

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, JANUARY 9, 2024
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 Ebinger called the meeting to order at 8:30 a.m.

Approval of Agenda

On motion by Commissioner Mongeau, seconded by Commissioner Gross, and unanimously carried, the Board approved the agenda with the agenda addition: Request Approval of Out-of-State Travel for National Training for Veterans Service Office.

Minnesota Lawful Gambling LG220 Application for Exempt Permit - Barnesville Rod and Gun Club

By consent, the Board approved the Minnesota Lawful Gambling LG220 Application for Exempt Permit - Barnesville Rod and Gun Club.

Donation From the Hitterdal Lions to Support the Clay County Sheriff's Office K9 Program

By consent, the Board approved the donation of \$1,000.00 from Hitterdal Lions to support the Clay County Sheriff's Office K9 Program.

Commissioner Ebinger recognized and thanked the Hitterdal Lions for their generous donation.

Tax Abatement for D Kline, Moorhead, Due to Clerical Error

By consent, the Board approved the tax abatement for D Kline, Moorhead due to clerical error in the amount of \$256.00.

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the bills and vouchers totaling \$471,514 from 113 vendors. There were 76 warrants issued under \$2,000 (\$29,716) and the following 37 were over \$2,000.

West Central Regional Juvenile Center	\$	61,584	Forum Communications Printing	\$	6,481
Advanced Correctional Healthcare, Inc.	\$	41,798	Bob Barker (Wcrjc)	\$	5,829
Trinity Services Group, Inc.	\$	39,457	Becker County Public Health	\$	5,483
Association Of Minnesota Counties	\$	34,234	Liberty Tire Recycling, LLC	\$	4,771

Code 4 Services, Inc	\$	31,247	Maco - Aitkin	\$	4,630
Clay Trail Alliance	\$	30,448	Barr Engineering Co.	\$	4,279
Axon Enterprises, Inc.	\$	24,095	Motorola Solutions, Inc.	\$	3,692
Clay Co Public Health	\$	17,033	Fidlar Technologies	\$	3,500
DLT Solutions LLC	\$	13,130	NW ECB	\$	3,500
CB & Sons Electric, Inc.	\$	11,810	The MN Transportation Alliance Inc.	\$	2,855
Town & Country Oil Inc.	\$	10,706	Clay County Sheriff's	\$	2,500
Amherst H. Wilder Foundation	\$	10,000	Farmers Coop Oil Co	\$	2,405
Otter Tail Public Health	\$	8,882	MN PERA-Omitted Deductions	\$	2,363
City of Pelican Rapids	\$	8,419	Benson Psychological Services, PC	\$	2,350
Verizon-386550144	\$	7,553	Salamander Technologies, LLC	\$	2,260
Swanston Equip Corp	\$	7,400	Summit Fire Protection	\$	2,159
JT Lawn Service	\$	7,092	West Central Regional Juvenile Center	\$	2,125
Nitzkowski, Inc.	\$	6,846	Amazon Capital Services	\$	2,119
Klein McCarthy & Co Ltd	\$	6,751			

Approval of Minutes from December 26, 2023

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved the minutes from December 26, 2023.

Re-Appointment of Curt Cannon to Another Four-Year Term as Clay County Veterans Service Officer

County Administrator Stephen Larson requested approval to re-appoint Curt Cannon to another four-year term as the Clay County Veterans Service Officer. Minnesota State Statute 197.60 states that the county board shall appoint a County Veterans Service Officer. The term of the appointment of the County Veterans Service Officer shall be for four-years. Curt Cannon has served Clay County and its Veterans in an exemplary fashion.

Commissioners Ebinger and Campbell praised and thanked Mr. Cannon for all the work that he does for the veterans of Clay County.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to re-appoint Curt Cannon to another four-year term as the Clay County Veterans Service Officer.

Agenda Addition: Request Approval of Out-of-State Travel for National Training for Veterans Service Office.

Veterans Service Officer Curt Cannon requested approval of out-of-state travel for him and Veterans Service Representative Jennifer Conklin to attend the National Training in Denver Colorado. This is a budgeted expense.

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the out-of-state travel for National Training for the Veterans Service Office.

Request Approval to Hire a Community Service Officer for the Sheriff's Office

Sheriff Empting mentioned that today is National Law Enforcement Appreciation Day and thanked all

the law enforcement officers in Clay County.

Sheriff Empting requested approval to hire a Community Service Officer and stated that this was discussed during the budget presentation as a new request for the Sheriff's Office. At that time, duties and responsibilities were presented to the Board.

Discussion ensued regarding the duties and responsibilities for this position.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the hiring of a Community Service Officer for the Sheriff's Office.

Request Approval of the Final Contract Voucher for SAP 014-618-016

County Engineer Justin Sorum requested approval of the final contract voucher for SAP 014-618-016. This was a mill and overlay and Cold in Place Recycling project on CSAH 18 from TH 9 to 80th Street North and this also had an LRIP grant.

RJ Zavoral and Sons, Inc, was the contractor with an original bid of \$2,963,831.80. The final amount to be approved is \$2,608,073.95.

Discussion ensued regarding Cold in Place Recycling.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the final contract voucher for SAP 014-618-016 in the amount of \$2,608,073.95.

Request Approval of the Final Contract Voucher for SAP 014-626-031

Mr. Sorum requested approval of the Final Contract Voucher for SAP 014-626-031. This was a mill and overlay project on CSAH 26 from CSAH 27 to CSAH 19 (7.5 Miles). This was the first year of a multi-year project on CSAH 26. In the upcoming year, an additional 9.5 miles west of this project will be completed.

Knife River Materials was the contractor and with an original bid of \$2,685,145.73. The final amount to be approved is \$2,699,533.39.

Commissioner Mongeau stated that she received a lot of praise and thanks regarding this project and the safety that it brings.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved the final contract voucher for SAP 014-626-031 in the amount of \$2,699,533.39.

Request Approval to Advertise for SAP 014-601-008

Mr. Sorum requested approval to advertise for the Bituminous Surfacing Project on CSAH 1 from CSAH 20 to CSAH 26. The proposed letting date will be February 27th.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to advertise for the bituminous surfacing project on CSAH 1 SAP 014-601-008 with a letting date of February 27, 2024.

Mr. Sorum introduced the new Assistant County Engineer Alex Soyring. The Board welcomed Mr.

Soyring to Clay County and are looking forward to working with him.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft reported on meetings for Clay County Intergovernmental Committee; Children's Mental Health LAC; and Buffalo Red River Watershed District.
- Commissioner Mongeau reported on meetings University of Minnesota Extension AMC MOA subcommittee; Metro COG Policy Board; Withdrawal Management/Detox Facility Finance Committee; and DMV Finance Committee.
- Commissioner Campbell reported on meetings for Clay County Intergovernmental Committee; Special Meeting - FM Diversion Authority; Withdrawal Management/Detox Facility Finance Committee; and DMV Finance Committee.
- Commissioner Gross reported on meetings for Minnesota Rural Counties.
- Commissioner Ebinger reported on meetings for NW Emergency Communication Board.
- County Administrator Stephen Larson reported on meetings for STRIVE for Excellence; Administrator Group meeting with Dan Mahli, Robert Wilson and Mike Redlinger; Clay County Intergovernmental Committee; meeting with Ehlers & Lori Johnson regarding Bonding for the DMV; met with members of Moorhead and MPS and WCRWD representatives; Met with Dan Mahli and Derrick LaPoint; met with Lori Johnson for Bond rating call; Withdrawal Management/Detox Facility Finance Committee; DMV Finance Committee; Mr. Larson stated that we have received our State Audit Report for 2022, and a copy will be provide to the Board. The State Auditor has been invited to present the information in the coming weeks. The AMC Legislative Conference is on February 21 and 22. And as a reminder, in observance for Martin Luther King Jr. Day, the County/Courthouse will be closed on Monday, January 15, 2024.

Adjourn

The meeting was adjourned at 9:15 a.m.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator