

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, DECEMBER 26, 2023
Meeting Room A / B – 3rd Floor – Courthouse
MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Frank Gross, Jenny Mongeau, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, Assistant County Attorney Michael Leaser, 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.

Renew Rental Lease Agreement Between Clay County and Rural Aids Action Network-Family Service Center

By consent, the Board approved the renewal of the Rental Lease Agreement between Clay County and Rural Aids Action Network - Family Service Center.

Memorandum of Understanding with Bargaining Units on Distribution of Public Safety Funds

By consent the Board approved the Memorandum of Understanding with Bargaining Units on distribution of Public Safety Funds.

Year-End Transfer From General Fund to the FM Diversion Joint Powers - MCCJPA Fund and the DMV Construction Fund

By consent the Board approved the year-end transfer of up to \$1,000,000 from the General Fund to the FM Diversion Joint Powers - MCCJPA Fund to cover its deficit and up to \$1,000,000 from the General Fund to the DMV Construction Fund to cover its deficit.

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 Campbell, and unanimously carried, the Board approved the bills and vouchers totaling \$1,246,630 from 107 vendors. There were 76 warrants issued under \$2,000 (\$31,516) and the following 31 were over \$2,000.

Internal Revenue Serv	\$ 221,756	Sanford Health	\$ 14,646
MN PERA	\$ 153,243	Diamond Drugs Inc.	\$ 9,697

Connect Interiors LLC	\$ 128,293	Delta Dental	\$ 9,269
Clay Co Public Health	\$ 114,485	MN Life	\$ 6,128
Ulteig Engineers, Inc.	\$ 100,680	City of Glyndon	\$ 6,011
Johnson & Schock Excavation LLC	\$ 76,725	Xcel Energy	\$ 5,024
West Central Regional Juvenile Center	\$ 61,473	Medical Pharmacy (PH)	\$ 4,761
Regents Of The Univ Of MN	\$ 53,460	The Retrofit Companies Inc.	\$ 4,022
Earthwork Services Inc.	\$ 38,000	City Of Fargo	\$ 3,528
Gehrtz Construction Services, Inc	\$ 37,004	Colonial Life	\$ 3,370
BM Transport, Inc.	\$ 33,000	Lexipol, LLC	\$ 2,962
Mn Dept Of Revenue	\$ 30,240	Chiller Systems Inc	\$ 2,757
Nurse-Family Partnership Inc.	\$ 25,956	Petro Serve Usa-WCRJC	\$ 2,693
Moorhead Public Service	\$ 22,515	Madison National Life	\$ 2,590
Pro West & Associates Inc	\$ 20,900	Liberty Tire Recycling, LLC	\$ 2,343
Next Chapter Technology, Inc.	\$ 17,572		

Approval of Minutes from December 12, 2023

On motion by Commissioner Ebinger, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the minutes from December 12, 2023.

Review Clay County Commissioners Committee Assignments for Adoption in 2024

County Administrator Stephen Larson stated in December of each year the Board of Commissioners is asked to review their committee assignment portfolios in preparation for any potential adjustments for the upcoming year.

Discussion ensued regarding committee assignments for 2024.

Request Approval to Fill Vacant General Maintenance Technician Position

Facilities Director Joe Olson requested to fill a vacant General Maintenance Technician position due to a recent resignation.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to advertise and hire a General Maintenance Technician.

Request Approval to Utilize Public Safety Funds to Purchase K9 Equipment

Sheriff Mark Empting stated with the addition of a third K9 that was purchased from the City of Moorhead, it's requested to utilize Public Safety Funds to purchase K9 equipment to upfit a current vehicle to a K-9 vehicle.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to utilize public safety funds to purchase K-9 equipment in the amount of \$5,634.29.

Request Approval to Hire a Social Worker Position for Intake and MnChoices Assessments

Social Services Supervisor Jessica Mickelson and Social Services Director Rhonda Porter requested approval to hire a Social Worker position for Intake and MnChoices Assessments. By

adding this position, it would allow for a more rapid response to requests for services and would help meet state timelines for completing MnChoices assessments.

Discussion ensued regarding the intake process and the details on the position changing from temporary to permanent position.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved a permanent full time Social Work position for Intake and MnChoices Assessments and approval to backfill should the need arise.

Request Approval to Hire a Social Worker Position for the Substance Use Division

Social Services Supervisor Kristin LePard and Ms. Porter requested approval to hire a Social Worker position for the Substance Use Division. The position would help address the workload in civil commitments, Rule 20 cases, Treatment Coordination, Pre-Petition screenings, pregnant & using, and specialty courts including Drug Court and Veterans Court.

Discussion ensued regarding the position and its correlation to the detox program.

On motion by Commissioner Ebinger, seconded by Commissioner Mongeau, and unanimously carried, the Board approved hiring a Social Worker position in the Substance Use Division with backfill should there be any internal interest.

Request Approval to Replace an Office Support Specialist Position Due to Resignation

Ms. Porter requested approval to replace an Office Support Specialist position due to a recent resignation. This position provides support in the Financial Services Division.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved hiring an Office Support Specialist position for Social Services at Grade 8, Step 1, with backfill should there be any internal interest.

Request Approval for Out-of-State Travel for County Engineer

County Engineer Justin Sorum requested approval of out of state travel to attend the National Association of County Engineers Conference in Riverside County California. This conference runs from April 15th-19th.

Commissioner Mongeau stated the cost for this travel and conference is warranted as it's a great opportunity for Mr. Sorum to network with other engineers from across the country and that there is potential for him to bring additional knowledge back to Clay County.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved out of state travel for the County Engineer to attend the National Association of County Engineers Conference.

Request Approval to Hire Two Maintenance Workers

Mr. Sorum requested approval to hire two Maintenance workers. The Highway Department has relied upon both part-time summer and winter help over the years, and these positions have garnered little to no interest in the past few years. This will not require any additional equipment.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously

carried, the Board approved the to hire two additional Maintenance Workers for the Highway Department.

Request Approval to Purchase Hawley MNDOT Facility

Mr. Sorum requested approval to purchase the Hawley MnDOT Facility. The Highway Department and MNDOT have been in negotiations to purchase this facility. MnDOT's original asking price was \$313,000 and the original offer on behalf of the County was \$236,000. MnDOT came back with a counteroffer of \$276,000.

Discussion ensued regarding the potential of the facility and overall savings.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to purchase the Hawley MNDOT facility using the Fund Balance, in the amount of \$276,000.

Metro Flood Diversion Authority Year End Project Discussion

Mr. Larson stated the Metro Flood Diversion Authority has created a year-end video showing the progress which has been made throughout 2023 and highlights what lies ahead in 2024. The Board viewed the video and had a brief discussion on the project.

Committee Reports/County Administrator Update/Discussions

- Commissioner Ebinger reported on meetings for GFM EDC Board; Clay County Substance Abuse Committee; and Lake Agassiz Regional Library Board.
- Commissioner Mongeau reported on meetings for Lakes & Prairies Community Action - CAPLP; conversations with the FMWF Chamber of Commerce; and SWAC.
- Commissioner Campbell reported on meetings for Highway Tracking; Prairie Lakes Municipal Solid Waste Authority; and SWAC.
- Commissioner Gross reported on meetings for Highway Tracking.
- County Administrator Stephen Larson reported on meetings for Highway Tracking, meeting starting next week 8:15 a.m. for the Oath of Office, the County will be closed January 1st in observance of New Years.

Adjourn

The meeting was adjourned at 9:26 a.m.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator