

**CLAY COUNTY BOARD OF COMMISSIONERS**  
**8:30 AM, TUESDAY, FEBRUARY 14, 2023**  
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, 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 Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the agenda with the addition: Substance Use Crisis Center - Bid Process Approval.

**Donation from Comstock Community Center to Clay County  
Corrections**

By consent, the Board approved the donation of \$100 from the Comstock Community Center to the Clay County Corrections for work detail supplies.

Commissioner Ebinger recognized the generous donation, mentioning it will be going towards a good purpose.

**Request Approval for Out of State Travel**

By consent, the Board approved the request for out of state travel for the Program Manager for Primary Care Networks.

**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 payment of Bills & Vouchers totaling \$1,632,870 from 129 vendors. There were 89 warrants issued under \$2,000 (\$36,265) and the following 40 were over \$2,000.

|                                  |            |                               |          |
|----------------------------------|------------|-------------------------------|----------|
| Blue Cross Blue Shield Minnesota | \$ 307,658 | Minnesota Management & Budget | \$ 7,000 |
| Clay Co Public Health            | \$ 268,023 | ANJAAM HOLDINGS, LLC          | \$ 6,350 |
| Construction Engineers, Inc.     | \$ 193,313 | Forum Communications Printing | \$ 5,690 |

|                                        |            |                               |          |
|----------------------------------------|------------|-------------------------------|----------|
| Otter Tail Public Health               | \$ 161,706 | Sabin C Store                 | \$ 5,167 |
| RDO Truck Centers, LLC                 | \$ 121,605 | Dacotah Paper-402756          | \$ 5,155 |
| Becker County Public Health            | \$ 109,399 | Ramsey County Med Exam        | \$ 4,939 |
| Freedom Mortgage                       | \$ 59,572  | Medical Pharmacy (WCRJC)      | \$ 4,758 |
| Wilkin Co Public Health                | \$ 42,739  | Ott's Quality Painting Inc.   | \$ 4,651 |
| Moorhead Public Service                | \$ 41,108  | Kurita America, Inc.          | \$ 4,174 |
| Advanced Correctional Healthcare, Inc. | \$ 38,617  | Minnesota Management & Budget | \$ 4,162 |
| City Of Fargo                          | \$ 36,303  | Farmers Coop Oil Co           | \$ 4,019 |
| Lakeland Mental Health Ctr, Inc        | \$ 20,224  | Rick Electric Inc             | \$ 3,960 |
| Polk-Norman-Mahnomen CHB               | \$ 20,097  | Barnesville C-Store           | \$ 3,553 |
| Clay Trail Alliance                    | \$ 17,411  | Marco Technologies LLC        | \$ 3,547 |
| Lutheran Social Service Of Mn          | \$ 17,362  | Little Falls Machine, Inc.    | \$ 3,317 |
| West Central Initiative                | \$ 14,000  | Colonial Life                 | \$ 2,935 |
| MN Life                                | \$ 12,498  | WEX Bank                      | \$ 2,823 |
| Petro Serve Usa-Hwy                    | \$ 12,212  | Johnson's Auto Repair LLC     | \$ 2,334 |
| Enterprise FM Trust                    | \$ 11,969  | McArthur Tile Co.             | \$ 2,250 |
| Verizon-386550144                      | \$ 7,924   | Wex Bank (fleet)              | \$ 2,064 |

### **Annual Department Update - Probation**

Probation District Supervisor Janelle Cheney presented an annual update to the Board. In consideration to the newly elected Commissioner Krabbenhoft, Ms. Cheney explained how Clay County has a contract with the State of Minnesota. Probation supervises the contract probation office, which covers the gross misdemeanor, misdemeanor, and juvenile supervision within Clay County. The State also provides the felony supervision within the County which includes intensive supervised released individuals as well. Typically, per statute, there should be a 50% billback to the County, however, the state has not provided enough funding. The funding request being brought forward to legislature, is to afford the state the ability to meet the 50% threshold. Ms. Cheney further discussed the three delivery systems within the state of Minnesota; Community Probation Office (CPO), Community Corrections Act (CCA), and Minnesota Department of Corrections (DOC).

Commissioner Ebinger commented that the delivery systems will be looked into during the upcoming AMC meeting on legislative issues.

Ms. Cheney highlighted a staffing change that will impact the County budget. With increased enhanced felony cases within Clay County and a decreased number of juveniles placed in supervision, a Juvenile Agent position was moved to Adult Felony case load. Resulting in a cost savings of roughly \$90,000. Case loads will continue to be monitored. Ms. Cheney discussed statistics regarding different caseloads. There are two Juvenile Agents supervising 67 youth within the community. In addition, 11 youth are in out-of-home-placement. Although numbers are down, the types of behaviors have increased, they are more violent, aggressive and display concerning behavior. Adult gross misdemeanors remain to maintain 108 clients on a monthly basis. Many of

those individuals are involved in the domestic violence court. There was a change in the overseeing Judge and Agent for the Drug and Veteran's court and there are approximately 20 active participants. A Pre-Trial Program continues to be supported. Through this program, the court authorizes staff the ability to connect with individuals to ensure they are following their release conditions. A total of 8 male youth completed several hours in the Juvenile Offender Restitution Program (JORP), with a total of \$3,338.41 in reparations to their victims. The Sentence to Serve Program (STS) was tabled from January 6, 2022 through July of 2022. However, it is back up and running. An STS Crew Leader was hired in August of 2022. The contract allows 25% of time to be specific to State projects. Ms. Cheney highlighted one of the requests through legislature is 1.6 million dollars for intervention centers, to which Ms. Cheney asked that Clay County be on the radar for. Another highlight mentioned was that the State Department of Corrections decided not to assess supervision fees to felony level cases. Ms. Cheney concluded her update with the Legislative proposal for funding. Any funds provided will be valuable and well utilized within the community.

Commissioner Krabbenhoft thanked Ms. Cheney for coming to Board and giving an update and the great work that her team and department do.

Commissioner Ebinger also stated the great work that Probation has done. Not only does probation benefit the safety of the community, but it also benefits individuals.

#### **Addition: Substance Use Crisis Center - Bid Process Approval**

County Administrator, Stephen Larson stated, on January 17th, 2023, an update was provided from Klein McCarthy and Gehrtz Construction, in regards to the Substance Use Crisis Center and the plan moving forward. Mr. Larson requested submitting bids for this project.

Commissioner Mongeau stated this is a large step to take in helping the substance-use issues that are happening in our community. Commissioner Mongeau is grateful for the work that has been done to get to this point.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved Klein McCarthy and Gehrtz Construction to request bids for the Substance Use Crisis Center.

#### **PUBLIC HEARING: CONSIDER ADOPTION OF TEXT AMENDMENT THROUGH PASSAGE OF ORDINANCE 2023-1 TO THE CLAY COUNTY DEVELOPMENT CODE TO AMEND TABLE 8-5-1 MINIMUM LOT AREA AND WIDTH STANDARDS FOR LOTS ON RECREATIONAL DEVELOPMENT LAKES IN THE SHORELAND: RESIDENTIAL DISTRICT**

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to open the Public Hearing at 9:00 a.m.

Planning & Zoning Director Matthew Jacobson requested the Board consider adoption of text amendment through passage of Ordinance 2023-1 to the Clay County Development Code to amend table 8-5-1 minimum lot area and width standards for lots of recreation development lakes in the shoreland: Residential District.

At their January 24th, 2023, meeting, the Planning Commission heard a petition from Greg Anderson to amend the text of the Clay County Development Code to change the minimum dimensional standards for area and width on riparian and non-riparian lots on recreational development lakes in the Shoreland: Residential District from 80,000 square feet to 40,000 square feet and 200 feet to 150 feet. The petitioner, Mr. Anderson, has lived on Turtle lake for several years and is selling the property. In doing so, he would like to retain a portion of the non-riparian lot for future use. In the current code: Table 8-5-1, shows the dimensional standards for residential districts. The minimum lot area is 80,000 square feet and the minimum lot width is 200 feet. The Minnesota State Shoreland Management Rules state for a single un-sewered lot, the minimum standard for recreational development lake for riparian lot is 40,000 square feet and 150 feet for minimum width, and non-riparian is the same. Therefore, this request would be to match the minimum standards that are required from the Minnesota Shoreland Management Rules. Mr. Jacobson discussed the three different lake classifications: Natural Environment, Recreational Development and General Development. Clay County has two recreational Development lakes, Sand Lake and Turtle Lake, which are shared with Becker County. Mr. Anderson believes that the standard on lakes shared with Becker County should be consistent to create parity. The request is consistent with Minnesota Shoreland Rule 6120. Our current standard is double what the minimum standard is. Mr. Jacobson proposed to add a provision for recreational development lakes where the minimum area is 40,000 square feet and the minimum width being 150 feet.

Commissioner Krabbenhoft asked Mr. Jacobson which lot was the petitioners. Mr. Jacobson confirmed Mr. Anderson's property being the lot on the Clay - Becker County line, on the south side of the lake. Commissioner Krabbenhoft further asked Mr. Jacobson to touch on what the DNR discussed during the Planning Commission meeting. Mr. Jacobson stated that the DNR had no issue with this amendment as it meets the states minimum requirements. The DNR also provided a conditional letter of approval on this as well. Mr. Jacobson stated there are several steps that need to be completed to adopt/amend a shoreland ordinance. Currently, steps 1-4 have been completed. Step 5 would be the last step, which is for the local governing body to adopt the ordinance or amendment and notify the DNR. The DNR would then send a letter of final approval. The ordinance wouldn't officially be adopted until that letter is received.

Commissioner Campbell asked about the setback standards for septic systems within 40,000 square feet. Mr. Jacobson stated that the setback would continue to give residents ample room. The setback standards that Clay County has in place match the state's minimum standards.

Greg Anderson discussed that the ordinance does meet the standards that the DNR sets forward, it's consistent with the shoreland rules of the state and brings Clay County's standards in line with the DNR and with almost every county in this end of the state. Mr. Anderson addressed the septic system topic, stating Turtle Lake is unique in the fact that on the north end, two of the larger back lots/non-riparian parcels, are two community septic systems, where the land owners on the lake acquired land across the road which allowed them to move their septic further away from the lake, across the road, which is an improvement for water quality.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to close the Public Hearing at 9:20 a.m.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board accepted the findings of fact and recommendation by the Planning Commission to adopt text amendment through passage of Ordinance 2023-1.

### **Annual Department Update - Human Resources**

Human Resources Director Darren Brooke presented the board with an annual update. The HR department consists of 4 staff members. There is a total of over 30 years of experience within the department. HR functions consist of personnel management and employee relations, inputting payroll data, benefit management, workers compensation claims and FMLA, labor negotiations, annual County and HR personnel budget process, various committees, staffing and advertising, employee evaluations, and Assistant County Administrator duties. As of January 7, 2023, there was a total of 615 employees, 75% are full time, 2.7% are part-time and 21.8% are variable-hour. 38% of the workforce are men and 61% are women. 59% of employees live in Minnesota and the other 40% live in North Dakota. The workforce age distribution consists of 39.5% that are 35 and younger, 42% are ages 35-55 and, 18% of the workforce are ages 56 years or older. In the past year there were 9 unions and all contracts were up at the end of 2022. During 2022 the Case Aides decertified, bringing it down to only 8 unions, 7 of which have a completed contract. HR and Social Workers will be going to mediation on March 7, 2023. There were a total of 80 workers' comp cases recorded, 69 citizen concern forms submitted, 869 applications were processed, and 483 benefit eligible employees. There are currently 11 benefit eligible couples working for Clay County, which will be further discussed during the Insurance Committee meeting. Mr. Brooke further discussed the number of employees to years employed, type of hires, ethnicity, and HR accomplishments. Mr. Brooke discussed the County Referral Program which began 7 months ago. As of the January 27 payroll, there were 24 people recruited by 19 Clay County employees. Of those 24 recruits, there are 6 full-time and 18 variable-hour. Five payments have been made so far with a total of \$1,500 to date. The department breakdown for recruits consists of Corrections - 8, Detox - 3, Juvenile Detention -11, and Law Enforcement - 2. Items that will be watched throughout the year are paid family medical and sick leave, safe and sick time and legalization of marijuana. Earned safe and sick time would mean if an employee works 80 hours per year, Clay

County would be required to provide them 1 hour of sick time for every 30 hours worked, with a maximum of 48 hours per year. Employees could carry some of that over to the next year, with a maximum of 80 hours. Therefore, this could impact variable-hour and part-time employees. Lastly, HR is looking into another UKG module to minimize duplicity and would allow for applications, onboarding etc. to be paperless.

Commissioner Campbell thanked Mr. Brooke for his annual update and then asked about the new legislative bill regarding paid sick leave for part-time employees and if the bill were to pass, how that would affect Clay County's budget. Mr. Brooke, stated, there is a 0.7% increase for this program. Through quick calculations, the cost to Clay County in 2024 would be about \$300,000. With that, the employer is allowed to collect 50% of that cost from the employee themselves. Mr. Brooke continued to inform that the program is generous and employees could have up to 24 weeks off per year, and would only need to be employed for 90 days before being eligible for the paid sick leave program. Compared to FMLA, which requires a year of employment. The program is a cross between PERA and unemployment. The state would run the program. Individuals would apply for paid family leave through the state and the state would then determine if the individual is eligible. If so, the state would decide on the amount that individual would receive based on what the County provides in terms of wages. July of 2025 is when individuals can start applying.

Commissioner Mongeau clarified that \$300,000 from the County would need to come in the fiscal year of 2023. Which causes issues for the current year's budget if those funds need to be upfront during 2023.

Commissioner Campbell points out the other component being the ability to have up to 24 weeks off per year, and the employer having to keep those positions vacant until the return of the employee. Letting positions go unfilled for that long could pose issues, depending on the position. In return, causing issues with recruiting new employees for a temporary position. Commissioner Campbell asked about the consequences the program would bring to the County. Mr. Brooke stated the consequences consist of the dollar amount, the recruitment, and the unknown of the sick leave the employer already provides and if that offsets what is received by the state.

Commissioner Mongeau stated that based on what she's seen, it has to be applicable to the entire population of employees. Commissioner Ebinger asked who is identified as a family member. Mr. Brooke stated that there's a long list of relatives/individuals who would qualify, compared to FMLA. For example, aunts, uncles, long-term roommates, etc.

Commissioner Campbell expressed apprehension in regards to the bill passing and how it will affect the County when those positions that are being held, but not filled, still require work to get done, especially since the biggest issue Clay County has is the workforce. There is concern in regards to recruiting someone to fill those positions on a temporary basis with no benefits while waiting for others to return to work. Mr. Brooke looks at it similar to FMLA, which is 12 weeks. With FMLA, the County doesn't hire a

temporary position to cover that job, other employees compensate for the employee that is out.

Commissioner Mongeau believes there are valid reasons for this bill being proposed. However, there needs to be feedback on what a law like this could do for the County and other small businesses. This bill requires the state to oversee. Therefore, employees would need to work with someone in St. Paul, and with the workforce shortages, the state is already having difficulty working through applications. Part of the concern is the result of the mandated positions that need to be staffed. Commissioner Ebinger stated there could be additional difficulties for border cities and counties.

Commissioner Krabbenhoft asked if Mr. Brooke has ever seen, in past history, if someone were to take longer than 12 weeks for FMLA. Mr. Brooke stated that reasons for leave could be anything from maternity leave, bonding with a child, serious illness etc. Usually if an employee is out on FMLA and after the 12 weeks, they would receive another Fitness for Duty to determine if they will be out longer or if they can come back to work. Typically, if the employee needs additional time after the 12 weeks, the department head will extend that to 13 sometimes 14 weeks. An extension is given because by the time the department were to advertise, interview and hire for that position, the process would have already taken those additional two weeks. Therefore, those circumstances get treated case by case. If leave happens to be as long as a year, those situations would be looked into further.

### **Request for Approval to Issue Request for Proposal for Distribution of the Local Homeless Prevention Aid Funds**

Social Services Director Rhonda Porter requested approval to issue requests for a proposal for distribution of the local Homeless Prevention Aid. LHPA was created by the 2021 Legislature to help local governments ensure no child is homeless within a local jurisdiction by preventing loss of housing and helping those experiencing homelessness to find housing. The aide must be used to fund new or existing family homelessness prevention and assistance projects or programs. Each project or program must include plans for: targeting families with children who are eligible for Pre-Kindergarten through grade 12; targeting unaccompanied youth; connecting families with social services and maintaining stability in current homes; housing navigation, legal representation and family outreach; providing rental assistance; and providing support and case management services to improve housing stability. Clay County was allocated \$223,581 for state fiscal year 2023. Funds will be available July 1, 2023 through June 30, 2024. Funding is scheduled to occur every year for six years. However, the amount will be adjusted based on County population and student data-based aid. The funds are coming from the Department of Revenue and the County has flexibility on how they choose to distribute or allocate these funds. Ms. Porter stated that she believes the best approach would be a request for proposal (RFP). There are a number of community providers and experts in the community who work with housing programs that already distribute various housing funds, some of which have already been in contact with the County, questioning what the funds will be used for. Ms. Porter stated that a more

formal process would make the most sense. The County could choose to establish a formal panel and/or appoint a Commissioner to serve on the committee that would review proposals.

Commissioner Campbell asked if there would be an opportunity for these entities to leverage additional funds. Ms. Porter stated that there is a possibility for community providers to leverage more funds. But more importantly, it would allow them to request additional funds from a different entity, therefore, being more of a collaborative process. Since these funds are coming from the Department of Revenue, Ms. Porter is unsure how leveraging of federal funds would work.

Commissioner Krabbenhoft asked if the RFP would be a one year allocation or would it be distributed over a period of time. Ms. Porter stated that it would be determined based on what the Board would like to see. Her recommendation would be a one-year allocation. When looking at the areas that the legislation targets, a big focus is the purchasing of services for families that could be a one-time purchase that would help prevent homelessness. When funds are tied up in positions, that is when it gets difficult. Ms. Porter discussed her concern about the potential for less allocated funds in the coming years, due to the formula reporting and allocation to Tribes.

Commissioner Ebinger asked if the RFP would go out for one year with the option to renew, or would those partners have to deal with the funding that we have based on the determined amount of time. Ms. Porter would like to see the RFP approved for one-year funding with the current allocation, which is July 1, 2023 - June 30, 2024, with the option of renewal, based on continued allocation.

Commissioner Campbell asked if reaching out to Clay County HRA would be beneficial as they work with these demographics. In the past, they've been able to take funds that they've received from the County and leverage them to receive additional dollars. If Clay County already has an entity that works on our behalf with this specific population, who can leverage dollars, that should be taken into consideration. Ms. Porter stated that she and the County Administrator, Stephen Larson, met with some of the community partners who had reached out about the allocation and the Clay County HRA was one of those partners, along with a couple of others. All of which had ideas and proposals as to what the money should be targeted towards. Which prompted Ms. Porter to decide that an RFP process would be most appropriate.

Ms. Porter asked if the Board would like to appoint a Commissioner to the review process or sit on the selection review committee. Commissioner Mongeau discussed that it would be beneficial and thought that Commissioner Krabbenhoft would be best as he focuses on Health and Human Services.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the request for proposal for distribution of the local homeless prevention aid funds.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried with Commissioner Krabbenhoft abstaining, the Board approved Commissioner Krabbenhoft to serve as the Board member to review the RFP in the selection process and to add it to his Committee Assignments.

### **Update on 2050 Baseline Demographic Forecast and Annual Metro Profile**

Adam Altenburg & Ari Del Rosario, MetroCOG, presented to the Board an update on the 2050 Baseline Demographic Forecast and Annual Metropolitan Profile. In November of 2022, Metro COG's Policy Board approved both the 2050 Baseline Demographic Forecast and our Annual Metro Profile.

Mr. Altenburg began by presenting the Demographic Forecast. These forecasts are completed every five years as part of the standard transportation process. Population, household, and employment forecasts are developed through this process for Cass and Clay County, including cities and townships within the metropolitan area. These projections help develop the Travel Demand Model (TDM), which helps assess future roadway, transit, freight and other multimodal planning needs. To better understand noticeable trends, information was gathered from local professionals. There was also a study review committee that consisted of planners and City Administrators that provided oversight.

Mr. Altenburg touched on the comparison of population forecasts and census/census estimates of Fargo-Moorhead, population estimates vs. actual U.S. Census Bureau numbers, model estimation overview, model inputs, population growth, population forecasts, household forecasts and employment forecasts.

Mr. Del Rosario presented findings from the annual Metropolitan Profile. The document presented was completed at the end of last year. The purpose of the document is to provide a snapshot of what the metro area looks like using previous year's data. Data is collected annually to see and compare trends. Sections of the document include community profile, roadways, freight, bike and pedestrian, and transit. The Community Profile includes current population, demographics, employment, and housing. Roadways include vehicle miles travelled, average commute time, roadway projects, safety and payment condition and functional classification. Freight includes air cargo total landed weight, truck travel time reliability index, truck unreliable road segments and rail and air transportation data. Bike & Pedestrian includes non-motorized crashes data, Strava - an app to keep track of bike trips, bike and pedestrian projects from 2021, map of bike network, and annual bike and pedestrian counts. Transit includes MATBUS ridership, transit projects, route map, fleet inventory, purchases and facility improvements.

Commissioner Mongeau thanked Mr. Altenburg and Mr. Del Rosario for presenting this information and the work that MetroCOG does, as it helps as we move forward with annual departments.

Commissioner Ebinger asked if the possibility of flooding was factored into the growth data that was presented. Mr. Altenburg stated that yes, it was factored into the data. By looking at the city of West Fargo, the population numbers will start to slow down in the next ten years, due to the limited options to expand its city boundaries. With the diversion in place, the city's growth is going toward the North. Commissioner Ebinger asked how that would affect rural Clay County? Mr. Altenburg stated that some townships will see a decrease in residents, especially if located closer to the Red River.

Commissioner Krabbenhoft asked what factors contributed to the percentage increase of 42% for paratransit. Mr. Del Rosario stated he has noticed the climate in that number. However, he is not certain about the reasoning.

#### **Request for Approval of Response Letter to SAP 014-601-007 Claim**

County Engineer Justin Sorum requested approval to send a response letter in regards to a claim that was filed by Dennis Drewes Incorporated. This was on a grading project on CSAH 1. During the project there were utility conflicts, causing Drewes to not work for 24 days. Mr. Sorum's response letter has been reviewed by state aid and the Attorneys Office.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, with a 3-0 vote, the Board approved to support the sending of the response letter to Dennis Drewes Incorporated.

#### **Request to Reduce Retainage to 1% on SAP 014-591-007**

Clay County is a sponsor of The Safe Routes to School Project in Hawley. The City of Hawley and the contractor are still working through the final quantities, which is taking longer than anticipated. Therefore, as required by statute, Mr. Sorum requested to reduce retainage to 1%.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, with a 3-0 vote, the Board approved to reduce retainage to 1% on SAP 014-591-007.

#### **Request for Approval of Resolution 2023-07 for the Small City Street Allotment**

Mr. Sorum requested approval of resolution 2023-07 for the small city street allotment. The Auditors office calculates the annual amount to the small cities. This year, that amount is \$81,918.67 for small cities. The City of Moorhead's share follows the agreement that was put in place in 2005. Their amount is \$388,200.13.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved Resolution 2023-07 for the Small City Street Allotment.

#### **Request for Approval to Advertise for SAP 014-626-031**

Mr. Sorum requested approval to advertise the Mill & Overlay project on CSAH 26 from CSAH 27 to CSAH 19, a total of 7.5 miles, with a proposed letting date of March 21,

2023.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to advertise for SAP 014-626-031.

### **Request for Renewal of Food Service Contract (Trinity) for the Correctional Facility, Juvenile Center, and Detox**

Jail administrator Kari Tuton and Juvenile Director James Odonnell requested renewal of the Food Service Contract for the Correctional Facility, Detox, and Juvenile Detention. A three-year contract with Trintiy was completed and has now moved to a year-to-year basis. The option to amend the contract was proposed to move forwards with a three-year period from February 2023 to February 2026. The contract will increase by a total of 17%, 8.5% for food costs and 8.5% for wage adjustment.

Mr. O'donnell stated that the contract still outlines the agreement to abide by the national school lunch standards for the Juvenile Center.

Commissioner Campbell asked for clarification on the 8.5% wage adjustment and if that would be implemented in the first year of the three-year contract. Ms. Tuton confirmed that was correct. Commissioner Campbell further asked, with the increase in food costs and wages, how that would impact the 2023 budget for the Correctional Facility and Juvenile Detention Center. Ms. Tuton stated that she hopes they will be under budget. Mr. O'Donnell stated they would be short by 2%.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the 3-year Food Service Contract with Trinity.

### **Request for a Change Bank for the Resource Recovery Center (RRC)**

Solid Waste Manager Corey Bang requested a \$300 change bank for the Scale House at the Resource Recovery Center. On a daily basis, there are an average of 28 to 35 customers and the credit card machine has not yet arrived. Therefore, there is a need for cash in order to make change for the customers.

On motion by Commissioner Mongeau seconded by Commissioner Campbell, and unanimously carried, the Board approved the \$300 change bank to the Resource Recovery Center - Scale House.

### **Committee Reports/County Administrator Update/Discussions**

- Commissioner Mongeau reported on meetings for Highway Tracking; Wildrice Watershed District; SWCD; Chamber Public Policy; Finance Committee; Substance Use Building Committee;
- Commissioner Campbell reported on meetings for Highway Tracking; Red River Regional Dispatch Budget & Finance; Red River Regional Dispatch Board of

Authority; Lakes Country Services Coop; Finance Committee; Substance Use Building Committee;

- Commissioner Krabbenhoft reported on meetings for Legislative Salary Council.
- Commissioner Ebigner reported on meetings for Criminal Justice Advisory Board; Beyond the Yellow Ribbon; Red River Regional Dispatch Board of Authority; Chamber Public Policy Committee;
- County Administrator reported on meetings for Highway Tracking; meeting with Derrick LaPoint and Dan Mahli; meeting with Eric Dodds; meeting with Rory Beil and Hayley Hillstrom; meeting with Sheriff Empting; meeting with Lynn Valdez; meeting with City of Moorhead; meeting with Trenton Gerads and Jenna Kahly; meeting with rural citizen from Hawley; Finance Committee; Substance Use Owners meeting.

Further discussion ensued regarding covering Commissioner Gross' committee appointments while he is out.

### **Adjourn**

The meeting was adjourned at 11:14 a.m.

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Frank Gross, Chair  
County Board of Commissioners

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Stephen Larson, County Administrator