in selling the property.

Commissioner Brunsvold attended the Family Service Collaborative meeting.

Commissioner Waller attended the MetroCOG meeting. Director Bob Bright has announced his retirement.

Commissioner Evert attended an AMC Futures meeting and a meeting of Family Healthcare.

ADJOURN

The meeting adjourned at 11:00 a.m.

Jon D. Evert, Chair
Clay County Board of Commissioners

Vijay K. Sethi, County Administrator