

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, AUGUST 15, 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 Campbell, and unanimously carried, the Board approved the agenda with the removal of item 8: *Request Approval to Replace Vacated Public Health Position*.

Citizens to be Heard

There were no citizens to be heard.

Mr. Larson stated he talked to a citizen last week who mentioned attending today, but she was not present.

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 \$966,866 from 126 vendors. There were 83 warrants issued under \$2,000 (\$39,335) and the following 43 were over \$2,000.

City Of Fargo	\$ 117,451	Forum Communications Printing	\$ 6,151
Otter Tail Public Health	\$ 116,202	Elan Financial Services	\$ 5,787
Becker County Public Health	\$ 73,031	Creating Community Consulting	\$ 5,775
Moorhead Public Service	\$ 68,342	TimeClock Plus, LLC	\$ 5,520
Andrews/Joseph	\$ 65,396	ANJAAM HOLDINGS, LLC	\$ 4,117
West Central Regional Juvenile Center	\$ 60,530	Little Falls Machine, Inc.	\$ 3,938
Clay Co Public Health	\$ 45,681	Streicher's	\$ 3,734
Trinity Services Group, Inc.	\$ 45,202	West Central Regional Juvenile Center	\$ 3,659
Turner Sand & Gravel Inc.	\$ 44,818	Petro Serve Usa-Hwy	\$ 3,649
Advanced Correctional Healthcare, Inc.	\$ 39,776	Braun Intertec Corp	\$ 3,317
Lakeland Mental Health	\$ 38,993	Dakota Plains Mechanical, Inc.	\$ 3,248
Lutheran Social Service Of Mn	\$ 33,745	Advanced Striping & Sealcoating, Inc.	\$ 3,225
Prairie Rose Farm	\$ 20,000	Keller Diesel Service	\$ 2,973
Enterprise FM Trust	\$ 15,420	Controlled F.O.R.C.E Inc.	\$ 2,880
Wilkin Co Public Health	\$ 13,979	Rob Bentz Lock & Key, LLC	\$ 2,688

Rick Electric Inc	\$ 12,047	All Season's Lawncare	\$ 2,400
Sanford Health	\$ 10,898	Wex Bank (fleet)	\$ 2,317
Glacier Enterprises	\$ 8,792	L & M Road Services LLC	\$ 2,247
Tech Tronix	\$ 8,100	City of Pelican Rapids	\$ 2,182
Pomp's Tire Service, Inc.	\$ 6,658	Mn Dept Of Revenue	\$ 2,103
Holcim MWR, Inc.	\$ 6,531	NetCenter Technologies	\$ 2,015
		Magnitude Sports Media Network	\$ 2,000

Approval of Minutes from August 1, 2023

On motion by Commissioner Ebinger, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the minutes from August 1, 2023.

State Auditor - Julie Blaha

State Auditor Julie Blaha gave a presentation on the shortage of finance staff. The Office of the State Auditor oversees \$60 billion in government activity through examinations, support, and analysis.

Ms. Blaha discussed the demand, supply, results, challenges, and options due to the finance staff shortage.

Commissioner Campbell stated if there were fewer areas to audit, and everything looks in order, there wouldn't be need for additional auditing. State Auditor Blaha stated no audit checks every transaction, it would simply be too expensive to do so and that narrowing the scope further for an audit is a fair point.

Commissioner Gross stated that he feels the yearly audits are important. State Auditor Blaha discussed audit's that take place every two years only take a fraction more time than if it were done yearly which can cut time and cost by nearly 40%.

Commissioner Krabbenhoft asked to what degree would it take the Office of the State Auditor to address the options of shortage. Ms. Blaha stated she would have to take those to the legislature.

Discussion ensued regarding legislature and careers in accounting.

Commissioner Gross asked how many counties are involved in the state audits. Ms. Blaha stated they're doing a little over a third of the counties in the state, cities of the first class, and a lot of special districts. There is now more demand since the rates have stayed flat for the last three years, however, they will be going up soon, as a new contract was signed.

Budget Presentation - Lakes & Prairies Community Action (CAPLP)

Robin Christianson, Economic Empowerment Director and Lori Schwartz, Executive Director for Lakes & Prairies Community Action (CAPLP) presented the annual budget request for 2024.

Ms. Christianson discussed the request for the Senior Coordinator position in the amount of \$56,134.00. This position specifically works one-on-one with older adults throughout Clay County and helps with information assistance, applications for basic needs, and making sure those monthly needs are met. For lower income seniors, they would make sure they are on public benefits or programs and services that could help stretch those food dollars and make sure flexible funding is available. This position also helps administer the Commodity Food Box Program and organizes volunteers for said

program. They would also complete rent rebates, property tax refunds, and collaborate with other agencies serving older adults throughout the community. In addition, this year, CAPLP is partnering with HeartCorps, which is through the American Heart Association. HeartCorps is looking for someone to focus on rural cardiovascular health, hypertension, nutrition security and tobacco cessation. Ms. Christianson stated considering the work that CAPLP does with older adults in rural Clay County, this is a beneficial partnership, and that they are hopeful to have that individual within the agency for one calendar year, starting in September 2023.

Ms. Christianson next discussed the request for the Rural Route Transportation Program. The program provides transportation for older adults who live in rural Clay County. The request for this service would be \$54,075.00 for 2024. Ms. Christianson further discussed rates per ride and top destinations.

Commissioner Gross asked if the Senior Coordinator position was a new position. Ms. Christianson stated it isn't a new position, it has been requested and historically funded by the Clay County Board of Commissioners.

Ms. Schwartz clarified that the HeartCorps position is funded through the HeartCorps Corporation. They would provide a full-time staff to CAPLP and they would work alongside the Senior Coordinator, therefore, no funding is needed for that position.

Commissioner Campbell stated the Rural Routes Transportation Program was previously funded with ARPA funds and how this request came back through the ARPA committee and unfortunately it was not approved. Therefore, they're looking for those funds to come through the normal budget.

Commissioner Mongeau discussed the concern about the cost for the Rural Routes Transportation Program and asked for more detail on the use of unrestricted funds to cover the expenses through the end of the year and if there is any availability to utilize some of those funds to offset the total. Ms. Schwartz stated it has been challenging getting the program off the ground and the money that is being requested doesn't cover the full amount to run that service. CAPLP is supplementing roughly \$30,000.00 to cover the difference, and those funds come from the Community Services Block grant and/or the Community Action grant. Ms. Schwartz further discussed not receiving the Live Well at Home grant and how that has been detrimental to the program.

Commissioner Mongeau asked if there was a way for the bus to be used to deliver food in addition to rural transportation and if so, is there was funding from the Commodity Food Box Program to help offset the transportation expense. Ms. Christianson stated CAPLP doesn't receive any funding from the Commodity Food Box Program, they are just a partner of North Country Food Bank. However, they have utilized the bus before to deliver food boxes.

Commissioner Campbell agreed with Commissioner Mongeau's comments and after doing the math, it's costing up to \$387.00 per ride. Commissioner Campbell stated there needs to be more research on how to accomplish the goals for this service as it's currently very expensive.

Commissioner Gross stated if the bus is not needed for wheelchair access, it could be beneficial to having a smaller vehicle, and asked how many riders are there on average per day. Ms. Christianson stated a majority of riders do get on the bus using the lift and the number of riders does depend on the day, which ranges between one to three riders per day.

Commissioner Mongeau stated she and Commissioner Krabbenhoft serve on the CAPLP Board and after hearing the discussion it might be helpful to have a meeting with staff to resolve the issues

regarding rural transportation. Ms. Schwartz stated that she understands where the discussion is coming from. When this program started it began with roundtable conversations with seniors in Clay County and the interest was very high. However, the recruitment efforts that have been made within the last year have not been effective.

Commissioner Campbell clarified his understanding of the needs of the individuals who ride the bus but acknowledges that there has to be a better way to fund the program.

Commissioner Gross asked if the bus driver was employed full-time. Ms. Christianson stated she is a full-time employee, and she is sometimes the backup driver for the Head Start bus. Ms. Schwartz stated a portion of the salary for that position is paid by Head Start.

Commissioner Mongeau provided condolences to all of CAPLP for the loss of long time Board member Lyle Hovland.

Request Approval of Proposal for Intersection Analysis

County Engineer Justin Sorum stated MNDOT, State Patrol, the Sheriff's Office, Toward Zero Deaths (TZD) and the Clay County Highway Department met regarding the intersection of CSAH 12 and Highway 52. Because there have been several accidents at this intersection, the group felt that this would be a good application for a Highway Safety Improvement Program (HSIP) grant, which is through state aid. Therefore, Mr. Sorum requested approval of the proposal from Bolton & Menk for an intersection analysis.

Commissioner Gross asked if the grant would pay for the analysis, the work, or both. Mr. Sorum stated the grant would pay for the work. The proposal is a total of \$27,000.00 and Bolton & Menk will also do the HSIP application on behalf of the County. HSIP is capped at \$400,000.00, therefore, depending on what might be done, there could be a potential of receiving an additional \$400,000.00 for construction costs. Mr. Sorum stated there are enough funds in his budget to cover the \$27,000.00 for the analysis.

Commissioner Mongeau stated she receives numerous calls regarding this intersection, therefore the analysis is warranted.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the proposal from Bolton and Menk for intersection analysis in the amount of \$27,000.00.

Request Adoption of Resolution 2023-18 Approving JPA with the State of Minnesota Department of Public Safety

Sheriff Mark Empting requested adoption of Resolution 2023-18 to approve the JPA with the State of Minnesota Department of Public Safety. The JPA is an agreement with the State of Minnesota to house the DMT breath testing machine in the Correctional Facility. There will be a Deputy assigned to oversee the instrument and will also be the main point of contact with the Minnesota Bureau of Criminal Apprehension (MN BAC), in the event that the machine loses connectivity or needs maintenance. If the machine needs maintenance, it will be sent to the State Patrol District Office in Detroit Lakes and then a State Trooper will deliver the machine to the Minnesota Bureau of Criminal Apprehension (BCA) in St. Paul.

Commissioner Gross asked if there was any cost to this. Sheriff Empting stated the State of MN BCA updates the machine and pays for the maintenance. The only cost to the Sheriff's Office would be for

the mouth pieces, which is roughly \$196.00 for a quantity of 500.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved Resolution 2023-18 for the JPA with the State of Minnesota Department of Safety.

RESOLUTION NO. 2023-18

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENT WITH THE COUNTY OF CLAY ON BEHALF OF ITS SHERIFF REGARDING THE MINNESOTA EVIDENTIAL BREATH TEST INSTRUMENT AGREEMENT

WHEREAS, the County of Clay on behalf of its Sheriff, desires to enter into a Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension, to utilize applicable state and federal laws.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Clay County, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Clay on behalf of its Sheriff is hereby approved. Copies of the Joint Powers Agreement are attached to this Resolution and made a part of it.
2. That the Clay County sheriff is designated the Authorized Representative for the County. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. That Frank Gross-, the Chair of the County of Clay, and Stephen Larson, the County Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Request Approval to Purchase Unmanned Aerial Vehicle (Drone)

Lieutenant Gabe Tweten requested approval to purchase unmanned aerial vehicle (Drone) and stated that the Moorhead Fire Department currently operates the County drone and there has been an increase in usage this year. The current drone has outdated technology which is soon to be unsupported. There are also issues with limited flight times.

Lt. Tweten stated he received a quote from Frontier Percision for \$14,066.99 and there is \$15,699.00 available in the Internal Service Fund, which can cover the purchase.

Commissioner Gross stated drones have really improved news coverage and have helped with locating missing persons. Lt. Tweten stated there have been several instances this year where the drone has been helpful in locating missing persons. The new model has improved technology with a thermal camera, search light and a loudspeaker.

Commissioner Mongeau asked if there is any anticipation in keeping the old model as a backup. Lt. Tweten stated they will hold onto the old one as there is no resale value due to the outdated technology, so it will be used as backup if needed.

Commissioner Ebinger asked how many calls the drone has been used for. Lt. Tweten stated the Sheriff's Office has utilized the drone on six occasions within the last year. However, the Moorhead

Fire Department and Moorhead Police Department have also utilized the device on a number of occasions. Commissioner Ebinger stated this is a cost-effective item that provides advantages to the work being done.

On motion by Commissioner Ebinger, seconded by Commissioner Campbell, and unanimously carried, the Board approved the purchase of the unmanned aerial vehicle (drone) for the Sheriff's Office in the amount of \$14,066.99

Request Approval of Change Order #2 for Withdrawal Management/Detoxification Facility Project

County Administrator Steve Larson and Facilities Director Joe Olson requested approval of change order #2 for the Withdrawal Management/Detox Facility. The changes to be approved towards the project contingency includes the following.

PR-2 Exterior Brick and Foundation Wall Dimension Revisions which resulted in a savings of \$1,020.00.

PR-3 DLI Plan Review: The Department of Labor reviewed the plans and stated the smoke walls needed to be included throughout the entire building, not just in the areas where clients would be served. This also required a relocation of the sidewalk due to where accessible parking needs to be. This resulted in an additional cost of \$75,255.65.

ASI-1 Plan Review: Resulted in a credit of \$431.00 for a shower head change that required less security.

PR-4 Landscape and Structural revisions: Due to some of the changes that were made to the sidewalk and parking lot there were additional costs for the landscaping that had to be shifted resulting in an additional cost of \$737.00.

PR-5 Value Engineering Changes: The original design didn't have enough temperature controls or exhaust fans, so when the code review came back, they required those to be added along with changing the ceiling grid from plastic to metal, which resulted in an additional cost of \$21,306.76.

RFI 16 Additional Future Solar Conduit: This was discussed at the last committee meeting and it wasn't something that was going to be done, however, it's a B3 requirement therefore, resulting in an additional cost of \$3,064.42.

Supply and Install Insulation at Radiant Floor Heat: The insulation that goes in between the hot water piping were missed in the package, which results in an additional cost of \$12,619.00.

These changes result in a total of \$111,531.83, which leaves a remaining contingency of \$267,349.86 and brings the new project total to \$14,721,027.00.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved change order #2 for additional items totaling \$111,531.83, which will come from the contingency fund.

Budget Presentation - Public Health

Public Health Administrator Kathy McKay, Public Health Finance Director Carmen Barth, and Detox

Director Troy Amundsen presented the 2024 budget for Public Health.

Ms. McKay discussed the revenue sources including non-government grants, federal & state grants, insurance revenue, license fees, client fees, contracts, miscellaneous, county allocation, county allocation-ambulance.

Commissioner Gross asked why license fees were going up. Ms. McKay stated the license fees are more of the environmental health sector and they bill for licenses for restaurants and the increase reflects the more places that are being served.

Commissioner Campbell asked if the new Withdrawal Management/Detox Facility was incorporated in the budget, if the July 1, 2023 was used as the start date, and if the payroll expenses and client fees are a result of the new facility. Ms. McKay confirmed that was correct. Commissioner Ebinger asked if these numbers would also explain the increase in insurance revenue. Ms. McKay stated that some fees are received from insurance, but not all insurance companies will authorize detox. The department has two contracts for health insurance and withdrawal management can be billed directly to Medical Assistance.

Commissioner Krabbenhoft asked if there was any speculation on what will happen in September in terms of grant dollars. Ms. McKay mentioned she has met with the Minnesota Department of Health and information regarding grant dollars has yet to be disclosed.

Ms. McKay continued to go through the expenses for 2024 including payroll, communication, subscriptions dues, marketing & advertising, auditing, other professional services, medical consultant, repair & maintenance, training & travel expenses, rent, insurance, workers compensation, unemployment, client care, supplies & equipment, immunizations, miscellaneous, community health board, ambulance appropriations, grants and subsidies. The total levy request for 2024 would be \$1,728,080.00.

Discussion ensued regarding new requests and the anticipated new revenues.

Commissioner Gross asked if the new Withdrawal Management/Detox Facility was included in the Public Health budget. County Auditor-Treasurer Lori Johnson stated the cost of insurance and maintenance is part of the Public Health budget. There is no bond payment on this project, but an interest payment will need to be accounted for. Commissioner Campbell stated this project was paid for through state grants and ARPA funds, so there is no bond payment that has to come out of the annual budget.

Ms. McKay further discussed the 2023 to 2024 budget comparison and new requests.

Commissioner Gross asked if Public Health is still administering many COVID vaccines. Ms. McKay stated they are still administering the vaccine as COVID is still relevant.

Commissioner Mongeau stated the allocation for the ambulance has remained the same amount for some time and asked if there was any internal discussion on making adjustments to that amount. Mr. Larson stated the request goes through his office and the allocation has increased over the years.

Commissioner Gross asked what the expense for the demolition landfill was for. Ms. Barth stated the Environmental Health Director Kent Severson provides inspections for the demolition landfill and that amount is for his time. Public Health receives revenue from the demolition landfill to do the inspection.

Commissioner Campbell clarified for the record that the demolition landfill is privately owned therefore, that amount is billed to them, not through the Solid Waste department.

Discussion ensued regarding anticipated costs for COVID in 2024 and Demolition Landfill Inspections.

BREAK

The Board took a break from 10:09 – 10:13 a.m.

Committee Reports/County Administrator Update/Discussions

- Commissioner Ebinger reported on meetings for NW Emergency Communication Board; Beyond the Yellow Ribbon; and Red River Regional Dispatch Center – Board of Authority.
- Commissioner Krabbenhoft reported on meetings for Drug Court; Clay County Collaborative; Historical & Cultural Society; Extension Committee; Clay Soil & Water Conservation; and Buffalo Red River Watershed District.
- Commissioner Mongeau reported on meetings for Extension Committee; Lakes & Prairies Community Action (CAPLP); MCCJPA Special Meeting; DMV Planning Meeting; and Senate Investment committee is touring today at 3:00 p.m.
- Commissioner Campbell reported on meetings for Highway Tracking; Red River Regional Dispatch Center – Budget & Finance; Red River Regional Dispatch Center – Board of Authority; Lakes Country Services Coop; MCCJPA Special Meeting; Clay County Collaborative on behalf of Lakes Country Services Coop; and DMV Planning meeting.
- Commissioner Gross reported on meetings for Highway Tracking; Glyndon Township meeting; Wild Rice Watershed District; Drug Court; Beyond the Yellow Ribbon; Glyndon Parade; State Community Health Services Advisory Committee; Goose Prairie Township meeting; and City of Hitterdal meeting.
- County Administrator Stephen Larson reported on meetings for Highway Tracking; met with Kathy McKay regarding open positions; County Management; Department Head evaluations; Fleet Policy committee meeting; Public Health pre-budget meeting; met with Commissioner Krabbenhoft on a series of County issues; RRRDC Board of Authority; met with James O'donnell regarding legislation changes; met with a concerned citizen; MCCJPA Special Meeting; WCRJC pre-budget meeting; DMV owners meeting; ongoing budget meetings with Lori Johnson; lastly, if there is any interest, the NW Bonding Tour will take place in Halstad, MN tomorrow, August 16, 2023 at 10:30 a.m.

Adjourn

The meeting was adjourned at 10:50 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator