

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, JULY 11, 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 Administrative Assistant Sarah Hellem.

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.

Amendment(s) to the March 7, 2023 Minutes to Include Revised Actual Cost Per Mile for the 2022 Township Maintenance Contract in the Amount of \$1,265.00.

By consent, the Board approved the amended minutes from March 7, 2023 to include the revised actual cost per mile for the 2022 Township Maintenance contract in the amount of \$1,265.00.

Approve Lease Agreement Between Clay County and West Central Community Action Agency for Suite #100 Family Service Center

By consent, the Board approved the lease agreement between Clay County and West Central Community Action Agency for Suite #100 in the Family Service Center.

Approve Lease Agreement Between Clay County and Productive Alternatives for Suite #306M, #305A, #305B and #311 in the Family Services Center

By consent, the Board approved the lease agreement between Clay County and Productive Alternatives for Suite #306M, #305A, #305B and #311 in the Family Service Center.

Approval of Temporary Liquor Licenses for Farm in the Dell of the Red River Valley for Three Separate Events

By consent, the Board approved the temporary liquor licenses for Farm in the Dell of the Red River Valley for three separate events.

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the bills and vouchers totaling \$1,611,900 from 200 vendors. There were 142 warrants issued under \$2,000 (\$71,535) and the following 58 were over \$2,000.

Internal Revenue Serv	\$ 229,011	City of Felton	\$ 6,461
Construction Engineers, Inc.	\$ 193,313	Diamond Drugs Inc.	\$ 6,401
MN PERA	\$ 153,716	NetCenter Technologies	\$ 5,907
Turner Sand & Gravel Inc.	\$ 118,326	Moorhead Public Service	\$ 5,858
Clay Co Public Health	\$ 90,076	City of Pelican Rapids	\$ 5,613
Opp Construction	\$ 74,084	Johnson's Auto Repair LLC	\$ 4,780
Regents Of The Univ Of MN	\$ 70,122	The Retrofit Companies Inc.	\$ 4,700
		MN PERA-Ommitted	
Rick Electric Inc	\$ 69,969	Deductions	\$ 4,436
Gast Construction Co., Inc.	\$ 52,038	Farmers Coop Oil Co	\$ 4,392
		West Central Environmental	
Information Systems Corp	\$ 47,320	Consultants	\$ 4,344
Advanced Correctional		MN Department of	
Healthcare, Inc.	\$ 36,304	Transportation	\$ 4,005
Otter Tail Public Health	\$ 34,864	Isd #152	\$ 4,000
Mn Dept Of Revenue	\$ 30,545	Wilkin Co Public Health	\$ 3,984
VEBA Select Account	\$ 28,162	Ramsey County Med Exam	\$ 3,873
Prairie Lakes Municipal		Dakota Plains Mechanical,	
Solid Waste Auth	\$ 26,028	Inc.	\$ 3,817
		Widseth Smith Nolting &	
Ulteig Engineers, Inc.	\$ 22,677	Associates Inc.	\$ 3,667
Becker County Public			
Health	\$ 20,694	Titan Machinery	\$ 3,653
MN Counties Computer			
Coop	\$ 20,485	R Travelmart	\$ 3,204
Stantec Consulting Services,			
Inc.	\$ 18,952	Town & Country Oil Inc.	\$ 3,171
NACO	\$ 12,517	CivicPlus, LLC	\$ 2,803
Road Machinery & Supplies			
Co.	\$ 12,317	All Season's Lawncare	\$ 2,700
Underwood Public School	\$ 11,872	Axon Enterprises, Inc.	\$ 2,596
Lloyd's Auto Body Inc.	\$ 11,361	WEX Bank	\$ 2,553
WEX Bank - Sheriff	\$ 8,923	BDT Mechanical, LLC	\$ 2,507
Nitzkowski, Inc.	\$ 7,694	Fuchs Sanitation Inc	\$ 2,383
VoIP Supply LLC	\$ 7,514	Minnkota EnviroServices, Inc.	\$ 2,295
		River Valley Forensic	
Verizon-386550144	\$ 7,255	Services, PA	\$ 2,250
Superior Sales & Service LLC	\$ 7,165	RnC Consulting P.A.	\$ 2,062
Forum Communications			
Printing	\$ 6,594	Amazon Capital Services	\$ 2,029

Approval of Minutes from June 20 & 27, 2023

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the minutes from June 20 and 27, 2023.

Request Approval to Alter the Landscaping Plan for the Resource Recovery Center

Solid Waste Manager Corey Bang and Facilities Director Joe Olson requested to alternate the landscaping plan for the Resource Recovery Center (RRC). Mr. Bang stated due to the growth of weeds, it's suggested to transition to lawn grass, rather than the original plan of the pollinator garden.

Mr. Olson discussed the original plans with Soil & Water Conservation District (SWCD) and the City of Moorhead. It was determined that both options would be difficult to maintain regarding weed growth. Therefore, it's suggested to go back to the original plan of turf seed. Mr. Olson has worked with SWCD and Planning & Zoning Director Matt Jacobson to utilize that seed on another piece of County Owned land.

Commissioner Mongeau stated when the pollinator garden was originally discussed, the site outlook was substantially different. With two new County facilities being built, the tall grass poses an issue with rodent control. It's important to know that the County isn't eliminating the addition of a pollinator habitat, it's simply being moved to a better site.

Commissioner Campbell stated there were concerns about weeds. Members of the Solid Waste Advisory Committee (SWAC) agreed that the pollinator garden was the ideal plan, and the intent was good. However, after discussion with Commissioner Mongeau, it was determined to spray the weeds and to move forward with the alternate plan. In addition, as part of the B3 requirements for the new Withdrawal Management & Detox Facility, there is a small area close to the pond, that will include alternative seeding.

Commissioner Krabbenhoft asked where the alternate site was located. Commissioner Mongeau stated it was the Crestwood site that the County collaborates with SWCD on in partnership with Pheasants Forever. Mr. Olson stated he and Mr. Jacobson had recently visited the site and plan to clean it up and create a one-acre plot for the pollinator garden.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the planting of lawn grass at the Resource Recovery Center and the transfer of the pollinator seed to the alternate County owned property site.

Request Approval to Lease Additional Vehicle for Building Maintenance Department

Mr. Olson requested to lease an additional vehicle for the Building Maintenance Department. In the last few years, his position has required him to travel more throughout the County and does not have a department issued vehicle to use.

Mr. Olson stated he had been working with Enterprise and another department to lease a Chevy Tahoe, which has taken a year to receive. When this vehicle came in, that department determined it was no longer needed. Therefore, it was suggested to have that vehicle as part of the Maintenance Fleet. After working with County Auditor-Treasurer Lori Johnson, the Internal Services can cover all costs in 2023 and a majority of the cost in 2024. There will be a small increase in the Building Maintenance Internal Services line for 2024, to help cover the additional cost.

Commissioner Mongeau stated Mr. Olson's department has grown in the last few years as the facilities and locations have changed. If any department needs a vehicle in this capacity, it would be Building Maintenance.

Commissioner Gross asked if this includes taking the vehicle home. Mr. Olson stated that it would not be used as a personal vehicle, only for work travel during work hours. In addition, other employees in the department would be able to use the vehicle too, if necessary.

Commissioner Campbell stated that the vehicle as originally purchased for Public Health. And asked, if there is a slight increase to the Building Maintenance Internal Services line item for the 2024 budget, if that would mean Public Health's budget line would go down. Mr. Olson discussed how originally that was the thought, but the vehicle that Public Health was going to replace had already been bought and paid for, which they plan to keep therefore, there would be no trade off.

County Administrator Stephen Larson clarified what Commissioner Campbell was asking by stating that the payment was going to be made by a different department and now it's shifted to the Building Maintenance Department. Commissioner Campbell stated, therefore, there was no new cost that wasn't already authorized when the vehicle was originally purchased. Even though Building Maintenance Internal Services line item would increase, another one will decrease. Mr. Olson confirmed that was correct. And this vehicle was approved for order a year ago.

Mr. Olson further discussed the resale value on Chevy Tahoe's. An analysis was done through Enterprise and in three years, if the County sells the vehicle, they will break even.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to lease an additional vehicle for Building Maintenance.

Request Approval to Fill Vacant Assistant County Attorney Position

County Attorney Brian Melton requested approval to fill the vacant Assistant County Attorney position, which will be vacant as of August 1, 2023. This is a budgeted position.

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

Budget Presentation - Information Services

Information Services Director Mark Sloan provided the Board with the 2024 budget presentation for the Information Services department. Mr. Sloan discussed starting January 1, 2024; his department will change its name to GIS & Communications. There are no new requests being asked for and will continue with the programs and systems that are already set in place. However, there are slight increases in some line items that are specifically driven by the cost of goods and services. There is a 6% increase in the overall budget, however, 2/3 of that is directed towards salaries and the rest is driven by the cost of what's being done.

Mr. Larson discussed how each department has included the 3% increase for salaries regular, which is a change from previous years' budget discussions.

Commissioner Campbell asked if Mr. Sloan's department sees a lot of turnover. Mr. Sloan stated not recently and that the past few years have been ok.

Commissioner Campbell stated throughout establishing the budget, it's suggested to have all departments prepared to discuss their employee turnover rates in order to find ways to minimize the cost to taxpayers.

Mr. Sloan provided an updated on the County RFP for surveyor services and the website redesign will begin in August, 2023.

Commissioner Gross asked about the travel expenses and what that was for. Mr. Sloan stated there is a major user conference coming up that the GIS Specialist will attend next summer.

Budget Presentation - Technology Services

Technology Services Director Rory Schmitz provided the Board with the 2024 budget presentation for the Technology Services (TS) department. Mr. Schmitz discussed MISC revenue, salaries, overtime salaries, association dues and memberships, gas and oil, other professional services, FBI and BCA security requirements, training, equipment repair and maintenance, travel and expenses, data processing, and computer software.

Commissioner Gross asked if the new Withdrawal Management Facility has been taken into consideration during Mr. Schmitz budget breakdown. Mr. Schmitz stated that will initially come out of the project budget and he will account for that in future years. Commissioner Campbell clarified that new equipment and original purchase of those items will come from FF&E for the project. The only thing that will hit Mr. Schmitz budget is the future internal service contribution for replacing equipment.

Mr. Rory continued discussing the TS Internal Service Fund.

Commissioner Campbell stated during the pandemic, there was a significant amount of funds put in place for equipment purchases for the TS department, and wondered if that was when the increase in the TS internal service fund started. Mr. Schmitz stated during the 2023 budget, \$70,000.00 was requested for that line item, however, the Board had suggested that ARPA funds should be used for the laptop purchases, now the request of \$25,000.00 is to slowly start to build that up again.

Budget Presentation - Human Resources

Human Resources Director Darren Brooke provided the Board with the 2024 budget presentation for the Human Resources (HR) department. Mr. Brooke stated there are no new requests for the 2024 year. Further discussion regarding the *other professional services* line, which included the cost of the market study, was an estimated cost of \$25,000.00. This cost could shift to a different department pending discussion with the County Auditor-Treasurer Lori Johnson. Mr. Brooke discussed health insurance, subscriptions, conference registration and workshops, and travel and expenses.

Commissioner Campbell stated he agreed it would be beneficial for Mr. Brooke to attend the AMC conferences.

Discussion ensued regarding the turnover of employees and the budget.

Committee Reports/County Administrator Update/Discussions

- Commissioner Campbell reported on meetings for MCCJPA; Prairie Lakes Municipal Solid Waste; DMV Construction kickoff meeting; and Withdrawal Management/Detox Facility Building Committee.
- Commissioner Ebinger reported on meetings for Clay County Employee Appreciation Picnic; FM MetroCOG Joint Meeting; and Emergency Communications Networks Legislative and Governance Committee meeting.

- Commissioner Krabbenhoft reported on meetings for FM MetroCOG Joint Meeting and BRRWD.
- Commissioner Mongeau reported on meetings for Clay County Employee Appreciation Picnic; MCCJPA; MetroCOG Policy Board; DMV Construction kickoff meeting; Withdrawal Management/Detox Facility Building Committee; and quick reminder that the Clay County Fair in Barnesville, MN starts on Thursday, July 13, 2023.
- Commissioner Gross reported on meetings for Clay County Employee Appreciation Picnic and Molan Township meeting.
- Stephen Larson reported on meetings for Employee Appreciation Picnic; MCCJPA; County Management; Chamber EdVenture event; Pre-Budget meetings for HR, Technology Services and Information Services; Pre-budget meeting Planning & Zoning; DMV Construction kickoff meeting; Withdrawal Management/Detox Facility Building Committee; met with Darren and Brian Melton regarding the Commitment, Guardianship & Conservatorship interviews; met with Sheriff Empting regarding County issues; and AE2S will present at the Hawley Township meeting 406 6th Street Hawley, MN at 7 p.m. tonight, July 11, 2023.

Adjourn

The meeting was adjourned at 9:35 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator