

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, JUNE 6, 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 Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the agenda with the agenda addition, Request to Approve a One-Day Liquor License for Harvest Hope Farm.

Family Service Center Lease Renewal- Birthright

By consent, the Board approved the Family Service Center Lease Renewal - Birthright.

Approval of Liquor License for the Pitchfork

By consent, the Board approved the liquor license for the Pitchfork.

Employee Recognitions

The following employees were recognized: Ann Leshovsky for 25 years with the Auditor's Office and Troy Amundsen for 30 years with Public Health.

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 Ebinger, and unanimously carried, the Board approved the bills and vouchers totaling \$1,648,994 from 169 vendors. There were 112 warrants issued under \$2,000 (\$49,108) and the following 57 were over \$2,000.

Blue Cross Blue Shield Minnesota	\$ 325,737	Dean's Bulk Service	\$ 6,356
Code 4 Services, Inc	\$ 247,176	Black Hills Window Cleaning, Inc.	\$ 6,341
Rick Electric Inc	\$ 244,915	CivicPlus, LLC	\$ 5,733
Advanced Correctional Healthcare, Inc.	\$ 99,949	Konrad Material Sales, LLC	\$ 5,265
Clay County Social Services	\$ 96,630	Novanex, Inc	\$ 5,211
Dakota Plains Mechanical, Inc.	\$ 70,025	TrueNorth Steel	\$ 5,108
MN Housing Finance Agency	\$ 32,039	Weber/Timothy or Kim	\$ 4,978
Clay Co Public Health	\$ 29,320	Team Laboratory Chemical LLC	\$ 4,950

Magic Fund	\$ 28,717	City of Hitterdal	\$ 4,921
Axon Enterprises, Inc.	\$ 26,397	Moorhead Public Service	\$ 4,872
City Of Barnesville	\$ 25,674	Frontier Precision Inc	\$ 4,836
Turner Sand & Gravel Inc.	\$ 25,090	Fargo Freightliner	\$ 4,755
Otter Tail Public Health	\$ 24,520	City of Pelican Rapids	\$ 4,677
Trinity Services Group, Inc.	\$ 24,374	R Travelmart	\$ 4,557
City Of Dilworth	\$ 22,535	Northland Business Systems	\$ 4,530
SHI International Corp	\$ 19,800	Election Systems & Software Inc.	\$ 3,923
Historical & Cultural Society Of Clay Co	\$ 16,461	Stellar Services, LLC	\$ 3,833
Lutheran Social Service Of Mn	\$ 16,366	Amazon Capital Services	\$ 3,806
Becker County Public Health	\$ 14,900	Kris Engineering, Inc.	\$ 3,628
West Central Environmental Consultants	\$ 14,199	City of Ulen	\$ 3,596
Mattson Excavating, Inc.	\$ 13,690	Clay County	\$ 3,589
City Of Hawley	\$ 11,845	Colonial Life	\$ 3,358
ZulaFly, Inc.	\$ 11,125	Ramsey County Med Exam	\$ 3,212
Sanford Health	\$ 7,895	River Valley Forensic Services, PA	\$ 3,000
Klein Mccarthy & Co Ltd	\$ 7,837	Diamond Drugs Inc.	\$ 2,825
Knowink	\$ 7,500	Madison National Life	\$ 2,557
Verizon-386550144	\$ 7,210	Big Dog Autoglass LLC	\$ 2,475
MN Counties Computer Coop	\$ 6,750	Wilkin Co Public Health	\$ 2,160
		NDSCS-Division for Workforce Affairs	\$ 2,137

Approval of Minutes from May 23, 2023

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from May 23, 2023.

Agenda Addition: Request Approval for a One-Day Liquor License for Harvest Hope Farm

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the one-day liquor license for Harvest Hope Farm.

A Place for Hope Annual Update

A Place for Hope Executive Director Darrel Vasvick provided an annual updated for the Recovery and Wellness Center and Food Shelf. Mr. Vasvick discussed the 2022 Impact Report, Mental Health Facts and Statistics, Programs, Leadership, Financial Report Income and Expenses.

Commissioner Krabbenhoft thanked Mr. Vasvick for his work.

Request Approval of the Change Order Request for the Joint Facility Cold Storage-Capital Project

Facilities Director Joe Olson and County Engineer Justin Sorum requested approval to add two

10x18 foot concrete aprons at each overhead door for the cold storage facility.

Mr. Sorum stated after shifting the building, some concrete was cut out to remove some footing. Therefore, there would have been aprons in the building if the footings did not need to be removed due to the shift of the building.

Mr. Olson stated the total cost for this project would be \$5,445.00 and would come from the Capital Bond Funds.

Commissioner Mongeau asked about the availability of concrete and if there was any worry regarding receiving it. Mr. Sorum stated it would be available as early as June 19, 2023.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the change order request to add two concrete aprons to the cold storage building in the amount of \$5,445.00.

Request Approval to Rename the Information Services Department

Information Services Director Mark Sloan requested approval to rename the Information Services to GIS & Communications.

Mr. Sloan stated the Information Services Department was created in 2013 as a partner to the Technology Services Department. At that time, the two departments were co-located in the same office, collaborating on many tasks. Over the last decade, the tasks performed by Information Services have adapted to new technologies, processes, and organizational needs. To take advantage of staff resources and skills, database administration was moved to Technology Services in 2018. Since then, the tasks undertaken by Information Services have focused primarily on GIS and Communications. However, having two departments with similar names (Information Services and Technology Services) has been confusing for some of our customers. This change would go into effect at the beginning of the 2024 fiscal year and would not affect staffing or the budget.

Commissioner Mongeau stated the Information Services department has become a catch all for many questions that don't necessarily pertain to that department, therefore, the name change is a step in the right direction.

Commissioner Campbell stated that the name change is a good idea and asked how it would work for the Communication Coordinator position which is not part of said department and who would be authorizing the messaging and communication that is being put out to the public. Mr. Sloan stated his department and the Communications Coordinator work closely together and are located in the same building. Commissioner Mongeau stated that in terms of the hierarchy, final messaging and communication would go through the Communications Coordinator.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to rename the Clay County Information Services Department to Clay County GIS & Communications.

Request Approval to Waive Tax Penalties for Bennett Park

Deputy Treasurer Annette Mahler stated in April of 2023, she received communication from Dan Gordon from North Country Co-op and Nathan Aakre from the City of Moorhead Assessors

Office regarding owed taxes in Bennett Park. The City of Moorhead and North Country Co-op will be demolishing, rehabbing, and reselling some of the homes, and two of these parcels have delinquent taxes owing. On behalf of Bennett Park Board, Joe Nemzek is asking for these taxes and penalties to be waived so the project can move forward. The total amount waived would be \$2,333.98.

County Administrator Stephen Larson stated there are two reasons why penalty taxes can be waived. This reason technically does not meet either criteria that has been set. However, the challenge is the Park Board cannot do the needed work if they don't have a title and they can't obtain the title if there is a tax issue. The individuals that used to live here have moved out and after discussion with County Auditor Lori Johnson, there is a good chance that this money will not be paid by the individuals who owe it.

Commissioner Campbell asked if those penalties are waived, will the taxes themselves be paid in full. Ms. Mahler stated that what is being asked is that both the taxes and penalties be waived. Commissioner Campbell asked if the goal is for that land to change ownership. Ms. Mahler stated the goal is to demolish the two mobile homes with the delinquent taxes and then rebuild, but that cannot be done without a certification stating that there are no taxes owed. Commissioner Campbell discussed how that would still then allow for the same owners to come in and potentially become delinquent on those parcels for a second time around. Ms. Mahler clarified that both North Country Co-op and Bennett Park are looking to get a title for these parcels, then the homes would be demolished and replaced. The citizens own the mobile homes, not the lot itself and the delinquent taxes are for the mobile homes, not the lot.

Commissioner Gross asked what percentage of homes are owned by the Bennett Park Board. Ms. Mahler was not sure of the percentage. Mr. Larson stated the citizens who own these mobile homes are no longer there. This would allow for those homes to be cleaned out, demolished, and rebuilt so new owners could come in, who would be willing to pay their taxes. County Attorney Brian Melton stated if the mobile homes remain vacant, they could become a nuisance. If that is the route that this goes, there would be more court involvement. By removing the taxes, demolishing the property and rebuilding allows for new property and new owners.

Commissioner Mongeau discussed Mr. Larson's opening remarks regarding this situation not falling under the criteria that has been set and asked if there was an avenue that would allow the Board act on this. Mr. Larson stated that as a Board, they have the ability to act outside of policy.

Discussion ensued regarding the title transfer.

Environmental Health Director Kent Severson stated his department does licensing and inspections for Bennett Park. Overall, there are homes that are in need of removal. The lots are owned by the co-op, but the trailers were privately owned. For demolition to occur, the title needs to be obtained, but contact with the owners of the homes proved unsuccessful. To transfer the title and move forward with the project, the taxes and penalties need to be taken care of. The old homes will be removed and new homes will come in. The new homes would also be privately owned. Commissioner Krabbenhoft asked how the title would be transferred. Ms. Mahler stated that mobile homes are dealt with Motor Vehicle, therefore there are no deeds, and it would be a transfer of title.

Commissioner Campbell asked who would be paying for the demolition. Mr. Severson stated that would be the co-op. Commissioner Campbell clarified that they cannot move along with the demolition with the tax liens on the homes. Mr. Severson stated the Park Board cannot move forward with getting the titles because the tax liens are what is in the way of obtaining the titles. Mr. Melton read from the letter that was submitted by Joe Nemzek and stated at this time, all that is being requested is to remove taxes and penalties on two abandoned mobile homes.

Commissioner Krabbenhoft stated that there can be problems getting certificates for title on the manufactured homes through the state and asked where we stand on that. Mr. Severson stated that's the process of what's being done here is to alleviate those steps to get to that point.

Discussion ensued regarding land tax and mobile home tax.

Commissioner Mongeau asked if the total amount being waived is \$2,333.98. Ms. Mahler confirmed. Commissioner Mongeau stated that does not include the pre-pay amount of \$744.00 for 2023. Ms. Mahler confirmed and stated that County Auditor, Lori Johnson is waiving that requirement to have the taxes prepaid because they have values on them. Commissioner Mongeau asked that would then waive what is past due as of May 1, 2023. Ms. Mahler confirmed and mentioned that the first portion of mobile home tax payments are due in August and the second portion is due in November.

Commissioner Gross asked if these homes have been vacant since 2018. Ms. Mahler stated she's not sure when the homes became vacant, but they had values on them, so they were taxed.

Commissioner Ebinger stated this development was created to provide affordable housing and the effort of this development addresses the needs of the youth in the area. This is a good reinvestment to keep the level of housing up to standard.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to waive the tax penalties for parcels 58.990.0263 and 58.990.0259 located in Bennett Park in the amount of \$2,333.98.

Request Approval to Fill the Part-Time Victim/Witness Coordinator Position

County Attorney Brian Melton requested to advertise and fill the part-time Victim/Witness Coordinator Position. This position was included in the 2023 budget.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to fill the part-time Victim/Witness Coordinator position.

Committee Reports/County Administrator Update/Discussions

- Commissioner Campbell reported on meetings for the Insurance Committee; Clay County Collaborative; Prairie Lakes Municipal Solid Waste Authority; SWAC; MCCJPA; FM Diversion Authority; WCRWD Work Group; RRRDC meeting with Commissioner Ebinger, Stephen Larson, and Sheriff Empting; and Withdrawal Management/Detox Groundbreaking Ceremony.
- Commissioner Ebinger reported on meetings for rural contract discussion with RRRDC with Commissioner Campbell, Stephen Larson and Sheriff Empting; FM Diversion

Finance Committee; FM Diversion Authority; Withdrawal Management/Detox Groundbreaking Ceremony; Emergency Communication Network Legislature Committee; and Partnership4Health.

- Commissioner Krabbenhoft reported on meetings for the Clay County Collaborative; Lakes & Prairie Community Action CAPLP; Historical & Cultural Society; and Moorhead City Planning.
- Commissioner Mongeau reported on meetings for the AMC Legislative update; meeting with Commissioner Gross and staff regarding the fingerprinting site; SWAC; MCCJPA; Lakes & Prairie Community Action CAPLP; attended a roundtable with Star Tribune; and Withdrawal Management/Detox Groundbreaking Ceremony.
- Commissioner Gross reported on attending press conference for Dilworth Fire Department; meeting with Commissioner Mongeau and staff regarding fingerprinting; WCRWD Work Group; Partnership4Health; Withdrawal Management/Detox Facility Groundbreaking Ceremony; Breakfast on the Farm; and attended Georgetown and Hawley city meetings.
- County Administrator Steve Larson reported on meetings for RRRDC meeting with Commissioners Ebinger, Campbell and Sheriff Empting; Insurance Committee; Press conference for Dilworth Fire Department; County Management; meeting with Commissioners Gross and Mongeau regarding the fingerprinting site; met with Commissioner Krabbenhoft regarding county issues; met with Sheriff Empting regarding the Public Safety one-time aide; met with Brian Melton on the impact of cannabis legislation; SWAC; MCCJPA; MACA Legislative Update; followed up with a citizen concern regarding ongoing questions on valuation; WCRWD Work Group; met with representatives from Roers and the City of Moorhead regarding the Moorhead Center Mall; Withdrawal Management/Detox Facility Groundbreaking Ceremony; met with Justin Sorum regarding road closures; met with Mark Sloan and Rhonda Porter regarding issues within their departments; met with Nick Lindberg from MCIT discussing overviews of our coverage; department head evaluation; met with Jackie Finck and Rocky Schneider with AE2S regarding the WCRWD; Parking at the Moorhead Center Mall for the DMV will be on the North side of the building; BRRWD will have a Public Hearing on June 26, 2023 at 7:00 p.m. at the Watershed Office regarding Stoney Creek Restoration Project; Permits received for the Withdrawal Management/Detox Facility; MetroCOG is hosting a Special Joint Meeting on June 29, 2023, at 12:30 p.m. to review the FM regional housing needs and the all systems strategies report; Clay County Government Days will be held at the Clay County Fair on July 14, 2023, from 12-4 p.m.; Reminder, next week the Board of Commissioners meeting will be held at 5 p.m. with the Board of Appeal and Equalization at 6:30 p.m.; and notification was received this week regarding the Commitment, Guardianship and Conservatorship Attorney Contract therefore a request for RFP will be brought forward next week.
- Communications Coordinator Jacqueline Finck reported on meetings with Stephen Larson and Rocky Schneider from AE2S regarding the WCRWD. There is a link on the County website that allows residents and business owners to take a survey to determine the feasibility for rural water within Clay County.

Adjourn

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

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator