

CLAY COUNTY BOARD OF COMMISSIONERS
1:30 P.M., TUESDAY, AUGUST 2, 2022
Rooms A/B, 3rd Floor, Courthouse
MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Jenna Kahly, Frank Gross, Jenny Mongeau, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, Assistant County Attorney Michael Leeser, HR Director/Asst. Administrator Darren Brooke, and Sr. Admin. Asst. Colleen Eck

CALL TO ORDER

Chair Mongeau called the meeting to order at 8:30 a.m.

Chair Mongeau and Commissioner Ebinger offered their condolences on the recent passing of former Clay County Sheriff Bergquist.

APPROVAL OF AGENDA

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

APPLICATION FROM MN DEER HUNTERS ASSO, CLAY-WILKIN CHAPTER, FOR LAWFUL GAMBLING

By consent, the Board approved the application from MN Deer Hunters Asso, Clay-Wilkin Chapter, for lawful gambling.

AGREEMENT BETWEEN CLAY CO PUBLIC HEALTH AND VALLEY CHRISTIAN DAYCARE

By consent, the Board approved the agreement between Clay Co Public Health and Valley Christian Daycare.

EMPLOYEE RECOGNITION

The Board recognized Melissa Young, Human Resources, for 15 years at Clay County.

CITIZENS TO BE HEARD

There were no citizens to be heard.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved the payment of bills and vouchers totaling \$2,847,747 from 107 vendors. From that total, 70 warrants issued were under \$2,000 (\$24,992) and the following 37 were over \$2,000:

Construction Engineers, Inc.	\$1,334,559	Opp Construction	\$43,140
R J Zavoral & Sons, Inc.	\$ 864,756	Prairie Lakes Solid Waste Authority	\$24,124
Lake Agassiz Regional Library	\$ 77,441	Magic Fund	\$23,898
Regents of U of M	\$ 60,966	City of Moorhead	\$23,663
Advanced Correctional Healthcare	\$ 60,536	City of Dilworth	\$22,844
Turner Sand & Gravel, Inc.	\$ 52,103	Clay Co Public Health	\$21,536
Clay Co. Social Services	\$ 51,470	Otter Tail Co Public Health	\$21,300

Clay Co Sheriff	\$20,000	J-Tech Mechanical, LLC	\$4,290
Historical & Cultural Society	\$16,148	City of Ulen	\$4,094
Veolia North America	\$10,847	Moorhead Public Service	\$3,977
Fidlar Technologies	\$ 9,115	Ehlers	\$3,750
City of Hawley	\$ 8,865	Green View, Inc.	\$2,753
Mn State Auditor	\$ 8,624	Maco - Aitkin	\$2,500
SeaChange Print Innovations	\$ 7,071	Sanford Health	\$2,396
MN Counties Intergovernmental Trust	\$5,934	Wilkin Co Public Health	\$2,234
R Travelmart	\$ 5,761	Widseth Smith Nolting & Asso, Inc.	\$2,165
Becker Co Public Health	\$ 5,692	City of Sabin	\$2,158
Town & Country Oil, Inc.	\$ 5,618	Jarman's Midwest Cleaning Systems	\$2,046
City of Hitterdal	\$ 4,384		

APPROVAL OF MINUTES FROM JULY 19, 2022

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved the minutes from July 19, 2022, with adding Assistant County Attorney as Mr. Leeser's title.

BUDGET PRESENTATION – LAW ENFORCEMENT

Sheriff Empting referred to the handouts from the County Auditor for his revenues and expenditures. He has proposed an increase for 2023 for Police Relief Aid (\$10,000), rent on buildings (\$25,000); and miscellaneous refunds (\$10,000). There is also an increase for salaries, benefits, and Medicare. An increase in association dues and memberships is to include a donation to Drug Court. The budget for fuel was increased, but not doubled. There is a slight increase for equipment with plans to order 13 more bullet-proof vests for his staff this year at approximately \$1200 apiece. The warranty for each vest lasts five years and they need to be decommissioned at that time. He has donated some used vests to Ukraine, and some have been donated to the ATF for a study on how they react to fire. The amount that goes into the Internal Service Fund was increased by \$50,000 as recommended by the County Auditor. The County's cost for dispatch services, which is calculated by population percentages, was decreased following the census results. The cost for the Medical Examiner, including travel expenses, was increased, but is difficult to estimate.

Emergency Services Director Gabe Tweten stated he has just one increase of \$500 for his 2023 budget because of rising fuel prices. He noted the Emergency Management and Performance Grant funds for 2021 are not listed but is approved and should be received within a month.

Correctional Facility Administration Kari Tuton started with revenues for the Correctional Facility. She does not expect much change in their booking fees. She is hoping to add other Counties in their work release program because of the large population working in the Fargo-Moorhead area. The phone commissions gradually increase each year. Salaries have decreased due to losing some staff with longevity and new hires replacing them. An increase in overtime is expected due to the nature of staffing. Professional services were increased due to the cost of living. Meals will increase by 5.3%, medical care for inmates is up, supplies are up due to increased shipping costs, and utilities are up. They are striving to discontinue boarding any prisoners out of the County. They recently had a promotional video added to their website and have seven new correctional officers currently in training. They still need seven more for a full crew. Equipment and repair costs are up due to many of the warranties expiring. The cost for uniforms and boots for each new staff is \$650. The Internal Service Fund was increased to cover 20 new tasers at \$800/apiece. They are attempting to outfit each staff with a taser before starting their shift due to the potential of instances during shift changes. They utilize a buy-back program for the old tasers.

BUDGET PRESENTATION – BUILDING MAINTENANCE

Facilities Director Joe Olson covered the highlights from his budget which includes grounds and buildings on and off campus. The Family Service Center budget is an enterprise fund and includes Central Services and Building Manager. The fluctuation in salaries over the past couple years is due to a reorganization of the department and some of the positions now being charged to the departments/buildings in which the staff work. There are 15 FT custodians and maintenance positions, 15 variable hour custodians, and two more permanent part-time custodians. Mr. Olson is proposing a new maintenance worker with the addition of the Government Center, storage building, and upcoming opening of the Resource Recovery Facility. He also proposes shifting from four variable hour positions to two full-time positions. He would like to lease an additional pick-up if the new maintenance worker gets approved. He noted increases in natural gas, custodial supplies, and warranties expiring in the LEC and Correctional Facility. For the Family Service Center budget, the slight increases are for the dental clinic, building repair and maintenance, equipment, and an increase in building insurance.

REQUEST TO MOVE FORWARD WITH GOVERNMENT CENTER PARKING LOT MILL AND OVERLAY PROJECT

Facilities Director Joe Olson commented on a few slips and falls that were reported last winter in the aged parking lot at the Government Center. There are areas that pool with water and then freeze, making it unsafe. The County Engineer and Operations Supervisor both assessed the lot and recommended a complete mill and overlay. Two quotes were received with the low quote from FM Asphalt for \$72,000. The funding source is Fund 19.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved the low quote of \$72,000 from FM Asphalt for a complete mill and overlay for the Government Center parking lot.

REQUEST TO MOVE FORWARD WITH FAMILY SERVICE CENTER IMPROVEMENT PROJECT

Mr. Olson moved onto the areas within the Family Service Center that have not been updated since 1994 including the first-floor lobby, hallways, and meeting rooms. The flooring, lights, ceilings, signage, paint, and furniture all need replacing. The goal is for a general improvement to the building starting with the first floor. Commissioner Gross was along on a walk-thru and saw all the repairs and fixes that are needed. Mr. Olson provided quotes for the project:

- LED Lights: **CB & Sons Electrical - \$9,970** / Rick’s Electric - \$18,170
- Floor Ceramic Tile: **McArthur Tile - \$139,200** / T&T Tile - \$140,257.50
- Ceiling Tile: Far-Moor Acoustics - \$19,984
- Carpet: Superior Carpet - \$7,650
- Paint: \$7,000
- Furniture: Innovative - \$30,328.10
- Signage - \$15,000 (not to exceed)
- Misc. Electrical in meeting rooms: CB Electrical - \$6,825
- Contingency - \$10,000
- Total Project Cost - \$245,957.10**

The Building Committee has reviewed and approved this project. All the painting will be done by the Sentence to Serve and Corrections' crews, saving the County significant dollars. They would like to be done by September 1st for the opening of the Head Start schoolyear.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved moving forward with the Family Service Center Improvement Project with quotes from CB & Sons, McArthur Tile, Far-Moor Acoustics, Superior Carpet, Innovative (furniture), allowance for signage and paint, and contingency dollars for a total of \$245,957.10.

REQUEST TO FILL VACANCY FOR CASE AIDE IN HOME & COMMUNITY BASED SERVICES

Social Service Director Rhonda Porter and Supervisor Hollie Wanner were present with an upcoming vacancy in Social Services. A Case Aide position will be open due to a retirement at the end of August. The position assists case managers and assessors, schedules appointment, etc. and bills out to help cover the costs of the position.

On motion by Commissioner Campbell, seconded by Commissioner Kahly, and unanimously carried, the Board approved filling a vacancy for a Case Aide in Home & Community Based Services with backfill if needed.

REQUEST FOR ADDITIONAL SOCIAL WORKER IN HOME & COMMUNITY BASED SERVICES FOR 2023

Ms. Porter and Ms. Wanner presented to the board with a request for an additional Social Worker in Home and Community Based Services for 2023. The position is expected to generate revenue thru billings that would pay for itself. The position would be hybrid – 50% in the office and 50% remote work. There may be some budget impacts such as FMLA. They would stay on top of the work productivity, revenues, and reimbursements. Ms. Wanner commented that the department was reviewed by the Department of Human Services this year to assure that they are meeting the guidelines. There was a suggestion provided to streamline their processes and they hope to work on accomplishing that suggestion.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved the additional Social Worker in Home and Community Based Services for January 2023.

Commissioner Campbell added that he voted in favor of this new request ahead of approving the 2023 budget because it was introduced as being budget neutral.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board agreed to move up the timeline for an additional Social Worker in Home and Community Based Services from January 2023 to immediately.

REQUEST FOR ADDITIONAL SOCIAL WORKER IN ADULT MENTAL HEALTH FOR 2023

Supervisor Kirstin Wegenast joined Ms. Porter for a new request for a Social Worker in Adult Mental Health Services for 2023. Ms. Porter noted there is a great need for this position; however, it would not produce any revenue. The Adult Mental Health Services are mandated by the State and the demands have become great. The position's duties would include screening for civil commitments for court-ordered cases and for nursing homes. The most time-consuming cases are the Rule 20 cases and adults being discharged from State Operated Services. The lack of community based residential services increases demands for case management. Additional information and statistics were provided in the handouts.

Commissioner Ebinger commented that emergent mental health is greatly needed and the request seems reasonable. Commissioner Kahly noted she would support the request and does not want to see staff overly burdened. Attorney Leeser added that these demands seem to have exploded in the last two years. He provided additional information on Rule 20. Part of the need is to determine if an adult is competent to go to trial or enter into the commitment process.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and carried with three aye votes (Commissioners Kahly, Ebinger, Mongeau) and two nays (Commissioners Campbell and Gross), the Board approved a new request for a Social Worker in Adult Mental Health Services for 2023.

Commissioner Campbell commented that he voted against the request because he believes the Board should hear all the new requests for 2023 before they start approving them.

REQUEST FOR APPROVAL OF AMENDMENT 2 TO BURNS & MCDONNELL PROFESSIONAL CONSULTANT FIRM AGREEMENT FOR RESOURCE RECOVERY FACILITY

County Administrator Stephen Larson stated the proposed amendment to the agreement with Burns and McDonnell for the Resource Recovery Facility. The agreement addresses the project extending for four months longer than planned and for shifting the road further west to help eliminate settling. The remaining budget for the project on July 1st was \$14,456. Additional funds are needed to complete the project. The total anticipated budget, in Amendment 2, to complete the project is \$35,309 and the west road design change is \$4,976.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved Amendment 2 to Burns & McDonnell Professional Consultant Firm Agreement for the Resource Recovery Facility.

UPDATE ON SOLID WASTE MANAGER POSITION

County Administrator Stephen Larson reported that Mr. Severson had second thoughts regarding acceptance of the Solid Waste Manager position. He has invested a lot in his current role in Environment Health and decided to stay in that department at this time.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board rescinded the offer made to Kent Severson to serve as Solid Waste Manager.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Gross reported on meetings for Building Committee and Restorative Justice. He participated in the Dilworth parade.
- Commissioner Kahly reported on meetings for Restorative Justice; Lakes and Prairies Community Action Partnership; and Moorhead Planning Commission.
- Commissioner Campbell reported on meetings for Personnel Issues Committee; FM Diversion Authority Executive Committee; Solid Waste Budget; Regional Juvenile Detention Advisory Committee; Insurance Committee; Personnel Issues Committee; Building Committee; Prairie Lakes Municipal Solid Waste Authority; Solid Waste Advisory Committee; and Moorhead Clay County Joint Powers Committee.
- Commissioner Ebinger reported on meeting for Restorative Justice Practices and FM Diversion Authority Board.

- Commissioner Mongeau reported on meetings for Personnel Issues Committee; Solid Waste Advisory Committee; Prairie Lakes Municipal Solid Waste Authority; Restorative Justice (Hawley); Roers Construction Update on Community Development; Moorhead Clay County Joint Powers Committee; and MetroCOG Policy Board.
- Mr. Larson reported on meetings for Building Committee; Personnel Issues Committee; Law Enforcement Budget Planning; County Management; Update from Roers on Moorhead Development; Diversity Discussion; MACA Technical Days in (Duluth); and construction of Substance Abuse Crisis Facility.

The meeting was adjourned at 10:32 a.m.

Jenny Mongeau, Chair
County Board of Commissioners

Stephen Larson, County Administrator M