

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, JULY 2, 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 Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the agenda.

County Board of Appeal & Equalization Minutes from June 18, 2024

By consent, the Board approved the County Board of Appeal & Equalization minutes from June 18, 2024.

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 Campbell, and unanimously carried, the Board approved the bills and vouchers totaling \$23,835,142 from 124 vendors. There were 55 warrants issued under \$2,000 (\$29,510) and the following 69 were over \$2,000.

Treas Of Moorhead City	\$ 13,699,346	Clay County Fair	\$ 31,421
Independent School Dist 152	\$ 2,062,260	Treas Of Tansem Twsp	\$ 26,480
Treas Of Dilworth City	\$ 1,730,118	Treas Of Humboldt Twsp	\$ 26,440
Treas Of Barnesville City	\$ 824,356	Treas Of Holy Cross Twsp	\$ 25,158
Buffalo-Red River Watershed	\$ 727,673	Treas Of Skree Twsp	\$ 25,059
Treas Of Hawley City	\$ 723,862	Treas Of Glyndon Twsp	\$ 22,360
Treas Of Glyndon City	\$ 624,752	Rick Electric Inc	\$ 22,160
Independent School Dist 150	\$ 411,403	Treas Of Parke Twsp	\$ 21,870
Independent School Dist 2164	\$ 397,032	Treas Of Felton Twsp	\$ 20,523
Independent School District 146	\$ 341,196	WEX Bank - Sheriff	\$ 17,652
Treas Of Ulen City	\$ 201,433	Treas Of Alliance Twsp	\$ 17,519
Treas Wild R W Shed/Treas Of	\$ 175,928	Treas Of Hagen Twsp	\$ 15,668
Treas Of Sabin City	\$ 152,534	Treas Of Felton City	\$ 14,831
Clay County HRA	\$ 122,637	Treas Of Moorhead Twsp	\$ 13,782
Independent School Dist 914	\$ 119,199	Ada-Borup-West ISD 2910	\$ 13,127
Treas Of Morken Twsp	\$ 80,582	Independent School Dist Bc 2889	\$ 12,685
Turner Sand & Gravel Inc.	\$ 80,242	Treas Of Spring Prairie Twsp	\$ 12,356
Treas Of Eglon Twsp	\$ 78,607	Treas Of Riverton Twsp	\$ 12,249

Clay Soil & Water Cons Dept	\$	72,367	Treas of Flowing Twsp	\$	11,806
Treas Of Oakport Twsp	\$	68,991	Treas Of Georgetown City	\$	10,474
Treas Of Ulen Twsp	\$	64,054	New Roots Midwest	\$	9,680
Treas Of Elmwood Twsp	\$	56,772	Treas Of Comstock City	\$	9,076
Treas Of Hawley Twsp	\$	55,201	Independent School Dist Otc 548	\$	8,884
Treas Of Cromwell Twsp	\$	53,113	Advanced Striping & Sealcoating, Inc.	\$	7,950
Treas Of Kurtz Twsp	\$	52,850	Moorhead Adult Education	\$	7,620
Treas Of Highland Grove Twsp.	\$	49,955	Fargo Glass & Paint	\$	6,712
Treas Of Elkton Twsp	\$	45,040	Chiller Systems Inc	\$	5,502
Treas Of Barnesville Twsp	\$	38,308	Vanne Moorhead LLC	\$	5,492
Treas Of Hitterdal City	\$	36,750	Sylint, LLC	\$	4,575
Treas Of Viding Twsp	\$	35,569	Johnson's Auto Repair LLC	\$	3,562
Treas Of Kragnes Twsp	\$	35,155	Allied Fire Protection	\$	3,185
Treas Of Georgetown Twsp	\$	34,917	Fevig Oil Co	\$	2,894
Treas Of Goose Prairie Twsp.	\$	34,763	Stein's Inc	\$	2,371
Treas Of Keene Twsp	\$	33,602	Ramsey County Med Exam	\$	2,121
Treas Of Moland Twp	\$	31,791			

Approval of Minutes from June 18, 2024

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from June 18, 2024.

Request Approval to Hire a FT Deputy Auditor - Motor Vehicle

County Auditor-Treasurer Lori Johnson requested approval to hire a full-time Deputy Auditor for the Department of Motor Vehicle due to a recent resignation.

On motion by Commissioner Mongeau, seconded by Commissioner Gross, and unanimously carried, the Board approved hiring a full-time Deputy Auditor - Motor Vehicle.

Request Approval to Fill the Vacant Victim/Witness Coordinator Position

County Attorney Brian Melton stated that Olivia Larson has resigned and has recently took a full-time position with the Sioux Falls Department of Corrections as a Parole Agent.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved to fill the vacant Victim/Witness Coordinator position.

Juvenile Diversion / Restorative Practices Presentation

Victim/Witness & Diversion Director Michelle Carney and Restorative Practices Coordinator Lukas Brandon presented program updates and data from the 2023 - 2024 school year including traditional decision making process, Diversion Program Models, number of youth referred, type of offenses, Diversion outcome, Diversion completion rate, overall recidivism rates, 6-month review, and Juvenile Justice Benefit-Cost Analysis.

Commissioner Gross asked if Mr. Brandon visits the schools on a daily basis. Mr. Brandon confirmed, and stated that on Fridays, he rotates between all the schools in Clay County.

Commissioner Mongeau discussed her appreciation for the schedule of rotating between all the schools, especially the rural schools.

Commissioner Campbell asked if this program is before the youth reach the Juvenile Detention

Facility. Mr. Brandon confirmed, and stated this is a first time offender program.

Commissioner Krabbenhoft asked about the involvement of the youths parents. Mr. Brandon stated it varies on the severity of the case, and that there is better access through the schools, but of course, these are juveniles so parents are involved.

Discussion ensued regarding the program, its success, and funding.

Request Approval of Manage Print Services Contract

Technology Services Director Rory Schmitz requested approval of service contract for print services and stated three proposals were received, with the lowest being through Advanced Business Methods in the amount of \$22,852.20 per year.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the approval the selection of Advance Business Methods manage print services contract in the amount of \$1,904.25 per month, before overages.

Bid Opening for SAP 014-597-003, SAP 014-597-004, HEI 1915-0083

County Engineer Justin Sorum opened bids for the three box culvert replacements in Dilworth, SAP 014-597-003, SAP 014-597-004, and HEI 1915-0083. The Engineers' estimate for this project was \$894,649.00

The following 4 bids were received all with a bid bond in the amount of 5%. Sellin Brothers Inc. with a bid of \$1,033,472.00, Central Specialties Inc. with a bid of \$857,385.00, Gladen Construction Inc. with a bid of \$829,243.00, and Lyle Wilkins Inc. with a bid of \$669,003.00.

Discussion ensued regarding the implementation time, bridge bonding and the box culverts.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the low bid from Lyle Wilkins Inc. in the amount of \$669,003.00 contingent upon bid review, for SAP 014-597-003, SAP 014-597-004, and HEI 1915-0083.

Request Approval to Hire Engineering Technician/Senior Engineering Technician

Mr. Sorum requested to fill an Engineering Technician/Senior Engineering Technician position that will be open due to an upcoming retirement on August 30, 2024. It would be ideal to open the position now as there are construction projects ongoing during this time.

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved hiring an Engineering Technician/Senior Engineering Technician.

Request Approval to Accept Business Recycling at the Resource Recovery Center

Solid Waste Manager Corey Bang stated previously, the Solid Waste Department has not had a way to accept business recycling fees. By accepting these items daily, it will reduce the time businesses store them and eliminate the need for special collection days. A fee scale would be proposed, which would cover county costs, and the funds would then pass through to the service provider.

On motion by Commissioner Mongeau, seconded by Commissioner Gross, and unanimously carried, the Board approved the to accept business recycling at the Resource Recovery Center.

BREAK

The Board took a break between 9:17 a.m. – 9:24 a.m.

Request Appointment to the West Central Regional Water District - Clay County At-Large Board of Directors

County Administrator Steve Larson stated on May 28, 2024 the Board of voted unanimously to appoint three (3) members to the West Central Regional Water District Board of Directors. The initial make-up of the appointments would include two County Commissioners and one at-large citizen position. After an extended advertisement, two citizens, Ezra Baer, and Don Martodam, have expressed interest in the appointment and are being brought forward for consideration for the at-large position.

Commissioner Ebinger asked the candidates a series of questions, including what motivated the candidates to apply for this position, and how their background and experience will contribute to the mission, discuss a time being involved in a project or initiative that required collaboration with multiple stakeholders and how differing opinions were managed to ensure a successful outcome, what the most pressing challenges facing rural water systems today, and the strategies to address these challenges, and to describe a situation where difficult decisions had to be made that impacted a community or organization, what was that process and outcome.

Mr. Baer discussed seeing the opening and stated with already knowing the rural landowners in the area and the potential users of that line of water, being a voice on the Board would be beneficial. As a previous member of a co-op in the hog industry, there are a variety of ways to move projects forward, which includes collaboration with other entities. In terms of the biggest challenge for this water district, Mr. Baer discussed how funding will be one of the largest obstacles. When asked about a time when a decision was made that impacted the community, Mr. Baer referenced his time on the Planning Commission and discussed how it's not always easy and there will be times where residents/citizen are upset with the outcomes of those decisions.

Mr. Martodam stated he was approached by another board member about applying and discussed his background on other boards that relate to water, and how working together with others and being open to other viewpoints is key. Mr. Martodam agreed that funding is going to be a hurdle, and how people will always be affected when decisions are needing to be made. Mr. Martodam thinks he'd be a great candidate because of the number of contacts he has and his ability to network.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved to appoint Don Martodam to the West Central Regional Water District as the Clay County At-Large member of the Board of Directors.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the \$100 per diem and mileage for the Clay County At-Large appointed position for the West Central Regional Water District Board of Directors.

Budget Presentation - GIS & Communications

GIS & Communications Director, Mark Sloan, presented the GIS & Communications budget for 2025, and stated that the main budget items remain the same as they were, but data processing and supplies have increased some, and one of the significant changes would be the new request

to move the GIS Technician from a variable hour position to a full time position. This request is made with input from staff and will strengthen the department's abilities and help meet the requests for services from other departments. This change will greatly benefit the staff and citizens of Clay County.

Budget Presentation - Social Services

Former Social Services Director, Rhonda Porter, and current Social Services Director, Quinn Jaeger, presented the Social Services Budget for 2025. Ms. Porter started off by presenting where the budget ended for 2023 regarding expenditures and revenues.

Mr. Jaeger presented the 2025 budget and discussed the proposed levy request of \$14,872,699.00, which is a 7.86% increase from the previous year. This does include a 3% cost of living adjustment as well as the 9% health insurance increase.

Mr. Jaeger discussed new budget requests, the estimated fund balance, staff salary/ benefit increases, Health Care Unwinding & Federal Financial Participation (FFP) for 4 positions, net overall administrative adjustments, Detox, Out of Home Placements expenditure increases, County funded burials expenditure increases, Nursing Home under 65 County share increases, contracted providers expenditures increases, CaseWorks net increases, revenue decreases, program expenditure decreases, and revenue increases.

Discussion ensued regarding Title IV-E funding, Qualified Residential Treatment Placement (QRTP), getting the Juvenile Center established as a QRTP, stabilization programs and the development of a Psychiatric Residential Treatment Facility, and Families First legislation.

Budget Presentation - Human Resources

Human Resources Director, Darren Brooke, presented the Human Resources budget for 2025 and discussed the number of employees of the County, salaries/organizational changes, HR office supplies, travel & expenses, conference registrations, safety budget, and David Drowns Associates HR Technical Program.

Discussion ensued regarding the market study.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft reported on meetings for County Appreciation Picnic; West Central Regional Water District Dairy Farm Tour; Creative Consulting Group for Family Resource Centers; Early Childhood Initiative The Longest Table event; and Moorhead City Planning Commission.
- Commissioner Mongeau reported on meetings for Metro COG Policy Board; Metro COG Executive Board; CAPLP; Lakeland Mental Health; Prairie Lakes Municipal Solid Waste; SWAC; MCCJPA; and Diversion Land Management.
- Commissioner Campbell reported on meetings for County Appreciation Picnic; Highway Tracking; Prairie Lakes Solid Waste; SWAC; MCCJPA; and Diversion Board of Authority.
- Commissioner Gross reported on meetings for Highway Tracking; County Appreciation Picnic; West Central Regional Water District Dairy Farm Tour; and mentioned the upcoming Morken Township picnic.
- Commissioner Ebinger reported on meetings for County Appreciation Picnic; Diversion Authority Finance; Greater Fargo Moorhead EDC meeting with the FMWF Chamber;

Diversion Board of Authority; and City of Fargo Municipal Airport Expansion Groundbreaking Ceremony.

- County Administrator Stephen Larson reported on meetings for County Appreciation Picnic; Highway Tracking; Pre-budget meeting for Highway; AMC Tax Forfeiture webinar; Election Emergency Procedures training; SWAC; MCCJPA; met with Don Martodam regarding the appointment to the West Central Regional Water District; met with Scott Fettig regarding the building projects; pre-budget meeting for Technology Services and Facilities; discussed the Qualified Residential Treatment Placement and Fingerprinting; and the County will be closed July 4th in observance of the 4th of July.

Discussion ensued regarding the Psychiatric Residential Treatment Facility.

Adjourn

The meeting was adjourned at 11:19 am.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator