

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, MAY 23, 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, 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 Gross called the meeting to order at 8:30 a.m.

Approval of Agenda

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

Donation from VFW Auxiliary to the Veteran's Service Office for Cable TV

By consent, the Board approved the \$160.50 donation from VFW Auxiliary to the Veteran's Service Office for Cable TV.

Donation from Hawley Lions to Support the Sheriff's Office K9 Program

By consent, the Board approved the \$500.00 donation from Hawley Lions Club to the Sheriff's Office K9 program.

Approval of Liquor Licenses for Willow Creek Golf Course and J&M Bar Services LLC

By consent, the Board approved the liquor licenses for Willow Creek Golf Course and J&M Bar Services LLC.

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 Ebinger, and unanimously carried, the Board approved the bills and vouchers totaling \$7,172,803 from 138 vendors. There were 92 warrants issued under \$2,000 (\$38,466) and the following 46 were over \$2,000.

Independent School Dist 152	\$ 4,206,213	Otter Tail Public Health	\$ 85,000
Independent School Dist 150	\$ 803,718	Accel Mechanical, LLC	\$ 59,164
Independent School Dist 2164	\$ 722,396	Becker County Public Health	\$ 50,000
Independent School District 146	\$ 489,659	Brock White Co LLC	\$ 29,886
Alerus Financial	\$ 168,800	Gehrtz Construction Services, Inc	\$ 28,111
Independent School Dist 914	\$ 162,596	Cardmember Service - (Sheriff 0547)	\$ 25,804
Clay Co Public Health	\$ 110,000	Xcel Energy	\$ 20,871

Ada-Borup-West ISD 2910	\$	18,542	8th Street Retail Center LLC	\$	3,437
Independent School Dist Bc 2889	\$	13,349	Ramsey County Med Exam	\$	3,427
Mn State Auditor	\$	11,843	Gene Guttormson Trust	\$	3,344
Rick Electric Inc	\$	10,689	Dakota Plains Mechanical, Inc.	\$	3,314
Wilkin Co Public Health	\$	10,000	Team Laboratory Chemical LLC	\$	3,300
Earthwork Services Inc.	\$	9,500	Knutson/Glenn	\$	3,274
Ok Tire Store Inc.	\$	9,380	Rdo Truck Center Co.	\$	2,974
Independent School Dist Otc 548	\$	7,928	Dacotah Paper-402756	\$	2,811
Moorhead Public Service	\$	5,561	Psychlogics	\$	2,580
Mattson Excavating, Inc.	\$	5,480	Prison Yoga Project, Inc.	\$	2,500
City Of Dilworth	\$	5,030	Krabbenhoft/Matthew or Jeana	\$	2,426
Johnson's Auto Repair LLC	\$	4,729	Green View Inc.	\$	2,274
Kurita America, Inc.	\$	4,146	Bob Barker (Sheriff)	\$	2,244
The Retrofit Companies Inc.	\$	4,135	City Of Moorhead	\$	2,239
TrueNorth Steel	\$	3,700	Trinity Services Group, Inc.	\$	2,187
Welch Law Firm, LLC	\$	3,605	Office of MNIT Services	\$	2,162

Approval of Minutes from May 9 & May 16, 2023

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft and unanimously carried, the Board approved the minutes from May 9 & May 16, 2023.

Request Approval to Order Six Vehicles from Enterprising Leasing for 2024

Sheriff Mark Empting requested approval to order six patrol vehicles through Enterprising Leasing for 2024. The Sheriff's Office is still waiting to receive the patrol vehicles that were ordered in 2022, but they are scheduled for production this week. The cost per vehicle per month would be \$1,073.00, which is lower than expected. Sheriff Empting stated that other vehicles were priced out as well.

Commissioner Campbell asked if the new leased vehicles were replacing the 6 that will go to auction. Sheriff Empting confirmed that was correct. Commissioner Campbell asked how the thought process will change within the budget and if it was possible to reduce the investment to the Internal Service Fund (ISF) due to leasing rather than owning. Sheriff Empting stated the budget will need to be looked into but also ensured that adequate funds are available for any replacement.

Discussion ensued regarding contribution to the ISF and leasing.

Commissioner Ebinger asked if these vehicles were built as police squad vehicles and if the setup (screen, console, and communications equipment) is interchangeable between the 2021 and the 2024 models. Sheriff Empting stated they are considered police package vehicles and that some of the equipment is interchangeable.

Commissioner Ebinger stated for future requests it's recommended to be provided an idea of set up to show as a separate item to merge into the annual payment, that would give an idea of where the ISF balance stands. Sheriff Empting stated that it does depend on the car.

Commissioner Campbell followed-up to ask what the cost is for fitting up each vehicle. Sheriff Empting stated for a patrol car the cost is anywhere between \$12,000.00 - \$14,000.00, for a transport car, if

equipment is reused, would be between \$6,000.00 - \$8,000.00.

Commissioner Krabbenhoft asked if the cars that go to auction still have equipment in them. Sheriff Empting stated that the cars do get stripped of all equipment before going to auction or back to enterprise for auction.

Commissioner Ebinger asked where the money goes when the cars are auctioned. Sheriff Empting stated that money goes back into the ISF including the equity.

On motion by Commissioner Ebinger, seconded by Commissioner Mongeau and unanimously carried, the Board approved the ordering of six vehicles from Enterprising Leasing for 2024 in the amount of \$77,256.00.

Request Approval to Replace a Social Work Position Due to Resignation

Social Services Director Rhonda Porter requested approval to replace a Social Worker – Child Protection Specialist, due to resignation. There is revenue that is captured with these positions, it's earned based on the work and the eligibility of the family, which would offset some of the cost.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved to replace a Social Work position with backfill.

Request Approval to Hire Two Eligibility Workers with State Appropriation

Ms. Porter, Financial Assistance Supervisor Karen Syverson, and Financial Assistance Supervisor Jamie Stewart requested approval to hire two eligibility workers with state appropriation. Ms. Porter stated this topic was presented at the Personnel Issues Committee and received support to bring this to the Board. As an extension of the State Department of Human Services (DHS), Clay County Social Services administers and process medical assistance applications. Individuals who are on medical assistance would typically have annual reviews. Due to the COVID pandemic, starting in March of 2020, DHS refrained from the annual renewals and closures, to ensure that individuals preserved their healthcare coverage. A Federal spending bill was signed in December 2022 by President Biden requiring the States to resume the standard medical assistance process. This will have an impact on County staff. Governor Walz and the legislature allocated funds to counties to help address this issue. The allocation for Clay County is based on the case load from March 2023 case load. Clay County's allocation is \$461,139.00 based on the 17,682 recipients who are on MN medical assistance. The biggest piece to this is needing resources and trained staff to address the renewal process.

Ms. Porter stated by hiring two eligibility workers, it would help alleviate the workload of the Adult Services program area. The cost per eligibility worker for two years would be \$166,730.00. Therefore, for both workers for two years would cost \$333,460.00 which would come from the \$461,139.00 received from the state. Funds will be received in one lump sum in July of 2023 with no timeline to spend those funds.

Commissioner Campbell asked what happens with the two eligibility workers after the two year time span. Ms. Porter stated it's difficult to know what things will look like after the two years. Her recommendation would be to hire these positions without the caveat of it only being for the two years because of attrition and turnover, history has shown that the department can continue to evaluate those pieces while moving through the renewal process.

Commissioner Gross asked for clarification on the renewals. Ms. Porter stated renewals will happen

every year, and it will take about a full year before every individual is processed, due to the three-year gap.

Commissioner Mongeau stated that this has been brought to the PIC Committee and she is in support of the request and the positions are warranted as the number of individuals on assistance is a large percentage of the County.

Discussion ensued regarding job performance, case load size, and increased need.

Ms. Porter asked if the Board would prefer another action regarding additional funding over and above the two positions and if there should be a need for overtime for existing staff and technology needs, or if this motion would include that authority. Commissioner Mongeau stated her motion would reflect the full allotment, no timeline and technology needs. Commissioner Krabbenhoft agreed.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to utilize the state allocation of \$461,139.00 to hire two eligibility workers including technology needs, without a timeline and with backfill if there is any internal interest.

Request Approval to Submit a Grant Application to the Sauer Family Foundation for Assessment and Development of a Family Resource Center

Ms. Porter stated that family resource centers are a growing topic and is requesting approval for the grant to be processed by the Sauer Family Foundation. This grant is focused on assessment, planning and development of a Family Resource Center (FRC) for Clay County, more specifically, in Moorhead. Through the conversation of the Clay County land trust purchasing land in the Romkey Park area to develop a childcare center, there was additional interest from the residents for a community space. This grant application is in effort to extend the conversation regarding what the benefits are for a FRC, how they're developed and how to engage the community. A good part of the application is focused on training the Child Protection and Child Welfare staff on what Family Resource Centers are and what they can do for the families that the County serves in the Child Protection and Child Welfare system.

The Sauer Family Foundation's mission is to invest and strengthen the wellbeing of children, focusing on children at risk of abuse and neglect, toxic community environment, trauma and children that have difficulty with academic success. Association of Minnesota Counties (AMC) did receive some funding from the Sauer Family Foundation for up to three years. The idea behind a FRC is not for the County to own, operate and run the center, it would be community driven. This would be funded for one year in the amount of \$ \$58,650.00. \$35,000 would be a contract with Creating Community Consulting (CCC), they would lead the effort regarding ongoing engagement with community partners and solidifying the current community assessments to analyze what the needs are. \$8,000 would be for all the Child Protection Child Welfare staff and core community members to attend a two-day Family Strengthening Standards certification training. Additional funds are provided for community engagement meetings, printing, and marketing.

Commissioner Gross asked if we're already providing these services in our community. Ms. Porter stated that we are doing some but our staff go out into the community, where this family resource center would allow community members to come to one accessible location, within their community. Schools would be a key partner in this endeavor because it would allow for both academic and social services support into the community.

Commissioner Krabbenhoft asked for clarification regarding school, whether that be public education,

Head Start or others. Ms. Porter stated it would mean all the above.

Commissioner Krabbenhoft asked if counties are the only applicants for this grant. Ms. Porter stated that counties are not required to be the applicant but County, Government, and 501c3 would be appropriate applicants.

Commissioner Gross asked what would happen if the work was not completed in the one year in which the funds are available. Ms. Porter stated with the interest from the Governor and Legislature, there could be state funds going toward resource centers within the state.

Commissioner Mongeau asked if any of the \$40,000 feasibility study funds that were previously asked for, go towards this project. Ms. Porter stated they are separate. Commissioner Mongeau asked at what point is a Request for Proposal (RFP) required for a contracting service, and with the funds, is the County required to go through a process of hiring a contracting company. County Administrator Stephen Larson stated the Procurement Policy would not dictate this request to reach that level at this rate. Ms. Porter stated typically an RFP would be presented and community partners would be able to respond, however, this project was not looked at in that way. After seeing the grant application and knowing the work that the CCC does, it made sense to look to them for this project and because CCC is not a 501c3, at this time, the best applicant was Clay County.

Commissioner Gross asked who would be overseeing and assessing where this program and money would go. Ms. Porter stated she would be working with those entities on developing a plan, outcome and activities and reaching benchmarks along the way throughout the year. One piece of the grant application is to establish a core group of individuals to discuss next steps etc.

Commissioner Campbell asked, in terms of contracting services, how does the County determine what company is the best fit for the project, without an RFP. Ms. Porter discussed in this occurrence, she is going off the knowledge that she has regarding CCC, their history and experience. Part of the grant application would be working with resilient Moorhead and inclusive Moorhead, which represents 28 or more community partners. Although Clay County would be working with CCC for their consultation services, this will bring in a larger group of community partners.

Commissioner Campbell asked for clarification on if it was Clay County's intent to run the facility or not. Ms. Porter stated that would not be the intent. There are a multitude of ways on how a Family Resource Center is run, but it would be community partners and various stakeholders. The County could be a partner and offer funding.

Discussion ensued regarding the need, procurement and wages and group members.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and carried with one descending vote (Commissioner Mongeau), the Board approved the submission of the grant application to the Sauer Family Foundation for Assessment and Development of a Family Resource Center.

Request Approval to Hire Motor Grader Operator

County Engineer Justin Sorum requested to hire a Motor Grader Operator for the Georgetown district, due to a recent resignation. Per the union contract, the position will be advertised internally for 5 days, therefore backfill would also be requested.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried,

the Board approved the to hire a motor grader operator with backfill.

Request Approval of the FY 23 OHV GIA Contract

Mr. Sorum stated in November the Board approved the funding application and resolution for the ART trail that runs from Ulen, MN to the Norman County line. This contract allows Clay County to receive funds to maintain the 5 miles of the trail.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the FY 23 OHV GIA Contract.

Request Approval to Purchase an Electronic Signature Solution

Technology Services Director Rory Schmitz requested approval to purchase an Electronic Signature Solution called SignNow. This is a more efficient electronic signature solution for the County. You would be able to create documents for formal agreements, contracts, and items of that nature. To start, the request would be for \$3,000 for 2,000 envelopes/documents for the first year. From there, the Technology Services would add this cost into the budget and renew the contract each year.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the purchase of SignNow electronic signature solution in the amount of \$3,000.00.

Request Approval to Send out RFPs for County Surveyor Services

Information Services Director Mark Sloan requested approval to send out RFPs for County surveyor services. In 2015 the County decided to move away from having an appointed County surveyor to contracting for services. The company that has been under contract with the County for the last seven years has recently had staff changes and are no longer able to survey in the state of Minnesota. Therefore, it's requested to send out Request for Proposals (RFP) to local surveyors and decide who to contract with.

Mr. Sloan discussed the remonumentation project and that it's one of the larger and most visible projects. In Clay County there are 4,676 total section corners, 1,500 of those have been remonumented and are complete. There are another 1,200 that are recorded but don't have coordinates on them and 680 corners are still unknown. Currently, \$40,000 is spent per year on section corner remonumentation and funds for that come from the Recorder's compliance fund.

Commissioner Gross asked if this causes residents to lose land that they own. Mr. Sloan stated it does not. However, it may make it less expensive for landowners to have a survey completed.

Commissioner Krabbenhoft asked if this would change legal descriptions, and with the technology that is available today, if this will last a long time. Mr. Sloan stated it would not change legal descriptions. The only change is where the corner actually is. Technology does make this easier and one requirement of this project is for each corner to have precise coordinates. The coordinates and corners are all documented with the Recorder's Office and are available online if anyone needs to obtain the information.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the distribution of RFPs for County surveyor services.

Request Approval of the Development Code Study Review Committee

Planning & Zoning Director Matthew Jacobson stated that the Development Code Study Review Committee was discussed at the Planning Commission and recommended that two County Commissioners be involved in the committee. The Study Review Committee is to guide the project, provide input, review, and oversight. The time commitment consists of three project meetings over the course of 14 months and the cost impact would be per diems for those meetings.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the Development Code Study Review Committee.

Request Approval of Wise Benefit Administrative System

Human Resources Coordinator Anna Moore discussed the unanimous vote of the Insurance Committee to move forward with changing the County's ancillary benefits from Colonial Life to Madison National Life. With this change, there would be a free insurance benefit platform called Wise Benefit. This would allow for a paperless process, electronic enrollment for both new hires and open enrollment, EDI files meaning benefits entered or changed would be automatically sent to the carriers.

Ms. Moore further discussed with the current ancillary benefits, there are roughly 60 employees that carry those policies and will have the option to carry coverage through the new provider or continue their current coverage at a self-pay and they could pay directly through their carrier.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Wise Benefit Administrative System.

Recognition - Proclamation for Fire and Emergency Medical Services Appreciation Day & National Emergency Medical Services Week

County Administrator Stephen Larson asked for recognition of the Proclamation for Fire and Emergency Medical Services Appreciation Day - May 23rd, 2023 & National Emergency Medical Services (EMS) Week, May 21-27th and to acknowledge area fire departments and EMS personnel for their dedicated service in serving and protecting the citizens of Clay County.

The Intergovernmental Committee will be hosting a Fire and EMS Press Conference on May 23rd, 2pm at the Dilworth Community Center.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board read and supported the Proclamation recognizing Fire and Emergency Medical Services Appreciation Day May 23rd, 2023 & National Emergency Medical Services Week, May 21-27th.

Committee Reports/County Administrator Update/Discussions

- Commissioner Mongeau reported on meetings for Personnel Issues Committee; Planning Commission; Lakeland Mental Health Center; and MN Rural Counties Caucus.
- Commissioner Campbell reported on meetings for the Building Committee - DMV pre-design.
- Commissioner Ebinger reported on meetings for Clay County Suicide & Substance Prevention Coalition; CAPLP Council on Aging; and Lake Agassiz Regional Library Board.
- Commissioner Krabbenhoft reported on meetings for Adult Mental Health LAC; Historical & Cultural Society; Moorhead Business Association; MetroCOG Orientation; and A Place for Hope Open House.

- Commissioner Gross reported on meetings for Personnel Issues Committee; Building Committee - DMV pre-design; and MN Rural Counties Caucus.
- County Administrator Stephen Larson reported on meetings for Personnel Issues Committee; Regional City Management; Groundbreaking meeting; meeting with Abby Furchner with FMWF Chamber; David Heyer from DEED regarding Taracon; MCCJPA pre-meeting; Building Committee - DMV pre-design; reminder there will be a Press Conference today for EMT & Fire at the Dilworth Community Center; there is no Board of Commissioners meeting next week since it's the 5th Tuesday of the month; Courthouse will be closed on Memorial Day; and meetings regarding opioid discussion on settlements and funding.

Adjourn

The meeting was adjourned at 10:19 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator