

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, DECEMBER 31, 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, Frank Gross, Jenny Mongeau, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, HR Director/Asst. Administrator Darren Brooke, 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 Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the agenda.

Donation from the Hitterdal Area Lions to the Sheriff's Office K9 Program

By consent, the Board approved the donation from the Hitterdal Area Lions to the Sheriff's Office K9 Program in the amount of \$2,000.00.

Donation from Johnson's Auto Repair to the Sheriff's Office K9 Program

By consent, the Board approved the donation from Johnson's Auto Repair to the Sheriff's Office K9 Program in the amount of \$70.00.

Donation from AgCountry Farm Credit to the Sheriff's Office K9 Program

By consent, the Board approved the donation from AgCountry Farm Credit to the Sheriff's Office K9 Program in the amount of \$600.00.

Tax Abatement for D. Rosenfeldt, Sabin City

By consent, the Board approved the Tax Abatement for D. Rosenfeldt, Sabin City in the amount of \$309.40.

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the bills and vouchers totaling \$1,457,987 from 202 vendors. There were 133 warrants issued under \$2,000 (\$78,541) and the following 69 were over \$2,000.

MN Dept of Transportation	\$ 243,176	Diamond Drugs Inc.	\$ 6,331
Mn State Auditor	\$ 141,342	Schmidt/Shawn	\$ 6,180
Air Mechanical, Inc	\$ 132,949	Wold Johnson, P.C.	\$ 6,180
Kris Engineering, Inc.	\$ 87,139	STEAMATIC of the Red River Valley	\$ 6,010

West Central Regional Juvenile Center	\$	71,880	Dakota Plains Mechanical, Inc.	\$	5,786
Pro Landscapers LLC	\$	64,886	Black Hills Window Cleaning, Inc.	\$	5,590
High Point Networks, LLC	\$	46,866	Elan Financial Services	\$	5,587
True North Surveys, P.A.	\$	42,000	City of Hitterdal	\$	5,218
ESRI, Inc.	\$	38,900	Fidlar Technologies	\$	5,217
Clay Co Public Health	\$	29,320	Mortenson Masonry, Inc.	\$	5,000
Otter Tail Public Health	\$	25,994	Office of MNIT Services	\$	4,706
Dirt Dynamics	\$	22,551	McKesson Medical Surgical	\$	4,575
Gehrtz Construction Services, Inc	\$	21,158	American Solutions For Business	\$	4,560
Lutheran Social Service Of Mn	\$	20,863	Solutions Behavioral Health PC	\$	4,475
Marco Technologies LLC	\$	20,346	Rampart Audit LLC	\$	4,277
Northland Glass and Glazing, LLC	\$	20,056	Advanced Business Methods	\$	4,269
Berg Auto Body	\$	18,688	Madlom/Alexis	\$	4,120
MinKo Construction, Inc.	\$	14,194	Amazon Capital Services	\$	4,040
Earthwork Services Inc.	\$	14,005	Apollo Water Services, LLC	\$	4,037
Becker County Public Health	\$	13,620	Association Of Minnesota Counties	\$	4,025
Otis Elevator, Inc.	\$	12,879	Mickelson Body Shop, Inc.	\$	4,013
Moorhead Public Service	\$	12,808	Xcel Energy	\$	3,849
WEX Bank - Sheriff	\$	12,680	Wegner Psychological & Therapeutic Svc	\$	3,750
Ramsey County Med Exam	\$	11,662	Code 4 Services, Inc	\$	3,086
Turnkey Corrections	\$	11,532	Mezclada	\$	3,012
Delta Dental	\$	10,537	Northern Laundry Systems, LLC	\$	3,003
City of Felton	\$	10,472	New Century Press	\$	2,988
City of Glyndon	\$	10,102	Johnson's Auto Repair LLC	\$	2,733
Xcel Energy	\$	9,569	Mark/Dawn	\$	2,400
Medical Pharmacy (WCRJC)	\$	9,207	Minnkota EnviroServices, Inc.	\$	2,396
Valley Mortuary Services	\$	8,427	Thomson Reuters - West 590031	\$	2,346
Clay County Social Services	\$	7,885	Wilkin Co Public Health	\$	2,340
Fuchs Sanitation Inc	\$	7,283	City of Pelican Rapids	\$	2,182
JT Lawn Service	\$	7,110	Fevig Oil Co	\$	2,000
City Of Fargo	\$	7,056			

Approval of Minutes from December 17, 2024

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from December 17, 2024.

Request Approval of \$40,000 Donation to the Sheriff's Office K9 Program

Sheriff Empting requested approval of \$40,000 donation to the Sheriff's Office K9 program and thanked the anonymous donor for their gracious donation.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the \$40,000 donation to the Sheriff's Office K9 Program.

Red River Communications - USDA Rural Development ReConnect Grant Update

County Administrator Stephen Larson, stated in April of 2024, Red River Communications submitted a USDA Rural Development ReConnect Grant Update to bring high-speed broadband to southwest Clay County. The grant application was sponsored by Senator Klobuchar, Senator Smith and Representative Fischbach.

Red River Communications CEO, Tom Steinolfson, and Red River Communications Marketing Specialist Kari Kleingartner, provided an update on the USDA Rural Development ReConnect

Grant, and stated this was a federal grant, and there is no financial obligation of the County. This grant is to bring fiberoptic broadband to the southwest area of Clay County. The anticipated construction start date would be sometime in 2026.

Discussion ensued regarding the timeline of the project.

Request Approval to Hire Four (4) Full Time Employees for the Female Non-Secure Transition Program

Juvenile Detention Director James O'Donnell stated the Juvenile Transition Program is set to expand with the addition of a new female program, which will double the current size. To ensure effective and safe operations, it's critical to hire four additional staff members. This will allow time for internal staffing adjustments and cross-training, ensuring a smooth transition as staff shift into their new roles. Once we have a confirmed program opening date and necessary approvals, the new hires will be brought on to coincide with the program's launch, ensuring seamless staffing as operations begin.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to hire four (4) full time employees (one Case Manager; one juvenile worker; and two juvenile counselor positions) for the Female Non-Secure Transition Programs.

Request Approval of Lakeland Contract for Professional Services in 2025

Mr. O'Donnell requested approval of the Lakeland contract for professional services for 2025 and stated Lakeland provides the West Central Regional Juvenile Center (WCRJC) with licensed professionals for the Non-Secure Program. The contract for 2025 reflects a 2% increase for these services in 2025.

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the Lakeland Contracts for Professional Services for 2025.

Request Approval to Extend the Temporary Lead Eligibility Worker Appointment by an Additional Six (6) Months

Social Services Director Quinn Jaeger and Supervisor Mikala Wodarek requested approval to extend the Temporary Lead Eligibility Work appointment by an additional six months and stated the healthcare team continues to face training demands due to the onboarding and training of the four new staff members who are still in the early stages of their learning curves. These staff are learning to adapt to complex and evolving healthcare programs, requiring hands-on support and guidance. The current temporary lead worker position has proven to be a highly effective solution in alleviating training demands, providing essential support for new hires, and ensuring continuity of service to our citizens.

Extending this position through June 30, 2025 is a strategic and cost-effective solution to meet the current demands of onboarding and training new staff. This extension will ensure smooth operations, maintain high-quality service delivery, and set up the healthcare team for long-term success without the need for further extensions.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the extension of the Temporary Lead Eligibility Worker in the Financial Services Division through June 30, 2025.

Request Approval to Hire a MnChoices Reassessor for Disability Services

Mr. Jaeger and Supervisor Jessica Mickelson requited approval to hire a MnChoices Reassessor for Disability Services and stated Social Services has three full-time MnChoices Reassessors. These assessors conduct annual reassessments for waiver program participants and Rule 185 Case Management within the Division. The Reassessor gathers necessary information to make a determination about the person's continued eligibility for Home and Community Based Waivered Services (HCBS) programs. Over the past several years, there has been a continued increase in this area due to population growth. This position will have a full caseload immediately after their training period is complete. By adding this position it will address the recommended caseload size issue, provide needed reprieve for the existing Reassessors, and allow staff to maintain the highest quality service delivery for the individuals who are served.

Discussion ensued regarding number of rejected assessments, statutory changes and federal regulations, and the workload.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved to hire a full-time Social Work position for Disability services effective February 3, 2025, with backfill should there be an internal appointment.

Request Approval to Hire Office Support Specialist Position

Mr. Jaeger stated there has been an increased need for office support in both the Child Support, Fraud and Collection and Social Services Divisions. Adding a .5 Child Support, Fraud and Collections and .5 Social Services Office Support Specialist (OSS) position will allow the department to better meet the growing demand for support services in both these areas, and build in a backup system for clerical duties in both divisions. This was included as a new request in the Social Services 2025 budget proposal.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved to hire one full-time employee Office Support Specialist.

Request Approval to Fill Assistant County Attorney Position

County Attorney Brian Melton requested approval to fill an Assistant County Attorney position due to an upcoming resignation, effective January 17, 2025.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved to fill vacant Assistant County Attorney position.

Request Approval of Personnel Policy Changes Effective 1/1/2025

HR Director/Assistant County Administrator Darren Brooke presented suggested changes to the personnel policy which will be effective on January 1, 2025. The changes include married couples who both work for the County to select one family benefit plan; allowing elected officials to opt out of County benefits; new Earned Sick and Safe Time (ESST) laws that come into effect in 2025; 2025 Cost of Living Adjustment (COLA) for elected department heads Health Care Savings Plan severance payments; updated dates; updated IRS reimbursement rate language for personal vehicle usage; added language regarding government employee discounts; added language for smoking and vaping on Clay County premises; added language regarding animals in the workplace; and updates to dates and signature blocks for 2025.

Commissioner Campbell stated going forward it would be appreciated to view the redline versions of policies.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved of the recommended changes to the personnel policy effective January 1, 2025.

Request Approval of the 2025 AMC Policy Committee and Voting Delegate Appointments

Mr. Larson stated each year the AMC Policy Committee and Voting Delegate Appointments are reviewed and provide to Association of Minnesota Counties (AMC).

Commissioner Mongeau stated that it would be beneficial to have Social Services Director Quinn Jaeger involved in the conversations regarding Health & Human Services Policy Committee.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to appoint the following for the Association of Minnesota Counties (AMC) Policy Committees for 2025: Commissioner Mongeau to AMC Environment & Natural Resources; Commissioner Campbell to AMC General Government; Commissioner Krabbenhoft to Health & Human Services; Commissioner Ebinger to Public Safety; and Commissioner-Elect Baer to Transportation & Infrastructure. And to approve Commissioner Baer, Commissioner Campbell, Commissioner Ebinger, Commissioner Krabbenhoft, Commissioner Mongeau, County Administrator Stephen Larson, Planning & Zoning Director Matthew Jacobson, and County Engineer Justin Sorum as the AMC voting delegates for 2025.

Request a Review of Clay County Board of Commissioners Committee Assignments

The Clay County Board of Commissioners and Commissioner Elect – Ezra Baer reviewed and made suggested changes to the 2025 Clay County Board of Commissioners Committee Assignments. The revised assignments will be brought forth at the January 7, 2025 meeting for final approval.

BREAK

The Board took a break from 10:03 a.m. – 11:00 a.m.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft had no meetings to report on.
- Commissioner Mongeau reported on meetings for RRC contract discussion; Clay County Legislative Roundtable; CAPLP interviews for Head Start Director position; SWAC; AMC Extension; MCCJPA; Metro COG Policy Board; Lakeland Mental Health; had interviews with Media regarding the new Withdrawal Management; Non-Secure work session to discuss design and pricing; and Open House for Commissioner Gross.
- Commissioner Campbell reported on meetings for Prairie Lakes Municipal Solid Waste; SWAC; MCCJPA; and WCRWD.
- Commissioner Ebinger reported on meetings for PIC; Clay County Legislative Roundtable; Northwest Emergency Communication Board; Clay County Substance Abuse Committee; Red River Regional Dispatch Board of Authority; FM Diversion Authority; and Open House for Commissioner Gross.
- Commissioner Gross reported on meetings for PIC; WCRWD; and discussion with Ben Hansen regarding tobacco and flavored vaping.
- County Administrator Stephen Larson reported on meetings for PIC; Clay County Legislative Roundtable; met with Commissioners Krabbenhoft and Mongeau and Representative Keeler regarding the PRTF; attended Holiday Potluck; met with Joe Olson

and Darren Brooke regarding desks at the DMV; MCCJPA; WCRWD; NACO High Performance Leadership discussion; Non-Secure Detention meeting with Commissioners reading the new facility: Open House for Commissioner Gross; reminder to citizens, County offices will be closed on Wednesday, January 1, 2025 due to New Years Day; the Withdrawal Management/Detox Facility opened yesterday, Monday, December 30, 2024; and the first Board meeting of 2025 will begin at 8:15 for Oaths of Office.

Adjourn

The meeting was adjourned at 10:35 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator