

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, JULY 23, 2024

Meeting Room A / B – 3rd Floor – Courthouse

MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Paul Krabbenhoft, Jenny Mongeau, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, and Communications Coordinator Jacqueline Finck.

Call to Order

Commissioner Ebinger called the meeting to order at 8:30 a.m.

Approval of Agenda

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the agenda.

Approval of Resolution 2024-24 to Designate an Identified Official with Authority to Authorize User Access to State of Minnesota Education Secure Websites

By consent the Board approved Resolution 2024-24 to Designate an Identified Official with Authority to Authorize User Access to State of Minnesota Education Secure Websites.

Education Identity and Access Management Board Resolution 2024-24

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the bills and vouchers totaling \$1,001,156 from 128 vendors. There were 83 warrants issued under \$2,000 (\$30,133) and the following 45 were over \$2,000.

Internal Revenue Serv	\$ 235,199	Lakeland Mental Health Center, Inc.	\$ 7,556
Otter Tail Public Health	\$ 104,599	Office of MN IT Services	\$ 6,359
Lake Agassiz Regional Library	\$ 81,580	LELS	\$ 5,434
Regents Of The Univ Of MN	\$ 74,441	Magnum Contracting, Inc.	\$ 5,000
Turner Sand & Gravel Inc.	\$ 64,380	Iron Valley Equipment & Mfg	\$ 4,576
Advanced Correctional Healthcare, Inc.	\$ 39,776	ANJAAM HOLDINGS, LLC	\$ 4,571
Cass County Finance	\$ 37,508	Galls, LLC - 1002151418	\$ 4,330
Trinity Services Group, Inc.	\$ 30,601	Best Buy Business Advantage Account	\$ 4,208
Mn Dept Of Revenue	\$ 30,593	Flaherty & Hood, P.A.	\$ 4,030
VEBA Select Account	\$ 30,445	Uline	\$ 3,704
Houston Engineering Inc	\$ 23,476	Craftmaster Hardware LLC	\$ 3,286
Marco Technologies LLC	\$ 17,745	City Of Fargo	\$ 3,087
Lutheran Social Service Of Mn	\$ 15,468	Keller Diesel Service	\$ 2,870
Amazon Capital Services	\$ 14,818	City of Pelican Rapids	\$ 2,806
NACO	\$ 12,239	BDT Mechanical, LLC	\$ 2,369
Bytespeed, LLC	\$ 11,235	Sand Creek EAP, LLC	\$ 2,359
Turnkey Corrections	\$ 10,751	Thomson Reuters - West 590031	\$ 2,309
Advanced Engineering & Environmental	\$ 10,722	Minnkota EnviroServices, Inc.	\$ 2,260
Redstone Construction LLC	\$ 9,959	Valley Mortuary Services	\$ 2,107
MCM Development	\$ 9,533	State of MN Health Care Savings Plan	\$ 2,009
GovOS, Inc.	\$ 8,998	Dakota Plains Mechanical, Inc.	\$ 2,003
Xcel Energy	\$ 8,982	Reliance Telephone	\$ 2,000
TrueNorth Steel	\$ 8,722		

Approval of Minutes from July 9 and July 16, 2024

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the minutes from July 9 and July 16, 2024.

Request Approval to Hire Juvenile Detention Worker in the Non-Secure Unit

Juvenile Detention Director, James Odonnell, requested approval to hire a Juvenile Detention Worker in the Non-Secure Unit. This position is necessary for facility operations, quality programming, and is in the budget.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to hire a Juvenile Detention Worker in the Non-Secure Unit with backfill should there be any internal interest.

Request Approval to Accept Getac Quote for Body-Worn Cameras for the West Central Regional Juvenile Center

Juvenile Detention Facility Director, Josh Swanson, requested approval to accept the Getac quote for body-worn cameras for the West Central Regional Juvenile Center (WCRJC), and stated after discussion and approval from both the MN Department of Corrections licensor, and the Regional Juvenile Detention Advisory Board. This spring, research began on body worn camera systems for use in the Secure Detention facility. Two quotes were received and after further research it's suggested to contract with Getac, as they are the same company that provides the body-worn cameras for the Sheriff's Office and Technology Services is already familiar with their programming.

Discussion ensued regarding revenues/expenditures, the budget, the 5-year contract, and policies.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the to accept the Getac quote for body-worn cameras for the West Central Regional Juvenile Center in the amount of \$118,395.00.

Request Approval to Fit-Up, Advertise and Rent the 918 9th Street North Property

Facilities Director, Joe Olson, requested approval to fit-up and advertise to rent the house located at 918 9th Street North property purchased by the County. The plan would be to rent this house until future site plans are established.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved to fit-up the property located at 918 9th Street North in the amount of \$5,000.00, advertise the property and rent.

Interviews for One Appointment/Reappointment to the Buffalo-Red River Watershed District Board

Commissioner Ebinger stated there is one applicant who is interested in reappointment to the Buffalo-Red River Watershed District (BRRWD) Board, William Davis. The reappointment will run from September 2024 through August 2027.

Commissioner Ebinger stated the Board of Commissioners will forego the interviews because of Mr. Davis's experience and time on the BRRWD, and asked Mr. Davis if he'd like to share anything. Mr. Davis expressed his enjoyment of being a Manager for the BRRWD Board, and invited the Board of Commissioners to attend the BRRWD 2024 Project Tour, which is a great opportunity to see what's going on with the watershed in Clay County.

Discussion ensued regarding the Comstock and Georgetown projects in relation to the Diversion project.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the reappointment of William Davis to a 3-year term on the Buffalo-Red River Watershed District Board.

Metro COG Heartland Trail Study Update - Funding Update

Metro COG Transportation Planner, Dan Farnsworth, presented on the Heartland Trail Study update including the timeline, key study tasks, public engagement – phase 1, stakeholder

meetings, current alignment alternatives – phase 2, study funding, and Clay County study funding.

Commissioner Campbell asked if the trail would be contiguous, and if the path will come from Park Rapids to Frazee. Mr. Farnsworth stated they have been working with Becker County, who has a different group planning the route in those areas. Ideally, they would like the trail to go through the Smoky Hills, from Park Rapids to Osage and then move south.

Discussion ensued regarding funding and the Minnesota Buffer Law.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to authorize an additional \$6,250 for fiscal year 2024 to Metro COG for the Heartland Trail Study.

Request Approval of Final Contract Voucher for SAP 014-601-009

County Engineer, Justin Sorum, requested approval of the final contract voucher for 014-601-009, and stated this was for the removal of the North Broadway Bridge. The initial bid was \$849,941.00 and the final amount to be approved is \$849,941.00. This is split between bridge bonding funds and City of Fargo funds.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the final contract voucher for SAP 014-601-009 in the amount of \$849,941.00.

Request Approval to Purchase a Lawnmower

Mr. Sorum requested approval to purchase a lawnmower from RDO Equipment in Hawley, MN in the amount of \$16,816.03, \$9,589.66 will come from the Internal Service Fund, and the remaining will come out of the Building Repair and Maintenance Budget.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the purchase of a lawnmower from RDO Equipment in Hawley, MN in the amount of \$16,816.03.

Request Approval to Purchase Extended Warranty for Two (2) Plow Trucks

Mr. Sorum requested approval to purchase an extended warranty for two plow trucks Units 155, and 172. The two plow trucks were recently received and purchasing the extended warranties would be \$6,940.00 for each. The original purchase price of the trucks was \$336,662.00, with the purchase of the extended warranties the new price would be \$343,602.00.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the purchase of two (2) extended warranties for plow truck units 155 and 172 in the amount of \$13,880.00.

Request Approval to Sell Two (2) Plow Trucks on MNBID

Mr. Sorum stated requested approval to sell two plow trucks, units 155-old, and 172-old, on MNBID with a reserve price of \$30,000.00 each.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved to sell units 155-old and 172-old on MNBID with a reserve price in

the amount of \$30,000.00 each.

BREAK

The Board took a break from 9:31 a.m. to 9:40 a.m.

Budget Presentation - Sheriff's Office

Sheriff, Mark Empting, Chief Deputy, Chris Martin, Emergency Management Director, Gabe Tweten, and Jail Administrator, Kari Tuton, presented the Sheriff's Office Budget for 2025.

Sheriff Empting discussed the Law Enforcement revenues including police relief aid, police training reimbursements, rent, miscellaneous revenue, Sheriff Court contingency fund and Miscellaneous refunds. Expenditures including salaries, health insurance, PERA, Social Security, Medicare, gas, training, FM Animal Hospital, Impound lot, travel & expenses, uniforms, auto repair & maintenance, gas & oil. Sheriff Empting also discussed Task Forces, Medical Examiner, and Dispatch.

Discussion ensued regarding public safety funds.

Chief Deputy Martin and Ms. Tuton discussed the Corrections revenue including Huber payments, phone commissions, and social welfare fund. Expenditures include salaries, part time salaries, overtime salaries, health insurance, PERA, Social Security, Medicare, Xcel, other professional services, training, prisoner board (meals), prisoner care, building repair, office supplies, jail supplies, auto repair/maintenance, gas & oil, and equipment over \$500.

Lt. Tweten discussed the Emergency Management revenues with no changes, and expenditures including subscriptions, other professional services, office supplies, Emergency Management supplies, and equipment.

Budget Presentation - Attorney's Office

County Attorney, Brian Melton, presented the Attorney's Office Budget for 2025.

Mr. Melton discussed the County Attorney revenues including state grants, and other miscellaneous funds. Expenditures include salaries, health insurance, PERA, Social Security, printing & publishing, transcripts, service process, travel & expenses, computer software, and drug court.

Mr. Melton discussed Victim Witness Services revenues including grant funding and miscellaneous revenues. Expenditures include salaries, health insurance, and a new request for funding for the Restorative Justice position.

Request the Re-Classification of Eleven (11) Positions as a Result of the Market Study and Adjust all Existing Job Descriptions to Grade 8 or Higher

County Administrator, Stephen Larson, stated Clay County has contracted with David Drowns and Associates (DDA) for a study evaluating wages to ensure competitiveness in the market. As a part of the study, departments were asked to review and update job descriptions. Phase I of the study results showed 11 positions were below the 94% mark and need to be brought into alignment at this time through reclassification. Custodian's, Office Support Specialist, Office Associates - Law Enforcement, Facilities Maintenance Technician, Technology Systems Computer Support Specialist, Senior Engineering Technicians, Registered Nurse - AD, Fiscal

Supervisor, Facilities Director, Technology Service Director and Chief Assistant County Attorney. DDA have also recommended that all current job descriptions/positions be adjusted to start at Grade 8 or higher. The findings of the full market study will be shared at a later Clay County Board of Commissioners Meeting once completed.

Commissioner Campbell clarified that the adjustment of job descriptions to Grade 8 or higher are for those eleven (11) positions mentioned. Mr. Larson stated that is correct.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to re-classify eleven (11) positions as a result of the market study and adjust all existing job descriptions of the eleven (11) positions to Grade 8 or higher with the implementation being August 3, 2024 and funds to come from 2024 County reserves.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft reported on meetings for Adult Mental Health LAC; Planning Commission; Historical & Cultural Society; Clay County HRA Liaison; West Central Initiative – Economic Development; and Lakes & Prairies Community Action – CAPLP;
- Commissioner Mongeau reported on meetings for Planning Commission; Metro COG Policy Board; Lakes & Prairie Community Action - CAPLP; and Lakeland Mental Health Center.
- Commissioner Campbell reported on meetings for the Regional Juvenile Detention Advisory Board and Diversion Authority Workshop.
- Commissioner Ebinger reported on meetings for Regional Juvenile Detention Advisory Board and Diversion Authority Workshop.
- County Administrator Stephen Larson reported on meetings for Regional City County Administrator Group; County Management; MACA Technical Days; meetings with Department heads; Cybersecurity position update; There will not be a Board meeting next Tuesday, July 30, 2024, as it's the 5th Tuesday of the month; and CrowdStrike update and appreciation for all Tech Services hard work.

Adjourn

The meeting was adjourned at 11:10 a.m.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator