

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 a.m., Tuesday, April 24, 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, Kevin Campbell, and Grant Weyland. Others present: County Administrator Brian C. Berg, Assistant County Attorney Jenny Samarzja, and Senior Administrative Assistant Colleen Eck.

CALL TO ORDER

Vice-Chair Weyland called the meeting to order.

APPROVAL OF AGENDA

On motion by Haney, seconded by Gross, and unanimously carried, the Board approved the agenda.

LEASE AMENDMENT FOR BCA INVESTIGATORS OFFICE IN NEW LAW ENFORCEMENT CENTER

By consent agenda, the Board approved the lease amendment to move the BCA Investigators office into the new Law Enforcement Center.

AMENDMENT TO TAX STATEMENT TO APPLY HOMESTEAD CREDIT MID-YEAR

By consent agenda, the Board authorized an amendment to a tax statement to apply homestead credit mid-year.

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 Haney, and unanimously carried, the bills and vouchers (totaling \$758,224.30 from 159 vendors) were approved for payment. From that total, 128 warrants issued were under \$2,000 (\$42,773.04); and the following 31 warrants issued were over \$2,000:

Lakes Country Service Coop	248,236.00	MN Counties Computer Coop	35,755.00
Lake Agassiz Regional Library	71,872.50	Korby Contracting Co, Inc	25,870.06
Clay County Social Services	57,290.00	Ulteig	19,460.06
Clay Co Public Health	54,879.68	Summit Food Service, LLC - WCRJC	17,747.97
Clay County Enviro Health	46,032.99	Otter Tail Public Health	16,300.00

The Hawley Herald, Inc.- CA	15,550.90
Cardmember Service - (Sheriff)	12,412.99
Lakes Country Service Coop	11,908.54
Becker County Public Health	10,530.22
Xcel Energy	10,081.42
SRF Consulting Group, Inc.	7,276.00
The Retrofit Companies, Inc.	5,195.26
Verizon – 380522891	5,187.28
Department of Transportation	5,087.67
Medical Pharmacy (SH)	4,886.53
Clay Co Public Health Dept. (Sheriff)	4,800.00

Crow Wing Co Sheriff	4,066.18
High Point Networks, LLC	3,492.00
Weivoda Carpets	3,453.11
Enterprise FM Trust	3,279.75
New American Consortium	2,807.54
Amazon Capital Services	2,703.36
Summit Food Service, LLC - PH	2,684.36
General Equipment & Supplies, Inc.	2,404.39
Mn State Auditor	2,124.50
The Fabled Farmer, Inc.	2,075.00

APPROVAL OF MINUTES FROM APRIL 3, 2018

On motion by Haney, seconded by Gross, and unanimously carried, the Board approved the minutes from April 3, 2018.

REQUEST FOR APPROVAL TO REPLACE COURTHOUSE SECURITY ELECTRONICS

Mark Sloan, Information Services Director, stated it will be necessary to install replacement security electronics for the courthouse after the existing jail is demolished later this year. The current security electronics are part of the jail system. Network Center Communications has submitted a proposal for \$56,471.05 for a new electronic system that ties into the existing courthouse door control system and the security cameras already in place. The proposal has been thoroughly reviewed by staff and architectural engineers and was found to be most cost-effective while meeting the County’s needs. This item is part of the Correctional Facility Construction Project. Security electronics for the Law Enforcement Center will be addressed separately at a later date.

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved the proposal from Network Center Communications for \$56,471.05 to replace the courthouse security electronics as part of the Correctional Facility Construction Project.

REQUEST FOR APPROVAL TO HIRE A TWO-MEMBER TRANSITION TEAM FOR JUVENILE CENTER EXPANSION

Stephen Larson, Juvenile Detention Director, reviewed the plan to commence with the Juvenile Center expansion and remodeling project in May while remaining 100% operational during the anticipated 15-18 months of construction. Along with this project comes a need to re-evaluate the current Policy and Procedures and adapt them to the new structure layout. In addition, the new programs that are planned for the Juvenile Center will need a great deal of research and planning. Larson’s request is to hire two FT staff to focus on the transition items and then move

into Juvenile Counselor positions after the project is complete. He requested utilizing funds from both the secure and non-secure programs to pay for the transition team.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board approved the request to hire a two-member transition team as part of the Juvenile Center Expansion Project.

REQUEST(S) FOR APPROVAL TO PURCHASE IN-CAR VIDEO CAMERAS AND COMPUTERS FOR PATROL SQUAD CARS

Lt. Mark Emptying, Patrol Division, and Lt. Bryan Green, Emergency Management Director, presented the request for 15 in-car video cameras with panoramic view and 15 in-car computers. The current video cameras are approximately seven years old and the computers are five years old. The timing would be good for placing new equipment in seven new patrol vehicles that will be purchased this year rather than switching out equipment later. The majority of the funding would come from the internal service funds.

On motion by Campbell, seconded by Haney, and unanimously carried, the Board approved the requests to purchase 15 in-car video cameras and 15 in-car computer tablets for squad cars in the Sheriff's Department.

Lt. Green updated the Board on decommissioning old equipment after switching to the ARMER System. He also reported on the Integrated Emergency Management Course he recently attended.

INFORMATION SHARING ON MN HEALTH CARE PROGRAMS (MEDICAL ASSISTANCE)

Rhonda Porter, Social Services Director, and Larry Young, Financial Assistance Supervisor, provided informational material on Medical Assistance and MNCare in the County.

Young stated that Medical Assistance (MA) is the largest program in Social Services. An increase in the program numbers may be partly due to recent changes in eligibility and income scales. There is a higher standard for children, and they may qualify for services even if parents do not qualify. MNCare is another program available for those with an income too high for MA. Porter noted she recently did comparisons with two other counties with similar demographics to Clay County. Clay County currently has 13,000 people on MA, Crow Wing County has 14,800 and Blue Earth County has over 12,000.

Commissioner Gross commented that Clay County has shown growth, but questioned if it is good growth. He asked about tracking the number of relocates from ND for assistance due to cuts in that state. Commissioner Campbell noted there is a good source of jobs in Clay County bringing people here. Porter stated if someone on assistance is relocating from within MN they are eligible for assistance right away. There are no questions about when they moved to MN. If

someone is on assistance, they are required to renew it annually. The application process includes verifications, income information, and quality assurance checks.

REQUEST TO INCREASE HOURS FOR PUBLIC HEALTH PROJECT MANAGER FROM .8 TO 1.0

Kathy McKay, Public Health Director, and Mary Frahm, Finance Supervisor, requested an increase in hours for a Project Manager in Public Health. The position is funded through three grant programs.

On motion by Gross, seconded by Haney, and unanimously carried, the Board approved increasing hours (from .8 to 1.0) for a Public Health Project Manager.

Request to Change an Administrative Staff Support Position from Variable Hour to .6

Kathy McKay, Public Health Director, requested to have a variable hour support staff position in Environmental Health changed to a .6 position. This adjustment should ensure continuity in processing over 900 licenses for Clay, Wilkin, and Otter Tail Counties. The license fees collected cover this position.

On motion by Gross, seconded by Campbell, and unanimously carried, the Board approved changing an administrative support staff position in Environmental Health from variable hour to .6.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Campbell attended meetings for Personnel Issues Committee; FM Diversion Executive Session; Highway Engineers and Landowner; West Central Regional Juvenile Center (WCRJC) Advisory; and Prairie Lakes Municipal Solid Waste Authority.
- Commissioner Gross attended meetings for Campus Improvements; Historical and Cultural Society; Dilworth City Council; and attended a Drug Court Graduation.
- Commissioner Haney attended meetings for Campus Improvements; Adult Mental Health Local Advisory Council; MetroCOG; Executive Director for MetroCOG; and Early Childhood Network.
- Commissioner Weyland attended meetings for WCRJC Advisory and Prairie Lakes Municipal Solid Waste Authority.
- Brian C. Berg attended meetings for Personnel Issues Committee; Campus Improvement Committee; Solid Waste Director; Land Management Committee; Central Administration Managers; WCRJC Advisory; Correctional Facility and Law Enforcement Center (LEC) Event Planning; LEC Computers and Cameras; PERA; and personnel matters.

The meeting adjourned at 9:40 a.m.

Grant Weyland, Vice-Chair, County Board of Commissioners

Brian C. Berg, County Administrator