

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, AUGUST 1, 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 (9:14 a.m.), 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 Campbell, and unanimously carried, the Board approved the agenda with the agenda addition: Request Approval to Send a Letter to the City of Moorhead and MAT Bus in support of adding a bus stop at the DMV/Withdrawal Management/Detox buildings.

Approval of Temporary Liquor License for Moorhead America Legion

By consent, the Board approved the temporary liquor license for Moorhead American Legion.

Tax Abatement for J Blilie, Moorhead, Due to Including Homestead Exclusion

By consent, the Board approved the tax abatement for J Blilie, Moorhead, due to including homestead exclusion.

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 \$1,419,024 from 117 vendors. There were 84 warrants issued under \$2,000 (\$41,017) and the following 33 were over \$2,000:

Construction Engineers, Inc.	\$ 838,991	City of Pelican Rapids	\$ 5,301
Nation Star Mortgage	\$ 125,597	Dakota Plains Mechanical, Inc.	\$ 4,589
Glacier Enterprises	\$ 109,242	Bob Barker (Wcrjc)	\$ 4,571
Turner Sand & Gravel Inc.	\$ 50,761	St. Francis Healthcare Campus	\$ 4,399
Magic Fund	\$ 28,717	Fremstad Law Firm PLLC	\$ 3,826
Clay Co Public Health	\$ 24,928	Northwest Iron Fireman Inc	\$ 3,212
Treas Of Tansem Twsp	\$ 23,653	Green View Inc.	\$ 3,102
Ulteig Engineers, Inc.	\$ 23,159	Amazon Capital Services	\$ 2,925
Road Machinery & Supplies Co.	\$ 19,195	R Travelmart	\$ 2,807

Historical & Cultural Society Of Clay Co	\$ 16,461	Wir3d Electric Inc.	\$ 2,629
Otis Elevator, Inc.	\$ 15,799	Moorhead Public Service	\$ 2,592
CB & Sons Electric, Inc.	\$ 10,854	Otter Tail Public Health	\$ 2,575
Creating Community Consulting	\$ 8,880	AED Market	\$ 2,305
Nancy Hein-Kolo, PsyD, LP	\$ 6,750	Homemakers Villa	\$ 2,033
MN Department of Transportation	\$ 6,114	City Of Moorhead	\$ 2,026
Schmidt/Shawn	\$ 6,000	General Equipment & Supplies Inc.	\$ 2,004
Toay/Brian P	\$ 6,000		

Approval of Minutes from July 18, 2023

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from July 18, 2023.

Budget Presentation - Sheriff's Office

Sheriff Mark Empting, Chief Deputy Chris Martin, Jail Administrator Kari Tuton, and Emergency Management Director Gabe Tweten presented the Sheriff's Office Budget for 2024.

Sheriff Empting discussed revenues including police relief aid, impound fees, rent-building, miscellaneous DARE, miscellaneous refunds, pistol permits, US Marshals Task Force. The overall revenue increase for 2024 would be \$38,702.00. Expenditures include salaries regular, health insurance, PERA, social security, Medicare, telephone, dues/memberships, gas, other professional services, FM Animal Hospital, building maintenance, equipment maintenance, travel & expenses, office supplies, small office equipment, uniforms, auto repair maintenance, gas & oil, and equipment over \$500.00.

Commissioner Mongeau asked if the \$15,000.00 could be utilized within the department for additional mental health needs, rather than be removed from the other professional services line. Sheriff Empting stated the Sheriff's Office is doing a good job addressing the mental health of the employees and that the Employee Assistance Program (EAP) through MCIT is a good resource. He suggested Lieutenant Tweten touch more on that topic, as he is the Pack Team Coordinator within the office. Commissioner Mongeau wanted to be sure the County was providing no less available services with the change. Lt. Tweten stated the Pack Team is made up of members of the department who have received specialized training to deal with Deputies or Officers either after a critical incident or normal mental health check ins. This team is in place to ensure the employees know what services are available to them. At a recent meeting it was brought up that there are apps available for Officers to have access to the EAP and other services that would be readily available. However, after discussion regarding the size and culture of the department, it was determined that the additional apps weren't necessary at this time.

Commissioner Ebinger asked if there are any Drug Recognition Evaluator's (DRE) on staff to address the legalization of marijuana and the issues that may arise because of it. Sheriff Empting stated currently there are no DRE's on staff. The state of Minnesota put aside \$10 million for interested officers to attend the training. Commissioner Ebinger asked if that would be possible with staffing issues. Sheriff Empting stated if there is interest, it could happen, however, the training is very difficult and intense and he's not sure if there is any interest at this time. Discussion ensued regarding the DRE training. Commissioner Gross asked what equipment is used to test for marijuana. Sheriff Empting stated they would have to conduct a search warrant and then obtain a

blood or urine sample from the individual. At this time, there is no roadside testing for marijuana. Commissioner Krabbenhoft asked how long it would take to obtain a search warrant. Sheriff Empting stated it all depends on what time of day it is and how soon a judge can review it. However, relatively speaking it should take less than two hours.

Sheriff Empting continued with his 2024 budget, discussing new requests that include a Community Service Officer. Commissioner Campbell asked if this new position would require a new vehicle. Sheriff Empting stated the position would use the Emergency Management vehicle that the department already has. Come 2025, they would look at leasing a vehicle through enterprise. Sheriff Empting continued with new requests including a new UTV, and two new Deputies. Commissioner Campbell questioned the amount for two new squad vehicles (\$140,000.00) and asked if a new lease was established wouldn't that amount be less. Sheriff Empting stated yes, that was correct, however, the new squads wouldn't be equipped with new equipment including cameras, computers, cages, lights, sirens etc. Commissioner Campbell asked if there was any room in the Sheriff's internal service fund to help offset the original investment. Sheriff Empting stated he would need to see what's available and will discuss with County Auditor – Treasurer Lori Johnson for further information. Commissioner Ebinger agreed that the request for two new deputies is needed.

Sheriff Empting continued discussing task forces, medical examiner, and dispatch. Overall, with the new requests, there would be an increase of 11.2% for the 2024 budget.

Commissioner Gross asked how an autopsy is determined necessary. Sheriff Empting stated when responding to a call with a deceased person, Ramsey County Medical Examiner (ME) is contacted and provided the details of the scene along with the medical history of the deceased. Ramsey County ME then indicates if they need to perform an autopsy or if the deceased can be released to a funeral home.

Commissioner Krabbenhoft asked what new world maintenance referred to, regarding dispatch. Sheriff Empting stated new world maintenance is the Sheriff's Office record management system. Discussion ensued regarding dispatch and 911 fees.

Lieutenant Tweten discussed emergency management performance grant, subscriptions, and the internal service fund.

Commissioner Campbell asked for further details on the other professional services line item. Lt. Tweten stated this would cover memberships to FristLink, Valley Water Rescue, and tower dues to the state of Minnesota.

Commissioner Mongeau asked for clarification on why the June revenue for the federal grant was much higher than the previous. Lt. Tweten confirmed the increase was for COVID dollars.

Discussion ensued regarding FEMA dollars.

Ms. Tuton discussed revenues including booking fees, board and care of prisoners, huber payments, and prisoner phone commission. Expenditures include salaries, health insurance, utilities, gas, other professional services, prisoner board, medical, building repair & maintenance, equipment repair & maintenance, travel & expenses, office supplies, small office equipment, custodial supplies, jail supplies, and staff uniforms. New line items that will be shifted from the Sheriff's budget to the Corrections budget include auto repair & maintenance, gas & oil and

telephone expenses, and equipment over \$500. Overall, the proposed budget has increased by 3.7%, but if the revenue is factored in, that percentage is around 3.56%.

Commissioner Mongeau asked for clarification on the gas bill. Ms. Tuton stated that since the Correctional Facility opened, the gas bill was being billed to the Family Service Center (FSC). Now, that is being split up between the FSC, Juvenile Detention and the Correctional Facility and is based on square footage. County Administrator Stephen Larson stated Facilities Director Joe Olson receives the bills throughout the year, and there is a one-time payment at the end of the year.

Commissioner Mongeau asked if the per diem that is being charged to the out-of-county inmates is an accurate reflection of the cost for housing them. Ms. Tuton stated they are looking to get that increased.

Commissioner Gross asked for clarification on what types of repairs are taking place at the Correctional Facility. Ms. Tuton stated building repair consists of everything that gets completed on the outside of the facility, this includes the roof, doors, air handles and more.

Request Approval to Adopt Resolution 2023-15 in Support of Operation Green Light for Veterans

Veterans Service Officer Curt Cannon requested approval to adopt resolution 2023-15 in support of Operation Green Light for Veterans.

On motion by Commissioner Ebinger, seconded by Commissioner Campbell, and unanimously carried, the Board approved to adopt Resolution 2023-15 in Support of Operation Green Light for Veterans.

Resolution 2023-15

Supporting Operation Green Light for Veterans

WHEREAS, the residents of Clay County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Clay County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the Clay County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted;

THEREFORE BE IT RESOLVED, with designation as a Green Light for Veterans County, Clay County hereby declares a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service;

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, Clay County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 6th through the 12th, 2023.

Request Approval to Re-hire One Open Position in the Secure Unit

Commissioner Mongeau spoke on behalf of Juvenile Detention Director James O'Donnell, requesting to re-hire an open position in the secure unit. This is a 2023 budgeted item.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the re-hire of an open position in the secure unit.

Request Approval to Re-hire One Position in the Non-Secure Unit

Commissioner Mongeau spoke on behalf of Juvenile Detention Director James O'Donnell, requesting to re-hire an open position in the non-secure unit once it's vacated in August. This is a 2023 budgeted item.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to rehire an open position in the non-secure unit once it's vacated in August.

Request Approval to Accept a JAG Grant in our Non-Secure Program

Commissioner Mongeau spoke on behalf of Juvenile Detention Director James O'Donnell, requesting to accept the JAG grant for the non-secure program. Juvenile Detention was awarded \$250,000.00 over the course of 2 years starting in 2024.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved to accept and sign the JAG grant for the non-secure program.

Budget Presentation - Clay Soil & Water Conservation District

Clay Soil & Water Conservation District Manager Kevin Kassenborg presented the 2024 budget for Clay Soil & Water Conservation District (SWCD).

Mr. Kassenborg discussed expenses including salaries, benefits, training & workshop, and new equipment. Revenues include state funded natural resources blot grant which encompasses the Wetland Conservation Act program and the Local Water Management Program. Overall, the proposed budget would increase by 2.8% for 2024.

Commissioner Krabbenhoft stated before the aid was available the SWCD was receiving dollars through the clean water fund, and asked if the SWCD was in a stable position to keep the new hires on board. Mr. Kassenborg stated the SWCD has been receiving the clean water fund dollars for the last 8 years on a buy in, warranting lobbying for additional funds every two years. There are 88 SWCD's in the state of Minnesota and Clay County SWCD asked for \$22 million per year and were approved for \$15 million. Down the road, that could drop to \$12 million. He is hopeful that the \$15 million can be maintained to ensure consistency.

Commissioner Campbell asked if the \$25,000.00 for the Ag Inspector comes out of the Planning & Zoning budget. Mr. Larson stated that allotment has been shifted.

Request for the Clay County HRA to Levy and Collect a Special Benefit Tax for 2024

Executive Director - Clay County HRA Dara Lee introduced herself and Deputy Director - Clay County HRA Dawn Bacon, Board Chair - Clay County HRA Tia Braseth, and Board Vice-Chair Cecil Johnson.

Ms. Braseth discussed the difficulty surrounding funding affordable housing and homelessness programming, and is requesting to levy and collect a special benefit tax of \$500,000.00 for 2024. Affordable housing projects are getting harder to pencil out as well as funding homelessness programs and the cost of homelessness is increasing. Clay County is one of the few counties in the state that sells this population levees for these expenses.

Ms. Braseth suggested having a reoccurring meeting between the HRA Board and the Clay County Board of Commissioners. It would be important for the citizens of the County.

Ms. Bacon discussed the definition of an HRA, their purpose, Clay County HRA (CCHRA) Background, HRA tax levy history and uses, and the 2023 housing analysis report by FM Metro COG.

Commissioner Mongeau asked if the \$75,000.00 request for the Homework Starts at Home program was in addition to what has already been secured. Ms. Lee confirmed that was correct. The CCHRA is the only entity in the state of Minnesota that has been continuously funded since 2014. There was a request for the CCHRA Board of Commissioners to approve a levy prior to coming to the Clay County Board of Commissioners for said approval. Through this funding, the HRA has been able to leverage funds to serve the citizens. For every dollar that has been levied, the CCHRA has been able to return \$13.65 of federal and state resources. Commissioner Mongeau discussed how it's important for the Board to know that since 2020, the Homework Starts at Home program has reached approximately 99 households and over 330 individuals.

Commissioner Mongeau asked for clarification on the request of \$100,000.00 to increase security at the properties and if there is a portion of those properties that are fair market value. Ms. Lee stated all the properties are subsidized; therefore, tenants of those properties pay 30% of their income towards rent. Commissioner Mongeau asked if 100% of the properties that are being referenced are subsidized housing. Ms. Lee confirmed that was correct. Those properties represent housing for vulnerable populations including elderly, disabled, and families with children. The goal is to be able to provide a safe and secure environment for residents to live in. Commissioner Mongeau asked if the security systems keep these residents safe or if there is a need for additional case management. Ms. Lee stated both are a necessity.

Discussion ensued regarding security and safety.

Commissioner Campbell asked where the residents who get evicted end up. Ms. Lee stated it's difficult because the HRA is trying to reduce homelessness in the community. Unfortunately, that is the result of the individuals who get evicted.

Commissioner Campbell asked when applying for the federal and state grants, is there a local share that needs to be committed upfront. Ms. Lee stated the more local investment that is shown, results in a stronger application. Seeing the commitment from the local community is always helpful when applying. Commissioner Campbell asked if there are any other funds that could be used for that leverage, that would come through the Clay County Social Services department. Ms. Lee stated the only other funding that's been received was \$25,000.00 in general revenues and the HRA tries to partner with the Social Services department whenever they can. Commissioner Campbell asked if section 8 rental assistance goes through CAPLP. Ms. Lee stated that goes through the HRA. The CCHRA currently administer 751 units of federal housing choice voucher assistance and have been successful in obtaining additional rental assistance in the last 5 years. The HRA aggressively sought after federal resources to bring them back into the community, which benefits local property owners because those dollars are reinvested back into the private owners. Commissioner Campbell asked if there is a local cost share required for section 8 rental assistance. Ms. Lee stated there is not. Currently the HRA receives \$5 million per year through federal funding. What the local funds have helped with is to initiate those processes in order to get those funds in place, which are then self-sustaining on an ongoing basis.

Commissioner Gross asked if property taxes are paid on the properties that the HRA owns and who are those paid to. Ms. Lee stated the CCHRA pays Payments in Lieu of Taxes (PILOT). Those are calculated based upon the revenues generated minus the utility costs and are made to Clay County.

Commissioner Mongeau asked if the legalization of Marijuana would hinder those residents who need to secure a federal housing voucher. Ms. Lee stated the federal government is currently of the opinion that Housing Authorities should be generous in their interpretations regarding this question. There are more serious issues being dealt with such as registered sex offenders, convicted of manufacturing meth and more.

Commissioner Ebinger stated cameras are a necessity and a basic part of security for this population of individuals. There needs to be funds put into maintaining security measures within the housing that's provided.

Commissioner Krabbenhoft asked if it would be beneficial for the HRA to present on an annually basis with a smaller request, rather than sporadically with a much larger request. Ms. Lee stated feedback was received from the Clay County Board of Commissioners that it's preferred for the HRA to not come in on an annual basis. The HRA has only come in when it's critical to leverage other resources.

Commissioner Krabbenhoft asked about the merge with Moorhead Public Housing Agency (Moorhead PHA), how that affects today's request and why the merger is the best route. Ms. Lee discussed the Moorhead PHA is unable to levy on its own behalf. The past several levees have been a division with the Moorhead PHA therefore, cost doesn't change. The city of Moorhead has provided additional support to the HRA, however, there are cost savings to having the two

agencies come together. The merger also provides a simpler process for the citizens of Clay County to access the housing that they need. Commissioner Campbell asked where the \$1 million came from that the Moorhead PHA brought to the table. Ms. Lee stated that is their annual budget. Commissioner Campbell asked, prior to the merger, where did the Moorhead PHA receive those funds from. Ms. Bacon stated, primarily the budget is made up of the Public Housing Program which is federal funding. Discussion ensued regarding the merger and funding.

Ms. Lee discussed how there will be a county allocation in the future of local housing aid, which will be similar to the local child homeless prevention aid. However, distribution formulas have not yet been finalized. Mr. Larson stated he just received information from AMC regarding this.

Commissioner Gross asked if rent had been increased or decreased. Ms. Lee stated rent rates are all dependent on the individuals income as 30% of income would go towards rent. The remainder comes from funds received from federal or state resources. Commissioner Krabbenhoft asked if any assistance is received for utilities. Ms. Lee stated the HRA receives the same rate for utilities as others.

Commissioner Mongeau discussed how it's difficult to provide approval before understanding the larger picture. Ms. Lee stated the proposal has been approved by the HRA Board and consent by the Board of Commissioners is required by September 30, 2023. The HRA is on the agenda for Barnesville on August 14, 2023, and for Moorhead on August 28, 2023, therefore, they can return at any point prior to that September 30, 2023, date. Commissioner Campbell asked what if Moorhead and Barnesville didn't approve this request. Ms. Lee stated they would have to go to the HRA Board and reduce the levy resolution to remove those communities' portions. Commissioner Campbell agreed with Commissioner Mongeau's response, being that it's difficult to commit to an external request, prior to knowing what is needed internally. Mr. Larson discussed the preliminary levy being set by September 19, 2023.

The Board decided to have additional time to review the budget as a whole before approving this request.

Mr. Larson asked if it would be in the Boards interest to schedule two meetings per year with the CCHRA to have ongoing discussion. Commissioners Mongeau, Campbell and Krabbenhoft stated it would be helpful.

BREAK

At 10:44 a.m. the Board took a five-minute break.

Request Approval of Contract for County Land Surveyor Services

Information Services Director Mark Sloan provided background and requested approval of contract for County Land Surveyor Services. Since 2015, Clay County has contracted services for remonumentation and consultation. In the spring of 2023, the current firm withdrew from the contract. Requests for Proposals were sent to all survey firms who had filed surveys in Clay County over the last two years. After proposals were received, it's been recommended to execute a services agreement with True North Surveys for contracted County land surveyor services, for the next three years.

Commissioner Campbell stated there is an annual amount budgeted for this service and once those dollars have been used, the work is done for that current year. Ms. Sloan confirmed that was

correct. Commissioner Gross asked what is expected of the surveyor and how much do they have to do. Mr. Sloan stated discussions are had with the firm who then receive a target area for the section corner remonumentation project, which is usually a township. It will then be determined how much of that township can be completed based on the funds available for that calendar year. There is a potential grant opportunity for additional funds for section corner remonumentation that was passed by legislature this past spring, however, the process for applying for those funds is not yet complete.

Discussion ensued regarding the contract, rates and fees.

Commissioner Campbell asked if the amount of development of an area is taken into consideration when determining the areas of priority. Mr. Sloan confirmed that was correct. When corners are accurate, it allows for the redraw of the parcel maps.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau and unanimously carried, the Board approved the contract with True North Surveyors for County land surveyor services.

Request Authorization to Execute a Design Contract with Klein-McCarthy to Provide Architectural Services for the Department of Motor Vehicle (DMV)

Mr. Larson discussed how Clay County has utilized Kelin McCarthy Architectural Services since 2015 on various projects and is requesting approval to select authorization to execute a design contract with Klein McCarthy to provide architectural services for the Department of Motor Vehicle (DMV).

The contract would designate a 7.25% cost of the total construction budget due to fast-track delivery, which would range from \$4,352,266.00 - \$5,495,061.00. This would equate to a range between \$315,539.29 - \$398,391.92, plus reimbursements.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to execute the Design Contract with Klein McCarthy for the Department of Motor Vehicle project.

Request Approval to Select a Construction Management Firm and Entering Into Contract Negotiations for the Department of Motor Vehicle Project.

Mr. Larson stated on July 31, 2023, interviews were conducted for Construction Management Services for the DMV project based on the Request for Qualifications (RFQ) process. Through that process, Gehrtz Construction was interviewed, and it was recommended that they receive the Construction Management contract. The cost impact would be 5.5% of the total project which ranges from \$239,374.63 - \$302,228.36.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the hiring Gehrtz Construction as the Construction Management Firm and to enter into contract negotiations for the Department of Motor Vehicle project.

Agenda Addition: Request Approval to Send a Letter to the City of Moorhead and MAT Bus in Support of Adding a Bus Stop at the DMV and Withdrawal Management Buildings.

Mr. Larson stated with two different projects happening on 15th avenue North, there currently isn't a bus stop near these facilities with the closest location being at the Walmart on 34th street.

Discussion with the City of Moorhead has taken place regarding this issue; however, they are currently in the middle of their transit development plan, which runs through 2025. Feedback was provided and based on low density, limited job opportunities in the area and little rider volume, it would be difficult to support that area. The Department of Motor Vehicle currently averages between 150-300 transactions per day, and with that department moving to that location, it will increase the amount of need in that area.

Mr. Larson mentioned giving the Moorhead City Manager Dan Mahli a heads-up on this discussion and the City of Moorhead plans to have a meeting on this topic today.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to send a letter to the City of Moorhead and MAT Bus in support of adding a bus stop at the DMV and Withdrawal Management buildings.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft reported on meetings for Historical & Cultural Society and Early Childhood Initiative.
- Commissioner Mongeau reported on meetings for Lakes & Prairies Community Action - CAPLP Policy meeting; SWAC; MCCJPA; Lakes & Prairies Community Action - CAPLP; was asked to present at the County 101 new Commissioner school; Interviewing firms for DMV project; and Celebration of Life for Officer Wallin.
- Commissioner Campbell reported on meetings for Oakport Joint Powers; Prairie Lakes Municipal Solid Waste Authority; SWAC; MCCJPA; West Central Regional Water District Workgroup; DMV building committee; and Interviewing firms for DMV project;
- Commissioner Ebinger reported on meetings for Oakport Joint Powers; Celebration of Life for Officer Wallin; FM Diversion Authority Finance Committee; and Interviewing firms for DMV project.
- Commissioner Gross reported on meetings for Celebration of Life for Officer Wallin; Glyndon City Council; West Central Regional Water District Workgroup; and Interviewing firms for DMV project.
- County Administrator Stephen Larson reported on meetings for meeting with Sheriff Emptying on a series of issues; Clay County Management; Celebration of Life for Officer Wallin; SWAC; MCCJPA; met with HR on series of issues; Interviewing firms for DMV project; DMV building committee; and State aid allocations were received that are required by statute; Clay County will be receiving \$160,000.00 of Local Homeless Prevention Aid on December 26, 2023 as well as in 2024; Clay County received \$160,000.00 of riparian aid, \$53,000.00 of which is provided to the BRRWD; Out of Home Placement reimbursement; affordable housing; and Clay County did not receive congressional funding for the Withdrawal Management/Detox Facility.
- County Attorney reported on the legalization of marijuana.
- Communications Coordinator Jacqueline Finck reported on the Solid Waste video that highlights the Resource Recovery Center and what citizens can expect when going through the citizen drop off area. This video can be found on the Clay County website on the Solid Waste page and will also be shared on social media.

CLOSED SESSION - County Administrator's Annual Evaluation

On motion by Commissioner Mongeau, seconded by Commissioner Campbell and unanimously carried, the Board moved to a closed session at 11:40 a.m.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger and unanimously carried, the Board approved to open the meeting at 11:58 a.m.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger and unanimously carried, the Board approved to authorize an early step increase, effective July 31, 2023, for County Administrator Stephen Larson.

Adjourn

The meeting was adjourned at 12:02 p.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator