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CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, February 21, 2012

8:30 a.m.

County Board Room – 3rd Floor – Courthouse

MINUTES

The Clay County Board of Commissioners met in regular session with all Commissioners present: Campbell, Evert, Ingersoll, Waller and Weyland. County Administrator Brian C. Berg and Senior Administrative Assistant Vicki Reek were also present.

APPROVAL OF AGENDA

On motion by Evert, seconded by Campbell, and unanimously carried, the agenda was approved as presented.

APPOINTMENT OF EXTENSION COMMITTEE MEMBERS

By consent agenda, the Board approved the appointment of Ms. Therese Vogel to a second three-year term on the Extension Committee, and Moorhead City Council Member Nancy Otto to her first three-year term on the Extension Committee.

APPROVAL OF APPLICATION FOR EXEMPT PERMIT CLAY WILKIN MINNESOTA DEER

HUNTERS ASSOCIATION TO CONDUCT RAFFLES

By consent agenda, the Board approved the application of the Clay Wilkin Minnesota Deer Hunters Association to conduct lawful gambling (raffles) at an event to be held March 31, 2012 at the Galaxie Supper Club, Barnesville.

APPROVAL OF OUT OF STATE TRAVEL FOR COUNTY ADMINISTRATOR

By consent agenda, the Board approved out of state travel for County Administrator Brian Berg to attend several FM Diversion Authority Congressional and Agency visits in Washington, DC, February 28 – March 2, 2012.

APPROVAL OF NEW PROVIDER OF HOME & COMMUNITY BASED SERVICES

By consent agenda, the Board approved Joanne Bjorem, Hawley, as a new provider of Home & Community Based Services (Foster Care).

APPROVAL OF OUT OF STATE TRAVEL FOR NURSE FAMILY PARTNERSHIP SUPERVISOR

By consent agenda, the Board approved out of state travel for required training for the Nurse Family Partnership Supervisor, May 14-17, 2012, in Denver, Colorado.

CITIZENS TO BE HEARD

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

APPROVAL TO FILL VICTIM WITNESS DIRECTOR POSITION

Acting County Attorney Michelle Lawson informed the Board that the Victim Witness Director has requested to reduce her hours to .8 FTE, until such time as her work on the Elder Abuse grant is completed. At that time (approximately September, 2012) her employment with Clay County would end. Ms. Lawson requested authorization to promote the current Victim Witness Coordinator to the Director position (1 FTE) to provide a seamless transition. The Coordinator has three years of experience, is qualified to perform the Director's work, and has grant management experience. The current Director would then assume the Coordinator duties at .8 FTE (\$27.25/hour) until the Elder Abuse grant funds expire.

On motion by Campbell, seconded by Ingersoll, and unanimously carried, the Board approved the scenario described above, with the new Director to be hired at Grade 20, Step 1 (\$23.66/hr).

APPROVAL TO FILL WELFARE FRAUD INVESTIGATOR POSITION

Social Services Director Rhonda Porter and Collections Services Supervisor Sandy Thorne were present to request approval to fill a vacant Welfare Fraud Investigator position. Ms. Porter indicated that this is a vital position due to the regional host duties and Fraud Prevention Investigations.

On motion by Evert, seconded by Waller and unanimously carried, the Board approved filling the vacant Welfare Fraud Investigator position.

APPROVAL TO IMPLEMENT ELECTRONIC DOCUMENT MANAGEMENT SYSTEM FOR SOCIAL SERVICES INCOME MAINTENANCE UNIT

Social Services Director Rhonda Porter reminded the Board that in August and October, 2011, the Board discussed the three-county Electronic Document Management System (EDMS) project for the Income Maintenance Unit. This project would help manage the 41% increase in the public assistance programs and create additional efficiencies. Ms. Porter reminded the Board that the one-time Implementation Phase cost for Clay County is \$296,858, less 50% Federal Financial Participation, for a net one-time cost of \$148,429, which includes hardware and scanning of over 5,000 files. If the Board approves this proposal, Ms. Porter recommended payment from 2011 revenues over expenditures. Clay County's net cost for on-going annual maintenance is \$21,692.

On motion by Ingersoll, seconded by Evert, and unanimously carried, the Board approved the above mentioned investment to jointly purchase an EDMS program for the Income Maintenance Unit, with Becker County acting as the pilot County, to be followed by Clay County in May, 2012, and subsequently Otter Tail County.

APPROVAL TO ADD FINANCIAL WORKER POSITION

Social Services Director Rhonda Porter requested authorization to add a Financial Worker position due to the 41% increase in case load since 2004. The position would be 50% paid for by Federal Financial participation. Ms. Porter stated that the caseload is becoming unmanageable due to retirements (four in the next three years), two vacant positions which have not yet been filled, and upcoming maternity leaves. She is currently using Child Support window staff, Productive Alternatives, and Mail Room staff to assist in various capacities.

Commissioner Evert informed the Board that the Personnel Issues Committee has addressed this request, feel it is warranted due to the increase in caseload, and recommends approving the request.

Commissioner Waller inquired if the previously approved technology acquisition (EDMS program) would help resolve the staffing issue. Financial Assistance Supervisor Mary Luhman-Olsen commented that the department is not meeting deadlines, therefore corrective actions may be taken by the Department of Human Services.

County Administrator Brian Berg noted that the EDMS program will not be fully functional until the Fall. He felt if the Board approved the current request, they may consider holding off on filling future retirement vacancies.

On motion by Evert and seconded by Ingersoll, the Board approved adding a Financial Worker position in Social Services. Commissioner Campbell was opposed to the motion citing the fact that since the final 2012 budget was approved, the hiring of part time help has been approved, as well as implementing the EDMS program. He struggled with the fact that the Board could not fund cost of living adjustments for 2012, but is adding staff.

REVIEW COMMUNICATION TO BOARD OF WATER & SOIL RESOURCES REGARDING ENLARGEMENT OF BUFFALO-RED RIVER WATERSHED DISTRICT AND ADDITION OF TWO MANAGERS

On motion by Campbell, seconded by Ingersoll, and unanimously carried, the Board approved a communication to the Board of Water & Soil Resources regarding enlargement of the Buffalo-Red River Watershed District (BRRWD) and addition of two managers (See Attachment "A"). Clay County supports the enlargement of the BRRWD and feels the number of managers should be based according to population.

REQUEST APPROVAL TO REPLACE WATER HEATER AND TANK AT LAW ENFORCEMENT CENTER

Building Maintenance Supervisor Robbie Norman informed the Board that the water heater and tank at the Law Enforcement Center are failing and in need of replacement. It is becoming difficult to find parts for the aging equipment (heater - 22 years old; tank - 46 years old). Quotes for replacement were obtained, as follows:

- Robert Gibb - \$38,000
- Grant's Mechanical - \$44,880

Mr. Norman added that Horsley Specialties, Inc. provided a quote of \$5200 for the removal of asbestos.

On motion by Campbell, seconded by Evert, and unanimously carried, the Board approved replacement of the heater and tank at the Law Enforcement per the low quote of Robert Gibb, \$38,000, and the quote from Horsley Specialties, Inc. for asbestos removal, \$5200.

The Board discussed paying for this project from the Capital Improvement program bond proceeds, if the list of Capital Improvement projects can be modified to include it.

APPROVAL OF BILLS AND VOUCHERS

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

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Evert attended meetings of the Basin Commission Executive Committee and AMC Board of Directors/Legislative Committee.

Commissioner Ingersoll attended meetings of MetroCOG and Lake Agassiz Regional Library.

Commissioner Waller attended the MetroCOG meeting.

Commissioner Weyland attended the MetroCOG meeting.

County Administrator Brian Berg reminded the Board of the Open House at the new Barnesville Highway shop on February 23rd, and the Retreat at Ushers on February 22nd.

On motion by Evert, seconded by Ingersoll, and unanimously carried, the Board appointed Commissioners Weyland and Campbell to an ad-hoc committee concerning filling the County Assessor position, and approved payment of per diem.

ADJOURN

The meeting adjourned at 9:55 a.m.

Grant Weyland, Chair
Clay County Board of Commissioners

Brian C. Berg, County Administrator

February 15, 2012

Mr. John Jaschke
Executive Director
MN Board of Water & Soil Resources
520 Lafayette Road North
St. Paul, MN 55155

RE: Petition to enlarge Buffalo Red River Watershed District

Dear Mr. Jaschke:

At its regular meeting on Tuesday, February 14, 2012, the Clay County Board of Commissioners discussed the Wilkin County, Otter Tail County, and Buffalo Red River Watershed District's petition for:

- 1) enlargement of the Buffalo Red River Watershed District; and,
- 2) to increase the number of members on the Board of Managers of the Buffalo Red River Watershed District from five to seven.

The Clay County Board of Commissioners is in agreement and supports enlargement of the District into Wilkin and Otter Tail Counties.

The attached chart displays the population, drainage area and tax capacity of the current Watershed, as well as the proposed additional area. Currently, Clay County holds the majority of population, drainage area and tax capacity in the District. With the proposed enlargement this majority will continue to hold true. In addition, Clay County is heavily affected by the run-off in the Watershed area.

The Clay County Board feels it is important for the Board of Water & Soil Resources to comply with MN Statute 103D.301, and base the number of managers according to population as stated in Subd. 1: ***More than one affected county. If more than one county is affected by a watershed district, the board must provide that managers are distributed by residence among the counties affected by the watershed district.***

Sincerely,

Grant Weyland
Chair
Clay County Board of Commissioners

Attach.

BUFFALO RED RIVER WATERSHED DISTRICT TAX CAPACITY, DRAINAGE AGEA, AND POPULATION COMPARISONS

	Clay County	Wilkin County	Becker County	Otter Tail County
What is the land value tax capacity in BRRWD for property currently in ...	40,710,504 (83.2%)	2,842,700 (5.8%)	4,860,120 (9.9%)	540,288 (1.1%)
What is the drainage area in BRRWD for property currently in ...	797 sq. mi. (58%)	232 sq. mi. (17%)	290 sq. mi. (21%)	60 sq. mi. (4%)
What is the population in BRRWD for property currently in ... (2010 census)	57,377 (88.7%)	925 (1.4%)	5,911 (9.1%)	520 (0.8%)
What is the land value in proposed new BRRWD District for ...	40,710,504 (72.7%)	8,893,158 Tax Capacity Value (15.9%)	4,860,120 (8.7%)	1,496,598 (guess) (2.7%)
What is the drainage area in BRRWD for property proposed in new District for ...	797 sq. mi. (44.1%)	553 sq. mi. (30.6%)	290 sq. mi. (16%)	166 sq. mi. (9.1%)
What is the population in BRRWD for property in proposed new District for ... (2010 Census)	57,377 (82.0%)	5,220 (7.5%)	5,911 (8.4%)	1,474 (2.1%)

Note: The bottom set of numbers is a TOTAL of the current BRRWD plus the proposed new area.