

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, August 28, 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 Gross, and unanimously carried, the Board approved the agenda with the deletion of one item: Human Resources budget review.

RESOLUTION 2018-31 FOR COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM - APPROVED ON AUGUST 21

By consent agenda, the Board approved Resolution 2018-31 for the County Veterans Service Office Operational Enhancement Grant Program (approved on August 21).

REQUEST TO WAIVE \$56 IN PENALTIES FOR LATE PAYMENT OF PROPERTY TAXES

By consent agenda, the Board approved a request to waive \$56 in penalties for late payment of property taxes for Janice Anderson’s property in Dilworth.

APPLICATION FOR TAX ABATEMENT DUE TO CLERICAL ERROR

By consent agenda, the Board approved a tax abatement due to a clerical error.

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 Campbell, seconded by Weyland, and unanimously carried, the bills and vouchers (totaling \$892,651.61 from 123 vendors) were approved for payment. From that total, 99 warrants issued were under \$2,000 (\$37,208.45); and the following 24 warrants issued were over \$2,000:

Lakes Country Service Coop	\$252,405	Clay Co Public Health	\$1,934
Construction Engineers, Inc.	\$225,373	Clay Co. Public Health(WCRJ)	\$25,503
Turner Sand & Gravel Inc.	\$ 78,360	Cooper's Office Supply, Inc.	\$16,729
Moorhead Public Service	\$ 70,332	Cardmember Service (Sheriff)	\$16,292

Lake Region Healthcare Corp	\$16,116	Pemberton, Sorlie, Rufer	\$5,632
Fevig Oil Co	\$15,232	Thomson Reuters - West	\$3,198
SRF Consulting Group Inc	\$14,144	Town & Country Oil Inc.	\$2,990
Becker County Public Health	\$ 9,999	Mn State Auditor	\$2,341
Crow Wing Auditor-Treasurer	\$ 9,035	MN.IT Services	\$2,100
Otter Tail Public Health	\$ 8,222	Universal Services	\$2,003
SeaChange Print Innovations	\$7,337	Tech Tronix	\$2,000
Election Systems &Software	\$6,167	Tecta America Dakotas LLC	\$2,000

APPROVAL OF MINUTES FROM AUGUST 14, 2018

On motion by Gross, seconded by Weyland, and unanimously carried, the Board approved the minutes from August 14, 2018.

BUDGET REVIEW FOR HISTORICAL AND CULTURAL SOCIETY OF CLAY COUNTY

Dr. Maureen Kelly-Jonason, Executive Director, presented the budget review for the Historical and Cultural Society of Clay County. They are requesting a 1% increase from Clay County for 2019, for a total of \$196,622. They plan to conduct a collection of artifacts and a complete inventory of objects in the building in 2019. Commissioner Gross commented that operations have been going well at the Historical Society.

BUDGET REVIEW FOR LAKE AGASSIZ REGIONAL LIBRARY

Liz Lynch, Lake Agassiz Regional Library Director, was present with the budget review for Lake Agassiz Regional Library (LARL). They are asking for a 1.5% increase from each signatory. Their request from Clay County, with an increase of \$4,685, totals \$282,175. LARL's fund balance shortfall will be larger than expected due to a large increase in Lakes Country Service Coop Health Insurance.

REQUEST APPROVAL TO FILL A VACANCY FOR A FTE JUVENILE COUNSELOR POSITION

On motion by Weyland, seconded by Campbell, the Board approved a request from James O'Donnell, Juvenile Center Director, to fill a vacancy for a FTE Juvenile Counselor position in the Secure Program, and to backfill positions as necessary.

REQUEST APPROVAL TO FILL VACANCY FOR FTE LPN FOR PUBLIC HEALTH/DETOX

Kathy McKay, Public Health Administrator, and Troy Amundsen, Detox Director, requested approval to fill a vacancy for FTE LPN for Public Health/Detox. There will be a savings with this position. They plan to offer the position to a LPN who has been on extended medical leave but is ready to return to work.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved filling a vacancy for FTE LPN for Public Health/Detox.

REQUEST APPROVAL TO FILL A VACANCY FOR A COUNTY AGENCY SOCIAL WORKER IN THE CHEMICAL DEPENDENCY UNIT

Rhonda Porter, Social Services Director was present with a request to fill a vacancy for a County Agency Social Worker in the Chemical Dependency Unit due to a recent resignation. Porter requested posting the position internally and backfilling positions as necessary, and noted they have 4.5 staff in chemical health area.

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved filling a vacancy for a County Agency Social Worker in the Chemical Dependency Unit and to backfill positions as necessary.

BUDGET REVIEW FOR TECHNOLOGY SERVICES

Tim Dent, Technology Services Director, presented the budget review for Technology Services (TS). He noted a \$50,000 shift from moving one position from Information Services to Technology Services in 2018. Dent requested an additional staff position for 2019 to handle the increase in computer software and technology with the two new facilities on campus. With benefits, it would be a \$58,788 increase, and take their Help Desk staff from three to four positions. Dent is also putting additional dollars in their internal service fund for their department. They have a new contract agreement with Microsoft for Microsoft Office as well as all their licensing, malware, and other software.

BUDGET REVIEW FOR INFORMATION SERVICES

Mark Sloan, Director of Information Services (IS), also mentioned their restructuring this year, moving a position from IS to TS. The only new request is for \$6,000 for a part-time technician position for project-specific items. That position, which is usually filled by a student, was dropped last year, but is needed with the workload involving the new facilities on campus.

DISCUSSION REGARDING FUNDING OF SENTENCE TO SERVE PROGRAM

Janelle Cheney, District Director; Julie Savat, Jail Administrator; Stephen Landsem, Chief Deputy Sheriff; and Stephen Larson, County Administrator, and Mark Dibble, STS Supervisor, were present for the discussion regarding funding of the Sentence to Serve (STS) Program.

Commissioner Mongeau stated she has received multiple calls regarding the future of the STS Program and is requesting the Board re-address the item.

Savat stated she misspoke at the last meeting when she stated most of the STS work is outside of Clay County because most of the work is actually done in Clay County. When the Department of Corrections informed her that 16 additional positions would be needed for new Correctional Facility, she was tasked to find ways to fund those additional positions. The only two positions

in her program that are not State-mandated are STS and Work Detail. The services that these two programs provided prior to 2017 entail both programs. Savat commented that STS offers great value to the County, utilizes inmates who may not qualify for Work Release, and is under supervision of a State employee. Monte Martin is the Clay County Work Detail Officer in Corrections. Work Detail can go out to different sites with STS and can also work in the jail with laundry, floors, and general maintenance.

Cheney commented on the two programs working well together, having good communication, being part of the restorative justice initiative, and are well-utilized in the community. She distributed a packet of material on the overall STS Program. STS can be ordered for low-risk offenders instead of jail time and can be a method to pay off fines. It was reported that 75% or more of the work is done in Clay County. The equipment that comes with the program is extensive and the crew gets safety training. The Department of Corrections manages any liabilities associated with the work crew. Clay County contributes 75% and the State of Minnesota contributes 25% of the cost of the program.

Very strong support for this community program was verbalized by Paul Thompson, City of Hawley; Charley Johnson, City of Hitterdal; and Scott Lofgren, City of Glyndon. The City of Dilworth has also expressed support of the program.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board agreed to rescind the previous letter to withdraw the State Sentence to Serve Program and include the County's program costs back into the 2019 budget.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Haney attended meetings for Adult Mental Health Local Advisory Committee and FM Diversion Finance Committee.
- Commissioner Campbell attended meetings for Personnel Issues Committee; Prairie Lakes Municipal Solid Waste Authority; FM Diversion Public Outreach; Clay County Solid Waste Advisory Committee; and FM Diversion Authority. Campbell mentioned he plans to attend the Red River Basin tour on September 13.
- Commissioner Weyland attended meetings for Prairie Lakes Municipal Solid Waste Authority, Solid Waste Advisory Committee; and Greater F-M Economic Development Corp.
- Commissioner Gross attended drug court and fielded some phone calls.
- Commissioner Mongeau attended meetings for Personnel Issues Committee; Planning Commission; Sentence-to-Serve Program; Lakes and Prairies Community Action; Soil and Water Conservation District; and Lakeland Mental Health.
- County Administrator Stephen Larson attended meetings for Planning Commission; Board of Adjustment; Solid Waste Advisory Committee; budget issues; STS Program; a personnel matter; building maintenance; and planning issues.

The meeting adjourned at 10:02 a.m.

Jenny Mongeau, Chair, County Board of Commissioners

Stephen Larson, County Administrator