

CLAY COUNTY BOARD OF COMMISSIONERS

5:00 PM, TUESDAY, JUNE 13, 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 (arrived at 5:14 p.m.), Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, HR Director/Asst. Administrator Darren Brooke, and Communications Coordinator Jacqueline Finck

Call to Order

Commissioner Gross called the meeting to order at 5:00 p.m.

Approval of Agenda

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

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the bills and vouchers totaling \$1,094,879 from 171 vendors. There were 127 warrants issued under \$2,000 (\$64,683) and the following 44 were over \$2,000.

Houle Excavating, LLC	\$ 271,380	Farmers Coop Oil Co	\$ 5,635
MN PERA	\$ 154,571	The Retrofit Companies Inc.	\$ 5,580
Clay Co Public Health	\$ 69,200	LELS	\$ 5,050
Bytespeed, LLC	\$ 59,920	ANJAAM HOLDINGS, LLC	\$ 4,814
Sources of Strength, Inc.	\$ 41,750	Widseth Smith Nolting & Associates Inc.	\$ 4,420
Advanced Correctional Healthcare, Inc.	\$ 38,617	Express Lane - Hawley	\$ 4,245
Otter Tail Public Health	\$ 38,144	Sabin C Store	\$ 4,146
City Of Moorhead	\$ 37,545	Wilkin Co Public Health	\$ 3,977
Turner Sand & Gravel Inc.	\$ 34,197	Marco Technologies LLC	\$ 3,458
Klein Mccarthy & Co Ltd	\$ 26,537	Thomson Reuters - West 231880	\$ 3,387
Enterprise FM Trust	\$ 26,259	Valley Mortuary Services	\$ 3,344
Prairie Lakes Municipal Solid Waste Auth	\$ 26,028	Disposal Services Inc	\$ 3,120
Becker County Public Health	\$ 25,968	All Season's Lawncare	\$ 3,000
HID Global BluVision, Inc.	\$ 24,263	WEX Bank	\$ 2,895
Trinity Services Group, Inc.	\$ 21,252	Fuchs Sanitation Inc	\$ 2,815
Camrud-Foss Concrete Constr Inc.	\$ 12,212	Wex Bank (fleet)	\$ 2,674
Petro Serve Usa-Hwy	\$ 10,345	Rob Bentz Lock & Key, LLC	\$ 2,471
Town & Country Oil Inc.	\$ 8,346	Dakota Plains Mechanical, Inc.	\$ 2,346

Powerplan	\$ 7,913	Nancy Hein-Kolo, PsyD, LP	\$ 2,250
Forum Communications Printing	\$ 7,328	Ramsey County Med Exam	\$ 2,219
Nitzkowski, Inc.	\$ 6,872	Johnson Controls, Inc.	\$ 2,042
Pomp's Tire Service, Inc.	\$ 5,641	MidStates Wireless, Inc.	\$ 2,000

Request Approval to Hire Two Deputy Auditors - Motor Vehicle

County Auditor-Treasurer Lori Johnson requested approval to hire two Deputy Auditors for the Motor Vehicle Department due to retirements.

Commissioner Campbell asked if these positions would need backfill. Ms. Johnson stated that there is a possibility that backfill would be needed.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to hire two Deputy Auditors with backfill if necessary, for the Department of Motor Vehicle.

Request Approval for Opioid Position

Public Health Administrator Kathy McKay and Health Promotion Director Rory Beil requested approval for an Opioid Position.

Ms. McKay discussed conversations that had previously taken place regarding how Public Health is assigned to be the chief strategists for the opioid settlement funds and to work with the community.

Mr. Beil discussed the responsibilities of this new position. As the Chief Strategist for Clay County, as directed by the state, the individual hired would lead this coalition by working with the community groups and work through four domains including prevention, treatment and recovery, harm reduction, and criminal justice. The first step is to conduct an assessment to figure out how time will be spent to determine what the biggest issue is and what's the greatest opportunity to make a change. Next would be to connect with individuals who are already doing this type of work to determine the capacity to see where those workers are.

Commissioner Gross asked how someone would be hired for this position if it was previously stated that no one in this area has done something like this before. Mr. Beil stated this work is entirely grant funded, and when funds are received there's always a search for individuals who have some experience. Currently, the Diversity Community Coordinator has expressed potential interest in the position.

Commissioner Ebinger stated that he has been involved with discussions regarding this position and that we need someone to coordinate these efforts and who will act on behalf of the County. And if the right individual is hired, they will be able to identify grant opportunities that are offered.

Commissioner Campbell stated that Clay County was to receive a little over \$2 million in opioid settlements, over a period of time. With that, the Board of Commissioners agreed to apply half of those funds to the new Withdrawal Management/Detox Facility, which left \$1.2 million left over. However, those funds won't be received until a later date. This an important and needed position and since the opioid dollars are not readily available, it would be worth looking into ARPA funds. Commissioner Ebinger asked if funds would initially come from the ARPA dollars, would those

reserves be replenished with opioid settlement funds once they become available. Commissioner Campbell stated that would be the ideal scenario, however, it could take a while to see those opioid funds.

Commissioner Ebinger asked what the status was regarding the City of Moorhead's involvement. County Administrator Stephen Larson discussed meetings with the City of Moorhead, and they indicated as part of their budget process this topic would be discussed, however, a decision has yet to be made. Commissioner Ebinger stated this would be a great advantage to the City of Moorhead.

Commissioner Gross asked if this would be just one position and where funds would come from. Ms. McKay stated it would be one full-time position and it would be funded by ARPA funds to begin with.

Commissioner Mongeau stated part of the conversation was that this position had been discussed and it was determined that it needed to be a full-time position and that funds should initially come from the ARPA funds that have been set aside for Public Health. It was also recommended that this be a Clay County position. If any municipalities come forward in collaboration, the position could then be worked through at that time.

Commissioner Campbell stated there is still a potential for the County to receive a grant for the facility. This would allow for funding the position with opioid dollars. Therefore, depending on the success of the grant, there could be the possibility for reimbursement to the ARPR reserves.

Discussion ensued regarding 18-month financing and budget cycling moving beyond that timeframe.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to recruit and hire a full-time community organizer to collaborate and address the opioid epidemic with the position being funded from Public Health ARPA reserves for 18 months.

Request Approval of Right of Way Easement on Clay County Memorial Forest

Planning & Zoning Director Matthew Jacobson requested approval of a permanent right of way utility easement through the Clay County Memorial Forest. This would be granted to the Red River Valley Coop Power Association for an electric distribution line. This would run along the south side of US Highway 10 and in the north 200 feet of the property and would be a 20-foot easement. The Coop must receive permission from the County to remove any trees in this area and they would also be responsible for any damages.

Commissioner Gross asked if this memorial forest is used for anything. Mr. Jacobson stated the forest is intended for open access for Clay County citizens to utilize.

Commissioner Mongeau was appreciative that this was brought forward and agreed that trees that were planted in memorial of someone shouldn't be removed.

Commissioner Ebinger asked if these lines would be run underground. Mr. Jacobson did confirm that was correct.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Right of Way easement on the Clay County Memorial Forest.

2022/2023 Performance Measurement Program Participation and Results

Human Resources Director Darren Brooke presented the 2022/2023 Performance Measurement Program Participation and Results. Mr. Brooke stated that Clay County has been a participant of this study since 2011 and is required to provide the results of the report to the State Auditor's Office by July 1st. With that, the Board needs to decide if they wish to continue with the program for 2023.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved Resolution 2023-14 to participate in the State Performance Measurement Program.

COUNTY BOARD OF COMMISSIONERS
Clay County, Minnesota 56560
Date June 13, 2023 Resolution No. 2023-14

WHEREAS, Benefits to Clay County for participation in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, Any county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The Clay County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, Clay County will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, and posting on the county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, Clay County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county.

Request Approval to Submit Request for Quotes (RFQ) for Legal Services - Commitment, Guardianship, & Conservatorship Contract

County Administrator Stephen Larson requested approval to submit RFQ's to obtain competitive quotes from qualified law firms or attorney's for Legal Services - Commitment, Guardianship, & Conservatorship Contract as Clay County recently received notice of resignation pertaining to this contract. The contract would run from August 1, 2023, through December 31, 2024.

Commissioner Mongeau asked if this request is for an RFQ, why the length of the contract is less than 18 months. Mr. Larson stated after discussion with the County Attorney's Office that it was

suggested to maintain the same timeline and schedule as the other three current contracts.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to submit request for quotes (RFQ) for legal services - Commitment, Guardianship, & Conservatorship Contract.

Moorhead Center Mall Update

CEO at ROERS Jim Roers and Shannon Roers Jones provided an updated on the Downtown Moorhead Redevelopment Project.

Mr. Roers stated that roughly three years ago ROERS Construction was hired to be a pre-development partner with the city of Moorhead and Roers is still currently under that contract. During this time, ROERS was tasked to acquire as many parcels as possible during the pre-development phase in order to gain control of the Moorhead Center Mall and to then come up with a vision for that space. Throughout the development of the vision, 97% of the property in the 18-acre tract of land has been acquired and now these ideas are starting to become a reality. A bond issue was passed, and money has been allocated for the new Library/Community Center and an architectural team was hired for the final assessments with community to determine what the space will look like and when it will be built. There has also been collaboration with other developers within the community, and they are ready to break ground in the Spring of 2024. With the groundbreaking set, comes the next phase of development, which is to acquire the last remaining parcels. Notices have been served to existing tenants and primarily the last 6 owners. One owner has already signed an agreement and an additional four are in communication with ROERS to determine a final agreement. Mr. Roers stated that he is confident that this will be accomplished by January 1st, 2024. The long-term lease of the Motor Vehicle Department will not be put out and Mr. Roers will continue to work with the County to ensure a smooth transition.

Commissioner Campbell stated how the design phase for the DMV is just about complete and multiple locations within the city have been looked into, one of which has posed promising. The County is working fast paced to ensure this process can be completed in a timely manner. Commissioner Campbell further stated that when the County originally entered into the 3-year lease, a 2-year extension was asked for because the retrofit that was put in, to allow for the most affordable solution for 5 years. The County's intention is to not be an obstacle for the re-development of the Moorhead Center Mall and is working diligently to move on.

Discussion ensued regarding timeline, construction, and winter conditions.

Commissioner Mongeau clarified the access for the DMV being on the North side of the Moorhead Center Mall.

Committee Reports/County Administrator Update/Discussions

- Commissioner Ebinger reported on meetings for Red River Regional Dispatch Center - Board of Authority; Red River Regional Dispatch Center - Budget & Finance; and Diversion Authority.
- Commissioner Krabbenhoft reported on meetings for Law Library; Clay Soil & Water Conservation; and Buffalo Red River Watershed District.
- Commissioner Mongeau reported on meetings for Clay Soil & Water Conservation and Clay County Withdrawal Management/Detox Facility.

- Commissioner Campbell reported on meetings for Highway Tracking; Diversion Authority; Red River Regional Dispatch Center - Budget & Finance; met with Corey Bang and Stephen Larson regarding the Solid Waste budget; Red River Regional Dispatch Center - Board of Authority; Diversion lunch & learn; Clay County DMV Pre-Design meeting; and Clay County Withdrawal Management/Detox Facility.
- Commissioner Gross reported on meetings for Highway Tracking; Flowing Township meeting; Clay County DMV Pre-Design; and Hagen and Ulen Township meetings.
- County Administrator Stephen Larson reported on meetings for Highway Tracking; met with Sheriff Empting; met with Corey Bang and Commissioner Campbell regarding Solid Waste budget; met with Representatives from Cass County and the City of Fargo regarding shared interests and budget for the RRRDC; met with Derrick LaPoint; MACA Region 7 legislative impacts; meeting regarding Fleet Policy; met with Darren Brooke regarding HR issues; Clay County DMV Pre-Design; Clay County Withdrawal Management/Detox Facility; met with Commissioner Krabbenhoft on a series of issues; supervisors meeting; AMC District meeting on Friday this week; and Clay County will be closed next Monday for Juneteenth.

Adjourn

The meeting was adjourned at 6:18 p.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator