

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, APRIL 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 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 Mongeau, seconded by Commissioner Gross, and unanimously carried, the Board approved the agenda.

Donations from Johnson's Auto Repair to Support the Clay County Sheriff's Office K9 Program

By consent, the Board approved the donations from Johnson's Auto Repair in the amount of \$2,024.00 to support the Clay County Sheriff's Office K9 program.

Commissioner Ebinger recognized the donation from Johnson's Auto Repair.

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 \$1,144,707 from 151 vendors. There were 110 warrants issued under \$2,000 (\$44,069) and the following 41 were over \$2,000.

Blue Cross Blue Shield Minnesota	\$ 333,619	Millz House	\$ 6,488
Clay County Social Services	\$ 165,037	Forum Communications Printing	\$ 6,085
Clay Co Public Health	\$ 85,199	Aimpoint Inc.	\$ 5,661
Regents Of The Univ Of MN	\$ 74,141	Wilkin Co Public Health	\$ 4,760
Advanced Correctional Healthcare, Inc.	\$ 60,173	Johnson's Auto Repair LLC	\$ 4,157
Otter Tail Public Health	\$ 59,566	Streicher's	\$ 4,072
City Of Moorhead	\$ 58,615	Marco Technologies LLC	\$ 3,971
Red River Regional Dispatch Center	\$ 34,508	Clay County Social Services	\$ 3,909
Becker County Public Health	\$ 26,040	Powerplan	\$ 3,618
Klein Mccarthy & Co Ltd	\$ 25,660	RnC Consulting P.A.	\$ 3,607
Trinity Services Group, Inc.	\$ 20,127	TrueNorth Steel	\$ 3,576
New Roots Midwest	\$ 11,975	Ramsey County Med Exam	\$ 3,270
PDQ.COM Corporation	\$ 11,475	Bytespeed, LLC	\$ 3,174
Town & Country Oil Inc.	\$ 10,181	Clay County Sheriff's	\$ 2,500
Verizon-386550144	\$ 8,645	River Valley Forensic Services, PA	\$ 2,500
Nitzkorski, Inc.	\$ 8,451	BDT Mechanical, LLc	\$ 2,482

Petro Serve Usa-Hwy	\$	7,066	Amazon Capital Services	\$	2,226
Information Systems Corp	\$	6,995	Legal Services of Northwest Minnesota	\$	2,225
MN Life	\$	6,958	Farmers Coop Oil Co	\$	2,198
Hands Down Flooring and Tile	\$	6,952	West Central Regional Juvenile Center	\$	2,194
City of Glyndon	\$	6,569			

Approval of Minutes from March 26, 2024 and Work Group Session Minutes from March 19, 2024

On motion by Commissioner Krabbenhoft, seconded by Commissioner Gross, and unanimously carried, the Board approved the minutes from March 26, 2024, and the Work Group Session minutes from March 19, 2024.

Request Approval of the Annual Report for the County Feedlot Program for 2023

Clay Soil & Water District Technician/County Feedlot Officer Gabe Foltz requested approval of the annual report for the County Feedlot Program for 2023. Mr. Foltz stated they are currently in good standing with the MPCA after the review.

Discussion ensued regarding the number of feedlots in the County and the requirements for a feedlot.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the annual report for the County Feedlot Program for 2023.

Request Approval to Lease Nine Vehicles with Enterprise Commercial Leasing for 2025

Sheriff Mark Empting stated he's been informed by Enterprise that Chevrolet is opening their ordering process for 2025 vehicles in May. The Sheriff's Office would be replacing 8 vehicles and adding a 9th for the Community Service Officer (CSO). There is \$434,493.32 available in the Internal Service Fund and the total lease amount would be \$131,933.88, which is an annual estimate. Vehicle equipment will need to be purchased with the excess funds that are available and auction proceeds.

Sheriff Empting further discussed the upfit costs and the benefits from transitioning to the same model of vehicle, as it's cost effective.

Discussion ensued regarding supply chain issues.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Gross, and unanimously carried, the Board approved to lease nine vehicles from Enterprise Commercial Leasing for 2025 for the Sheriff's Office.

Request Approval of Contract for Township Bridge Design

County Engineer Justin Sorum stated he went out for a RFP for Bridge Design Proposals for a Township Bridge in Glyndon Township. The proposals were due on March 19, 2024, and 4 were received. Of those proposals Houston Engineering was selected. It's requested that the Design Contract with Houston Engineering be approved. Glyndon Township would be responsible for the first \$10,000 of the project and then Township Bridge funds would cover the rest.

Mr. Sorum stated he met with Houston Engineering to negotiate fees and scope last week and that he's comfortable with their proposal.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the design contract with Houston Engineering for the replacement of a

Glyndon Township bridge in the amount of \$116,382.20.

Mr. Sorum stated that road restrictions on the south half of the County were lifted off on Monday, April 8, 2024, and road restrictions on the north half of the County will be lifted on Friday, April 12, 2024.

Request Approval of the Clay County Comprehensive Plan

Department of Corrections District Supervisor Janelle Cheney introduced Dale Arnold as the new District Supervisor. Mr. Arnold provided the Board information on his background.

Ms. Cheney discussed the Clay County Comprehensive Plan for the MN Department of Corrections (DOC) including the District Organization Chart, Advisory Board, DOC training requirements, strategic planning at the state level, evidenced based practices with fidelity, Council of State Governments (CSG)-Justice Reinvestment Initiative, strategic planning at the local level, pre-trial, diversion and other services, core interventions and evidence based practices, victim concerns, correctional fees, contracted services and proposals, proposals for new services, Sentence to Serve (STS) contract, budget, and highlights.

The Comprehensive Plan for the MN DOC will be updated every four years.

Commissioner Campbell discussed his concern with how we're referring to this comprehensive plan, as Clay County has their own comprehensive plan, and that clarity is needed when a motion is made.

On motion by Commissioner Campbell seconded by Commissioner Mongeau, and unanimously carried, the Board approved the 2024 Clay County Comprehensive Plan for MN Department of Corrections.

Request Approval to Replace a Child Protection Specialist Position Due to a Resignation

Social Services Director, Rhonda Porter, stated a position is being vacated in the Child Protection Assessment Unit effective May 17, 2024, due to a resignation. The position has been assigned child protection/family assessment investigative work, as well as, child welfare assessments. It is critical that this position be filled given the caseload demands and the State and Federal guidelines relative to our agencies' response to these reports. In addition, this position requires some specialized forensic interviewer training that would need to be scheduled as soon as possible.

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to replace the Child Protection Specialist position within the Child & Family Services Division and to approve backfill should there be an internal appointment.

Recognition - Proclamation for Child Abuse Prevention Month in Clay County - April 2024

Mr. Porter requested the adoption of the proclamation for Child Abuse Prevention Month-April 2024.

Social Services Supervisor, Amy Amundsen, shared a family story in recognition of Child Abuse Prevention month.

Commissioner Ebinger read the proclamation.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board adopted and proclaimed April 2024 as Child Abuse Prevention Month in Clay County.

Annual Department Update - Social Services: Home & Community Based and Disability & Licensing Division

Ms. Porter and Social Services Supervisors Hollie Wanner and Jessica Mickelson presented the annual department update for the Home & Community Based and Disability & Licensing Division.

Ms. Mickelson, Licensing & Disability Services Supervisor, discussed licensing updates, adult foster care, child foster care, family childcare, licensing recruitment efforts, disability services updates, adult & disability intake, special needs basic care, and MnChoices.

Ms. Wanner, Home and Community Based Services Supervisor, discussed Case Managers, Case Aides, Minnesota disability waivers eligibility, Rule 185 Case Management, Relocation Service Coordination in nursing homes under 65, and caseload sizes.

Request Approval of Resolution 2024-14 to Allow the Minnesota Department of Natural Resources to Accept a Gift of Land for the Scientific and Natural Areas Program

Planning & Zoning Director, Matthew Jacobson, stated the Minnesota Department of Natural Resources has been offered a gift of 200 acres of land from a Mr. Gaylord Paulson to be designated as a Scientific and Natural Area (SNA). The land is being gifted in memory of his late wife, Beva Paulson and will be named, the Beva Paulson Memorial Hardwood Forest Scientific and Natural Area. Per MN Statutes 84.033 Subd 3., a resolution passed by the Clay County Board of Commissioners is required for the DNR to accept this gift.

Statewide Acquisition Coordinator for the Scientific and Natural Area program for the Minnesota Department of Natural Resources (DNR) Bill Bleckwenn presented and discussed the site location of this land, site boundary and context, total acreage, native plant communities, species of interest in the area, ecological significance, public uses, meeting DNR goals and Payment in Lieu of Taxes (PILT).

If approved, the next steps include Title review and closing. After that, a designation would follow.

Commissioner Campbell asked if the total \$2,224 for PILT includes all government entities such as the Townships and school district taxes as well. Mr. Bleckwenn presumed that it would include those entities. Mr. Jacobson stated after looking at their 2024 statement, it would be inclusive of those taxes.

Discussion ensued regarding the boundaries of this area and the postings of where the boundaries end for hunting and fishing purposes.

Commissioner Krabbenhoft asked when the land would be accessible to the public. Mr. Bleckwenn stated the property would be left as is with minor restoration and that they hope to close on this parcel by spring or early summer. After the closing, the SNA needs to be submitted to the Commission of the DNR and the designation order that get submitted needs to be reviewed by several legal departments within the DNR, and then it will go through the Commissioners Office. Therefore it could be several months before it's accessible to the public.

Mr. Bleckwenn further stated that the designation would also be published within the state registrar too, which is when the SNA would be opened to the public. It's not encouraged for the public to go on this land prior to it be designated.

Mr. Jacobson asked if there will be a press release or ceremony to let the public know about this new Scientific and Natural Area. Mr. Bleckwenn stated in this case, with if being donated by the Paulson family, he anticipates there will be a commemorative opening ceremony. Therefore, it's anticipated that a ceremony will take place, and it would be publicized through the SNA Programs website and Facebook

page. Mr. Bleckwenn stated that if other parties, organizations, or agencies would like to provide some publicity for the ceremony or general opening, that is encouraged.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved Resolution 2024-14 to allow the Minnesota Department of Natural Resources to accept a gift of land as described in Exhibit A in fee title from Mr. Gaylord Paulson to the Scientific and Natural Areas Program for SNA designation.

Discussion ensued regarding the surrounding land and the private owners.

Resolution 2024-14

A RESOLUTION OF THE CLAY COUNTY BOARD OF COMMISSIONERS SUPPORTING AND APPROVING THE ACQUISITION OF THE 200-ACRE PAULSON PROPERTY BY THE MINNESOTA DNR IN THE ESTABLISHMENT OF THE BEVA PAULSON MEMORIAL HARDWOOD FOREST SNA

WHEREAS, the Minnesota Department of Natural Resources (Minnesota DNR) has established the Scientific and Natural Areas (SNA) Program to preserve Minnesota's natural heritage for scientific study and public understanding; and

WHEREAS, the Minnesota DNR is establishing the Beva Paulson Memorial Hardwood Forest SNA encompassing approximately 200 acres, to preserve the natural heritage of the area; and

WHEREAS, Gaylord D. Paulson owns an approximate 200-acre property with the attached legal description-Exhibit A; and

WHEREAS, the Minnesota DNR seeks to acquire the Paulson property for inclusion in the Beva Paulson Memorial Hardwood Forest SNA.

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

Clay County approves the Minnesota DNR's acquisition of the Paulson property for inclusion into the Beva Paulson Memorial Hardwood Forest SNA.

ADOPTED BY the Clay County Board of Commissioners on this 9th day of April, 2024.

BREAK

The Board took a break from 10:10 a.m. - 10:15 a.m.

Committee Reports/County Administrator Update/Discussions

- Commissioner Mongeau reported on meetings for conversations with legislators and AMC for upcoming hearings for bills; ARPA committee; AMC Tax Forfeiture Workgroup; Withdrawal Management/Detox Finance Committee; DMV Finance Committee; and met with the Clay County Fair Board and Clay County Extension staff regarding the 2024 Clay County Fair event.
- Commissioner Campbell reported on meetings for Highway Tracking; Clay County Collaborative

on behalf of Lakes Country Services Coop; ARPA Committee; Withdrawal Management/Detox Finance Committee; and DMV Finance Committee.

- Commissioner Gross reported on meetings for Highway Tracking; Cromwell Township meeting; Morken Township meeting; and received a concern from a Felton resident regarding wolves in the area.
- Commissioner Krabbenhoft reported on meetings for Childrens Mental Health LAC; Clay County Collaborative; Buffalo Red River Watershed District; and discussed the PRTF bonding bill.
- Commissioner Ebinger reported on meetings for City of Fargo Homeless Task Force; NW Emergency Communication Board; met with CEO Clint Massey of Resource Development Corporation regarding a feasibility study for a merger between EDC and Chamber of Commerce; and discussion with Diversion Authority Executive Director Joe Paulson regarding pending issues.
- County Administrator Stephen Larson reported on meetings for Highway Tracking; worked on a letter of concern to send to Senator Kupec regarding broadband legislation; met with Darren Brooke and Anna Moore regarding Benchmarking positions for upcoming market study; met with Joe Olson regarding projects at county; met with Representatives from the City of Moorhead and the Department of Justice regarding the grant that the City of Moorhead received; met with Klein McCarthy regarding the PRTF and funding needs for HF 4204; met with David Heyer from DEED and Karen Lauer from the City of Barnesville, Greg Wagner from West Central Initiative, Marc Rosenberg, and Matt Jacobson regarding the Barnesville project; met with Derrick LaPoint, Dan Mahli and mayor Carlson regarding letter of support of the TIF; ARPA Committee; met with Representative Joy regarding flood mitigation; and this week is Severe Weather Awareness week, information is posted on the Sheriff's page of the website.
- HR Director/Asst. Administrator Darren Brooke followed up regarding a change order for the Withdrawal Management/Detox Facility and stated on February 13, 2024, \$ was when door swings and access panels were approved for the Withdrawal Management/Detox Facility.

Adjourn

The meeting was adjourned at 11:02

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator