

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, FEBRUARY 6, 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 Administrative Assistant Sarah Hellem.

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.

Minnesota Lawful Gambling LG220 Application for Exempt Permit - Barnesville Baseball Club

By consent, the Board approved the Minnesota Lawful Gambling LG220 Application for Exempt Permit for the Barnesville Baseball Club.

Family Service Center Lease Agreement Between Clay County and Motivational, Education & Training, Inc for Room 6

By consent, the Board approved the Family Service Center lease agreement between Clay County and Motivational, Education & Training, Inc for room 6.

2024 Grants and Contracts for Clay County Public Health

By consent, the Board approved the 2024 Grants and Contracts for Clay County Public Health.

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the bills and vouchers totaling \$1,333,145 from 235 vendors. There were 180 warrants issued under \$2,000 (\$74,154) and the following 55 were over \$2,000.

Internal Revenue Serv	\$ 228,653	Election Systems & Software Inc.	\$ 7,308
Clay Co Public Health	\$ 213,430	Allied Fire Protection	\$ 7,174
Otter Tail Public Health	\$ 120,026	MN Life	\$ 6,024
Lake Agassiz Regional Library	\$ 81,580	Apollo Water Services, LLC	\$ 5,410
Becker County Public Health	\$ 65,061	Diamond Drugs Inc.	\$ 5,371
Advanced Correctional Healthcare, Inc.	\$ 59,631	Fidelity Security Life	\$ 5,222
City Of Moorhead	\$ 37,545	Xcel Energy	\$ 4,923

MN Counties Computer Coop	\$ 31,352	Rdo Truck Center Co.	\$ 4,801
VEBA Select Account	\$ 30,879	DS Solutions Inc.	\$ 4,704
Mn Dept Of Revenue	\$ 30,265	RTVision Inc.	\$ 4,589
Lakes & Prairies Community Action, Inc	\$ 27,552	Sanford Health	\$ 4,560
Prairie Lakes Municipal Solid Waste Auth	\$ 27,168	American Solutions For Business	\$ 4,414
Wilkin Co Public Health	\$ 18,860	Peterson Mechanical Inc	\$ 3,800
Klein Mccarthy & Co Ltd	\$ 18,836	F M Printing	\$ 3,532
Otis Elevator, Inc.	\$ 17,064	Colonial Life	\$ 3,240
Historical & Cultural Society Of Clay Co	\$ 16,781	DVS Renewal	\$ 3,230
Tritech Software Systems, Inc.	\$ 12,862	Madison National Life	\$ 2,705
Amazon Capital Services	\$ 12,750	Powerplan	\$ 2,630
WEX Bank - Sheriff	\$ 12,420	Legal Services of Northwest Minnesota	\$ 2,480
NetCenter Technologies	\$ 12,262	Johnson's Auto Repair LLC	\$ 2,416
NACO	\$ 12,067	The Groundsman Inc.	\$ 2,368
RBS Activewear	\$ 11,674	Fargo Glass & Paint	\$ 2,363
Moorhead Public Service	\$ 10,110	Bolton & Menk, Inc.	\$ 2,254
JT Lawn Service	\$ 10,108	Stein's Inc	\$ 2,251
Town & Country Oil Inc.	\$ 9,766	Ace Fire Protection LLC	\$ 2,200
MCM Development	\$ 9,533	Earthwork Services Inc.	\$ 2,100
True North Surveys, P.A.	\$ 9,175	Reliance Telephone	\$ 2,000
Bytespeed, LLC	\$ 7,490		

Approval of Minutes from January 16, 2024 and January 23, 2024

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved the minutes from January 16, 2024, and January 23, 2024.

Annual Department Update - Soil & Water Conservation District

District Manager of the Clay Soil & Water Conservation District (SWCD) Kevin Kassenborg introduced District Technician/County Ag Inspector Alyssa Schill and District Technician Kyle Little. Mr. Kassenborg provided the Board with their 2023 Department update and discussed the Tree Program, DNR Walk-in Access Program, County Ag Inspector, County Feedlot Program, Buffer Law, Wetland Conservation Act, No-Till Drill Rental Program, Ag BMP Low Interest Loan Program, Pollinator Habitat Projects and One Watershed-One Plan.

Discussion ensued regarding the watershed, conservation projects/programs topsoil and sediment.

Commissioner Mongeau thanked Mr. Kassenborg for his work and the work of his team.

Request Approval to Reduce Retainage to 1% on SAP 014-601-009

County Engineer Justin Sorum requested approval to reduce retainage to 1% on SAP 014-601-009, the removal of the North Broadway Bridge. All contract items have been completed to the satisfaction of Clay County and the City of Fargo. The only item left is establishment of the vegetation of the disturbed areas. Once the vegetation is established the project will be ready for final approval.

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

Board approved to reduce retainage to 1% on SAP 014-601-009 .

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

Mr. Sorum requested approval for out-of-state travel for the Assistant County Engineer to attend the National Association of County Engineers Conference in Riverside County, California. This conference runs from April 15th-19th and is in the 2024 budget.

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

Request Approval of Letter of Support for CSAH 36 Bridge Replacement

Mr. Sorum stated Polk County is taking the lead on a Bridge Investment Program (BIP) and Raise Grant application that would bundle 3 bridges across the Red River, including Clay County, Norman County, Polk County in MN and Cass County and Traill County in ND. These bridge replacements would be funded with 80% Federal Funds and a 10% local match from MN and ND Counties. If successful, there would also be a bridge bonding opportunity and Infrastructure Investment and Jobs Act (IIJA) matching funds.

Discussion ensued regarding the funding source and daily traffic counts.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved letters of support for CSAH 36 bridge replacement.

Request Approval to Advertise for SP 014-614-001

Mr. Sorum requested approval to advertise for the bridge replacement project on CSAH 14 over the Buffalo River. The proposed letting date will be March 12th. Bridge bonding and federal funds were received.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to advertise for the bridge replacement on CSAH 14 SP 014-614-001, with a letting date of March 12, 2024.

Request Approval of Status Changes for Detox Employees

Public Health Administrator Kathy McKay and Detox Director Troy Amundsen requested approval to move a current LPN Detox employee from variable-hour to a .6 full-time employee and to adjust the Detox Administrative Support position to a Case Aide based on the increased job duties associated with the Withdrawal Management program. The LPN position will be covering the PM and night shift, and the Detox position would move from a grade 10 to 12 which will be reflected on the PDQ.

Discussion ensued regarding funding.

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the to move the current LPN from variable-hour to a .6 FTE and to adjust the Administrative Support position to a Case Aide position.

Annual Department Update - GIS & Communications

GIS & Communications Director Mark Sloan provided the Board with an annual department update and

discussed the employees/team, GIS activities, Next Generation 911, Emergency/FEMA Maps, Gavel Pit Inspection application, Child & Teen Checkup services web application, floor plans, Communications Activities, Clay County Website, Website Re-design, County color palette, Communication projects, Digital Signage, and 2024 Department Objectives.

Discussion ensued regarding NG-911, ESRI software, and Public Safety Funds.

The Board thanked Mr. Sloan and his team for all their hard work.

Annual Department Update - Technology Services

Technology Services Director Rory Schmitz provided the Board with an annual department updated and discussed the staff, coverage/user base, help desk service requests, average I.T. costs/employees, and recent and upcoming projects.

Discussion ensued regarding wiring and security measures for the new Withdrawal Management/Detox Facility and Department of Motor Vehicles.

Commissioner Campbell and Commissioner Ebinger thanked Mr. Schmitz and his team for their work especially during the recent months.

Request Approval to Purchase Replacement Wireless Access Points

Mr. Schmitz stated that the current models of access points are needing replacing in the Correctional Facility and the Law Enforcement Center. The wireless access points are what produces the Wi-Fi coverage within the buildings. Three quotes were obtained, and it's requested to proceed with the lowest option of \$38,373.00 through High Point Networks.

Discussion ensued regarding funding.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved the purchase of replacement wireless access points through High Point Networks in the amount of \$38,373.00.

Request Approval to Advertise/Hire for the Social Service Director Position Due to an Upcoming Retirement

County Administrator Stephen Larson requested approval to advertise and hire for the Social Service Director position as the current Social Service Director Rhonda Porter has submitted her written intention to retire. Her final day of work is scheduled to be June 28th, 2024. The Personnel Issues Committee established a timeline to conduct the hiring process to allow for an 8-week overlap between Ms. Porter and the new hire.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to advertise and hire for the Social Service Director position with backfill.

Committee Reports/County Administrator Update/Discussions

- Commissioner Campbell reported on meetings for Highway Tracking; Planning Commission; Prairie Lakes Municipal Solid Waste Authority; SWAC; MCCJPA; FM Diversion Board of Authority; Intergovernmental Retreat; and met with Commissioner Mongeau and the City of Moorhead regarding funding for the diversion project.

- Commissioner Gross reported on meetings for Highway Tracking; Planning Commission; Intergovernmental Retreat; and received a call regarding wolves in the area and possibly come up with a plan for management.
- Commissioner Krabbenhoft reported on meetings for Intergovernmental Retreat; Childrens Metal Health LAC; and Moorhead City Planning Commission.
- Commissioner Mongeau reported on meetings for SWAC; Intergovernmental Retreat; AMC Extension; discussion at Representative Keeler invitation with County Engineer Justin Sorum regarding gravel tax; met with Commissioner Campbell, Diversion Authority, and the City of Moorhead regarding funding for the diversion project; Metro COG Executive Committee; Withdrawal Management/Detox Finance Committee; DMV Finance Committee; and, as a member of the Planning Commission, attended the Community Engagement discussion regarding a wind energy project.
- Commissioner Ebinger reported on meetings for FM Diversion Finance Committee; FM Diversion Board of Authority; met with Joe Raso (Greater FM EDC) regarding the reduction of Clay County's contribution; Emergency Network Legislative Committee; RRRDC virtual interviews for the Director position; Intergovernmental retreat.
- County Administrator Stephen Larson reported on meetings for Highway Tracking; Department head evaluation; SWAC; met with Justin Sorum and representatives from the City of Hawley regarding the purchase of MNDOT Hawley location; MCCJPA; Intergovernmental Retreat; met with Justin Sorum and Alex Soyring regarding County Road 1 and 11th Street underpass; met with Dan Mahli and Derrick LaPoint on a series of shared issues; and please make note, with tear down of the Moorhead Center Mall, the DMV is still located in the current location and will be until further notice. The mall entrances will be on the north-east and east corner; and Owners for the Withdrawal Management/Detox Facility and DMV.

Adjourn

The meeting was adjourned at 10:46 a.m.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator