

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, August 21, 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 Haney, and unanimously carried, the Board approved the agenda with one *addition*: Request for Approval to Fill Vacancy for Highway Maintenance Foreman; and one *deletion*: Request for Approval for Juvenile Counselor position in Non-Secure Program.

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 Weyland, seconded by Campbell, and unanimously carried, the bills and vouchers were approved for payment.

APPROVAL OF MINUTES FROM AUGUST 7, 2018

On motion by Gross, seconded by Weyland, and unanimously carried, the Board approved the minutes from August 7, 2018.

REQUEST APPROVAL FOR OUT-OF-STATE TRAVEL

Curt Cannon, Veterans Service Officer, was present with a request for out-of-state travel for himself and one other staff person to attend National VSO Conference for continuing education and recertifications in Cleveland, Ohio in June 2019.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved out-of-state travel for two Veterans Service Office staff.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved the 2019 County Veterans Service Office Operational Enhancement Grant Program.

REQUEST FROM NOREEN THOMAS TO WAIVE PENALTIES AND INTEREST FOR LATE PAYMENT OF PROPERTY TAXES

Michelle Rohrich, Treasurer’s Office, and Noreen Thomas were present with a request to waive penalties and interest for late payment of property taxes for Wallace Thomas, due to medical issues.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved waiving penalties and interest for late payment of property taxes for Wallace Thomas.

REQUEST APPROVAL TO FILL VACANCY FOR JUVENILE COUNSELOR

James O’Donnell, Juvenile Center Director, requested approval to fill a vacancy for a Juvenile Counselor in the Juvenile Center Secure Program. The position is in the budget and some savings would be anticipated with new staff.

On motion by Weyland, seconded by Campbell, and unanimously approved, the Board approved filling a vacancy for a Juvenile Counselor in the Secure Program and to backfill positions as necessary.

2019 BUDGET REVIEW FOR WEST CENTRAL REGIONAL JUVENILE CENTER (WCRJC)

James O’Donnell provided the 2019 budget for WCRJC. The secure program portion of the budget operates under a 10-County cooperative service agreement. The current service agreement outlines how the Counties are financially responsible for the facility based on a two-year look-back. With a two-year look-back of usage in the secure program for Clay County, our fiscal responsibility is 34.5% of the overall operating budget. Revenues come from the other member counties as well as interest on investments. There is an increase in salaries due to staff needed at the temporary facility in Fargo. There will be a one-time increase for heating and electrical costs due to the expansion project. Another increase is in professional services for their nursing contract with Public Health. New in 2019 are principal interest payments on their bond; and a 5% overage for a cooperative services agreement fund for unexpected costs. Commissioner Campbell offered an additional explanation on the new calculations for the secure program expenses for Clay County and the other member counties based on usage of the facility.

The non-secure program is a Clay County program, but non-County youth are accepted if space is available. For revenues, \$1.4 million is expected. A projection of \$586,000 from the Board for Clay County youth; and \$547,000 from non-Clay County youth. Revenues also come from their Sex Offender Program and the National School Lunch Program. The interfund transfer fund continues to stay flat. The one new request in this budget stemmed from the last inspection by

DOC involving an organizational change. The change would move two counselor positions to supervisor positions to satisfy DOC's requirements.

Stephen Larson added that the budget was presented to the advisory board and received preliminary approval. Following the juvenile center expansion project in January 2020 more staff will be needed, but overall should be cost neutral.

REQUEST APPROVAL TO FILL UPCOMING VACANCY FOR FTE OFFICE ASSOCIATE IN LAW ENFORCEMENT CENTER

Stephen Landsem, Chief Deputy Sheriff, requested approval to fill an upcoming vacancy for an Office Associate in the Law Enforcement Center due to a retirement. There will be an estimated savings of \$3900 with new staff.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved filling a vacancy for a FT Office Associate in Law Enforcement.

2019 BUDGET REVIEW FOR LAW ENFORCEMENT

Bill Bergquist, Sheriff; Stephen Landsem, Chief Deputy Sheriff; Lt Bryan Green, Emergency Services; and Julie Savat, Jail Administrator, were present for Law Enforcement's budget review for 2019.

Landsem informed the Board that the Law Enforcement budget has stayed relatively flat. There is an additional revenue from the State for some mandated training. There was an increase in fuel prices. With upcoming retirements in the command staff, they will be hiring lieutenants and promoting sergeants. There will be uniform costs for new staff. The County's share of expenses for the Regional Dispatch Center has decreased.

Lt. Green stated that \$33,000 in federal grant dollars, that comes thru the State, were just received for 2018 Emergency Services. Those grant dollars pay a large portion of the wages. The amount will be the same for 2019. There are a lot of mandates with the grant and it's not certain how long the grant will be available.

Savat noted there are a few changes in the Correctional Facility budget for 2019. The new facility is expected to open by the end of October. Some revenues will come in from other facilities in the State in 2019 with inmates coming to the new facility. It is unlikely that inmates from outside the County will be accepted in the last couple months of 2018. Cuts in the budget stem from ending the Sentence to Serve (STS) Program to offset costs with additional correctional staff. They will no longer pay the State the wages for the STS crew leader. They will; however, continue the program at the Correctional Facility that is overseen by the Clay County work detail officer. Commissioner Mongeau noted the STS Program needs to be re-

reviewed due to issues with limiting community services because of this cut. Savat added that the largest budget cut for 2019 is for out-of-County boarding costs for inmates.

AGENDA ADDITION – REQUEST APPROVAL TO FILL A VACANCY FOR A MAINTENANCE FOREMAN

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved a request from Dave Overbo, Highway Engineer, to fill a vacancy for a Maintenance Foreman in the Highway Department.

2019 BUDGET REVIEW FOR HIGHWAY DEPARTMENT

David Overbo, County Highway Engineer, referred to the four main areas of the Highway Department budget for 2019: maintenance, construction, administration, and equipment maintenance/shop. For maintenance, most of the revenues come from gas tax dollars. There is a small increase for part-time staff. They have had trouble filling that position due to a lack of applicants. There were increases in utilities (highway lights) and weed & brush. Expenditures increased with an appraisal for Oakport Township, increased training for new staff, additional right-of-way, and the Glyndon project. There are no changes in administration, but some shifts in equipment maintenance/shop. The gravel tax was decreased but there is still a significant amount in that fund.

2019 BUDGET REVIEW FOR PROBATION

Janelle Cheney, Probation District Supervisor, stated that Probation consists of County employees and contracted employees. There was a slight increase for Cost of Living (COLA). With both offices having moved in 2018 they experienced an increase in their lease. Other increases are for updating telephone for the agents, and training and travel. They are looking into re-establishing a security alarm system and an intercom system for the felony office.

The STS State Program was also re-addressed due to concerns related to the future of that program.

2019 BUDGET REVIEW FOR SOLID WASTE MANAGEMENT

Kirk Rosenberger, Solid Waste Director, stated his budget for 2019 has stayed relatively flat. The department operates as a self-sustaining enterprise department. Funding sources include the SCORE grant, license fees, contaminated soil review fee, service fees, and landfill tipping fees. \$3.5 million last year for professional fees. \$2 million again this year for the landfill. Two construction proposals for \$1.8 million – for capacity for 8 to 10 years. The tipping fee at the Perham facility has gone from \$118 to \$123 per ton. The facility is doing well.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Haney attended a MetroCOG Policy meeting and a public information event at the Hjemkomst.
- Commissioner Campbell attended meetings for Personnel Issues Committee; Prairie Lakes Municipal Solid Waste Authority; Finance Recap for Correctional Facility; Juvenile Center Construction Update; and Correctional Facility Construction Update.
- Commissioner Weyland attended meetings for Prairie Lakes Municipal Solid Waste Authority, Correctional Facility Update; Juvenile Center Construction Update; and a Clay County Seniors event.
- Commissioner Gross attended meetings for Clay County Historical and Cultural Society; and Election Board Canvassing. Gross suggested nominating the new Correctional Facility with its behavioral health unit for an AMC award.
- Commissioner Mongeau attended meetings for Personnel Issues Committee; Election Board Canvassing; and MetroCOG.
- County Administrator Stephen Larson attended meetings for Personnel Issues Committee; Budgets; Central Administration Supervisors; New County Administrators; Juvenile Center Construction Update; and Correctional Facility Update.

The meeting adjourned at 10:00 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Stephen Larson, County Administrator