

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, JANUARY 16, 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 (arrived at 8:37 a.m.), 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 Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda.

Citizens to be Heard

Roger Minch spoke to the Board on issues regarding tax increases, specifically in the Humbolt Township area of Clay County and the difference in tax increases between Minnesota farmland versus North Dakota farmland.

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 \$2,140,465 from 147 vendors. There were 92 warrants issued under \$2,000 (\$45,508) and the following 55 were over \$2,000.

General Equipment & Supplies Inc.	\$ 339,000	Petro Serve Usa-Hwy	\$ 7,935
Anderson Steel Erection & Crane Service	\$ 221,447	Creating Community Consulting	\$ 7,000
MacQueen Equipment, Inc.	\$ 210,512	McKesson Medical Surgical	\$ 6,996
Department Of Corrections	\$ 153,121	Fergus Drywall	\$ 6,512
Air Mechanical, Inc	\$ 147,844	KnowBe4, Inc.	\$ 5,572
Knife River Materials Inc.	\$ 134,976	Alomere Health	\$ 5,433
R J Zavoral & Sons, Inc.	\$ 131,717	Trinity Services Group, Inc.	\$ 5,198
Fargo Moorhead West Fargo Chamber of Com	\$ 100,000	Elan Financial Services	\$ 4,475
Mortenson Masonry, Inc.	\$ 89,936	Carr's Tree Service, Inc.	\$ 4,350
Grotberg Electric Inc	\$ 62,751	Ehlers	\$ 4,250
Gehrtz Construction Services, Inc	\$ 43,033	Marco Technologies LLC	\$ 3,971
Advanced Correctional Healthcare, Inc.	\$ 39,776	Psychlogics	\$ 3,870
Central Door & Hardware Inc.	\$ 38,132	Nova Fire Protection Inc.	\$ 3,800
Earthwork Services Inc.	\$ 38,000	ANJAAM HOLDINGS, LLC	\$ 3,529
Red River Regional Dispatch Center	\$ 37,805	Sabin C Store	\$ 3,428
MinKo Construction, Inc.	\$ 29,062	Association Of Minnesota Counties	\$ 3,413

Prairie Lakes Municipal Solid Waste Auth	\$ 27,168	Otter Tail Public Health	\$ 3,318
Enterprise FM Trust	\$ 23,945	Chiller Systems Inc	\$ 3,075
Klein Mccarthy & Co Ltd	\$ 18,609	Bolton & Menk, Inc.	\$ 2,946
Code 4 Services, Inc	\$ 16,414	SLV Group	\$ 2,850
Bob Barker (Ph)	\$ 13,647	Creative Product Sourcing Inc.	\$ 2,483
Advanced Business Methods	\$ 12,914	SRF Consulting Group Inc	\$ 2,458
Mn Unemployment Insurance	\$ 11,952	Green View Inc.	\$ 2,362
Clay Co Public Health	\$ 10,071	Rick Electric Inc	\$ 2,266
Ultimate Transportation	\$ 9,324	Barnesville Record-Review	\$ 2,171
City Of Fargo	\$ 9,021	High Point Networks, LLC	\$ 2,125
Northwest Regional Development Commissio	\$ 8,668	Sign Solutions USA LLC	\$ 2,099
MN County Attorneys Association	\$ 8,210		

Approval of Minutes from January 2, 2024 and January 9, 2024

On motion by Commissioner Krabbenhoft, seconded by Commissioner Gross, and unanimously carried, the Board approved the minutes from January 2, 2024 and January 9, 2024.

Request Approval to Hire Staff in the Withdrawal Management/Detox Program (WM/Detox)

Detox Director Troy Amundsen stated that Withdrawal Management/Detox has one (1) LPN position open due to a recent resignation. In addition, the program currently has one (1) full-time LPN and one (1) full-time technician who are out on leave. The lack of availability has impacted the facilities' ability to schedule. When these employees return, these additional hires will become part of the expanded staffing plan for the 32-bed facility. This request was approved at the December 2023 PIC meeting.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to hire a replacement for 1 FTE LPN who resigned and approved to hire a 1.0 FTE LPN and a 1.0 FTE Technician to help cover for the employees who are out on leave.

Request Approval to Fill the New Assistant County Attorney Position

County Attorney Brian Melton requested approval to fill the new Assistant County Attorney position. Through the 2024 budget process, the County Attorney's Office proposed that an existing part-time position be adjusted to a full-time position in 2024 to deal with the growing demand of the office. The part-time Assistant Clay County Attorney will be vacating the current position as of January 31, 2024.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the hiring of a full-time Assistant County Attorney.

Request Approval of Change Order #3 for the Withdrawal Management/Detoxification Facility Project

County Administrator Stephen Larson stated the Board is being asked to consider Change Order #3 for the Withdrawal Management/Detoxification Facility Project. This project has a contingency fund of \$400,000 to address changes to the plan based on the initial drawings. The change order consists of the omission of the monument sign and a new sign to be incorporated in the contracts of the DMV building, parapet height discrepancy, heat trace control, landscaping revisions and spray foam at the top of the exterior steel stud wall. This change order will result in a credit of \$10,463.33.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried,

the Board approved change order #3 resulting in a credit of \$10,463.33 for the Withdrawal Management/Detoxification Facility Project.

Request Approval of Change Order #1 for the Department of Motor Vehicle Project (DMV)

Mr. Larson stated the Board is being asked to consider Change Order #1 for the DMV Project. This project has a contingency fund of \$206,170 to address changes to the plan based on the initial drawings. The change order consists of door and hardware revisions as well as a relocation of the stockpile of dirt per city request. This change order will result in the amount of \$1,244.58.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Gross, and unanimously carried, the Board approved change order #1 totaling \$1,244.58 for the DMV Project.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft reported on meetings for Cass-Clay Food Commission; Clay Soil and Water Conservation District; Early Childhood Initiative; and Historical & Culture Society.
- Commissioner Mongeau reported on a meeting for Clay Soil and Water Conservation District.
- Commissioner Campbell reported on meetings for Strategic Asset Management Plan for the Diversion Authority; Diversion Planning Committee; RRRDC Budget & Finance; and RRRDC Board of Authority.
- Commissioner Gross reported on meetings for Wild Rice Watershed District Advisory Board; and Beyond the Yellow Ribbon.
- Commissioner Ebinger reported on meetings for NW Emergency Communication Board; Beyond the Yellow Ribbon; and RRRDC Board of Authority.
- County Administrator Stephen Larson reported on meetings with Commissioners Ebinger and Gross, Kathy McKay and Kent Severson, regarding the Pool, Food, and Lodging fees; Strategic Asset Management Plan for the Diversion Authority; met with Mark Sloan regarding GIS issues; Clay County Management; met with Darren Brooke regarding HR issues; MCIT/Risk Management group; met with County Attorney Brian Melton and Assistant County Attorney Michael Leeser; next week consideration for authorizing the issuance of bonding for the DMV will be brought forward.

Commissioner Campbell asked Mr. Melton about the MCIT Opening Meeting Law meeting on January 17, 2024, and asked if the Commission could receive the dos and don'ts, so they know what their options are.

Commissioner Mongeau clarified the details surrounding the Clay County Leaders Roundtable meeting and the FMWF Chamber Public Policy Committee meeting that will be held later this week.

Adjourn

The meeting was adjourned at 9:25 a.m.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator